


<p><i>HUD Continuum of Care # and Name:</i> VT 501 - Vermont Balance of State CoC</p>	
<p><i>VT BoS CoC Primary Decision-Making Body:</i> Vermont Coalition to End Homelessness (VCEH)</p>	
<p><i>Policy/Procedure:</i> CoC Program Project Ranking</p>	
<p><i>VT BoS CoC approved/ revised:</i> 12/20/13; 10/20/2015; 7/19/16</p>	

Purpose:

Policy and procedure to guide the CoC Project Ranking Team and Collaborative Applicant in activities required to review and prioritize CoC Program applications submitted in response to the annual Notice of Funding Availability (NOFA) for the Housing and Urban Development (HUD) Continuum of Care Program (CoC). This process defines methods to ensure the scoring and ranking of CoC Program applications are conducted in a fair, transparent, and unbiased manner.

Ranking Team:

A CoC Project Ranking Team will be developed and maintained to review renewal and new CoC Program project applications. The CoC Project Ranking Team membership will include a person familiar with CoC Program requirements and the community’s homeless system who are not competing for funding or affiliated with an organization who is competing for funding (i.e., Provider Agency Board Member). Each year the CoC Project Ranking Team members will sign a statement of confidentiality and certify they have no conflict of interest in the regard to any discussions or determinations of specific project applications and/or applicants. Members will be recruited annually and approved by the VCEH Board after their eligibility is verified by the CoC.

The following list is the current Team membership approved by the VCEH CoC Board:

- **Good Samaritan Haven** (Brooke Jenkins)
- **U.S. Department of Veteran Affairs-WRJ** (Jim Bastien or Designee)
- **VT Network Against Domestic & Sexual Violence** (Kara Casey or Designee)
- **VT Agency of Human Services** (Angus Chaney or Designee)
- **VT Housing and Finance Agency** (Designee)
- **VT Housing and Conservation Board** (Jen Hollar or Designee)
- **VT Dept. of Housing & Community Development** (Shaun Gilpin or Designee)

Ranking Process:

The CoC will implement goals for each HUD CoC NOFA application cycle which maximize competitiveness of the CoCs Consolidated Application in consideration of local CoC priorities. Local CoCs will be included in making initial funding priorities recommendations. Prior to each year’s project ranking meeting the full CoC or its designee will review, approved and publish the current CoC priorities and scoring criteria.

The CoC Project Ranking Team will meet to review each CoC project application against the approved scoring criteria established in the CoC Project Rating Tool and Policy which will include: minimum grant threshold requirements, objective scoring criteria, performance data and established CoC priorities.

These combined factors will inform the CoC Project Ranking Team in the determination of a CoC project ranking list and, if applicable, any necessary funding reductions to one or more projects.

The CoC Project Ranking Team may consider application adjustments and propose changes to project scope or budget for such issues as HUD incentives, bonus funding, program requirements, geographic distribution, identified community needs. The CoC Project Ranking Team determines the rank and funding levels of all CoC projects considering all available and objective information.

If deemed necessary by the CoC Project Ranking Team, VT BoS CoC approves the use of a “Hybrid Approach” to conduct strategic funding allocation if selective cuts are needed for lower ranking projects. Example: <https://www.hudexchange.info/resource/3401/fy2013-coc-program-nofa-and-application-webcast/>.

Project Scoring Tool:

Each year the CoC Project Scoring Tool will be reviewed and any proposed edits will be presented to the CoC Board or its designee for approval. The final tool will be posted to the CoC website for public access. The tool will also be distributed to all members and stakeholders via the CoC’s listserv which is open to the public.

The following elements will be present in all project ranking tools for applications proposing to serve participants: Housing Type, HMIS Data Quality, Project Performance, Target Population, and Monitoring Results

The sources of information to complete the ranking tool may include but are not limited to: Project Monitoring Results, Annual Performance Report (APR); HMIS Data Quality reports, LOCCS drawdown reports, Annual CoC PIT counts; HUD Preliminary Pro Rata Need (PPRN), CoC Project Application; and as applicable Letter of Intent (LOI) and local CoC priorities.

Project Ranking Order for FY 2017 projects:

- Homeless Management Information System (HMIS) grants will be reviewed for threshold criteria and will be placed as the second to last full project in Tier 1.
- Coordinated Entry System applications will be reviewed for threshold criteria and will be placed as the last full project in Tier 1.
- New project applications of all types will be placed in Tier 2

Project Determinations and Appeals Process:

Applications which do not meet the minimum threshold requirements will not be included in the CoC Consolidated Application submitted to HUD. If more applications are submitted than the CoC has money to fund, the CoC Ranking Team will rank the grants in order of an agreed upon priority as approved by VCEH.

The Collaborative Applicant will send formal notification of a preliminary determination made by the CoC Project Ranking Team to each project applicant along with: individual project ranking summary report, individual project ranking number, and any potential budget reduction. The Collaborative Applicant will provide all appeals to the CoC Project Ranking Team to make a final determination that will be sent to the CoC for a review, vote (minus any and all voting members with a bias or conflict of interest) and posting to CoC website.