



## STANDARD OPERATING PROCEDURE/POLICY

FL-520 Citrus, Hernando, Lake, Sumter Counties CoC

### Review and Rank Committee Scoring Process for HUD CoC NOFA

Department: CoC Ending Homelessness Stakeholders

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*Replaces HUD CoC Grant Scoring Policy 201 and 202.*

#### **AUTHORITY:**

U.S. Department of Housing and Urban Development (HUD) 24 CFR Part 578 Homeless Emergency Assistance and Rapid Transition to Housing (HEARTH Act): Continuum of Care Program.

#### **OBJECTIVE:**

To establish guidelines and procedures to be utilized in Continuum of Care Review and Rank process aligned with HUD requirement to rank applications prioritizing projects based on performance and need.

#### **SCOPE AND APPLICABILITY:**

HUD requires the establishment of Review and Rank Committees with well-defined processes. A chief function of the FL-520 Citrus, Hernando, Lake, Sumter Counties Continuum of Care Review and Rank Committee is to review HUD CoC NOFO project applications and make funding recommendations. Rank and review committee members must be able to dedicate the time needed for training, application review and committee meetings. Rank and Review including resolution of appeals is expected to occur annually for a period spanning 10-14 days. Throughout the grant year, rank and review committee members may be asked to come together and meet on issues such as reallocation of funding or policy development. These meetings will be held on an as need basis.

#### **POLICY:**

The ranking tool will be reviewed yearly by the Collaborative Applicant (Lead Agency) to determine whether it meets the priorities of HUD based on the current year HUD CoC NOFO. Recommendations will be brought to the Continuum of Care for approval.

Following release of annual NOFO, the Continuum of Care Review and Rank Committee will review project applications individually and then collectively for the purpose of scoring and ranking projects in accordance with community needs and priorities for funding. Additionally Review and Rank Committee members will be called upon as needed during grant years to review performance issues which may result in funding changes and policy development.

**PROCEDURE:**

Prior to or immediately following the receipt of the HUD Notice of Funding Opportunity (NOFO), the Continuum of Care will meet to determine community priorities and scoring criteria.

Upon receipt of the NOFO, requests for proposals will be distributed community wide using a number of media outlets. A technical assistance meeting will be held after the announcement of the NOFO and request for proposals. The purpose of the technical assistance meeting is to provide guidance to new and renewing applicants. Attendees will receive information to include identified priorities, service needs and gaps specific to FL-520 Citrus, Hernando, Lake, Sumter Counties Continuum of Care. The Notice of Funding Opportunity document, application and ranking process will be explained.

Every attendee will be provided information on the application, scoring, and appeal process to include basic eligibility requirements. The information on deadlines, assistance available through the lead agency and HUD, and dates by which decisions will be made.

Eligible project applicant proposals submitted by the deadline established will be shared electronically with the Continuum of Care Rank and Review Committee members. Continuum of Care Review and Rank Committee members will individually review all applications noting any questions, comments or clarifications to be discussed at the Review and Rank meeting.

The Review and Rank Committee meeting will be scheduled to occur within ten (10) business days of the project application submission deadline. The committee will complete a summary sheet itemizing ranking recommendations. Notification of ranking decisions will be delivered to all applicants via email.

Applications which do not meet the threshold requirements will not be included in the Priority List in the HUD CoC Application and will not be forwarded to HUD for consideration. If more applications are submitted than the Continuum of Care has money to fund, the lowest scoring applications will not be included in the Priority List in the HUD CoC Application and will not be forwarded to HUD for consideration.

**Appeal Process**

An applicant who is concerned about any procedural aspect of the scoring decisions concerning their project application will first consider the comments in the summary statement. In the event the applicant is still not satisfied with the Review and Rank scoring decision based on process, an appeal may be filed. See Appeal of Ranking Decision Policy