Rural Nevada
CONTINUUM OF CARE

Rating and Ranking

POLICIES & PROCEDURES

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Introduction

The Rural Nevada Continuum of Care (RNCoC) is dedicated to addressing homelessness and housing instability within the rural and frontier communities of Nevada. Our mission is to create a comprehensive and coordinated response to homelessness by fostering partnerships, leveraging, resources, and implementing efective strategies that meet the unique needs of our rural populations.

A critical component of our eforts involves the fair and transparent scoring and ranking of project applications for funding in response to the Notice of Funding Opportunity released regularly by the US Department of Housing and Urban Development (HUD). The RNCoC scoring and ranking policies and procedures are designed to ensure that resources are allocated eficiently and efectively to programs that demonstrate the greatest potential to reduce and ultimately end homelessness in our geographic areas. These policies and procedures provide a clear framework for evaluating project proposals, prioritizing high-impact initiatives, and maintaining accountability among service providers. By adhering to these guidelines, the RNCoC aims to enhance service delivery and support the strategic goals outlined in our comprehensive plan to address homelessness.

This document outlines the specific criteria, processes, and methodologies employed by the RNCoC in the scoring and ranking of project applications. It serves as a guid for applicants, stakeholders, and evaluators, ensuring that all parties have a shared understanding of the standards and expectations that govern our funding decisions.

The Continuum of Care

The Continuum of Care (CoC) Program is a crucial initiative by the US Department of Housing and Urban Development (HUD) aimed at addressing homelessness comprehensively.

The primary purpose of the CoC Program is to promote community-wide commitment to the goal of ending homelessness. It provides funding to non-profit organizations, as well as state and local governments, to quickly rehouse homeless individuals and families, while minimizing the trauma and dislocation cause by homelessness. The program also aims to optimize self-suficiency among individuals and families experiencing homelessness.

Key component of HUD CoC program include:

1. **Funding and Grants:** CoC funds are awarded competitively to local organization and agencies that form a CoC. These funds support a variety of activities, including permanent housing, transitional housing, supportive services, Homeless Management Information System (HMIS) implementation, and in some cases, homelessness prevention.
2. **Coordination and Planning:** Each CoC is responsible for coordinating and planning homeless services within a specified geographic area. This includes conducting biennial point-in-time count of homeless persons, operating a coordinated entry system to ensure that those experiencing homelessness have fair and equal access to housing and services, and developing and implementing strategies to reduce homelessness.
3. **Performance Measurement:** CoCs are required to measure their performance based on specific HUD criteria. These criteria include reducing the length of time individuals and families remain homeless, reducing the rate at which individuals and families return to homelessness, and improving employment and income growth for homeless individuals.
4. **Collaborative Approach:** The CoC Program emphasizes a collaborative approach to addressing homelessness, involving stakeholders from various sectors, including non-profit service providers, local government agencies, faith-based organization, businesses, and homeless or formerly homeless individuals.

The CoC Program aims to create a more organized and eficient system to prevent and end homelessness. By leveraging federal resources and fostering local partnerships, the program has made significant strides in reducing homelessness in communities across the United States. In summary, HUD's Continuum of Care Program is a comprehensive approach designed to support homeless individuals and families, enhance community planning and coordination, and ultimately work towards the goal of ending homelessness.

RNCoC Governance

It is the responsibility of the RNCoC Steering Committee to act as the governing structure for the RNCoC and to adopt the rules and operating procedures as it deems necessary to carry out its responsibilities under state and federal legislation. The Steering Committee includes representatives of relevant organizations and of projects serving subpopulations of those experiencing homelessness and shall include at least one individual experiencing homelessness or who has formerly experienced

homelessness. Additional representatives shall include public and private sector organizations, including state level administrators from education, health and human services, housing, welfare, veterans, and organizations serving those with disabilites. Remaining memberships shall include non-profits, the treatment community, faith based organization, and homeless youth providers.
Standing Committees, Subcommittees and Working Groups include:

- RNCoC Steering Committee
- RNCoC Technical Committee
- Coordinated Entry Committee
- Annual Homeless Point-in-Time Working Groups
- Ad Hoc Working Groups
- Rating and Ranking Subcommittee

The Rating and Ranking Committee (RRC), comprised of representatives from neutral (non-applicant) organizations, reviews all renewal and new applications. The RRC leads the Rating and Ranking process and adopts the Rating and Ranking tool, which may be updated annually.

