# **Greater Grand Traverse Area Continuum of Care (GGTACOC)**

# **Review, Rating and Ranking Policy and Procedure**

## Background:

Annually, the U.S. Department of Housing and Urban Development (HUD) holds a national competition for Continuum of Care (CoC) Program Funds. This competition brings funds into the GGTACOC to provide housing and services to individuals and families who are experiencing homelessness. GGTACOC is responsible for completing and submitting the Consolidated Application for funding. The Consolidated Application consists of CoC Application, Priority Listing, and Project Applications.

For the FY21 competition, new projects may be created through reallocation and/or eligible bonus projects. The amount of bonus funds available to the GGTACOC community will be announced by HUD in the FY21 NOFA.

Through reallocation or bonus funding, CoCs may create the new projects as defined by the FY21 NOFA that are aligned with the Community Funding Priorities, as adopted by the Steering Committee, and that they align with HUD’s Policy Priorities as determined in the FY21 HUD Continuum of Care NOFA.

The GGTACOC Steering Committee annually reviews and approves all NOFA related policies and procedures, including this Review, Rating, and Ranking Policy.

## Review, Rating and Ranking Policy:

All HUD CoC Program Renewal and New projects must be reviewed, scored and ranked annually in preparation for the HUD CoC Collaborative Application submission. All projects must be ranked by priority based on performance and within the threshold outlined in the HUD Continuum of Care NOFA. See below for ranking procedure for both renewal and new projects.

### Renewal Projects:

* 1. Annually, the Steering Committee will review the objective Project Performance Scorecard1 that measure 12 months of performance data.
	2. Renewal projects that have a Project Performance Scorecard that meets or exceeds 60%, will be prioritized in project ranking before any additional new projects submitted and approved.
	3. Renewal projects that fall below the Project Performance Score of 60% will be ranked purely according to their score, which could result in a higher scoring new project ranking higher.,
	4. In addition, the Steering Committee can rank the project lower than a bonus/new project if there are other justifications, according to policies set forth in the Review, Rating, and Ranking Polices and/or the Reallocation and Deobligation Policies for ranking the project lower.

### New Projects (Bonus and Reallocation)

* 1. All New projects will be ranked lower than Renewal projects that meet or exceed threshold performance.

## Procedure:

### Scoring Instructions and Components:

GGTACOC staff develops Scoring Instructions for both renewal and new projects to measure performance and capacity using objective scoring criteria, including the HEARTH Performance Measures. The Steering Committee is designated by the CoC Executive Committee to review and score all local project applications. Both renewals and new projects are scored according to the following categories:

* Renewal Projects: existing renewing projects that have operated for a full 12-month period
* First Time Renewal Projects: renewing projects that have not yet begun operating or have begun operating, but not yet completed a full 12-month period;
* Extensions or Combinations of Renewal Projects and
* New Projects: bonus or projects created through reallocation

In order to be considered, all projects must pass the Threshold Criteria that included: (1) Application materials were received by the deadline, (2) the Project is consistent with the GGTACOC Funding Priorities, and the Consolidated Plans for the State of Michigan, (3) the agency does not have any outstanding HUD monitoring and/or OIG Audit findings, and (4) the Project complies with the request of the CoC interim rule (24 CFR part 578), including, but not limited to accepting referrals from the Coordinated Entry System (CES), participation in the annual Point in Time Count, Housing Inventory Count, and NWCEH Committees in addition to an active SAMS registration and DUNS number and participation in the CoC HMIS (or equivalent HMIS data management system for Victim Service Providers only).

The GGTACOC staff and Steering Committee’s primary responsibility is to (1) objectively review, rate, and rank all new and renewal project applications and agency presentations (2) submit ranking recommendation of project priority for Tier 1 and Tier 2.

## Renewal Project Scoring Components:

* Must meet Threshold Component ensured compliance with HUD organizational recommendations and HMIS implementation
* 65% of Total Renewal Project Score: 12 month, Annual Performance Scorecard Measurement
* 35% of Project Score: Local Project Application

## First Time Renewal Projects OR New Project Scoring Components:

* Must meet Threshold Component ensured compliance with HUD organizational recommendations and HMIS implementation
* 100% of Project Score: Project Application

## Project Ranking Appeals Process:

The GGTACOC staff must notify project applicants, in writing outside of *e-snaps*, of any rejected project applications **no later than 15 days (or by the timeline as indicated by HUD in the FY21 NOFA) before the application deadline** to allow any eligible project applicant(s) that attempted to participate in the CoC’s planning process and believe they were denied the right to participate in the CoC process in a reasonable manner time to appeal the CoC’s decision to HUD as a Solo Applicant (see the 2021 CoC Program Competition NOFA for more information.