



FY2024 TX-503 Continuum of Care (CoC) Builds NOFO: Review, Scoring, Ranking, and Selection Policy and Procedure

i. Review, Scoring, Ranking, and Selection Policy

The Austin/Travis County Continuum of Care (CoC) will competitively review, score, rank, and select the highest scoring (1) CoCBuils Application based on the rating factors outlined in Section V.A.1. of this NOFO. The Austin/Travis County CoC seeks to facilitate a coordinated, equitable, and outcome-oriented community process for the solicitation, review, ranking, and selection of project applications, and a process by which projects are reviewed for meeting threshold eligibility requirements under Section D. of this NOFO and compliance with 24 CFR 578.

ii. Background

Released as a special funding opportunity by HUD on July 19th, 2024, the Continuum of Care (CoC) Builds (CoCBuils) NOFO targets efforts within CoC geographic areas to address and reduce persons experiencing homelessness by adding new units of permanent supportive housing (PSH) through new construction, acquisition, or rehabilitation through one-time CoCBuils awards under the CoC Program. Through the CoCBuils NOFO, HUD is encouraging CoCs to leverage funds provided for construction, acquisition, or rehabilitation of new PSH units with other funding sources to maximize the amount of housing that can be directed to meeting the needs of individuals and families experiencing homelessness.

The Ending Community Homelessness Coalition (ECHO), the Collaborative Applicant for the Austin/Travis County TX-503 Continuum of Care, has been appointed on behalf of the Continuum to submit only (1) CoCBuils Application and facilitate the local application process for CoCBuils funding, in collaboration with the Leadership Council, as the CoC Board of the Austin/Travis County CoC. The CoCBuils Application package consists of the following: HUD-required Forms/Assurances/Certifications (including a Budget Worksheet), Certification of Consistency with the Consolidated Plan, Equity Narratives (Advancing Racial Equity, Affirmative Marketing and Outreach, Experience Promoting Racial Equity, Affirmatively Furthering Fair Housing), narrative application (addressing the rating factors under Section V.A.1.), and Letter of Support signed by the CoC Board Co-Chairs.

For TX-503 CoC, eligible project applicants may apply for up to \$7,500,000 for a single CoCBuils project. For this NOFO, the following will be considered for funding:

- PH-PSH which must include a capital costs budget for new construction, acquisition, or rehabilitation; and
- the application may also request no more than 20 percent of an award for CoC Program eligible activities and costs associated with such new PH-PSH projects (see Section IV.G.1 of this NOFO), and no more than 10 percent for administrative costs.

The Leadership Council, as the CoC Board, or its designated representatives, approves all CoC Program related local policies and procedures, including this CoCBuils NOFO Review, Scoring, Ranking, and Selection Policy.



iii. Review

All CoCBUILDS applications submitted to the Continuum of Care will be thoroughly reviewed at the local level by the Collaborative Applicant, [as required by HUD](#). Deficient project applications prolong the review process for HUD, which results in delayed funding announcements, lost funding for CoCs due to rejected projects, and delays in funds to house and assist individuals and families experiencing homelessness. CoCs are expected to closely review information provided in each project application to ensure:

1. All proposed program participants will be eligible for the program component type selected;
2. The information provided in the project application and proposed activities are eligible and consistent with program requirements in 24 CFR part 578;
3. Each project narrative is fully responsive to the question being asked and that it meets all the criteria for that question as required by this NOFO;
4. Project budgets are correctly calculated, requested budget items are eligible and reasonable, and the requirement match is satisfied.
5. The data provided in various parts of the project application are consistent; and,
6. All required attachments correspond to the list of attachments in *grants.gov* and contain accurate and complete information.

To ensure that the CoCBUILDS Application submitted to HUD for funding consideration are of a high quality, ECHO staff will complete a Project Eligibility Threshold and Project Quality Threshold review of all project applications.

a. Project Eligibility Threshold Review

ECHO staff will review submitted applications to ensure all applications meet the requirements of 24 CFR 578.15 and any additional threshold requirements outlined in the CoCBUILDS NOFO.

b. Project Quality Threshold Review

ECHO staff will review submitted applications to confirm all projects ensure:

1. All proposed program participants will be eligible for the program component type selected;
2. The information provided in the project application and proposed activities are eligible and consistent with program requirements at 24 CFR part 578;
3. Each project narrative is fully responsive to the question being asked and that it meets all the criteria outlined in Section V.A.1. of the CoCBUILDS NOFO;
4. Project budgets are correctly calculated, requested budget items are eligible and reasonable, and the requirement match is satisfied.
5. The data provided in various parts of the project application are consistent;
6. All required attachments correspond to the list of attachments in *grants.gov* and contain accurate and complete information; and,

c. Deficiencies

As described in section I.A.4. of the CoCBUILDS NOFO, deficiency is used to refer to missing or omitted information within a submitted application. Deficiencies typically involve missing documents, information on a form, or some other type of unsatisfied information requirement (e.g., an unsigned form, unchecked box, etc.). Depending on specific criteria, deficiencies may be either curable or non-curable.