Guiding Principles

The Rural Nevada Continuum of Care (RNCoC) is committed to administering the Local Competition in a manner that promotes fairness, transparency, consistency, and accountability while complying with all applicable U.S. Department of Housing and Urban Development (HUD) Continuum of Care Program requirements.
The RNCoC will administer the Local Competition in accordance with the following guiding principles:

Fairness
All eligible applicants will be provided an equal opportunity to participate in the Local Competition and will be evaluated using the same published policies, procedures, scoring methodology, and application requirements applicable to their funding opportunity.

Transparency
The RNCoC will conduct the Local Competition through clearly documented policies, publicly available competition materials, established timelines, and consistent communication with applicants and stakeholders.

Objectivity
Funding recommendations will be based primarily on objective evaluation criteria supported by verifiable documentation, measurable performance, and standardized review procedures. Narrative responses will be evaluated using established scoring guidance to promote consistency among reviewers.

Consistency
The RNCoC will apply these Policies and Procedures uniformly throughout the Local Competition. Competition materials, scoring tools, and reviewer guidance will be

implemented consistently across all eligible applicants within each funding opportunity.

Accountability
Applicants, reviewers, the Rating and Ranking Committee, the RNCoC Steering Committee, and the Collaborative Applicant each have defined responsibilities within the Local Competition. The RNCoC will maintain documentation supporting competition decisions and will administer the competition in accordance with these Policies and Procedures.

Continuous Improvement
The RNCoC is committed to periodically reviewing and improving the Local Competition process to reflect HUD requirements, community priorities, lessons learned, and best practices while maintaining a fair and transparent competition.

Roles and Responsibilities

The RNCoC Local Competition is a collaborative process involving applicants, the Collaborative Applicant, the Rating and Ranking Committee, the RNCoC Steering Committee, and other designated participants. Each entity has defined responsibilities to promote a fair, transparent, and objective competition.

Collaborative Applicant
The Collaborative Applicant is responsible for administering the Local Competition in accordance with these Policies and Procedures and the applicable HUD Continuum of Care Program Notice of Funding Opportunity (NOFO).
Responsibilities include, but are not limited to:

- Developing and publishing annual Local Competition materials and timelines.
- Providing technical assistance and competition resources to applicants.
- Conducting the Threshold Review of submitted applications.
- Coordinating the Rating and Ranking Committee process.
- Maintaining competition records and documentation.
- Presenting funding recommendations to the Steering Committee.
- Submitting the approved Project Priority List and Consolidated Application to HUD.

Applicants
Applicants are responsible for submitting complete, accurate, and timely applications in accordance with the annual Local Competition materials.
Applicant responsibilities include:

- Reviewing all published competition materials.
- Submitting all required application forms and supporting documentation by established deadlines.
- Responding to requests for clarification or administrative corrections, when permitted.
- Certifying the accuracy and completeness of submitted information.
- Complying with all applicable HUD and RNCoC requirements.

Rating and Ranking Committee
The Rating and Ranking Committee is responsible for independently evaluating eligible applications and developing funding recommendations based on the published scoring methodology and applicable HUD requirements.
Committee responsibilities include:

- Reviewing eligible applications.
- Applying the approved scoring methodology consistently across all applications.
- Identifying and disclosing any actual or potential conflicts of interest.
- Maintaining the confidentiality of application materials and committee deliberations.
- Developing funding recommendations for consideration by the RNCoC Steering Committee.

