

# UCCOC Ranking Procedure and Process

## Annual Rating and Ranking Procedure of the CoC Project Ranking

Applications will be updated annually based on HUD's Federal Register. The Collaborative Applicant (CA) will read the Federal Register, make the updates, and then send the recommended updates to the Board. At least three members of the Ranking Committee will be appointed by the Board of Directors. The Ranking committee will review the Performance Measures Ranking tool developed from the previous year and make revisions that will go to the board for approval.

Each applicant is required to provide the Ranking Committee with all documentation required to complete the Project Ranking form.

Deadlines for applications will be based each year on the Notice of Funding Allocation (NOFA). Each NEW and RENEWAL project sponsor shall submit the appropriate application along with the required documents in a single electronic submission in *esnaps by the identified due date by 3 pm. Late applications received within 48 hours of the due date will receive a 5-point score reduction. Late applications received after 48 hours may not be scored. The CA will review all applications for completeness and prepare the applications for Ranking committee review.* Applications will only be accepted from Local Continua which are members of the UCCOC.

In order to better track progress on individual organizational projects in relation to overall performance goals established by the UCCOC Board, the Collaborative Applicant will review projects for expenditures and progress at 6-month intervals.

## Ranking Process

The scoring tool used to review and rank projects will be revised annually based upon HUD requirements and recommendations from the Ranking Committee with input from CoC applicants.

The Ranking Committee members are identified based upon the procedures listed above. The CA prepares the renewal application packet used for ranking and provides instructions and training for the applicants.

Applicants are offered Technical Assistance from the CA in completing their packets to ensure accuracy.

The CA prepares the information for the Ranking Committee including a scoring tool. The Ranking Committee receives the information at least 7 days before the ranking meeting.

**Renewal Projects** are required to complete a Rank & Review Renewal Application. An application must include responses to all questions as well as required data and/or attachments from the most recent project application and Calendar Year APR in order to be considered complete. All completed applications will be shared with and reviewed by the Review Team. Late submissions, including incomplete submissions, will receive a 5-point penalty.

The 2019 Rank & Review Application process will occur in three (4) phases. The intent of a four-phased process is to allow agencies adequate time to review project-level and system-level data.

- Phase 1 focuses on project level performance. The Phase 1 score will be a direct result of the agencies' performance during the annual CoC Project Monitoring.
- Phase 2 focuses on quantitative project and system outcome data using the prior calendar year project APR and HMIS System Performance data to "prioritize" projects.
- Phase 3 focuses on qualitative project and system outcome data; allowing staff to explain

unique circumstances that affect project performance.

- Phase 4 of the Rank & Review Process includes project interviews with the Review Team. After release of the NOFA, the CoC Committee will draft questions based on specific criteria mentioned within the Rank & Review Application to be asked during project interviews. Projects will receive these questions prior to the interview and may provide the Review Team with written answers prior to the interview. Interviews may assist the reviewers in awarding additional points.

The Ranking Committee reviews all renewal applications and are offered an opportunity to interview applicants before final scoring is completed. The Ranking Committee scores the applications and the CA summarizes the results and process and sends back to committee members for approval.

The Ranking Committee reports the results of the scoring to the Board that approves the recommendations. After the scoring is finalized, the CA meets with each applicant to review their scoring and notifies in writing any applicant that is rejected from the CoC annual submission.

*Adopted April 2014*

### **UCCOC Ranking Appeal Process**

An appeal process will be offered to all applicants for Continuum of Care funding whose project whose projects were ranked and reviewed. The appeal process will be limited to a review of objective content to determine if a technical or mathematical error occurred in the rank and review process. New or revised applications will not be permitted. Appeals that are based on disagreements with the judgments of the Review Committee will not be permitted.

The process consists of the following steps:

- Projects are notified of their application score and subsequent ranking.
- Projects have three business days to request a meeting with the Collaborative Applicant to review the scored tool.
- Projects have one week from the review date with the Collaborative Applicant to request an appeal in writing.

As stated above, appeals may only be based on an error having been made during scoring, primarily mathematical errors. No changes or additions are allowed to be made to the Rank and Review Application, including no additional information or changes to narratives.

