

Performance Review Committee Instructions

The Performance Review Committee is provided with basic tools to aid in the ranking process for FY2023 Continuum of Care Funding.

1. **CoC Policies, Program Information, Document Templates**
2. **New Project Applications**
3. **New Project Scoring Sheet & Feedback Form**
4. **Renewal Project Scores (pre-scored by DHCD)**

Project Review Steps:

1. **Review the Posted CoC Documents:** The FY2023 Competition Policy Guide, BoS Request for Proposals and CoC Glossary provide basic information regarding the competition and additional guidance on project review. *The project ranking policy and reallocation policy (located within the Competition Policy Guide) will be used in addition to the project scores to finalize the funding recommendation at the 9/12/2023 meeting.*
2. **Review Each New Project Application:** All new project applicants have submitted a response to the Balance of State Request for Proposals which includes a series of narrative responses and required documentation.
 - a. Each listed new project has an accompanying Application and Scoresheet. DHCD has pre-scored any elements that do not need additional review (ex: timely submission, inclusion of requested policies, etc).
 - b. Additional pages, attachments, etc have been removed to simplify the scoring process for the reviewer but can be provided upon request.
 - c. Record project scores on the accompanying scoring sheet for each project and make any notes for feedback that should be provided to the applicant, if necessary.
3. **Review the Renewal Project Scores:** Each renewing project has a Project Score Card. The score cards have been pre-scored by DHCD based on project performance from the prior year. Review the metrics and total score as well as any comment provided by the agency (which may explain any unusually high or low scores). **The Project Score Card will not need additional scoring. However, you may bring any areas of concern for discussion to the next meeting since all projects are subject to priority ranking and reallocation.**
4. **Return Project Scores and Any Comments to DHCD by September 12, 2023.** Each reviewer will submit 10 scoresheets, (1 per new project application) along with any additional comments, to carolyn.curry@maryland.gov
5. **Attend the Performance Review Committee Meeting on September 12, 2023:** The committee will review project applications, discuss any concerns, finalize the project ranking and make final funding recommendations. If you are unable to attend on the 12th, please send all scores and any additional comments regarding funding decisions and/or reductions that will be included in the discussion.