RNCoC Steering Committee
The RNCoC Steering Committee is responsible for providing oversight of the Local Competition process and approving the final Project Priority List for submission to HUD. The RNCoC Steering Committee does not independently rescore applications but considers the recommendations of the Rating and Ranking Committee prior to approving the final Project Priority List.

Appeals Committee (If Convened)
When appeals are submitted in accordance with these Policies and Procedures, the Appeals Committee shall review eligible appeals and make recommendations consistent with the established appeals process.
Appeals shall be limited to the grounds identified within these Policies and Procedures and shall not constitute a second review of application scores or funding recommendations.

Local Competition Overview

Overview
The Rural Nevada Continuum of Care (RNCoC) conducts an annual Local Competition to evaluate eligible project applications and develop the Continuum's Project Priority Listing for submission to the U.S. Department of Housing and Urban Development (HUD) as part of the Continuum of Care (CoC) Program Competition.
The Local Competition is designed to provide a fair, objective, and transparent process for evaluating projects seeking federal Continuum of Care funding. The competition is intended to ensure that projects recommended for funding demonstrate the capacity to efectively administer federal funds, comply with applicable program requirements, and contribute to the goals and priorities established by HUD and the RNCoC.
The RNCoC has established separate application tracks to ensure that all applications are evaluated using criteria appropriate to the applicant's experience and the funding opportunity available.

Systems-Level Prioritization

Some projects are necessary and critical to a CoC's day-to-day operations and to maintaining eligibility for future funding opportunities. These projects are automatically ranked in positions 1 and 2 within the priority listing to ensure their safety during the NOFO funding process. The renewal of Coordinated Entry (CE) and Homeless Management Information Systems (HMIS) are the identified projects to which this automatic prioritization applies.

Renewal Project Application

The Renewal Project Application is for projects currently receiving Continuum of Care Program funding that are eligible to apply for renewal funding under the applicable HUD Notice of Funding Opportunity (NOFO).

Renewal projects may be evaluated using objective performance measures, grant compliance, monitoring results, financial management, and other criteria established within the annual local competition materials.

Eligible renewal projects may include, but are not limited to:

- Permanent Supportive Housing (PSH)
- Rapid Re-Housing (RRH)
- Joint Transitional Housing/Rapid Re-Housing (Joint TH-RRH)
- Shelter Plus Care (SPC)
- Supportive Services Only (SSO), when eligible
- Homeless Management Information System (HMIS)
- Coordinated Entry (CE)
- Planning projects, when applicable

Specific eligibility and application requirements will be published annually as part of the Local Competition materials.

New Project Application

The New Project Competition is conducted when HUD makes funding available for new Continuum of Care projects through the annual Notice of Funding Opportunity. Organizations seeking CoC funding for the first time, or proposing a new eligible project, must participate in the New Project Competition.

New project applications are evaluated based on organizational readiness, project design, financial capacity, implementation planning, and other evaluation criteria identified in the annual local competition materials. Because new projects do not have historical CoC performance data, evaluation criteria difer from those used for renewal projects.

Special Funding Opportunities

When HUD announces additional competitive funding opportunities outside of, or as part of, the annual Continuum of Care Competition, the RNCoC may conduct separate local applications for those opportunities.

Examples of special funding opportunities may include:

- Domestic Violence (DV) Bonus
- Continuum of Care Builds (CoC Builds)
- Youth Homeless Systems Improvement (YHSI)
- Youth Homelessness Demonstration Program (YHDP)
- Other HUD funding opportunities, as announced

Each special funding opportunity may include separate eligibility requirements, application materials, threshold requirements, evaluation criteria, and scoring tools consistent with the applicable HUD funding announcement.

Participation in a special funding opportunity does not automatically qualify an applicant for funding under another competition track.

Competition Materials

The RNCoC will publish competition materials for each application track prior to or in conjunction with the opening of the Local Competition.

