

ABOUT THE CoC PROGRAM RATING & RANKING TOOL

ABOUT THE TOOL

HUD is providing this Rating and Ranking Tool to help CoCs design and implement a comprehensive annual CoC competition application review process. It has several customization features so you can choose the rating factors that are most relevant to your CoC and the priorities your CoC has adopted to inform system (re)design.

DISCLAIMER: HUD is explicitly stating that use of this tool is **optional** and is not being promoted over other tools CoCs currently use, and **does not guarantee:**

- additional points in the Fiscal Year (FY) 2017 Continuum of Care Program (CoC) Competition;
- CoC applications will be consistent with all NOFA requirements; and
- HUD will award CoCs with full points or funding.

The tool provides a strong framework for implementing a data-driven rating process and a ranking process informed by system priorities and capacity analysis (if available) and it satisfies the objective criteria requirement in the FY 2017 CoC Program NOFA. HUD strongly encourages CoCs to read the CoC Program NOFA carefully to determine if there are new opportunities, priorities, or expectations that your CoC might need to assess outside this tool. The Priority Listing is the official project ranking record for the CoC Program NOFA. HUD is not requiring CoCs to use this tool, nor is it preferred over other rating tools or processes, use of the tool does not guarantee additional points on the CoC Program application. HUD has made this tool available to CoCs for use in their year-round NOFA planning process. Feedback on the tool is welcome.

Microsoft Excel 2003 or higher is required when using this tool. When opening the tool workbook, you might need to click "**Enable Content**" and "**Enable Macros**" button in the yellow bar at the top of your screen. This is necessary for the macros and formulas to run correctly within the spreadsheet. If you get an error message, please check to see if the yellow bar is present and click these buttons before attempting to use the tool further. If you encounter a bug while using the tool, click "**End**", return to this tab and click "**Restart Code After Error**" to ensure the underlying code is not disrupted before resuming. CoCs can submit technical questions about the Rating and Ranking Tool, including help with bugs in the Tool, through the esnaps competition AAQ desk. Due to the complexity of the tool, problems might occur when multiple Excel files are open at the same time. To help alleviate this problem, you should close all other Excel files on your computer before running the following parts of the tool:

- Generating list of projects from Raw HIC data
- Populating rating results
- Generating project ranking

GETTING STARTED

Before using the tool, read the instructions below to gain an understanding of all the steps and how they fit together, as well as the details of how to use the tool. The tool can be completed all at once or in phases. The different steps of the rating and ranking process are separated into different tabs. Use the tabs at the bottom of each screen to navigate the tool.

Step 1: Prepare your list of projects for review, including projects your CoC is reallocating.

Tab: RAW HIC DATA

Tab: LIST OF PROJECTS TO BE REVIEWED

Step 2: Review all projects for threshold criteria and then score projects based on locally-adopted rating criteria

Tab: CUSTOMIZE RATING CRITERIA

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Tab: RENEW. + EXP. RATING TOOL

Tab: NEW PROJECTS THRESHOLD

Tab: NEW PROJECTS RATING TOOL

Tab: RATING RESULTS

Step 3: Establish Local Funding Ceilings and Priorities and then rank projects accordingly.

Tab: FUNDING CEILINGS + PRIORITIES

Tab: FUNDING ANALYSIS + RANKING

KEY TERMS

Rating: The process of scoring projects based on standardized criteria. Projects are generally scored relative to other projects of the same type. Some projects such as the HMIS or coordinated entry project might not be rated since there is no clear mechanism to score them relative to other projects. The tool refers to these as "**non-rated**" projects.

Ranking: The process of prioritizing projects for funding in rank order. The rating scores are generally an important input into the ranking process (e.g., projects might be ranked according to their score), but the CoC might intend to add other factors to inform ranking. For instance, ranking might be prioritized based on project type, population groups, relative levels of unmet need, or other local funding priorities.

Grant Types (Renewal, Reallocated, Expansion, New):

Renewal grants represent previously funded projects that are requesting renewal funding. These projects should have historical performance data that CoCs can use for rating purposes.

Reallocated grants represent previously funded projects that are not being submitted for renewal. These projects will not be rated or ranked. The amount of the previous annual award will be available for new projects, meaning those coded either as new or expansion grants within the tool.

New grants represent funding requests for new projects that do not have any historical performance information to use for rating purposes. The New Project Rating criteria are largely narrative-based.

