



York County

Coalition on Homelessness

YORK CITY/COUNTY CONTINUUM OF CARE – PA 512

Project Funding Evaluation Team (PFET) Score, Rank & Review Process

UPDATE LOG

Created: August 11, 2017
Reviewed and Reapproved: August 24, 2017
Reviewed and Reapproved: August 23, 2018
Reviewed and Reapproved: August 9, 2019
Reviewed and Reapproved: September 9, 2020
Reviewed and Reapproved: August 15, 2021

COC APPROVAL SIGNATURE



CoC Chair or Vice Chair

9-9-21

Date

The Project Funding Evaluation Team (PFET) subcommittee of the York County Coalition on Homelessness (CoC) complete all tasks.

Prior to NOFA Release:

- Collect intake forms/procedures once per year from applicants (to check for barriers to entry)
- Review and revise ranking sheet (as needed)
- Provide refresher training annually to the PFET team on the ranking/scoring process for CoC funds
- Work with the CoC Lead/HMIS Lead to get final GIW, Renewal Data List (from APR and HMIS/other comparable database data), Unit Utilization stats
- Review of bed turnover and chronic populations based on HMIS/other comparable database data
- Instruct renewals to begin having conversations with potential match sources
- Provide a preliminary proposal process by which interested new projects can submit their ideas to the CoC for review and discussion to ensure strong project applications during the NOFA

After NOFA Release:

- Last minute changes to review and ranking based on CoC focus items from the NOFA
- Project application schedule is set – **which includes a deadline for all renewal and new projects to be submitted to the CoC at least 30 days before NOFA deadline. This year, projects were due to the CoC no later than October 16, 2021.**
- Provide all Review and Ranking subcommittee members with the ranking sheets, instructions, data documents from HMIS/ comparable database (including data quality and system performance measures by project), APRS, severity of need calculations, and new & renewal applications for review prior to the ranking/interview meeting.

At the Review and Ranking Meeting:

- PFET discusses budgets, drawdowns, barriers, housing first, and other items from the review of each project's application, APR, HMIS/ comparable database data, performance measures, and GIW.
- PFET discusses pros and cons of each project, community needs, as well as current funding levels and Tier rules and amounts from the NOFA. PFET reserves the right to rank projects outside of score order; score is only one factor considered by PFET for priority ranking and selection of projects.

- PFET ranks the projects and determines funding levels for each, and ensures that Tier 1 and Tier 2 budget amounts are correct
- PFET prioritizes the following items into Tier 1 automatically: HMIS, Coordinated Entry, and any project funded in previous cycles that have not yet completed a full year of performance for evaluation.

After the Review and Ranking Meeting:

- Chair of the Project Funding Evaluation Team (PFET) notifies the CoC Lead Agency (York County Planning Commission – YCPC, lead agency for the York County Coalition on Homelessness) of the review and ranking, as well as proposed funding amounts
- Chair of PFET contacts each project individually to discuss ranking, score, and tier placement. Chair also provides details on the CoC appeals process and deadlines for filing appeals locally.
- If appeals are not received, the ranking/scoring stands. If appeals are received, PFET meets to evaluate the appeal and determine if changes should be made to ranking, scoring, or tiering. Evaluation results of the appeal process are submitted to the project that appealed, as well as any other project affected by a potential re-ranking, scoring, or tiering change.
- This proposed ranking, scoring, and tiering are shared with the Coalition (CoC) mailing list and a vote will be held. This vote can be in person or electronically recorded.
- The PFET Chair reviews ranking, scoring and tiering at the next Coalition (CoC) meeting, detailing how decisions were made, and the Coalition (CoC) votes on the PFET's proposal
- If passed, YCPC notifies the applicants via email of their final approved funding amount for revision of their applications along with a due date for application completion in e-snaps.
- If the proposal does not pass, it returns to PFET for additional consideration and evaluation, with a new proposal shared to the Coalition, and then voted on again by the full voting body of the Coalition (CoC)
- The CoC application in full (including the Priority Listing) is voted on by the CoC prior to the NOFA deadline and submission to HUD.

2021 Project Funding Evaluation Team (PFET) Membership and Affiliations

Nancy Newton – PFET Chair	Wellspan Health
Shawn Smith – Coalition Vice Chair	United Way of York County
Natalie Williams	Healthy York County Coalition
Anne Clark	Lincoln Charter School
Barbara Huggins	Inglis (Self Determination Housing of PA)
Corinne Thomas	WellSpan Health
Danyse Keiser	YMCA of York County
Jessica Mockabee	York County Human Services
Katrina Mock	York County Office of Children, Youth, & Families
Robin Shearer	Friends & Neighbors of PA
Sandy Rushton	Housing Authority of the City of York