



## Policy and Procedure Application and Project Performance Review Committee

<b>Title:</b>	<b>Application and Project Performance Review Committee Policy and Procedure</b>
<b>Purpose:</b>	As part of the CoC collaborative community funding process, the Application and Project Performance Review Committee (also referred to as "Review Committee" is established to review project proposals and performance for all CoC funding. The Review Committee will review project applications, hear presentations, and make funding recommendations for each funding category/opportunity. Their funding recommendations will be recommended to the CoC Executive Board who will determine the final ranking and tiering of projects specific to the funding opportunity. There is to be a Review Committee Chair (or co-chairs) designated to facilitate recommendations of the committee to the Executive Committee.
<b>Date:</b>	<u>June 2019</u> Adopted by Executive Committee <u>July 2019</u> Ratified by Board of Directors <u>July 2023</u> Amended to include Updates

<p><b>Committee Charge:</b></p>	<p>The Application and Project Performance Review Committee is to assist the CoC Board with its responsibility to develop performance targets, monitor performance, and recommend projects for funding, the Project Performance and Application Review Committee will:</p> <ol style="list-style-type: none"> <li>1. Composed of trained and qualified reviews to include but not limited to community stakeholders such as jurisdictional representatives, victim service providers, and individuals with lived homelessness experience.</li> <li>2. Review local and federal policy priorities and recommend the adoption of priorities that align with them.</li> <li>3. Recommend and implement a local process for applying, reviewing, and prioritizing project applications for funding in the annual HUD Homeless Assistance CoC Grants competition and State of Florida Department of Children and Families Challenge Grant competition.</li> <li>4. Recommend a process for how the CoC: <ol style="list-style-type: none"> <li>a. Consults with recipients and sub recipients to establish performance targets appropriate for each population and program type</li> <li>b. Monitors performance of CoC and ESG recipients and sub recipients, evaluates the outcomes of projects funded under ESG and CoC programs</li> <li>c. Provides technical assistance and support to underperforming projects, and</li> <li>d. Takes action against ESG and CoC projects that perform poorly</li> </ol> </li> <li>5. Ensure that the outcomes of ESG and CoC projects are reported to HUD annually.</li> </ol>
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<p><b>Policy:</b></p>	<ol style="list-style-type: none"> <li>1. The CoC staff, shall maintain a list of potential review committee members and their contact information in order to form a pool of reviewers to choose from prior to each onboarding training and funding cycle.</li> <li>2. There shall be no fewer than 5 members on the review committee for any given funding opportunity and project evaluation.</li> <li>3. Review Committee members shall be citizens of one of the 8 counties in the CoC coverage area.</li> <li>4. Review committee members shall represent a vast array of skill sets and experiences (financial, legal, government, private, non-profit, education, health, etc).</li> <li><b>5. Responsibilities of the Review Team Chair/Co-Chairs:</b> <ol style="list-style-type: none"> <li>a. Be a CoC member in good standing</li> <li>b. Be a CoC Board Member or designated appointee</li> <li>c. Attend all mandatory training sessions including: CoC 101 and funding specific renewal and new project trainings.</li> <li>d. Review all project proposals and pre-score evaluations prior to project presentations</li> <li>e. Immediately notify CoC staff/Exec Board of any potential of perceived conflicts of interest that arise with review members including the chair themselves.</li> <li>f. Forward questions/concerns to CoC staff prior to project presentations</li> <li>g. Attend all convening sessions of the review committee and be present for all presentations.</li> <li>h. Able to act as facilitator during agency presentations and team deliberations</li> <li>i. Ensure that all project presentations are conducted in accordance with CoC guidelines and requirements</li> <li>j. Keep order and assure the team's discussions focus solely on information obtained from project proposals and presentations.</li> </ol> </li> </ol>
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- k. Maintain an environment during project presentations and deliberations that allows each review team member to express their opinions openly.
- l. Review projects and make funding decisions based on identified need represented in the HAP, evaluation criteria and agency capacity to deliver services, etc.
- m. Participate fully in the decision-making process, making recommendations in a fair, professional and unbiased manner.
- n. Complete project evaluations and scoring tools and collect these for the entire team, submitting documents to CoC staff immediately following team deliberations.  
Ensure that the review team operates in a fair, professional and impartial manner.

**6. Responsibilities of Review Team Members:**

- a. Attend all mandatory training sessions including: CoC 101 and funding specific renewal and/or new project trainings.
- b. Review all project proposals and pre-score evaluations prior to project presentations.
- c. Immediately notify CoC staff/committee chair/co-chair of any potential or perceived conflicts of interest that arise.
- d. Forward all questions/concerns to review committee chair prior to project presentations.
- e. Attend all convening sessions of the review committee and be present for all presentations that pertain to the funding opportunity you are reviewing.

**7. Responsibility of CoC Staff:**

Manage the agency presentations, including scheduling and timing.

