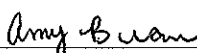


Policy Title	Detroit CoC Funding Application Review and Ranking Process
Date Developed/Revised	April 2018, April 2019
Date Adopted by CoC Board of Directors	June 4, 2018; May 6, 2019
Signed (CoC Board Chair)	
	Amy Brown, Detroit CoC Board Chair

I. Background

The Detroit Continuum of Care (CoC) is committed to making funding allocation decisions in a manner that is transparent, data-driven, and in alignment with funding priorities.

II. Detroit CoC Renewal Funding Process

- A. Projects that are eligible for renewal are scored on several evaluation components, which vary depending on the project type. The details on how renewal projects are evaluated and scored, including which data elements are included in the process, will be detailed annually in a document produced by the CoC's Collaborative Applicant titled "FY20XX HUD Continuum of Care Funding Competition Renewal Application and Evaluation Policies and Procedures", where the "XX" will be updated each year to reflect the current funding year. This document will be publicly posted to the Collaborative Applicant's website, distributed electronically to all currently funded CoC agencies, distributed electronically via the Collaborative Applicant's email listserv, and be presented at a CoC meeting.
- B. All renewal projects are provided with self-scoring tools. The use of these tools is optional. The tools detail the specific data elements (ie, APR questions or other data sources), and the calculations and scoring scaled used to derive the project score.
- C. Projects are required to submit materials to the Collaborative Applicant in order for the project to be reviewed and scored. Projects that fail to submit required materials completely and on time will be at risk of not being submitted to HUD for renewal. Details on what materials need to be submitted, by when, in what format, and consequences for late submissions, are detailed each year in the "FY20XX HUD Continuum of Care Funding Competition Renewal Application and Evaluation Policies and Procedures" document.
- D. Staff from the Collaborative Applicant agency receive and review the renewal application materials. If required items are missing from an application package, or were submitted incorrectly, the applicant agency is given an opportunity to correct but will suffer a loss of points as described in the "Renewal Application and Evaluation Policies and Procedures" document.
- E. Staff from the Collaborative Applicant agency score the renewal projects in accordance with the scoring criteria given in the "Renewal Application and Evaluation Policies and Procedures" document. Two different individuals from the Collaborative Applicant agency review the project scores, to ensure the scoring was done correctly.
- F. The Values & Funding Priorities Committee is consulted during the renewal project scoring if, during the scoring process, Collaborative Applicant staff discover situations in which the renewal project is unable to be fairly evaluated and scored on a given criteria. If such situations occur, the Values & Funding Priorities Committee is responsible for ensuring that modifications to the scoring is done in a way that is fairly applied to all projects impacted.
- G. Staff from the Collaborative Applicant agency do not review or score projects for which the Collaborative Applicant agency is the recipient. See Section IV for details on the review process for Collaborative Applicant projects.

- H. Following the completion of the project scoring, each agency receives its project score, which includes details on how the project scored on all the scored components available. The agency may submit an appeal if they feel any part of their project was scored incorrectly. See “Appeals Policy” for details on the appeals process.
- I. Renewal projects must achieve at least the threshold score in order to be submitted to HUD for funding. This threshold score is given in the “Renewal Application and Evaluation Policies and Procedures” document. Agencies that have projects falling below this threshold may submit an appeal. See “Appeals Policy” for details on the appeals process.
- J. Agencies that have projects that fall below the scoring threshold that do not submit an appeal, or for which the appeal is denied, will not be submitted to HUD. The funding from these projects will be reallocated to a new project(s). See Section VI for details on reallocation.
- K. Agencies with renewal projects are required to submit application materials via the eSNAPS portal in accordance with the timeline established by the Collaborative Applicant. The Collaborative Applicant will review project submissions in eSNAPS and may require or recommend corrections to the applications. The applicant agency is ultimately responsible for ensuring its project application has been submitted in eSNAPS in accordance with any deadlines established by the Collaborative Applicant.
- L. The Collaborative Applicant is responsible for ensuring that all project applications submitted in eSNAPS are submitted to HUD by the deadline established by HUD.
- M. HUD will make the final decision on whether a renew project submitted for funding will be awarded funds. If selected for funding, HUD will contact the applicant agency directly to execute the grant agreement.

III. New Project Review Process

The ability of the Detroit CoC to solicit and review applications for new project funding will depend upon the amount of new project funding available in any given year. The amount of funding available will vary depending on the amount of funding HUD makes available and any decisions made by the CoC board to reallocate renewal projects in part or in whole.

