**Review and Ranking Committee Process**

August 1, 2016

1. The Proposal Review and Ranking Committee is a three member committee chaired by a Board member who is appointed by the President with the responsibility of carrying out the review and ranking of proposals associated with the annual COC Homeless Assistance Grant application to the Department of Housing and Urban Development.
2. Technical assistance is provided by the chairperson to committee members to insure familiarity with the process prior to ranking of applications.
3. A timeline for applications to be submitted to the Review and Ranking Committee is established by the Reviewing and Ranking Committee, the Collaborative Application Workgroup and guidance from the NOFA. The timelines shall be consistent with the established internal timelines to insure the required application deadline is met.
4. All renewal applicants are required to submit a copy of the most recent HUD approved Annual Performance Report (APR), their application and an abstract, not more than two (2) pages, responsive to the Review and Ranking scoring criteria on or before August 14, 2016 7:00 p.m. CST. Please email your documents to [twatson@cityofjacksonville.net](mailto:twatson@cityofjacksonville.net).
5. The committee chairperson insures timely distribution of applicant documents to committee members for review. The panel individually reviews and scores the applications using the approved scoring tool provided, along with the project abstracts and most recent HUD approved annual performance reports. Any HUD de-obligation of funding will be taken into consideration during the scoring process.
6. The HMIS application will be reviewed for soundness, however it will not be scored. The committee has determined to rank it as number 10.
7. A location, date and time for the committee to meet to finalize the ranking of projects is established. When ranking projects, priority consideration will be given to: 1) new PH, PSH, RRH projects created as a result of reallocation of funding; 2) RRH project renewals; 3) TH addressing family homelessness; and 4) renewals.
8. All applicant agencies will be notified in writing informing them if their application is accepted or rejected.
9. Information on final tabulations is provided to the Collaborative Application workgroup. The ranking of projects and all scoring criteria will be publicized to the continuum of care membership. The Review and Ranking Committee will provide feedback to applicant agencies as deemed necessary and/or if requested.