ALBANY COUNTY COALITION ON HOMELESSNESS:
~~2020~~ 2021 RANK AND REVIEW PROCESS

Background

HUD's Continuum of Care (CoC) homeless assistance program serves as a source of funding for homeless services in Albany County, and the planning body coordinating these services is the Albany County Coalition on Homelessness (ACCH). Working with the CoC (ACCH) and providing support and technical assistance is CARES of NY, Inc., the Collaborative Applicant.

In ~~2018~~ 2020 Albany CoC (ACCH) received $~~56,630~~220,872 212 from HUD to support ~~37~~ 30 housing projects for homeless individuals and families. Through the CoC, HUD awards homeless assistance grants through an annual application process known as the CoC Program Competition.

HUD requires that the CoC (ACCH) prioritize programs which most effectively serve the community at the local level. To reach this goal, a Rank & Review Process has been implemented for applicants who wish to renew their project/s and for new and/or bonus projects, if bonus funding is available. The process of ranking and reviewing projects is designed to help the CoC (ACCH) learn about each project's performance and effectiveness.

The NOFA Committee of the CoC (ACCH) is charged with overseeing the Rank & Review process. As stated in the ACCH Bylaws, the NOFA Committee is responsible for "the design, operation, and implementation of a collaborative process for the development of funding applications, including funding priorities, and the number and type of applications." Each year the NOFA Committee reviews the Rank & Review Written Process and Application Tools and makes any changes necessary to reflect changing priorities. The NOFA Committee is also responsible for establishing a Review Team for the Rank and Review Application. The Written Process and Application Tools (Renewal and New/Bonus) are posted for public comment.

CoC Transparency

The annual Rank and Review process is conducted in a transparent manner to ensure a fair and consistent way to prioritize projects. Each year, feedback regarding the process and tools is solicited. The process is publicly announced by the CoC, distributed in writing to CoC Membership, and posted publicly on the CARES, Inc. website for all community members to review and comment.

FY ~~2020~~ 2021 Rank and Review Application

The ACCH emphasizes the importance and impact of using the Rank & Review Application as the primary basis for determining the Project Listing submitted to HUD as part of the CoC Consolidated Application. The Rank and Review Application is thoughtfully revised each year to meet both HUD and

CoC standards, incorporate both national and local priorities, and balance objective performance measures with subjective narrative descriptions of project operations.

Review and Approval of the Rank and Review Application
After the annual CoC Consolidated Application is submitted to HUD by the Collaborative Applicant, the NOFA Committee reviews the prior year's Rank & Review process, including reviewer feedback and ACCH member comments. The NOFA Committee also develops a list of Review Team members, considering prior reviewers and potential new members.

In phases, the NOFA Committee presents the Written Process, Application Tools, and list of proposed Review Team members to the ACCH Board and Membership for one-week public comment periods. The NOFA Committee considers submitted comments for inclusion. The NOFA Committee updates the Board on any edits, incorporates any additional changes from the Board, and secures a vote for approval. Finally, the Written Process, Application Tools, and list of Review Team members are shared with Membership.

Project Participation
Each Renewal project completes a Rank & Review Application. The ~~2020~~ 2021 Rank & Review Application process will occur in three (3) phases, with the intent to allow agencies adequate time to complete the full Rank & Review Application. *Completed applications (including required attachments) for each CoC project must be submitted to CARES of NY, Inc. by the stated deadline to be considered complete and sent to the Review Team.*

- **Phase 1** focuses on project and system outcomes, using the Federal Fiscal year (October 1st – September 30th) project APR and HMIS System Performance data to "rate" projects. ~~Completed applications (including required attachments) for each CoC project must be submitted to CARES of NY, Inc. by the stated deadline to be considered complete and sent to the Review Team. *Late submissions will receive a 5-point penalty.*~~ Agencies will have one week from the date the data is presented during the Part 1/Data Training Session to review and sign off on their project data. If the sign off is not received, the data will be considered final. No changes to data will be made after the 1-week review period.

- **Phase 2** includes narratives allowing agencies to explain unique circumstances which may affect project performance. ~~Part 2 of the Application must be submitted to CARES of NY, Inc. by the stated deadline to be considered complete and sent to the Review Team. *Late submissions will receive a 5-point penalty.*~~ After submission, each agency/project is assigned an interview time with the Review Team.

- **Phase 3** of the Rank & Review Process includes project interviews with the Review Team. After release of the NOFA, the NOFA Committee will draft questions based on specific criteria included in the NOFA to be asked during project interviews. Projects will receive these questions prior to the interview. Additionally, reviewers may choose to award additional points for Phases 1 and 2.

Review Team

Reviewers must be individuals from the community who are not CoC-funded or from neighboring communities and knowledgeable about the CoC process, services and providers. Review Team members are considered by the NOFA Committee and invited by the Collaborative Applicant (CARES) to participate. After reviewers agree to participate, one to two days are scheduled to conduct project interviews and for scoring to take place. Interviews will be scheduled for a date after the NOFA is released to allow for any HUD-specific criteria to be incorporated into the interview process.

