

# **NH-500 Balance of State Continuum of Care (BoSCoC) CoC Program Rank & Review Policy FINAL**

## **Purpose:**

As the NH BoSCoC Collaborative applicant, the NH Bureau of Homeless and Housing is responsible for coordinating the Balance of State Continuum of Care's annual application through the HUD Notice of Funding Availability (NOFA) process. A required component to this process is the review and ranking of submitted new and renewal project applications.

## **Reviewer selection:**

BHHS will request reviewers for the CoC New Project Ranking team throughout the year in order to maintain a list of eligible reviewers to select from once the NOFA is released.

The new project review team will have at least 3 external reviewers.

Reviewers may not work for an agency, its affiliates or decision making bodies, or have a financial interest in a project that is submitting an application for renewal funding. If a potential reviewer's agency is not submitting a new project application, the person may sit on the new project review team.

## **Distribution of Documents:**

Upon release of the NOFA, the BoSCoC will finalize the New and Renewal project ranking tools through a vote. BHHS will distribute the ranking tools via email, and will post the documents on the BoSCoC website.

BHHS will distribute new project applications to the BoSCoC via the distribution email list, and the documents will be posted on the BoSCoC website.

An application timeline will be developed based on the requirements of the NOFA. The timeline will be distributed via email, and will be posted on the BoSCoC website. Project applications received after the published due date will not be accepted.

BHHS will distribute project application packets to reviewers either in person, or via email, depending on the reviewer's physical location, and the available timeframe.

## **New Application procedure**

### **Ranking process:**

The review process will be facilitated by the BHHS CoC Program Administrator, who will provide financial records, HMIS data quality reports, CoC meeting participation, and other data as required by the ranking tools and the NOFA.

Ranking teams will review this document prior to starting their review in order to be consistent in their reviews of applications.

Reviewers will score applications based on what is in the application, and what is provided by the CoC Program Administrator, not based on their personal knowledge of a program.

If the reviewers need further clarification, the project application will be set aside without a final score. The CoC Program Administrator will record the review team's questions, and will reach out to the applicant(s) for clarification. Applicants will be given 1 business day to provide requested information. The review team will meet via conference call as soon as possible to finalize the scores.

The CoC Program Administrator will list all applicants in order by score, from highest to lowest. The BoSCoC Executive Committee will review the order and will make final recommendations based on the specific requirements in the NOFA and to ensure maximum funding for the BoSCoC.

The final Project Ranking will be distributed to the BoSCoC via email, and will be published on the BoSCoC website.

**Renewal Application procedure:**

Renewal ranking will be based on objective data obtained through HMIS and financial records, as defined in the renewal ranking tool.

The BoSCoC Administrator will assemble the information into a document that shows each subrecipient's score. This information will be sent to the subrecipients, who will have a period of time (to be determined by the NOFA schedule) to respond in writing if they disagree with their score.

The CoC Program Administrator will list all applicants in order by score, from highest to lowest. The BoSCoC Executive Committee will review the order and will make final recommendations based on the specific requirements in the NOFA and to ensure maximum funding for the BoSCoC.

The final Project Ranking will be distributed to the BoSCoC via email, and will be published on the BoSCoC website.

HMIS and Coordinated Entry projects will automatically be fully included in Tier 1 as the last two full projects, and will not be included in the ranking process.

**Grievance procedure:**

If an applicant disagrees with their score, or placement on the ranking list, they may express their grievance in writing to the CoC Program Administrator within one business day of the list being published/distributed.

The BoSCoC Executive Committee will hold an emergency conference call to discuss the grievance, and to make a final decision. The applicant will be notified of the Executive Committee's decision in writing by the CoC Program Administrator within one business day of the meeting.