- A. When new project funding is available, the Collaborative Applicant develops a Request for Proposals (RFP) or a Request for Qualifications (RFQ). This document is posted on the Collaborative Applicant’s website, distributed via the Collaborative Applicant’s email listserv, and presented at a public CoC meeting. The RFP/RFQ details eligibility requirements for applicants and the types of projects that will be considered. The RFP/RFQ also includes the scoring criteria that used when the applications are reviewed.
- B. The Collaborative Applicant initially develops the RFP/RFQ and application materials, with the Values & Funding Priorities Committee reviewing the materials, and the CoC board approving the final document(s).
- C. Prospective applicants must respond to the requirements and deadlines in the RFP/RFQ. Application materials are submitted to the Collaborative Applicant. Only complete and timely submission of new project applications will be received. Applicants for new project funding will not be given an opportunity to submit materials after the given deadline.
- D. Applications for new project funding are reviewed and scored by the Collaborative Applicant and a panel of reviewers. New project reviewers will be familiar with housing and homeless programs, including CoC funded programs. Each person on the review committee will be required to sign a conflict of interest statement. A reviewer found to have a conflict with any of the projects under review will be recused from reviewing any of the new project applications. A

conflict of interest is defined in the CoC's Governance Charter. The CoC Governance Charter may be found on the CoC Lead Agency's website (www.handetroit.org).

- E. Each reviewer scores the new project applications in accordance with the scoring criteria given in the RFP/RFQ. The scores from each reviewer are averaged together to come up with a total overall average score for the project. New project applications must score at least 70% of the points possible to be given further consideration. Applications that do not pass the 70% threshold are not included in the committee discussion described below and are given no further consideration for funding.
- F. The new project review committee meet to discuss the new project applications. The discussion includes a review and analysis of each application's strengths, weaknesses, and response to the requirements in the RFP/RFQ. The new project review committee, via the Collaborative Applicant, may seek clarifying information from the applicant about proposed project if needed.
- G. The new project review committee develops a list of all the new projects that passed the scoring threshold in the order for which it is recommended they be selected by the CoC board to be submitted to HUD. This list will also include the amount of funding recommended for the project, which may be greater or less than what was requested by the applicant. This list is generally, but not always, ordered by the final score received by the project. If a project is not listed in order of its score, the review committee must provide rationale for the ranking. This list will identify which project(s) are recommended to be submitted to HUD, and for what amount. The list will also identify which project(s) are not recommended to be submitted to HUD. Rationale for all recommendations will be given. It is noted that, depending upon the amount of funding available and the number and quality of project application(s) received, there may be instances in which only one new project is recommended for funding.
- H. The CoC board reviews the new project recommendations and makes the final decision on which project(s) are to be submitted to HUD for new funding. Only members of the CoC board that are not staff or board members of a CoC-funded agency in Detroit participate in these discussions and decision making. This meeting will be facilitated by Collaborative Applicant staff. A quorum of at least 51% of non-conflicted CoC board members must attend this meeting for a decision to be made.
- I. Roles/Responsibilities of Persons involved in new project review process:
 - a. Collaborative Applicant staff:
 - i. Recruit new project review committee members and ensure current Conflict of Interest is on file. Collaborative Applicant staff review Conflicts of Interest to ensure no known conflict are present.
 - ii. Read and score all new project applications
 - iii. Provide application materials to review committee members
 - iv. Collect and collect reviewer scores and comments
 - v. Provide results of reviewer scores to committee members for discussion
 - vi. Facilitate, and participate in, committee discussion
 - vii. Develop documents for CoC board reflective of committee recommendations
 - viii. Contact applicant agencies during review process for additional/clarifying information, if needed
 - ix. Contact other funders of applicant agency (including, but not necessarily limited to, HUD, State of Michigan, City of Detroit) for further information regarding applicant agency if needed. Such contact will be made if clarification is needed from other funder on applicant's standing with that funder.
 - x. Hold confidential any and all aspects of the review process.
 - xi. Disclose conflicts of interest.

