



NOFO Committee Meeting #2 Agenda
August 26, 2021
5:00 – 6:00 p.m.
CLOSED SESSION

Due to the COVID-19 pandemic, NOFO Committee meetings will be held via video or phone conference.

This meeting is a closed session and will not be open to the public because the NOFO committee will be reviewing the renewal project scoring criteria. [Please see the public participation policy for more information.](#)

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|---|-----------------------|
| 1. Welcome and Introductions (Chelsea/ Katie) | 5:00-5:10 pm |
| 2. 2021 Notice of Funding Opportunity for COC (Chelsea and Homebase consultants) | 5:10 – 5:35 pm |
| <i>Action Items</i> | |
| a. Overview of 2021 NOFO Application | |
| b. Updates on Strategic Direction | |
| c. Timeline | |
| d. 2021 Local Competition Review and Ranking Process | |
| e. NOFA Appeal Board | |
| i. Ray Bonilla (Leadership Board) | |
| ii. NOFO Committee (Pending) | |
| iii. HUD CoC Board Member (Solicit volunteer) | |
| 3. 2021 Renewal Project Scoring Criteria | 5:35 – 5:50 pm |
| <i>Action Item</i> | |
| 4. Upcoming Meeting schedule/Next Steps | 5:50 – 6:00 pm |
| a. Standing NOFO Meetings | |
| i. Availability for September 2nd at same time? | |
| b. Community Input Meeting: August 30 th at 12 p.m.- 1:30 p.m | |



**OAKLAND/BERKELEY/ALAMEDA
COUNTY CONTINUUM OF CARE
2021 CoC Notice of Funding Opportunity (NOFO)¹
LOCAL COMPETITION REVIEW AND RANKING PROCESS**

OVERVIEW

The federal Department of Housing and Urban Development (HUD) provides over \$2 billion a year in funding for homeless housing and services. This funding is distributed through Continuums of Care (CoCs) which are regional organizations that meet regularly to improve project performance and build community support for responding to homelessness.

Each year, HUD requires each CoC to review the performance of homelessness projects within that CoC's region, and to use their performance to rank those projects in order of their funding priority. Projects that are eligible for funding and that rank highest (known as Tier 1) will receive federal funding, while those at bottom of the list (Tier 2) may or may not receive funding, depending on 1) the size of the Congressional budget and 2) how the CoC as a whole performs relative to other CoCs in the national competition. Projects that are excluded from the list altogether will not receive federal funding.

A. ROLES OF THE HUD CoC AND NOFO COMMITTEES, THE APPEALS PANEL, AND EVERYONEHOME AS CONTINUUM OF CARE LEAD

1. HUD CoC Committee

In the Oakland/Berkeley/Alameda County CoC, the HUD CoC Committee functions as the Continuum of Care (CoC) Board required by the Interim Rule to act on behalf of the membership to ensure CoC responsibilities are fulfilled, including preparing the application for Continuum of Care funds.

Under its Roles and Responsibilities, the HUD CoC Committee:

- Recommends guiding principles and strategic direction to the NOFO Committee based on HUD NOFO guidelines
- Designs, operates and follows a collaborative process for submitting the CoC NOFO application to HUD
- Delegates responsibilities to Committees and Workgroups as specified in Section XII.D and XII.E of the Alameda County Continuum of Care/EveryOne Home Governance Charter, including delegating to the NOFO Committee the role of evaluating projects' performance as an independent rating and ranking panel.

¹ HUD has modified its reference for funding opportunities from Notice of Funding Availability (NOFA) to Notice of Funding Opportunity (NOFO)

2. NOFO Committee

EveryOne Home staff will recruit NOFO Committee members and propose a NOFO Committee Roster for HUD CoC Committee's approval. NOFO Committee members will be unbiased and non-conflicted and composed from neutral organizations, stakeholders and individuals with lived experience. "Non-conflicted" and neutral organizations are those that are not currently applying for and/or receiving CoC funding distributed by the Alameda County CoC. They will sign a "no conflict of interest" and confidentiality forms.