Expansion grants are new funding requests to expand an existing project. Therefore, the applicant should have historical performance data from the current project that CoCs can use as a proxy to rate the grant application. "Expansion" is not an official HUD term; it is only used within the tool to route these types of grants to the RENEW. + EXP. RATING tabs. List any prioritized for funding "New" grants in the CoC Application.

STEP 1: PREPARE YOUR LIST OF PROJECTS FOR REVIEW

This tool allows applicants to use your CoC's most recent Housing Inventory Count (HIC) data to populate existing residential projects, rather than setting up all projects from scratch. The instructions below describe the process to import and adjust HIC data.

If you decide to enter the data manually, you can skip this tab and proceed directly to the "**LIST OF PROJECTS TO BE REVIEWED**". The final list of projects generated through this process populates the universe of renewal, expansion, and new projects on the rating tools.

TAB: RAW HIC DATA

To use your CoC's most recent HIC data to populate existing residential projects in the tool:

- 1) Go to HUD HDX and select the HIC tab.
- 2) Select 'Inventory List' under the HIC tab.
- 3) Select the year with the most current HIC data.
- 4) Select 'Choose Columns' under the Inventory List Tab. A Choose Columns table will appear.
- 5) Under the Choose Columns table, select 'Select All' and close table.
- 6) Select the 'Export to Excel' option.
- 7) Save the HIC data that will appear in an Excel spreadsheet onto your computer.
- 8) Copy and paste the saved HIC data onto the '**RAW HIC DATA**' tab in the tool. You should copy your CoC's HIC data by selecting the relevant records directly in the HIC download. Include **the header row** but do not include any summary rows. Paste the selection into the '**RAW HIC DATA**' tab on top of the header row (starting in cell A2). Do not use the MS Excel copy function that allows you to copy and paste the entire worksheet, as that will overwrite the "**Generate List of Projects from Raw HIC Data**" button on the '**RAW HC DATA**' tab. If you inadvertently copy over this function, restart the import process with a clean copy to ensure the underlying programming is not affected. If you intend to include HIC data for multiple CoCs, you can paste additional excerpts into the '**RAW HIC DATA**' tab below the first excerpt, but you should not include additional header rows or any blank rows in the data.
- 9) Click "**Generate List of Projects from Raw HIC Data**" button at the top of the '**RAW HIC DATA**' tab. The tool will select and reformat the necessary fields from the '**RAW HIC DATA**' tab. The reformatted data will appear on the '**LIST OF PROJECTS TO BE REVIEWED**' tab.

If you do not intend to import HIC data into the tool, proceed directly to the "**LIST OF PROJECTS TO BE REVIEWED**" tab to directly enter all projects that you intend to review. The final list of projects generated through this process will populate the universe of renewal, expansion, and new projects on the rating tools.

NOTE: The HIC only collects inventory information for each family subpopulation by the number of beds available to that subpopulation. This means the tool indicates inventory information for families in beds not units. CoCs must keep this in mind when adding new family projects and setting ranking parameters for families.

TAB: LIST OF PROJECTS TO BE REVIEWED

Assuming they were listed on your CoC's HIC, all renewal PSH, RRH, SH, TH, TH-RRH and DEM projects should now be listed on the "**LIST OF PROJECTS TO BE REVIEWED**" tab. ([Instructions on how to add other projects are provided below.](#)) **You will only see projects from the HIC identified as "Receiving McKinney-Vento funding".**

ES projects and non-McKinney-Funded projects have automatically been coded to be ignored for purposes of rating and ranking. However, you can see them by clicking on the filter icon next to the "**Renewal, New, Expansion, Reallocate, Ignore**" column and clicking "Select All". You can then unhide various project groupings by unchecking the respective boxes in the sort menu of relevant column headers.

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Ultimately, this list will be used to populate the rating and the ranking tabs. You can use the final 2017 Grant Inventory Worksheet (GIW) for your CoC to compare the projects brought in from the HIC with the list of projects eligible for renewal through the FY2017 CoC Program NOFA on the GIW. Using the green columns, you must identify which McKinney-Vento funded projects will be considered for this year's CoC Application review process and you must fill in additional funding information for the projects that are being considered for this grant cycle.

