2018 HUD CoC MONITORING & EVALUATION (M&E) AND PROJECT RANKING PROCESS:

Detailed below is the approved process by which the Partnership to Prevent & End Homelessness will monitor and evaluate renewal HUD-CoC programs, then prioritize them for funding along with applications for new projects (reallocated and/or bonus) in Alexandria’s FY18 HUD CoC Competition:

Renewal Project Monitoring & Evaluation

1. Convene Gaps & Needs Committee to discuss/adjust the annual process for Monitoring and Evaluating renewal HUD-CoC Projects - 4/20/2018
   - Determine the program elements that will be monitored and evaluated during the process (fiscal capacity, governance structure, adherence to funding requirements, and client level outcomes)
   - Determine what documentation/information must be reviewed to measure success within each program element and set the “required deliverables”
   - Determine the community’s target outcomes for each required deliverable and include a score that will be awarded for achieving it

2. Approve M&E process, scoring policies, and deliverables - 5/18/2018
   - Submit the 2018 M&E Scoring Sheet (including program elements monitored, required deliverables, and scoring standards) to the PPEH Governing Board via email
   - Submit the 2018 M&E and Project Ranking Process to the PPEH Governing Board via email
   - Achieve simple majority approval by PPEH Governing Board via email voting mechanism

3. Commence M&E Process - 6/25/2018
   - Send 2018 M&E Instructions, 2018 M&E Worksheet, 2018 M&E Scoring Sheet, and 2018 M&E Timeline to grantees and make request for deliverables
   - Send 2018 M&E Scoring Sheet, 2018 M&E and Project Ranking Process, and 2018 M&E Timeline to Governing Board and the Partnership for public record
   - Post 2018 M&E Scoring Sheet, 2018 M&E and Project Ranking Process, and 2018 M&E Timeline to DCHS/PPEH website for public record

4. Collect, score, and return M&E Deliverables - 7/9/2018 - 7/13/2018 (tools due 7/9, score sent 7/11, appeals due 7/13)
• Collect one completed copy of 2018 M&E Worksheet and one copy of each accompanying deliverable for each renewal project via email

• Score information on 2018 M&E Worksheet and accompanying deliverables according to the standards outlined on the 2018 M&E Scoring Sheet

• Return a completed 2018 M&E Scoring Sheet and a debriefing to each renewal project via email, and make request for comment or appeal

• Collect all grantees’ comments and appeals to completed 2018 M&E Scoring Sheets and debriefings

5. Convene non-conflicted Gaps & Needs Committee Members – 7/20/2018
   • Review 2018 M&E Scoring Sheets, debriefings, and grantees’ comments/appeals
   • If necessary, adjust 2018 M&E Scoring Sheets or establish timeline for deeper program review
   • Approve 2018 Final M&E Scores
   • Elect members of the Ranking Committee

6. Approve 2018 Final M&E Scores and Ranking Committee Members - 8/2/2018
   • Present 2018 Final M&E Scores, Ranking Committee Members, and other discussions from the Collaborative Grants Committee’s meeting to the PPEH Governing Board
   • Achieve simple majority approval by PPEH Governing Board

7. Publish Final M&E scores to the Governing Board, Partnership, and DCHS/PPEH website for public record

New Project Proposal Review

8. Make request for Notices of Intent to apply for New Projects – 7/2/2018 (tentative)
   • Publish instructions and form Notices of Intent for organizations to apply for the Reallocated Project funding opportunity and/or the Bonus Project funding opportunity

   • Review submitted Notices of Intent to apply for new funding opportunities and hear project proposal presentations before selecting the strongest proposal to go forward with the application process based on effectiveness & community need

Renewal & New Project Ranking

10. Convene Ranking Committee – 8/13/2018 (tentative)
    • Review 2018 HUD Notice of Funding Availability (NOFA) guidelines surrounding funding tiers and the Project Priority Listing
    • For renewal projects, review Final M&E Scores, debriefings, grantee comments/appeals, and other resources that speak to program performance as necessary
    • For new projects, review Notices of Intent to apply for new projects, including Reallocated funding and Bonus funding
    • Rank HUD-CoC projects, both new and renewal, based on program efficiency and community need
11. Submit Project Priority Listing to HUD as a part of the 2018 HUD-CoC Consolidated Application - 9/18/2018