

Commission on Homelessness Volusia Flagler (FL 504 CoC) Competition Policies and Procedures

New and Renewal Applications

Adopted December 19, 2013, Revised September 30, 2015 & July 8, 2016, Approved July 14, 2016

A. Application for CoC Program Grant Funds

Upon HUD issuance of the CoC Program Grant Notice of Funding Availability, the Collaborative Applicant will prepare a master timeline of the CoC Program Grant process and will conduct the following steps to assure a well communicated process for organizations to make application for CoC Program Funds to include, but not limited to:

- a. Establish all application, review and announcement deadlines sufficient to achieve reasonable public participation in the grant process and allow for timely submission to HUD
- b. Issue the local request for proposals for CoC Program Funds
- c. Publicize the request for proposal announcement through the Collaborative Applicant website, listserve, and email broadcasts
- d. Conduct a briefing on the CoC Program Grant Application process in advance of deadlines
- e. Prepare applications for prioritization and ranking
- f. Assist project applicants in the submission of application in eSNAPS

B. CoC Project Ranking and Funding Decision Process

The Commission on Homelessness Board of Directors shall appoint an Applications Projects Review Committee (Applications Committee) whose primary purpose will be to carry out the project ranking and funding decisions for the Continuum of Care Program local competition. The CPRC Applications Committee may also serve in other prioritization and funding allocation capacities as determined by the CoH Board of Directors.

The CoH Board will appoint the Chair of the Applications Committee and make an annual call for nominations for Applications Committee Members. The CoH Board will elect from the slate of nominees up to 13 Applications Committee Members.

a. Conflicts of Interest

Applications Committee members may not be employees, contractors, or serve in any representative capacity of an applicant or a sub recipient agency party to a funding application.

b. CoC Program Grant Ranking and Prioritization Procedures

The Collaborative Applicant will provide training to the Applications Committee on the CoH Grant Process that will be open to the public. The Applications Committee training will follow HUD guidance and the prioritization and ranking rules within the CoC Program Notice of Funding Availability.

The Applications Committee will conduct two open meetings inclusive of Collaborative Applicant staff as part of the project review and selection process. The first meeting will involve receipt of all CoC Program Application Materials. The Applications Committee Chair will provide final instruction to the committee on the review process. The second meeting will involve the final review, prioritization and funding decisions.

The Collaborative Applicant will prepare the project priority list and funding decision as instructed by the Applications Committee. The list and Applications Committee Chair report will be presented at the next CoH Board of Directors meeting. The CoH Board of Directors will vote to accept the decisions of the Applications Committee. The Applications Committee is the final decision-making body for the determination of project priorities and funding levels. The CoH Board of Directors may direct the Collaborative Applicant to make minor budgetary corrections consistent with HUD application rules, as needed. The Collaborative Applicant will be charged with communicating budget adjustments to individual applicants before final submission of the application to HUD.

**C. Implementation of Objective Criteria for Scoring
New and Renewal Applications**

Adopted December 19, 2013, Revised September 30, 2015, July 7, 2016

These policies and procedures for Objective Criteria for Scoring New and Renewal Applications for HUD Continuum of Care funding were developed and implemented to improve the process of the FL504 Continuum of Care CoC Competition. The CoH Applications Committee, the body charged with the responsibility of allocating the CoH, approved these criteria in consultation with and provided notification to the CoC-funded provider organizations at a joint meeting held on July 8, 2016. The minutes of the meeting, the scoring criteria, and the scoring sheets for new and renewals were distributed via email and published on the website on July 13, 2016. The Applications will be ranked no later than August 19, 2016 and pending any appeal, results will be posted no later than August 22, 2016

The FL504 Volusia-Flagler Applications Committee shall implement and apply the following criteria to score and allocate funds for new and renewal applications during the 2016 CoC Competition, as described below. Staff will provide Applications Committee members with scoring sheets and a master APR worksheet of all grants that have submitted an APR for the most recent grant year. The scores will be assessed and compiled by staff and members of the Applications Committee as appropriate. The Applications Committee, during its allocation meeting, ensure that the applications are eligible and meet all requires of the HUD CoC NOFA, the performance requirements as set forth in grants, and assist the CoH to meets its goals. The Applications Committee will review the scores and assign rank to each application. Staff will be directed to prepare the CoC grant in accordance with these policies and procedures.

The Applications Committee will rank HMIS and Coordinated Entry as first priority grants due to their importance for the functioning of the entire Continuum of Care.

Allocation of funding will be made according to rank order and Application Committee. Priority ranking of identified grants outside of rank order may be made according to specific CoC and community needs to include:

- First time renewable grants which have not been implemented

D. CoH Application Appeal Policy and Process

Applicants shall have the right to file a written appeal within two working days following the decision of The Committee for each grant cycle. The written appeal should describe grounds on which the request is being submitted and include any pertinent documentation germane to the appeal.

- a) The two basic guidelines that shall be applied in granting the appeal will be:

1. Was the agency's request as presented misinterpreted by the Application Committee?
2. Has new information become available since the time of the scoring?

3. Written appeals shall be filed by the CEO/Executive Director of the appealing agency via email with the CoH Applications Committee Chair, (Ray Salazar – email: rgsalazar@cfr.rr.com) who shall provide by fax or by email to each member of The Committee, a copy of the letter of appeal within forty-eight hours of receipt of the appeal.

4. The Applications Committee Chair shall convene a meeting of The Applications Committee, which may be telephonic, within forty-eight hours of distribution by the Committee Chair of the appeal to the members of the Committee.

5. The Applications Committee shall review the appeal which may, at the discretion of the majority of The Applications Committee, include testimony from the appellant.

6. Within twenty-four hours of the review, The Chair of the Applications Committee shall provide the appellant, the Chair of the CoH Board of Directors and the Executive Director of the CoH Collaborative Applicant with written documentation of the process, the findings of The Applications Committee and a final decision of The Applications Committee, which shall not be subject to further appeal.

HUD Appeal - Solo Applicants: Eligible Project Applicants that attempted to participate in the CoH planning process in a geographic area in which they operate, that believe they were denied the right to participate in a reasonable manner –may submit a solo application to HUD and may be awarded a grant from HUD by following the procedure found in 24 CFR 578.35. Solo Applicants must submit their project applications by 7:59:59 p.m. eastern time, November 20, 2015, which must include the CoH's notification of rejection of the project in the local competition as an attachment to the Solo Applicant's project application. If the CoH fails to provide written notification outside of eSNAPS, the solo applicant must attach a statement that the CoH did not provide the solo Applicant written notification of the CoH rejecting the project in the local CoH competition.

The scoring criteria for new applications shall follow the designated 100 point scale as set forth in the New Rating Score sheet: (see attached scoring sheets)