



## DCA Competitive Ranking Overview

---

Posted February 15, 2021

### Overview

Certain sections within the QAP and NOFAs may utilize a competitive ranking process to determine application scores. The goal of the process is to give greater weight to the intent of a policy provision when determining scores under a section than is possible for sections based on pre-determined thresholds.

As of the Governor signing the 2021 QAP, only *Appendix II: Scoring Criteria, Underserved Populations, subsection A. DCA Supportive Housing Programs Match* was written to be evaluated through a competitive ranking process.

The purpose of this document is to outline the nature of the review process for purposes of transparency and consistency in review.

### Ranking Process Components

#### Cap on Number of Applications Selected for Points

Only a limited number of applications receive points under a section utilizing the competitive ranking process.

- **Example:** “No more than 5 applications will be selected for points under this section.”

#### Selection Criteria

When applications are compared against one another, it is only with respect to one criterion at a time, not overall. Applications are assigned scores based on the rankings within individual criteria, and these criteria-specific scores are summed to determine an overall score for final selection.

Criteria are written such that applicants do not “pass/fail” within a selection criteria, but perform comparatively worse or better than other applications.

- **Example criterion:** “Proposed development is near a public park.”

If one development is across the street from a park, it will be ranked higher than a development that is 0.50 miles away from a park for this criterion.

DCA staff will not seek to find differentiation between applications where differentiation is not clear. Ties between applications within criteria are acceptable.

### Open-ended Submission Requirements

Applicants provide the following to explain how the application meets the goals of each selection criterion:

- Narrative for each selection criterion
- Documentation substantiating the narrative

For both the narrative and documentation, it is up to the applicant to decide how much information is necessary to convey how the application meets the criterion. DCA will evaluate narratives and documentation based on content, not word count or number of documents.

### Score Determination

The following example illustrates how DCA will translate criterion-specific competitive rankings into scores that determine which applications receive points under the section.

Suppose the following for a hypothetical scoring section:

- Its review comprises the two criteria below
- Selected applications receive 3 points under the section
- No more than 5 applications will be selected to receive points
- The Competitive Ranking Form that the applicant fills out dictates that the first criterion will be weighted more heavily than the second by a factor of 1.5

Criteria	Weight
“Proposed development is near a public park”	1.5
“Managing member of the partnership has experience working with HUD funding”	1

DCA will determine scores in the following way:

- Applications are ranked within each of the above-described criteria.
  - Since the award limit is 5 applications, applications are given scores of 5, 4, 3, 2, or 1 points towards their competitive ranking score depending on if they are ranked 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup>, 4<sup>th</sup>, or 5<sup>th</sup> within each criterion, respectively.
  - Applications not in the top 5 of a particular criterion ranking would be assigned a “0” score for that criterion.
- Application scores for each criterion are multiplied by that criterion’s weight.

The below table illustrates an example competitive ranking for a pool of 7 applications competing under the section (Application A through Application G).

App	Overall Score	Determining Score ...for park proximity criterion (Weight = 1.5)			Determining Score ...for developer experience criterion (Weight = 1)		
		Rank	Unweighted Points	Weighted Points	Rank	Unweighted Points	Weighted Points
A	$7.5 + 1 = \mathbf{8.5}$	1	5	7.5	5 <i>(tie for 5<sup>th</sup>)</i>	1	1
B	$4.5 + 0 = \mathbf{4.5}$	3	3	4.5	Not in top 5	0	0
C	$3 + 1 = \mathbf{4}$	4	2	3	5 <i>(tie for 5<sup>th</sup>)</i>	1	1
D	$6 + 5 = \mathbf{11}$	2	4	6	1	5	5
E	$1.5 + 4 = \mathbf{5.5}$	5	1	1.5	2	4	4
F	$0 + 3 = \mathbf{3}$	<i>Not in top 5</i>	0	0	3	3	3
G	$0 + 2 = \mathbf{2}$	<i>Not in top 5</i>	0	0	4	2	2

In the above example, the five highest-scoring applications in the competitive ranking are D, A, E, B, and C, respectively.

- Applications D, A, E, B, C receive 3 points under the section.
- Applications F and G receive 0 points under the section.