



TENNESSEE VALLEY  
CONTINUUM of CARE

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## Local CoC Supplemental Program Competition Guide

Funding Year 2022

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Initial release 7/26/2022

**NOTE:**

Project applicants should review this Competitive Guide along with the HUD CoC Supplemental Funding Opportunity to Address Unsheltered and Rural Homelessness Special NOFO (FR-6500-N-25S) released on June 22, 2022, and the Program Rule 24 CFR 578 to ensure a comprehensive understanding of and compliance with all CoC Program requirements.

More information:

[https://www.hud.gov/program\\_offices/comm\\_planning/coc/specialCoCNOFO](https://www.hud.gov/program_offices/comm_planning/coc/specialCoCNOFO)

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## Section I: HUD Guidelines for the Local Competition

On June 22, 2022, the U.S. Department of Housing and Urban Development (HUD) published the Special Notice of Funding Opportunity (NOFO) for the Fiscal Year (FY) 2022 Continuum of Care (CoC) Program Supplemental Funding Opportunity to Address Unsheltered and Rural Homelessness. CoC Consolidated Applications, which include the CoC Application, Project Priority Listing, and Project Applications, are due to HUD before October 20, 2022, at 8:00 PM EDT.

This section describes the requirements that most directly affect project applicants. For more information, the NOFO and HUD's other CoC competition resources are available at: [https://www.hud.gov/program\\_offices/comm\\_planning/coc/specialCoCNOFO](https://www.hud.gov/program_offices/comm_planning/coc/specialCoCNOFO)

Note: This Competition is separate from the FY 2022 CoC Program Competition. Therefore, any information provided in response to the selection criteria will not be carried forward to the CoC's FY 2022 CoC Program application, and any amounts applied for or awarded under this Special NOFO will not impact the amount the CoC may apply for or be awarded in the FY 2022 CoC Program Competition.

### A. HUD Policy Priorities

The Continuum of Care (CoC) Program (24 CFR part 578) is designed to promote a community-wide commitment to the goal of ending homelessness; to provide funding for efforts by nonprofit providers, states, and local governments to quickly rehouse homeless individuals, families, persons fleeing domestic violence, dating violence, sexual assault, and stalking, and youth while minimizing the trauma and dislocation caused by homelessness; to promote access to and effective utilization of mainstream programs by homeless individuals and families; and to optimize self-sufficiency among those experiencing homelessness.

Within the CoC Supplemental Program Competition, local CoCs can submit several types of Project Applications and CoCs have the flexibility to rank projects in any order. HUD Policy Priorities for FY2022 are defined in the NOFO, Section II.A. as follows:

1. Unsheltered Homelessness.
2. Unsheltered Homelessness and Individuals and Families Experiencing Homelessness with Severe Service Needs in Rural Areas. Reducing unsheltered homelessness.
3. Providing Assistance on Tribal Lands.
4. Involving a Broad Array of Stakeholders in the CoC's Efforts to Reduce Homelessness.
5. Advancing Equity.
6. Using a Housing First Approach.

HUD has provided guidance for two funding opportunities through this Special NOFO: (1) Unsheltered Homelessness Set Aside and (2) Rural Set Aside. However, Unsheltered Homelessness Set Aside funds are not available for project applicants of the Tennessee Valley CoC and will not be addressed in this Guide.

## B. Ranking

HUD requires that each CoC conduct a transparent and objective process to review and rank all competitive Project Applications. Project Applications must be submitted to the CoC to be included on the CoC Priority Listing (see NOFO Section VI.F.3 for more information). CoCs must review and either accept and rank, reduce, or reject Project Applications submitted to them. All Project Applications approved by the CoC must be listed on the CoC Priority Listing in rank order.

More information on ranking is available in the Review and Scoring section and the Ranking section of this Competition Guide.

## C. Application Submission

The CoC's Collaborative Applicant (Tennessee Valley Coalition for the Homeless) is responsible for submitting the CoC Consolidated Application in *e-snaps* on behalf of the CoC. The CoC Consolidated Application is made up of (1) the CoC Application, (2) all Project Applications, and (3) the CoC Priority Listing.

The priority listing form ranks all Project Applications in order of priority and must identify any Project Applications rejected by the CoC.

## D. Eligible Applicants

Eligible project applicants for this Special NOFO are found at 24 CFR 578.15 and the Act and include nonprofit organizations, states, local governments, instrumentalities of state and local governments, Indian Tribes and TDHEs (as defined in section 4 of the Native American Housing and Self-Determination Act of 1996 (25 U.S.C. 4103)). Public housing agencies, as such term is defined in 24 CFR 5.100, are eligible without limitation or exclusion. For-profit entities are ineligible and applications from them will not be reviewed.

