This is an IMPORTANT MESSAGE for Eastern PA CoC Renewal Project grantees regarding 2020 Renewal Project Scoring of CoC-funded projects.

Dear Grantees-

The following email contains important information regarding the Eastern PA CoC renewal project scoring process, including required data cleanup for CoC-funded projects in preparation for scoring of renewal projects for the 2020 CoC Competition. We apologize in advance for the length of this email but recommend that you take time to **please carefully read the entire email as there are significant changes to the CoC renewal scoring process this year**.

2020 RENEWAL PROJECT SCORING PROCESS

As you are probably already aware, the PA HMIS upgrade to ClientTrack 19 has resulted in the discontinuation of various reports and customizations that had previously been available in ClientTrack 15. One such report was the Renewal Scoring Calculator used over the last several years to assist in the CoC's renewal scoring process, but which is no longer available for use. As a result, the CoC will be adopting the following process:

1. CoC renewal project data cleanup
   - To ensure that accurate data is used for CoC renewal project scoring, the CoC is providing a **5-week window, from 8/7/20 to 9/9/20, for CoC renewal project data review and cleanup.** During this time CoC-funded agencies should pull their APR for 10/1/18 – 9/30/19, review the data and cleanup the data as appropriate.
     - **Note to new projects**: If your project was not operational for the entire period of 10/1/18-9/30/19 and/or are a first time renewal, your project will not be scored. You do not need to follow the data clean-up instructions below; however, you may wish to review the instructions so that you are familiar with the process.
     - **Note related to consolidations:** If you consolidated grants under a previous NOFA round that has not yet been consolidated in HMIS, we recommend that you run the APR for all consolidated projects together.
   - To assist with this process, **please review the following:**
     - Attached **DATA REVIEW & CLEANUP TIMELINE FOR COC RENEWAL PROJECTS,** which includes a timeline and tips to assist you with this process.
     - **PA HMIS ClientTrack 19 APR Training Video**, available here: https://www.youtube.com/watch?v=R_7Mf4nAf8s
     - **PA HMIS APR Report Guide Step by Step Instructions:** https://pennsylvaniacoc.org/wp-content/uploads/2020/08/APR-Report-Guide-Step-by-Step.pdf
     - **PA HMIS Validation File – Detail Files Tip Sheet from DCED HMIS Team:** https://pennsylvaniacoc.org/wp-content/uploads/2020/08/Validation-File-Detail-Files.pdf
     - Attached **APR Data Quality Spreadsheets -HMIS Data Review and Clean Up Guide** (also linked here: https://pennsylvaniacoc.org/wp-content/uploads/2020/08/APR-Data-Quality-Spreadsheets_Data-Review-and-Clean-Up-Guide_August-2020.pdf)

- Note: The above APR guidance materials can also be found on the CoC website HMIS page (https://pennsylvaniacoc.org/pahmis/) under the Reporting and Export Guides tab.
- NOTE: In prior years, this data cleanup was often done by agencies after the release of the Scoring Calculator; as noted above, that tool is no longer available. Therefore, **agencies are expected to use the data review and cleanup period to address all CoC project data issues that may impact project outcomes and scoring.** After the data review and cleanup window has closed, the CoC will proceed with the understanding that all pertinent project data in PA HMIS is accurate and final.

2. CoC renewal project submission of APR and other relevant data and materials to CoC
   - Once the data review/cleanup period ends, CoC-funded agencies will be asked to submit data and supporting materials to the CoC for use in renewal project scoring.
   - **The CoC will be asking agencies to enter project-level APR data into a survey tool and to submit a copy of the APR data report used to fill out the survey. The submission of APR data into a survey tool is a new step in the process this year.** CoC agencies will have a limited time to submit this data and all agencies, particularly those with multiple projects, are encouraged to begin as soon as the survey tool is released to ensure that the submission deadline is met.
   - Additional supporting materials will also be requested.
   - Specific information on the APR data that will be requested and used for scoring is available in the attached **CoC's 2020 Renewal Project Scoring Criteria** document (also linked here: https://pennsylvaniacoc.org/wp-content/uploads/2020/08/2020-Eastern-PA-CoC-Renewal-Scoring-Criteria-FINAL-7.28.20.pdf)

3. DMA staff review of data submitted and calculation of outcomes and scoring
   - Once data has been submitted, DMA staff will compile and review the data and materials submitted.
   - Project outcomes and scoring for each ranking criterion will be determined based upon the data and materials submitted.

4. CoC release of preliminary outcomes and scoring for CoC renewal projects
   - The CoC will release a report showing preliminary outcomes and scores for each project for each criterion.
   - **Please note that there will be only one version of the preliminary outcomes and scoring report.** As noted above, there will **NOT** be multiple iterations of the Scoring Calculator released (as has been the process in prior years) because the Scoring Calculator tool is no longer available to the CoC.
   - CoC agencies are expected to carefully review the preliminary outcomes and scoring report and identify any issues that the agency perceives to be incorrect.

5. Appeals window for CoC renewal projects
   - Upon release of the preliminary outcomes and scoring report, the window for submitting appeals of the outcomes and scoring will be open. The CoC will specify the timeline and process for submitting appeals, in accordance with the CoC's 2020 Funding Policies.
   - **The appeal process will be the only opportunity agencies will have to identify and bring outcomes/scoring issues to the attention of the Funding Committee once preliminary outcomes and scoring have been released.**

- Agencies should be aware that appeals based on agency data errors not addressed by the agency during the data review and cleanup period will need to demonstrate exceptional circumstances in order for the appeal to be granted.

6. Review and disposition of scoring appeals
   - DMA will log in and conduct an initial review of all appeals submitted. Errors in calculations will be corrected by DMA.
   - DMA will provide the Funding Committee with information on all appeals and the Funding Committee will review appeals and determine the outcome of each appeal. Agencies that filed appeals will be notified of Funding Committee's determination.

7. CoC release of final outcomes and scoring for CoC renewal projects
   - Appeal decisions will be incorporated into project scoring.
   - The CoC will release final renewal project outcomes and scores.

The Eastern PA CoC will hold a webinar meeting in August to review the FY20 CoC renewal project scoring process and provide an opportunity for grantees to ask questions. This webinar will be recorded. We strongly recommend that all agencies with CoC renewal projects participate in this webinar or view the recording. A separate email with information regarding how to register for the webinar will be sent to you soon.

We hope that this information is helpful and will allow for your agency to plan/prepare for this year's CoC renewal scoring process. If you have questions, please submit them to the Eastern PA CoC through easterncoc@pennsylvaniacoc.org and include "2020 Renewal Project Scoring" in the subject line of the email.

Also, if you are not the right contact for your agency or if there are others in your agency who you feel should also be on the contact list, please reach out to easterncoc@pennsylvaniacoc.org to provide this information.

Thank you for your continued participation in the CoC and for all the work that you do to assist those experiencing homelessness in the Eastern PA CoC region.

Sincerely,

The DMA Team, on behalf of the Eastern PA CoC