Curable Deficiency – Applicants may correct a curable deficiency with timely action. To be curable, the deficiency must:

1. Not be a threshold requirement, except for documentation of applicant eligibility;
2. Not influence how an applicant is ranked or scored versus other applicants; and,
3. Be remedied within the time frame specified in the notice of deficiency.

Non-Curable Deficiency – An applicant cannot correct a non-curable deficiency after the submission deadline. Non-curable deficiencies are deficiencies that, if corrected, would change an applicant’s score or rank versus other applicants. Non-curable deficiencies may result in an application being marked ineligible, or otherwise adversely affect an application’s score and final determination.

All applicants whose projects have identified curable deficiencies must be given at least until the end of business the following day to address and adequately resolve any deficiencies. If deficiencies cannot be sufficiently addressed, the applicant cannot move forward in the process. Applicants can appeal the determination based on the appeal policy outlined below.

iv. Scoring

Scoring is the process of using subjective, objective, and performance-based criteria to evaluate the effectiveness of project applications in reducing and ending homelessness. Scoring is also conducted by ECHO after the Project Applications have been reviewed for Project Eligibility Threshold and Project Quality Threshold by ECHO. Projects identified with non-curable deficiencies during project eligibility and project quality threshold review will not be scored.

In accordance with the terms of the CoCBUILDS NOFO, project applications will be scored out of a total of 100 points using the scoring criteria outlined in section V.A.1.

v. Ranking & Selection Policy

ECHO staff will rank all projects which have passed Project Eligibility and Project Quality Threshold Review and are scored from the highest scoring to the lowest scoring project. Due to the highly competitive nature of the CoCBUILDS NOFO in which the TX-503 CoC can only submit (1) CoCBUILDS Application, only the highest scoring CoCBUILDS Application will be selected & approved by the CoC Board for final submission to HUD by the Collaborative Applicant via grants.gov.

Additionally, Leadership Council has directed the Collaborative Applicant to review, score, rank, and select (1) CoCBUILDS Application. Applications will be evaluated according to the scoring criteria outlined in V.A.1. of the HUD CoCBUILDS NOFO. In addition, applications will be evaluated according to HUD’s Program-Specific Goals and Objectives under section I.A.2. of the HUD CoCBUILDS NOFO.



vi. Project Ranking & Selection Appeals

a. Project Ranking & Selection Appeal Policy

The TX-503 Austin/Travis County CoC is dedicated to facilitating a coordinated, equitable, and outcome-oriented community process for the solicitation, objective review, ranking, and selection of the CoCBuilds Application that must pass threshold review and is reviewed for performance and compliance with 24 CFR 578 regarding the CoCBuilds NOFO. The Project Ranking Appeals policy contains the following guidelines:

- An appeal can only be made by an applicant regarding the scoring of their own application.
- Any discrepancies or errors found by applicants must be reported to the Collaborative Applicant and such corrections will not constitute an appeal, unless the discrepancy or error is deemed a non-curable deficiency resulting in exclusion of the project application from consideration.

b. Eligible Appeals

Appeals can be requested by any agency which has a project application submitted for participation in the CoCBuilds NOFO in the Austin/Travis County CoC geographic area but is rejected after the scoring & selection process approved by the CoC Board.

c. Appeals Procedure

Applicants must follow the following process to submit appeals:

1. Applicants will have four (4) business days to appeal after being notified by email of the final ranking by Leadership Council, or its appointed representative.
An appeal must be in the form of a letter on the applicant agency's letterhead and must clearly state the reasons for the appeal and specify all issues being contested. The appealing agency must specify facts and evidence sufficient for the CoC Board, or its representative, to determine the validity of the appeal. The CoC Board, or its representative, will review and adjudicate all appeals.
2. Agencies will receive, in writing, the appeal decision before the CoCBuilds Application submission deadline. ECHO will be responsible for ensuring that projects have received proper notice of all final funding decisions.
3. As prescribed by HUD in the CoCBuilds NOFO, applicants may appeal the local CoCBuilds competition decision to HUD if the project applicant would like to further appeal the CoC Board's decision.
4. Applicants may ask ECHO for summary scoring information prior to the submission of the appeal letter. Individual ECHO staff scores will not be released to applicants.