



St. Johns County Continuum of Care (FL-512) Scoring, Rating and Review Procedures

Scoring and Review Committee

The St. Johns County Continuum of Care (CoC) has established the Scoring and Review Committee to determine scoring and review criteria and special project prioritization based on needs and/or requirements for grants applied for through the CoC. The primary responsibilities of the Scoring and Review Committee are to:

- **Review all applications for funding, including:**
 - New project submissions
 - Reallocation proposals
 - Existing CoC programs eligible for renewal
- **Evaluate the proposals, according to:**
 - HUD Guidelines
 - CoC's identified existing needs and gaps
- **Rank projects, to include:**
 - Scoring of each application submitted
 - Tiering of project proposals
 - Drafting priority lists
- **Recommend funding:**
 - Based on priority and tier in accordance with HUD funding criteria
 - Make a formal recommendation to the CoC regarding funding

Committee Membership

The Scoring and Review Committee is made up of no less than five, and no more than seven members. The Executive Committee approves candidates considered for the committee to ensure that the candidate has no connection or investment in any of the agencies applying for funding. The committee meets monthly, or as needed.

Public Awareness

The CoC's local scoring and rating criteria, including point values, will be publicly posted at the time the CoC notifies the public it is accepting applications.

Scoring Tools

The CoC will use objective criteria (e.g., cost-effectiveness, type of population served, type of housing proposed; commitment to Housing First) for at least 35% of the total points available for project application. System performance measures will be used as objective criteria for rating, selection, and ranking project applications. More than one system performance measure will be considered in the scoring tool.

Domestic Violence providers are required to use a comparable database in lieu of HMIS to collect the required Universal Data Elements and CoC Program system performance measures.

HMIS/Data Committee

The HMIS/Data Committee will analyze data regarding each project that has successfully placed program participants in permanent housing. The HMIS/Data Committee will provide the Scoring and Review Committee with an analysis of rapid return to permanent housing while considering the severity of barriers experienced by program participants. The Scoring and Review committee will consider the severity of barriers (e.g., substance use, history of domestic violence, criminal history) when ranking project performance related to obtaining and maintaining permanent housing.

Racial Equity

The CoC will promote racial equity in the local review, selection, and process. The CoC will solicit input from persons of different races and ethnicities particularly those over-represented in the local homelessness population, when determining the rating factors used to review project applications. Projects are rated and ranked based on the degree to which their project has identified any barriers to participation (e.g., lack of outreach) faced by persons of different races and ethnicities, particularly those over-represented in the local homelessness population, and has taken or will take steps to eliminate the identified barriers.

Review Process

When a Letter of Intent (LOI) or Request for Proposals (RFP) is released by the CoC, the Scoring and Review Committee is called upon to review letters/applications to ensure that the project and applicant meet CoC and HUD standards.

Following the release of any funding opportunities by the CoC, the CoC Lead Agency will provide members of the Scoring and Review Committee with the LOI/RFP, and finalize any scoring tools, timelines, and additional documentation that may be required. Input for determining scoring criteria is sought from Continuum of Care (CoC) Board and CoC Membership, and is based on the COC Strategic Plan.

Once applications are received and submitted, the Scoring and Review Committee ensures that all projects meet the minimum threshold requirements to move forward in the application process. Applications failing to meet the minimum threshold will receive notification that their project is ineligible to move forward.

The CoC Lead Agency provides members of the Scoring and Review Committee copies of project applications, scoring tools, and any additional data, HMIS reports, or additional information required to complete the scoring. The committee is given access to all the necessary documents with at least 5 days to individually review and score applications before meeting.

Following the review period, the Scoring and Review Committee meets to submit scores for project applications. Individual scores are combined to provide an aggregate score. The committee then determines if there are priority applications to address and places each application into a group, if necessary (example: priority for populations, geographic areas, types of programs, etc.).

All applications are ranked in order of scoring and priority and the floor is opened for discussion about any proposals that seem out of order. The discussion concludes and any changes to individual scoring, based on discussion are recorded. All applications are then listed again for a final scoring and ranking.

If the funding being applied for does not require the CoC to tier the projects, the final scoring and ranking is submitted to the CoC Board for approval, and all project applicants are notified of the status of their application.

The CoC will notify project applicants, in writing, who submitted their project applications to the CoC by the CoC-established deadline, whether their project application(s) will be accepted and ranked, rejected, or reduced before the combined application submission deadline, and where a project application is being rejected or reduced, the CoC will indicate the reason(s) for the rejection or reduction.

Because HMIS is required for the CoC and must be funded, HMIS grants will receive the maximum score and be ranked as number one. The CoC encourages organizations to apply for all other eligible project types.