Competition materials may include:

- Application instructions
- Application templates
- Required forms
- Required documentation
- Scoring criteria
- Submission deadlines
- Applicant guidance
- Technical assistance opportunities
- Other materials necessary to support the application process

Applicants are responsible for reviewing all published competition materials applicable to the funding opportunity for which they are applying.

Competition Schedule

The RNCoC will publish an annual Local Competition Timeline identifying key dates associated with the competition process.

The timeline may include, as applicable:

- Release of competition materials
- Applicant workshops
- Technical assistance sessions
- Ofice hours
- Application submission deadline
- Threshold review period
- Rating and Ranking Committee review
- Appeals period
- RNCoC Steering Committee approval
- Submission of the Consolidated Application to HUD

Applicants are responsible for meeting all published deadlines. Applications received after the established deadline may not be considered unless otherwise permitted under these Policies and Procedures.

Annual Competition Materials

To maintain consistency from year to year, the following documents will be developed or updated annually, as applicable:

- Local Competition Timeline
- Renewal Applicant Packet
- New Project Applicant Packet
- Special Funding Opportunity Application Materials
- Scoring Tools

- Required Forms and Certifications
- Technical Assistance Schedule

Unless otherwise approved by the RNCoC Steering Committee, these Policies and Procedures will remain in efect from year to year, with annual updates limited to competition-specific information required by the applicable HUD Notice of Funding Opportunity.

Applicant Eligibility and Threshold Review

Applicant Eligibility

Only applications that meet the eligibility requirements established by the U.S. Department of Housing and Urban Development (HUD), the applicable Continuum of Care (CoC) Notice of Funding Opportunity (NOFO), and these Policies and Procedures will be considered for funding through the RNCoC Local Competition.

Applicants are responsible for ensuring that all eligibility requirements have been met prior to submitting an application.

Participation in the Local Competition does not guarantee funding or inclusion in the RNCoC Project Priority Listing.

Threshold Review

All applications submitted through the RNCoC Local Competition will undergo a Threshold Review prior to being scored by the Rating and Ranking Committee.

The Threshold Review is a **pass/fail** review designed to determine whether an application is complete, eligible, and responsive to the requirements of the Local Competition.

Applications that do not successfully pass Threshold Review may be determined ineligible for scoring.

The Collaborative Applicant or its designee may contact applicants during the Threshold Review period to request clarification or correction of minor administrative deficiencies when appropriate and when doing so does not provide a competitive advantage.

Threshold Requirements

To advance to scoring, applications must satisfy the threshold requirements established by the RNCoC and the applicable HUD Notice of Funding Opportunity.

Threshold requirements may include, but are not limited to:

- Submission by the published deadline.
- Complete application using the required forms.
- Applicant eligibility under the applicable HUD funding opportunity.
- Project eligibility under the applicable HUD funding opportunity.
- Submission of all required attachments and certifications.
- Compliance with applicable federal registration requirements (including, as applicable, an active Unique Entity Identifier (UEI) and System for Award Management (SAM) registration).

- Compliance with applicable monitoring, reporting, and grant requirements for existing recipients.
- Good standing with HUD and the RNCoC, when applicable.
- Any additional threshold requirements identified in the annual Local Competition materials.

Specific threshold documentation required for each competition track will be published annually in the applicable Applicant Packet.

Incomplete Applications

Applicants are responsible for submitting complete applications by the published deadline. Applications that are incomplete, missing required documentation, or submitted after the deadline may be determined ineligible for further consideration.

The Collaborative Applicant may, at its sole discretion, request clarification or correction of minor administrative or clerical errors when such corrections do not alter the substance of the application or provide a competitive advantage.

Failure to respond within the timeframe established by the Collaborative Applicant may result in the application being determined ineligible.

Threshold Determination

Following completion of the Threshold Review, each application will receive one of the following determinations:

- **Pass** – The application has met all threshold requirements and will advance to scoring.
- **Pass with Administrative Corrections** – The application has met threshold requirements after correction of minor administrative deficiencies identified during the Threshold Review period.
- **Fail** – The application has not met one or more threshold requirements and will not advance to scoring.

