

**Southern Nevada Continuum of Care
Evaluation Working Group
Outline for
Guide to Scoring and Ranking Annual Continuum of Care Applications**

Blue=questions this section of the guide needs to address for community and applicants

Red=questions this section of the guide needs to address for the CoC Board and/or EWG members

- I. Objective of the guide and how to use it
 - How will applicants use this guide?
 - How will CoC members use this guide?

PART I: BACKGROUND AND OVERVIEW

- II. Background
 - Why have the CoC and coordinated care?
 - What are the policies for the structure of the EWG membership and what procedures will CoC board use to add members? What are procedures related to conflicts of interest and confidentiality for EWG?
 - a. Explain HEARTH Act and HUD requirements
 - b. CoC—explain form and function
 - c. Overall objectives of grants funded through CoC and Collaborative Applicant
 - d. Explain form and function of EWG
 - i. Who are they, how they are selected, what is their charge?
 - ii. Conflicts of interest—requirements for disclosure and process for recusing oneself from ranking in cases of conflict of interest; examples of conflicts of interest
 - iii. Confidentiality procedures.

PART II: LOCAL APPLICATIONS FOR CoC COLLABORATIVE APPLICATION

- III. Application requirements and process
 - How does an agency know they are eligible? How and where do they apply?
 - What should CoC members look for in order to know that applicants have adequately and accurately completed the application process?
 - a. Give an overview of the process
 - i. Share where to find the NOFA for review
 - ii. Overview of criteria that are used
 - iii. How to find the application forms for Clark County CoC local applications.
 - iv. Explain required TA training for applicants.
 - v. Explain that local applications will be pulled into the consolidated application by the Collaborative Applicant.
 - b. What types of agencies are typically eligible to apply?
 - c. How must agencies connect their work to the overall CoC efforts? HMIS?

- d. Explanation of how grant timeline is set each year and then a link to timeline for current year when it is available
- e. How and where to submit application

IV. Application evaluation process

Who is involved in the evaluation? What criteria will be used? What is the process to ensure fairness in rankings?

What policies and procedures must CoC EWG members agree to use when evaluating applications?

- a. Determining threshold criteria, including what is the policy if an application does not meet threshold criteria
- b. Explain policy of evaluating applications using shared criteria
 - i. Explanation of criteria that will be used
 - ii. Explanation of HUD criteria that are required
 - iii. Explanation of how community priorities are established and how they will be shared with applicants.
- c. Scoring sheet provided by Collaborative Applicant
 - i. Explanation of purpose and use
 - ii. A link to the scorecard
- d. Explain role of applicant's prior performance and measurements of success in scoring
 - i. Renewal projects with outcomes
 - ii. Renewal projects without outcomes
 - iii. New projects
 - iv. Monitoring scores
- e. Process/criteria for risk assessment of applicants
 - i. Based on past performance only? Other factors?
 - ii. What are the methods/requirements for addressing issues of a poorly performing agency?
 - iii. How might agencies create and share a corrective action plan?

V. Presentations by applicants

Why do applicants do presentations and how can they prepare?

How do CoC EWG members use information from the presentations? What specific elements are they looking for in the presentations? What are the policies that apply around open meetings, public notification, etc.?

- a. What is the purpose of the presentations?
- b. When and how do applicants make presentations?
- c. Who listens to the presentations and why? What are they listening for?
- d. What role do presentations play in the scoring?
- e. What should applicants consider as they prepare their presentations? What is the preferred format? How much time do they typically have?

VI. Ranking Process

What do applicants need to understand about how applications will be ranked?

What are the policies and procedures the EWG will use in ranking projects?

- a. Explain concept of Tier 1 and Tier 2 projects—what are the general criteria for each Tier?
- b. Under what circumstances does policy allow room for the EWG to adjust a project's ranking?
- c. What are policies for tie-breakers?

VII. Reallocation of funds

What does it mean to an applicant for funds to be reallocated in the funding round?

What are the policies and procedures for reallocating funds?

- a. Under what situations might funds be reallocated?
- b. When and how will applicants be notified of reallocation decisions? How might they appeal?

VIII. Notification of funding recommendations

When and how will applicants know if they will be included in the collaborative application?

What is the process that CoC members must follow regarding funding notification? What should members do if an applicant approaches one of them to ask funding status prior to official announcement?

- a. What is the notification process and timing?
- b. For those applicants who want a debrief regarding their application, what is the timing and process for this request?

IX. Appeals to Ranking Decisions

What can an applicant do if they don't agree with a funding recommendation?

What are the policies and procedures for the EWG and CoC Board to accept and respond to appeals?

- a. What is the process for making an appeal?
- b. What are the procedures for appointing an appeals committee?
- c. Who hears the appeals and makes the decision? What is the timeframe for decisions?
- d. What is the process if the applicant does not agree with the appeal decision?

X. Recommendations for Approval by SNHCoC Board

What can an applicant expect in terms of the approval process by the entire CoC board?

What is the role of CoC EWG members in the CoC Board's voting process? What are policies and procedures around the voting and approval process?

- a. What is the process the EWG undertakes to determine which applications to recommend to the board? Voting?
- b. How does the EWG present the recommendations to the board? Via presentations? Written list? How do they explain the rationale for recommendations?
- c. What is process for board to approve or decline the recommendations?
- d. At what point are appeals heard and what is the process?
- e. Are applicants allowed to speak at times other than the open public comment period during the CoC board meeting? If so, what are the steps for this?

- f. What is the process of moving funding forward to HUD as part of consolidated application by Collaborative Applicant? Is there a general timeframe for this? When might applicants know if funding has been approved on federal level? How will they be notified?

CLOSING INFORMATION

- XI. Closing and who to contact for more information
 - a. Reiterate CoC commitment to a transparent and fair process.
 - b. Give information on whom to contact with questions about application process and ranking.

- XII. Appendices:
 - a. Frequently Used Terms—[What does HUD mean when they say...](#)
Include a list of terms per HUD definitions