



## STANDARD OPERATING PROCEDURE/POLICY

FL-520 Citrus, Hernando, Lake, Sumter Counties CoC

### Review and Rank Committee Selection Policy

Department: CoC Ending Homelessness Stakeholders

New Date Published: July 21, 2017 Author: CoC Ending Homelessness Stakeholders

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Approved: September 22, 2017 by Governing Board

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*\*This policy has been in effect verbally since 2015, and is now being published. Policy being used for 2017 HUD CoC Application Process.*

#### **AUTHORITY:**

U.S. Department of Housing and Urban Development (HUD) 24 CFR Part 578 Homeless Emergency Assistance and Rapid Transitional to Housing (HEARTH Act): Continuum of Care Program.

#### **OBJECTIVE:**

To establish a fair and equitable procedure to select a Continuum of Care Review and Rank Committee representative of cross sections of groups with knowledge of homeless and community needs within Citrus, Hernando, Lake and Sumter Counties.

#### **SCOPE AND APPLICABILITY:**

To best assure a fair process in the recommendations resulting in funding distribution, the Continuum of Care will recruit representatives familiar with knowledge of homeless and community needs and having no vestment in the funding outcome.

#### **POLICY:**

Rank and Review Committee members will be recruited by the Continuum of Care Performance Committee. Selectees will have knowledge of the homeless and community needs specific to Citrus, Hernando, Lake and Sumter Counties, no vested interest in the outcome of the ranking and scoring of project, and will be composed of a diverse cross section of representatives.

#### **PROCEDURE:**

Five to nine rank and review committee members will be recruited and eligibility verified annually. One Continuum of Care Governing Board member will be on the rank and review committee. Committee members will have no vested interest in ranking outcome and will be required to sign a conflict of interest agreement upon being appointed. Continuum of Care Review and Rank Committee members may be composed of representatives from a cross section of groups which will include representatives from faith based and non-profit providers of homeless services, city, county, mental health, substance abuse, veteran service providers and consumers.

Rank and review committee members recruitment and appointment will be achieved by mid-May of each year. New Continuum of Care Review and Rank Committee members will receive training and information from returning members in the following areas: activities, community needs, services and established Continuum of Care priorities, HUD definitions, role of committee, rank and review process, scoring tools, application requirements and resources.

Continuum of Care Review and Rank Committee members will be invited to attend the local technical training provided for interested organizations. This meeting allows the committee members the opportunity to hear the instructions given and questions raised by all which may help them more thoroughly understand the process.

Continuum of Care Review and Rank Committee members who participate in the review process shall agree not to discuss the project applications with anyone outside of the committee prior to the final committee announcement.

At the time of the first meeting, one member the Continuum of Care Board of Governors with no vested interest in the scoring outcome will be appointed as the appeal representative. One member of this committee will be designated as the chair for the purpose of mediating any issues that can be resolved without appeal, and will also be the representative to speak on behalf of the Committee in the event of an Appeal.

If at any time an appointed rank and review committee member is unable to serve, it is requested that the member provide written notice to the chair of the Continuum of Care. The departing rank and review member is encouraged to identify a possible replacement.