Reviewers are provided a copy of each project's full application for review and score forms to complete. The Review Team has the authority to 1) allot additional points to questions in Part 1 and Part 2 based on responses given by agencies during the interview; and 2) allot points based on responses given by agencies to Part 3 interview questions. After conducting interviews with each agency, the Review Team discusses and finalizes scores for each project application. In the event project applications initially receive the same score, it is the responsibility of the Review Team to reconsider scoring in order to break the tie. The Review Team also considers any submitted appeals (see **Appeals Process** outlined below) and provides any final comments to be shared with agencies. Final scores result in the project ranking.

Threshold Review

In order to ensure CoC projects are high performing, all project applications must also meet a minimum scoring threshold of 50% of total possible application points. The Threshold Review will be conducted by the Review Team after the Rank and Review process is complete and final project scores determined. If the pre-determined threshold is not met, the Review Team may recommend the ACCH Board consider the possibility of reallocation or amendments to the project application/s with said agency.

Project Ranking

The NOFA requires that the CoC conduct a transparent and objective process to review and rank all Renewal and New/Bonus projects. Using the CoC-approved Rank & Review Tool, all Renewal projects seeking funding are scored and placed in numerical order by scores. New/Bonus projects are scored and placed in numerical order beneath Renewal Projects. All agencies receive their project scores and are offered the opportunity to debrief with the Collaborative Applicant. Debriefing allows agencies the opportunity to request clarification regarding how/why Application question/s received certain scores. Debriefings are required if agencies are considering an appeal. Agencies may choose to appeal project score/s within the allotted time frame (see the **Appeals Process** outlined below). After all debriefings with the Collaborative Applicant are completed and appeals considered by the Review Team, the project ranking is presented to the Board for review/approval then shared with Membership.

Appeals Process

1. **Who May Appeal?**
   An agency may appeal a decision concerning a Renewal or New/Bonus project application submitted by that agency. If a project was submitted by a collaboration of agencies, only a joint appeal may be submitted.

2. **What May Be Appealed?**
   The appeals process applies to project scoring and ranking **_only_**. *There is no appeal for project tiering.* An appeal may **_not_** be based on the following:
   - Failure to answer any question/s on the application
   - Failure to submit required attachments to the application
   - Failure to submit the application by the required deadline

   Any mathematical errors found by an applicant will be corrected by the Collaborative Applicant.

3. **Timing of an Appeal**
   Formal appeals may be submitted by a project within **three (3) business days** of debriefing. Appeals must be submitted in writing to the Collaborative Applicant (MWatson@caresny.org), who will then forward to the Review Team. The written appeal must consist of a brief statement no longer than one page, and can be in the form of a letter, memo or email.

4. **Appeals Decisions**
   The Review Team for the Rank & Review also serves as the Appeals Review Team. Appeals are decided by majority vote of the Review/Appeals Team, and once decided, are final and may not be overturned by the NOFA Committee, Board or Membership.

Project Tiering

HUD requires that the CoC ranks projects into two tiers based on the funding allocation released in the NOFA. Tiering prioritizes projects for funding. Using the project ranking, the Collaborative Applicant tiers projects (New/Bonus projects are always placed at bottom of Tier 2) and presents the results to the Board. When the NOFA is released, priorities outlined in the application may be strategically applied by the CoC to project tiering. Final tiering results are presented to the Board for approval, then to Membership for a vote. Membership votes on the full application, including tiering.

New Projects

A separate application is required for Bonus and Reallocated project proposals. If, after the ranking process, additional money becomes available through reallocation, and if all new projects have been approved, the new project RFP will re-open for submission in efforts to utilize all available funding. RFPs submitted during the second application process will automatically be ranked below projects from the first round. The Review Team reviews and scores all New/Bonus project applications submitted.

Bonus Projects

Each year, HUD *may* offer bonus funding and the NOFA outlines how the funds may be spent. Bonus project proposals must fill an unmet need as noted within the Strategic Plan or locally determined priorities. Bonus project applications are required to interview with the Review Team. Interview questions will include specific criteria included in the NOFA. Bonus applications will be ranked and approved by the Board and presented to Membership. The community's goal is to apply for the maximum amount of available funds. The same appeals process that applies to Renewal applications applies to New/Bonus project applications.

Reallocation

Reallocation is the process by which the CoC shifts funds, in whole or in part, from existing eligible renewal grants to create new projects to that fill an unmet need within the community, as noted within the Albany Strategic Plan. Reallocation is one of the most important tools by which communities can make strategic improvements to their homeless services system.

Projects that can be flagged for reallocation consideration include those which have demonstrated inadequate financial management, a history of expending funds on ineligible activities, a lack of full expenditure of funds, and those which consistently score low on the Rank & Review. Reallocation is recommended for any project *not* participating in Coordinated Entry, HMIS or the annual Point-in-Time. The Board may determine reallocation of a particular project as in the best interest of the CoC and essential to maintaining full funding. Further, agencies may voluntarily choose to reallocate funds from their own projects. New project proposals developed by agencies through reallocation of their own funds will be prioritized during the ranking process. All other proposed projects using reallocated funds will be ranked according to general ranking procedures.

Project proposals developed with reallocated funds must fill an unmet need and submit a New/Bonus application. Agencies interested in applying for reallocated funds are required to interview with the Review Team. Applications for New/Bonus projects will be ranked separately from Renewal projects, and the final ranking will be approved by the Board presented to CoC Membership.