The Notice of Funding Opportunity (NOFO) Committee conducts the annual HUD Competition's local rating and ranking process for projects seeking Continuum of Care funds, reviews applications submitted, and prepares ranked recommendations for funding. Specifically, the NOFO Committee:

- Integrates funding priorities and strategic direction from the HUD CoC Committee
- Develops local applications for existing and new projects
- Develops scoring criteria in compliance with the requirements of the annual NOFO
- Reviews and scores proposals
- Conducts the Rating and Ranking process and makes final recommendations of the Priority List of Projects (Rating and Ranking List) which are TNOFO approved by non-conflicted members of the HUD CoC Committee to be included in the CoC Consolidated application package.

3. Appeals Panel

If an applicant contests its rating or ranking, it may appeal. The Appeals Panel, comprised of non-conflicted members seated for each NOFO round, reviews appeals made by CoC Project applicants to the local competition's Rating and Ranking list, as governed by the Alameda County HUD CoC Appeals Process established in 2017 and revised in 2019. Appeal Panel decisions are final.

4. Continuum of Care Lead

In 2012, the Oakland/Berkeley/Alameda County CoC designated EveryOne Home to serve as Continuum of Care Lead (CoC Lead) and as the non-conflicted, third-party facilitator of the Local HUD Continuum of Care Program Competition. With a portion of the federal CoC planning grant, EveryOne Home with support from a consultant, as needed, conducts activities related to the annual Local HUD Continuum of Care Program Competition (NOFO), including providing analysis, scoring feedback, and other guidance on HUD priorities; supporting the development of the HUD CoC Committee strategic direction to the NOFO Committee; and scoring objective

elements of the application and convening and providing support to the NOFO Committee and Appeals panel, among other duties.

All decisions regarding the Local HUD Continuum of Care Program Competition are subject to review and approval by the HUD CoC and NOFO Committees. In addition, EveryOne Home as a collective impact initiative, values community input and discussion and will create opportunities for grantees to provide feedback on changes to process and tools. There will also be an effort to ensure any changes, including new requirements or policies in the Notice of Funding Opportunity (NOFO), are communicated to ensure a transparent process.

5. Collaborative Applicant

As reflected in the EveryOne Home Alameda County Governance Charter, adopted in November 2019, Alameda County Housing and Community Development (HCD) agency serves as the Collaborative Applicant for the Continuum of Care pursuant to 24 CFR 578.3. As the Collaborative Applicant, HCD will review the budgets and narratives of all Project Applications and facilitate the submission of all Project Applications after they have been rated, ranked and approved by the NOFO Committee and work with EveryOne Home, and consultants, to complete and submit the Continuum of Care's Consolidated Application.

B. 2021 NOFO REVIEW AND RANKING PROCESS

EveryOne Home, as CoC Lead, will develop a proposed Review and Ranking process, and the HUD CoC and NOFO Committees will provide input to it and approve it.

1. Development and Release of the Local Competition

- EveryOne Home staff with support from a consultant, as needed, will conduct annually a Projects' Performance Evaluation using APRs, HMIS and other comparable data sources, and relevant documentation to score objective criteria. Providers will be notified of the date that APRs will be pulled so that projects can clean-up data in advance. Data will be collected from the same period for all projects.
- The Local HUD Continuum of Care Program Competition (NOFO) will be launched after HUD releases the Notice of Funding Opportunity and a timeline will be developed by staff to adhere to mandated deadlines.
- Proposed scoring criteria will be shared with the community for feedback. The community will also have an opportunity to provide input on priorities for new funding if available.
- HUD CoC Committee will determine the strategic direction to provide to the NOFO Committee and community.
- The NOFO committee will provide final approval of all tools and criteria. The NOFO Committee will follow the HUD CoC's 2019 Public Participation Policy and include public

comment on any discussions and approval of scoring criteria. Exceptions to this policy will include any review, rating and/or ranking of projects, discussions of projects' performance, and the Rating and Ranking session. Those will be deemed closed sessions under the Policy.

- EveryOne Home staff will then release an announcement of available funding for both new and renewal grantees. Funding announcements will be broadly distributed via email to the provider community and posted on EveryOne Home's website.
- Applicants, both renewing and prospective, will be invited to attend a Bidder's Conference, receive application materials, and have adequate time to complete and submit their Local Application within HUD's deadlines.
- EveryOne Home staff will offer a two-week Frequently Asked Questions (FAQ) period, which will be updated in writing each week, in consultation with the NOFO Committee. Agency specific questions will be responded directly. Questions that may impact several applicants will be responded to directly and will be published with FAQs.

