



## **Review and Ranking Policy**

The BCHCoC generally has one or more opportunities annually to apply for and/or allocate funding to community organizations. These policies and procedures are intended to ensure the process of selecting projects or program for funding is transparent, fair, efficient, effective and free of conflict of interest.

### **Review and Ranking Committee**

The CoC will establish a Review and Ranking Committee as needed. Committee members will be selected by the Lead Agency. Where the funding timeframe allows, the Lead Agency will do a public solicitation for Committee members. Each time a Review and Ranking Committee is established, the names of Committee members will be announced at a CoC meeting and noted in the minutes. If there will be no CoC meeting before the review and ranking take place, the CoC Council and CoC membership will be notified via email of the Committee members.

The Committee will be constituted of individuals generally knowledgeable of the program area who are not employed by or associated with any of the organizations applying for funds, including Board members, employees, consultants or participants. There will be an Alternative Committee Member in the event a Committee Member cannot serve.

Prior to the first Committee meeting, members will be asked to sign the CoC's Conflict of Interest Disclosure Statement. Members will be expected to review and rank without regard for race, color, national origin, religion, sex, familial status, disability, age, sexual orientation, or gender identity including gender expression, political beliefs or reprisal or retaliation for prior civil rights activity.

The Lead Agency will meet remotely or in-person with the Committee members to ensure each member is trained on the funding program, scoring rubric and review and ranking process.

### **Scoring and Ranking**

All complete, timely, and eligible applications will be scored by the Review and Ranking Committee, using the objective scoring criteria included in the application for the funds.

Any funding application will include an objective scoring rubric that should include any relevant past performance and will promote best practices or practices that will improve our local response to homelessness.

The Committee may request additional information from projects and/or request interviews.

The CoC Review and Ranking Committee will score submitted proposals according to objective criteria provided as part of the application process, and will rank proposals in order according to scores.

## **Selection**

Once the committee completes the scoring and ranking, the committee may make limited adjustments to the ranking that reflect CoC needs such as, but not limited to:

- Creating equitable geographic access to programs to the extent feasible;
- Filling critical CoC service gaps;
- Reflecting local community priorities; or
- Maximizing funds from HUD or the State for the CoC.
- In response to real time need, crisis or emergency that occurred after the RFP was written.

The Committee's rationale for any adjustments must be recorded and made public with the published rankings.

## **Approval**

The Lead Agency will prepare a listing of projects in final ranked order. The ranking and project summaries will be sent to the CoC Council, all CoC Members, and posted on the BCHCoC website prior to the next Council meeting or special meeting. That Council meeting will include an agenda item allowing Lead Agency to present the ranking and respond to questions. The Council will approve the ranked order applications. The vote will be included in the meeting minutes.

## **Feedback**

All applicants will receive timely feedback on their application upon request.