Tiering

If the funding being applied for does require the CoC to tier projects, the Scoring and Review Committee lists each of the scores in order and by group, if necessary (example: priority applications, other applications, etc.). The committee then determines the amount of funding available and determines how the funding should be designated for each group, if necessary (example: priority group, 80% of total, other group 20% of total, etc.).

The committee then determines the number of applications that will receive funding in each group, if grouped. Any adjustments needed to get to the exact amount of funding available for each group of applications are made at this time. The Scoring and Review Committee relays the final tiered list, including scores and funding recommendations, to the CoC Lead Agency, who prepares the list for approval by the CoC.

Once approved, the tiered list is made available on the St. Johns County CoC website, and each applicant is notified of their status.

Appeals Process

The Scoring and Review Appeals Committee shall consist of two individuals not currently serving on the Scoring and Review Committee, plus one designated member of the committee (determined by the Scoring and Review Committee at the time of final decision).

The CoC has established requirements for the form and manner of submissions for appeals from organizations seeking CoC funding through the lead agency. Failure to follow the procedures or meet the deadlines established in this process may result in denial of the appeal.

- Eligible applicant organizations that submitted a Letter of Intent to the CoC and met proposal submission requirements by the established deadline that were rejected or reduced by the St. Johns County CoC Board can appeal the Scoring and Review Committee's decision
- The applicant (Appealing Party) must provide evidence that demonstrates an error on the part of the CoC Board in rejecting or reducing the grant. Documentation submitted by the applicant must include:
 - evidence from the application supporting the applicant's claim that the project application met eligibility and quality thresholds set forth in the funding notice (NOFA, RFP, etc)
 - documentation that the application was improperly scored or ranked
 - evidence that the applicant believes the CoC Board failed to follow its selection priorities set forth in the NOFA which resulted in the project not being funded (e.g., selecting a lower-ranked similar project)
- Not later than the third day after the Appealing Party has been notified of the CoC Board's decision, the Appealing Party must file a written appeal with the CoC Lead Agency (Flagler Hospital, Inc). The written appeal must include specific information relating to the disposition of the application. The Appealing Party must specifically identify the grounds for the Appeal based on the disposition of the application. Upon receipt of an Appeal, staff shall prepare an Appeal file for the St. Johns Continuum of Care Board Chair. The Chair of the CoC Board shall respond in writing to the Appeal not later than the fifth day after the receipt of the Appeal.
- If the Appealing Party is not satisfied with the CoC Board Chair's response to the Appeal, they may appeal directly to the entire CoC Board within five days after the date of the CoC Board Chair's response. Appeal will be placed on the Board agenda. The CoC Board will review the Appeal and may consider any information properly considered by the CoC Board Chair in making its prior decision(s).
- Appeals not submitted in accordance with this section will not be considered by the Board, unless the Board, in the exercise of its discretion, determines there is good cause to consider the appeal. The decisions of the Board are final.
- Appeals must be addressed to the CoC Lead Agency and emailed to Lindsey Rodea at lindsey.rodea@flaglerhospital.org

Reallocation

In developing our local policy governing project ranking, reallocation, and tiering, the St. Johns County CoC's annual reallocation objectives are to:

- Comply with all HUD requirements;
- Preserve funding for high performing projects;
- Shift investments from lower performing projects to new projects that help advance our community's goal of reducing homelessness

Reallocation Policy:

The HUD CoC Project Reallocation Process establishes the CoC's policy governing grant reallocation for HUD CoC funded projects. If applicable, funds reallocated as part of recapturing unspent funds, voluntary or involuntary will be made available for reallocation to create new projects during the local solicitation process.

Unspent Funds:

Projects that are not fully expending or under-spending their grant awards are subject to the reallocation process. Projects that have underspent their award by 10% may be reduced and those funds will go to reallocation for New Project(s). A one year grace period may be extended to providers who appeal proposed reallocation with a plan that demonstrates that the grant's expenditure will be improved in the current program year. Projects that have under-expended more than 10% of their award in two consecutive program years will have their funding reduced or eliminated through reallocation in the next CoC NoFA competition.

Voluntary Reallocation:

As part of the local solicitation for inclusion in the HUD CoC Consolidated Application, programs are asked whether they wish to voluntarily reallocate some or all of their funding. Such reallocated funds are pooled for reallocation to New Projects.

Involuntary Reallocation:

Projects with poor performance and/or are not serving the intended population or with significant, unresolved findings are subject to reallocation. Lower performing projects will be reallocated to create new higher performing projects.