MID-WILLAMETTE VALLEY HOMELESS ALLIANCE
MOVING TO END AND PREVENT HOMELESSNESS

REVIEW AND RECOMMENDATIONS PROCESS

Training & Technical Assistance Provider
Project 2025-1

I. INTRODUCTION

The CoC is seeking to increase and diversify the organizations able to provide supportive services to recently rehoused households by providing training and technical assistance to culturally specific organizations interested in providing these services. A contract with Oregon Housing and Community Services (OHCS) provides funding for the CoC to implement its Long-Term Rent Assistance (LTRA) Plan, which calls for providing training and technical assistance to culturally specific organizations to further expand their role in the homeless services system.

To assure impartiality, provider applications are evaluated by a Review and Recommendations (R&R) Committee, separate from CoC leadership.

Using the approved CoC scoring tool, the R&R Committee reviews applications and prepares recommendations for the Mid-Willamette Valley Homeless Alliance ("Alliance") Board of Directors' (CoC) review and approval.

The recommendations may be subject to change if an applicant files a successful technical appeal or if the CoC Board determines changes are required due to urgent community needs.

II. PURPOSE

The primary purpose of the review and recommendations process is to provide an in-depth review of each potential project and recommendations for project funding and implementation.

This document outlines key policies for application review and recommendations process for the Mid- Willamette Valley Homeless Alliance ("Alliance"), the Continuum of Care (CoC) for the Marion-Polk region to implement training and technical assistance funded through a contract with OHCS. **This document aligns with the Alliance Governance Charter which defines the procedures for review and recommendations.**

III. APPLICATION EVALUATION PROCESS

OVERVIEW. The CoC's Training and Technical Assistance Provider (Project 2025-1) application evaluation process begins with CoC Board approval of the scoring tool and evaluation timeline. The scoring tool and timeline are posted on the CoC's website.

Persons interested in serving on the Review and Recommendations (R&R) Committee will complete a survey providing information about their interest, expertise, and availability.

The R&R Committee will receive an orientation, individually review and score each application, and participate in one or more meetings to finalize recommendations for CoC Board review and approval.

The ability for an applicant to appeal the R&R Committee recommendations is built into the process.

The CoC Board is the final authority, and contracting is handled through the CoC's legal body (ORS 190 Entity, Mid-Willamette Valley Homeless Alliance).

PROJECT APPLICATIONS. Applications must be submitted with all questions answered and materials complete. By submitting an application, an applicant acknowledges that: the applicant and/or agency has read and understands the terms of the application and the terms of the agreement with local and state policies, and the applicant is familiar with the conditions that will affect the applicant's performance and funding if the project is approved.

Applications shall contain sufficient information for the CoC to determine which project will best meet the needs of the CoC. The CoC reserves the right not to make an award for this project. The Alliance Board of Directors may waive irregularities or deficiencies in an application if the CoC determines that waiver is in the best interests of the CoC.

APPLICATION CRITERIA. All applications must meet the minimum threshold and compliance requirements posted on the CoC website and be responsive to the local LTRA Plan. Threshold and compliance requirements include:

A. Eligible entity (current UEI number; no current or unresolved state or federal investigations).
B. Complete application submitted by the established deadline.
C. Agreement to abide by contract requirements.

CoC staff will screen all submissions to determine that threshold criteria have been met. Project applicants will be provided a written report describing any shortcomings in threshold criteria. Applications that meet threshold criteria will be forwarded to the R&R Committee.

REVIEW & RECOMMENDATIONS COMMITTEE. The Review and Recommendations (R&R) Committee membership is selected by the CoC Board of Directors. To engage local expertise, the committee is comprised of a minimum of six individuals with experience in local homeless services system, with at least two people from the Collaborative Committee and/or other service providers, with prioritization given to people with lived experience.

For Project 2025-1, additional expertise will be sought in the areas of training & technical assistance and advancing equity.

Members of the R&R Committee may not have a conflict of interest, which is described in the Alliance Governance Charter, which, under General Provisions states, "A conflict of interest is a situation in which members or one of their family members have a personal or financial interest that compromises or could compromise the members' independence of judgment in exercising their responsibilities to the CoC."

PROJECT SCORING. R&R Committee members will use a standardized scoring tool to score each application. Committee members will use only the information from applications to calculate a score for each project using the scoring factors listed in the scoring tool. Committee members do not need to agree on scores and are entitled to their own opinions as long as scoring is consistent individually. After individual scoring is completed, scores will be averaged to calculate the project's final score.

Unless specifically indicated, all scoring factors have a minimum of 0 points. Committee members may not assign a project a negative number of points or decimal scores (e.g., 2.5 points). Similarly, members may not assign "extra credit" that goes above the maximum score listed for a scoring factor in the scoring tool.

INVESTIGATIONS. The CoC reserves the right to make such investigations it deems appropriate to determine whether an applicant is qualified to provide the proposed program services. The CoC may request supplemental written information from an applicant concerning the applicant's ability to perform services. If an applicant fails to cooperate with an investigation, fails to provide supplemental information, or provides false, misleading, or incomplete information, the CoC may reject the applicant's proposal.

FUNDING AMOUNTS. The Request for Proposals (RFP) describes the availability of funding. The R&R Committee review includes an assessment of the proposed budget relevant to the proposed scope of work and CoC's needs. R&R Committee recommendations may differ from the proposed budget, in which case, justification will be provided.

NOTIFICATION OF RECOMMENDATIONS. The CoC will notify applicants of the R&R Committee recommendations within 12 hours of the R&R Committee meeting adjournment. Applicants may also receive a more detailed report that includes a full list of project scores along with a scoring breakdown for their own project. Depending on the pace of the competition, the more detailed report may not be immediately available.

APPEALS. The CoC Appeals Committee will review all appeals by the process set forth in the Alliance Governance Charter, Article IV(E). A Notification of Intent to Appeal and actual appeals must be received in writing with supporting documentation by the established deadlines. Appeal documentation must be based on the information submitted in the original application. No additional or new information will be considered. Eligible applicants may appeal both their scores and funding recommendations; applicants that have not met the threshold eligibility standards are not eligible to appeal.

The Appeals Committee may make modifications to the R&R Committee recommendations, based on the results of the appeals process. The following are the threshold eligibility standards which provide the basis for an applicant to appeal:

a) An applicant receives less funding than applied for;
b) An applicant believes its score is not reflective of the application information provided; or
c) An applicant can describe bias or unfairness in the process that warrants the appeal.

SUPPLEMENTAL PROJECT FUNDING. In some circumstances there may be an opportunity after the application deadline for the CoC to recommend allocating supplemental funding to projects. The CoC reserves the right, in its sole discretion, to add funds to one or more of the projects awarded through the local competition process, to recommend entering into new contracts with applicants which were not awarded through this competition process, and to issue a new opportunity to apply for funding.