DuPage Homeless Continuum of Care
Ranking Policy

Approved by Leadership: **August 8, 2016**
Reviewed & Approved by Leadership **August 9, 2017**

Policy Statement

On behalf of the DuPage Homeless Continuum of Care (CoC), the Leadership Committee is authorized to make all final decisions pertaining to pursuit, contract, and allocation of funding.[1] In Preparing an Application for Funds, The CoC designs, operates, and follows a collaborative process for the development of applications and approves the submission of applications in response to a Notice of Funding Availability (NoFA) published by HUD. The CoC develops and follows the CoC Application Schedule, a strict calendar and process each year intended to conduct a transparent and objective process to review and rank all applications for renewal of existing projects and creation of new projects. Ranking of renewal projects must incorporate regularly collected data on project performance and effectiveness as well as system performance measures. All Project Applicants are notified in writing by CoC Leadership of project Ranking number and status of inclusion in the CoC application.

It is the policy of the DuPage Homeless Continuum of Care to use the following ranking process in the FY2017 CoC NoFA competition to accomplish the following objectives:

- To prioritize those activities that are most successful in ending homelessness
- To maximize funding available to end homelessness in the CoC
- To provide an incentive to all funded providers to monitor and improve project performance to ensure continued eligibility for CoC funding

This policy is an attachment to the DuPage County Homeless Continuum of Care Governance Charter.

CoC Collaborative Application Process

The CoC annually develops the review and selection process for new and renewal projects as well as the opportunities for reallocating funding toward system improvement. To be eligible for ranking and prioritization, all applicants and projects (new and renewal) must meet all HUD eligibility criteria, as outlined in the NoFA for the current year competition. Projects that meet the criteria will be reviewed and scored for ranking recommendations by the Grants Funding Committee based on performance and cost effectiveness. The Grants Funding Committee will

[1] COC Governance Charter; Preparing an Application for Funds

submit projects to Leadership Committee for Tiering and Project Priority Ranking. The collaborative process includes the following components:

CoC Ranking Criteria

The CoC Leadership committee assesses the CoC Project Ranking Criteria annually and establishes objective criteria with which new and renewal programs will be evaluated.

Notification of Opportunity to Apply

The Collaborative Application Process begins annually with an open electronic call for new and renewal project applications to all CoC members and stakeholders. Both new and existing providers are encouraged to apply for new projects using the reallocation process and any bonus funds expected to be available. The Project Ranking Criteria is communicated with this request for projects. A copy of the NoFA and the CoC Application Schedule are included.

Preliminary Project Evaluation

Preliminary Project Evaluations are reviewed by Needs Assessment Committee. Projects are reviewed on the basis of HUD's policy priorities, CoC housing needs, agency capacity and project performance. The Needs Assessment Committee then informs the Grants Funding Committee of its recommendations. Projects which are not eligible would not be recommended and would not proceed to Business Plan process and scoring.

Business Plan

Business Plan documents are the tool used to score and rank all project applications. This document contains objective criteria using APR data, HMIS data and agency financial records. Each project Business Plan is reviewed and scored by the Grants Funding Committee. Projects are accepted or rejected. This review also evaluates the opportunity for reallocation and makes this recommendation to the Leadership Committee (See DuPage Homeless Continuum of Care Reallocation Policy). Final project scores and funding amounts are approved by the Grants Funding Committee and then recommended to the Leadership Committee for final approval.

Project Selection and Ranking

Dated meeting minutes are completed for all meetings that pertain to the competition process. Final project selection and tiering of projects occurs at the Leadership Committee after the announcement of HUD approved funding amounts. All applicants are notified in writing of their project ranking and selection for inclusion in the CoC application.

Tiering Process

In the event that HUD is unable to fund all renewals, HUD requires that CoCs rank some projects in financial thresholds called Tiers. Some projects, currently the CoC Planning, are not tiered. Based upon the project application scores, the final pro rata share for the CoC, and HUD NoFA priorities, projects will be split between Tiers 1 and 2.
Tier 1 will hold those projects which are most essential toward meeting CoC objectives. It is the intent Tier 1 projects will be funded by HUD provided they meet all threshold and project quality requirements. Projects which are lower ranked will be strategically placed in Tier 2 in alignment with HUD priorities. Some projects may need to straddle Tier 1 and Tier 2. The Leadership Committee will consider the following criteria in their tiering process.

- Annual Renewal Demand (ARD).
- Types of Bonus Projects approved for the current year's program competition
- The amount approved for Bonus Projects.
- Funds available through reallocation
- The Tiering Priorities set forth through the NoFA.
- Scoring and ranking of projects in the CoC Collaborative Application Process as described above

Projects that Straddle Tier 1/Tier 2
Should a project, once listed in ranked order, straddle the Tier 1/Tier 2 funding line, a written statement from the applicant will be requested stating the project is feasible at the reduced amount.

Appeals
Applicants may appeal any of the following decisions of the CoC: Placement of project into Tier 2; Reduction of renewal grant amount (i.e. renewal grant partially re-allocated to a new project); Elimination of renewal grant (i.e. entire grant re-allocated to a new project) if not previously notified that grant was to be re-allocated as a result of low performance. Applicants placed in Tier 1 may not appeal their rank on the Project Priority List. Applicants may send a written appeal request to the Leadership Committee. The CoC Appeals Committee, as outlined in the CoC bylaws will address the appeal.