

The role and responsibility of the Data Information Committee is to provide analysis of trends and performance of the homeless system and detailed HMIS data reports as requested by each CoC objective. This Committee will inform the Steering Committee and the SLHCC of homeless data which may be collected outside of the HMIS system.

## Lead Agency Designation

The three CoC's designate the Homelessness Programs Office, Housing and Community Development Division of the State of Utah Department of Workforce Services (DWS) to manage the HMIS operations on its behalf and to provide HMIS project administration functions including staffing with State employees and managing budget and grant requirements.

## Continuum of Care Application in response to HUD NOFA

As outlined in the Background section, the Salt Lake Valley Coalition to End Homelessness currently fulfills the responsibilities and duties of the Salt Lake County CoC. Therefore, Salt Lake County acts as the Collaborative Applicant for the Coalition. The SLVCEH Collaborative Applicant is responsible for facilitating the community response to the annual Continuum of Care (CoC) Notice of Funding Availability (NOFA) issued by the federal department of Housing and Urban Development (HUD). The SLVCEH CoC NOFA workgroup are charged with guiding the community's response to the CoC NOFA.

## Rank and Review Policies and Procedures

Eligible proposals will be prioritized for inclusion in the CoC's coordinated application by the Ranking 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).

Salt Lake County, as the designated Collaborative Applicant, recruits Ranking Committee members, prioritizing members who have served as members in the past or who have other relevant experience. The Ranking 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.

- Ranking 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.
- Ranking Committee members are given an orientation which includes:
  - Information regarding homeless activities, needs, services, definitions and other issues that are pertinent to the SLVCEH
  - A background of McKinney Vento and the local process
  - The role of the Ranking Committee
  - Review of the scoring tools, applications, and resources

Ranking Committee members receive eligible application proposals and scoring matrix.

Prior to the Ranking meeting, all Ranking 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 SLVCEH support agency staff have any knowledge that could lead HUD to deny granting funds to a project, they will share that information with the Ranking Committee. SLVCEH support agency staff will discuss this information with applicants as part of technical assistance provided to assist project development.

The Ranking Committee meets to review and discuss each application together and to individually score them. SLVCEH support agency staff is present at the Committee meeting to record decisions of the Committee and any comments/ recommendations they have for applicants.

The Ranking Committee discusses the merits of each proposal, scores the applications, and turns in score sheets to staff.

- Overall raw scores are calculated by SLVCEH CoC support agency 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, SLVCEH CoC support agency 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 SLVCEH support agency staff. Applicants are asked to correct their applications and send them back to SLVCEH support agency staff before final submission to HUD.
- Applications which do not meet the threshold requirements will not be included in the Priority Listing as part of the Consolidated Application, and therefore will not be forwarded to HUD for consideration.
- If more applications are submitted than the SLVCEH has money to fund, the lowest-scoring applications will not be included in the Priority List as part of the Consolidated Application, and therefore will not be forwarded to HUD for consideration.

#### PENALTIES

Applicants may correct a curable deficiency with timely action. To be curable the deficiency must: not be an applicant eligibility requirement and be remedied within the time frame specified in the notice of deficiency.

If the corrections are remedied within the time frame specified, no loss of points will result.

If the Committee finds that an applicant has intentionally misrepresented information, the application may be rejected, or a penalty may be assessed.

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 submission deadline 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 Ranking 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. Additional appeal information may be found in the Notice of Funding Availability (NOFA).

## Annual Performance Report

Annual Performance Reports (APRs), formerly called Annual Progress Reports, are required by HUD on an annual basis to track the progress and accomplishments of HUD's Continuum of Care Homeless Assistance Programs.

The APR gathers information on how programs assist homeless persons to obtain and remain in permanent housing, increase skills and income, and attain greater self-determination. This information is used by HUD and Congress to assess outcomes from federal funding. The APR is also useful to the SLVCEH, grantees, and sponsors as a planning and management tool to analyze client demographics and service needs; to evaluate project outcomes; to make improvements; and to set future goals for their projects.

To ensure accurate reporting and local accountability, it is the policy of the Salt Lake County CoC that agencies are to submit a pdf draft copy of their Sage submission to the SLVCEH designated staff person, no later than 30 days before the APR is due to HUD. Once the SLVCEH support agency staff have reviewed the reports and any corrections have been incorporated, the agency may then submit their APR to HUD.