

## Process for Review, Scoring and Ranking of New and Renewal Projects

One Roof as a Continuum evaluates all new and renewal projects on objective performance and capacity-based criteria. The only new projects proposing to use permanent housing bonus monies or reallocated funding that the CoC will accept for consideration are those per the 2016 Competition NOFA.

One Roof agency staff will collate information from current APR's and from documentation submitted from each agency choosing to apply for new or renewal funding. That information will be distributed to each Continuum member prior to the regularly scheduled Membership meeting on August 4, 2016. During that August 4 meeting, there will be a discussion of all projects based on the objective criteria presented. The Membership will decide to rank or reallocate all submitted projects based on said objective criteria. The membership ranking/ scoring will count as 30% of the overall project score.

Per HUD's guidance, both Membership and Board will pay special attention to any project that did not expend the full grant allocation from HUD, and will give consideration to reallocating these funds into a new project.

The collated data will be considered by the Ranking/ Scoring committee of the One Roof board of directors. That committee will decide to rank or reallocate all submitted projects based on said objective criteria. The committee ranking/ scoring will count as 70% of the overall project score.

When the Membership ranking/ scoring is combined with the Board Committee ranking/ scoring, that total score will be submitted to the entire One Roof Board of Directors for approval. It should be noted that service providers on the Board shall not participate in the voting process. All potential conflicts of interest will be disclosed and any member with a conflict shall not participate in the voting process, as per the One Roof Code of Conduct.

- 1) Basics reviewed for all agencies and all projects:
  - a) Are the proposed project activities eligible for funding under [24 CFR part 578](#)?
  - b) Are the proposed program participants eligible for the program component type selected?
  - c) Is the applying agency a participating member of the One Roof Continuum of Care?
    - I. Does the agency participate in Planning Meetings
    - II. Does the agency participate in Point in Time and in Project Homeless Connect
    - III. Are dues current

*\*\* If the answer to any of the above a - c, is "No," the agency will not be allowed to submit the project for consideration*

  - d) Does the project prioritize our Chronically Homeless and the most vulnerable populations per Continuum priorities
  - e) Does the project propose to use best practices/ evidence based approaches
  - f) Is the proposed project Low Barrier as defined by HUD
    - I. Are clients denied for income or credit reasons
    - II. Is sobriety a requirement
    - III. Is participation in services offered or required
- 2) All agencies are reviewed for capacity to successfully implement projects including
  - a) a review of Documentation of Nonprofit status [your 501(c)(3) or other],
  - b) DUNS number

- c) Current SAM registration
  - d) History of managing a federal grant including any monitoring by the funder, a timely spend-down record, a record of any funds returned to the federal government, and funds required to be repaid.
  - e) Current staffing levels and staff qualifications to manage suggested programs
  - f) submission of most recent agency audit
  - g) documentation (dated between 5.1.2016 -9.1.2016) of leverage at 2:1 or more
  - h) documentation of appropriate match (dated between 5.1.2016 -9.1.2016)
  - i) proof of site control if construction funding is requested
  - j) Does the applying nonprofit have a good governance structure
    - I. A strong Conflict of Interest policy
    - II. A Whistleblower policy
    - III. Are consumers/ former consumers a part of the agency strategic planning and/or governance process?
- 3) Renewal projects are reviewed for past performance including:
- a) Did the project meet the HUD-required performance goals
    - I. Increase client housing stability (how long was a client in housing)
    - II. Increase client earned and/or non-earned income
    - III. Increase client non-cash benefits
    - IV. What was the rate of exit to permanent housing
    - V. What was bed utilization rate at last Point in Time
  - b) Did the project meet or exceed 5% or fewer errors on each data element
  - c) Was the project lead responsive to twice monthly performance reports distributed by One Roof
  - d) What is the cost per client and is it reasonable for the client population served
- 4) Does the agency work to improve overall Continuum performance?
- a) Does the agency quickly move clients from temporary (emergency and transitional) housing to permanent housing (does the agency help decrease client time spent homeless)?
  - b) What is the agency's record on clients returning to homelessness?
  - c) Does the agency enter client data in real time? Within 24 hours? More than 24 hours? Please review the PromisAL (HMIS) Implementation Policies and Procedures if your response is "More than 24 hours."
- 5) For every submitted project
- a) Were all internal deadlines met
  - b) Does the project narrative fully respond to the questions asked
  - c) Are all required attachments provided, and are they all dated 5.01.2016 - 9.01.2016

## Agenda Performance Meeting July 13, 2016

Review of current funded projects

What are System Performance Measures

Important from the NOFA (ALL of it)

Page 2: 93% Tier 1 and 7% Tier 2

Page 3: Program fees to be used as match

Page 7: First time to see "cultural competence"

Page 8: First time that all public and private funds included in this manner

Page 8: First time to see "disability integration"

Page 10: No new dollars unless reallocation is done and higher score if you reallocate

Page 11: 5% of FPRN not announced, but 5% of ARD is \$437,405

Page 12: Yet another increase in HMIS responsibilities

Page 14: 17c and 17d are important scoring/ ranking notes

Pages 26-27: Support for various ranking/ scoring items

Page 30: Project Application list - MUST be dated between 5/1/2016 and 9/14/2016

Pages 33-42: Increased responsibility for HMIS, Coordinated Assessment and Planning

Pages 38-40: System Performance Measures

What is the Continuum Reallocation Process

-All renewal projects will be reviewed using the listed criteria

-Membership and Board Ranking Committee will vote to reallocate (or not) any underperforming projects.

-Membership and Board Ranking Committee will vote to reallocate (or not) and project funding left unspent and returned to HUD

-Any funds voted to be reallocated may be used as directed by the 2016 NOFA