

**HUD Continuum of Care Program Grants**  
**2022 CONTINUUM OF CARE SUPPLEMENTAL TO ADDRESS UNSHELTERED AND RURAL HOMELESSNESS**  
**(SPECIAL NOFO) LOCAL COMMUNITY REVIEW PROCESS**

Approved: August 5, 2022

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This section is intended to explain the Review and Rank Process that is used to review and evaluate all project applications submitted in the local competition.

Prior to NOFO release:

- The 2022 NOFO Committee met, reviewed and made recommendations based on feedback from FY 2021 applicants and the 2021 Review and Rank Panel Committee to modify the competition process and scoring materials.
- The Executive Committee of the CoC Board reviewed and approved the NOFO Committee's recommended changes to the process and scoring materials, subject to necessary changes due to the NOFO.

Following Special NOFO release:

- The Collaborative Applicant reconvened the NOFO Committee to review the Special NOFO and make recommended modifications to the scoring materials based on the Special NOFO.
- The Executive Committee of the CoC Board reviewed and approved the NOFO Committee's recommended changes to the process and scoring materials for the Special NOFO.
- At least 4-5 non-conflicted Review and Rank panelists will be recruited by the Collaborative Applicant. The panel will be comprised of people with lived experience of homelessness. If the Collaborative Applicant cannot identify a full panel with lived experience, it will fill seats with a CoC Board member or a non-conflicted provider (ideally a provider with experience administering Federal, non-CoC grants). In addition, a Collaborative Applicant representative will attend panel meetings to act as a resource (leaving the room when a conflict requires it).
  - For purposes of Review and Rank panel participation, conflict will not extend to a substantially independent program or arm of a CoC recipient, subrecipient, or applicant organization, so long as the program is controlled by an independent board and does not receive or directly benefit from CoC funding or the potential award of a CoC grant in the 2022 Special NOFO competition.
- The Collaborative Applicant or its consultant will assemble supplemental information for the Review and Rank Committee.

The Ranking and Reviewing process will proceed as follows:

- TA Workshop to release information about 2022 CoC Special NOFO and Local Competition open to all prospective applicants will be held.
- All applicants will prepare and submit project application materials.
  - *Late Applications.* Applications received after the deadline will receive zero points in the scoring process. Since this may result in the project not being funded, this can be considered an appealable ranking decision.

- *Administrative Errors.* Panelists shall have discretion to deduct up to 10 points from a project's total score for administrative errors, taking into consideration factors such as the extent of the error, due diligence in resolving the error, impact on the competition, and other factors subject to panelist discretion.
- Review and Rank Panel members will be oriented to the process and will receive applications, project performance data and scoring materials.
- Review and Rank Panel members will review and tentatively score the applications prior to their first meeting.
  - The Collaborative Applicant or its consultant will ensure all applications meet certain Threshold Requirements (additional detail below).
  - All projects will be scored using the Special NOFO Scoring Tool.
  - The CoC Planning Grant project will be ranked at the bottom of the priority list within the total possible funding amount for the CoC.
- Review and Rank Panel will meet over the course of 1-2 days to jointly discuss each application, conduct short in-person interview sessions with applicants to have questions answered and to provide feedback on ways to improve the application, and individually score applications.
- The ranked list will be prepared based on raw scores.
- Panel releases scoring results to applicants with reminder of appeals process. The Collaborative Applicant or its consultant will distribute a summary of general panel feedback on select scoring factors.
- Appellate hearings are held, if requested. Results from appeal(s) are distributed.
- CoC Board or its designee considers and modifies/approves Priority List of Projects, which is then included in the County's Consolidated Special NOFO Application.
- Projects are given feedback from Committee on quality of application and ways to improve.
- County's Consolidated Special NOFO Application is made available for public review and reference.
- 2022 Process Debriefs are held with Review and Rank Panel Committee members, project applicants, and the collaborative applicant. This information will support the 2023 NOFA Committee in making recommendations for improvement for the 2023 competition.

**Requests to alter an application post-submission:**

The CoC expects applicants to submit final project proposals for consideration by the Review and Rank Panel, and applicants should not plan to change their proposed program design during the local review and rank process.

