**Prioritization Policies and Procedures**

Eligible proposals will be prioritized for inclusion in the CoC's coordinated application by the Prioritization Committee acting as the rank and review group. Applications not scoring high enough will not be placed on the project funding request as part of the Consolidated Application (Formerly Exhibit 1).

SL County CRD recruits Prioritization Committee members, prioritizing members who have served as members in the past or who have other relevant experience. The Prioritization Committee will be composed of representatives from a cross-section of groups which might include: Faith-based and non-profit providers of homeless services and housing; city representatives; county employees; mental health; substance abuse; veteran's services; and consumers.

- Prioritization Committee members must declare that they have no conflict of interest.
- Members must be appointed every year and their eligibility verified.
- Members must be able to dedicate time for application review and committee meetings.
- Prioritization Committee members are given an orientation which includes:
    - Information regarding homeless activities, needs, services, definitions and other issues that are pertinent to the CoC
    - A background of McKinney Vento and the local process
    - The role of the Prioritization Committee
    - Review of the scoring tools, applications, and resources
- Prioritization Committee members receive eligible application proposals and scoring materials.
- Prior to the Ranking meeting, all Prioritization Committee members review all applications over an appointed period. Members read projects, preliminarily score them, and note any questions/comments to follow-up with applicants.
- If the CoC staff have any knowledge that could lead HUD to deny granting funds to a project, they will share that information with the Prioritization Committee. CoC staff will discuss this information with applicants as part of technical assistance provided to assist project development.
- The Prioritization Committee meets to review and discuss each application together and to individually score them. CoC staff is present at the Committee meeting to record decisions of the Committee and any comments/ recommendations they have for applicants.
    - The Prioritization Committee discusses the merits of each proposal, scores the applications, and turns in score sheets to staff.
    - Overall raw scores are calculated by CoC Staff.
    - The Committee considers adjustments for such issues HUD incentives or requirements.
    - The Committee considers proposal changes or project budget adjustments that may be required to meet community needs.
    - The Committee determines the rank and funding levels of all projects considering all available information.
    - During deliberation, CoC staff will provide technical assistance by responding to questions of the Committee members, correcting technical inaccuracies if they arise in conversation, and reminding the Committee members of their responsibilities if they step outside their purview.

- Scoring results are delivered to applicants with a reminder about the appellate process.
  - Each applicant receives copies of their proposals with technical edits made by CoC staff. Applicants are asked to correct their applications and send them back to CoC staff before final submission to HUD.
  - Applications which do not meet the threshold requirements will not be included in the Priority Listing in the Consolidated Application, and therefore will not be forwarded to HUD for consideration.
  - If more applications are submitted than the CoC has money to fund, the lowest-scoring applications will not be included in the Priority List in Exhibit 1, and therefore will not be forwarded to HUD for consideration.

## Penalties

Staff will contact agencies if an application is expected, but not received by the deadline. Applications submitted up to 24 hours late will be assessed a penalty as detailed in the scoring documentation.

Staff will contact agencies if applications are incomplete or inaccurate. A penalty will be assessed, but agencies will be given 24 hours from staff contact to fix the error. If the error is not corrected, the application will not be scored.

Applications submitted more than 24 hours after the deadline will not be scored.

*Where there is a staff (SLCO or HUD) documented issue that impacts the ability of applicants to access electronic application systems (E-snaps, ZoomGrants), the Committee reserves the right to adjust the penalty accordingly.*

## Policy for Appeals of Rating/Ranking
Eligible Appeals

- The application of any applicant agency which a) is unranked, or b) receives decreased funding may appeal.
- Applicants that have been found not to meet the threshold requirements are not eligible for an appeal.
- Appeals cannot be based upon the judgment of the Prioritization Committee.

Applicants may appeal if they can:

- prove their score is not reflective of the application information provided; or
- describe bias or unfairness in the process, which warrants the appeal.

All notices of appeal must be based on the information submitted by the application due date. No new or additional information will be considered. Omissions to the application cannot be appealed.

*Per 24 CFR 578.35(b), project applicants that believe they were not allowed to participate in a fair and open process and that were rejected by the CoC may appeal the rejection directly to HUD by submitting as a Solo Application prior to the application deadline.*