

# Policy: CoC Application Rating, Ranking, Review

## Selection Criteria and Reallocation

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Rev. 8/19

This CoC implements an objective process with written ranking criteria that shows a **coordinated, inclusive, and outcome-oriented community process** for the solicitation, objective review, ranking, and selection of project applications. The **process ensures that renewal projects are reviewed for performance and compliance and includes a reallocation process by which lower performing projects may have all or a portion of their project reallocated to create a new higher performing project. Reallocation is based upon performance review of existing projects with a high emphasis on expending grant funds, service capacity and exit destinations.**

The CoC actively reviews performance of existing CoC Program-funded projects using a scorecard based upon the HUD generated Tool and local criteria. The scorecard is completed by the Provider and submitted to the CoC. The CoC verifies the responses, completes the scorecard and sends the final scored version back to the provider for agreement. If the provider does not agree with scoring, they will have an opportunity to discuss and verify one time prior to the final ranking publication. Providers can initiate an appeal of the final ranking and rating.

### Review Tool:

**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. Score Cards incorporate:

#### Project past performance data.

- ❖ Severity of needs experienced by program participants – Takes into account the vulnerabilities (low/no income; D & A history; victimization; sexual assault; criminal history; chronic homelessness
  - ❖ CoC Monitoring
  - ❖ Project participation in CoC activities
  - ❖ CoC monitoring results
  - ❖ Improvement of System Performance
  - ❖ Improvement of safety of population
- ❖ **Victim Service Providers:** If the CoC has a Renewal Applications from a provider serving victims of domestic violence – the providers shall submit data from their comparable data base. If a scoring criteria does not apply, the DV provider will receive full scoring. The Collaborative Applicant will work with the DV provider to ensure that rating criteria is comparable, and will include an evaluation method on the degree that they improve the safety of survivors.

## Project Review Process:

1	Scorecard Update, Approval and Publication	Collaborative Applicant will submit revised/updated Scorecard Tool to the Governing Board for approval. Collaborative Applicant will publish and publicly notify providers of the scoring criteria to be used to evaluate and select and rank projects. First Time Renewal projects will exempt from the scoring and will be placed in Tier 1.
2	Determine CoC RANKING - Order of Priority (OOP) for all projects submitted; <ul style="list-style-type: none"> <li>• New/Renewal</li> <li>• Reallocated</li> <li>• HMIS</li> <li>• New DV</li> <li>• New PH Bonus</li> <li>• First Time Renewal</li> <li>• Planning Grant</li> </ul>	CoC OOP is the method used to determine project ranking by project TYPE. 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 tier 1. 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 via the Governing Board. The CoC will also consider local programming needs.
3	Determine Eligible Projects to be renewed	After scoring is complete all projects must meet criteria to be eligible for renewal. If not eligible for renewal, project will be reallocated. <ol style="list-style-type: none"> <li>1) Serves vulnerable population (s)</li> <li>2) Is a prioritized housing program</li> <li>3) Provides a high need support service to vulnerable adults</li> <li>4) Strategic Allocation decision made by Governing Board</li> </ol>
4	Determine Reallocation	Each year, the Governing Board will evaluate the need for reallocation of funding from any known projects that have been pre-NOFA identified as a low performer. Projects that score low and or do not meet the annual objective criteria will be re-allocated. If 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. The Governing Board can issue a self-evaluation of expenditures and create a new project based on project underspending over time.
5	Rank all Renewal and New Projects	All projects will be ranked and ordered according to the score and OOP.
6.	Applicant Notification	All applicants will be notified of the status of their project and ranking position upon the completion of the process at least 15 days before the NOFA due date.
7.	Future Reallocation Strategies	The Governing Board may identify projects that are low priority in the current ranking scenario for possible future reallocation. The Governing Board and CoCAT will work with these projects to determine best use and other possible funding strategies.

## Ranking Order of Priority

Project TYPE	2018 Order of Priority	2019 Order of Priority
• New/Renewal	1) PH/RRH	1) New/Renewal
• Reallocated Projects	2) Coordinated Entry	2) Reallocated
• HMIS	3) Reallocation N/A	3) HMIS
• New DV - Bonus	4) HMIS	4) New DV - Bonus
• New PH Bonus	5) SSO	5) New PH – Bonus
• Planning Grant	6) New DV	6) Planning Grant
	7) New PH	

## Notification of Accept/Reject/Reallocate

- ❖ Notification will take place via email to all providers
- ❖ All results and policies will be published publicly on the County of Delaware, Dept. of Human Services website and will be sent to all providers via email correspondence.
- ❖ **Project Priority Listing – The Division of Adult and Family Services, as Collaborative Applicant will develop the final Project Listing and post on their website at least 15 days prior to the NOFA Due Date.**

## New Project Selection Criteria – Request for Interest

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The CoC will issue a Request for Interest soliciting New Projects. New projects submitted under the **CoC Local Competition** must meet/agree with the following criteria:

### All Projects must:

- Use a Housing First approach/Flexible
- Provide program participants with assistance to access Mainstream Benefits
- Have experience working with the population to be served
- Target Population Experience
- Agree to Enter data into HMIS comparable database
- Be a non-profit organization
- Provide 25% cash or in-kind match
- Leverage community services/resources
- Use trauma-informed client centered service delivery model
- Have Experience with DV Housing First.
- Adhere to HUD’s grant management requirements
- Comply with funding source requirements

## Reallocation

Projects that score low and or do not meet the criteria will be re-allocated. If 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 were previously identified by the Governing Board as a project with low priority. The GB will discuss projects that may be reallocated at the March Governing Board meeting each year. Reallocated projects will receive final notification per the standards described above.

### **Appeal Process**

Once the Accept-Reject-Reallocation notice is received by the provider, they will have 2 days to submit a written request to appeal the reject or reduction decision. The CoC County Advisory Team (CAT) will evaluate the appeal and the nature of the appeal request. The CoC CAT will notify the project applicant of the decision to uphold the appeal or not. The CAT decision must be issued within 2 days of receipt of appeal notice.