

**NH-502 Greater Nashua Continuum of Care (GNCoC)
CoC Program Rank & Review Policy
FINAL**

Purpose:

As the GNCoC Collaborative applicant, Harbor Care is responsible for coordinating the Greater Nashua Continuum of Care's annual application through the HUD Notice of Funding Opportunity (NOFO) process. A required component to this process is the review and ranking of submitted new and renewal project applications.

Reviewer selection:

Harbor Care 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 NOFO is released.

The new project review team will have at least 3 external reviewers. At least one reviewer will be a person with lived experience who does not work for a homeless services agency.

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 NOFO, the GNCoC will finalize the New and Renewal project ranking tools through a vote. Harbor Care will distribute the ranking tools via email and will post the documents on the GNCoC website.

Harbor Care will distribute new project applications to the GNCoC via the distribution email list, and the documents will be posted on the GNCoC website.

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

Harbor Care 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

Applicants will fill in the ranking tool for each of their projects, based on financial records, HMIS data quality reports and CoC meeting participation, and will provide them to the GNCoC Coordinator at least 3 days prior to the ranking meeting. These ranking tools will be provided to members of the ranking committee along with all source documentation by the GNCoC Coordinator at least 2 days prior to the ranking meeting.

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

Reviewers will confirm scoring based on what is in the application, and what is provided by the GNCOC Coordinator, not based on their personal knowledge of a program.

Each applicant will have an opportunity to speak briefly to the review committee at the start of the ranking meeting to explain their program and answer any questions.

The GNCOC Coordinator will list all applicants in order by score, from highest to lowest. The GNCOC Executive Committee will review the order and will make final recommendations based on the specific requirements in the NOFO and to ensure maximum funding for the GNCOC.

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

Renewal & Transition Application Procedure:

Renewal and transition ranking will be based on objective data obtained through HMIS and financial records, as defined in the renewal ranking tool. Supplemental ranking questions may be added based on the annual HUD issued NOFO. Supplemental questions will be voted on annually by the GNCOC Executive Committee in the Renewal Ranking Tool.

Applicants will fill in the ranking tool for each of their projects, based on APRs, financial records, HMIS data quality reports and CoC meeting participation, and will provide them to the GNCOC Coordinator at least 3 days prior to the ranking meeting. These ranking tools will be provided to members of the ranking committee along with all source documentation by the GNCOC Coordinator at least 2 days prior to the ranking meeting.

The GNCOC Coordinator will assemble the information into a document that shows each project's score. This information will be sent to the recipients and subrecipients, who will have a period of time (to be determined by the NOFO schedule) to respond in writing if they disagree with their score.

The GNCOC Coordinator will list all applicants in order by score, from highest to lowest.

The GNCOC Executive Committee will review the order and will make final recommendations based on the specific requirements in the NOFO and to ensure maximum funding for the GNCOC.

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

HMIS and Coordinated Entry renewal 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 GNCoC Coordinator within one business day of the list being published/distributed.

The GNCoC Executive Committee will hold an emergency conference call (timeframe to be determined by the HUD NOFO schedule and published at the time of the competition) 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 GNCoC Coordinator within one business day of the meeting.

Project Ranking

- **Project ranking will follow the order below unless it is changed by CoC membership or Executive Committee vote that is documented in the CoC meeting minutes.** Renewal projects in rank order
- HMIS and Coordinated Entry renewal projects will automatically be fully included in Tier 1 as the last two full projects and will not be included in the rating process.
- New reallocation and bonus projects in rank order
- DV Bonus Projects

The CoC Planning grant is included in the application packet submitted to HUD but is not ranked.