MARYLAND
BALANCE OF STATE
CONTINUUM OF CARE

Performance Review Committee Instructions

The Performance Review Committee is provided with basic tools to aid in the ranking process for FY2026 Continuum of Care Funding.

1. **CoC Policies, Program Information, Document Templates**
2. **Project Applications**
3. **Project Scorecards (where applicable)**
4. **New Project Scoring & Feedback Form**

Project Review Steps:

1. **Review the Posted CoC Documents:** The FY2026 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 (page 15) and Reallocation Policy (page 13) within the Competition Policy Guide will be used to finalize the funding recommendation at the next meeting.*

2. **Review Your Assigned Projects**
    - **Committee members will receive their project assignments via email.**
    - **You are only required to score the projects assigned to you.** However, you are welcome to review any or all project applications.

3. **Review Each Project Application**
    - All project applicants have submitted a response to the Balance of State Request for Proposal.
    - Each project has an accompanying Application (RFP) and Scorecard (where applicable).
    - DHCD will score any elements that do not require committee review (e.g., timely submission, inclusion of requested policies, yes/no questions, etc.).
    - Record your scores on the accompanying scoring tool for **your assigned projects** and make any notes or feedback that should be provided to the applicant, if necessary. All project feedback will be anonymous.

Airtable Site: Application & Scoring Tool Notes

- **Use the Airtable links delivered to you via email** to access your new project applications (RFPs), project scorecards, and Performance Review Committee scoring tools for each application type (e.g., Transitional Housing, Standalone SSO, SSO Street Outreach, and Renewals).
- Accessing Documents: Click on any application listed on the left side of the Airtable screen to view the RFP application and associated uploads. Please review the materials. You will be asked to score the Project General Description.
- Downloading/Printing: To print or download a document, open its preview screen and click the Download button.
- Scoring Tools: Each new project application in Airtable contains a direct link to its corresponding Performance Review Committee scoring tool.

- If you need to change a score on a previously scored application, you'll need to complete a new scoring tool
    - We have the submissions time-stamped, so we'll know which response is the most current
    - **Tip:** Consider reading through each RFP before you start to score so you can have an idea how they compare – this might reduce the need to make revisions to scores

4. **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). **Renewal Project Score Cards do not require additional scoring. However, you may bring any concerns for discussion to the next meeting, as all projects are subject to priority ranking and potential reallocation.**

5. **Submit Project Scores and Any Comments to DHCD before Friday, August 7th, 2026**
    - Submit the scoring forms for your assigned projects, along with any additional comments or feedback for applicants, by the deadline.

6. **Attend the Performance Review Committee Meeting on August 7th, 2026**
    - The committee will review project applications, discuss any concerns, finalize the project ranking, and make funding recommendations. If you are unable to attend the deliberations meeting, please still submit your scores for your assigned projects, along with any comments regarding funding decisions or potential reductions so they can be included in the committee's discussion..