25. CoC Application Review, Score, and Ranking Procedures

Below are the procedures that the Beaver County Continuum of Care (CoC) follows in the annual CoC Funding Competition to review, score, and rank accepted project applications.

- The CoC Coordinator assembles a subcommittee comprised of broad representation of our CoC partners including those with lived homeless experience. Selected members regularly attend the Housing & Homeless Coalition meetings, so they are familiar with the CoC funded programs, needs, and gaps in our services offerings. Additionally, the CoC Coordinator selects a few members with program management experience which gives them valuable knowledge for assessing the viability of new programs. Entities with projects in the Competition are not eligible for this subcommittee.

- Objective, standardized tools are used to review and score the programs. Various tools may be used to evaluate different program types to accurately assess their unique characteristics and objectives. Tools are updated annually to reflect both local and HUD priorities. The objective data used in the tools may include: cost effectiveness, performance outcomes (i.e. exits to PH, return to homelessness rate, length of time homeless, increasing income etc.), commitment to serving vulnerable and marginalized populations, history with addressing homelessness, and whether the program fills/will fill a unique CoC need.

- The CoC Coordinator sets a date that all projects are due in e-snaps which complies with the deadlines established in the current Notice of Funding Opportunity (NOFO). She reviews the project applications to ensure completeness and accuracy. Then she assembles packets for the subcommittee consisting of: the updated scoring tools, the project applications, detailed instructions, and a CoC Summary report which provides information on program participation in CoC activities, and outcome data from a variety of data sources including Annual Progress Reports, Program Monitoring scores, and System Performance Measures. Subcommittee members have 1 week to review and score the applications.

- The subcommittee then meets to review their score sheets for each project application. Members ask clarifying questions, and the CoC Coordinator provides program specific information as well as local context. Then subcommittee members have the opportunity to correct their score sheets if there was any misinterpretation in their initial review and they can adjust their scores accordingly. The final scores are then tallied to create the final priority list.

- The CoC Coordinator then informs all applicants outside of e-snaps about the status of their applications and their priority ranking. Additionally, the priority ranking list is shared publicly. These actions are completed within the deadlines established in the NOFO.

- These procedures are reviewed on an annual basis to ensure they are in compliance with the current NOFO and can be adjusted with the approval of the Beaver County Steering Committee as needed.
Adopted by the CoC Steering Committee through electronic vote on 8/30/2021.