- b. New Project Review committee members:
 - i. Reach and score applications assigned. Every application will be reviewed by at least three reviewers; however, depending on the number of new project applications received, each reviewer may not review each application submitted.
 - ii. Provide scores and/or comments within timeframe given.
 - iii. Participate in committee meeting. If a reviewer is unable to attend the meeting, he/she must send review scores and any other comments ahead of the meeting so that his/her comments may be included in the meeting discussion.
 - iv. Hold confidential any and all aspects of the review process.
 - v. Disclose conflicts of interest.
- c. Non CoC-funded Board members:
 - i. Participate in meeting of the board to discuss and decided upon review committee recommendations.
 - ii. Hold confidential any and all aspects of the review process.
 - iii. Disclose conflicts of interest.
- J. New project(s) selected for submission to HUD are ranked according to the Project Ranking Policies. See Section V for details on the Project Ranking Policies.
- K. Due to the competitive nature of new project funding, there is no appeals process for new projects that are not selected by the CoC board. The decision of the CoC board for which new project(s) is/are submitted to HUD is final.
- L. The Collaborative Applicant communicates to the new project applicants the decision of the CoC board.
- M. Agencies submitting new projects are required to submit application materials via the eSNAPS portal in accordance with the timeline established by the Collaborative Applicant. The Collaborative Applicant will review project submissions in eSNAPS and may require or recommend corrections to the applications. The applicant agency is ultimately responsible for ensuring its project application has been submitted in eSNAPS in accordance with any deadlines established by the Collaborative Applicant.
- N. The Collaborative Applicant is responsible for ensuring that all project applications submitted in eSNAPS are submitted to HUD by the deadline established by HUD.
- O. New project applicants (whether selected by the CoC board for funding or not) may receive detailed feedback on their project application score, upon request from the Collaborative Applicant.
- P. HUD will make the final decision on whether a new project submitted for funding will be awarded funds. If HUD selects a new project for funding, HUD will communicate directly with the agency to execute the grant agreement.

IV. Collaborative Applicant/HMIS Lead Projects Review Process

The Collaborative Applicant may be the direct recipient of CoC funding, including, but not necessarily limited to, the CoC Planning grant. The HMIS Lead Agency may be the direct recipient of dedicated CoC HMIS grants. The review and evaluation process for these projects is as follows:

- A. CoC Planning Grant
 - Per HUD policy, the CoC Planning funds may only be granted to the CoC's Collaborative Applicant. This requirement is stated in 24 CFR §578.9 and in the yearly Notices of Funding Availability (NOFA). CoC Planning funds are considered "new" each year and are not considered

to be “renewal” projects. The process for the Collaborative Applicant to apply for CoC Planning dollars annually will be as follows:

1. Annually, prior to the submission of the CoC Planning grant to HUD, the CoC Collaborative Applicant will submit the application for funding to the CoC board for approval. The CoC board must give approval for the application before the CoC Collaborative Applicant submits the application to HUD.
2. Upon approval from the CoC board, the CoC Collaborative Applicant submits the new application for CoC Planning Grant via the eSNAPS portal in accordance with the timeline established by the Collaborative Applicant. The Collaborative Applicant will review the project submissions in eSNAPS and may require or recommend corrections to the application. The applicant agency is ultimately responsible for ensuring its project application has been submitted in eSNAPS in accordance with any deadlines established by the Collaborative Applicant.
3. The Collaborative Applicant is responsible for ensuring that all project applications submitted in eSNAPS are submitted to HUD by the deadline established by HUD.
4. HUD will make the final decision on whether the CoC Planning grant will be awarded funds. If HUD selects the CoC Planning grant for funding, HUD will communicate directly with the applicant agency to execute the grant agreement.

B. Dedicated HMIS Grants

Per HUD policy as noted in annual NOFAs, the dedicated HMIS grants may only be granted to a CoC’s designated HMIS Lead. Performance expectations for the HMIS Lead Agency will be detailed in an MOU to be executed between the HMIS Lead Agency and the CoC Board. Expectations for the HMIS Lead Agency are also detailed in the CoC Governance Charter. The process for the HMIS Lead to apply for dedicated HMIS grants annually will be as follows:

1. Evaluation and scoring criteria for dedicated HMIS grants will be given in the “Renewal Application and Evaluation Policies and Procedures”. This evaluation and scoring criteria will reflect, but not necessarily be limited to, that which is given in the MOU and/or governance charter. Any additional evaluation and scoring criteria for the HMIS grants will be approved by the Values & Funding Priorities Committee.
2. The HMIS Lead Agency will prepare necessary documentation for review. The HMIS Lead Agency will also complete a self-score based on the scoring criteria.
3. The application, self-score, and documentation providing rationale for self-score will be forwarded to the Values & Funding Priorities committee for review.
4. The Values & Funding Priorities committee, absent staff from the HMIS Lead Agency or the Collaborative Applicant, will review the information submitted and decide whether or not the self-score is justified given the supporting documentation provided. If the Committee does not feel the self-score is justified, the committee may change the score given.
5. The Committee will communicate back to the HMIS Lead Agency and Collaborative Applicant its decision.
6. The HMIS project applications may appeal the score received, in accordance with the appeals policy. Unless the outcome of any appeals decides differently, the HMIS applications will be ranked according to the Project Ranking Policies. See Section V for details on the Project Ranking Policies.
7. The HMIS Lead agency submits the HMIS applications via the eSNAPS portal in accordance with the timeline established by the Collaborative Applicant. The Collaborative Applicant will review the project submissions in eSNAPS and may require or recommend corrections to the application. The applicant agency is ultimately responsible for ensuring its project

application has been submitted in eSNAPS in accordance with any deadlines established by the Collaborative Applicant.

8. The Collaborative Applicant is responsible for ensuring that all project applications submitted in eSNAPS are submitted to HUD by the deadline established by HUD.
9. HUD will make the final decision on whether the HMIS grant(s) will be awarded funds. If HUD selects the HMIS grant(s) for funding, HUD will communicate directly with the applicant agency to execute the grant agreement.

V. Project Ranking Process

- A. Once determined which renewal and new projects will be submitted to HUD for funding (ie, following all review, scoring, appeals, and CoC board decisions on new projects), all projects are ranked in accordance with the Project Ranking Policies. The Values & Funding Priorities Committee reviews the project ranking list, with projects identified by name. Any member of the Values & Funding Priorities Committee affiliated with a CoC-funded agency is recused from viewing this identified project ranking list.
- B. In accordance with the Project Ranking Policies, the Values & Funding Priorities Committee recommends to the CoC board the final project ranking list. The Values & Funding Priority Committee may recommend to the CoC board that a project(s) that would have been in Tier 2 because of the ranking policies instead be placed into Tier 1. If the Committee chooses to move a Tier 2 project up to Tier 1, it will need to provide rationale for the recommendation. The Committee will present its final recommended project ranking list to the CoC board in accordance with the timeframe required by HUD. The final project ranking list is voted on by members of the CoC Board that are not staff or board members of a CoC-funded project in Detroit.
- C. Agencies are informed of their placement on the project ranking list prior to their applications being submitted to HUD. Agencies may not appeal where a project is placed on the ranking list.

VI. Establishing CoC Funding Priorities

Per the CoC Governance Charter, the role and composition of the Values and Funding Priorities committee is as follows:

“Establish our community values and priorities that drive decisions on how community resources are utilized. Create policies to rank HUD CoC programs for the annual competition.” This is a CoC board committee, and unless approved by the CoC board, seats on this committee will be held only by current board members.

Annually, the Values and Funding Priorities committee will carry out the following:

- A. Make recommendations to the CoC board on project review and scoring criteria (for both renewal and new projects)
- B. As needed, provide consultation and input in renewal project scoring as noted above in section II.F.
- C. Develop recommended project ranking policies and present recommendations to the CoC board. The CoC board will make the final decision on project ranking policies.
- D. Develop recommended project reallocation policies and present recommendations to the CoC board. The CoC board will make the final decision on project reallocation policies.
- E. Develop recommended funding priority policies and present recommendations to the CoC board. The CoC board will make the final decision on funding priority policies.

CoC funding priority decisions will be made in accordance or alignment with:

- HUD funding priorities, as given in the CoC regulations, annual NOFAs, and/or other communication from HUD (which may include, but not necessarily be limited to, information provided from HUD via listserv messages, webinars, conference calls, presentations at local or national conferences).
- The CoC's overall strategy for addressing homelessness
- Individual project characteristics, including (but not necessarily limited to) performance, project type, population served by project, and services provided by project.

The work of the committee may occur either prior to or after HUD releases its annual Notice of Funding Availability (NOFAs). Minutes, redacted as necessary, from these committee meetings will be posted on the Collaborative Applicant's website (www.handetroit.org).

VII. Exception and Changes to Above Policies & Procedures

The CoC reserves the right to make an exception to these policy and procedures based on communication from HUD that impact the Continuum of Care's ability to carry out the policies and procedures as described above. The CoC also reserves the right to amend this policy on an annual basis based on any of the following: changes in HUD policy, changes in the Continuum of Care policy related to project evaluation processes, and/or changes to project funding priorities.