

Amendment

The Puerto Rico Department of the Family is proposing an amendment to the 2010-2015 Consolidated Plan. The amendment consists of establishing a two year award period for the use of the ESG funds.

This amendment will also apply to carryover funds from prior program years reallocated (after the effective date of this amendment) to eligible entities. Reallocated funds will be subject to a competition process that will not include entities that received 2011 program year funds. The competition will use the same rating factors used for the award of 2011 program year funds. All of the conditions included below will apply for the reallocated funds. The reallocated funds will expire 24 months after the award.

Condition to extent award

The second year grant extension will be based on various factors including demonstrating the use of the HMIS system, satisfactory progress, as well as, the availability of funding from the US HUD. The use of the HMIS will be evaluated by obtaining a certification from the applicable homeless coalition. Satisfactory progress will be evaluated using a standards system that considers expenditure rate, presentation of reports, results of monitoring reviews. In case that the grant is decreased/increased the subrecipient will receive a reduction or increase proportional to the grant decrease/increase. In addition the proposed beneficiaries will be adjusted accordingly.

Term of the award-The ESG grants will be award for a two year period subject to the following conditions:

- Availability of Funds from HUD
- Annual review
 - Compliance with terms of the agreement
 - Compliance with Disbursement ratios
- Use of the HMIS system

Availability of funds from HUD

The ESG funds are subject to cut from the U.S. Congress. Due to this uncertain situation it is not possible to predict the level of funding that the Department will receive during Program year 2012. Taking this into consideration second year grant levels may be reduced/increase due to funding cuts/increases from the U.S. Department of Housing and Urban Development. If the funds are decreased organization will be provided with an opportunity to determine if they want to continue with the grant. Each organization will be notified of the grant size that will be awarded during the program year. It is the responsibility of each organization to accept or reject the reduction of funding. If the reduction is accepted they organization must present a written acceptance within 15 days an acceptance. The grant reduction acceptance can be submitted via regular mail or by email.

Annual Review

Two months before the end of the first program year the Department will evaluate the subrecipient performance of each subrecipient. Subrecipients will be evaluated by an in-house committee appointed by the Secretary. The Evaluation Committee will follow the outlined selection criteria, to rate the performance of each subrecipient. After rating is completed, the evaluation will be reviewed and discussed by the committee to ensure uniformity. The committee will then, prepare a listing of project applications that will be approved for contract extension and for second year funding.

The performance evaluation consists of four (4) criteria. The criteria to be evaluated are the overall performance in the execution of the ESG grant by each subrecipient. The sum of the points awarded for each criteria will be added and a total score will be awarded to each subrecipient. The minimum passing grade for contract extension is 30 points.

Criteria	Description	Maximum Points
Expenditure Rate	The NGO and/or Municipality has expended at least 75% of the ESG funds awarded.	5
	The NGO and/or Municipality has expended at least 50% of the ESG funds awarded.	3
	The NGO and/or Municipality has expended less than 50 % of the ESG funds awarded.	0

Criteria	Description	Maximum Points
Presentation of Performance Reports	The NGO and/or Municipality has presented all the required performance reports on time	10
	The NGO and/or Municipality has presented 75% of the required reports on time	5
	The NGO and/or Municipality has presented 50% of the required reports on time	3
	The NGO and/or Municipality has presented less than 50% of the required reports on time	0

Criteria	Description	Maximum Points
Monitoring Reports	The Department found no findings in the last monitoring performed to the NGO and/or Municipality.	10
	The NGO and/or Municipality presented the Corrective Action Plan (CAP) for the findings raised in a Monitoring Report in less than 30 days.	5
	The NGO and/or Municipality did not meet any of the above criteria.	0

Criteria	Description	Maximum Points
Direct Benefit Analysis	Does the NGO and/or Municipality project have served more than 75% of the proposed beneficiaries?	10
	Does the NGO and/or Municipality project have served 60% of the proposed beneficiaries?	8
	Does the NGO and/or Municipality project have served 50% of the proposed beneficiaries?	5
	Does the NGO and/or Municipality project have served 30% of the proposed beneficiaries?	2
	Does the NGO and/or Municipality project have served less than 30% of the proposed beneficiaries?	0

Use of HMIS Certification

It is a requirement of the award the use of the Homeless Management Information System. Part of the ESG grant must be dedicated to the acquisition of a license to access the HMIS. To verify that the organizations are using the system the Department will request each of the coalition to present a HMIS use certification. If the organization is using the system 1 point will be awarded. If the NGO and/or Municipality is not using the system 0 points will be awarded.

In addition the Department will evaluate that organizations are using the HMIS system and that the data is being entered into the system. A special tabulation (to be negotiated with the two existing Coalitions) will be used to verify compliance and points will be awarded using the following criteria:

Criteria	Description	Maximum Points
Homeless Management Information System	Does the NGO and/or Municipality has entered the data for 100% of the beneficiaries reported to the Department in the quarterly reports?	9
	Does the NGO and/or Municipality has entered the data for 75% or more of the beneficiaries reported to the Department in the quarterly reports?	6
	Does the NGO and/or Municipality has entered the data for 50% or more of the beneficiaries reported to the Department in the quarterly reports?	4
	Does the NGO and/or Municipality has entered the data for 30% or more of the beneficiaries reported to the Department in the quarterly reports?	2

	Does the NGO and/or Municipality have entered the data for less than 30% of the beneficiaries reported to the Department in the quarterly reports?	0
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Determination not to extent the agreement

If after the annual review an organization score is below the passing grade, ESG funds for the second program year will not be awarded and contract will be terminated at the end of the program year. The Department will review the performance and obligation levels of all subrecipients. Subrecipients not meeting the minimum score will be notified in writing of their performance and the steps they need to take to appeal the action. Appeals must be presented before June 15, 2012. If no appeal is received funds for the second program year will not be distributed to the organization and placed in an ESG Reallocation Pool. The Department will make the Reallocation Pool funds available to existing subrecipients, subgrantees, and to qualified applicants on a waiting list, who previously submitted an ESG request to the Department but were not funded.

Compliance with 24 Months Deadline

Municipalities and Organizations must expend all of the grant amounts within 24 months of the date of the grant award. For each program year awarded the Department will provide an award letter that will establish the effective and expiration date of the Funds. This award letter will constitute a part of the agreement.

Any emergency shelter grant amounts that are not spend within the applicable 24 months period, will be recaptured and reallocated to other eligible activities.