

**Project Rating and Review Process:**

**Renewal Projects**

In order to be considered for inclusion in Philadelphia’s Continuum of Care (CoC) Consolidated Application, organizations must submit the local 2018 Continuum of Care Program Renewals Application, which includes submitting performance data from their most recently submitted APR. Organizations are given 6 weeks to complete and submit the CoC Renewals Application to the City of Philadelphia Office of Homeless Services. The Office of Homeless Services (OHS) provides organizations the evaluation tool to be used to score their proposals and hosts a technical assistance briefing for organizations. Proposals received are first reviewed by City of Philadelphia Office of Homeless Services staff to establish whether they pass threshold requirements. All 2018 CoC Program Renewal Applications that pass threshold requirements are reviewed by the CoC Program Renewals Review Panel, a volunteer panel convened to review and score project proposals. Members of the Review Panel are responsible for independently reviewing and scoring proposals using the 2018 CoC Program Renewal Project Proposal Review Instrument, found in Appendix A. Members of the Review Panel are trained on using the review instrument to score renewal project proposals.

**Proposal Evaluation and Scoring**

All renewal project applications, except for first time renewals, are independently reviewed and scored by 3 individuals using the local review instrument, developed by members of the CoC Quality Improvement and Evaluation Subcommittee (QIES). The review instrument includes the scoring criteria described in the table below and is found in Appendix A. The performance data used to review renewal project proposals is from the project’s most recently submitted APR. Once all reviewer scores are submitted to the Office of Homeless Services, renewal project proposals scores are analyzed to identify any proposals with a significantly wide range in scores. The Review Panel is brought together for a session to discuss and potentially adjust outlier scores for said proposals. Once reviewer scores are finalized, the reviewer scores are averaged, which forms the basis for the preliminary ranking of projects within the local priorities.

<b>Criteria</b>	<b>Max Points</b>
Participant Inclusion	5
Project Description	5
Case Study	5
Data Quality: Standard is less than 10% error rate for each data element	10
Unit Utilization Rates: Local standard is 90% or above for 4 points in time	10
Residence Prior to Entry: Participants entering from appropriate locations; majority from literally homeless situations	10
Increase in Earned Income: Local standard: 10% of adults increase or gain earned income	10

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Increase in Other Cash Income: Local standard: 35% of adults increase or gain other income	10
Non-Cash Benefits: Local standard: 82% of participants connected to 1+ mainstream benefit. For PSH projects serving households with children, local standard is 70%	5
Health Insurance: 82% or more will be connected to at least one health insurance benefit	5
Housing Stability: Local Standard for PSH: 93% retain or exit to permanent, RRH:80% leavers exit to PH, TH:80% of leavers exit to PH, SH:55% of leavers exit to PH	15
Serving HUD’s Priority Population: 75% or more of the Heads of Households (HoHs) served are representative of HUD's priority populations (Unaccompanied or Parenting Youth 18-24, Victims fleeing Domestic Violence, people experiencing Chronic Homelessness, and Veterans)	10
<b>Total</b>	<b>100</b>

**Deductions**

The following are reasons for a project application to receive deductions to their project application’s score during the local competition:

- 1 point will be deducted from each project application of an organization that did not have at least 2 staff members participate in the Point in Time Count.
- 5 points will be deducted from each project application of an organization that did not have a staff member participate in the mandatory technical assistance briefing
- 5 points will be deducted if the project does not initially meet threshold and requires additional documentation to be submitted; 5 points will continue to be deducted if incorrect information continues to be submitted.
- 10 points will be deducted if the project application includes the incorrect reporting period for data or if submitted up to 24 hours after the deadline.

**New Projects**

In order to be considered for inclusion in Philadelphia’s Continuum of Care Consolidated Application, local organizations must respond to the City of Philadelphia RFP for new CoC projects. Proposals received are first reviewed by City of Philadelphia Office of Homeless Services staff to establish whether they pass threshold requirements. All proposals that pass threshold requirements are then independently reviewed and scored by 5 individuals using the local evaluation tool created by the City of Philadelphia Office of Homeless Services, found in Appendix B. Individual reviewer scores are averaged, which forms the basis for preliminary ranking within the local priorities.

**Conflicts of Interest**

Every effort is made to avoid conflict, or the appearance thereof, when assigning proposals to reviewers. Before reviewers score proposals, they are asked to determine whether a conflict of interest exists with any application that has been assigned to them. If a conflict or the appearance of a conflict exists, the proposal will be assigned to another reviewer and a replacement proposal will be provided. Renewal

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project proposals are distributed anonymously so that reviewers are unaware of the name of the organization and the project whose proposal they are reviewing.

