



County of Riverside Continuum of Care

Riverside Continuum of Care
Standards and Evaluation Committee
Funding Review and Evaluation Process Policy

May 9, 2019

1. BACKGROUND

At the request of the Board of Governance, the Riverside Continuum of Care Standards and Evaluation Committee at its April 18, 2019 meeting created a Working Group to develop a review and evaluation process policy for distributing grant funds.

The purpose of the review and evaluation policy is to ensure that the Riverside Continuum of Care maximizes the use of grant funds from the federal and state governments to address the needs of the Continuum.

In developing this policy, the committee strived for transparency, accountability and timely response.

Implementation of this policy will:

- establish threshold evaluation;
- create and implement a Continuum of Care Review and Rank Committee;
- establish a project review and scoring criteria; and
- establish a project and selection appeals process.

2. CREATION OF THE REVIEW COMMITTEE

- A. Interested volunteers will complete an application to DPSS CoC CORE, DPSS will redact names and any identifying information will be removed, to ensure anonymity of the reviewer.
- B. Applications will be presented to Standards and Evaluations Committee for review to ensure the applicant meets the criteria. Selected applicants will be notified by DPSS CoC-CORE.

- C. The Review and Rank Committee members must attend a mandatory training on how to review and rank the applications, including state and federal funding priorities and requirements.
- D. During each funding cycle, the Standards and Evaluation Committee will select reviewers from the Review and Rank Committee through a lottery process.

3. PROJECT REVIEW AND SCORING CRITERIA

Review Committee Volunteers will review proposals using the following criteria:

- A. Board of Governance Funding Principles
- B. Performance Measures
- C. Program and Fiscal Compliance
- D. HUD-CoC and all State and Federal Priorities and Requirements
- E. HEARTH Act Compliance (if applicable)

4. PROJECT SELECTION AND APPEALS PROCESS

An appeals group will be created from the same pool of volunteers used to create the Review and Rank Committee. Appeals must be submitted in the form of a written letter addressed to DPSS CoC CORE.

A formal protest must contain the following to be considered:

- A specific identification of the statutory or regulatory provision(s) that the alleged action is in violation.
- A specific description of each act alleged to have violated the statutory or regulatory provision(s).
- A precise statement of the relevant facts, and identification of the issue or issues to be resolved.
- Complaints about events or decisions made before the solicitation deadline.
- Complaints that the solicitation unduly constrains competition through improper minimum qualifications or specifications.

A detailed copy of the review and evaluation process policy is on the following pages.

Riverside County CoC – Review & Evaluation Process

Part I: Threshold Evaluation

Application Threshold Review	Applicant has met all terms and conditions specified in the RFP. Applications must include all documents including attachments and information required by the application deadline. NO EXCEPTIONS will be granted.
Program Eligibility	Project addresses an immediate homelessness challenge. Project will serve individuals or families that meet the definition of homeless in 24 CFR 578.3.
Alignment with Federal and State Housing First Policies	The applicant has addressed each of the core practices for services projects (CCR 25 8409 b) and all 11 core components (WIC Title Chapter 6.5 8255 b) in California’s Housing First Policy for housing projects and HUD’s policy requirements on Housing First.
Homeless Management Information System	The applicant commits to use of HMIS, including timeliness and data quality standards, demonstrates adequate capacity for data collection and reporting
Coordinated Entry System (CES)	The applicant commits to participate in CES and complies with CES Policies and Procedures.
Financial Feasibility and Capacity	The applicant must show they have the financial capacity to carry out the project and project cost must be reasonable and feasible.
Match Requirement (if applicable)	Must provide documentation for proof of match. (Nonpayment of match could jeopardize future funding or funding renewal).