## E. Grant Terms

The initial grant term for projects awarded funds for acquisition, new construction, or rehabilitation will be 3 to 5 years. These grants will provide up to 2 years to complete the acquisition, new construction, or rehabilitation activities, and upon completion of the acquisition, new construction, or rehabilitation, will require the remaining grant activities to serve program participants for 3 years. The initial grant term for all other projects will be 3 years. Grant terms may be extended, consistent with 2 CFR 200.308 and 2 CFR 200.309.

## F. Match Requirement

The match requirement for this grant is 25% of cash or in-kind contributions from other sources, except for the portion of funds spent on participant leasing, which has no matching requirement (24 CFR 578.73).

## G. Program Types and Eligible Costs

The following types of Project Applications will be eligible for completion and submission in the Special NOFO Competition:

1. Permanent Housing projects including:
  - a. Permanent Supportive Housing (PH-PSH) projects
  - b. Rapid Re-Housing (PH-RRH) projects
2. Supportive Service Only projects
3. Joint TH and PH-RRH projects
4. HMIS

Eligible costs for projects are listed in the Special NOFO on page 21 (section V.B.3.e.2). Additionally, staff and overhead costs directly related to carrying out the eligible activities in paragraph (b) of that section are eligible as part of those activities.

Normal indirect cost rules under 2 CFR part 200 apply.

## H. Cooperation with Related Research and Evaluation

Recipients shall fully cooperate with any research or evaluation sponsored or supported by HUD or another agency associated with this grant program, including preservation of project data and records, and compiling requested information in formats provided by the researchers, evaluators, or HUD. Participant data shall be subject to the Privacy Rule of the Health Insurance Portability and Accountability Act of 1996 (HIPAA). HIPAA and the Privacy Rule can be found at <http://www.hhs.gov/ocr/hipaa/>. HUD does not expect research to be conducted that could affect human subjects.

## Section II: Local Competition Goals and Responsibilities

In order to participate in the HUD CoC Supplemental Competition, CoCs must conduct a Local Competition to select and prioritize projects to be included in the CoC's regional Collaborative Application to HUD.

In 2022, the Tennessee Valley CoC's objective for project solicitations, reviews, and ranking is to advance our community's goal of ending homelessness and to provide funding for efforts by nonprofit providers and State and local governments to quickly rehouse homeless individuals and families while minimizing the trauma and dislocation caused to people experiencing homelessness. The CoC aims to accomplish this by:

- Strategically allocating HUD funds to support that purpose;
- Complying with all HUD requirements for CoC's and projects.

Project priorities for the Competition are developed by the Governing Council in consultation with community representatives, then approved by the CoC membership and incorporated into the Local Competition requirements. As described in the TVCoC Bylaws, the Executive Committee is responsible for developing CoC policy, and the Collaborative Applicant is responsible for completing HUD CoC Program Competition applications on behalf of the CoC. Governing Council members are nominated and affirmed by the CoC and must abide by the CoC's Conflict of Interest statement in their development of policies and requirements for the Local CoC Supplemental Program Competition.

Project scoring and ranking is conducted by the Rank and Review Committee of the CoC. Committee members are nominated and affirmed by the CoC and must abide by the CoC's Conflict of Interest statement in their scoring and ranking.

An Appeal Review Subcommittee will be formed to review any appeals submitted by applicants based on the Local CoC Supplemental Program Competition scoring and ranking process. The Appeal Review Subcommittee includes one member of the Rank and Review Committee and two individuals not associated with any project seeking or receiving CoC funding. Subcommittee members must abide by the CoC's Conflict of Interest statement.

The Tennessee Valley CoC encourages nominations for all Committees to reflect the diversity of the CoC region, to maintain a fair and objective review and ranking process, and to utilize community expertise.

## Section III: Soliciting Project Applications

All projects seeking CoC Program funding through the Tennessee Valley Local CoC Supplemental Program Competition are asked to submit intent to apply and then submit a full application if eligible. New projects are invited from eligible applicants that serve the CoC region, including from entities that have not previously received CoC Program funds.

As soon as possible after the NOFO release, the Tennessee Valley CoC issues the Local CoC Supplemental Program Competition Guide to solicit new Project Applications from eligible and qualified applicants to propose eligible project types. The Guide includes description of estimated funding available, eligible and priority project types for the Local CoC Supplemental Program Competition, threshold requirements for applicants and projects, submission requirements and timelines, and resources for applicants.

