Prioritization Policy Addendum

Prioritization may be altered at the project level for Permanent Housing (PH) projects including Rapid Rehousing (RRH), Permanent Supportive Housing (PSH), and Other Permanent Housing (OPH) to meet identified needs and align with strategic priorities of the Continuum of Care (CoC).

Project Prioritization Request Requirements:

Request for a change to prioritization for a PH project must be submitted by the PH Provider to the Coordinated Entry (CE) Manager. The PH Provider should consult with the program funding source on desired prioritization changes prior to submitting a request to the CE Manager. Requests should be submitted via email and must include the following:

1. Program Information
    a. PH Program Type
    b. Number of Units/Vacancies and Unit Information (if applicable)
    c. Population
    d. Program Start/End Dates
2. Funding Source information and proof of eligibility/approval for prioritization change.
3. Reason for requested change
    • Include any relevant program/system data to support request

Request Review and Approval Process:

Requests for project-based prioritization changes will be reviewed and voted on at monthly CE Refinement Committee meetings. The CE Manager will present all submitted requests to the CE Refinement Committee; PH Providers with submitted project prioritization requests will be invited to the meeting to provide additional information and answer questions but are not required to attend. The CE Refinement Committee will vote yes/no to approve or reject the project prioritization request. The CE Manager will notify the PH Provider via email of the approval or rejection; in the case of rejection, a rejection reason will be included with notification.

Appeal Process:

Rejected project prioritization requests can be appealed via email to the CE Manager. The PH Provider may submit additional information or supporting data for the CE Refinement Committee to review and re-vote at their next meeting. If no additional information is submitted, the CE Provider may request that the project prioritization request be brought to the CoC Governing Board for their vote. In these cases, the CE Manager will present the request to the CoC Governing Board including the CE Refinement Committee's rejection and rejection reason. The CoC Governing Board will vote yes/no to approve or reject the project prioritization request. The CE Project Manager will notify the PH Provider of the approval/rejection via email.