2. Ranking Policy

- The HMIS and Coordinated Entry (CE) Projects will not receive scores. As critical infrastructure for the CoC, HMIS and CE projects will be placed automatically at the bottom of Tier 1.
- Projects renewing for the first time that do not have one year of data will be automatically placed at the bottom of Tier 1, immediately above the HMIS and Coordinated Entry projects. The relative ranking of these projects will be alphabetical. Given that the amount in Tier 1 is fixed, if the ranking results in a project straddling tiers, the NOFO Committee will make a strategic decision on whether the project will straddle or will be placed completely in Tier 2. They will determine this according to what is best for the overall package.
- Recently awarded projects that are not making enough progress toward becoming operational and/or no longer meet thresholds may be placed in Tier 2 or not be included in the package.

3. Reallocation Policy

The Reallocation Policy establishes that any projects that have underspending of their grant funds will be encouraged to voluntarily offer to reduce their grant award to support other projects in our Continuum of Care.

4. Review and Scoring of Applications

- EveryOne Home staff, with support for consultants as needed, will review Local Application packages and determine whether thresholds are met and calculate scores for all applicants for renewing and new projects

using objective scoring factors. The NOFO Committee will review and score all narratives at the time of the Rating and Ranking of projects.

- For new applications, EveryOne Home staff with support for consultants, as needed, will train the NOFO Committee, as appropriate to review and score all subjective factors in new applications. The NOFO Committee will also review the Performance Evaluation scores from each renewal project along with any corresponding supplemental narratives for specific criteria. If required by the NOFO, the NOFO Committee will score any additional information. NOFO Committee members will finalize individual scores for each project prior to the Rating and Ranking session.
- For new applications, the NOFO Committee will review and approve applications for grantees seeking new funding in the Local Application. All new proposed projects will submit a New Projects Local Application package that will include: 1) a Project Coversheet; 2) a completed New Projects Local Application; and 3) Any materials and documentations required.
- Grantees must also complete an application in *e-snaps* by the date determined by the local process.
- At the Rating and Ranking session, scores will be tabulated, and Project Applications will be ranked and placed in either Tier 1 or Tier 2. To improve the competitiveness of the overall application, the NOFO Committee may reorder individual projects as determined by HUD CoC Committee's Strategic Direction, guiding principles and community needs, and will not be bound to the points awarded to applications. In addition, the NOFO Committee has the authority to decide on all straddling situations. Projects subject to potential reallocation of funds will be informed before this session and invited for an interview with the NOFO panel.
- The NOFO Committee will meet to consider and recommend the final CoC Rating and Ranking List. The NOFO Committee has discretion to recommend projects for involuntary reallocation and will make all decisions on reallocating funding from any project, in accordance with the Strategic Direction issued by the HUD CoC Committee. The NOFO committee may determine if any renewal project should receive a decrease of funding due to substandard performance in outcomes and/or utilization of funds.

EveryOne Home staff will bring the NOFO Committee's final CoC Rating and Ranking List to the non-conflicted members of the HUD CoC Committee for review and approval.

- The HUD CoC Committee will approve the Consolidated Application prior submittal to HUD, minus the final Rating and Ranking List.

5. Communicating the Results of the Local Competition

- Scoring results will be delivered to applicants via email, along with next steps and the Appeals Process.
- All applicants which are eligible for an appeal will have 2 business days to submit the Appeal. Appeals will be reviewed by non-conflicted members of the Appeals Panel, seated by the HUD CoC Committee. Applicants who submit an appeal may also request an interview with the Appeals Panel as part of the CoC's Appeals process.

- EveryOne Home staff will generate the final Rating and Ranking List as approved by the non-conflicted members of the HUD CoC Committee, to be posted on the EveryOne Home website and announced on the EveryOne Home mailing list and social media accounts.
- The Local Applications and Rating and Ranking list (Priority List of Projects) will be submitted to HUD along with the County-wide Consolidated Application by HUD's NOFO deadline, and all project applicants will be invited to attend the NOFO debrief early the following calendar year.

C. APPEALS PROCESS

The NOFO Committee developed a formal appeals process for the HUD CoC NOFO NOFA local competition in 2017, which was amended and approved by the HUD CoC Committee on 7/16/2019. The Appeals Panel, which is seated by the HUD CoC Committee, consists of three non-conflicted individuals representing the EOH's Leadership Board, the HUD CoC Committee, and the NOFO Committee.