- 1) No two projects can have the same "**Organization Name**"/"**Project Name**" combinations. Check the list for duplicates. If duplicates are legitimate (e.g., the same agency operates a shelter and a transitional housing project that have the same name and are distinguished by other project attributes), add consecutive numbers or other distinguishing labels to the "**Project Name**" to make each row distinct. If duplicates are not legitimate, delete the duplicate row or otherwise correct the source data.
- 2) In the 6th green column, select "**Renewal**" for all projects that you intend to rate as part of the application process. Select "**Reallocate**" if the project is eligible for renewal, but the CoC has decided to reallocate the funds. Select "**Ignore**" if you intend for the tool to ignore the project for rating and ranking purposes.
- 3) In the first green column, add the CoC grant number for the projects that you have classified as "**Renewal**" or "**Reallocate**".
- 4) In the remaining green columns, enter the "**CoC Amount of Award Last Operating Year**" for renewal and reallocated grants and then enter the "**CoC Amount Expended Last Operating Year**" and "**CoC Funding Requested**", for each renewal grant. If you intend to renew a project at a lower funding level as part of a reallocation strategy then the project should be marked as a **Renewal** project with the lower amount in the "**CoC Funding Requested**" column.
- 5) In the blue columns to the left, check the unit/bed inventory of the projects that you classified as "**Renewal**" projects. Since projects might be listed differently than the way they are funded with CoC Program grants, you might need to adjust the bed counts associated with grants eligible for renewal. (Note: if two HIC projects are combined under one grant, choose one project to rate, update bed counts to reflect the total number of both projects, and select "Ignore" in the right-most green column for the other. In making this change, make sure the project names are not identical, even if one is "Ignored".) The grey columns are populated with data from the information entered into the blue columns; in order to adjust totals in the grey columns you must change the source data.
- 6) Add other renewal, expansion, and new projects to be rated and ranked. Additional projects would include new residential projects, expansion projects (new projects that have historical performance data), renewal SSO projects, new and renewal SSO coordinated entry projects, and HMIS projects.

NOTE: The tool is not designed to "rate", meaning score, SSO or HMIS projects, since these project types cannot be easily compared against each other. The tool will automatically list them as "Not Rated" in the Rating Results, and then you will be able to rank them alongside the other rated projects based on locally adopted ranking priorities. Your CoC may want to develop a scoring process outside of the tool to assist in the ranking process for these projects.)

To add additional projects:

- 1) In the '**LIST OF PROJECTS TO BE REVIEWED**' tab, click '**Add Additional Project to the List Below**'.
- 2) A form will appear asking for information for the additional project. If a new project is based on a project with historical performance data, it should be classified as an "**Expansion**" project in the form. Expansion projects will be rated using the Renewal Rating Tool. If the proposed project is completely new and does not have historical performance data, classify it as a "**New**" project. If a project is eligible for renewal, but the CoC has decided to reallocate the funds, classify it as a "**Reallocated**" project. Every field except the grant number is required for a project to be added to the form. Click '**OK**' to add the project to the list.
- 3) To add additional projects, repeat the process.
- 4) If you intend to change information about a project you already added, click the row to adjust the information.
- 5) After you create the new projects, enter information about "**CoC Amount Awarded Last Operating Year**", "**CoC Amount Expended Last Operating Year**" and "**CoC Funding Requested**" as appropriate for the **Renewal**, **New**, **Expansion** or **Reallocation** status of the project.

You can edit most information after creating projects. If you intend to remove a project from the list of projects to be reviewed select "Ignore" and the project will be ignored for purposes of the Tool or you can unprotect the Tool and delete the row.

Because the HIC records might vary from the number of units funded with a CoC Program award, the tool prompts you to verify project inventory that was uploaded from your HIC against your CoC's Grant Inventory Worksheet. To do this, you can download your approved GIW from the HUD website and check all projects that your CoC has designated for renewal or reallocation. Once you complete your check, check the box labeled "**Check once you have confirmed the bed inventory...**" before advancing to the next step. This inventory information must be accurate because it will be used during the ranking process to tally the number of units that the CoC will request funding for within the different bonus and funding tiers.

STEP 2: REVIEW ALL PROJECTS

The tool uses a two-step process for rating—a threshold review and scoring. These steps can be performed at the same time or in phases. Because new projects do not have historical performance data upon which to base ratings, this tool provides different rating possesses for renewal/expansion projects and for new projects. Before beginning rating, you must customize the threshold and rating tabs with local criteria. Then you can begin entering threshold and/or rating scores for the projects set up on the "**LIST OF PROJECTS TO BE REVIEWED**" tab. Blank templates of your threshold and rating criteria can be printed so your CoC can use paper copies as part of its rating process, if desired.

