

## **Project Ranking and Review Procedures**

The Ranking and Review process is designed to ensure that the BoS CoC ranking and review of all applications is conducted in a fair and impartial manner. The 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 Consolidated Application 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. For example: there will be a number one prioritized project, a number two project, etc. This prioritization is established by the Ranking and Review Committee in keeping with the previously identified priorities of the BoS CoC and the quality/strength of the application.

The Ranking and Review Committee is comprised of individuals nominated by CoC membership and approved by the KSHC Board of Directors. Selected committee members may not be employed or affiliated with an agency submitting an application in the current competition, be involved as a project sponsor, a project funder or have a memorandum of understanding with any applicant.

In accordance with the application timeline, dates are set to enable the Ranking and Review Committee (RRC) to obtain orientation/training, to meet for initial review, scoring of the projects, and to meet for a final review. Project applications are reviewed independently by the members of the RRC. Each member scores the project application using a uniform Project Scoring Sheet approved by the BoS CoC Committee. The scores assigned to each project application are used by the RRC to determine the ranking order that is submitted to HUD in conjunction with the CoC Program Application.

Applicants are provided information on their project's review score and final ranking along with the formal appeal process. All appeals must be submitted in writing to the Executive Director of the KSHC. Appeals must address specific concerns regarding the process followed by KSHC and describe the rationale used for requesting the appeal. Appeals are limited to one page and must be submitted within the deadline established. The KSHC Board of Directors will review the appeal and provide a response to the applicant based on the established timeline. After all appeals have been resolved, the KSHC Board will approve the final project ranking.

RRC members will be required to sign a conflict of interest and disclosure form and confidentiality agreement that they will not share details of the ranking and review process with anyone outside of the Ranking and Review Committee, the KSHC Board of Directors and/or KSHC staff as appropriate.

### **Ranking and Review Committee**

The Ranking and Review Committee (RRC) is one annual ad hoc committee created for the sole purpose of ranking and reviewing new and renewal project submissions for HUD's continuum of care funding application. The RRC will consist of a minimum of three (3) and a maximum of five (5) members, who may be nominated by individuals from the Kansas Statewide Homeless Coalition (KSHC) Board of Directors, regional coordinators and/or BoS CoC stakeholders. Efforts are made to recruit a homeless or formerly homeless individual to serve on the RRC.

Individuals will be sought who have experience with grant reviews, have knowledge of HUD's homeless CoC process and are familiar with the Kansas BoS and/or the ability to learn these requirements. All names of nominees must be submitted in writing to the KSHC Board of Directors.

In an effort to ensure an unbiased RRC with no conflicts of interest, selected committee members may not be employed or affiliated with an agency submitting an application in the current competition, be involved as a project sponsor, a project funder or have a memorandum of understanding with the applicant. A Conflict of Interest Disclosure Form must be completed by each nominee. This form will be reviewed by the KSHC Board of Directors to identify conflicts of interest and gather information to determine if the nominee meets general criteria to serve on the RRC. The KSHC Board of Directors selects final Ranking and Review Committee members after a careful screening of the roster of nominees and the completed Conflict of Interest Disclosure Form.

Those serving on the RRC will work to ensure objective rating measures and performance assessments for submitted applications through an openly available process that will include utilizing a project ranking and review score sheet, ranking and review procedures, an appeals process and technical assistance. An orientation/training will be provided for selected committee members prior to the ranking and review process.