Appeals are limited to the following:

- An application that was not evaluated according to the published local NOFO process AND/OR
 - i. Evaluated in a way that violates federal regulations AND
 - ii. The adjustment of scores has the possibility of changing in which Tier an Applicant project is ranked OR whether an Applicant project is included in the package at all. Note: this includes any Project that meets Appeals Criteria #1 and/or #2, and its initial Rating and Ranking score appears very close to the end of Tier 1 and can be moved down to Tier 2 as a result of scoring post appeals.
- A project that is facing an involuntary reduction of its renewal grant amount (i.e. renewal grant partially re-allocated to a new project).

2) What is not eligible for appeal:

- a. Errors or omissions by project Applicants
- b. Projects that do not meet threshold criteria
- c. Dissatisfaction with Project's scores
- d. Need for funds
- e. Appeals submitted after stated deadline

3) Process:

- NOFO Committee will release the first Rating and Ranking List o, including dollar amounts and point scores.

- In the unlikely event of a mathematical error, Applicants must report the issue to EveryOne Home within 24 hours of release of the Rating and Ranking List for the error to be corrected. The Rating and Ranking List and scores will be reissued with the appropriate corrections at the time of the release of the final Rating and Ranking List.
- Applicant projects have 2 business days, to register any appeals via email. Appeals and any supporting documentation should be emailed to info@everyonehome.org. Appealing projects will be limited to the grounds raised in the original appeal, and only on items/attachments that were included in the initial project's Application. Appellants may also request along with the appeal to schedule a 30-minutes meeting with the Appeals Panel at the time of the Panel's deliberations.
- All appeal requests will be confirmed via email within one (1) business day of submission. All appeals submitted before the deadline will be posted to the EveryOne Home website within 24 working hours of the deadline. All Applicant projects who wish to submit appeals will be subject to this deadline. There will not be a second round of appeals.
- Agencies will need to provide, in writing and with supporting examples/backup documentation, specific sections of the Application on which the appeal is based, and/or sections or examples where local guidelines or regulations were violated.
- The appeal's request must specify facts and evidence sufficient for the Appeals Panel to determine the validity of the appeal.
- Appealing projects will be limited to the grounds raised in the original appeal, and only on items/attachments that were included in the initial project's Application.
- The Panel will review all submitted appeals and back up documentation and will meet to discuss, make final recommendations and provide responses to each appeal. The Panel will allocate time for 30-minute meetings with appellants requesting to meet with the Panel, in person or over the phone.
- The HUD NOFO Committee will complete its recommendations on the final Rating and Ranking List, including results of any appeal.
- The final Ranking and Ranking List will be presented for review and approval to the HUD CoC Committee's non-conflicted members .
- A final Rating and Ranking List reflective of any changes generated by appealing projects will be issued by EveryOne Home staff and published on the EveryOne Home website.
- The HUD CoC Committee will approve the Consolidated Application prior submittal to HUD, minus the final Rating and Ranking List.



MEMORANDUM

To: NOFO Committee

From: HUD CoC Committee

Date: August 24, 2021

Re: Strategic Direction from HUD CoC Committee for Responding to the 2021 Continuum of Care Program Notice of Funding Opportunity (CoC NOFO)

The purpose of this Memo is to provide the HUD NOFO Committee with strategic guidance for approaching the local rating and ranking process for projects seeking to be included in the collaborative application for up to \$43,078,608 in 2021 CoC Program funding for Alameda County.

The Strategic Direction was approved by the HUD CoC Committee in its June 15th meeting via Zoom and was presented for reconsideration after the publishing of the NOFO at a HUD CoC Committee meeting on August 24th. EveryOne Home staff and Homebase consultants provided analysis of the 2021 CoC competitive application and NOFO results and recommended strategies for this year's NOFO competition¹. HUD CoC and NOFO committee members discussed and provided feedback that resulted in the set of recommendations below to execute a fair local process to maintain an effective array of HUD CoC funded projects.

The NOFO Committee will incorporate the following Strategic Direction in its process of designing the 2021 Local Application and scoring criteria, which will be shared at the upcoming August 30th Community Input meeting for community's consideration of the implementation of this guidance:

1. Ranking Policy

The HMIS and Coordinated Entry (CE) Projects will not receive scores. As critical infrastructure for the CoC, HMIS and CE projects will be placed automatically at the bottom of Tier 1.

