Texas Balance of State Continuum of Care
HUD CoC Program
2016 Renewal Project Evaluation

Introduction and Background

In response to the significant funding cuts in the FY 2015 HUD CoC Program competition, the TX BoS CoC may make significant changes in the ranking process for the FY 2016 competition, in order to preserve as much project funding as possible. The CoC Board will review and release the 2016 ranking process prior to the scoring and ranking of 2016 applications. The TX BoS CoC Independent Review Team (IRT) and CoC Board will not make final decisions on the 2016 scoring, ranking and review process until HUD releases the full application, detailed instructions and technical guidance for the 2016 CoC Competition Notice of Funding Availability (NOFA). As recommended in the Pre-Competition Checklists sent to grantees and posted on THN's website in June, please use your 2015 scoresheets as a guide for priority scoring areas.

It is hoped that the evaluation process and prioritization strategy will help the TX BoS CoC fully maximize CoC Program funds and make decisions related to funding cuts, if needed.

The links for renewal project application in e-snaps is not yet available, as it was not released with the NOFA. Applicants will be informed once HUD has released the information. The NOFA states "this will occur sometime after July 6th."

For assistance with applications in e-snaps, applicants may access HUD guidance documents at these links[1]:

   i.   Renewal Project Application Detailed Instructions:
         https://www.hudexchange.info/resource/4043/renewal-project-application-detailed-instructions/
   ii.   Renewal Project Application Instructional Guide:
         https://www.hudexchange.info/resource/2910/coc-project-application-instructions-for-renewal-projects/
   iii. Applicant Profile Instructional Guide:
         https://www.hudexchange.info/resource/2958/instructions-for-updating-the-project-applicant-profile/

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[1] The links have not yet been updated for 2016, as the e-snaps application was not released with the NOFA. The NOFA states "this will occur sometime after July 6th."

iv. Performance Measures - Project Application Instructional Guide (needed to complete Part 6 of the application: https://www.hudexchange.info/resource/2911/coc-project-application-performance-measures/

v. Budget - Project Application Instructional Guide (needed to complete Part 7 of the application): https://www.hudexchange.info/resource/2912/coc-project-application-budget-information/

CoC Renewal Project Evaluation Process

Project Evaluation: Overview

The evaluation process and tool that will be used to review, score, and rank all CoC Renewal Projects as part of the 2016 CoC Competition will include the following priority scoring areas:

Project Participant Impact
- Housing stability
- Access to income and benefits
- Length of time homeless

Meeting Community Need
- Bed utilization
- Targeting hard to serve persons/households

Project Capacity
- Meeting reporting requirements
- Unspent funds
- HMIS data quality
- Match and leverage
- Audit/monitoring findings
- Cost per client

CoC Engagement
- Attendance at mandatory webinars/trainings

Best Practices
- Demonstrated Use of Housing First practices

Project Descriptions

Project Descriptions will be closely reviewed. Please use the guidance below. The project description should be complete and concise. It must address the entire scope of the project, including a clear picture of the community/target population(s) to be served, the plan for addressing the identified needs/issues of the CoC community/target population(s), projected outcome(s), and any coordination with other source(s)/partner(s). The description must identify:

- The target population, including the number of single adults and the number of families with children to be served when the project is at full capacity
- Address and location of units
- Type and number of units – scattered site or single site, single or multi-family homes, etc.
- The specific services that will be provided to serve the long-term homeless population
- Projected outcomes
- Coordination with partners

Data Sources

Almost all data used in project evaluation comes from projects' designated Annual Performance Reports (APRs) for this competition. The TX BoS CoC will also consider HIC/PIT data submission. However, information in three Project Capacity priority scoring areas can only be obtained directly from providers, and verified by HUD whenever possible:

1. HUD audit/monitoring findings documentation;
2. Information on unspent funds from each applicant's LOCCS accounts; and
3. Information on project match and leverage

CoC Renewal Project Evaluation

The TX BoS CoC IRT and the BoS CoC staff will complete a Renewal Project Evaluation for each CoC Renewal Project. Projects failing to submit required information for a priority scoring area will receive zero points for that priority area. A list of all TX BoS CoC 2015 renewal CoC Renewal Projects can be found in Appendix E of the 2016 Request for Proposals (RFP).

After completing all Renewal Project Evaluations, the TX BoS CoC Director and TX BoS CoC IRT will rank all renewal projects according to their evaluation score within the categories listed below. The 2016 ranking and scoring processes will be posted on THN's website after the CoC Board approves them.

It is important to note that even though newly funded FY2015 projects will complete the Project Application for renewal, those projects will be held in "Hold Harmless" status and will not be scored, reviewed or rated due to not having started operations as of the 2016 HUD NOFA. This process applies to only one renewal project in the TX BoS CoC for the 2016 competition.

