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**Wisconsin Balance of State Continuum of Care Policy for Reviewing, Ranking and Selecting New Projects**

Once the Notice of Funding Availability (NOFA) is released, the Project Evaluation and Assistance (PEA) Committee will initiate the New Project Application process. The PEA Committee is made up of members of the Balance of State Continuum of Care (BOSCOC) and other interested parties. The Chair of the PEA Committee is a BOSCOC Board Member. Members of the PEA Committee will review the NOFA and the New Project Application to ensure that all HUD requirements are being met. Once the review process is completed, the COC Coordinator will distribute the application to all members and it will be posted on the BOSCOC website.

The PEA Committee and the BOSCOC Board of Directors endeavors to ensure that any new project addresses gaps in needs within the BOS geographic territory. In addition, all new projects must committed to the goals of Opening Doors and be consistent with HUD’s policy priorities.

Prior to the new project applications being due, the PEA Committee will choose a group of members to assist with reviewing and scoring the new project applications. This group will be known as the Review Committee.

Once the new project applications are received by the COC Coordinator by the due date and time, the applications will be shared with the PEA Committee Chair. If a new project application is submitted after the date and time that it was due, it will not be submitted for review to the PEA Committee Chair. The PEA Committee Chair will then set up a Dropbox account/file and the new project applications will be saved in the Dropbox file. Access to that file will only be given to the Review Committee. PEA Committee members who belong to an agency or local coalition that is applying for new funding shall recuse themselves from reviewing new project applications. A meeting will be set up for the Review Committee to discuss the new projects and make a final decision on which projects will be recommended for possible funding. This decision will then be sent to the BOSCOC Board of Directors.

The BOSCOC Board of Directors will then review the recommendation of the Review Committee. The board will review all the new project applications that were submitted and any additional information regarding a project application will be discussed. Board members will utilize an additional scoring tool based on additional factors that the board has decided upon to score each new project. Those scores will be averaged and considered with the committee scores. The board retains the right to make a final decision on which new project(s )will be included in the collaborative application after taking into account the Review Committee recommendations and the additional board discussion.

**Application & Scoring Tool**

The new project application will be reviewed by members of the PEA Committee to ensure that all HUD requirements are included in the application. The new project application has points assigned to each section based on the importance of the question. A scoring tool has been developed to score all new project applications. The scoring tool will enable the Review Committee to rank the projects and assist them in deciding on which new projects should be recommended for funding.

Once the final decision is made by the members of the Review Committee, the ranking will then be sent to the BOSCOC Board of Directors, where a final decision will be made on which new projects will be funded. Once the final decision is made, the PEA Committee chair will notify the applicant that their new project will be included in the Collaborative Application. This will be done by either email or phone call and will be followed up with a letter from the Chair of the PEA Committee. These letters will also be shared with the BOSCOC Board of Directors.

**FY2015 New Project Application Timeline**

9/25/15 – Email and website posting of new project application for PH was completed

10/2/15 – Letter of intent to apply due

10/26/15 – Deadline for new project application submission to CoC Coordinator

11/2/15 - Recommendation of new project applications to the Board of Directors

11/12/15 – Final Decision of new project applications made by Board of Directors

11/16/15 – New project application deadline for esnaps submission