Applicants will be notified of any determination that their application has failed Threshold Review in accordance with the procedures established in these Policies and Procedures.

Competition-Specific Requirements

Because each competition track may have diferent eligibility requirements, additional threshold requirements may be established through the annual competition materials. Examples include:

- Renewal Project Competition
- New Project Competition
- Special Funding Opportunities (including DV Bonus, CoC Builds, YHSI, YHDP, or other HUD funding opportunities)

Competition-specific requirements will be published annually and incorporated into the applicable Applicant Packet.

Applicant Responsibility

Each applicant is responsible for:

- Reviewing all competition materials prior to submission.
- Meeting all published deadlines.

- Providing complete and accurate information.
- Maintaining required registrations and certifications.
- Responding promptly to requests for clarification during the Threshold Review process.

Failure to satisfy these responsibilities may afect an application's eligibility to advance to scoring.

 **Applicant Tip**

Use the established Applicant Checklist released with each competition before submitting your application. Completing the checklist can help ensure that all required documents and certifications are included, reducing the likelihood of delays or a failed Threshold Review.

Scoring Methodology

The RNCoC utilizes a standardized scoring methodology to evaluate eligible applications submitted through the Local Competition. The scoring process is intended to ensure that project evaluations are objective, fair, transparent, and consistent with the requirements of the applicable U.S. Department of Housing and Urban Development (HUD) Continuum of Care (CoC) Notice of Funding Opportunity (NOFO).
The scoring methodology is designed to:

- Promote consistency in the evaluation of all applications.
- Utilize objective, measurable criteria whenever possible.
- Recognize strong project performance and organizational capacity.
- Support informed funding recommendations.
- Ensure compliance with HUD requirements.

Detailed scoring tools and application-specific scoring criteria will be published annually as part of the Local Competition materials.
Applications will be evaluated using scoring criteria specific to the applicable competition track.
Competition application tracks include:

- Renewal Project Application
- New Project Application
- Special Funding Opportunities

Each competition track utilizes evaluation criteria appropriate to the applicant's experience, project type, and funding opportunity.
Consistent with the applicable HUD Continuum of Care Notice of Funding Opportunity (NOFO), the RNCoC shall utilize objective, measurable criteria for **no less than fifty percent (50%)** of the total available points for each application.

Objective criteria are based on verifiable documentation, measurable performance, monitoring results, financial compliance, and other information that can be independently validated.

Subjective criteria are based upon reviewer evaluation of narrative responses, project design, implementation planning, community impact, and other qualitative information identified within the approved scoring tools.

The RNCoC intends to utilize objective criteria for the majority of available points whenever practicable.

Renewal Project Scoring

Renewal project applications will be evaluated using a combination of objective and subjective criteria.

The annual scoring tool will emphasize:

Objective Evaluation

Objective criteria may include:

- Project performance
- Housing outcomes
- System performance measures
- Grant compliance
- Monitoring results
- Financial management
- Project utilization
- Data quality and reporting
- Timely expenditure of grant funds

Subjective Evaluation

Subjective criteria may include:

- Project narrative
- Continuous quality improvement
- Collaboration and coordination
- Alignment with applicable HUD priorities
- Other criteria identified in the annual Local Competition materials

The annual Renewal Project Scoring Tool will identify the point values assigned to each evaluation category.

New Project Scoring

Because new projects do not have historical Continuum of Care performance data, new project applications will be evaluated using criteria designed to assess organizational readiness and project implementation capacity.

Objective criteria may include:

- Organizational capacity
- Financial management
- Stafing plan
- Partnership documentation
- Organizational readiness
- Required policies and procedures
- Required registrations and certifications

Subjective criteria may include:

- Project design
- Community need
- Implementation strategy
- Collaboration
- Other criteria identified in the annual Local Competition materials

The annual New Project Scoring Tool will identify the point values assigned to each evaluation category.

