

**TUCSON PIMA COLLABORATION TO END HOMELESSNESS  
CONTINUUM OF CARE  
FY2018 NOFA Program**

**TPCH PROJECT PERFORMANCE RATING & RANKING PROCESS**

Table of Contents

I. Overview & Reallocation.....2  
 II. 2018 Local Threshold Review and Rating Process .....6  
 III. 2018 Priorities for Ranking .....7  
 IV. Renewal Project Rating Information .....8  
 V. Renewal Project Rating Process ..... 9-10  
 VI. Renewal Project Scoring (Rating) Methodology ..... 11-12  
 VII. Specific Scoring (Rating) Tool Instructions ..... 13  
 VIII. Work of the TPCH 2018 Review Panel ..... 13  
 IX. Technical Assistance and Contact Information..... 13

Appendices

A. TPCH 2018 Rating Tool (also posted & emailed)..... 14  
 B. FY 2018 Rating & Ranking Project Form ..... 15  
 C. FY 2018 NOFA Renewal Project Evaluation Process Appeals Form ..... 17  
 D. Sample Match/Leverage Commitment Letter..... 18

**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. The FY 2018 CoC Program NOFA is available at <https://www.hudexchange.info/programs/e-snaps/fy-2018-coc-program-nofa-coc-program-competition/#nofa-and-notices>. 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 2017, there were 30 projects awarded a total of \$8,640,835.00, including 27 renewed, reclassified or reallocated projects plus HMIS, HMIS Coordinated Entry and Planning Grants including 3 new projects.

While it is unknown the exact amount HUD will be funding through the 2018 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 2018, the Annual Renewal Demand (ARD) for TPCH is estimated to be \$8,395,741.00. HUD requires projects to be placed into a Tier 1 equaling 94% of the CoC’s ARD which is estimated to be \$7,891,997.00 and a Tier 2 equaling 6% of ARD, which is estimated to be \$503,774.00 plus any bonus project application or applications estimated to be up to 6% of ARD, which is estimated to be \$503,774.00. Additionally, HUD will also allow the CoC to submit up to three new or expansion DV Bonus projects. The DV bonus projects may total not more than an estimated \$615,772 (10% of TPCH’s Preliminary Pro Rata Need). The amount available for DV Bonus requests is not included in the calculation of Tier 1 or Tier 2 allotments.

HUD has posted a report that lists each CoC's estimated ARD Tier 1 amount, CoC planning, permanent housing bonus, and DV bonus amounts available on the HUD Exchange website at <https://www.hudexchange.info/resources/documents/FY-2018-CoC-Program-Estimated-ARD.pdf>. HUD has stated that it will individually score all projects placed in Tier 2. To ensure that TPCH 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 FY2018 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, TPCH reserves the right to amend these requirements and/or issue additional requirements as needed.

The TPCH Board of Directors strongly urges each CoC Program grant recipient to evaluate how their projects can best serve their participants 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 [NOFA2018@communitypartnersinc.org](mailto:NOFA2018@communitypartnersinc.org) immediately, and communicate their decision regarding reallocation to the same email address by 4:59:59 Pm on Friday, July 20, 2018.

There will be a mandatory New and Bonus Application Orientation on August 2<sup>nd</sup> from 1:00pm-3:00pm, in the Pettit/Miles Room of the Pima County Housing Center, 801 W. Congress St., Tucson, AZ. First-time and/or bonus project applicants must be sure to provide contact information to the TPCH technical assistance contacts at that time.

In addition to voluntary reallocation, TPCH 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 4:59:59 PM on Friday, July 20, 2018.