A conflict of interest can be defined as: an actual or perceived interest by a review committee member in an action which results or appears to result in personal, organizational, or professional gain. This may involve a direct or indirect financial or other interest in a decision of the planning body. Examples of possible conflicts of interest include cases where a reviewer:

- Is employed or has a formal association with an agency that has submitted an application;
- Has recently served as a consultant for an applicant agency;
- Is named as a potential consultant or subcontractor in the application; or
- Has extensive knowledge about the application or proposed project and is unable to objectively review the application.

### **Confidentiality**

Adherence to confidentiality is critical to the integrity of the review process and the protection of reviewers evaluating proposals. All reviewers must agree to abide by the following confidentiality requirements before, during, and after the review process:

- All information related to the proposals should be kept in strict confidence;
- Impressions or judgments concerning the proposals are not to be discussed or shared with anyone prior to, during, or after the review panel's deliberations (exceptions: discussions with other review panel members during panel deliberations and staff discussions during CoC Advisory Committee and CoC Board meetings);
- The proposals, as well as the ideas, concepts, methods, or techniques included in the proposals are to be considered proprietary, and all rights thereby implied are to be respected;
- Proposals, in part or whole, are not to be photocopied; and
- Questions about any specific proposals are not to be directed to the applicant organization, or to a consultant who assisted in the preparation of the application.

Reviewers must adhere to the following requirements during and after the Review Panel meeting:

- Statements and notes of the reviewers should not be shared with anyone outside the review panel;
- Discussions concerning any specific application are to be confined to the review panel meeting room;
- Proceedings of the review panel are to be kept in strict confidence; and
- Proposals and review materials are to be left with the Office of Homeless Services (Collaborative Applicant) staff at the conclusion of the review session.

### **Philadelphia Ranking Order**

Projects are ranked according to the following strategy:

- Ranked according to 2018 local competition scores

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- Permanent Housing projects are ranked over Transitional Housing Projects
- Rapid Re Housing (RRH) projects are ranked above Permanent Supportive Housing Projects (PSH)
- Projects in the bottom 25% are reviewed carefully in order to determine the best ranking strategy to preserve as many units as possible

Because the primary basis for reviewing and scoring renewal proposals is performance data from the Annual Performance Reports (APRs), first time renewal projects not operating long enough to have a year of performance data are not reviewed by the Renewals Review Committee.

The Philadelphia CoC project applications included in the 2018 consolidated application will be ranked as follows:

1. 1 Renewal HMIS project
2. 1 Renewal SSO for Coordinated Entry project
3. Projects that are renewing in 2018 for the first time and do not have 1 year of performance data to receive a score
4. Renewal PH projects not operating long enough to have a year of performance data
5. Top 75% scoring renewal Rapid Re Housing, Permanent Supportive Housing, and Transitional Housing projects
6. 1 New SSO for Coordinated Entry project, 1 New Joint TH-RRH project, 1 New Rapid Re Housing project, and 1 New Permanent Supportive Housing project created through reallocation funding
7. Bottom 25% scoring renewal Rapid Re Housing, Permanent Supportive Housing, and Transitional Housing projects
8. 1 New Permanent Supportive Housing project created through Bonus funding
9. 1 New SSO for Coordinated Entry – DV project and 1 New Rapid Re Housing project created through DV Bonus funding
10. 3 New Rapid Re Housing projects created through Bonus funding

### **Selection and Ranking Approval Process**

**February 28, 2018:** QIES meets to finalize Renewal Project Local Renewal Application and Review Instrument

**April 25, 2018:** Local renewal proposals due to OHS

**April 23, 2018 and April 26, 2018:** Local CoC renewal competition reviewer training

**May 11, 2018:** Reviews and scores of local renewal proposal process due to OHS

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**August 6, 2018:** CoC Ranking and Reallocation subcommittee meets to review project scores and develop ranking and reallocation strategy

**August 22, 2018:** OHS presented proposed ranking strategy to the CoC Advisory Committee for input and feedback.

**August 28, 2018:** OHS will present the proposed project selection and ranking order, as well as the input of the CoC Advisory Committee to the CoC Board.

**August 31, 2018:** CoC Project Priority Listing is made available on the OHS website.