TAB: CUSTOMIZING RATING CRITERIA

All customization selections made on this tab will be reflected on the following tabs: 'RENEW. + EXP. THRESHOLD', 'RENEW. + EXP. RATING TOOL', 'NEW PROJECTS THRESHOLD', and 'NEW PROJECTS RATING TOOL'.

There are four sections on the '**CUSTOMIZE RATING CRITERIA**' tab.

The **NAVIGATION** section allows you to navigate directly to the other subsections in this tab. For example, selecting '**GO**' next to the Customize New Rating Tool will navigate you to the Customize New Rating Tool section of this tab.

The **CUSTOMIZE NEW AND RENEWAL THRESHOLD REQUIREMENTS** section allows you to customize CoC-specified threshold requirements for New and Renewal projects. **Any changes made here will be reflected on the 'RENEW. + EXP. THRESHOLD' and 'NEW PROJECTS THRESHOLD' tabs.**

The '**RENEW. + EXP. THRESHOLD**' and '**NEW PROJECTS THRESHOLD**' tabs have two types of threshold requirements: **HUD Threshold Requirements**, which are intended to mirror the requirements that HUD will use to assess each application for threshold, and **CoC Threshold Requirements**, which allow the CoC to define additional threshold requirements. CoCs can use this section of the '**CUSTOMIZE RATING CRITERIA**' tab to customize the CoC Threshold Requirements. The HUD Threshold Requirements are populated in the tool, and cannot be customized. However, CoCs should review the HUD Threshold Requirements against the NOFA to ensure that all NOFA requirements are accounted for. If they are not, the CoC can add them as CoC Threshold Requirements for purposes of the review process.

1) Based on HUD CoC Program requirements and a scan of effective local rating tools, the tool includes a list of suggested CoC Threshold requirements to consider for all projects. For definitions of the suggested CoC Threshold Requirements, see the CoC Threshold Requirements chart in the Tool Resources tab.

Note: To be consistent with the rating process suggested in the CoC Program NOFA, HUD strongly encourages CoCs to include the first five criteria either as Threshold Requirements or as Rating Factors.

2) You can choose whether to include CoC threshold requirements from the suggested list by clicking the check boxes.

3) You can add threshold requirements by clicking '**Add Requirement**'. When you click '**Add Requirement**', the tool will prompt you to enter the text of the additional threshold requirement. Enter the text for the additional requirement then click **OK**. Repeat the process to add more requirements.

The **CUSTOMIZE RENEWAL RATING TOOL** section allows you to customize the rating tool for renewal projects. **Any changes made here will be reflected on the 'RENEW. + EXP. RATING TOOL' tab.** There are four subsections here:

- Performance Measures
- Serve Priority Populations
- Project Effectiveness, and
- Other and Local Criteria.

The tool provides suggested rating factors for each subsection. **You can choose not to include suggested rating factors by clicking the check boxes next to the factor to "uncheck" the factor.**

Many of the suggested factors have a suggested Factor/Goal parameter, and all have suggested Max Point Values. You can modify these to align with local funding policies and based on availability of data. HUD encourages CoCs to develop a companion rubric or scale specifying how CoCs will award points for each rating factor. For instance, if a factor is worth 15 points, a CoC could establish a scale for prorating the points awarded based on performance ranges.

- For **Length of Stay and Exits to Permanent Housing**, the suggested factors are different for the different project types: RRH, PSH, and TH. The suggested maximum score for Length of Stay is 20 points and for Exit to Permanent Housing is 25 points.
- For **Returns to Homeless**, the factor is the same for all project types with a suggested maximum score of 15 points.
- For **New or Increased Income and Earned Income**, there are four factors that total to a suggested maximum score of 10 points.
- For **Serve High Need Population**, the factor is the same for all project types with a suggested maximum score of 20 points except for the APR data approach which totals 30 points.
 - Based on local policies and preferences, this factor can be evaluated using one of three approaches:
 - Coordinated Assessment Score,
 - Project Focuses on Chronically Homeless People, or
 - APR data.
- For **Project Effectiveness**, there are three recommended factors which are the same for all project types with a suggested maximum score for this section of 40 points.

You can also add factors.