### **New Projects:**

All applications for new projects, Bonus, DV Bonus, Reallocation (expansion or new), Transition Grant, or Consolidation must be submitted in HUD's e-snaps system in accordance with the deadline in the approved FY 2018 NOFA Response Timeline distributed and posted with this process document and in accordance with any other instructions separately published in the TPCH FY 2018 Request for

Proposal for Reallocation Expansion and Bonus Project(s). That deadline is **August 16, 2017, by 11:59:59 PM Arizona Time.**

Bonus - There will be an RFP released on or before August 1, 2018 (pending board approval) for any agency that is interested in applying for the Bonus Project. Bonus Projects may be any of the following:

- A. Permanent housing-permanent supportive housing (PH-PSH) projects that meet the requirements of Dedicated PLUS as defined in Section III.C.3.f of the FY 2018 HUD CoC Program NOFA or where 100 percent of the beds are dedicated to individuals and families experiencing chronic homelessness, as defined in 24 CFR 578.3.
- B. New permanent housing-rapid rehousing (PH-RRH) projects that will serve homeless individuals and families, including unaccompanied youth;
- C. Joint TH and PH-RRH component projects as defined in Section III.C.3.m of the FY 2018 HUD CoC Program NOFA to better serve homeless individuals and families, including individuals or families fleeing or attempting to flee domestic violence, dating violence, sexual assault, or stalking who meet the following criteria:
  - (i) residing in a place not meant for human habitation;
  - (ii) residing in an emergency shelter;
  - (iii) person meeting the criteria of paragraph (4) of the definition of homeless, including persons fleeing or attempting to flee domestic violence, dating violence, sexual assault, or stalking;
  - (iv) residing in a transitional housing project that is being eliminated;
  - (v) residing in transitional housing funded by a Joint TH and PH-RRH component project as defined in Section III.C.3.m of the FY 2018 HUD CoC Program 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.
- D. Dedicated HMIS project for the costs at 24 CFR 578.37(a)(2) that can only be carried out by the HMIS Lead, which is the recipient or subrecipient of an HMIS grant, and that is listed on the HMIS Lead form in the CoC Applicant Profile in e-snaps.
- E. Supportive services only (SSO-CE) projects to develop or operate a centralized or coordinated assessment system.

Bonus projects will be placed in Tier 2 during project rating/ranking.

Domestic Violence (DV Bonus) - There will be an RFP released on or before August 1, 2018 (pending board approval) for any agency that is interested in applying for the Domestic Violence Bonus Project. The FY 2018 HUD Appropriations Act provides up to \$50 million for "rapid re-housing projects and supportive service projects providing coordinated entry and for eligible activities that the Secretary determines are critical in order to assist survivors of domestic violence, dating violence, and stalking." In the FY 2018 CoC Program Competition, CoCs will be able to apply for a DV Bonus for PH-RRH projects, Joint TH and PH-RRH component projects, and SSO projects for coordinated entry (SSO-CE). A CoC may apply for up to 10 percent of its Preliminary Pro Rata Need (PPRN), or a minimum of \$50,000, whichever is greater, or a maximum of \$5 million, whichever is less, to create up to three DV Bonus projects. A CoC may apply for one of each of the following types of projects:

1. Rapid Re-housing (PH-RRH) projects that must follow a housing first approach.
2. Joint TH and PH-RRH component projects as defined in Section II.C.3.m of the FY 2018 HUD CoC Program NOFA that must follow a housing first approach.

3. SSO Projects for Coordinated Entry (SSO-CE) to implement policies, procedures, and practices that equip the CoC's coordinated entry to better meet the needs of survivors of domestic violence, dating violence, sexual assault, or stalking (e.g., to implement policies and procedures that are trauma-informed, client-centered or to better coordinate referrals between the CoC's coordinated entry and the victim service providers coordinated entry system where they are different).

Regardless of the type of project the CoC applies for, the grant term must be 1-year. A CoC can only submit one project application for each project type: PH-RRH, Joint TH and PH-RRH, and SSO-CE. If a CoC submits more than one project application for each project type, HUD will only consider the highest ranked project that passes eligibility and quality threshold review; e.g., if a CoC submits 2 PH-RRH project applications under the DV Bonus, HUD will consider the highest ranked PH-RRH project application that passed eligibility and quality threshold for the DV Bonus and the lowest ranked PH-RRH project will be considered under the regular bonus project (see Section III.C.3.c of the FY 2018 HUD CoC Program NOFA).

A CoC may apply to expand an existing renewal project in accordance with Section III.C.3.i of the FY 2018 HUD CoC Program NOFA, that is not dedicated to serving survivors of domestic violence, dating violence, sexual assault, or stalking that meet the definition of homeless in paragraph (4) of 24 CFR 578.3 to dedicate additional units, beds, persons served, or services provided to existing program participants to this population.