Written appeals should be sent to the following entities: Board Chair(s), Ranking Committee Chair(s), and the Collaborative Applicant.

- The Ranking Committee also acts as the Appeals Committee – the Committee will be notified of the written appeals received.
- The Ranking Committee will meet to review the request. If deemed appropriate changes to the scoring may be made at the time. If necessary, a meeting with the project appealing will be scheduled for further discussion in regards to the appeals, after which a decision will be made.
- Agencies will be notified of the outcome of their appeals within two days of the Appeals Committee's decision. The Appeals Committee decision is final.

*Adopted June 2015*

### **Written Standards for Determining Assistance**

The UCCOC's open process for determining assistance is part of its governance charter under Section 1.6 Guiding Principles. These principles encourage an inclusive structure that encourages a full range of opinions and project applications from individuals, members or entities with knowledge of homelessness or an interest in preventing or

ending homelessness. There is an open and transparent process that guides the UCCOC in announcing both renewal and new project availability. The UCCOC undertakes a comprehensive review of projects by applying approved scoring criteria and selection priorities when ranking and rating projects for funding, including the review of transitional housing for cost-effectiveness and performance.

UCCOC-funded programs will have as few barriers to housing as possible and follow a harm reduction philosophy. Prioritizing rapid placement and stabilization in permanent housing based on the needs and desires of the individual(s) without participation requirements or preconditions.

## Reallocation Process

Once the Ranking and Performance Committee completes the scoring of renewal programs they will meet with the project applicants to review their scores. The Ranking and Performance Committee will then compile the final ranking scores and send them to the board for their review and approval. The committee report will include additional technical assistance suggestions that can improve the underperforming programs(s). An underperforming program is any program scoring 100 points or less on the rank and review tool. If this is the case, the application is included for renewal and technical assistance is arranged and follow up reviews are scheduled at quarterly intervals. If the program continues to be underperforming after a year of assistance, the program is reviewed by the board to determine if the project should be considered for reallocation the following year. If the Ranking and Performance Committee determines through objective evidence that any underperforming project(s) will not benefit from additional assistance, they will schedule a meeting with the applicant and the board to discuss the possibility of reallocation via email. If a project is recommended for reallocation, the agency is notified as soon as possible but at least 14 days prior to the due date of the CoC application to HUD.

## New Projects as a Result of Bonus, Reallocation, or Pro-Rata Availability

When the CoC is able to request project applications from the community due to availability of funds through bonuses, pro-rata, or reallocation, the CoC will advertise and distribute to its membership a public notice requesting application. The CoC's priorities and details of eligible applications, as defined by the current year's NOFA, will be reviewed with the board and membership. The due date for submission to the CoC will be at least 30 days prior to the due date of the CoC Collaborative Application. ***Any applicant interested in applying for new or bonus funds must submit an application submitted by the posted submission date. Additional applications will be submitted in esnaps within one week of e-mail notification from CA to proceed. New and reallocated projects will have their own scoring criteria based upon local priorities and needs. New and bonus applications will be scored separately from renewal projects.*** If there is no availability of funds for new applications through bonuses, pro-rata or reallocation, the CoC will post a public notice that it is not accepting new applications for the current CoC Application.

## Ranking of Projects for the Collaborative Application Project Listing

The Ranking and Performance Committee will rank both renewal and new projects selected to be included in the CoC Collaborative Application using their percentage score. The Ranking and Performance Committee may apply bonus points based on HUD's priorities as articulated in the NOFA.

Scoring results are delivered to applicants with a reminder about the appeal process.

- Applications which do not meet the threshold requirements will not be included in the Priority List in Exhibit 1, and therefore will not be forwarded to HUD for consideration.
- If the dollar amount of the Annual Renewal Demand (ARD) is less than the total of the funding requested by applicants, the lowest-scoring applications will not be included in the Priority List in Exhibit 1, and therefore will not be forwarded to HUD for consideration.
- Applications may be considered for the next fiscal year's CoC application to HUD.