The Guide is posted on the CoC lead agency's website ([www.tvchomeless.org](http://www.tvchomeless.org)) and distributed via the CoC email listserv, which includes CoC members and partners across the region. (Throughout the year, anyone interested in CoC planning or activities can sign up for the listserv on the CoC lead agency's website.) In addition, the CoC sends the Guide to other relevant association listservs to invite new projects from our service area. CoC listserv members are also encouraged to share the announcement with their networks.

For the 2022 Local CoC Supplemental Program Competition, the Guide will be posted on the CoC lead agency's website and distributed via the CoC listserv at least 30 days before the New Project Applicant deadline. Other listservs will distribute to their members per their own distribution schedules. Public announcement regarding the NOFO will occur at the first Full CoC meeting after the Guide is posted.

Project Application materials will be due by **4:00 PM on Tuesday, September 13, 2022**, and in the method prescribed by the CoC (see section IV: Receiving Project Applications). No extensions for additional documentation are expected in 2022.

### A. Resources and Support for Project Applicants

Resources are available to assist project applicants with both Local CoC Supplemental Program Competition and national competition processes. Technical assistance (TA) for the Local CoC Supplemental Program Competition will be prioritized for new applicants, new projects proposals, and project applicants with new staff, but all applicants are encouraged to seek TA if needed.

These resources for the Tennessee Valley CoC Project Applicants may include:

- Local Competition guidance and materials, along with HUD and *e-snaps* guides, are posted on the CoC lead agency's website at [www.tvchomeless.org](http://www.tvchomeless.org). General notifications are distributed via the CoC listserv as well.
- HUD webinars are available for project applicants. Slides from the webinars and Q&A summaries are posted on the HUD website.
- 1:1 Technical Assistance provided via phone/web conference by Collaborative Applicant staff, by appointment only.

## Section IV: Receiving Project Applications

### A. Notification of Intent to Apply

Notification of intent to apply is required for all project applicants in the Local CoC Supplemental Program Competition. For all applicants, notifications of intent to apply must be submitted before the established deadline of **4:00 PM on Friday, August 12, 2022**. Notification includes basic information about the applicant and proposed project type, project location, and target population. Project applicants are strongly encouraged to communicate with the Local CoC Supplemental Program Coordinator before submitting intent to apply to ensure compliance and receive technical assistance if needed.

Project notification of intent to apply will be collected via email to the Local CoC Supplemental Program Coordinator. Contact information for the coordinator is listed below:

Emilee Weich  
Grant Writer/Data Specialist  
eweich@tvceh.org  
(865) 935-4385

All new projects will be preliminarily accepted and will not be reviewed for acceptance or rejection or scored during the intent to apply stage. A confirmation of receipt of the notification of intent to apply will be emailed back within 24 hours of submission. Projects that do not submit notification on time or in accordance with the prescribed method will not be reviewed and will not be considered for funding. Applicants with extenuating circumstances must communicate with the CoC Coordinator as early as possible before the deadline to request an extension. Extensions may be granted for up to a maximum of three days after the due date. No extension will be allowed beyond three days.

Projects will be scored during the application stage to select the List of Eligible Projects to be included in the Local CoC Supplemental Program Competition and determine the amount of project funds for use by each project.

### B. Project Applications

By **4:00 PM on Tuesday, September 13, 2022**, applicants must submit a complete and correct Project Application in *e-snaps*, including any supporting documentation required for the Local CoC Supplemental Program Competition or for use in the regional CoC-wide application (also known as the Consolidated Application, which the Tennessee Valley Coalition for the Homeless is responsible for completing on behalf of the TVCoC).

Project applicants must also submit their Project Application for review via email to the Local CoC Supplemental Program Coordinator. A confirmation of receipt of the notification of intent to apply will be emailed back within 24 hours of submission. All documents shared by 4:00 PM on the date set above (or allowed extension) will be retrieved for Local CoC Supplemental Program Competition review by the objective Rank and Review Committee.



Documentation sent after the deadline is considered late and will not be considered for review. This may result in the Project Application being rejected. Before the application deadline, applicants must finalize project documents and it is strongly recommended to submit your Project Application at least 24-48 hours prior to the deadline to provide you with time to correct any potential technical issues that may disrupt the application submission.

