Western Virginia Continuum of Care (CoC)
Monitoring, Evaluation, and Ranking Policy for HUD CoC Funding Requests

The following policy and procedures apply to the HUD Continuum of Care competition.

Overview of Monitoring Process

The CoC Compliance and Evaluation (C&E) Committee is responsible for monitoring, evaluating, and prioritizing project applications submitted for U.S. Department of Housing and Urban Development (HUD) funding through the CoC. The Committee may request data from other CoC Committees in order to better inform their process. The C&E Committee collects and reviews spending and program activity reports of funded agencies on a quarterly basis. Site monitoring visits of agencies are conducted by the Committee on an as-needed basis.

All Committee members must also be able to dedicate time for application review and committee meetings. It is an ongoing effort of the CoC to make monitoring, evaluation, and ranking activities an objective process

Overview of Application Process and Timeline

The application process and timeline will vary per guidelines outlined in each year's Notice of Funding Availability (NOFA) from HUD. The CoC website and emails will be used as the primary mode of communication for updates on the NOFA and review and ranking procedures. Transparency of the application process will be a priority for the Committee and the Collaborative Applicant.

CoC Review and Ranking Procedures

The C&E Committee has the right to consult with an objective third party for assistance in understanding HUD guidelines and the most effective ways to review and rank project applications. The CoC Collaborative Applicant will provide the committee with project applications and supporting documents that are received in response to a NOFA. If Committee members have any information and/or knowledge that might cause HUD to deny funding for a project, they will provide that information to the Committee.

The Committee will take the following steps in order to determine ranking:

1) Review and discuss all project applications and supporting documents provided by the Collaborative Applicant.

2) Prioritize and rank project applications and create a Project Priority Listing.
    a. The criteria used to determine prioritization may vary slightly per year, but should include HMIS data, spending reports, and performance reports.

3) The Committee will either accept an application as it is submitted, accept an application under the condition that amendments outlined by the Committee are made, or reject an application.
   a. The Committee must list the amendments to be made and can decide to reject an application if such amendments are not made.
   b. When rejecting applications, the Committee must list the reason(s) why the application was rejected.

4) Upon creating a Project Priority Listing, the Committee must share this with the Collaborative Applicant, who will then contact all applicants with a written letter that describes the outcome of their application(s).
   a. The Collaborative Applicant is also responsible for posting the finalized Project Priority Listing for public comment.

Again, it is important to note that the exact timeline for the above activities may vary per year depending on the content of that year's NOFA. As such, an explicit timeline is not included in this policy.

Appeals of Ranking/Funding Level
The following is a non-exhaustive list of items that might cause the Committee to recommend a project not be funded or to be funded at a lower level.
- Failure to submit a timely application
- Insufficient information provided in application
- Project consistently fails to meet performance standards
- Applicant fails to actively participate in CoC activities, such as meetings or events
- Applicant shows an unwillingness to adapt their program to the changing needs of the community and the HEARTH Act
- Applicant applying for a new project has an existing DHCD or HUD CoC-funded project with poor performance
- Lack of sufficient HUD funding to fund all project applications received
- Lack of demonstrated capacity to manage grant funding in accordance with HUD requirements and policies

Project applicants may appeal funding decisions made by the C&E Committee. Instructions on how to do so are outlined in the NOFA and must be adhered to in order for an appeal to be considered. The C&E Committee and Collaborative Applicant will follow instruction from HUD on how to respond to appeals.