Special Funding Opportunities

Applications submitted under special funding opportunities may utilize separate scoring methodologies established for the applicable funding opportunity.
Special funding opportunities may include, but are not limited to:

- Domestic Violence (DV) Bonus
- Continuum of Care Builds (CoC Builds)
- Youth Homeless Systems Improvement (YHSI)
- Youth Homelessness Demonstration Program (YHDP)

Separate application materials and scoring tools will be published for each funding opportunity when applicable.

Scoring Tools

The RNCoC shall develop standardized scoring tools for each competition track.
Scoring tools may include:

- Renewal Project Scorecard
- New Project Scorecard
- Special Funding Opportunity Scorecards
- Rating and Ranking Reviewer Worksheets

The scoring tools shall identify:

- Evaluation categories
- Point values
- Documentation requirements
- Reviewer instructions
- Total available points

Annual Scoring Updates

To maintain consistency from year to year, these Policies and Procedures establish the general scoring methodology for the RNCoC Local Competition.
The following items may be updated annually through the approved scoring tools and application materials without requiring amendment of these Policies and Procedures:

- Point values assigned to evaluation categories
- Objective and subjective scoring criteria
- Performance measures
- Funding-specific evaluation criteria
- Competition-specific scoring requirements
- HUD priorities identified in the applicable Notice of Funding Opportunity

Any substantive changes to the overall scoring methodology shall require approval by the RNCoC RNCoC Steering Committee.

Final Scores

Each eligible application shall receive a final score based on the approved scoring methodology for the applicable competition track.

Applications shall be ranked according to their final score and any applicable tie-breaking procedures established by the RNCoC.

The Rating and Ranking Committee shall use the final scores, together with any requirements established by HUD, to develop funding recommendations and the Project Priority Listing.

Applicant Tip

Applicants should review the scoring tool associated with their competition track before beginning the application. Understanding how points are awarded will assist applicants in submitting complete, responsive, and competitive applications.

Funding Recommendations

The purpose of the Rating and Ranking process is to develop funding recommendations that support the submission of a competitive Continuum of Care Consolidated Application to the U.S. Department of Housing and Urban Development (HUD).

Funding recommendations shall be based upon the results of the Local Competition, applicable HUD requirements, and the availability of funding.

Following completion of the application review process, the Rating and Ranking Committee shall:

- Review final application scores.
- Rank eligible applications according to the approved scoring methodology.
- Apply any applicable HUD funding requirements.
- Develop a recommended Project Priority Listing.
- Submit funding recommendations to the RNCoC Steering Committee for consideration.

The Committee serves in an advisory capacity and does not make final funding decisions.

The RNCoC Steering Committee shall review the recommendations of the Rating and Ranking Committee and approve the final Project Priority Listing.

The RNCoC Steering Committee may request clarification from the Rating and Ranking Committee regarding the scoring process or funding recommendations.

The RNCoC Steering Committee shall not independently rescore applications or substitute its judgment for the evaluation conducted by the Rating and Ranking Committee unless necessary to correct an identified procedural error or comply with HUD requirements.

Following RNCoC Steering Committee approval, the Collaborative Applicant shall prepare the Project Priority Listing for submission to HUD in accordance with the applicable Notice of Funding Opportunity.

The Project Priority Listing shall identify projects in the order recommended for funding and shall comply with all applicable HUD requirements regarding project ranking and funding categories.

Funding recommendations are contingent upon:

- Availability of federal funding.
- Eligibility of applicants.
- Compliance with HUD requirements.
- Requirements contained within the applicable Notice of Funding Opportunity.

Participation in the Local Competition does not guarantee funding.
HUD retains final authority regarding all funding awards.

Adjustments Required by HUD

If HUD issues additional guidance or requires modifications to the Project Priority Listing after completion of the Local Competition, the Collaborative Applicant may make administrative adjustments necessary to comply with HUD requirements.
Any substantive changes afecting project ranking or funding recommendations shall be presented to the RNCoC RNCoC Steering Committee for approval whenever practicable.