Applicants are advised to print a copy of the Submission Summary form in *e-snaps* from the CoC Project Application before closing their internet browser after the CoC Project Application has been submitted in *e-snaps*. This is the Applicant's receipt of submission and proof of compliance with the application deadline. The CoC will not give funding consideration to any applicant whose application is determined to be late and that is unable to provide the CoC with a record of submission that verifies the Project Application was submitted prior to the application deadline date and time.

## Section V: Reviewing and Scoring Project Applications

### A. Review and Scoring Process

All Project Applications received in accordance with the guidelines for Receiving Project Applications will be reviewed and scored by the Rank and Review Committee. The CoC Coordinator will collect all application materials as described above and deliver them to the Committee.

The Committee members read all Project Applications and documentation submitted for completeness and consistency. Threshold requirements will be checked first for all project applicants. Projects that do not meet thresholds will not be scored or ranked.

The Committee may, but is not required to, request clarifications or additional information from applicants if information is not clear enough to score the project. However, the Committee must apply the same standard to all applications in seeking clarification. The Committee will record and submit questions to the CoC Coordinator, who will seek input from the applicant on behalf of the Committee. At least two reviewers from the Committee will read each applicant's materials to score individual elements. The Committee will use an objective review and rating tool that meets HUD requirements and aligns with CoC objectives for the funding round to calculate a total score for each project. The Rating Tool addresses the HUD and Tennessee Valley CoC scoring criteria defined in this Guide and in the HUD Continuum of Care Supplemental Program Competition NOFO, thus ensuring that projects are scored based on their ability to improve the CoC's System Performance and meet CoC objectives.

The Committee may place conditions on applications regarding corrections or clarifications to be made before final submittal in *e-snaps*. Conditions identified during scoring will be shared with applicants in writing when the project scores are released.

All projects are assessed a score for each element on the Rating Tool, according to the scale described on the tool and using the data sources named in the tool. The score for each element is then added together to create a raw score. Because total points possible for each project type are not equal, all scores are then weighted to a common 100-point scale as follows:  $(\text{Raw score} / \text{Points possible for project type}) \times 100$ . The resulting weighted score constitutes the project's Review Points, which are used in the ranking process.

A score report is generated for each Project Application. The Score Report includes:

- Notification of whether the project is accepted or rejected for the Local CoC Competition, with reason for any rejections
- Score calculations for each element
- Total raw score
- Weighted score
- Reviewer notes, including any conditions placed on the application in preparing the *e-snaps* application

## B. Scoring Criteria

The Project Rating Tool addresses the following applicant and project eligibility and project quality thresholds established by HUD, as well as the Tennessee Valley CoC's criteria. Please review the FY2022 NOFO and the CoC Project Rating Tool for details. This section includes a general review of criteria and standards.

All Project Applications must meet the following requirements:

- Projects must submit application materials for the Local CoC Competition within published timelines for the competition and via the methods prescribed
- Project applicants and subrecipients must provide evidence of eligibility under the CoC program
- Project applicants and subrecipients must demonstrate the financial and management capacity to carry out the project as proposed and administer federal funds
- Project applicants must submit the required certifications as specified in the NOFO
- Projects applications must establish eligibility of project applicants and propose to serve eligible populations applicable to the project type, per 2 CFR §578.3 and any guidance in the NOFO
- Projects must be cost effective compared to the norm in the community/region
- Project must meet an identified need in the region and provide evidence of ability to advance system performance measures
- Projects providing housing must agree to participate in the local Homeless Management Information System. Victim service providers must use a comparable database that meets HUD and local CoC requirements, including ability to generate and deliver data for HUD and CoC reporting/planning
- Projects providing housing must agree to accept and prioritize client referrals through the CoC Coordinated Entry System, using the process approved by the CoC
- Projects must commit to policy and model alignment with CoC expectations for:
  - Housing First/Low Barrier approach
  - Equal Access Rules
  - Ensuring education services for children and youth
  - Coordinated Entry for program participants
  - Participant self-sufficiency supports
  - Advancing equity for populations disparately impacted by homelessness
- Projects must maximize leveraging and identify non-HUD funding for the project, including the use of mainstream resources
- Projects must request less than 10% in administrative funding

HUD will review all projects to determine that projects meet the quality threshold. The criteria and scoring for the HUD project quality threshold review are included in the FY2022 NOFO, Section V.C.3.c.