Renewal "new projects" that do not have one year of operating data because they were recently awarded will be automatically ranked at the bottom of Tier 1, immediately above the HMIS and Coordinated Entry projects. The NOFO Committee should determine how to treat consolidated, expanded and reallocated projects with "one year of data," and further define straddling situations

¹ HUD did not issue a 2020 NOFO due to the pandemic and auto-renewed all projects.

under this Ranking Policy. The relative ranking of these projects will be alphabetical. Recently awarded projects that are not making sufficient progress toward becoming operational and/or no longer meet thresholds may be subject to ranking in Tier 2 or not being included in the package.

2. Voluntary Reallocation Policy

The HUD CoC Committee directs the NOFO Committee to continue to not pursue involuntary reallocation this year. Instead, any projects that have underspending of their grant funds will be encouraged to voluntarily offer to reduce their grant award to support other projects in our Continuum of Care that strengthens our system and application package and is aligned with our guiding principles.

3. New / Bonus Projects

EveryOne Home will solicit applications from CoC and non CoC grantees for new projects through reallocation, expansion or bonus 1) that are competitive and improve our system performance, 2) to apply for the maximum amount allowed under the Domestic Violence (DV) Bonus housing and services targeting domestic violence, dating violence, sexual assault, stalking and trafficking survivors, consistent with 2021 HUD “new projects” requirements; 3) demonstrate a Housing First model; 4) that can demonstrate that it leverages other funding resources for its projects and/or 5) that it is partnering with housing, health and other service agencies.

4. Promoting Racial Equity and Lived Expertise

This year the HUD is prioritizing projects that show a commitment to addressing racial disparities and meaningfully incorporating the voice of those with lived experience. The HUD CoC Committee recommends the NOFO committee prioritize and encourage projects to provide information on how they are addressing racial disparities in our system and show a commitment to racial equity and amplifying the voices of people with lived experience (new projects scored/ renewals are not scored this year but will be in the future).

5. Bonus Points

The HUD CoC Committee recommends that the NOFO committee discourage the use of bonus points for any component of the local application.



OAKLAND/BERKELEY/ALAMEDA COUNTY-
CONTINUUM OF CARE

2019-2021 CoC ~~NOFA~~ Notice of Funding Opportunity (NOFO)¹
LOCAL COMPETITION REVIEW AND RANKING PROCESS

OVERVIEW

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A. ROLES OF THE HUD CoC AND ~~NOFA~~NOFO COMMITTEES, THE APPEALS PANEL, AND EVERYONEHOME AS CONTINUUM OF CARE LEAD

1. HUD CoC Committee

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Under its Roles and Responsibilities, the HUD CoC Committee:

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- Delegates responsibilities to Committees and Workgroups as specified in Section XII.D and XII.E of the Alameda County Continuum of Care/EveryOne Home Governance Charter, including delegating to the ~~NOFA~~NOFO Committee the role of evaluating projects' performance as an independent rating and ranking panel.

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2. NOFANOFO-Committee

EveryOne Home staff will recruit NOFO Committee members and propose a NOFO Committee Roster for HUD CoC Committee’s approval. NOFO Committee members will be unbiased and non-conflicted and composed from neutral organizations, stakeholders and individuals with lived experience. “Non-conflicted” and neutral organizations are those that are not currently applying for and/or receiving CoC funding distributed by the Alameda County CoC. They will sign a “no conflict of interest” and confidentiality forms.

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- Develops local applications for existing and new projects
- Develops scoring criteria in compliance with the requirements of the annual NOFANOFO
- Reviews and scores proposals
- ~~Participates~~Conducts in the Rating and Ranking process and makes final recommendations of the Priority List of Projects (Rating and Ranking List) which are
- ~~Beginning in 2019, t~~he NOFANOFO Committee’s final Priority List of Projects ~~recommendations must be~~ approved by non-conflicted members of the HUD CoC Committee to be included in the CoC Consolidated application package.

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providing analysis, scoring feedback, and other guidance on HUD priorities; supporting the development of the HUD CoC Committee strategic direction to the [NOFANOFO](#) Committee; and scoring objective elements of the application and convening and providing support to the [NOFANOFO](#) Committee and Appeals panel, among other duties.