Notification

Applicants shall be notified of the results of the Local Competition in accordance with the timeline established by the RNCoC.
Notification shall include:

- Final application score
- Project ranking
- Funding recommendation
- Information regarding the appeals process

 **Applicant Tip**

Applicants should remember that the Local Competition determines the RNCoC's funding recommendations—not the final funding award. HUD reviews the Consolidated Application and makes all final award determinations.

Reallocation Process

The Rural Nevada Continuum of Care (RNCoC) recognizes that reallocation is an important tool for ensuring Continuum of Care Program funding is directed toward projects that best address community needs and align with the priorities established by the U.S. Department of Housing and Urban Development (HUD).
The RNCoC may consider both voluntary and involuntary reallocation of Continuum of Care Program funds as part of the annual Local Competition and in accordance with the applicable HUD Notice of Funding Opportunity (NOFO).

Voluntary Reallocation
The RNCoC encourages recipients to regularly evaluate their project performance, community need, and organizational capacity.

Recipients that determine they are unable to fully utilize awarded funds or that wish to redirect funding to better address identified community needs may voluntarily request to reduce or relinquish all or a portion of their renewal funding during the Local Competition.

Voluntary reallocation requests shall be submitted in accordance with the annual Local Competition materials and any applicable deadlines established by the RNCoC.

Involuntary Reallocation
The RNCoC may recommend the involuntary reallocation of all or a portion of a renewal project's funding when doing so is determined to be in the best interest of the Continuum of Care and consistent with HUD requirements.

Factors that may be considered include, but are not limited to:

- Persistent underperformance based on established performance measures.
- Significant or repeated grant compliance concerns.
- Serious monitoring findings that remain unresolved.
- Consistent underutilization of project capacity or awarded funds.
- Failure to meet applicable HUD or RNCoC requirements.
- Community needs or strategic priorities identified through the Continuum's planning process.
- Other factors identified in the applicable HUD Notice of Funding Opportunity.

Funding Recommendations
Any recommendation to voluntarily or involuntarily reallocate funding shall be considered as part of the Rating and Ranking Committee's development of the Project Priority Listing.
Recommendations shall be based on objective information, applicable HUD requirements, and the overall needs of the Continuum of Care.
The Rating and Ranking Committee shall make funding recommendations to the RNCoC RNCoC Steering Committee, which shall approve the final Project Priority Listing prior to submission to HUD.
HUD retains final authority regarding all funding awards. Applicants afected by a proposed involuntary reallocation shall be notified of the recommendation through the Local Competition process and shall be aforded any appeal rights available under these Policies and Procedures.

Appeals

The Rural Nevada Continuum of Care (RNCoC) provides applicants the opportunity to appeal the results of the Local Competition when there is a reasonable belief that the established Scoring and Ranking Policies and Procedures were not followed or that a material procedural error occurred during the Local Competition process.

The appeals process is intended to promote fairness, transparency, and consistency while maintaining the integrity of the Rating and Ranking process.

Grounds for Appeal

An applicant may submit an appeal only for one or more of the following reasons:

- A material procedural error occurred during the Local Competition that afected the applicant's final score or ranking.
- The applicant believes the approved Scoring and Ranking Policies and Procedures were not applied consistently.
- The applicant believes objective scoring was calculated incorrectly based on the documentation submitted.
- The applicant believes the application was determined ineligible due to an administrative error.

Appeals shall not be submitted solely because an applicant disagrees with the judgment or recommendations of the Rating and Ranking Committee.

Matters Not Subject to Appeal

The following matters are not grounds for appeal:

- Disagreement with subjective reviewer opinions or narrative scores.
- Requests to submit new or revised application materials after the application deadline.
- Requests to revise project narratives or budgets following application submission.
- HUD funding decisions or requirements established by the applicable Notice of Funding Opportunity.
- Changes in available federal funding.