All Renewal Projects will need to provide the following items:
- Annual Performance Report (APR) for each project application for date range 7/1/15-06/30/16
    - Preliminary APRs were pulled and sent to projects in HMIS on 7/1/16, all providers including DV providers were encouraged to run and review APRs for this date range on 6/21/16 in the pre-competition checklists, which were emailed to current grantees and were posted to THN's website.
    - Final competition APRs for the date range listed above will be due 7/15/16 in an e-mail to Caitlin Bayer at Caitlin@thn.org.

- Most recent HUD audit/monitoring results
    - If there were findings that have since been resolved, please provide documentation from HUD
    - If there were findings that are currently being resolved due to a recent monitoring, please provide an explanation of what efforts are currently underway
- LOCCS data
    - Monthly drawdown records for project years 2013-14, 2014-15, and 2015-16, as of June 2016, have already been collected by the TX BoS CoC. LOCCS data that THN currently has on file will be sent out for one final review by applicants on 07/11/16 with a due date of 07/15/16. All reported information is subject to verification by HUD. LOCCS data that has discrepancies must be rectified by 7/15/16.

- Housing First narrative
    - Please reference Appendix D in the RFP for detailed instructions

Final LOCCS and APR data are due **on July 15, 2016**, no later than **5:00 p.m.**
Email to Caitlin Bayer at Caitlin@thn.org

Application packets are due on **August 8, 2016, no later than 5:00 p.m.**
Email to TXBoSCoC@thn.org.

DO NOT hit "submit" on your application in e-snaps until directed to do so by THN staff

Any required documents received after the due date and time will not be reviewed or included in the 2016 TX BoS CoC's Consolidated Application, in accordance with the CoC Board's late submission policy found in Appendix C of the RFP.

The checklist on the following page will help you ensure that you have submitted all needed materials to participate in the 2016 TX BoS CoC Competition.

Renewal Application Packet
All renewal applicants must submit **one e-mail** with the 7 attachments listed below (excluding APR and LOCCS data). Use the naming conventions for each file found in the middle column. Send only **one e-mail** with all 7 (seven) files attached. Submissions out of compliance with this format will not be accepted. **Do not** click "submit" on your project application in e-snaps until directed to do so by THN staff.

Document Required	File Naming Convention (include number at the beginning of the file name)	Example (Applicant: Texas Agency Project: Texas House)	Completed?
APR (searchable PDF, do not print and scan) **Due 7/15/16**	APR_2016 HMIS_<Applicant Name>_<Project Name>	APR_2016 HMIS_Texas Agency_Texas House	
Verified LOCCS data (Excel file) **Due 7/15/16**	LOCCS 2013-2016_<Applicant Name>_<Project Name>	LOCCS 2013-2016_Texas Agency_Texas House	
Completed Applicant Profile[2] (export pdf from e-snaps, please do not print and scan)	1. Applicant Profile 2016_<Applicant Name>_<Project Name>	1. Applicant Profile 2016_Texas Agency_Texas House	
Completed Project Application (export pdf from e-snaps, please do not print and scan)	2. Project Application 2016_<Applicant Name>_<Project Name>	2. Project Application 2016_Texas Agency_Texas House	
Most recent HUD audit/monitoring findings or, if not audited by HUD, a letter on agency letterhead stating same	3. HUD Monitoring Letter 2016_<Applicant Name>_<Project Name>	3. HUD Monitoring Letter 2016_Texas Agency_Texas House	
2016 CoC project match and leverage documentation (include cash/in-kind commitment letters for each leveraged resource on the 2016 Project Application)	4. Match-Leverage Documentation 2016 _<Applicant Name>_<Project Name>	4. Match-Leverage Documentation 2016_Texas Agency_Texas House	
Certification of Consistency with the Consolidated Plan	5. Cert of Consistency 2016_<Applicant Name>_<Project Name>	5. Cert of Consistency 2016_Texas Agency_Texas House	

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[2] Codes of Conduct on file with HUD as of June 13, 2016 are located here: http://www.thn.org/images/CodesofConduct_on_file_with_HUD_June13_2016_highlighted.pdf. If your agency is not on this list, you are required to attach it to your applicant profile.

Documentation of homeless or formerly homeless person's participation in the Board of Directors or other equivalent policymaking entity (letter on agency letterhead from Executive Director/CEO/Board Chair)	6. Letter of participation 2016_<Applicant Name>_<Project Name>	6. Letter of participation 2016_Texas Agency_Texas House	
Housing First narrative (see Appendix D for guidance)	7. HF Narrative_<Applicant Name>_<Project Name>	7. HF Narrative_Texas Agency_Texas House	

HUD guidance for completing the applicant profile may be found below:

https://www.hudexchange.info/resources/documents/Project-Applicant-Profile-Instructional-Guide.pdf

All documentation must be emailed to TXBoSCoC@thn.org by __August 8, 2016.__