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B. ~~2019~~2021 NOFANOFO REVIEW AND RANKING PROCESS

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- EveryOne Home staff with support from a consultant, as needed, will conduct annually a Projects' Performance Evaluation using APRs, HMIS and other comparable data sources, and relevant documentation to score objective criteria. ~~Staff will notify providers~~ will be notified of the date that APRs will be pulled so that projects can clean-up data in advance. Data will be collected from the same period for all projects. ~~In 2019~~2021, it will be released via email a week prior to the Bidder's Conference.
- The Local HUD Continuum of Care Program Competition (NOFANOFO) will be launched after HUD releases the Notice of Funding Availability Opportunity and a timeline will be developed by staff to adhere to mandated deadlines.
- Proposed scoring criteria will be shared with the community for feedback. The community will also have an opportunity to provide input on priorities for new funding if available.
- HUD CoC Committee will determine the strategic direction to provide to the ~~NOFANOFO Committee~~ community.
- The NOFANOFO committee will provide final approval of all tools and criteria. The NOFANOFO Committee will follow the HUD CoC's 2019 Public Participation Policy and include public comment on any discussions and approval of scoring criteria. Exceptions to this policy will include any review, rating and/or ranking of projects, discussions of projects' performance, and the Rating and Ranking session. Those will be deemed closed sessions under the Policy.

¹The HUD CoC Committee will further refine NOFA panel's qualifications in the process of reviewing and updating the EveryOne Home Governance Charter in September of 2019.

- EveryOne Home staff will then release an announcement of available funding for both new and renewal grantees. Funding announcements will be broadly distributed via email to the provider community and posted on EveryOne Home’s website.
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- Recently awarded projects that are not making enough progress toward becoming operational and/or no longer meet thresholds may be placed in Tier 2 or not be included in the package.

3. Reallocation Policy

The Reallocation Policy establishes that any ~~grants-projects~~ that have underspending of their grant funds will be encouraged to voluntarily offer to reduce their grant award to support other projects in our Continuum of Care. a history of significant underspending will be candidates to have their grant amount reduced involuntarily by the NOFA Committee. Significant underspending will be defined as a minimum of 3 years of grant underspending of 10% or greater and provide a narrative that fails to adequately describe current efforts and results toward resolving underspending.

~~Any project subject to potential reallocation of funds under this definition will be informed before the Rating and Ranking session and invited for an interview with the NOFA Panel. In addition, projects facing involuntary reallocation of its renewal amount will be allowed to appeal and meet with the Appeals Panel.~~

4. Review and Scoring of Applications

- EveryOne Home staff, ~~-with support for consultants, as needed,~~ will review Local Application packages and determine whether thresholds are met and calculate scores for all applicants for renewing and new projects

using objective scoring factors. The [NOFANOFO](#) Committee will review and score all narratives at the time of the Rating and Ranking of projects.

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- Grantees must also complete an application in *e-snaps* by the date determined by the local process.
- At the Rating and Ranking session, scores will be tabulated, and Project Applications will be ranked and placed in either Tier 1 or Tier 2. To improve the competitiveness of the overall application, the [NOFANOFO](#) Committee may reorder individual projects as determined by HUD CoC Committee's Strategic Direction, guiding principles and community needs, and will not be bound to the points awarded to applications. In addition, the [NOFANOFO](#) Committee has the authority to decide on all straddling situations. Projects subject to potential reallocation of funds will be informed before this session and invited for an interview with the [NOFANOFO](#) panel.
- The [NOFANOFO](#) Committee will meet to consider and recommend the final CoC Rating and Ranking List. The [NOFANOFO](#) Committee has discretion to recommend projects for involuntary reallocation and will make all decisions on reallocating funding from any project, in accordance with the Strategic Direction issued by the HUD CoC Committee. The [NOFANOFO](#) committee may determine if any renewal project should receive a decrease of funding due to substandard performance in outcomes and/or utilization of funds.
- EveryOne Home staff will bring the [NOFANOFO](#) Committee's final CoC Rating and Ranking List to the non-conflicted members of the HUD CoC Committee for review and approval.
- The HUD CoC Committee will approve the Consolidated Application prior to submittal to HUD, minus the final Rating and Ranking List.

5. Communicating the Results of the Local Competition

- Scoring results will be delivered to applicants via email, along with next steps and the Appeals Process.
- All applicants which are eligible for an appeal will have 2 business days to submit the Appeal. Appeals will be reviewed by non-conflicted members of the Appeals Panel,

seated by the HUD CoC Committee. Applicants who submit an appeal may also request an interview with the Appeals Panel as part of the CoC's Appeals process.

