



# Central Virginia CONTINUUM OF CARE

## Review and Ranking Policy HUD CoC Competition FY2019

*Approved by the CVCoC Membership on July 9, 2019*

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It is the policy of the Central Virginia Continuum of Care (CVCoC) to have an objective and transparent process for determining allocation of funding. The ad hoc Review and Ranking Committee will convene upon organizations' submission of their project application to review and prioritize projects based on the following factors:

- Review of Project Application

The project's application will be reviewed to ensure compliance with the FY2019 CoC Competition Notice of Funding Availability (NOFA), adherence to Housing First principles, alignment with HUD priorities, commitment to best practices, capacity to administer the project, compliance with CVCoC Policies and Procedures and demonstration of fiduciary responsibility. The project application should be sent to the Collaborative Applicant, Miriam's House, within the timeframe specified in the local CVCoC NOFA.

*Completed for all project applications.*

- New Project Eligibility Checklist

To help ensure compliance with regulatory guidelines and local competition requirements, all organizations applying for new project funds under the HUD CoC Competition must demonstrate they meet the threshold requirements by submitting the CVCoC New Project Eligibility checklist by the deadline outlined in the local CVCoC NOFA.

*Completed for new project applications.*

- Renewal Project Scorecard

Renewal projects will be evaluated based on the performance standards identified in the CVCoC Policies and Procedures relative to the project type. Applicants will complete and submit their project's scorecard based on data from their most recently completed Annual Performance Report or a comparable report for a victim service provider to the Collaborative Applicant, Miriam's House at the time of their project application submission as outlined in the CVCoC NOFA.

*Completed for renewal applications only with the exception of HMIS or SSO projects.*

- Monitoring and Evaluation Report

Renewal projects will be evaluated based on the annual project monitoring and evaluation report submitted to the Board by the Monitoring and Evaluation Committee.

*Completed for all renewal project applications.*

- Project Annual Performance Report (APR)

Performance will be evaluated using data from the project's most recent APR submitted for the last full operating year including match, utilization, priority subpopulations served, outcomes, and financial management. Victim service providers can use a comparable report.

*Completed for all renewal applications in operation for a full year.*

As new project applications will not have performance outcomes to complete the Project Scorecard, will not have had a monitoring visit and will not have an APR, all new project applications will be evaluated based on their project application and New Project Eligibility Checklist.

### **Review and Ranking Decision Making Process**

This review and ranking process is intended to accomplish the following objectives:

- To prioritize those activities that are most successful in preventing or ending homelessness;
- To maximize funding available to end homelessness in Central Virginia;
- To direct new resources toward the most pressing needs in the community;
- To address populations that have been underserved, and prioritize assistance toward those with the greatest need;
- To provide an incentive for all funded providers to monitor and improve their performance in order to ensure continued funding with CoC resources.

Where there are multiple projects in a priority group, renewal projects will be ranked according to their scorecard, APR, project application, and monitoring visit report. New projects will be ranked according to their project application and New Project Eligibility Checklist.

- Priority Group 1: Permanent Housing
  1. Renewal PSH or RRH projects
  2. New or expanded PSH projects with chronically homeless dedicated beds or DedicatedPlus or new or expanded RRH projects dedicated to priority sub-populations
- Priority Group 2: Core CoC Services
  1. Renewal HMIS
  2. New or expanded HMIS
  3. SSO for centralized intake
- Priority Group 3: Joint TH and PH-RRH component project
  1. Renewal joint TH and PH-RRH component projects
  2. New joint TH and PH-RRH component projects
- Priority Group 4: DV Bonus Projects
  1. New or expanded PH projects for victims of domestic violence
  2. New or expanded TH-RRH projects for victims of domestic violence
  3. New or expanded SSO projects for victims of domestic violence

The Collaborative Applicant, Miriam's House, will submit the project applications, APRs, Scorecards and New Project Eligibility Checklist to the ad hoc Review and Ranking Committee. The Chair of the Monitoring and Evaluation Committee will submit the monitoring and evaluation report to the CoC Board Chair. All documents will be received by 2 business days prior to the Review and Ranking meeting. The ad hoc Review and Ranking Committee will review all documentation to ensure that all projects meet the requirements set forth in the Notice of Funding Availability and are in alignment with the CVCoC's Strategic Plan to End Homelessness as well as the CVCoC Policies and Procedures.

At the Review and Ranking meeting, the committee will rank the projects according to the above Priority Groups. Where there are multiple projects within one group, the committee will use the CVCoC Project Scorecard (for renewal projects) or the New Project Eligibility Checklist and project application (for new projects) to determine which project is most effectively and efficiently meeting the CoC's mission to ensure homelessness is rare, brief and nonrecurring. A vote will occur on each Priority Group to determine rank within the Group starting with Priority Group 1. When all projects have been ranked, the ad hoc Review and Ranking Committee will vote on the final Priority Listing.

Following the committee meeting, the Collaborative Applicant will notify each project of its placement on the Priority Listing and the appeals process should they wish to appeal their ranking. This notification will be sent to each applicant within 2 business days of the committee's decision and two weeks prior to the collaborative application submission date. The Collaborative Applicant will notify the full CoC Membership via email and the listing will be publically posted on the CoC's website.

### **Reallocation and Ranking Appeals Process**

An ad hoc Reallocation/Ranking Appeals Committee will be formed by 3-5 CoC non-conflicted members to review all appeals and will make recommendations to the CoC Board. The Appeals Committee will be selected from the CoC Board or its designees. These individuals will have no conflict of interest in serving. Applicants may appeal any of the following decisions of the CoC Board:

- The project's position on the Priority Listing
- Reduction of a renewal grant amount
- Reallocation of a renewal grant
- Rejection of a project application

Applicants wishing to submit an appeal must notify the Collaborative Applicant's representative, Sarah Francis at [francis@miriamshouseprogram.org](mailto:francis@miriamshouseprogram.org) by two days after the priority listing has been communicated. An appeal can be in the form of a letter, a memo or an email and must state the following:

- Agency name
- Project name
- Reason for appeal (no longer than 2 pages)
- Documentation to support the appeal

Applicants will be notified of the outcome no later than 5 business days after the appeal has been received.