### c. Performance Criteria for all Housing Projects

The performance measures will be based on measures and policy priorities established by HUD and supported by the Tennessee Valley CoC. Performance measures for all housing projects are:

- Percent of project participants who either remain in permanent housing or exit to permanent housing
- Percent of those exiting permanent housing who do not return to homelessness within 12 months
- Percent of participant households that maintain or increase earned income and unearned income between program entry and exit or annual assessment
- Utilization rate of beds/units in the project
- Speed at which program moves households into housing after referral

All measures submitted must be accompanied by data generated directly from a program database, published industry performance standards (or performance standards from another funder) that support the proposed measure, and definitions of data fields used in the measure.

#### D. Criteria for Reducing or Rejecting a Project Funding Request

The CoC reserves the right to reduce or reject a funding request from a project applicant for any or the following reasons:

- Failure to meet any threshold criteria for grantees of the HUD CoC Program
- Outstanding obligation to HUD that is in arrears or for which a payment schedule has not been agreed upon
- Audit finding(s) for which a response is overdue or unsatisfactory
- History of inadequate financial management accounting practices
- Evidence of untimely expenditures on prior awards
- Evidence of noncompliance with HUD and/or CoC policies, including coordinated entry and written standards for assistance
- History of other capacity issues that have significantly impacted the operation of the project and its performance
- Timeliness in reimbursing subrecipients for eligible costs. HUD will consider a project applicant as meeting this standard if it has drawn down grant funds at least once per month
- History of serving ineligible persons, expending funds on ineligible costs, or failing to expend funds within statutorily established timeframes
- Failure to consistently meet the CoC performance measures; Projects that are in the bottom 25% of scores over 2 or more years and projects that receive fewer than 60 of 100 possible Review Points may be rejected
- Failure to provide documentation required by the Local CoC Supplemental Program Competition for a Project Application or project review in the time or manner required, or
- Applicant choice to voluntarily withdraw their Project Application prior to submission.

Any criteria applied by the CoC for reducing or rejecting funding requests will be applied equitably to similar projects, based on project type, performance level, or other standard criteria.

## Section VI: Ranking Projects for the Priority List

The Tennessee Valley CoC ranks Project Applications based on how they improve the CoC System Performance, as required by HUD guidelines for the Local CoC Supplemental Program Competition. Ranking based on system performance improvement is required in order for Project Applications in the CoC to be eligible for funding.

To be eligible for ranking, all applicants and projects must meet all HUD eligibility criteria, as outlined in the NOFO and must comply with Local CoC Supplemental Program Competition requirements as described in this Guide and Project Application forms. Projects that meet the eligibility criteria are scored by the Rank and Review Committee based on quality, performance capacity, and cost effectiveness. The Committee uses the CoC approved rating tool as the basis for ranking projects.

All projects are ranked on the CoC Project Ranking Form, based on their weighted Review Scores. Projects are ranked in descending order, with highest review scores at top and lowest at bottom.

If there is a tie between two or more projects, a tiebreaker will be used. The score will be based on the percentage of performance points awarded on the Rating Tool. The project that received the highest percentage of performance points will be placed highest of the tied projects, followed by the next highest, and following.

### A. Adjustments within Project Ranking

After reviewing the full ranking and breakdown by score, the Committee may recommend adjustments to the ranking or increase individual funding requests if there is additional funding remaining. Rationale for any adjustment made will be included in the Committee report on ranking, the individual project ranking form (in notification to applicants), and in the Project Priority List posted for public review. Any adjustment applied by the Committee will be applied uniformly across applicable projects.

When adjustments are completed and all rationale is recorded on the project form and the list, the Committee will vote to approve the Project Priority List and present it to the CoC for comment. The proposed Project Priority List must be posted to the CoC website in accordance with HUD's timelines and requirements. Project applicants, COC members, and the general public will be given not less than 48 hours to provide comment. If comments provide verified information that affects project score, the Rank and Review Committee may choose to adjust that project's score or rank.

Decisions of the Appeal Review Subcommittee will also be incorporated into the final ranking. All adjustments based on input and appeals will be documented in the Rationale section of the ranking form.

Upon approval by the CoC, the final project priority list, together with a final draft of the Collaborative Application will be posted for CoC review at least two business days before the Collaborative Application is submitted to HUD, or an earlier date if required by HUD in the Notice of Funding Opportunity.

## Section VII: Selections and Award Notifications

All project applicants will be notified of their project status following the process outlined below. In addition, as required by HUD guidance, the CoC general membership will be notified regarding specific aspects of Project Applications submitted in the Local CoC Supplemental Program Competition.