DV Bonus projects will be placed in Tier 2 during project rating/ranking.

*Reallocation* - There will be an RFP released on or before August 1 (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 2018 TPCH rating tool.

*Consolidation* - New in FY 2018, eligible renewal project applicants will have the ability to consolidate two or more eligible renewal projects (but no more than four projects) into one project application during the application process. This means that a CoC Program recipient no longer must wait for a grant agreement amendment to be executed to consolidate two or more grants before it can apply for a single consolidated project in the CoC Program Competition. However, prior to beginning the consolidation process, you must notify the Collaborative Applicant who will consult with the local HUD field office to ensure it is eligible to consolidate the projects. The projects being combined during a grant consolidation will continue uninterrupted. To be eligible for consolidation, projects must have the same recipient and be for the same component; and they will be funded in this competition only with FY 2018 funds (meaning no funds recaptured from prior years will be awarded to the project). HUD will not permit projects with the following characteristics to consolidate that have:

- a. outstanding audit or monitoring findings;
- b. outstanding obligation to HUD that is in arrears,
- c. unresolved construction delays,
- d. history of poor financial management/drawdown issues,
- e. history of low occupancy levels, or lack experience in administering the project type, or
- f. or other capacity issues.

HUD will not permit a transitional housing and a permanent housing project to consolidate to form a Joint TH and PH-RRH component project and will not permit a transition grant to be consolidated with any other project. To apply for a consolidated grant, applicants must submit separate renewal project applications for each of the grants that are proposed to be consolidated, and an application for the new consolidated grant with the combined budget and information of all grants proposed for consolidation.

*Transition Grants* - A grant to fund a new project (as permitted in Section II.B.2 of the FY 2018 CoC Program NOFA) to transition an eligible renewal project being eliminated through reallocation from one program component to another over a 1-year period (see section III.C.3.q of the FY 2018 HUD CoC Program NOFA for more information). The new transition project must meet the requirements set forth in Section II.B.2 of the FY 2018 HUD CoC Program NOFA (e.g., no more than 50 percent of grant funds may be used for costs of eligible activities of the program component being eliminated) and the project eligibility and project quality thresholds established by HUD in Sections V.C.3.b and V.C.3.c of the FY 2018 HUD CoC Program NOFA.

Pending the TPCH board's approval, all transition grants will be considered a necessity for the community.

New projects created through reallocation will be placed in Tier 2 during project rating/ranking with the exception of 1:1 same-agency reallocations achieved through transition or consolidation applications."

All applicants for funding should read the HUD FY 2018 CoC Program NOFA. (See Page 2.)

## **II. 2018 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 TPCH, with assistance from a non-conflicted Review Panel. This document details the rating and ranking process. Placement into HUD-required Tier 1 and Tier 2 will be completed by the TPCH 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 ranked renewal projects that total 94% of the TPCH 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 reallocated projects, plus bonus projects. 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.
- All new and bonus projects will be placed in Tier 2.

Per the FY 2018 HUD CoC Program NOFA, CoC planning grants are not to be included in the scoring/rating and ranking process, nor should they be placed into tiers. DV Bonus project applications should be rated and ranked along with other new and renewal projects; however, the total amount of DV Bonus project funding is not included in the ARD for either tier. In the event that a proposed DV

Bonus Project is selected through the DV Bonus program by HUD, that project will be removed from the priority list and lower scoring projects will each rise by one placement in the priority list. In the event that the proposed DV Bonus Project is not selected through the DV Bonus program by HUD, it will still be considered for funding by HUD using bonus or reallocated funds based on its placement within the CoC's priority list.

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 TPCH.

The TPCH Board, based on the advice and recommendations of the TPCH Standing Committees, established criteria for TPCH to use to review and evaluate existing projects eligible for renewal as part of the 2018 HUD NOFA for Continuum of Care homeless assistance projects.

All new projects being submitted to HUD during the FY 2018 NOFA process, and all renewal projects which had HUD monitoring findings within the past 12 months and/or were issued performance improvement plans during the TPCH 2018 monitoring cycle will be reviewed for minimum threshold requirements by the TPCH Continuum of Services Committee using the 2018 Threshold Review requirements as outlined in the FY 2018 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 72 hours to be included in the CoC Application.

