

2025 Overview of the TX-611 Amarillo Continuum of Care **NOFO PROCESS**



PRE-NOFO: Creation of Process

- The Notice of Funding Opportunity (NOFO) Collaborative Applicant Committee meets to prepare a draft process and tools for the annual competition.
- The Continuum of Care (CoC) Board reviews and approves the Committee's work.

PRE-NOFO: Renewal Projects Preparation

- The HMIS Lead Agency collects Annual Performance Reports (APRs) generated from the Homeless Management Information System (HMIS) or comparable database for victim services providers from each renewal applicant for the time period from April 1, 2024-March 31, 2025.
- The Collaborative Applicant enters performance data in its Project Evaluation and Scoring Tool project summaries (including APR data and other information provided by both the applicant and HMIS lead agency).
- Project summaries will be included in the Review and Rank materials as a part of the local competition.
- The Collaborative Applicant drafts program summaries to applicants for review and comment prior to using them in Review and Rank process.

New Projects Preparation

- After NOFO release, the CoC advertises the new project funding available in this CoC widely by:
 - Circulating information to CoC membership and asking members to post at their agencies and share widely.
 - Publishing in local newspapers, opening the process to any nonprofit or faith-based organization in Amarillo that provides services to those experiencing homelessness.
 - Distributing information via CoC's membership.
 - Distributing information via United Way Listserv.
 - Posting information on the City's website and on the City's information channel (ex. social media).
 - Posting information on the CoC's website and on the CoC's information channel.

AFTER NOFO RELEASE: All Projects Application Process

- Scoring policies and scoring tools are reviewed and voted on by the CoC Board.
- Qualified, non-conflicted Monitoring, Scoring and Ranking Committee members are recruited. The CoC Board will make every effort to ensure membership includes at least one member with lived experience of homelessness, especially unsheltered homelessness, in the review, selection, and ranking process.
- The local CoC competition opens and applicants can begin submitting their applications.
- The Collaborative Applicant hosts a CoC NOFO Kickoff Training to orient applicants to the process for reviewing and ranking applications, including supplemental local application materials, the scoring tools and relevant dates. Applicants will also have a chance to ask any questions about both the local and HUD application processes. Technical assistance via phone will be available during the entire application preparation period.
- All applicants provide their Notice of Intent to apply to CoCTX611@amarillo.gov. The deadline for the Notice of Intent will be available on the FY25 CoC NOFO timeline. ***Failure to provide a Notice of Intent to apply will result in the disqualification of the project application from the competition.***
- The Collaborative Applicant will provide an all-day Technical Assistance (TA) workshop to review application submissions and answer any applicant questions the day before applications are due.
- All applicants submit HUD project applications and local application materials to e-SNAPS and the Collaborative Applicant.

PROJECT APPLICATIONS SUBMISSIONS: Application Review

- Monitoring, Scoring and Ranking Committee members are oriented to the review and ranking process, scoring tools, CoC monitoring procedures, and project summaries.
 - The CoC has a goal of improving our CoC's System Performance by strengthening the overall system of care, through data collection, coordination, prioritization and increasing resources available to end homelessness in our CoC. Certain scoring factors relate to specific System Performance Measures (SPM), as enumerated in each factor.
- Monitoring, Scoring and Ranking Committee members receive all local applications and scoring materials and review and score each program's application and project summaries.
 - Committee members also review overall performance data of each project and provide feedback about annual performance as part of the CoC's monitoring process.
 - Monitoring, Scoring and Ranking Committee members keep in mind that performance outcomes will naturally be lower in a more difficult-to-serve population (such as individuals experiencing chronic homelessness and those experiencing homelessness with mental and/or addictive illnesses).

- The Monitoring, Scoring and Ranking Committee meet to jointly review project applications. Committee members individually score applications based on the scoring tools, and scores are aggregated to create a ranked list.
 - The Monitoring, Scoring and Ranking Committee will determine if any renewal project should receive a decrease in funding due to substandard performance or utilization of funds. (See Reallocation Policies below.) Any funding captured from an existing project will be made available for reallocation to a new project that meets the requirements in the NOFO.
 - Any new project that is expanding a renewal project is scored and ranked like all other new projects, however after project selection and ranking, if the new project is not ranked below the renewal project on the priority list, it will be placed directly below the renewal project on the priority list.
 - Renewal HMIS projects are a necessary part of this CoC and are scored and ranked at the top of Tier 1.
 - Renewal projects that are newly operating and have not yet submitted an APR are ranked at the bottom of Tier 1.
 - New projects are ranked below Renewal Projects, even if the New Project receives a higher score than an eligible Renewal Project that meets the threshold requirements outlined in the Policies and Procedures to be placed in Tier 1. New Projects shall then be ranked determined by Monitoring, Scoring and Ranking Committee.
 - New projects must score above a threshold of 60 to be ranked in either Tier
- Ranked list and scoring results will be emailed or mailed to applicants with a reminder of the appeals process.
- Appeals may be submitted by the established deadline by any project ranked in Tier 2.
- All projects ranked by the committee will be notified of any appeal received, giving applicants the opportunity to state their case for remaining in their originally ranked position
- Appeals, if any, will be considered. (See appeals policy below).
- Depending on timing, a final ranked project list is presented to the CoC designee for review and approval.
- The Collaborative Applicant provides technical assistance to all ranked applications to ensure that applications meet HUD technical standards.
- The Collaborative Applicant collects all final Project Applications and prepares them for submission to HUD, along with the Priority Listing, as part of the CoC's Consolidated Application.
- The CoC will post at least 2 days prior to submission all parts of the CoC Consolidated Application, including the CoC Application attachments and the Priority Listing, and notify community members that the CoC Consolidated Application is available to view.

