Safe, appropriate and affordable housing for Kansans

Kansas BoS CoC Project Rank and Review Policy and Procedures

Rank and Review Policy

The Rank and Review process is designed to ensure that the Balance of State of Kansas Continuum of Care (the CoC) review and ranking 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 project, a number two project, etc. This order is established by the Rank and Review Panel (RRP) and will be use as the CoC's Priority Listing.

The RRP is comprised of individuals nominated by CoC membership and approved by the Kansas Statewide Homeless Coalition (KSHC) Board of Directors. Once approved, each RRP member will fill out the necessary Conflict of Interest form and other paperwork required of the Board of Directors. Selected RRP 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 CoC applicant.

Rank and Review Procedures

The NOFA Committee is charged to develop the CoC Competition Application Scoring Tools. The NOFA Committee carefully reviews HUD's performance measures to ensure, where possible, the Scoring Tools reflect those standards. The NOFA Committee factors in the CoC established standards as well. Together, the HUD and CoC standards are incorporated into the Application Scoring Tools. Once the Application Scoring Tools are developed by the NOFA Committee, the CoC will review, discuss and have final approval. The CoC approval process occurs on the regular monthly BoS CoC conference call by a voice vote. Upon approval of the Application Scoring Tools, the following RRP steps are implemented:

1. **Review all applications** for any new project submittals. Review any proposed reallocations. Review all existing CoC Project Applications that are eligible for renewal.

2. **Evaluate and assess** the proposals in light of the Continuum's existing needs and gaps, as well as the funding HUD will make available. The RRP will evaluate projects to determine whether they meet the minimum project eligibility, capacity, timeliness, and performance standards on the Application Scoring Tool. The score derived from the Application Scoring Tool is converted to a 100-point scale, this is the application's score.

3. **Rank all projects** through the established RRP review process. Once completed, the RRP and KSHC Staff meet to conduct a final review to ensure there is a consensus in the applications score and rank order. Subsequently, the ranking is shared with the CoC Competition Applicants.

4. **Submit ranked** CoC Competition Applications to the KSHC Board for approval of the final Priority Listing that shows the final rank order. The ranking is shared with the Applicants and posted on the

KSHC website. Each Applicant receives a copy of their individual scores. This is a component of the CoC Competition Application Appeals Process. Agencies that question the rank and review process and feel that they have been unfairly scored may file an appeal with the KSCH Board by the established deadline. The Board reviews the appeals. A quorum of the Board is required to either accept or reject the Applicant's appeal. The Board decision is final. Applicants whose project was rejected will be notified by the KSHC Executive Director by email.