**Rank and Review Subcommittee Process Flow**

The purpose of this document is to create a process flow for the HUD CoC program competition, Missouri Balance of State CoC (MO BoS CoC) will utilize this process in order to ensure objective scoring of MO BoS CoC projects.

The Rank and Review Subcommittee is a subcommittee of the Grants Committee and consists of members appointed by the MO Balance of State Board. The responsibilities of the Rank and Review Subcommittee are to: review Project Applications for new and renewal projects and rank Project Applications according to MO BoS CoC policies. The responsibilities of the Rank and Review Subcommittee Chair are to: attend and facilitate the Rank and Review Subcommittee meeting(s), provide updates at the MO BoS CoC Board and provide feedback to applicants after ranking and submission, as requested.

Applicants, currently funded agencies or entities that may have a financial gain or has knowledge of a personal conflict may not hold a seat on the Rank and Review Subcommittee.

\*The timeline for the Rank and Review Subcommittee changes each year depending on when HUD releases the Notice of Funding Opportunity (NOFO) for the Continuum of Care Competition. The Continuum of Care (CoC) usually has 60 days to complete the entire CoC application process. In order to provide agencies time for training and application completion, the Rank and Review Subcommittee meets towards the end of the application timeline.

Agencies who choose not to renew a grant in the Balance of State Continuum of Care may serve on the Rank and Review Subcommittee. Notice of Intent to not renew from a funded agency must happen prior to the publishing of the CoC NOFO and prior to the selection of the Rank and Review Subcommittee members.

HUD usually makes CoC funding announcements in January following the application period.

Information regarding the Rank and Review Subcommittee for the competition will be posted on MO BoS CoC website: <https://moboscoc.org/funding-opportunities/>

**Process Flow**

* Grants Committee reviews the Letter of Intent (LOI) and votes on any changes based upon the last CoC NOFO Competition. Grants Committee directs NOFO Coordinator to send the LOI announcement.
* NOFO Coordinator posts the LOI announcement on the MO BoS CoC website and sends an email regarding the same to all BoS CoC Member agencies.
* NOFO Coordinator reviews all LOI materials provided and verifies all information in each LOI. NOFO Coordinator sends confirmation/verification emails for each LOI submission. NOFO Coordinator presents Grants Committee with a report on all LOIs received/verified and funding summary.
* Grants Committee sends LOI report to MO BoS CoC Board. Grants Committee directs NOFO Coordinator to solicit for specific areas of need that were not covered in the LOIs submitted.
* HUD Releases NOFO for Continuum of Care Competition
* NOFO Coordinator creates BoS CoC NOFO announcement which includes the funds available, application training date, application instructions and agency requirements. NOFO Coordinator requests MO BoS CoC Board approval to post the announcement.
* NOFO Coordinator creates a proposed timeline in accordance with HUD due dates in the NOFO for the Continuum of Care Competition. NOFO Coordinator presents the proposed timeline to Grants Committee for vote. Grants Committee sends the approved timeline to MO BoS COC Board.
* NOFO Coordinator coordinates times and locations for application and application review
* The Rank and Review Subcommittee chair informs the Rank and Review Subcommittee of the date, location and time to review applications.
* NOFO Coordinator reviews the CoC NOFO and CoC local application tools. NOFO Coordinator presents to the Grants Committee on any areas of improvement for the local application to be in line with Priorities set forth in CoC NOFO.
* Grants Committee will vote on any proposed changes to the application tools noting any changes that are required due updated information found in the CoC NOFO.
* NOFO Coordinator opens the Consolidated Application in E-Snaps and send HMIS Lead Agency Coordinators portions for completion.
* NOFO Coordinator holds application training for interested agencies. The timing of the application training depends on when the HUD NOFO is released and when applications are due to HUD each year.
* NOFO Coordinator notifies agencies of Rank and Review Subcommittee date and that pending applicants must be available for follow-up from the Rank and Review Subcommittee that day.
* NOFO Coordinator receives applications from interested Balance of State agencies via E-Snaps and additional local application materials via email.
* NOFO Coordinator prepares copies of all applications received for the Rank and Review Subcommittee.
* NOFO Coordinator requests compliance information from HMIS Lead Agency for all applicants.
* NOFO Coordinator verifies data submitted on local application tools on each new and renewal application and notes any discrepancies for Rank and Review Subcommittee.
* NOFO Coordinator prepares a summary of funds available for new projects and bonus projects based on the final registration information provided by HUD for the Rank and Review Subcommittee.
* NOFO Coordinator prepares additional spreadsheets as needed for process, including GIW versus Project application budget.
* NOFO Coordinator attends Rank and Review meetings to be available to answer objective questions and prepare the room for the Rank and Review Subcommittee.
* NOFO Coordinator provides reviewers with grant packets, including the application, local application tool scoring sheets and a budget summary of all available funds.
* Rank and Review Subcommittee Chair provides instructions to reviewers and facilitates the application review process.
* NOFO Coordinator collects reviewer scoring sheets and record grant scores into a spreadsheet for reviewers to view.
* NOFO Coordinator follows up with any agencies as requested by the Rank and Review Subcommittee for further information or clarification on an application.
* After all applications have been reviewed, the Rank and Review Subcommittee Chair facilitates ranking decision discussion for renewal, new and bonus projects based on MO BoS COC policies.
* The Rank and Review Subcommittee has the discretion to recommend more or less of requested application amount, based on MO BoS CoC polices and availability of funding.
* NOFO Coordinator makes any contacts requested by the Rank and Review Subcommittee to agencies who must change budgets or other application elements to be included in the CoC's collaborative application to HUD; information is reported to the Rank and Review Subcommittee.
* After scores for all applications are finalized and submitted from the Rank and Review Subcommittee members, the application scores are calculated and displayed for the Rank and Review Subcommittee to see all grant application scores together.
* Rank and Review Subcommittee makes funding recommendations to the NOFO Coordinator by voting and coming to a consensus; NOFO Coordinator writes down funding recommendations.
* NOFO Coordinator keeps an electronic record of funding decisions and score sheets.
* NOFO Coordinator uploads the electronic records of funding decisions and score sheets in to a shared location identified by CoC leadership.
* NOFO Coordinator releases the E-Snaps applications that need changes back to the agencies with a new E-Snaps submission deadline.
* NOFO Coordinator enters the rankings of all projects in the Consolidated Application
* NOFO Coordinator sends conditional funding letters and rejection letters to all agencies who applied for CoC funds with a deadline to request feedback from the Rank and Review Subcommittee Chair; requests must be made in writing to the Rank and Review Subcommittee Chair.
* Requests for feedback are sent from the Rank and Review Subcommittee Chair to the NOFO Coordinator to compile an overview for the feedback.
* NOFO Coordinator sends the feedback overview to the Rank and Review Subcommittee Chair, which is then sent back to the agency by the Rank and Review Subcommittee Chair.
* NOFO Coordinator updates the MO BoS CoC website NOFO page to reflect the feedback deadline.
* NOFO Coordinator works with the Rank and Review Subcommittee Chair on any feedback requests using the scoring sheets on file.
* NOFO Coordinator updates the MO BoS CoC website NOFO page when the deadline for feedback has passed.
* After HUD has made funding decisions for renewal and new projects, NOFO Coordinator sends agencies an email to notify agencies of final funding decisions made by HUD.
* Any activity not listed in this policy must be approved by the Mo BoS CoC Board.