

Policy: CoC Application Rating, Review and Reallocation Procedures

Rev. 9/17

The Project Priority Ranking Process has been in place in Delaware County for over 16 years. The goal is to conduct a fair, unbiased process where projects, according to project type, local and federal priorities, are ranked as required by the HEARTH. This includes monitoring criteria (eligibility, utilization rates, drawdown rates and overall grant spending/recaptured funds) and vulnerability of population being served (TAY, victims of DV, families with children, chronic homeless and veterans). In addition, program management, grant management, program outcomes, CoC accountability, monitoring results along with the above, will serve as the basis for the ranking process. This CoC will implement an objective process with written criteria, based on performance to rank renewal projects and select new providers and new projects.

- ❖ **Score Cards** - Purpose is to score each project based on their performance to determine if the project meets the criteria for renewal and renewal ranking order. Scorecards questions can be updated annually and will be reviewed by the HSC Governing Board. The Score Card contains performance related data questions and is based on objective measures from the APR and HIC.
 - Project review and ranking considers past performance data.
 - Project review and ranking considers the severity of needs experienced by program participants.
 - Project ranking and selection is publically announced, includes written policies and procedures and dated meeting minutes regarding competition and provider notification.
 - CoC monitors renewal grant project performance and incorporates into ranking process

1	Scorecard Completion	Collaborative Applicant will score all projects based upon the most recent APR submission, current year HIC utilization, and other project information
2	Determine CoC Order of Priority (OOP)	1. CoC OOP is the method used to determine project ranking by project TYPE (PH, RRH, TH, SO, SSO, HMIS, CE). The CoC Governing Board will determine the project TYPE order of priority each year. All New and Renewal projects will be ranked within their project type in order of their score. All PH projects will be scored and ranked. All First Time Renewals (FTR) projects will be placed in the bottom slot within the project type. HMIS project must be above funding line if applicable. Each year, the CoC will define the "Order of Priority" based on current needs, priorities and systems changes. The Order of Priority incorporates funding priorities that are both CoC focused and HUD driven. The CoC will adopt the HUD priorities for the ranking process. The CoC will also consider local programming needs
3	Determine local thresholds	After scoring is complete all projects must meet the following local threshold criteria to be renewed. If project does not meet thresholds, project may be rejected or reallocated. <ol style="list-style-type: none"> 1) Serves vulnerable population (s) 2) Is a prioritized housing program 3) Provides a high need support service to vulnerable adults 4) Strategic Allocation decision made by Governing Board
4	Determine	Projects that score low and or do not meet the criteria will be re-allocated. If

	Reallocation	the project does not meet HUD and local priorities for the year or another funding solution was identified, the Governing Board will determine reallocation. Reallocation will be utilized for low priority and or poor performing projects or projects that can be funded elsewhere and was previously identified by the Governing Board as a project with low priority throughout the year.
5	Rank all Renewal and New Projects	All projects will be ranked and ordered according to the score and within each project's TYPE. New Projects will be ranked and inserted into the Order of Priority in the final position(s) of Tier II.
6.	Applicant Notification	All applicants will be notified of the status of their project and ranking position upon the completion of the process and after the GB reviews and approves the process for the year.
7.	Future Reallocation Strategies	The Governing Board may identify projects that are low priority in the current ranking scenario for possible future reallocation in a future year. The Governing Board and CoCAT will work with these projects to determine best use and other possible funding strategies.

Project TYPE	2016 Oder of Priority	2017 Order of Priority
PH – Permanent Housing	1. PH/RRH	1) PH/RRH
RRH – Rapid Re-Housing	2. Coordinated Entry	2) Coordinated Entry
TH – Transitional Housing	3. HMIS	3) HMIS
CE – Coordinated Entry	4. SSO	4) Reallocation
HMIS	5. Transitional Housing	5) SSO
SSO – Support Services Only	6. New PH	6) New PH
NEW PH – New Permanent Hsg.		

Transitional Housing Programs – It is the intent of the CoC to attempt to fund only project based TH programs that serve a specified targeted vulnerable population.

Process:

- ❖ The Score Card is completed by the CoC Collaborative Applicant
- ❖ Agencies will view their scorecard prior to ranking. All agencies must agree to their score prior to presentation to GB.
- ❖ Each project will be designated, based on score and threshold criteria in one of the following:
Accepted Rejected Reallocated

Project Priority Listing – The Division of Adult and Family Services, as Collaborative Applicant will develop the final Project Listing and post on their website.

Notification

- ❖ All Renewal Applicants will be notified of their ability to accept, reject or reallocate 10 days prior to submission.
- ❖ Notification will take place via email to all providers
- ❖ All results and policies will be publically notified on the County of Delaware, Dept. of Human Services website.