

## **BBCoC RFP/RFA POLICY AND PROCEDURE**

*with support from the BBCoC*

*Application and Project Performance Review Committee (Review Committee)*

Policy and Procedure for all Big Bend CoC funding cycles including ESG, Challenge, HUD, and TANF.

*NOTE: Disaster and emergency funding awards for local projects may be handled through a formula allocation method for established providers currently administering similar funds. New Providers must go through a RFA/RFP process with the CoC to be awarded funds.*

1. Distribute the funding announcement.
2. Distribute CoC priorities set by the CoC board at the time funding is announced and review CoC Homelessness Assistance Plan and Strategic Plan Priorities.
3. Set timeline for local competition (for CoC Board approval).
4. Announce and post established Timeline including deadlines.
5. Notify Application and Project Performance Review Committee members and Committee Chair about schedule and confirm availability.
6. Host community wide information session open to all potential applicants.
7. Establish a Community Proposal Workgroup to assist with writing, consolidating and fact checking of community proposal.
8. Require Letters of Intent to Apply (LOI) by a date certain outlining service, target population, and geography.
9. Provide training and TA sessions available to all organizations submitting a LOI to best prepare them for excellent project applications.
10. Require project applicant agencies to prepare separate applications (further detail will be specified in the Request for Project Proposals or Request for Funding Applications specific to funding).
11. Require project applicant agencies to complete a live presentation in person or virtually to the Review Committee.
12. Require project applicants to be a Non-Profit Partner Member (or higher level) of the BBCoC CoC to be eligible to submit funding applications to the CoC.
13. Advertise webinars and other learning opportunities available through the CoC Constant Contact, Membership, Board, Committee, Workgroup distributions lists as well as through United Partners for Human Services and Community Human Service Partnership Portal member and distribution list.
14. Prepare local application materials for CoC Board or Executive Committee approval.

15. Prepare scoring and project evaluation tools for CoC Board or Executive Committee approval
16. Upon approval, post criteria, announcements, trainings, applications, forms, scoring tools and other supporting materials to [www.bigbendcoc.org](http://www.bigbendcoc.org) for community access.
17. Designated Collaborative Applicant to host TA and detailed information call with those who submitted letters of intent to apply.
18. Require agencies to submit by deadline in funding source portal (i.e. Esnaps for HUD) and via PDF attachment to [applications@bigbendcoc.org](mailto:applications@bigbendcoc.org)

- *BBCoC Application and Project Performance Review Committee Policy and Procedure Adopted by BBCoC Executive Committee on June 3, 2016*
- *Ratified and approved RFP/RFA Policy and Procedure with support from BBCoC Application and Project Performance Review Committee (Review Committee) 9/9/21*