- a. Review all projects to ensure they meet all threshold requirements before going for review by the Review Committee.
- b. Provide technical assistance to all review committee members as needed.
- c. Facilitate communication with review committee members.
- d. Recruitment of review committee members
- e. Training of review committee members
- f. Facilitate designation of review committee chair/co-chairs
- g. Facilitate debriefing with review committee.
- h. Assist committee chair/co-chairs in finalizing recommendations to be presented to the Executive Board.
- i. Facilitate the appeals process with the Executive Committee

<p><b>Procedure:</b></p>	<ol style="list-style-type: none"> <li>1. Recruitment: recruitment of Review Committee Members is to occur ongoing, throughout the year with onboarding training sessions occurring a minimum of 2 times per year; once Spring and Fall.</li>   <li>2. Coordinate with other community entities that run similar funding competitions and have an established pool of review committee members. CoC staff are to contact these entities to see if they have any of their review committee members that should be recommended for our committee. Partner entities should include; CHSP, UPHS, United Way, Institute for Non-profit Innovation and Excellence.</li>   <li>3. Potential members will be contacted via phone and email a minimum of one month prior to onboarding training session to explain the following;       <ol style="list-style-type: none"> <li>a. What the CoC does</li> <li>b. Time commitment as a review committee member</li> <li>c. Proposed timeline of the upcoming funding cycles</li> <li>d. Code of conduct and conflict of interest Disclosure</li> <li>e. Notification of the next onboarding training</li> </ol> </li>   <li>4. Potential reviewers need to be free and clear of actual and/or perceived conflict, have experience evaluating or monitoring projects and cannot serve as staff or board members of an agency applying for the specific funding for which they are reviewing.</li>   <li>5. Review committee members should recuse themselves from evaluation of a particular funding opportunity once their associated agency submits a letter of intent to apply for this funding.</li>   <li>6. Onboard training for Review Committee members should consist of the following;       <ol style="list-style-type: none"> <li>a. CoC 101 Introductory Training;           <ol style="list-style-type: none"> <li>i. What is the CoC</li> <li>ii. HEARTH Act overview</li> <li>iii. Homeless definitions</li> <li>iv. Examples of current project types</li> <li>v. HMIS and how data is used to inform planning</li> <li>vi. Coordinated Entry used to assess needs</li> <li>vii. System Performance Measures</li> <li>viii. Funding streams and funded projects</li> <li>ix. Proposed timeline for upcoming review session</li> <li>x. Education on CoC Homeless Assistance Plan (HAP)</li> </ol> </li> </ol> </li> </ol>
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	<ul style="list-style-type: none"> <li>xi. Education/Review of other Consolidated Plans impacting collaboration and potential funding for the CoC</li> <li>xii. Execute Code of conduct and Conflict of Interest Disclosure forms with each interested member.</li> </ul> <p>b. Renewal Project Process and Evaluation tool Training should consist of the following;</p> <ul style="list-style-type: none"> <li>i. Education on process and procedure</li> <li>ii. Threshold requirements</li> <li>iii. Types of allowable project types under the specific funding opportunity</li> <li>iv. Currently funded projects</li> <li>v. Evaluation criteria</li> <li>vi. Scoring and evaluation tools</li> <li>vii. Mock project evaluation using evaluation tool</li> </ul> <p>c. New Project Process and Evaluation tool Training should consist of the following;</p> <ul style="list-style-type: none"> <li>i. Education on the process and procedure</li> <li>ii. Threshold requirements</li> <li>iii. Types of allowable project types under the specific funding opportunity</li> <li>iv. Prioritized project types in coordination with the HAP</li> <li>v. Scoring and Evaluation Tools</li> </ul> <p>7. Review committee members must attend the CoC 101 Training and the specific training session(s) for Renewals and/or New Project Process and Evaluation tool. A review committee member may choose to only review renewals OR new projects, in which case they are encouraged to attend both trainings but are only required to attend the trainings for the project type they will review.</p> <p>8. Upon the first funding specific training for renewal/new projects the committed review committee members will recommend a chair or co-chairs of the Review committee to the Executive Board for approval. This role is to assist in communication with CoC staff and convene with the Executive Committee during the appeals and final recommendations for ranking and tiering.</p> <p>9. Review Committee Members will be required to review the project narratives on their own time prior to the convening of the review committee to see project presentations and finalize scoring and recommendations.</p>
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	<ol style="list-style-type: none"><li data-bbox="396 199 1435 388">10. Upon reviewing of the project narratives, review committee members will have a deadline to submit any questions to CoC staff that they may have that need to be addressed in the project's presentation. These questions will be provided to the projects for preparation of their presentations to the Review Committee.</li><li data-bbox="396 430 1435 745">11. There will be CoC staff assigned to facilitate the review committee convening sessions and to facilitate correspondence between the review committee and projects. This staff will be present and available through the duration of the commitment by the review committee for a specific funding cycle, they will be present during all convening sessions and agency presentations. They will assist review committee members and keep project presentations in alignment with project presentation time limits.</li><li data-bbox="396 787 1435 976">12. There will be an Appeals process after recommendations and scoring has been completed and supplied to the proposed projects. The The appeal process does not fall on the Review committee and will be conducted by the Executive Committee as well as all final decisions regarding ranking and tiering of projects for the final CoC proposal.</li><li data-bbox="396 1018 1435 1249">13. Review Committee members who have completed ALL training opportunities for review committee members within one year (12 months) are eligible to skip the CoC101 training the following year if they wish to continue to serve as a reviewer. They would only need to attend a brief refresher training for the specific funding and training on evaluation criteria and tools.</li><li data-bbox="396 1291 1435 1396">14. There will be a debriefing session held with the review committee within 30 days following each funding cycle conducted by CoC staff to gain feedback on enhancing the process and scoring criteria.</li><li data-bbox="396 1438 1435 1564">15. Review Committee members will also be included in the official debriefing for the CoC once a funder has provided feedback to the lead agency on their overall application.</li></ol>
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