**Somerset County Continuum of Care**

**Rank and Review Process for CoC Funding**

The Review Committee of the Somerset County Continuum of Care is responsible for selecting projects that will be eligible to apply for funding through the annual Continuum of Care (CoC) Application released by the Department of Housing and Urban Development (HUD). This committee will determine which projects will be supported for funding and the funding level each project will be able to apply for based on the selection process outlined below.

**Somerset County CoC Review Committee Membership**

The Review Committee of the Somerset CoC will be composed of interested members of the CoC Leadership Committee and Full Membership that would not be applying for funding through the Continuum of Care process. All members must declare there is no conflict of interest in participating in this committee.

**Overview of Selection Process**

Each year, the Review Committee will collect information about new and renewal projects seeking funding through the Continuum of Care. The Committee will collect information about each project through the Local Application, Monitoring Process, and Performance Review. Each project will receive a score for each of the three areas, which will then be combined by the Review Committee. Once these final, combined scores are calculated, the Review Committee will use these scores to rank each project and determine final funding levels based on the NOFA released by HUD. The Committee will then notify each agency as to its rank and level of funding, and will provide feedback as to how the decision was made.

**Local Application Submission**

Renewal Projects:

* Upon release of the Final Grant Inventory Worksheet (GIW) the Somerset CoC Review Committee will release the Continuum of Care Local Application and Rank and Review Tool for completion.
* Any agency interested in applying for renewal funding through the CoC will be required to submit an application by the date specified on the announcement.
* Local applications will be used to collect information focused on the agency’s ability to implement the requested project, services that are provided, the project’s target population and the willingness of the agency to coordinate with local planning efforts.
* Once all submissions have been received, the Review Committee will review and score each submission based on the Rank and Review Tool that was released with the Application.
* The Review Committee requires all applicants to make a brief presentation to the Review Committee.
* Any renewal project that does not submit the local application on time will lose an automatic 5 points from their Application Score
* Any renewal project that does not submit a local application for their project, after a late notice reminder, will not be considered for funding.

New Projects:

* Upon the release of the Final Grant Inventory Worksheet (GIW) and at the time the renewal projects are being requested, the Review Committee will release the Continuum of Care Application and Rank and Review Tool for new project applications. The release will include as much information as possible about what funding may be available and what activities the funding may be used for.
* Any agency interested in applying for new funding through the CoC will be required to submit an application by the date specified on the announcement.
* The Review Committee requires all applicants to make a brief presentation to the Review Committee.
* Once all information has been collected, the Review Committee will review and score each submission based on the Rank and Review Tool that was released with the application.

A Technical Assistance Training will be provided to all agencies that have an intent to apply for new or renewal funding. This training will review the application and what the Review Committee is looking for when reviewing these submissions.

**Monitoring for Renewal Projects**

The Review Committee of the Somerset CoC will be responsible for completing a monitoring for each project requesting renewal funding through the CoC. The monitoring process was created to enable the CoC to monitor the compliance and effectiveness of all projects that receive Continuum of Care funding in Somerset CoC.

The Somerset CoC Review Committee will monitor all Continuum of Care projects that are eligible for renewal annually. The Review Committee will utilize the Monitoring Tool to evaluate and score each Continuum of Care project. The tool looks at the following areas for each project:

* Client Eligibility
* Client Feedback
* Financial Review
* Project Administration

The Monitoring Tool has a number of points associated with each of the above sections and criteria needed for projects to obtain the highest level of points.

Once monitoring is completed, the Review Committee will send each agency the completed monitoring tool and the projects will have at least one week to provide additional information or documentation in attempts to improve their score, if deemed necessary. If the Review Committee deems the information acceptable, they have the ability to adjust the project’s score. Based on the final review of the documentation received, the Review Committee will score each section appropriately and will create the project’s Final Monitoring Score. It is this Final Monitoring Score that will be used as part of the project’s overall score for the Rank and Review Process.

**Performance Review for Renewal Projects**

In order to determine the effectiveness and outcomes of each Continuum of Care project, the Somerset CoC Review Committee will complete a Performance Review for each CoC renewal project. The performance review will be completed by the Review Committee using data collected from the Homeless Management Information System for the CoC and the Annual Performance Reports that are completed by the projects. The performance review will be based on each project’s most recently completed operating year and the data will be analyzed and the performance review tool will be completed to determine the projects ability to:

* Keep the project at full capacity throughout the year
* Connect households to income and mainstream benefits that are available
* Ensure that households being discharged are not being discharged to homelessness
* Maintain appropriate levels of data quality

Upon completion of the performance review, the Review Committee will send each agency a copy of their initial performance review. All agencies will be given at least one week to adjust any information in HMIS or provide an explanation for any information they feel is misrepresented in the performance review. After all updates are made, the Committee will reassess the performance data and from that will complete the Final Performance Evaluation for the project. It is this Final Performance Score that will be used as part of the project’s overall score for the Rank and Review Process.

Since domestic violence projects are prohibited from entering information into the HMIS, any domestic violence project that receives funding will be required to submit the information being evaluated from their comparable database to be included in the review.

**Updating the Rank and Review Process**

All of the Rank and Review tools as well as the policies and procedures related to the local selection process will be reviewed and updated, if necessary, annually. This will ensure that all project selection criteria are in line and compliance with HUD expectations as well as the direction and needs of the Continuum of Care.

**Appeals Process**

Any agency that has been denied funding or received reduced funding through the Rank and Review process may appeal the decision to the Review Committee. To submit an appeal, the agency must submit an appeals letter to the Committee within 5 business days from the receipt of the funding notification letter. The appeals letter must include the name of the project and the amount of funding originally requested, as well as a description of the grounds for appeal.

Upon receiving the appeals letter, the Review Committee will have 10 business days to review the information provided by the agency and provide the agency with the final appeal decision. The decision provided to the agency will include the discussion that occurred among the Review Committee members as well as detailed reasons for the appeal decision. The Committee will keep detailed information on all review committee decisions, including those that are appealed.