- 1) Click '**Add Renewal Rating Factor**'.
- 2) Complete the table that will appear and click **OK**.
- 3) The additional factor will be included under the **Other and Local Criteria**.

If you add a factor that you later decide not to use, uncheck the box.

Already finished with your local CoC rating process? In lieu of using the rating factors provided in the tool, you can uncheck all predefined factors and then add a single local factor, such as "Local CoC Score", with all points assigned to that factor. Then you can enter a single score for each project, ignoring the rest of the rating criteria provided.

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The **CUSTOMIZE NEW RATING TOOL** section allows you to customize the rating tool for new projects. Any changes made here will also be made to the '**NEW PROJECTS RATING TOOL**' tab. There are six subsections here:

- Experience,
- Design of Housing and Supportive Services,
- Timeliness,
- Financial,
- Project Effectiveness, and
- Other and Local Criteria.

Because these are new projects with no performance data, rating is based on the answers to narrative questions. The CoC should develop a rubric to guide scoring of new project proposals.

After customizing all of the tools, the total maximum score might be different for renewal/expansion or new projects, or even for different project types within them. After projects are rated, the scores will be weighted against a 100 point scale when they are considered for ranking. Raw scores will be visible on the rating tool for each project. Weighted scores will be visible in the '**RATING RESULTS**' tab.

Depending on how the CoC customizes the rating tool, **the CoC will likely need to develop its own local application packet to request the information necessary to score each project.** Also, the tool allows points for each rating factor to be awarded on a scale, up to the maximum point value specified. Therefore, HUD strongly encourages **each CoC is to develop a scoring rubric or scale to assign the points for each rating factor.**

Addressing the Needs of DV Survivors: The Tool allows communities to customize the rating and ranking process in several ways. The needs of DV survivors are addressed most directly through the ranking process. A CoC can select DV Families or DV Individuals as a priority subpopulation on the **Funding Ceilings + Priorities** tab. Using this approach, a project that serves DV survivors that has a longer length of stay than other projects can be prioritized for funding. DV was not included as a high need population in the rating process because that criteria focused on vulnerability of individuals and not on prioritizing projects serving specific subpopulations such as DV. CoCs can add additional rating criteria to address DV if the community desires.

TAB: RENEW. + EXP. THRESHOLD

First, each of the projects should be reviewed to determine if it meets specified threshold requirements.

- 1) Use the drop-down list in the "Project Name" field to find the name of the renewal or expansion grant application you intend to review first. Once selected, basic information about the grant will be populated in the top of the threshold review tool, and you can fill in the results of the threshold review.
- 2) The threshold criteria shown on the form will be customized based the criteria established on the '**CUSTOMIZE RATING CRITERIA**' tab. For each criterion, click the grey cell and select "**Yes**" or "**No**" from the drop-down selection. Yes or no are the only options because the project must fully meet the criteria in order to meet threshold. If the CoC has already reviewed the threshold requirements for all projects under consideration the **Yes to All** box can be checked for projects that have met all the requirements. If a CoC has granted a waiver for a particular project (e.g., a victim services provider does not participate in coordinated entry the way other projects would be expected to participate), the CoC should select "**Yes**" for the requirement.
- 3) Click "**Save**" to save the results and then either keep working on the same project or select another project from the dropdown and enter the threshold review results for it.
- 4) To edit a project already reviewed, select the project from the dropdown. Projects that have been reviewed will be listed at the bottom of the dropdown list and will have a checkmark next to the project name. Results can be edited, and then the record should be saved again by clicking "**Save**".

After you have conducted threshold review for a project, it is moved to the bottom of the list and its completion is accounted for in the overall progress bar.

CoCs will need to adopt policies to decide whether to rate projects that do not meet all HUD Threshold Requirements and all CoC Threshold Requirements. The tool is designed to allow CoCs to score projects whether they meet threshold requirements. On the '**RATING RESULTS**' tab, the tool will flag with red highlighting projects that did not go through threshold review and any project that has not met all HUD or CoC Threshold Requirements and on the '**FUNDING ANALYSIS + RANKING**' tab, they will initially be ranked in the section labeled "**Projects Not Selected for Funding**" and marked as **Ineligible** in the **Ranking** column.

