

Dos Rios Continuum of Care Emergency Solutions Grant (ESG) “Need for Funds” Rating Criteria and Procedure:

HCD notice # 1-12 issued 4-25-12, states that “Each Continuum of Care (COC) will be assigning points for the ‘Need for Funds’ rating category on all ESG applications received within their service area.” The HCD ESG FY2011, Round II application rating and ranking will be conducted as follows:

RATING AND RANKING CRITERIA AND PROCESS:

Local County Continuums will review, rate and rank their applications; the local Continuum Chairperson or designee will ensure that the process outlined below is followed. At the discretion of the local committee some counties may combine their efforts, such as listed below.

Below is a list of counties and their respective designated Committee Contact persons:

Local County Continuums Rating Groups	Contact Person	Contact Email
Lassen-Plumas-Sierra		
Colusa-Glenn-Trinity		
Lake		
Tehama		
Dos Rios Region wide		

1. A neutral committee of three or more individuals will be appointed to rate and rank project submissions and assign point scores. Committee members should be familiar with housing and homeless needs and be willing to review projects with the best interest of homeless persons in mind (Neutral means individuals who are not employees, staff or otherwise have a business or personal conflict of interest with the applicant organizations).
2. Rating and ranking will be done by the individuals appointed to the committee; the rating and ranking (R&R) committee should select a lead facilitator. Final ranking and scoring for projects must be put into writing, and signed by all members of the R&R committee. The results must be submitted to the respective county contact listed above.
3. Final scored project submissions and rating and ranking materials will be reviewed for adherence to process by three steering committee members and signed in agreement with the terms stated on HCD ESG FY2011, Round II; Attachment D by a Dos Rios Chairperson.
4. Reviewers must verify that the following is met:
 - a. Each county’s applications will be reviewed separate from other counties.
 - b. Proposed project will operate, or facilities will be located, within the county service area.
 - c. Organization has informed the CoC, per page 3 that follows, that they intend to submit an ESG application to HCD.

- d. Items 1-3 of Attachment D are complete and submitted (HCD ESG FY2011, Round II; Attachment D “Need for Funds Rating Criteria” section).
- e. Attachment 1 included with this instruction is submitted and complete.

Project proposals will be scored on two categories, Leverage/Priority Alignment and Rank Order; a project can receive a maximum of 100 points.

5. **Leverage and Priority Alignment:** (50 point Maximum)

- a. Projects will be awarded a maximum of 50 points:
 - i. Project is in alignment with local county priorities (35 pts maximum)
 - ii. Project leverages ESG with other funding and services (15 pts maximum)
 - iii. HMIS and Administration are considered as given priorities for all counties to the maximums allowed per ESG guidelines.
 - iv. The following tables will guide point assignment

Priority Alignment	Points (35 pts max)
Project is in clear alignment with local Priorities	35 points
Project is very closely aligned with local Priorities	32 points
Project is moderately aligned with local Priorities	29 points
Project is not aligned with local Priorities	0 points

Leverage	Points (15 pts max)
Project shows best leverage compared to other projects	15 points
Project shows 2nd best leverage	12 points
Project shows 3rd best leverage	10 points

6. **Rank Order:** (50 point Maximum)

- a. Each project will receive a **priority** ordinal rank compared to other submissions from the same county.
- b. Only one project per rank. No duplicate ranking.
- c. The top ranking county project will receive 50 points; given that it generally aligns with county priorities.
- d. If more than one project is received per county, points may be awarded as follows. The review committee has discretion to give fewer than the listed number of points if projects are not responsive to #5 above. At least a five point difference must be awarded between each rank. (e.g. 50=Rank 1; 45=rank 2).

Rank	Points
1	50
2	45-maximum
3	40-maximum
4	35-maximum

- 7. The Dos Rios Steering Committee reserves the right to change this process in the best interest of the continuum. Notice of changes will be provided to all organizations who have notified the continuum or their intent to submit a project application.

SUBMITTING PROJECTS FOR RATING AND RANKING:

Organizations:

1. Contact John@Coc.co and your County CoC Contact on page 1 via email by May 25, 2012 if the organization intends to submit an ESG project application.
2. Complete Attachment 1 - included with this instruction
3. Complete sections 1-3 of HCD FY2011 ESG Application, Attachment D – “Need for Funds”
4. Submit Attachment D and Attachment 1, via email, to John@Coc.com and your County CoC Contact on page 1 by **June 1, 2012**.
5. You will receive an email receipt for your submission; if a receipt is not received within two (2) business days, it is your responsibility to follow up with the respective contact persons.
6. Attachment D, and a copy of this document, will be signed and returned to the organization. Organizations will be responsible to email the entire packet (Attachment D and a copy of this document) in PDF format to HCD at: homeless@hcd.ca.gov . Make sure to request an email confirmation from HCD.

Local Continuums:

1. Each local continuum chairperson must designate a lead person/contact to be responsible for adherence this Dos Rios ESG Rating and Ranking Process.
2. All Attachment D's and final rating and ranking materials relating to this process must be provided to the steering committee process review team by June 8, 2012. Materials may be sent email via PDF to John@Coc.co. Please request a delivery receipt. Send originals by U.S. mail or hand deliver to the County contact above.

Steering Committee:

1. The Steering Committee will designate three or more individuals to conduct a final process review of all ESG Rating and Ranking.
2. Final scored project submissions and rating and ranking materials will be reviewed by three steering committee members on June 11-14, 2012 for adherence to ESG Rating and Ranking Process.
3. Attachment D, and a copy of this document, will be signed and returned to the organizations in PDF format. Originals will be mailed via traditional mail to the organizations.