Reallocation Policies

Reallocation Policy for Unexpended Funds

The CoC, Executive Committee and/or Monitoring, Scoring and Ranking Committee will work with grantees that show a history of not expending the full amount of HUD funding are subject to an annual reallocation process as part of the NOFO Monitoring, Scoring and Ranking Committee. Specifically: If a program has 10 percent or greater of HUD funds remaining at the end of the program year and has established a 3 year trend of having 10 percent or greater of HUD funds remaining at the end of the program year, the Monitoring, Scoring and Ranking Committee in conjunction with the Executive Committee reserves the right to reallocate a portion of the funds from that program to another program or a new project.

Reallocation for Underperforming Programs

The CoC, Executive Committee and/or Monitoring, Scoring and Ranking Committee will work with grantees that have been deemed to be underperforming or have had HUD Monitoring findings that call into question the project's ability to meet performance or financial management standards. The CoC will assess the project and set up goals and objectives to bring a failing project up to standards and/or answer any HUD findings. If the agency is unable or unwilling to meet standards or satisfy HUD findings, the CoC will work with the funding agency to mitigate the findings. If the project continues to underperform, cannot meet the stated objectives and goals or cannot comply with HUD findings then that project will be recommended for Reallocation in the next HUD NOFO process.

Voluntary Reallocation

Any renewal project may elect to voluntarily reallocate funds to create a new project that may fit with the system in a better way. In the event, that a program voluntarily reallocates funds, the agency will state its intentions to the CoC review and rank committee and may submit a new project request to be reviewed, scored, and ranked by the unbiased review committee. If the new project ranks in Tier 1 or Tier 2, it will be included in the CoC collaborative application and will be funded through reallocated funds on the Priority Listing. The agency will not submit the voluntarily reallocated renewal project to be scored.

Appeals Process

The Monitoring, Scoring and Ranking Committee reviews all applications and ranks them for funding recommendations to HUD. 15 days prior to the submission deadline, the CoC will notify, in writing, all project applicants who submitted their project applications to the CoC by the CoC – established deadline whether their project application(s) will be accepted and ranked on the CoC Priority Listing, rejected, or reduced by the CoC. Applicants may appeal the decision by following the process set forth below. All appeals 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. The decision of the Appeal Panel will be final.

Who May Appeal

An applicant may appeal if the Monitoring, Scoring and Ranking Committee recommends a renewal project for full or partial reallocation or for Tier 2, or if a new project is not selected for funding.

Initiating a Formal Appeal

Any agency desiring to appeal must contact the CoC by the date and time on the CoC NOFO Process and Timeline to state its intent to appeal of the Monitoring, Scoring and Ranking Committee's decision regarding their rank. The Formal Appeal must consist of a short, clear, written statement (no longer than 2 pages) of the agency's appeal of the Monitoring, Scoring and Ranking Committee's decision. The statement can be in the form of a letter, a memo, or an email transmittal. The Formal Appeal must be transmitted to Collaborative Applicant (or its designee). ***The Formal Appeal must be emailed or delivered so that it is received by the deadline.***

The Formal Appeal Process

Upon timely receipt of the Formal Appeal, an Appeal Panel will be formed as described below. The Appeal Panel may make inquiries of the Monitoring, Scoring and Ranking Committee members concerning the issues raised in the appeal. The Appeal Panel will meet by telephone or video conference with a representative(s) of the party making the appeal to discuss the issue(s) at an Appeal Hearing set at a date taking in consideration the date the application is due to be filed with HUD. The Collaborative Applicant and/or Appeal Panel may consider the possible effect their decision may have on another agency's rank and contact potentially affected agencies to invite them to become involved in the appeal process and hearing. The decision of the Appeal Panel will be final.

Members of the Appeal Panel

A 3-member Appeal Panel will be selected and can consist of individuals from non-profits, foundations, consumers, government, and private agencies and similar organizations. Representatives will not have a conflict of interest with any of the agencies or parties applying for CoC Program funding as defined by the existing CoC conflict of interest rules.