A project that does not meet all threshold requirements in the local application review process is not likely to meet threshold review in HUD's CoC application process; therefore CoCs are strongly encouraged not to rank projects that do not meet "**HUD Threshold Requirements**", or they should work with applicants to address deficiencies prior to submitting a formal application for CoC Program funding. A CoC can move these projects up into a funding position, based on CoC funding policies. (More instructions on this topic are included below.)

TAB: RENEW. + EXP. RATING TOOL

After threshold review, each of the projects can be scored. (The tool will allow you to score projects that do not meet all threshold criteria, but you do not have to score them.) Your CoC review committee can use the tool real-time during your scoring process, or scores can be determined through a separate process and entered into the tool later.

- 1) Use the drop-down list in the "**Project Name**" field to find the name of the renewal or expansion grant application you intend to score. Once selected, basic information about the grant will populate in the top of the rating tool, and you can fill in the results of the scoring. If the project has not been scored on the threshold requirements a message will appear that states '**Threshold rating not started**'. If the project has not met one or more threshold requirements a message will appear that states '**Did not meet all threshold requirements**'.
- 2) The rating factors shown on the form will be customized based on the type of project being scored and the factors established on the '**CUSTOMIZE RATING CRITERIA**' tab. For each factor, enter the points earned by the project on a scale from 0 to the maximum point value specified.
- 3) Click "**Save**" to save the results. After saving, you can keep working on the same project or you can select another project to score
- 4) To edit a project already scored, select it from the menu and edit. Click "**Save**" before moving to the next project.

CoC Program Rating Ranking Tool Instructions

Individual project scores can be edited, viewed, or printed from the Rating Tool, but there might be instances when you want to view and enter or edit results in bulk. Threshold results and rating scores for each project are added to the **'RATING RESULTS'** after all of the rating is finished. If you do not want to score projects using the rating tabs, you can stop after completing the threshold review and proceed to the **'RATING RESULTS'** tab to generate your list of rated and unrated projects (see instructions below). Normally you would see the results that have been entered through the rating tabs, but instead you can unprotect the worksheet and directly enter a raw score into the **'RATING RESULTS'** tab—this will overwrite the formulas in the **'RATING RESULTS'** tab, and that functionality will no longer work in the tool.

TAB: NEW PROJECTS THRESHOLD

The process outlined above for renewal projects should be followed to determine if each new project meets specified threshold requirements.

TAB: NEW PROJECTS RATING TOOL

You should follow the same process outlined above for renewal projects to determine if each new project meets specified rating factors. The rating tool will be customized according to the criteria specified for New Projects in the **'CUSTOMIZE RATING TOOL'** tab.

Individual project scores can be edited, viewed, or printed from the Rating Tool, but there might be instances when you want to see and enter or edit results in bulk. Threshold results and rating scores for each project are added to the **'RATING RESULTS'** after all of the rating is finished. If you do not intend to score projects using the rating tabs, you can stop after completing the threshold review and proceed to the **'RATING RESULTS'** tab to generate your list of rated and unrated projects (see instructions below). Normally you would see the results that have been entered through the rating tabs, but instead you can unprotect the worksheet and directly enter a raw score into the **'RATING RESULTS'** tab—this will overwrite the formulas in the **'RATING RESULTS'** tab, and that functionality will no longer work in the tool.

TAB: RATING RESULTS

When you are finished rating all projects, move to the **'RATING RESULTS'** tab and click **'Populate Rating Results'** at the top of the page. The tool will populate summary data from the **'RENEWAL PROJECT RECORDS'** tab and the **'NEW PROJECT RECORDS'** tab. At any point, if you add and rate other projects, you must click this button again to repopulate the tab.

This tab allows you to see the new, renewal, and expansion projects on one form with their threshold review results and rating scores. If a project did not meet all threshold requirements, the row will be highlighted red.

Review the projects for any errors. You must correct errors on the tabs on which you originally entered the information (e.g., **'LIST OF PROJECTS TO BE REVIEWED'** tab or the **'THRESHOLD'** and **'RATING TOOL'** tabs) or you can make adjustments on the **'RENEWAL PROJECT RECORDS'** or **'NEW PROJECT RECORDS'** tabs. If you change any information in the source tabs, you must click **'Populate Rating Results'** to refresh the information.

