

### 2019 LOCAL NEW & RENEWAL PROJECTS REVIEW PROCESS

#### STATEMENT OF POLICY:

While all decisions about the San Francisco Continuum of Care (CoC) Project Review Process are subject to review and approval by the Local Homeless Coordinating Board (LHCB), our community values public input and community discussion around all aspects of the CoC. In the event of requirements or policy directives in the Notice of Funding Availability (NOFA) that necessitate changes to the scoring process, LHCB staff will endeavor to provide a public process for discussion and community input.

- CoC designs a project review process and LHCB approves it prior to NOFA release.
- HomeBase collects Annual Performance Reviews (APRs) and supplemental information as needed.
- HomeBase completes assessment and review of renewal projects and prepares project evaluations.
- After the NOFA is released, application and project review documents are updated to address any unexpected elements of the NOFA. If feasible, the Funding Committee will meet to discuss proposed changes to the application and project review process. All changes are approved by LHCB at next meeting.
- Projects receive preliminary scores with their project evaluations and are invited to provide a narrative response to be considered by the Priority Panel. The Priority Panel will review only those scoring factors identified by the projects and other factors may remain at the pre-scaled score. Panelists have the discretion – but are not required – to review other scores to maintain consistency across all projects.
- Applicants attend a Bidders' Conference, receive application materials, and have time to complete and submit their applications.
- LHCB staff will recruit Priority Panel members, prioritizing members who have served as Priority Panelists in the past or who have other relevant experience. Priority Panel members will sign “no conflict of interest” and confidentiality statements.
- All projects will submit applications to DSHS, including a HUD Project Application, required local application materials, and match documentation. All documents should be submitted electronically in separate PDF files via the instructions on the Proposal Submission Checklist.
  - Late applications received within 48 hours of the due date/time will receive a 15-point score reduction. A 5-point reduction will be applied to any project that fails to submit either the electronic or paper copy of the application by the application deadline. Incomplete applications cannot be cured for Priority Panel scoring, but, if selected for funding by the Priority Panel, must be corrected prior to HUD submission.
- Priority Panel members are trained, as appropriate, and receive applications. Panelists review applications.
- LHCB staff and HomeBase review project applications and provide technical feedback. DSHS/LHCB staff determines whether project thresholds are met.
- If an agency has a grant for a program that it would like to transfer to another program in the agency, perhaps because the original project is not meeting HUD performance expectations or is no longer as needed in the community, that agency may “reallocate to itself.”

- Agencies considering this option should consult with DSHS and/or HomeBase, as grant amendment may be a better option. There are some requirements involved in changing a program via reallocation, including the populations that must be served under the 2019 NOFA.
- In the competition, only that agency may apply for the earmarked funding as long as the reallocated project application is reasonably strong and is compliant with HUD requirements. The reallocated project application will be scored with the other new projects. The application must score at least on a comparable level with the other new project applications.
  - If the application is reasonably strong, an extra 5 points (parallel to the bonus points for renewal permanent housing) will be added to the final score and the project will be placed in rank order with the renewal projects. The project may be in Tier 1 or Tier 2, depending on its score.
  - If the application is not reasonably strong, the Panel may use the funding for another new project, rank the new project at the bottom of Tier 2, or suggest the agency revert to the old program.
- Priority Panel meets to review and discuss applications together, identify technical assistance needs, and to continue to individually score them. Priority Panel members then finalize individual scores. Scores are added and applications are ranked and placed into either Tier 1 or Tier 2.
  - Renewal projects that do not yet have performance data for a full year of operation will be held harmless and awarded full points on all scoring factors that cannot be evaluated. Second-time or older renewal projects that do not have performance data for a full year of operation will be required to submit an explanation as to why they have not started spending out project funds and provide a plan for doing so within the HUD-mandated period. In extreme cases where community funding is at risk, panelists may exercise discretion, including recommending reallocation or placement into Tier 2.
    - First-time renewal housing projects that propose to apply for fewer than 90% of the units in their original New Project application will not be held harmless, and will receive two-thirds points on all scoring factors that cannot be evaluated.
  - Renewal HMIS and Support Services for Coordinated Entry projects will be ranked at the bottom of Tier 1.
  - New HMIS and Support Services for Coordinated Entry project applications will be ranked at the top of Tier 2.
  - If the HUD tier rules allow for projects to “straddle” the tiers, i.e. to fall partially in Tier 1 and partially in Tier 2, then the top-scoring non-HMIS, non-Coordinated Entry project in Tier 2 will be moved to straddle the tiers.
  - New projects will be scored and ranked based on the New Project Scoring Tool.
  - The San Francisco CoC prioritizes projects that will continue to preserve existing permanent housing in order to maximize San Francisco’s housing inventory.
- The Priority Panel may identify projects that should be reallocated, in whole or in part, or re-ranked in favor of a new project, based on community priorities as determined by the CoC and DSHS.
- Preliminary scoring results are delivered to applicants with a reminder about the appeals process.

- All applicants that are eligible to appeal will receive all Priority Panelist scores in advance of the appeals deadline. Projects facing reallocation will have additional appeal rights (see separate Appeals Policy for more detail). In addition, Priority Panel score sheets will be made available upon written request after the local competition closes. All applicants can also report any discrepancies in their score sheet, although this is not considered an official appeal.
  - If a panelist assigns a score, for any scoring factor, that is *lower* than the project's pre-scored points for that factor, that panelist will be asked to explain their decision. Relevant Priority Panel comments on that factor will be provided along with the project's Priority Panel score sheet.
- Appeals, if any, are reviewed by the Appeals Panel of non-conflicted LHCB Members.
- LHCB meets to consider and approve a final CoC ranked funding list. If any renewal project does not apply for funding or is identified by the Priority Panel as in need of reallocation, that funding may be reallocated to a new project. **The LHCB will make all final decisions about reallocating funding from any project.**
- If funding becomes available after approval of the final ranked list, through reallocation or budget corrections, LHCB staff will offer the excess funding to new project applicants in order of project ranking.
- Projects will submit copies of letters or documentation for all match resources listed in their application.
- Applications will be submitted with the City-wide application and applicants will be invited to attend the 2019 NOFA Debrief.

The process is welcoming to persons with disabilities, persons who have experienced homelessness, and persons with limited English proficiency. If you need any accommodations, please contact Charles Minor at [Charles.Minor@sfgov.org](mailto:Charles.Minor@sfgov.org) or 415-557-6007.