The Rank and Review Committee will review all Project Applications using the CoC Project Rating Tool. By **4:00 PM on Tuesday, October 4, 2022**, the Committee (via the CoC Coordinator) will provide all project applicants final notice of project acceptance/rejection, any funding changes, score, and rank. The notification will also include any required changes applicants must make in e-snaps to meet project quality thresholds described in section VI.F.2. All corrections in e-snaps must be made and the e-snaps Project Application resubmitted by no later than **4:00 PM on Tuesday, October 11, 2022**, to be included in the project list submitted for HUD review in the national CoC Supplemental Program Competition.

### A. HUD CoC Program Competition

HUD will conduct a threshold review of ranked projects for all CoCs that submit the CoC Consolidated Application by the application deadline. Projects and applicants that do not meet threshold eligibility and capacity requirements set forth in Sections V.C.3 of the NOFO will be rejected. HUD may also place conditions on a grant award that must be satisfied before HUD will execute a grant agreement with the applicant for the project.

HUD will score the FY2022 CoC Application portion of the CoC Collaborative Application in accordance with the criteria set forth in Section VII of the NOFO.

The Project Application score(s), which will incorporate the CoC Collaborative Application score, will determine which projects will be conditionally selected for award as set forth in Section II.B.2.b of the NOFO.

HUD may employ rating panels to review and rate all or part of the CoC Applications according to the rating criteria in Section VII of the FY2022 NOFO.

Projects with rental assistance, leasing, or operations may be adjusted by HUD during the review process to reflect changes in Fair Market Rents (FMRs) for the project area.

Following the evaluation process, HUD will notify successful applicants of their selection for funding. Notification of project awards will be posted on the HUD website and distributed via the HUD Homeless Assistance Listserv. HUD will notify all other applicants, whose applications were received by the deadline, that have not been chosen for award by email. Award information will be sent by mail to the authorized representative(s) named in form SF424, lines 8 and 21.

Administrative and reporting requirements for successful applicants is outlined in Section IX.B-F of the NOFO.

## Section VIII: Appeals

Project applicant may submit appeals to the decisions of the Rank and Review Committee in certain circumstances where the applicant believes the Project Application was harmed by a miscalculation on the part of the Committee, a violation of established CoC or HUD policy, or a violation of CoC Program Competition guidelines as defined in this document. Disagreement with the results of a decision that followed appropriate process will be deemed an invalid appeal.

Appeals will be limited to:

1. Verified Conflict of Interest
2. Violation of CoC-established voting policies or procedures
3. Violation of regulations established by HUD
4. Technical error such as mathematical miscalculation by the scoring Committee. (Errors in data submitted by the applicant do not qualify.)

Projects wishing to appeal decisions related to scoring must submit the appeal in writing using the Appeals form attached (Appendix A) by the deadlines set forth in this Guide. All agencies filing an appeal must be prepared to rapidly respond to requests from the committee.

The Appeal Review Subcommittee will assess claims within three business days and communicate decisions on that day via the CoC Coordinator. Decisions of the Appeal Review Subcommittee are final for the purposes of the Local CoC Supplemental Program Competition. Applicants may review Section X of the NOFO for guidelines regarding appeals in the National Competition.

# Appendices

## Appendix A: Appeal Form (Local Competition)

Agency: \_\_\_\_\_ Date: \_\_\_\_\_

Project: \_\_\_\_\_

For each item appealed, identify the eligible category of appeal, describe the issue, and attach evidence to support your claim.

Eligible Appeal Category	Description of issue	Evidence Attached (list)
<input type="checkbox"/> Verified Conflict of Interest <input type="checkbox"/> Violation of CoC-established voting policies or procedures <input type="checkbox"/> Violation of regulations established by HUD <input type="checkbox"/> Technical error such as mathematical miscalculation by the Rank and Review Committee		
<input type="checkbox"/> Verified Conflict of Interest <input type="checkbox"/> Violation of CoC-established voting policies or procedures <input type="checkbox"/> Violation of regulations established by HUD <input type="checkbox"/> Technical error such as mathematical miscalculation by the Rank and Review Committee		
<input type="checkbox"/> Verified Conflict of Interest <input type="checkbox"/> Violation of CoC-established voting policies or procedures <input type="checkbox"/> Violation of regulations established by HUD <input type="checkbox"/> Technical error such as mathematical miscalculation by the Rank and Review Committee		

Certification: I certify that all of the information provided in this appeal request (or any accompanying documents) is correct, accurate, and complete to the best of my knowledge. I understand that the decisions of the Appeal Review Subcommittee are final.

\_\_\_\_\_  
 Signature Printed Name Date