



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

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 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 non-HMIS shelters is collected from agency staff; 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.

HSC Committees

- CoC Coordinator & Core Committee oversee the Performance Spreadsheet; funded agencies are required to enter program data using an HMIS-generated Annual Performance Report (APR) from the previous fiscal year.
 - The Performance Spreadsheet reviews/scores project performance on the following items:
 - Expenditure of funds
 - Data Quality
 - Cost per exit to (or retention of) permanent housing
 - Average Daily Utilization Rate
 - % of adults who gained or increased any income from entry to annual assessment or exit
 - % of successful exits
 - Returns to homelessness
- Core Committee, which meets throughout the 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 Review Committee; 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 Core Committee
- Ensures that Consolidated Application, Project Priority Listing, Prioritized New/Renewal Project Applications including the BONUS and Planning projects are completed in eSNAPS.
- Submits the Consolidated Application and Project Priority Listing in eSNAPS by the due date published in the NOFA.

HSC Committees

- Core Committee
 - Work group 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.
 - Programs that have been in operation for at least one fiscal year are required to provide data on the performance spreadsheet. Projects that are new or have been in operation for less than one fiscal year will provide a narrative on data. New projects that are an expansion of an existing project are required to provide data on the performance spreadsheet.
 - Projects submitted by Victim Service Providers will not be required to provide data from HMIS, but can use a comparable database.
 - Review the data in the Performance Spreadsheet (from HMIS)
 - An HMIS and a Coordinated Entry Project will be placed in Tier 1 as these are required and necessary components of our system.
 - 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, Domestic Violence Bonus and Planning grant requests.

Attachments:

Scoring Tool
 FY2019 CoC Competition Timeline
 Application Review Committee
 Supplemental Questions