This Policy is regulatory and should be reviewed and approved by the CoC Board. This Policy applies to the ranking and prioritizing of projects under HUD's Continuum of Care NOFO Competition.

POLICY/PROCEDURE:

1. Notification of the HUD Continuum of Care (CoC) NOFA, HUD Technical Assistance dates in Chicago for Continuum of Care applicants (if available), and Will County CoC NOFO Workshop dates will be e-mailed to current Continuum of Care database by the CoC lead agency and posted to the CoC webpage for public review.

2. The Will County CoC Continuum of Care NOFO Project Review: Project Application Requirements procedures will be posted on the CoC webpage for public review. It will announce the local competition, timelines, and requirement for application. The CoC will release a Request for Proposals as directed by the Executive Committee.

3. A workshop will be held to inform Continuum members about the NOFO Homeless Assistance Programs to provide interested parties with the guidelines and materials they will need in order to submit a successful application. All documents will be available on the CoC webpage or by request made to the CoC lead agency.

4. There will be separate application processes for renewal projects and new projects:
    a. Renewal project applicants must complete a Will County CoC Project Application, and provide the Annual Performance Report (APR) for the CoC NOFO performance period, all required documents of the application package, and any other applicable documentation requested by the Ranking Committee. These must be emailed to the CoC Executive Director on or before the due date specified by the Will County CoC Continuum of Care NOFO Project Review: Project Application Requirements.
    b. Renewal projects within the first and second grant cycle will be held harmless during the ranking process, in regard to performance criterion.
    c. New project applicants must complete a Will County CoC Project Application and provide all required documents of the application package and any other applicable documentation requested by the Ranking Committee. These must be emailed to the CoC Executive Director on or before the due date specified Will County CoC Continuum of Care NOFO Project Review: Project Application Requirements.
    d. All Project applicants will be scheduled for a Project Presentation to the Ranking Committee.
    e. All due dates will be announced by the Will County CoC Continuum of Care NOFO Project Review: Project Application Requirements.
    f. Upon project acceptance, all applications must be submitted to eSnaps (see https://www.hudexchange.info/e-snaps/ for more information) no later than 10 days prior to the HUD due date for CoC Consolidated applications.
    g. Projects which will serve Survivors of Domestic Violence will be reviewed by a field expert to ensure safety outcomes and client-centered, housing first practices are feasible.

5. The Ranking Committee, consisting of unbiased stakeholders with no conflicting interests in any projects being reviewed or the applicant organizations, will review Project Applications, Application Package, Annual Performance Reports, Monitoring Results, HMIS, and CoC records in order to evaluate project performance and recommend funding levels according to HUD requirements. The Ranking Committee may request further documentation of projects, schedule site visits, or request a meeting with grantees if necessary.

6. The Renewal Project Scoring Sheet will be used to score those projects on a 100-point system by Ranking Committee members. Renewal projects will then be ranked in order from the highest score to the lowest score by the Ranking committee, and will be prioritized for funding in the CoC Application accordingly.

7. The New Project Scoring Sheet will be used to score those projects on a 100-point system by Ranking Committee members. Those projects will then be ranked in order form the highest score to the lowest score by the Ranking Committee, and will be prioritized for funding in the CoC Application accordingly

8. The Ranking Committee will decide which renewal and new projects are best suited for prioritization and inclusion in the CoC's application to HUD and make a recommendation for approval by the CoC Board. This may also include other project funding defined by HUD and including in the CoC NOFO (such as planning grants). The Ranking Committee may make recommendations for reallocation or adjustments to budgets based on their review of the applicants/projects.

9. The Ranking Committee may suggest reallocation of low ranking projects in order to create a strong portfolio of projects for the CoC. Reallocation could include a portion or the whole project. That recommendation will be made to project applicant and approved with CoC Board vote on Project Priority Listing.

10. The Will County Continuum of Care Board reserves the right to adjust ranking priorities up to the voting at the Board meeting and/or reallocate renewal funding in its best interest to maximize resources.

11. Project applicants will then have their applications returned to them via eSnaps to make any revisions to their applications as advised by the Ranking Committees and CoC Board and resubmit their applications in eSnaps (if applicable). Any resubmissions will be due by a set date, no later than 10 days prior to the HUD due date for CoC applications or 5 days if no CoC application is required by HUD for submission.

12. The CoC Executive Director, CoC Board and the CoC Committees will coordinate the completion of the CoC Application to HUD. All applicants for new and/or renewal funding are expected to participate in this process.

13. The CoC Board will receive a draft of the CoC Application for review and revision and it will be posted to the CoC Webpage for public review.

14. Applicants must submit appropriate applications, required submissions, and make any revisions for all new and renewal projects to the CoC Executive Director in strict accordance with the scheduled deadlines. All submissions must be HUD-submission ready. The Homeless Services Director is responsible for transmitting the entire CoC NOFO Application to HUD by the final deadline date.

15. Appeals Process is as follows:
    a. Written Notice of Appeal must be filed within 2 business days of CoC Board Decision. Appeals must be submitted to the Will County CoC directed to the CoC Executive Director.
    b. Evidence Supporting Appeal must be provided with the Written Notice of Appeal. Evidence must include that there was a deviation from the established local policies based in the guidance of the HUD CoC NOFO; or that established protocol was not followed.
    c. The CoC Board then has 24 hours to respond with a special notice to its governing members.

d. Ranking Committee Written Response will be provided to the CoC Board, as describe in their special notice, for final decision.
e. Appealing project will be provided a written notice of final decision.
f. Further appeal options may be available through HUD in its NOFA.

SPECIAL:
Agencies submitting Applications and who have completed the ranking process will have access to their ranking information. All requests and/or formal complaints are to be directed to the CoC Executive Director within 2 business days and the CoC Board then has 24 hours to respond with a special notice and will be brought to the CoC Board.