### **III. 2017 Priorities for Ranking**

On July 17, 2018 the TPCH 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 2017-2018 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.
- TPCH has determined that the Safe Haven project fills an important role in the local system to prevent and end homelessness; however, its unique program design poses a barrier to comparison against other project types and results in unfavorable scoring. To address this community priority without compromising a review of project performance, the Safe Haven will be automatically placed in Tier 1 prior to project ranking if it achieves a score of 80% or higher on the R&R Tool. If the Safe Haven achieves a score of 79% or lower on the R&R Tool, it will be rated in scoring order with other projects resulting in either Tier 1 or Tier 2 placement.

Priorities of community need are (in no particular order):

- HMIS and HMIS Expansion (Coordinated Entry)
- Projects dedicated to families
- Projects dedicated for survivors of domestic violence
- Projects dedicated to youth
- Safe Haven

#### **IV. Renewal Project Rating Information**

**For all grant recipients, the application process for 2018 renewals includes two phases.**

##### **Phase 1. Renewal Project Rating Information**

The Grant Recipient is responsible for compiling and submitting a single APR. Projects with subrecipients must provide a single APR inclusive of all subrecipients. Assistance is available from Pima County HMIS to run a combined APR, if needed. If HMIS assistance is needed, projects are encouraged to contact HMIS as early as possible and must request any needed assistance no less than three full business days before you need the report returned to you. TPCB will not accept partial submissions, extend submission deadlines, or waive scoring penalties for late submissions.

**Agencies Must Submit the Following for each Project by 4:59:59pm Arizona time on August 16, 2018:**  
*(Please use the items below as a submission checklist)*

- A copy of the FY 2018 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 2018 Housing Inventory Chart (HIC).
- A SAGE-generated CoC APR in PDF format for the projects most recently completed 12-month operating year. This must be submitted in searchable PDF format, and named using the following format: ProjectNameAPR2018.pdf. A searchable PDF is one that is saved on the computer. It is not a document that has been scanned to a computer.
- A completed TPCB 2018 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: ProjectNameRR2018.xls
- Match Letter copies. A Match Letter signed by each agency on their own letterhead detailing the dollar amounts for cash and/or in-kind value along with source of matching 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, including clients who have moved between permanent housing (PH) project.
- The Governance & Planning Committee and TPCH administrative staff will submit information on whether project's sponsor (agency) is a TPCH voting member.
- TPCH 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 2018.
- The Collaborative Applicant will ensure that all submissions are complete and accurate. If a submission is incomplete or inaccurate, the CA will notify the applicant and the applicant will have until (before midnight) 11:59:59 PM on the following day to respond.

## **Phase 2. HUD Renewal Application (From ESNAPS)**

The TPCH Continuum of Services Committee will conduct threshold review on renewal 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 2018 CoC Program NOFA available at <https://www.hudexchange.info/programs/e-snaps/fy-2018-coc-program-nofa-coc-program-competition/#nofa-and-notices>, producing a Pass/Fail determination and noting areas for improvement which will be compiled and sent to the project applicant and the board officers to enable each applicant to present their best application to HUD. Project applicants will have three business days to make corrections/edits to the originally submitted proposals in response to requests for threshold clarifications. Grants whose applicants fail to address threshold deficiencies (before midnight) before 11:59:59 PM on the third business day will be involuntarily reallocated.

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

## **V. Renewal Project Rating Process**

The following outlines key steps and aspects of the 2018 project rating process:

### **1. Submission protocol and schedule:**

- All questions and correspondence related to the FY 2018 TPCH NOFA process should be emailed to [NOFA2018@communitypartnersinc.org](mailto:NOFA2018@communitypartnersinc.org). This group email address includes the Collaborative Applicant representative, Sasha Hawman, the Collaborative Applicant, Settle Madden, and the TPCH Planning Grant Assistant, Heidi DeDanaan. This email will be used to answer any questions, comments or concerns.
- All project applications are due (via email to [NOFA2018@communitypartnersinc.org](mailto:NOFA2018@communitypartnersinc.org) by 11:59:59 PM Arizona Time on August 16, 2018. New project applications received after this time will be deemed non-responsive. A late penalty of 10 points per day (with a maximum penalty of 30 points deducted) will be imposed on any renewal project that fails to meet this deadline. No project applications will be accepted after 04:59:59 pm Arizona time on August 20, 2018. Applications received after that time will be deemed non-responsive and renewal funding will be reallocated.

