



Prioritization Committee Scoring Process for HUD CoC NOFO

Alliance for Housing, Oakland County's Continuum of Care

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 Prioritization Committees with well-defined processes. A chief function of the Alliance for Housing, Oakland County's Continuum of Care Prioritization Committee is to review HUD CoC NOFO project applications and make funding recommendations. Prioritization committee members must be able to dedicate the time needed for training, application review and committee meetings. Throughout the grant year, Prioritization 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 Alliance for Housing and OCHMIS 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 Prioritization 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. The HMIS portion of scoring will be done before the Prioritization Committee meets for the final scoring and ranking session, committee members do not need to score Component #5, HMIS administrators will provide that scoring. Additionally, Prioritization 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. Attendees will receive information to include identified priorities, service needs and gaps specific to the Alliance for Housing. The Notice of Funding Availability 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 Prioritization Committee members. Continuum of Care Prioritization Committee members will have at least five (5) business days to individually review all applications noting any questions, comments or clarifications to be discussed at the Prioritization meeting. The OCHMIS portion shall be completed before the Prioritization meeting, HMIS Administrators will complete Component #5.

The committee will complete a summary sheet itemizing ranking recommendations. Notification of ranking decisions will be posted on the Alliance website and listserv within one (1) business day. 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.