



New York State Balance of State Continuum of Care

## **NEW YORK STATE BALANCE OF STATE CONTINUUM OF CARE**

### **Rank and Review Policies and Procedures**

#### **I. PURPOSE**

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 Availability (NOFA). 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 Sub-Committee**

On behalf of the NYS BoS CoC Steering Committee, the Monitoring and Selection (Ranking) Sub-Committee is charged with overseeing the Rank and Review process. As stated in the NYS BoS CoC Governance Charter, the Ranking Sub-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 Sub-Committee is also responsible for reviewing and maintaining written policies, procedures, applications, scoring instruments and list of Review Team members, with all changes approved by the Steering Committee.

##### **Review Team**

Reviewers must 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 Sub-Committee members and approved by the Ranking Sub-Committee. There will be at least three members of the Review Team, with one Lead Reviewer selected by the Ranking Sub-Committee.

##### **Steering Committee**

The Steering Committee is responsible for reviewing and approving the final Local Project Ranking.

### **III. PROJECT REVIEW**

#### **Threshold Review**

All applications for new and renewal projects are reviewed for threshold to ensure compliance with the HEARTH Act, the CoC Program Interim Rule and the CoC Program NOFA. The Threshold Requirements document (Appendix B of the Project Application) is to be completed by a Ranking Sub-Committee member. The sub-committee member may conduct a phone, email or in-person interview with the project applicant to obtain all relevant information. If a project applicant fails the threshold review, they must correct the issue(s) within three (3) days in order for the project to be considered for further review.

#### **Rating Tool**

After the Threshold Review is complete, the Collaborative Applicant forwards the project applications to the Lead Reviewer. The Lead Reviewer provides each reviewer with a copy of all project applications, attachments and scoring forms. Each reviewer completes the Rating Tool (Appendix C of the Project Application) independently and returns the completed Rating Tool to the Lead Reviewer.

Projects will be scored on design of housing and supportive services, project effectiveness, timeliness of implementation and experience of the project applicant.

### **IV. RANKING**

#### **Ranking**

The Lead Reviewer returns the scored applications and any final comments to the sub-committee, who averages the scores from all reviewers to obtain the final project score. The sub-committee then ranks the projects by final score in the Local Project Ranking (Attachment 1). Varying scores will be reviewed and evaluated by the Ranking Sub-Committee. The Ranking Sub-Committee presents the final scores and ranks to the Steering Committee, who must approve the final Local Project Ranking.

#### **Tiering**

HUD requires that the CoC ranks projects into two tiers based on the funding allocation released in the NOFA. All renewal projects will be placed in Tier 1 and bonus projects will be placed into Tier 2.

#### **Notification**

The Ranking Sub-Committee 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 Ranking Sub-Committee will indicate the reason(s) for the rejection or reduction. Project applicants must then work with the Collaborative Applicant to enter their project information into esnaps for inclusion in the final application to HUD.

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

## V. APPEALS PROCESS

### **Who May Appeal**

An agency may appeal a decision concerning a project application submitted by that agency. If a project was submitted by a collaboration of agencies, only a joint appeal may be submitted.

### **What May Be Appealed**

The appeals process applies only to project scoring and ranking. There is no appeal for project tiering. 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

### **Timing of an Appeal**

Formal appeals may only be submitted by a project within three (3) business days of notification. Appeals must be submitted in writing to the Collaborative Applicant, which will be forwarded to the Ranking Sub-Committee. The written appeal must consist of a brief statement containing the basis for the appeal and can be submitted in the form of a letter, memo or email to [BoS.nys@otda.ny.gov](mailto:BoS.nys@otda.ny.gov).

### **Appeals Decisions**

The Ranking Sub-Committee serves as the Appeals Review Team. Appeals are decided by majority vote of the Appeals Team and will provide the appellant with a written statement of the final decision within fourteen (14) days of the appeal. All appeals are considered final and may not be overturned.

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Attachment 1

Local Project Ranking

Rank	Project Name	Organization Name	Project Type	Project Score	Approved Amount