- All project application submissions are due in E-SNAPS by 11:59:59 PM Arizona Time on August 16, 2018. 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 on or before August 21, 2018 and will have until the 11:59:59 PM of the following business day to submit the corrected documentation to [NOFA2018@communitypartnersinc.org](mailto:NOFA2018@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 [NOFA2018@communitypartnersinc.org](mailto:NOFA2018@communitypartnersinc.org) will contact the Collaborative Applicant at 520.901.6818 no later than 11:59:59 AM Arizona Time on August 13, 2018 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 TPCH voting membership from the CoC Administrator, and submitted project materials. The TPCH 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.

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 TPCH 2018 Rating Tool, Part 2.1 Housing Stability Outcome.
- Third, the higher percentage of grant utilization as reported on the TPCH 2018 Rating Tool, Part 3.1 Award Utilization/Funds Expended.
- Fourth, the higher score on data quality as reported on the TPCH 2018 Rating Tool Part 3.2 HMIS Data Quality.

Communication of preliminary evaluation results and rating will be posted no later than September 4, 2018 on the TPCH website ([www.tpch.net](http://www.tpch.net)) and those results, including project names, overall scores/ratings and rankings, will be emailed to the full TPCH 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 2018 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 TPCB 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 Collaborative Applicant before being forwarded to the TPCB Board of Directors. The Collaborative Applicant 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 (including DV Bonus projects).

Appeals will be limited to:

- Verified Conflicts of Interest
- Failure to follow the TPCB 2018 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 11:59:59 AM on September 7, 2018.**

The TPCB Board will review appeals. The Board may decline to consider appeals made outside the appeals process or for reasons other than those listed above. The Board will communicate their decisions regarding all appeals. TPCB 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 2018 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).

### **Scoring Detail**

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

TPCH 2018 PROJECT PERFORMANCE RATING & RANKING PROCESS

Category	Criteria	Point Value
Project Outcomes	Housing Stability	25
	Adult Income from all Sources	20
	Non-Cash Benefits	15
	<b>Category Total</b>	<b>60</b>
Grant Administration	Award Utilization/Funds Expended	4
HMIS Data Quality	Data Quality	15
	<b>Category Total</b>	<b>19</b>
Community Contribution	CoC Participation (Voting membership & Street Count Participation scored by CoC Records)	6
	C.E. Participation	6
	<b>Category Total</b>	<b>12</b>
Housing First	Housing First	8
	<i>For PSH Projects only CH or CH Plus</i>	<u>4</u>
	<b>Category Total</b>	<b>8/12</b>
<b>Total Possible Rating Tool Score/Total Possible for PSH Only</b>		<b>99/103</b>

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

All projects that have yet to complete a grant year are scored in each of the following categories: Community Contribution (10 points).

**Scoring Detail for Projects Not Completing 12 Months**

**2018 Project Performance Rating Tool Scored Criteria for projects that have yet to complete a year grant.**

Category	Criteria	Point Value
Community Contribution (Scored by CoC records)	TPCH Voting Membership	2
	Housing First	8
	<b>Category Total</b>	<b>10</b>
<b>Total Possible Rating Tool Score</b>		<b>10</b>

**VII. Specific Scoring Tool Instructions**

Please find and follow instructions on the Rating Tool.

