

Trenton / Mercer Continuum of Care Project Review and Ranking Procedure

Purpose:

This policy is to assure that the Trenton/Mercer Continuum of Care (CoC) review and ranking process is conducted in a fair and impartial manner. This policy also describes the method that will be used to assess the performance and effectiveness for both new and renewal project applications.

HUD requires that all applications that are submitted as part of a Continuum's Exhibit 1 be given a priority "ranking." Ranking means that a numerical priority will be assigned to each application to reflect its standing among all projects submitted. Example: there will be a number one prioritized project, a number two project, etc. This prioritization will be initially established by the Review Committee and then presented to the CoC Executive Committee for final ranking approval.

Who:

The CoC Executive Committee approved the establishment of a Review Committee to review and rank both the Continuum of Care (CoC) and Emergency Solution Grant (ESG) applications.

- The Review Committee will be comprised of the City of Trenton (Lead Agency) Grant Administrator, Mercer County Human Services Director, CoC System Monitor & Analyst, and at least two community partner representatives who do not compete for either CoC or ESG funding.
- The Review Committee will present findings to the CoC Executive Committee for final approval.

Application Process:

The Review Committee will review and rank all new application and renewal projects.

- New Project Applicants must comply with all CoC or ESG application instructions and include all required supportive documentation with the application.
- Renewal Projects must submit a letter of Intent to the City of Trenton and follow the instructions as outlined in the Notice of Available Funds.

Review Process:

The Review Committee will participate in a Reviewer Training designed to provide an overview of HEARTH, HUD and CoC policies and guidelines, and Performance Measurement

PHASE 1: HMIS Project Performance

Review Committee will examine the HMIS Project Performance Report, prepared for by the CoC System Monitor and Analyst, which will be used to evaluate and score projects based on Performance, Compliance, Data Quality as referenced in the *Trenton/Mercer CoC Performance Standards and Monitoring Process and Procedure*. All data for this report comes directly from the Homeless Management Information System (HMIS).

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Performance Score Key		Housing Stability	Income Growth	Compliance	Data Quality	
	Target %					
PSH	<80%	0	0	0	>16%	0
	81-91%	5	5	5	6%-15%	5
	92% - 100%	10	10	10	0%-5%	10
TH	<60%	0	0	Same as PSH	Same as PSH Above	
	61-74%	5	5			
	75% - 100%	10	10			
SSO	<15%	0	0	Same as PSH	Same as PSH Above	
	16-23%	5	5			
	24% +	10	10			

PHASE 2: Financial & Sub-Population Review

Review Committee will conduct a Financial review of the renewal projects including Tier Ranking scenarios, draw down and expenditure rates, budget alignments and reallocation options.

FISCAL SCORE KEY	
HMIS APR Submitted by Due date	Points
by due date (10 days of end of contract)	10
1-29 days	5
>30 days	0
Ability to Spend Allocated Funds	Points
Expended between 90-100%	15
Expended 75-89% of funds	10
Expended 50 -74%	5
Expended Less than 50% of funds	0
Submits drawdown documentation by the due date	Points
# of months successfully submitted on due date	
12 months	5
11 -8 months	4
7-6 months	3
5 <	0
Drawdown documentation accepted on initial Review	Points
Accepted at initial review	10
Corrected after first contact	5
Corrected after 2 contacts	3
Corrected after 3+ contacts	0

Subpopulation Analysis will be conducted to identify which projects are servicing the CoC Priority Population (Chronically Homeless) and which projects are servicing Veterans or Aging populations that may qualify for other non-CoC/ESG supported assistance.

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Capacity: Projects will be evaluated and awarded bonus points (up to 10 points) on the capacity to manage the project.

PHASE 3: Project Ranking

Project Rankings, both Tier one and Tier two scenarios, and reallocations will be provided to the Executive Committee for final approval.

Appeals Process:

Each project applicant will be provided with a timeframe to make suggested changes and/or to request an appeal to the Review and Ranking process. All appeals must be submitted in writing to Vernet Sherrill, Grant Administrator, City of Trenton, Department of Health and Human Service, 319 East State Street, Trenton, NJ. Electronic submission is preferred and should be sent to vserrill@trentonnj.org and copied to Marygrace Billek at mbillek@mercercounty.org. Appeals must address specific concerns that were noted by Review Committee and describe the rationale used for requesting the appeal. Appeals are limited to one page and must be submitted within two weeks of the deadline established in the timeframe for appeals. The CoC Chair and Co-Chair will review the appeal and provide a response to the applicant based on the established timelines.

