

Kanawha Valley Collective

Continuum of Care(CoC) Policies and Procedures for Prioritization and Ranking

Background

The KVC CoC is responsible for ensuring that the federal funding is being used as intended and that programs receiving funding are meeting federal performance goals of reducing length of homeless episodes, reducing new and return entries into homelessness, and are increasing jobs and income, as well as meeting local goals established by the CoC. The HUD McKinney-Vento Homeless Assistance Program, as reauthorized under the HEARTH Act of 2009, holds CoC's to a higher level of accountability for program-level and Continuum-wide performance achievement. Achievement of program and community outcomes will directly impact the score of the annual consolidated funding application and the competition for new program funding. The McKinney-Vento Funding Program Monitoring Plan will provide the CoC with the necessary procedures to properly assess program performance for compliance with both federal and local goals.

Methodology

The KVC will monitor HUD McKinney-Vento funded programs to ensure compliance with both federal and local goals. A Prioritization Committee will be created and will include at least 3 members who do not have an active KVC project and will be facilitated by the Executive Director of the KVC with assistance and information provided by the KVC's grant writer. The committee members are appointed for an ongoing basis and have been approved by the Project Resource Committee. When a member resigns from the committee, the Executive Director will seek a replacement and the replacement will be approved by the Project Resource Committee.

Program achievement will be assessed at least quarterly on the HUD designated AHAR dates.

Program monitoring will be assessed once a year and will occur in the fall, approximately during the month of October each year. The timing of program monitoring will work in conjunction with completion of the annual consolidated funding application to HUD, which usually occurs in the fall.

APR Scoring Overview

An APR Scoring Overview will be has been created for each McKinney-Vento CoC funded program. The

reports will act as a performance evaluation tool and will indicate program achievement in each of the performance standards outlined below. Achievement of the established performance standard varies as defined by each standard.

All data generated for the Scoring Overview will derive from the Homeless Management Information System (HMIS), the Annual Performance Report (APR), and the local HUD Field Office.

Site Visits

The KVC Executive Director or members of the KVC Prioritization Committee will conduct a bi-annual on-site visit with each CoC NOFA funded program. This review may occur simultaneously with a KVC review for another grant program. During an on-site review, reviewers will identify aspects of the program/project where the program is performing well and any areas of weak performance; assess compliance with program requirements; and determine whether records are adequate to document compliance. When performing an on-site visit, reviewers will reference the appropriate monitoring checklists and prepare a written report summarizing the results of the review. On site reviews may also occur if significant questions are raised anytime during the year.

Ranking

The APR scoresheet and the CoC Application Criteria and Scoring form will be used to rank the projects based on outcomes and HUD criteria.

Allocation of Funds

The Prioritization Committee will allocate funds based on the final rankings, program outcomes and the adherence of program models to HUD priorities (i.e. permanent housing, housing first, prioritizing and serving those experiencing chronic homelessness).

CoC monitoring findings

HUD monitoring findings

HUD APRs for performance results

Site visits

Expenditure of grant funds (fast or slow)

Cost effectiveness of the project

Project Utilization

Other priorities, to be determined by the CoC (based on NOFA priorities)

Public Availability

Final rankings will be made available on the KVC's website and the KVC's Facebook page within ten days of the projects receiving notification

This policy in its entirety will be distributed with the Letter of Intent request.

Eligible Appeals

- The application of any applicant agency which receives less funding than they applied for may appeal unless one of the following two criteria applies

The amount of funding lost is less than the amount of unspent funds recaptured by HUD in the last 2 years. For example, last year a project had \$10,000 recaptured by HUD, this year their budget was cut by \$6,000.

The amount of funding lost is less than the overall percentage of pro rata reduction lost by the KVC in order for all renewal projects to get into Tier 1.

For example, the KVC faces a 5% reduction to get all renewal projects into Tier 1 and the project receives a 3% cut in budget.

- Applicants that have been found not to meet the threshold requirements are not eligible for an appeal
- Appeals cannot be based upon the judgment of the Rating & Ranking Committee