



Madison/Dane County Continuum of Care Application Review, Scoring, Ranking and Selection Policy and Procedures

Effective date: July 2017

Activities Prior to the NOFA Publication

Point in Time Count and Housing Inventory Chart

- Committee formation and planning for the January sheltered and unsheltered point in time begins in late fall.
- Volunteers are recruited and trained; PIT event takes place; decision on “day after event” or other process to double check for unsheltered persons missed the night of the count.
- Data for sheltered persons is generated through WISP; data for unsheltered persons is collected from volunteers conducting the count; data is combined and the PIT Comparison Memo is updated and distributed to the HSC.
- Data on Housing Inventory Chart (HIC) compiled, reviewed and approved.
- January PIT and HIC numbers are entered into HUD HDX system by HUD deadline; retain documentation from HUD that numbers were entered (HUD email).

Board of Directors

- Approves MOU with City of Madison as Collaborative Applicant OR opens up process through Request For Qualifications (RFQ).
- Approves policies and procedures that guide the selection, funding and operation of housing and services programs serving homeless persons.

HUD Field Office

- Communicates availability of Grant Inventory Worksheet (GIW) to the Collaborative Applicant; sends final GIW to HUD Headquarters.

HSC Committees

- Performance Committee oversees the Performance Spreadsheet; funded agencies are required to enter program data quarterly using an HMIS-generated Annual Performance Report (APR).
- CoC Application Committee, which meets throughout year to review status of HUD CoC-funded projects, begins planning for pending CoC Application including preliminary discussion on possible reallocation and new projects.

Collaborative Applicant

- Oversees successful completion of PIT and HIC.
- Collaborative Applicant reviews the Grant Inventory Worksheet on HUD website, has all agencies review for accuracy and submits changes to HUD Milwaukee as necessary.
- Prepares CoC Registration in eSNAPS for CoC

Activities Post NOFA Publication

Collaborative Applicant

- Send email to HSC distribution list with general information regarding the CoC NOFA linking the HUD Notice, intent to apply/pre-application forms, and information regarding the total funds available, eligible applicants and project types, HUD and local priorities, schedules informational meetings for potential new applicants, and application deadlines.
- Facilitates informational meetings for new applicants, if applicable.
- Creates application completion calendar schedule.
- Chairs the review committee.
- Ensures that applications, written funding process and selection criteria are posted on HSC website.
- Ensures that proposal selection process is compliant with HUD deadlines published in the NOFA.
- Accepts applications from interested agencies; sends applications to CoC Review Committee and Board of Directors along with selection criteria form; schedules meetings of CoC Application and Review Committees; ensures that item is on the Board of Directors agenda for approval within the deadlines and timeframe set out by HUD in the NOFA.
- Reviews Performance Spreadsheet for completeness and accuracy.
- Following the Board of Directors action approving the list of proposals for inclusion in the CoC application, notifies all applicants of status in writing outside of eSNAPS. If a project application is being rejected or reduced, the Collaborative Applicant must indicate the reason(s) for the rejection or reduction.
- Writes the CoC Consolidated section of application and seeks feedback/review from the Application Committee
- Ensures that Consolidated Application, Prioritized New/Renewal Project Applications including the BONUS and Planning projects are completed in eSNAPS.
- Submits the application in eSNAPS by the due date published in the NOFA.

HSC Committees

- Application Committee
 - Schedules planning meetings for the purpose of providing feedback on the CoC Consolidated section of the application; reads NOFA, application and application detailed instructions.
 - Reviews responses in Consolidated Application.
 - Completes peer review of project applications for accuracy and completeness prior to submission.
- Review Committee
 - The CoC has an open competition policy for the HUD CoC funds. The reallocation amount is not determined ahead of time and is determined after all renewal and new projects are scored and ranked. The Review Committee is responsible for making reallocation recommendations to the Board of Directors based on performance, scoring of applications and community need.

- New projects will be required to provide performance data on currently running similar projects.
- HMIS Project will be placed in Tier 1 as this is an important component of our system. There will not be a scoring system at this time.
- Permanent Housing for Chronically Homeless (Housing Initiatives) has a three year grant so will not be scored in the FY2017 competition.
- The following new projects awarded in 2017 will be asked to complete the Performance Spreadsheet based on the number of months in operation. They are:
 1. RISE: The Salvation Army
 2. Rapid Rehousing for Families: The Road Home
 3. Lien Rd: Porchlight
- Review Committee chair schedules meetings:
 - Informational meeting- committee reviews CoC and NOFA priorities for funding.
 - Application Review- committee reviews and scores all submitted applications and places them in Tier 1 and Tier 2 and sends recommendations to the Board of Directors

Board of Directors

- Evaluates Review Committees' recommendations and makes final ranking decisions. Approves ranking for Tier 1 and Tier 2 projects along with Permanent Supportive Housing Bonus and Planning grant requests.

Attachments:

Scoring Tool
FY2017 CoC Competition Timeline
Application Review Committee
Supplemental Questions