

Berks County Continuum of Care CoC Program Project Review & Ranking Protocol

Berks Coalition to End Homelessness, Inc.

PA-506

Updated June 2022



United Way of Berks County



Prior to Notice Of Funding Opportunity Release:

CoC Lead Agency Staff will:

- Collect intake forms/procedures once per year from applicants (to check for barriers to entry)
- Review and revise scoring tool (as needed)
- Provide refresher training annually to the Ranking Committee on the ranking/scoring process for CoC funds
- Get final GIW, Renewal Data List (from APR and HMIS/other comparable database data), Unit and Funding Utilization stats
- Review and compile data for scoring based on HMIS/other comparable database data
- Provide a preliminary proposal process by which interested new projects can submit their ideas to the CoC for review and discussion to ensure strong project applications during the Notice Of Funding Opportunity (NOFO)

After NOFO Release:

CoC Lead Agency Staff will:

- Make necessary last minute changes to review and ranking tool based on focus items identified from the NOFO
- Notify CoC membership that the project application schedule is set – which includes a deadline for all renewal and new projects to be submitted to the CoC at least 30 days before the NOFO deadline.
- Provide all Ranking Committee members with the ranking sheets, instructions, data documents from HMIS/ comparable database (including data quality and system performance measures by project), APRs, severity of need calculations, and new & renewal applications for review prior to the ranking/interview meeting.

At the Review and Ranking Meeting:

Ranking Committee Members will:

- Discuss budgets, drawdowns, barriers, housing first, and other items from the review of each project's application, APR, HMIS/comparable database data, performance measures, and GIW.
- Discuss pros and cons of each project, community needs, as well as current funding levels and Tier rules and amounts from the NOFO. The Ranking Committee reserves the right to rank projects outside of score order; score is only one factor considered by the Ranking Committee for priority ranking and selection of projects.



- Rank the projects and determine funding levels for each, and ensuring that Tier 1 and Tier 2 budget amounts are correct
- The Ranking Committee prioritizes the following items into Tier 1 automatically: HMIS, and any project funded in previous cycles that have not yet completed a full year of performance for evaluation.

After the Review and Ranking Meeting:

- The Ranking Committee notifies the CoC Lead Agency (Berks Coalition to End Homelessness) of the review and ranking, as well as proposed funding amounts
- Lead Agency staff contacts each project individually to discuss ranking, score, and tier placement. Staff also provides details on the CoC appeals process and deadlines for filing appeals locally.
- If appeals are not received, the ranking/scoring stands. If appeals are received, the Ranking Committee meets to evaluate the appeal and determine if changes should be made to ranking, scoring, or tiering. Evaluation results of the appeal process are submitted to the project that appealed, as well as any other project affected by a potential re-ranking, scoring, or tiering change.
- This proposed ranking, scoring, and tiering are shared with the Coalition (CoC) mailing list.
- Lead Agency staff notifies the applicants via email of their final approved funding amount for revision of their applications along with a due date for application completion in e-snaps.
- The CoC application in full (including the Priority Listing) is shared with CoC membership prior to the NOFO deadline and submission to HUD, with an opportunity to provide feedback.

