

To: CoC Funded Applicants

From: Kathy Germain Planning Lead

Dare: June 8, 2023

RE: 2023 Rank and Review Tool Completion Tips

The 2023 Rank and Review Tool for all Renewal Projects are being sent for Completion. Here are a few reminders.

- **Due date is COB Thursday June 22nd. Applications received after that date or incomplete applications will receive a 5 point late penalty.** Additional point penalties may be added for each additional day late. If any applicants are having difficulty completing the tool, please email Kathy Germain at kgermain@caresny.org
- All projects that report in HMIS will be provided with an Annual Performance Report, those not entering into HMIS should pull information from their comparable data base for the HUD Fiscal Year 22 which is October 1, 2021-September 30,2022.
- **Data for all application questions is HUD Fiscal Year 22- October 1, 2021-9/30/2022.**
- Questions regarding attendance and participation will be verified by CARES.
- **Completed applications should be compiled into one PDF. This includes the application and attachments requested as part of the application.** This is to assist the reviewers in scoring applications. Some examples are:
 - Excerpts from 2022 Renewal Application in esnaps
 - LOCCS quarterly draws if requested
 - Excerpts from Anti-Discrimination Policy
- If you have questions or need clarifications on the completion of the application please email kgermain@caresny.org for assistance.
- Please note on the Written Question Section- applicants should only answer the following questions if they are applicable. Examples include:
 - Utilization only if you received zero on the Data Question
 - Monitoring only if you had a finding or concern
 - DV Bonus only if the project only serves DV Victims
 - Youth Bonus only if the project serves only youth.

- Narratives for written questions should be within a 250 word limit. Please refer to the point scoring below the question and provide the details to receive full points.
- If your agency has more than one renewal project, please make sure that answers to written questions regarding program description and services are tailored to the project. For example, if one of your programs is a permanent supportive housing project and another is a youth transitional program- program descriptions and narratives should reflect the differences between two different programs.

The CoC appreciates agencies willingness to operate these important programs and staff time that is dedicated to completing the annual Rank and Review. Planning leads are happy to assist in clarifying questions throughout the process.