

Tri-County Continuum of Care of Warren, Sussex and Hunterdon Counties Review and Ranking Process 2018

The Tri County Continuum of Care has established a transparent framework for the decision-making process guiding the annual CoC application for HUD funding for homelessness assistance projects. Performance measures and scoring criteria are adjusted annually to maintain alignment with HUD priorities and local objectives.

The Project Review Committee consists of non-biased persons; i.e. members of the CoC who do not represent or have any formal association with an agency submitting an application to the CoC. The Project Review Committee will receive copies of all project proposals prior to meeting and be prepared to:

- Conduct a review of each application
- Evaluate each application against defined criteria
- Rank each proposal in order
- Provide recommendations to the CoC Executive Committee regarding whether a proposal should be submitted for funding and how it should be ranked against other proposals.

Each individual who participates in the review process agrees to hold all information related to the proposals in confidence before, during and after the review proceedings. Rankings and scores will be shared with applicants prior to presentation to the CoC. Findings of the committee will be presented to the Executive Committee of the Tri County CoC for final approval.

New Projects

- Applicant is a 501(c)(3) not for profit or a local unit of government.
- Projects must meet all HUD eligibility criteria.
- Applicant must have the organizational capacity to implement a project in alignment with all HUD standards and cannot have a history of findings or unresolved issues with HUD or the State of NJ or counties of Warren, Sussex or Hunterdon.

Renewal Projects

Projects will be evaluated on a 100 point basis. The review committee members are asked to assign a score based on information in the application, performance review, and local and HUD priorities. All projects are scored together and then ranked from highest to lowest score. A minimum score of 60 is required to be included in the FY 2018 application.

A new or renewal project application must meet the priority threshold or it will be automatically rejected by the review committee. Applications also must use a housing first approach, agree to participate in the Coordinated Entry System, commit to a policy of non-discrimination, and comply with all other provisions of the Policies & Procedures of the Coordinated Entry System.

Upon a project application submission, the Review Committee will first closely review the information in order to ensure that:

- All proposed program participants will be eligible for the program component type selected;
- The organization is eligible to submit a project application;
- The proposed activities are eligible under the 24 CFR part 578;
- Each project narrative is fully responsive to the question being asked and that it meets all criteria for that question as required by the NOFA's detailed instructions provided in e- snaps;
- The data provided in various parts of the project application are consistent; and
- All required attachments, such as letters of commitment correspond to the attachments list in e-snaps and the attachments contain accurate and complete information, and are dated between May 1, 2018 and September 18, 2018.

Applications submitted may be returned for suggested modifications or amendments. Those project applications that are accepted for submission may be invited to present their project to the Review Committee. The dates, times and location will be emailed to the organization. Interviews are meant to clarify the applications only and are not meant to be used to provide new information that could affect scoring.

Shortly after the presentations, the projects within each priority will then be scored by the Review Committee according to the criteria set by the CoC Executive Committee.

Scoring Criteria and Application Scorecard

Project Scoring Criteria:

1. Program Performance
2. Financial Performance
3. HMIS Compliance and Data Quality
4. CoC Participation
5. Consumer Participation

Scoring Criteria	Points
Submission Timely, Aligned with CoC Priorities	10
Program Performance	30
HMIS Compliance and Data Quality	10
Financial Performance	15
Housing First Orientation in Admission and Termination Criteria	10
Match & Leverage	5
CoC Participation	10
Dedicated/Prioritized for the Most Vulnerable	10
Total Points Possible	100

The scoring criteria are:

Category	Explanation	Max. Points (100)	Total Scored
Submission	Project is submitted on time and is aligned with HUD/CoC priorities	10	
Program Performance	<ul style="list-style-type: none"> • Bed Utilization > 80% (5pts) • Income maintain/increase >54% (5pts) • Non-SSI/SSD clients employed>20% (5pts) • Clients connected to mainstream benefits>65% (5pts) • Housing Stability 85%> 6 months (10 pts) 	30	
HMIS Compliance, and Data Quality	<ul style="list-style-type: none"> • Data Quality (5 pts) • Serves Eligible clients (5 pts) 	10	
Financial Performance	<ul style="list-style-type: none"> • APR submitted on time (5 pts) • At least quarterly drawdowns (5 pts) • Funds fully expended (5 pts) 	15	
Housing First Orientation in Admission and Termination Criteria	RLI & supportive documentation demonstrate housing first philosophy and operation, Coordinated Assessment referral acceptance	10	
Match & Leverage	25% match	2.5	
	150% leverage	2.5	
CoC Participation	Project participates in Exec. Committee, sub-committee, and/or Coordinated Assessment	10	

Serving the Most Vulnerable with Greatest Service Needs	Dedicated/Prioritized for the most vulnerable: Chronically Homeless, persons with low or no income, disabled persons, persons with substance abuse disorder, persons with a criminal background	10	
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Appeals Process

If an applicant organization feels it was denied the right to reasonably participate in the local application process or has been unfairly eliminated from either the local or the federal competition, that a decision made by the CoC Project Review committee regarding the ranking, rejection, or funding of their project was prejudicial, unsubstantiated by project performance, or in violation of the 2018 Continuum of Care Guidelines, the applying agency and sponsor, if any, may file an appeal to be re-considered for inclusion in either the local competition or federal competition.

A written appeal request must be submitted to Warren County Department of Human Services within one week of the notice of the decision, either by mail or email (lrichter@co.warren.nj.us). The Tri County Project Review Committee will hear all appeals. It is the responsibility of the Applicant to address each area(s) identified as a factor(s) of the funding decision in a manner that could result in a more favorable decision.

Decisions of the Project Review committee will be presented to the Tri County CoC for final funding approval.