STEP 3. RANK PROJECTS

After completing individual project rating, the CoC must establish a rank order list of projects to include in its annual CoC Application to HUD. CoCs can use these tabs to set system-wide funding priorities and then to produce a ranked list that reflects both the rating results and funding priorities. The tool produces tallies of funding within Bonus, Tier 1, and Tier 2 funding levels, so CoCs can assess the reach of their annual CoC investments. The widget table displays the units funded by project type and population along with indicating whether the caps or ceilings for project types and populations have been met or exceeded. Blue shading in the widget table indicates the population and project types that will be served by the units in the Bonus, Tier 1 and Tier 2 lists. The tool also offers CoCs flexibility to adjust rank order to implement local funding priorities or CoC Program NOFA provisions that are not addressed within the tool.

TAB: FUNDING CEILINGS + PRIORITIES

Separate from the rating process, the tool allows the CoC to specify system-wide funding priorities for its annual funding process. Many CoCs have not yet made the distinction between rating results and ranking priorities, so this step may be new for many stakeholders.

This tab has three sections:

- General Funding Information,
- FY2017 HUD CoC Program NOFA Opportunities, and
- Funding Ceilings and Priorities by Project Type and Population.

In the **General Funding Information** section, CoCs should enter their Annual Renewal Demand amount, the amount of their potential Bonus funding, and the Tier 1 funding line (the calculated amount based on the percentage specified for Tier 1 within the annual CoC NOFA). You can find this information in the Final ARD report HUD released as part of the CoC Program NOFA process

In the **FY2017 HUD CoC Program NOFA Opportunities** section, CoCs should select the project types they intend to consider for bonus funding. Because NOFA opportunities might be updated, CoCs should ensure that the project types and populations they have selected are eligible in the CoC NOFA. These selections will be used to prioritize new or expansion projects for bonus funding during the ranking process

In the **Funding Ceilings and Priorities by Project Type and Population** section, CoCs can specify their system needs and the relative priority of different parts of their homeless system for purposes of the CoC Program application.

For each project type/population combination, the CoC can specify the **maximum number of beds** (renewal and new combined), **maximum level of funding**, and **relative priority**.

- The easiest parameter to intuitively understand is the **relative priority** of a particular project type or population to target to receive CoC funding. Remember, these should be priorities for use of CoC funds; the populations might be a low priority because the system already has enough capacity of that project type or for that group, or it might be a lower priority because other funds are available to support expansion of the project type.
- When a CoC conducts system planning, part of the exercise often includes determining the level of inventory needed for the CoC's system -- ideally, the CoC will set inventory targets by project type for each major population group (e.g., families, individuals, youth). If a CoC has a particular unmet need, it might also set targets for a specific group (e.g., victims of domestic violence, chronically homeless, veterans, parenting youth). The tool allows the CoC to enter its desired inventory (or level of CoC Program \$ investment) for each major project type and population group. These bed/\$ caps are not required, but if they are entered, the tool will rank projects up to that level and then will ignore projects that will yield excess inventory. The theory is that no matter how high a project scores, the CoC should not recommend it for funding if it doesn't need the inventory. **The tool will only be able to calculate targets and ranking for CoC Program-funded projects, so CoCs should set the targets specifically for CoC Program funding.** The target for beds should represent the number of beds the CoC intends to fund with CoC Program funds (new and renewal projects combined) and the target for \$ should represent the amount of CoC Program funding the CoC intends to invest in that project type. The major population groups are available by default. The CoC can set targets for other listed groups by checking the boxes next to the names of the population group.

CoC Program Rating Ranking Tool Instructions

- Any or all of the values can be left blank if the CoC has not adopted these types of targets or priorities. If you leave blank Maximum Beds or \$, then projects within that category will not be capped and projects will be ranked solely based on their rating scores up to the Bonus, Tier 1, or Tier 2 levels. If you leave the table blank, the tool will rank projects by the rating score.

CoC Program Rating Ranking Tool Instructions

The ranking list will be generated in the following order:

- 1) HMIS and SSO-coordinated entry projects will be listed first because they are required elements of a CoC's system. HUD is not requiring CoCs to these projects; rather CoCs set local policies on their relative priority and move them accordingly after the initial ranking is generated.
- 2) Projects in the high priority categories, listed in order of their rating score, up to the maximum number of beds or funding level specified for each project type/population.
- 3) Projects in the medium priority categories, listed in order of their rating score, up to the maximum number of beds or funding level specified for each project type/population.
- 4) Projects in the low priority categories, listed in order of their rating score, up to the maximum number of beds or funding level specified for each project type/population.
- 5) Projects with unspecified priority, listed in order of their rating score.
- 6) Other SSO grants

Projects that exceed the beds or \$ specified on the **FUNDING CEILINGS + PRIORITIES** tab will be listed in the **"Projects Not Selected for Funding"** section of the **'FUNDING ANALYSIS'** tab because they represent inventory above the needs of the system. The CoC NOFA Committee might consider soliciting additional projects to fill project type and population targets that are not met for this CoC Program NOFA.