- EveryOne Home staff will generate the final Rating and Ranking List as approved by the non-conflicted members of the of the HUD CoC Committee, to be posted on the EveryOne Home website and announced on the EveryOne Home mailing list and social media accounts.
- The Local Applications and Rating and Ranking list (Priority List of Projects) will be submitted to HUD along with the County-wide Consolidated Application by HUD's [NOFANOFO](#) deadline, and all project applicants will be invited to attend the [NOFANOFO](#) debrief early the following calendar year.

C. APPEALS PROCESS ~~(2019 Update)~~

The [NOFANOFO](#) Committee ~~has~~ developed a formal appeals process for the HUD CoC [NOFANOFO NOFA](#) local competition in 2017, ~~and~~ [which was](#) amended and approved by the HUD CoC Committee on 7/16/2019. The Appeals Panel, which is seated by the HUD CoC Committee, consists of three non-conflicted individuals representing the EOH's Leadership Board, the HUD CoC Committee, and the [NOFANOFO](#) Committee.

Appeals are limited to the following:

- An application that was not evaluated according to the published local [NOFANOFO](#) process AND/OR
 - i. Evaluated in a way that violates federal regulations AND
 - ii. The adjustment of scores has the possibility of changing in which Tier an Applicant project is ranked OR whether an Applicant project is included in the package at all. Note: this includes any Project that meets Appeals Criteria #1 and/or #2, and its initial Rating and Ranking score appears very close to the end of Tier 1 and can be moved down to Tier 2 as a result of scoring post appeals.
- A project that is facing an involuntary reduction of its renewal grant amount (i.e. renewal grant partially re-allocated to a new project).

2) What is not eligible for appeal:

- a. Errors or omissions by project Applicants
- b. Projects that do not meet threshold criteria
- c. Dissatisfaction with Project's scores
- d. Need for funds
- e. Appeals submitted after stated deadline

3) Process:

- [NOFANOFO](#) Committee will release the first Rating and Ranking List on ~~8-9/9~~, including dollar amounts and point scores.

- In the unlikely event of a mathematical error, Applicants must report the issue to EveryOne Home within 24 hours of release of the Rating and Ranking List for the error to be corrected. The Rating and Ranking List and scores will be reissued with the appropriate corrections at the time of the release of the final Rating and Ranking List.
- Applicant projects have ~~from 9/11 through the close of business day (CBD) on 9/12~~ (2 business days), to register any appeals via email. Appeals and any supporting documentation should be emailed to info@everyonehome.org. Appealing projects will be limited to the grounds raised in the original appeal, and only on items/attachments that were included in the initial project's Application. Appellants may also request along with the appeal to schedule a 30-minute meeting with the Appeals Panel at the time of the Panel's deliberations.
- All appeal requests will be confirmed via email within one (1) business day of submission. All appeals submitted before the deadline will be posted to the EveryOne Home website within 24 working hours of the deadline. All Applicant projects who wish to submit appeals will be subject to this deadline. There will not be a second round of appeals.
- Agencies will need to provide, in writing and with supporting examples/backup documentation, specific sections of the Application on which the appeal is based, and/or sections or examples where local guidelines or regulations were violated.
- The appeal's request must specify facts and evidence sufficient for the Appeals Panel to determine the validity of the appeal. ~~(see above Appeals are limited to the following, Page 4)~~
- Appealing projects will be limited to the grounds raised in the original appeal, and only on items/attachments that were included in the initial project's Application.
- The Panel will review all submitted appeals and back up documentation and will meet ~~in person on 9/13~~ to discuss, make final recommendations and provide responses to each appeal. The Panel will allocate time for 30-minute meetings with appellants requesting to meet with the Panel, in person or over the phone.
- The HUD ~~NOFANOFO~~ Committee will complete its recommendations on the final Rating and Ranking List ~~on 9/14~~, including results of any appeal.
- The final Rating and Ranking List will be presented for review and approval to the HUD CoC Committee's non-conflicted members ~~on 9/14~~.
- A final Rating and Ranking List reflective of any changes generated by appealing projects will be issued by EveryOne Home staff and published on the EveryOne Home website ~~on 9/15~~.
- The HUD CoC Committee will approve the Consolidated Application prior submittal to HUD, minus the final Rating and Ranking List.