|  |
| --- |
| **[TN: 504-PEC Roles and responsibilities in FY2016 competition]** |
| *Performance Evaluation Committee (PEC) Roles and Responsibilities in Program Evaluation and System Performance* |

Background: Since 1993, homeless service and housing providers have sought funding from HUD via its “Continuum of Care” homeless funding. This is a nationwide competition, and Nashville has been fortunate to reap $2-3 million on average each year to house and serve homeless people, through more than 20 projects at 14 local agencies.

HUD requires that all applications be reviewed and ranked by a body of the Continuum of Care (CoC). In Nashville, this is called the Performance Evaluation Committee, or “PEC”. PEC members recommend priority rankings for eligible projects, using criteria established by the CoC. Scoring emphasis will be closely aligned with HUD’s priorities cited in the current Notice of Funding Availability (NOFA). The PEC submits the ranking to the CoC Governance Committee for consideration and final approval.

Additional responsibilities may include assisting with development/revision of application & scoring tools. The PEC may offer recommendations for improving projects, and may conduct interviews and/or on-site monitoring visits of CoC projects.

Recommendations to fill vacancies on the Performance Evaluation Committee are solicited by the CoC Lead via email to the CoC General members, the CoC Governance Committee and other interested stakeholders. After receiving feedback from the CoC General Membership and other interested stakeholders, the Chair of the CoC Governance Committee appoints the PEC Committee members.

Qualifications sought for PEC members include:

* Broad representation
* Objective viewpoint, avoiding conflict of interest – members may not be currently and/or recently employed by applicant agencies or not have recent or current board affiliations. All nominees must detail and disclose potential conflicts.
* Ability to help manage change processes
* Evaluative skill set/ prior experience scoring proposals competing for federal funding
* Keen understanding of strategic utilization of limited resources
* Aptitude for translating current HUD policy priorities in successfully addressing homelessness in the local ranking mechanism
* Experience, or commitment to, using performance data to strategically drive funding decisions
* Willingness to dedicate considerable time to process-- Time commitment is heaviest during 2-3-month CoC competition phase, but optimally should extend throughout the year

Approximate time commitment is sketched out below. We are never exactly sure when HUD will announce the annual competition (typically this happens in late spring/early summer), but the core activities usually span a 2-3 month period. For FY2016, the most extensive time commitment will occur from late July through mid-September.

* Attend CoC HUD program orientation (CoC Basics, project performance stats compiled by MDHA staff ) 2 hours
* Review and score all applications (approx. 15 – 20) 8 hours
* Attend 2 review committee meetings to discuss proposal scores, rank proposals and evaluate/analyze ranking to maximize funding to Nashville. 6 hours (max of 3 each day)
* FY2017: Quarterly meetings will most likely be required to start the CoC planning process much earlier in the year, including larger community collaboration planning

Total (estimated) hours during this 2-3 month phase: 16

Tentative Dates for PEC Orientation for Current and New Members: August 9th

Tentative Dates for PEC Project Review Meeting: August 23rd & August 24th

\*A volunteer on the committee will be asked to score the Metropolitan Development and Housing Agency (MDHA) HUD CoC renewal project applications, the Homeless Management Information System (HMIS) Renewal Proposal and possibly the Continuum of Care (CoC) Planning Grant. The HMIS and CoC Projects are administrative and will require different separate application forms.

*Questions may be addressed to:*

Suzie Tolmie, Homeless Coordinator for the Continuum of Care

Metropolitan Development & Housing Agency (MDHA)

701 South Sixth Street

Nashville, TN 37206

615/252.8574      phone

615/252-8559      fax stolmie@nashville-mdha.org