Details on the logic used in generating the ranked list can be found in the **TOOL RESOURCES** tab.

You will have the chance to adjust the relative ranking for these projects, based on your locally adopted policies, once you begin working on the **"FUNDING ANALYSIS + RANKING"** tab.

After you enter information for each of the three parameters, click the **"Generate Ranking"** button. Please note this process may take several minutes given the processing involved to implement these complex calculations.

TAB: FUNDING ANALYSIS AND RANKING

This tab shows the initial ranking, based on the rating results recorded in earlier sections of the tool and the funding parameters. The worksheet has seven sections:

- Summary tallies of amounts allocated within each category
- A Funding Widget Table that summarizes the units and \$ allocated to each major project type and population group
- A list of projects ranked for Bonus Funding;
- A list of projects ranked within Tier 1
- A list of projects ranked within Tier 2 (ARD less the amount allocated in Tier 1)
- A list of projects exceeding ARD
- A list of projects not selected for funding

The tool populates projects the lists of projects based on the order described under the description of the **'FUNDING CEILINGS + PRIORITIES'** tab. The section labeled, **Projects Exceeding ARD** includes projects that CoCs ranked that did not fall within ARD. The section labeled, **Projects not Selected for Funding** includes:

- projects deemed **"ineligible"** because they did not meet all threshold requirements;
- projects that were not ranked based on the bed and \$ caps entered in the **'FUNDING CEILINGS + PRIORITIES'** tab;
- and projects that were eligible for renewal but were reallocated.

As projects are ranked, the **summary tallies** at the top of the screen will show the amount of Bonus funding, Tier 1 funding, and total ARD (Tier 1 + Tier 2) that has been committed in the tool so far. The totals are based on the CoC Funding Recommended amounts, which are initially populated with the amounts entered for CoC Funding Requested

CoC Program Rating Ranking Tool Instructions

It is possible that an initial ranking might leave uncaptured funds in any of the three categories, such as when the CoC does not have eligible projects that meet its defined bonus priorities. More likely, a CoC will have projects it is interested in funding that fall outside of its Tier 1 and ARD totals, projects in this situation can be found in the Projects Exceeding ARD section of the table.

CoCs can change the amount of the CoC Funding Request by entering a new **CoC Funding Recommendation** in the green column. When determining how much to recommend for CoC awards, the CoC should review CoC grant amounts expended in prior years to determine whether there are any grantees that underspend their awards. When you revised recommended funding amounts, the summary and widget totals adjust accordingly. To regenerate the project ranking in the Bonus, Tier 1 and Tier 2 lists after adjusting funding levels in the green column, click "**Generate New Ranking After Funding Adjustments**" button in the top right corner of the tab.

The **Widget Table** under the summary tallies shows the number of beds and the funding allocated by project type and population and how these amounts compare to the bed and \$ caps established on the '**FUNDING CEILINGS + PRIORITIES**' tab. HUD does not guarantee that CoCs will receive their requested Bonus, Tier 1 or Tier 2 funding based on the use of this tool. To view more rows on the screen, hide the widget table by clicking "**Show/Hide Widget Table**" at the top of the page

Use the arrows to adjust rank order. The tool provides CoCs flexibility to adjust ranking order to implement local funding priorities or CoC Program NOFA provisions that are not addressed within the tool. Click the **up/down** arrows to the left of individual projects to move it up or down within the ranked list. If you move a project to a new funding tier or out of the **Projects Not Selected for Funding** section, the summaries and widget at the top will automatically adjust. If you intend to reset to the initial ranking values or change funding priorities and generate the initial ranking again, you can return to the '**FUNDING CEILINGS AND PRIORITIES**' tab and click "**Generate Ranking**". Clicking **Generate Ranking** will erase the changes you made, so you might consider saving a copy of your adjusted rankings before resetting.

The table can be printed to communicate recommended ranking results to applicants and CoC stakeholders, and CoCs can use them to prepare annual CoC Program application materials for HUD.