



New York State Balance of State Continuum of Care

RANK AND REVIEW POLICY

I. Purpose

The United States Department of Housing and Urban Development (HUD's) Continuum of Care (CoC) homeless assistance grants are awarded through an annual application process known as the CoC Program Competition in response to the Notice of Funding Opportunity (NOFO). This policy serves as a transparent framework for how projects seeking funding in the New York State Balance of State Continuum of Care (NYS BoS CoC) are ranked and reviewed. In order to best serve the local communities through provision of effective projects and capturing the maximum funds available, projects which most closely align with HUD and CoC priorities will be prioritized for funding.

II. Roles and Responsibilities

Monitoring and Selection Committee

On behalf of the NYS BoS CoC Steering Committee, the Monitoring and Selection Committee (hereby referred to as the Ranking Committee) is charged with overseeing the Rank and Review process. As stated in the NYS BoS CoC Governance Charter, the Ranking Committee is responsible for the processes established to review, score, and rank new and renewal CoC projects that will be submitted during the annual CoC competition. The Committee is also responsible for reviewing and maintaining written policies, procedures, applications, scoring instruments, and list of Review Team members, with changes approved by the Steering Committee, as necessary.

Review Team

Reviewers may be individuals from the community or neighboring communities, and must be knowledgeable about the CoC process, services, and providers. Reviewers must be without a financial interest in any project applications. The Review Team is formed based on nominations from Steering Committee or Ranking Committee members and approved by the Ranking Committee. There will be at least three members on the Review Team.

Steering Committee

The Steering Committee is responsible for reviewing and approving the final NY-525 Project Ranking.

III. Project Review

The NYS BoS CoC uses separate project review tools for renewal and new applications. Review tools may be updated annually based on CoC and HUD priorities. New projects are scored on community need, design of housing and supportive services, project effectiveness, timeliness of implementation and experience of the project applicant. Renewal projects are scored on past program performance, spending, and program design.

After new and renewal project applications have been submitted, the Review Team meets to review project applications and provide a score for each element of the review tool. Once all project applications have been scored, the completed review tool is sent to the Ranking Committee for review. Any discrepancies in scoring will be reviewed and evaluated by the Ranking Committee.

IV. Ranking

Ranking

The Ranking Committee is responsible for ranking project applications. The committee presents the final scores and ranked positions to the Steering Committee by populating the NY-525 Project Ranking. The Steering Committee then reviews and approves the final Project Ranking.

Tiering

HUD may require that the CoC ranks projects into two tiers based on the funding allocation released in the NOFO. Tier 1 is defined by HUD in the NOFO as a percent of the CoC's Annual Renewal Demand (ARD) on the final HUD-approved Grant Inventory Worksheet (GIW). Tier 1 projects are traditionally protected from HUD reductions. Tier 2 is the difference between Tier 1 and the CoC's ARD plus any amount available for bonus as described in the NOFO. Tier 2 projects compete nationally for funding. Tiering in the NY-525 Project Ranking will be based on review and ranking score, and NOFO and Steering Committee priorities.

Notification

After the Steering Committee approves the final NY-525 Project Ranking, the Collaborative Applicant will notify project applicants by email whether their project was accepted, rejected, or reduced. Where a new project or renewal is being rejected or reduced, the Collaborative Applicant will indicate the reason(s) for the rejection or reduction. An appeals process is outlined below.

Accepted and reduced project applicants will work with the Collaborative Applicant to enter their final project information into e-snaps for inclusion in the Consolidated application to HUD. E-snaps is the application and grants management system for HUD's CoC Program.

The Collaborative Applicant will post the Local Project Ranking on the NYS BoS CoC website at least two (2) days before the application submission deadline.

V. **Reallocation**

Reallocation is the process by which funds are redistributed in whole or in part from existing CoC-funded projects to create one or more new projects during the annual CoC Program Competition. Reallocating funds is a tool to make strategic improvements to the homeless system. Through reallocation, new evidence-based projects can be created while reducing or eliminating projects that are underperforming or are more appropriately funded from other sources.

The NYS BoS CoC uses the following criteria to identify projects for possible reallocation:

- Performance
- Use of resources
- Program model
- Program Compliance

Reallocation of funds is intended to strengthen the overall homeless services delivery system in the NYS BoS CoC. Should the NYS BoS CoC reallocate funds, system performance improvements are anticipated, including but not limited to, reduction in homelessness, decreased length of time homeless, better access to income opportunities and benefits, and/or increased housing stability.

Projects have the option to voluntarily reallocate funds to make better use of resources.

Reallocation Process

- The NYS BoS CoC Steering Committee, through the Ranking Committee and with input from community stakeholders, establishes a review tool to evaluate renewal projects annually. The review tool uses objective, performance-based scoring criteria, which are publicly available on the BoS website.
- The Collaborative Applicant is responsible for evaluating programs against HUD requirements. Site visits are part of the ongoing evaluation of projects which may inform the reallocation process.
- The NYS BoS CoC Data Committee and Steering Committee regularly review HMIS, Point-in-Time (PIT) and Housing Inventory Count (HIC), Annual Performance Report (APR), System Performance Measure (SPM), and Longitudinal Systems Analysis (LSA) data. Projects may be identified through these means as underperforming.
- The Collaborative Applicant and Steering Committee may also periodically review other available information about programs, such as spending reports from HUD, HUD monitoring findings, and/or state monitoring findings.
- Any project at risk of having funds reallocated will be afforded opportunities to address concerns identified by the Steering Committee. Individualized technical assistance can be provided to projects interested in voluntarily reallocating funding and those selected for reallocation by the Steering Committee.
- If deficiencies continue, the project will be identified and referred to the Steering Committee for review and vote to reallocate. The Steering Committee determines by majority vote if a project will be reallocated in whole or in part.
- Voluntary Reallocation – a program can opt to voluntarily reallocate a project by submitting a letter on letterhead of their intent not to apply for future CoC funding. Letters should be sent to the Steering Committee and Collaborative Applicant at BoS.nys@otda.ny.gov.

VI. Appeals

An agency whose project application was reduced or rejected may appeal the decision. An appeal may only be submitted if:

- all questions on the application were completed.
- all required attachments were submitted with the application.
- the application was submitted by the required deadline.
- all NOFO threshold requirements were met.

Timing of an Appeal

Formal appeals must be submitted by a project within three business days of notification of their application being rejected or reduced. Appeals must be submitted in writing to the Collaborative Applicant and Steering Committee. The written appeal must consist of a brief statement containing the basis for the appeal and submitted to BoS.nys@otda.ny.gov.

Appeals Decisions

The Steering Committee serves as the Appeals Review Team. Appeals are decided by majority vote of the Steering Committee and will provide the appellant with a written statement of the final decision within five business days of the appeal. All appeals are considered final and may not be overturned.

Policy Amendments

Item Added/Amended	Date Added/ Amended	Date Adopted by Steering Committee
Updated Project Review section (III.) Added Reallocation section (V.) Updated Appeals section (VI.)	6/2/2022	6/2/2022