

Performance Review Committee Instructions

The Performance Review Committee is provided with basic tools to aid in the ranking process for FY2022 Continuum of Care Funding.

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

Project Review Steps:

1. **Review the Posted CoC Documents:** The CoC Glossary, CoC Ranking Policy, CoC Reallocation Policy and List of Project Applicants provide basic information regarding the competition and additional guidance on project review. The ranking policy and reallocation policy will be used in addition to the project scores to finalize the funding recommendation at the upcoming meeting.
2. **Review the Renewal Project Score Cards:** Each renewal 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.**
3. **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 new project has a linked Application and Scoring Sheet. 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.
4. **Return Project Scores and Any Comments to DHCD by **PENDING**.** Each reviewer will submit 6 scoresheets, 1 per new project application, along with any additional comments, to carolyn.curry@maryland.gov
5. **Attend the Performance Review Committee Meeting on **PENDING**:** The committee will review project applications, discuss any concerns, finalize the project ranking and make final funding recommendations.