

Mountainland CoC Rank and Review Policies and Procedures

Eligible proposals will be prioritized for inclusion in the CoC's coordinated application by the Rank and Review Subcommittee acting as the review and rating group. Applications not scoring high enough and not meeting the threshold requirements will not be placed on the project funding request (Priority Listing) as part of the Consolidated Application (Formerly Exhibit 1). These policies and procedures are updated on an annual basis following the release of the HUD NOFA.

This subcommittee will consist of individuals in the community who have interest in the Continuum of Care process and aware of housing needs in the jurisdiction. They may have no conflict of interest, thereby they may not be an applicant or applicant service partner for the funding cycle of HUD's Continuum of Care NOFA. This subcommittee will utilize CoC established criteria to thoroughly review and score applications to assure accurate, strong applications in response to identified community gaps and needs. The subcommittee will have an appointed Chair under the direction of the CoC.

Committee Requirements and Procedures

- Members must declare they have no conflict of interest
- Members must fairly represent all areas of the jurisdiction.
- Members must be appointed every year by CoC vote.
- Members must dedicate time for application review and committee meetings (approximately 10 hours).
- Members (3-5) are given: information pertinent to the CoC; role of the Review Subcommittee; review of the scoring tools and resources
- Review Subcommittee members review eligible application proposals and scoring materials.
- CoC administrative staff prepares a summary for each project application to assist the subcommittee in their work.
- Prior to the review and rating meeting, members prepare and note any questions/comments.
- If the CoC staff have any knowledge that could lead HUD to deny granting funds to a project, they will share that information with the Review Subcommittee. CoC staff will discuss this information with applicants as part of technical assistance provided to assist project development.
- The Review Subcommittee meets to review and discuss each application together and to individually score them. CoC staff is present at the Subcommittee meeting to record decisions of the Subcommittee and any comments/ recommendations they have for applicants.
- The Review Subcommittee discusses the merits of each proposal, and rates the applications.
- Overall raw scores are recorded by CoC Staff.
- The Subcommittee considers adjustments for such issues HUD incentives or requirements, and project findings.

- The Subcommittee considers proposal changes or project budget adjustments that may be required to meet community needs.
- The Subcommittee determines the rank and funding levels of all projects considering all available information.
- During deliberation, CoC staff will provide technical assistance by responding to questions of the Subcommittee members, correcting technical inaccuracies if they arise in conversation, and reminding the Subcommittee members of their responsibilities if they step outside their purview.
- Scoring results are delivered to applicants with a reminder about the appellate process.
- Each applicant receives feedback on their proposals on technical issues and changes needed by CoC staff.

Applicants are asked to correct any technical issues or content issues in their applications and send them back to CoC staff before final submission to HUD. Applications which do not meet the threshold requirements will not be included in the Priority Listing in the Consolidated Application, and therefore will not be forwarded to HUD for consideration. If more applications are submitted than the CoC has money to fund, the lowest-scoring applications will not be included in the Priority List in Exhibit 1, and therefore will not be forwarded to HUD for consideration. The Subcommittee may reallocate funds in whole or in part from projects to create new projects that would improve Continuum system performance (for more details, see “Policy for Reallocation”).

Policy for Reallocation

Reallocation is when a CoC shifts funds in whole or part from existing eligible renewal projects to create one or more new projects without decreasing the CoC's Annual Renewal Demand (ARD). New projects created through reallocation must meet the requirements outlined in the annual NOFA. The Rank and Review committee may review funds from renewal projects for reallocation if renewal projects have:

- Low bed utilization rates
- A history of returning high percentages of project funds ($\geq 15\%$) to HUD
- A history of serving ineligible clients
- Underperformed on APR goals without reasonable cause (indicated in monitoring reports)
- Continue to manage project models that are low priority for the CoC and/or HUD

Renewal project applicants who have a portion of their proposed budget decreased or rejected by the CoC will receive notification by letter from the CoC at least 15 days before the final submission of the consolidated application. Rejected projects will also be notified at least 15 days before the final submission of the Consolidated Application.

Policy for Appeals of Rating/Ranking

Eligible Appeals. The application of any applicant agency which a) is unranked, or b) receives decreased funding (e.g. projects receiving reallocated renewal funds) may appeal.

- Applicants that have been found not to meet the threshold requirements are not eligible for an appeal.
- Appeals cannot be based upon the judgment of the Review Subcommittee.

Applicants may appeal if they can:

- Prove their score is not reflective of the application information provided; or
- Describe bias or unfairness in the process, which warrants the appeal.

All notices of appeal must be based on the information submitted by the application due date. No new or additional information will be considered. Omissions to the application cannot be appealed.

Per 24 CFR 578.35(b), project applicants that believe they were not allowed to participate in a fair and open process and that were rejected by the CoC may appeal the rejection directly to HUD by submitting as a Solo Application prior to the application deadline.