



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/entities, and members of the MO BoS CoC have an obligation to conduct CoC business within the guidelines that prohibit actual, perceived, or potential conflicts of interest and must serve in a manner as to avoid personal gain resulting from the performance of CoC duties. Consistent with the MO BoS Conflict of Interest and Code of Conduct policy, members or agencies with a conflict of interest may not hold a seat on the Rank and Review Subcommittee. The CoC Conflict of Interest and Code of Conduct policy will be reviewed by the Rank and Review Subcommittee and members are required to sign a MO BoS disclosure form.

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 approximately 60 days to complete the entire CoC application process. The Rank and Review Subcommittee may meet prior to the competition to complete the necessary work of the Subcommittee including application scorecard development, policy review, and competition process training.

Each competition year, a NOFO Team is assembled by the CoC Grant's Committee comprised of CoC members. The NOFO Team is charged with the coordination and submission of the CoC Consolidated Application (CA) and may delegate any activities to additional subcommittees or workgroups as needed to complete the CA on behalf of the MO BoS CoC.

Agencies who choose not to renew a CoC grant in the MO BoS CoC may serve on the Rank and Review Subcommittee. A Notice of Intent not to renew from a CoC funded agency must be submitted no later than the MO BOS CoC Letter of Interest process OR June 1st of a competition year.

HUD usually makes CoC funding announcements in the 1st quarter of the year following the close of the application period.

Information regarding the local competition policies and process will be posted on MO BoS CoC website: <https://moboscoc.org/funding-opportunities/>



Process Flow

- NOFO Team reviews the Letter of Intent (LOI) of MO BoS CoC and makes any changes needed to the LOI based upon the last CoC NOFO Competition and changes in the CoC NOFO. NOFO Team sends to the Board for review.
- NOFO Team posts the LOI announcement on the MO BoS CoC website and sends an email regarding the LOI to all BoS CoC Member agencies.
- NOFO Team reviews all LOI materials submitted by applicant agencies and verifies all information in each LOI. NOFO Team sends confirmation/verification email for each LOI submission. NOFO Team compiles a report on all LOIs received/verified and a funding summary.
- NOFO Team sends LOI report to MO BoS CoC Board. The Board may direct the NOFO Team to solicit for specific areas of need and/or project type that were not covered in the LOIs submitted.
- HUD Releases NOFO for Continuum of Care Competition.
- NOFO Team reviews the CoC NOFO and CoC local application tools.
- NOFO Team will recommend any proposed changes necessary to the local application review process, policies, and scoring tools noting any changes that are required due to information in the CoC NOFO. The NOFO Team will ensure the local competition process will align with CoC requirements and HUD priorities as set forth in the CoC NOFO. The NOFO Team submits any proposed changes to the Board for approval.
- NOFO Team creates a proposed timeline in accordance with HUD due dates in the NOFO for the Continuum of Care Competition. NOFO Team coordinates times and locations for application review and application scoring with Rank and Review Subcommittee Chair. NOFO Team sends the NOFO local competition timeline to MO BoS CoC Board for review and approval.
- NOFO Team creates BoS CoC NOFO local competition notice which includes at minimum, the funds available, agency application technical assistance date, application submission instructions, due dates, the CoC's scorecard, applicable policies, and agency requirements. NOFO Team requests MO BoS CoC Board approval to post the local competition notice.
- The Rank and Review Subcommittee Chair informs the Rank and Review Subcommittee of the date(s), location, and time to review and score applications.
- NOFO Team receives applications from interested agencies via e-snaps and any additional local application materials required via email.
- NOFO Team prepares copies of all applications received for the Rank and Review Subcommittee.
- NOFO Team requests compliance, performance, and data quality information from HMIS Lead Agency for all project applicants.
- NOFO Team verifies data submitted in local application packages for each new and renewal application and notes any discrepancies for the Rank and Review Subcommittee.
- NOFO Team prepares a summary of funds available for new projects and bonus projects based on the estimated Annual Renewal Demand (ARD)/Annual Renewal



Amount (ARA) information provided by HUD and voluntary reallocation notices for the Rank and Review Subcommittee.

- NOFO Team prepares additional spreadsheets/information as needed for scoring and the ranking process, including GIW comparison to project application budget.
- NOFO Team attends Rank and Review meetings to be available to answer objective questions and prepare the room for the Rank and Review Subcommittee.
- NOFO Team provides Rank and Review Subcommittee with application packages, including the application, local application scoring tool 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 Team collects reviewer scoring sheets and records project application scores into a spreadsheet for the reviewers.
- NOFO Team follows up with any agencies as requested by the Rank and Review Subcommittee for further information or clarification on a project application submission.
- 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 and HUD priorities in the NOFO.
- The Rank and Review Subcommittee has the discretion to recommend more or less of the requested application funding amount, based on MO BoS CoC policies and availability of funding.
- NOFO Team 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 Priority Listing and Consolidated Application to HUD; information is reported to the Rank and Review Subcommittee for confirmation.
- 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 project application scores together.
- Rank and Review Subcommittee makes funding recommendations by coming to consensus and voting; NOFO Team records the funding recommendations of the Subcommittee.
- NOFO Team keeps an electronic record of funding decisions and score sheets.
- NOFO Team uploads the electronic records of funding decisions and score sheets in to a shared location identified by CoC Board.
- NOFO Team releases the project applications submitted in e-snaps that need changes/edits back to the agencies with a new e-snaps submission deadline.
- NOFO Team enters the rankings of all projects in the Priority Listing in e-snaps. NOFO Team prepares the Ranking and Review document, per NOFO requirements, to attach to the Consolidated Application and submits for review and approval to the Board and then posts to CoC website.



- NOFO Team sends conditional funding acceptance, reduction, or rejection letters to all agencies who applied for CoC funds with a deadline to appeal; requests must be made in writing to the moboscoc@gmail.com and the Rank and Review Subcommittee Chair. Applicant agencies must follow the Appeals policy, notice requirements, and adhere to the local competition deadlines.
- The approved Priority Listing and CA are posted to the MO BoS website by the NOFO Team following the CoC NOFO requirements and local timeline, prior to submission to HUD.
- Following the close of the CoC NOFO competition and the local/HUD appeals process, an applicant agency may request feedback from the Rank and Review Subcommittee on the agency's submitted application package(s) to moboscoc@gmail.com. The NOFO Team will post to the MO BoS CoC website NOFO page the feedback deadline. NOFO Team works with the Rank and Review Subcommittee Chair on any feedback requests using the project scoring sheets on file and sends the feedback overview to the Rank and Review Subcommittee Chair, which is then sent to the agency by the Chair.
- After HUD has made funding decisions for renewal and new projects, the NOFO Team sends an email notice to the CoC agencies of final funding decisions made by HUD.
- Any change in the activities listed in this process must be approved by the Mo BoS CoC Board.