**VIII. Work of the TPCH 2018 Review Panel**

The Review Panel is to complete the ranking process for response to the HUD FY 2018 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, and their subrecipients, applying through TPCH for HUD FY 2018 CoC Program funding as stated on the panel’s conflict of interest form.
- Be provided with an orientation on the following materials on or before August 23:
  - 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 23, 2018 and September 3, 2018:
  - 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.
  - For each new or bonus project application: read the application, and use the criteria published in TPCH’s FY 2018 Requests for Proposals for new and bonus projects to select new and bonus project(s) for inclusion in the TPCH’s FY 2018 CoC Program application
- Be provided an overview of community need as it relates to current housing stock, gaps, and coordinated entry referral data, as well as information regarding the incidence, needs, and gaps related to housing and services for survivors of domestic violence.
- Individually rearrange the scoring order 2018 TPCH Grant Applications Summary provided to each panelist to create their individual rankings which they will bring to their consensus meeting – or provide electronically in advance to the Review Panel contacts listed in Section IX.
- Meet to create by consensus (or vote if consensus cannot be reached) by noon on September 3, 2018 a ranking – or priority order – to forward to the TPCH 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 2018 TPCH rating and ranking process, deadlines, and applications, please contact the appropriate person for your issue:

NOFA/HUD	CA	520.901.6818	<a href="mailto:NOFA2018@communitypartnersinc.org">NOFA2018@communitypartnersinc.org</a>
	HMIS Lead	520-724-7300	<a href="mailto:HMISHelp@pima.gov">HMISHelp@pima.gov</a>

**(Appendix A.) TPCH 2018 RATING TOOL**

Live document will be posted at [www.tpch.net](http://www.tpch.net) and e-mailed as a separate document

**Document Name:** *2018 Rating Tool Approved by TPCH Board on 7.17.18.xls*

5

**(Appendix B.) FY 2018 Rating & Ranking Project Form**

**Project Information**

Agency Name:

Department:

Name of Project:

Project Type:

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:	

**Cost Effectiveness:**

HUD encourages CoCs to maximize the use of mainstream and other community-based resources when serving persons experiencing homelessness. This includes cost effectiveness.

Please put the total you got on the rating tool section 3.2:

**Target Population** (DV providers are expected to describe their Strategies and past performance improving safety for participants as part of their response.) Give a brief description. Abbreviations are acceptable. Allow form to wrap text to two pages if needed. **Limit 250 words:**

TPCH 2018 PROJECT PERFORMANCE RATING & RANKING PROCESS

HUD MONITORING	Yes	No	NA
Does this project operate in accordance with Housing First?			
Were you monitored by HUD during in Calendar Year 2017 or 2018?			
If yes, 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.			

TPCH MONITORING	Yes	No	NA
Did the TPCH Board request a performance improvement plan for this project to address monitoring deficiencies found during the 2018 TPCH monitoring cycle?			
If yes, did the project provide a performance improvement plan to the TPCH Board of Directors on or before July 19, 2018? <i>If yes, please attach the performance improvement plan and the date submitted.</i>			
If the project did not submit the required performance improvement plan by July 19, 2018, please explain:			

*\*As outlined in the 2018 TPCH Monitoring Process, the presence of a performance improvement plan will not negatively impact project rating or ranking and will not be considered by the Review Panel unless the monitoring finding was not addressed.*



Appendix C. 2018 NOFA Renewal Project Rating and Ranking Process: Appeals Form

Check one or more reason on why you're appealing:

- Verified Conflicts of Interest
- Failure to follow the TPCH 2018 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)

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 Commitment Letter**

Fill in *italicized, underlined* information for your agency and grant.

[AGENCY LETTERHEAD]

Date (between July 18, 2018 - Sept. 14, 2018)

RE: FY2018 Match Commitment for Project Name, Grant Number

To Whom It May Concern,

Agency commits \$amount in [cash/in-kind] match toward the fiscal year 2018 (FY2018) renewal of Project Name, Grant Number. This match is from list sources and will cover list allowable activities/cost for match. The match will be made available for one (1) year starting first day of grant term in 2019.

This letter serves as documentation of Agency's match commitment for the fiscal year 2018 renewal of Project Name, Grant Number. (if not above).

Commitment: \_\_\_\_\_

Type of commitment list cash/in kind \_\_\_\_\_

Sources(s) of commitment: list sources \_\_\_\_\_

Date available: first day of grant term in 2019 \_\_\_\_\_

Time period available: enter "one year" or date range of grant \_\_\_\_\_

Use: list allowable activities costs for match \_\_\_\_\_

Signature

Name

Title