

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

Adopted December 19, 2013

Revisions: September 30, 2015, July 12, 2016, August 31, 2017

**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, listserv, 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. Reallocation: A CoC may reallocate funds in whole or part from existing eligible renewal projects to create one or more new projects.**

**The CoC will facilitate a providers and CoC membership meeting (open to the public) in order to brief the providers, CoC membership and community on the HUD NOFA guidelines and the reallocation process.**

**All CoCs may use the reallocation process, regardless of their funding status, based on local CoC needs and priorities.**

In the FY 2017 CoC Program Competition, CoCs may use the reallocation process to create:

- **new permanent supportive housing projects that serve chronically homeless individuals, DedicatedPLUS, including unaccompanied youth, and families;**
- **new rapid re-housing projects for homeless individuals, including unaccompanied youth, and families coming directly from the streets or emergency shelter or fleeing domestic violence;**
- **new projects for dedicated HMIS;**

- or new Supportive Services Only (SSO) projects for centralized or coordinated assessment systems (Coordinated Entry).

**CoCs may choose to eliminate or reduce one or more eligible renewal projects to create one or more reallocated projects.**

The amount eliminated or reduced for the purposes of reallocation will be retained by the CoC, provided that the new proposed project(s) meets eligibility and quality thresholds established by HUD in the FY 2017 CoC Program Competition NOFA in order to be conditionally selected for funding.

CoCs are prohibited from reallocating administrative costs to create new projects.

**CoC's may submit Bonus grants if applicable based on the current year HUD CoC NOFA.**

### **C. CoC Project Ranking and Funding Decision Process**

The Continuum of Care Board of Directors shall appoint a 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 CoC Board of Directors.

The CoC Board will appoint the Chair of the Applications Committee and make an annual call for nominations for Applications Committee Members. The CoC 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 subrecipient 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 CoC 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 CoC Board of Directors meeting. The CoC 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 CoC 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.

#### **D. Implementation of Objective Criteria for Scoring**

##### **New and Renewal Applications**

**Adopted December 19, 2013, Revised September 30, 2015, July 7, 2016, June 19, 2017**

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 CoC Applications Committee, the body charged with the responsibility of allocating the CoC, approved these criteria in consultation with and provided notification to the CoC-funded provider organizations at a joint meeting held on July 8, 2017. 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 5, 2017 and revised July 19, 2017 in accordance with the HUD 2017 CoC NOFA. The Applications will be ranked no later than September 11, 2017 and pending any appeal, results will be posted no later than September 13, 2017

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 2017 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 CoC 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
- HMIS Grants
- Coordinated Entry SSO Grant

#### **E. CoC Application Notification to Project Applicants Policy and Process**

The CoC/ Collaborative Applicant will notify, in writing and outside of esnaps, all project applicants who have submitted applications to the CoC by the CoC established deadline whether their

application will be accepted and ranked on the priority listing or rejected/reduced within 15 days of the final submission deadline for the CA Application and the reason for rejection or reduction. 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)

#### **F. CoC 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 CoC Applications Committee Chair, (Carrie Baird – email: [carrie@flaglercares.org](mailto:carrie@flaglercares.org)) 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 CoC Board of Directors and the Executive Director of the CoC 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.

#### **G. HUD Appeal**

Solo Applicants: Eligible Project Applicants that attempted to participate in the CoC 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, September 28, 2017, which must include the CoC's notification of rejection of the project in the local competition as an attachment to the Solo Applicant's project application. If the CoC fails to provide written notification outside of esnaps, the solo applicant must attach a statement that the CoC did not provide the solo Applicant written notification of the CoC rejecting the project in the local CoC competition.