

## **Passaic County Interagency Council on Homeless (PCICH) Local CoC Funding Selection Process**

The Performance and Evaluation Committee is responsible for selecting projects that will be eligible to apply for funding through the annual Continuum of Care (CoC) Application released by the Department of Housing and Urban Development (HUD). This committee will determine which projects will be supported for funding and the funding level each project will be able to apply for based on the selection process outlined below.

### **Performance and Evaluation Committee Membership**

The Performance and Evaluation Committee membership will be composed of any interested person from CoC or community agencies and the members of the Executive Board that would not be applying for funding through the Continuum of Care Process. Non-Executive Board members will need annual board approval to join the Performance and Evaluation Committee membership. Decisions will be made based on majority vote by the board. All members must declare there is no conflict of interest in participating in this committee.

### **Overview of Selection Process**

Each year, the Performance and Evaluation Committee will collect information about new and renewal projects seeking funding through the Continuum of Care. The Committee will collect information about each project through the Local Application, Monitoring Process, and Performance Review. Each project will receive a score for each of the three areas, which will then be combined by the Performance and Evaluation Committee. Once these final, combined scores are calculated, the Review Committee will use these scores to rank each project and determine final funding levels based on the NOFO released by HUD. The Committee will then notify each agency as to its rank and level of funding and will provide feedback as to how the decision was made.

### **Local Selection Process**

#### Local Concept Paper

#### Renewal Projects:

- Upon release of the Final Grant Inventory Worksheet (GIW) the Performance and Evaluation Committee will release the Continuum of Care Local Application and Scoring Criteria for completion.
- Any agency interested in applying for renewal funding through the CoC will be required to apply by the date specified on the announcement.
- Concept papers will be used to collect information focused on the agency's ability to implement the requested project, the project's target population and the willingness of the agency to coordinate with local planning efforts.
- Once all submissions have been received, the Performance and Evaluation Committee will review and score each submission based on the Scoring Criteria that was released with the Application.
- The Performance and Evaluation Committee can ask any agency to come in and present if they feel there was not enough information provided or if there were any questions related to the Application, Monitoring Report or Performance Review that was completed
- Any renewal project that does not submit the concept paper on time will lose an automatic 5 points from their Application Score.
- Any renewal project that does not submit a concept paper for their project, after a late notice reminder, will not be considered for funding.

#### New Projects:

- Upon the release of the Final Grant Inventory Worksheet (GIW) and at the time the renewal projects are being requested, the Performance and Evaluation Committee will release the Continuum of Care Application and Scoring Criteria for new project applicants. The release will include as much information as possible about what funding may be available and what activities the funding may be used for.
- Any agency interested in applying for new funding through the CoC will be required to apply by the date specified on the announcement.
- The Performance and Evaluation Committee can ask any agency applying for new funding to come in and present if they feel there is not enough information or if there are any questions about the new project.
- Once all information has been collected, the Performance and Evaluation Committee will review and score each submission based on the Scoring Criteria that was released with the Application.

A mandatory Technical Assistance Training will be provided to all agencies that have an intent to apply for new or renewal funding. This training will review the application and what the Performance and Evaluation Committee is looking for when reviewing the submissions. Any agency that will be applying is required to attend, and those that do not attend the training will not be considered for funding.

#### Monitoring and Performance Evaluation

Prior to final funding decisions and ranking, all renewal projects will have a monitoring and performance evaluation complete, that will follow the process outlined in the Performance and Monitoring Procedures document.

#### Final Project Selection and Announcements

- After all new and renewal project applications have been scored and the scores are collected from the monitoring and performance evaluation for each project, the Performance and Evaluation Committee will combine all three to create the Final Project Score.
- This final project score will be used to rank the projects for final funding determination
- Based on the ranking and any funding restrictions outlined in the HUD NOFO, the Performance and Evaluation Committee will make a final determination on the level of funding each project will be able to apply for
- Decisions will be made based on majority vote
- After final funding levels have been determined, the Committee will notify each agency individually, specifying the rank and level of funding for each new and renewal project that was applied for. The notification will also provide an explanation of how the Performance and Evaluation Committee came to its determination and the action the agency can take if interested in trying to appeal the decision of the Committee

## **Appeals Process**

Any agency that has been denied funding or received reduced funding through the local selection process may appeal the decision to the Committee. To submit an appeal, the agency must submit an appeals letter to the Committee within 5 business days from receipt of the funding notification letter. The appeals letter must include the name of the project and the amount of funding originally requested, as well as a description of the grounds for appeal.

Upon receiving the appeal letter, the review committee will have 10 business days to review the information provided by the agency and provide the agency with the final appeal decision. The decision provided to the agency will include the discussion that occurred among the review committee members as well as detailed reasons for the appeal decision. The Committee will keep detailed information on all review committee decisions, including those that are appealed.