



## Review and Ranking Policy HUD CoC Competition FY23

*Approved by the CVCoC Board on September 6, 2023*

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:

1. **PROJECT APPLICATION:** The project's application will be reviewed to ensure compliance with the FY23 CoC Competition Notice of Funding Opportunity (NOFO), local CVCoC NOFO, adherence to Housing First principles, alignment with HUD priorities, commitment to best practices, capacity to administer the project, compliance with CVCoC Policies and Procedures, demonstration of fiduciary responsibility, and consistency with the CVCoC 2020 Strategic Plan to Prevent and End Homelessness. The project application should be sent to the Collaborative Applicant, Miriam's House, within the timeframe specified in the local CVCoC NOFO.

*Completed for all project applications.*

2. **NEW PROJECT SCORECARD:** 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 Scorecard by the deadline outlined in the local CVCoC NOFO.

*Completed for new project applications.*

3. **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, vulnerabilities of the priority of the project's populations, Homeless Management Information System (HMIS) implementation, CoC participation, and fiduciary responsibilities. 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 NOFO.

*Completed for all renewal project applications except HMIS and SSO projects.*

4. **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 Scorecard.

## REVIEW AND RANKING DECISION MAKING PROCESS

The Collaborative Applicant and the ad hoc Review and Ranking Committee will closely review the information provided in each project application to ensure:

- All proposed program participants will be eligible for the program component type selected;
- The information provided in the project application and proposed activities are eligible and consistent with program requirements in the Rule;
- Each project narrative is fully responsive to the questions being asked and that it meets all the criteria for that question as required by the HUD NOFO;
- The data provided in various parts of the project application are consistent; and
- All required attachments correspond to the list of attachments in e-snaps that must contain accurate and complete information that are dated between July 5, 2023 and September 28, 2023.

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 score on the Renewal Project Scorecard. New projects will be ranked according to their score on the New Project Scorecard.

### **Priority Group 1: Core CoC Services**

1. Renewal HMIS
2. Expanded HMIS

### **Priority Group 2: Renewal Permanent Housing Projects**

1. Renewal PSH or RRH projects

### **Priority Group 3: New Permanent Housing Projects**

1. New or expanded PSH projects with chronically homeless dedicated beds or DedicatedPlus or new or expanded RRH projects dedicated to priority sub-populations including victims of domestic violence

### **Priority Group 4: Joint TH and PH-RRH Component Projects**

1. New joint TH and PH-RRH component projects for victims of domestic violence

### **Priority Group 5: Supportive Service Only Projects**

1. SSO for coordinated entry
2. New or expanded SSO projects for victims of domestic violence

The Collaborative Applicant, Miriam's House, will submit the project applications and the scorecards to the ad hoc Review and Ranking Committee. All documents will be received by 2 business days prior to the ad hoc 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 Opportunity and are in alignment with the CVCoC's Strategic Plan to Prevent and 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 Renewal Project Scorecard (for renewal

projects) or the New Project Scorecard and project application (for new projects) to determine which project is most effectively and efficiently meeting the CVCoC'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, requested changes (if any), and the appeals process should they wish to appeal their ranking or any requested changes. 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 CVCoC Membership via email and the listing will be publically posted on the CVCoC's website along with project applications. Once notified of a project's acceptance in the Priority Listing and requested changes have been made to the project application, the project applicants should submit the project application in *e-snaps*.

## REVIEW AND RANKING APPEALS PROCESS

An ad hoc Review and Ranking Appeals Committee will be formed by 3-5 CoC non-conflicted members to review all appeals and will make recommendations to the CVCoC 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 CVCoC Board:

- The project's position on the Priority Listing
- Reduction of a new project grant amount
- Rejection of a new project application
- Requested changes to an applicant's project application

Applicants wishing to submit an appeal must notify the Collaborative Applicant's representative, Sarah Fuentes at [sarahfuentes@miriamshouse.org](mailto:sarahfuentes@miriamshouse.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.