However, an applicant may submit a request to the CoC Board to change a proposed project after the Review and Rank Panel Meeting, if:

- The change is the result of unforeseen circumstances that arose during or after the Review and Rank Panel Meeting; *and*
- The change does not substantially alter the scope of the proposed project, other than to increase the project's capacity.

To request a change to a proposed project, the applicant must submit an application supplement form provided by the Collaborative Applicant. If the CoC Board determines that the requested change meets the criteria above, they may forward the request to the NOFA Committee for consideration at the post-appeals NOFA Committee meeting.

All other changes to project design may be pursued with HUD during or after contracting and may require a HUD grant amendment.

### **Threshold**

In addition to the scoring criteria, all new and renewal projects must meet a number of threshold criteria. A threshold review will take place prior to the review and rank process to ensure baseline requirements are met. These threshold criteria may be found in the Scoring Factors in the sections below.

### **Strategic Allocation of CoC Funding**

The CoC is committed to using Continuum of Care Program funding efficiently and strategically as a component of the community's broader continuum of homeless housing and services, to maximize availability of high performing programs to end homelessness.

The CoC Board or its designee will approve the final project list for submission. The decision of the CoC Board will be final.

**2022 Continuum of Care Program Grants  
SPECIAL NOFO APPEALS PROCESS**

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The Review and Rank Panel Committee reviews all applications and ranks them for funding recommendations to HUD. That ranking decision will be communicated to all applicants by email by **midnight on September 26, 2022**. All applicants are directed to contact the Collaborative Applicant or its consultant HomeBase at [SpecialNOFO@santaclaracountycoc.org](mailto:SpecialNOFO@santaclaracountycoc.org) if no email notice is received.

**1. Who May Appeal**

An agency may appeal an “appealable ranking decision,” defined in the next paragraph, made by the Review and Rank Panel concerning a project application submitted by that agency. If the project was submitted by a collaboration of agencies, only one joint appeal may be made.

**2. What May Be Appealed**

“An appealable ranking decision” is a rank assigned by the Review and Rank Panel to a project that meets any of the following criteria:

- a) likely to result in the project not being funded, in whole or in part,
- b) places the project in the bottom 15% of Tier 1, or
- c) places the project in Tier 2.

**3. Timing:**

The ranking decision is communicated to all applicants by **midnight on September 26, 2022**. Applicants have **until 12:00pm (noon) on September 27, 2022** to decide if they are going to appeal and notify the Collaborative Applicant or its consultant ([SpecialNOFO@santaclaracountycoc.org](mailto:SpecialNOFO@santaclaracountycoc.org)) for more information, with a formal written appeal (no longer than 2 pages) due by **September 28, 2022 at 12:00pm (noon)**. If an appeal will be filed, other agencies whose rank may be affected will be notified as a courtesy. Such agencies will not be able to file an appeal after the appeals process is complete. They may file an appeal within the original appeals timeline.

**4. Initiating the Formal Appeal**

The Formal Appeal must be submitted by **12:00pm (noon) on September 28, 2022** to the Collaborative Applicant or its consultant [SpecialNOFO@santaclaracountycoc.org](mailto:SpecialNOFO@santaclaracountycoc.org). The appeal document must consist of a short, written (no longer than 2 pages) statement of the agency’s appeal of the Review and Rank Panel Committee’s decision. The statement can be in the form of a letter, a memo, or an email transmittal.

## **5. Members of the Appeal Panel**

A 3-member Appeals Panel will be selected from the CoC Board or its designees. These individuals have no conflict of interest in serving, as defined by the existing Review and Rank Panel Committee conflict of interest rules. Voting members of the Appeal Panel shall not serve simultaneously on the Review and Rank Panel Committee; however, a Review and Rank Panel member and a staff person of the Collaborative Applicant will participate in the Appeals Panel meeting to inform discussion.

## **6. The Appeal Process, Including Involvement of Other Affected Agencies**

The Appeal Panel will conduct a telephone meeting with a representative or representatives of the agency/collaborative who filed the appeal to discuss it on **September 29, 2022** if needed. The Panel will then deliberate.

The Appeal Panel will inform appealing agencies of its decision by **September 29, 2022 at 9:00pm.**

The CoC Board or its designee will approve the final project list for submission. The decision of the CoC Board will be final.