Part II: Continuum of Care Review and Rank Committee

Review and Rank Committee (Member Composition, Qualifications, Application and Selection)	<p>There will be an open recruitment for review committee volunteers where DPSS CoC CORE will accept applications. All qualified volunteer names will be entered into a pool for selection by the Standards and Evaluation Committee. The review committee will consist of at least, but not limited to, 17 volunteers who represent both CoC members and non-CoC affiliated individuals.</p> <ul style="list-style-type: none"> • Review committee volunteers should meet the following qualifications: <ul style="list-style-type: none"> ○ non-conflicted (per the HEARTH ACT) ○ knowledgeable of the local homeless situation ○ complete evaluators training ○ commitment of time ○ complete training on HUD, HEARTH, state, policies, procedures, regulations, requirements, etc. ○ complete a qualification form to ensure all the above requirements are met prior to entering the pool. ○ has expert knowledge in serving subpopulations such as Domestic Violence, Veterans, Youth, etc. ○ has multi-geographic and multi-sector representation
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Part III: Project Review and Scoring Criteria (80% threshold)

Board of Governance Funding Principles

	<ul style="list-style-type: none"> • Invest in programs that will immediately impact reduction of homeless youth, individuals and families, or prevent them from becoming homeless. • Invest in programs that demonstrate ongoing, long-term, or sustainable results. • Invest in programs addressing significant service gaps by targeting high-need communities (identified through the annual PIT Count), under-served or hard-to-serve geographic or special subpopulations. • Invest in programs that emphasize a comprehensive service delivery approach or wraparound services to ensure successful housing and self-sufficiency outcomes. • Invest in solutions to address the unique needs of homeless individuals living in encampments. • Invest in programs that support Riverside County’s Action Plan http://dpss.co.riverside.ca.us/files/pdf/homeless/hl-county-plan-v8-recommendations-011618.pdf , emphasizing the expansion of: system coordination housing resources outreach, navigation, and supportive services. • Funding priorities with weight to address gaps and needs. Use the annual PIT Count and CES By-Name List to help identify gaps and needs.
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Performance Measures (if applicable)

Housing Stability (Obtain and maintain permanent housing)	<ul style="list-style-type: none"> • Measures the percentage of project participants who remain housed or move on to other permanent housing.
Employment and Income Growth (20%)	<ul style="list-style-type: none"> • Measures the percentage of adult participants who maintain or increase their income level through employment/earned income over the program year.
Bed Utilization PH (85%)	<ul style="list-style-type: none"> • Measures occupancy rates beds/units supported by the project.
Access to Mainstream Benefits and Supportive Services for Participants	<ul style="list-style-type: none"> • Measures whether the project provides regular or as needed transportation assistance to mainstream and community resources, including appointments, employment training, educational programs, or jobs. • Measures whether the project uses a single application form that allows program participants to sign up for four or more mainstream programs. • Measures whether the project regularly follows-up with program participants to ensure that they have applied for, are receiving their mainstream benefits, and renew benefits when required: PSH – at least annually - RRH – at least monthly • Measures whether program participants have access to SSI/SSDI technical assistance. The assistance can be provided by the applicant, a sub-recipient, or a partner agency through a formal or informal relationship. • Measures whether the sub-recipient staff person who will be providing the SSI/SSDI technical assistance has completed SOAR training, in the past 24 months.
HMIS Data Quality	<ul style="list-style-type: none"> • Measures the timeliness, accuracy and completeness of HUD-required universal data elements and program specific data elements:

	<ul style="list-style-type: none"> ○ Client entry and exit must be recorded within 7 days. ○ Information entered in HMIS must be valid and accurately represent client information ○ Collect all required Universal Data Elements and Program Specific Data Elements
Capital Improvements	<ul style="list-style-type: none"> • Must show site control; • Must provide a timeline to ensure project is up and running prior to the project expenditure deadline; and • Must demonstrate prior experience in carrying out the proposed activity; if no experience must collaborate with an experienced project manager/developer, etc.
Program and Fiscal Compliance	
Annual Performance Reports (APR)	<ul style="list-style-type: none"> • Measures whether projects submit their APR for review to DPSS within 60 days after the project ends.
Monitoring Reports	<ul style="list-style-type: none"> • Measures whether the project has had any findings during the 12-month period based on the most recent monitoring report by the Collaborative Applicant (DPSS).
Monthly Submission of Claims	<ul style="list-style-type: none"> • Measures whether the project submits claims monthly as required. Evaluated during most recent 12-month grant period.
Recaptured Funds (unspent funds)	<ul style="list-style-type: none"> • Measures whether the project returned any funds in the last 2 years (completed). Based on percentage of total project budget. <i>Note: Any unspent funds are subject to being reallocated regardless of amount or score.</i>
Cost-effective Case Management	<ul style="list-style-type: none"> • Measures percentage of budget costs in case management and other supportive services. The CoC does not have written standards on this, so cost effectiveness will be based on an average of the total cost per bed for all projects in that component. The BOG will factor in projects that serve high barrier clients with increased cost for supportive services.
HUD-CoC Priorities and Requirements	
Quickly move participants into permanent housing (Renewal Projects Only)	<ul style="list-style-type: none"> • Measures whether project will move program participants into permanent housing within 30 days of first assessment.
Housing First: rapid placement and no preconditions for service (New Projects Only)	<ul style="list-style-type: none"> • Measures the project's entry process that prioritizes rapid placement and stabilization in permanent housing that does not have service participation requirements or preconditions (such income, sobriety, criminal history).

