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# **Application Review Procedures**

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Polk County Continuum of Care  
Homeless Coalition of Polk County  
Lead Agency  
107 Morningside Drive, Unit C  
Lakeland, FL 33803

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## **Purpose**

This procedure implements policy for project ranking contained in HUD 24 CFR Part 578, Homeless Emergency Assistance and Rapid Transition to Housing: Continuum of Care Program, Interim Rule and other HUD documents for the Lakeland Continuum of Care.

## **Project Selection Committee**

Project application ranking will be done by a committee of CoC members and other disinterested parties. No person employed by an applicant or with a financial interest in an applicant may serve on the committee. The committee will review the project applications ranking them using the criteria provided by the CoC. The committee will consist of three to seven persons as determined by the CoC. The Homeless Coalition of Polk County (HCPC), as Collaborative Agent for the CoC, will arrange a meeting room and administrative support for the committee, including taking and publishing dated minutes.

## **Project Selection Committee Meetings**

The Project Selection Committee will meet as often as necessary to conduct its business, but must meet at least once a year to rank agency applications for the CoC Consolidated Application. Minutes of all meetings must be made available to all CoC members.

## **Application Ranking Criteria**

Objective criteria for the ranking of project applications are developed by the CoC reflecting the needs of the community, HUD priorities, and services already available. The criteria will be approved by the CoC membership. After the initial criteria have been approved, only changes, additions, and deletions require membership approval. Criteria should be available as soon as possible for a NOFA application submission deadline, but in no case less than 30 days prior to that deadline.

## **Application Ranking Process**

While the ranking of CoC project applications takes place in the 30 days prior to the deadline for submission contained in the Notice of Funding Availability (NOFA) the ranking process is continual throughout the year. The process receives inputs from HUD policies, HUD emphasis areas in the NOFA, the consolidated plan, point-in-time count, needs analysis, and from service providers and other stakeholders. The HCPC planning staff will develop application ranking criteria in coordination with CoC members. The members of the Project Selection Committee will individually review all applications using the approved criteria and assign a score to the application. When there are significant difference in the scores assigned to an application the members will discuss reasons for the scores in an attempt to resolve the differences. The applications are then ranked from high score to low score. This ranking list is provided to the Executive Director, HCPC along with all supporting documents including dated meeting minutes. The Executive Director, HCPC will ensure the minutes are made available to the full CoC membership. Additionally, the Executive Director will ensure that the Consolidated Application, including the Priority Listings are posted to the HCPC website before the submission deadline and notify community members and key stakeholders that the application is available.

## **Application Ranking Prior to Implementation**

Prior to the approval and implementation of this procedure, project application ranking will be done by HCPC. Since the project applications submitted are all renewal applications, HCPC will rank the applications by the targeted homeless population's need for the services addressed in the application and by the urgency of meeting the need addressed by the application.

## **Prior Year Application Rankings**

When the list of projects and the application ranking criteria have not changed from the previous submission, the ranking from the prior year may be used.