Appeal Submission

Appeals must:

- Be submitted in writing.
- Be received by the deadline established in the annual Local Competition Timeline.
- Clearly identify the specific policy, procedure, or scoring issue being appealed.
- Include any supporting documentation relevant to the appeal.

Appeals received after the published deadline will not be considered unless otherwise required by law or HUD guidance.

Appeal Review

Appeals shall be reviewed by an Appeals Committee designated by the RNCoC RNCoC Steering Committee.

Individuals serving on the Appeals Committee shall not have participated in scoring the application that is the subject of the appeal.

The Appeals Committee may:

- Review the appeal and supporting documentation.

- Request clarification from the applicant or the Collaborative Applicant, when necessary.
- Review scoring records or competition documentation relevant to the appeal.
- Determine whether the established Policies and Procedures were followed.

The Appeals Committee shall not conduct a new evaluation of the application or substitute its judgment for that of the Rating and Ranking Committee unless a procedural error afected the outcome of the competition.

Appeal Determination

Following its review, the Appeals Committee shall issue one of the following determinations:

- **Appeal Denied** – The Committee determines that the Local Competition was conducted in accordance with the approved Policies and Procedures and no material procedural error occurred.
- **Appeal Approved** – The Committee determines that a material procedural error occurred that afected the applicant's score, ranking, or eligibility.

If an appeal is approved, the Committee may recommend an appropriate corrective action, which may include:

- Correction of an objective scoring error.
- Correction of an administrative error.
- Reconsideration of the application consistent with these Policies and Procedures.
- Other corrective action necessary to ensure a fair competition process.

Notification

Applicants shall be notified in writing of the Appeals Committee's decision.
The notification shall include:

- The outcome of the appeal.
- A summary of the basis for the decision.
- Any corrective action, if applicable.

Decision

The decision of the Appeals Committee shall be forwarded to the RNCoC RNCoC Steering Committee for final action, when applicable.
The decision of the RNCoC Steering Committee shall be final for purposes of the RNCoC Local Competition.
Nothing in these Policies and Procedures limits HUD's authority regarding the final review and approval of the Continuum of Care Consolidated Application.

Conflict of Interest

Conflict of Interest clause is to ensure the integrity and fairness of the scoring and ranking process for the local competition. The RNCoC wishes to establish clear

guidelines to prevent conflicts of interest and outline the disclosure requirements for all individuals involved in the process.

A conflict of interest occurs when an individual's personal, professional, or financial interests could improperly influence or appear to influence their judgement and action during the scoring and ranking process. Examples include but are not limited to:

- Direct or indirect financial interest in competing entity.
- Personal or familial relationships with competitors or their representatives.
- Employment, consultancy, or board membership with any competing entity.
- Any other situation that could compromise the individual's impartiality.

All individuals involved in scoring and ranking process must disclose any potential or actual conflicts of interest. Disclosure should be made in writing to the competition coordinator prior to participating in the scoring and ranking process. All individuals involved in the scoring and ranking process must complete an annual disclosure form outlining any potential conflicts of interest. If a potential conflict of interest arises during the competition, the committee member must disclose the conflict immediately to the facilitator of CoC local competition.

Facilitator of the CoC local competition will be responsible for reviewing all disclosures and determine if a real or perceived conflict of interest exists. Individuals with a disclosed conflict of interest may be recused from scoring and ranking any entries where the conflict exists. The facilitator may appoint an alternate individual who does not have a conflict of interest to participate in the scoring and ranking process. The facilitator is responsible for managing all real or perceived conflicts of interest. All disclosures will be documented, and documentation will be maintained.

Disclosures and discussions related to conflicts of interest will be kept confidential and shared only in the event and with those individuals that need to know to manage the conflict of interest. All individuals involved in the scoring and ranking process must sign an acknowledgement form indicating that they have read, understand, and agree to comply with the Conflict of Interest.