Participation in Coordinated Entry System (CES)	<ul style="list-style-type: none"> Measures whether the project serves households referred by the Coordinated Entry System (CES).
HEARTH Act Compliance	
Participation of homeless in decision-making	<ul style="list-style-type: none"> Measures whether the agency provides for the participation of not less than one homeless individual or formerly homeless on the board of directors or other equivalent policymaking entity of the sub-recipient.
Participation of homeless through employment or volunteerism	<ul style="list-style-type: none"> Measures whether the agency, to the maximum extent practicable, involves homeless individuals and families through employment; volunteer services; or operating the project, and in providing supportive services for the project.
Engagement in religious activities	<ul style="list-style-type: none"> Measures whether the agency uses direct program funds to support or engage in any explicitly religious activities, including activities that involve overt religious content, such as worship, religious instruction, or proselytization, or any manner prohibited by law. Any federal and state funds distributed by the CoC can only be spent on non-religious social services activities and cannot mandate participation in religious activities to receive services.
Involuntary family separation	<ul style="list-style-type: none"> Measures whether the project accepts all families with children under age 18 without regard to the age of any child. The age and gender of a child under the age 18 must not be used as a basis for denying any family's admission to project receives funds under this part (24CFR§578.93)
Discrimination Policy	<ul style="list-style-type: none"> Measures whether the project does not discriminate for project entry.
CoC Participation	<ul style="list-style-type: none"> Measures whether the agency participates as a CoC member in good standing. As required in the Board of Governance Charter for the Continuum of Care, each agency must have a designated representative who is required to attend fifty percent plus one (50% + 1) CoC meetings per year.
Housing Quality Standards (HQS) Compliance	<ul style="list-style-type: none"> Measures whether the project meets applicable housing standards.
HQS Corrective Action Plan	<ul style="list-style-type: none"> Measures whether project received a corrective action plan in the last two years.
Part IV: Project Selection and Appeals Process	
BoG Review and Selection Process	<ul style="list-style-type: none"> Prior to making final decisions, the Board of Governance will receive a full presentation and overview of the Review and Ranking Committee's funding recommendations.
Appeals Process	An appeals group will be created from the Review and Rank Committee through a lottery process. DPSS CoC CORE will provide the same information that was provided to the Review and Rank Committee during their review process. History of project

performance should be enclosed when an appeal is submitted. Appeals must be submitted in the form of a written letter to DPSS CoC CORE.

- A formal protest must contain the following to be considered:
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 - A specific description of each act alleged to have violated the statutory or regulatory provision(s).
 - A precise statement of the relevant facts, and identification of the issue or issues to be resolved.
 - Complaints about events or decisions made before the solicitation deadline
 - Complaints that the solicitation unduly constrains competition through improper minimum qualifications or specifications.
 - Complaints that the pre-bid conference was not fair or accessible. (Please note that bidders must attend in person all mandatory pre-bid conferences).
 - Complaints that questions were not fully or properly addressed by the Procurement Contract Specialist/Buyer.
 - Complaints that the Request for Proposal/Quote/Qualification did not provide adequate information or contained an improper criterion.
 - Other matters known or that should have been known, to interested bidders by reading the solicitation document.