



Review and Ranking Committee Process

August 19, 2019

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 recently approved or most recently submitted to HUD Annual Performance Report (APR), their application and an abstract (narrative), not more than two (2) pages, responsive to the Renewal/Expansion Project Rating Tool. Provide the amount and what year(s) of any recaptured funds within the last three (3) years. Organizations monitored in the last three (3) years by HUD are to submit monitoring letter(s); if findings, submit letter clearing findings. Certificates of Consistency should be requested from all municipalities and Judges in the catchment area.

All **new** applicants are required to submit their application and abstract (narrative) of their program of no more than two (2) pages. If recipient of any federal funds or private funding, provide most recently submitted performance report. No response is being requested for audit questions on new project scoring tool.

All project applications are due on or before August 26, 2019 by COB. Please email your documents to twatson@cityofjacksonville.net , mervin@nlr.ar.gov , **and** mspencergardner@littlerock.gov .

5. The panel individually reviews and scores the applications using the approved rating tool provided, along with the project abstracts and 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



and RRH: 2) RRH and PH/PSH renewals; 3) TH addressing family homelessness; and 4) other renewals.

8. All applicant agencies will be notified in writing informing them if their application is accepted or rejected by September 13, 2019.
9. Information on final tabulations will be provided to the CoC 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.

Time Line

- **August 26, 2019**-Project applications are due to Rank & Review Committee by COB.
- **August 27-September 12, 2019**-Rank & Review Committee will review, score and rank applications
- **September 13, 2019**-Notifications will be sent regarding the acceptance and ranking of applications
- **September 30, 2019 by 7:00pm (CST)**-Final Deadline for submission of NOFA application