



POLICY AND PROCEDURE

HUD COC NOFO RENEWAL & NEW PROJECT REVIEW

TITLE: Renewal and New Project Review

PURPOSE: To establish a policy for the review of grant applications submitted under the HUD CoC NOFO for the funding of renewal and new projects.

DATE: 6/2019 Adopted by Executive Committee
7/2019 Ratified by Board of Directors
8/2021 Amended to include COVID-19 revisions and 2021 HUD NOFO requirements

POLICY: The process shall be fair and consistent, with no arbitrary or random acts. It shall be open, transparent, inclusive and collaborative. It shall provide for CoC members, ESG recipients, and persons with lived homelessness expertise the opportunity to actively participate in the project review and evaluation process to evaluate project proposals and make recommendations on improvements to the CoC grant solicitation process, developing performance measures/metrics and assessment tools used in the process, and in writing the HUD CoC Application ensuring inclusivity and diversity in perspectives.

The grant solicitation shall be guided by the adopted Homeless Assistance Plan (HAP) and BBCoC Strategic Plan to ensure that funding allocated furthers our plan of preventing and ending homelessness, and to identify duplication and gaps in services in order to target resources accordingly.

PROCEDURE:

1. The process shall begin with the Project Application and Performance Review Committee completing annual performance reviews of renewal projects and making recommendations to the Executive Committee on reallocations. The HUD Project Reallocation or Renewal decisions are made by the CoC Executive Committee.
2. CoC Staff will prepare the grant solicitation according to the approved timeline and the Executive Committee will review and approve the solicitation for grant applications prior to release to community partners.
Note: due to natural disasters or public health crisis like COVID-19 steps one and two may occur simultaneously or be done out of order or delayed.
3. CoC Staff will post the HUD CoC NOFO to the CoC website within 48 hours of the NOFO's release. This will be posted along with any requirements necessary for new federal grant applicants, including hyperlinks to relevant websites, and guidance on items which require significant lead times to accomplish (i.e. SAM registration, DUNS number, access to ESNAPS systems with HUD).
4. CoC Staff will also email the HUD CoC NOFO to the CoC members, contracted service providers, and CoC distribution list. This information will be provided along with any requirements necessary for new federal grant applicants including hyperlinks to relevant websites, and guidance on items which require significant lead times to accomplish (i.e. SAM registration, DUNS number, access to ESNAPS systems with HUD).

5. The approved Request for Applications (RFA) shall be posted to the CoC website. Once approved by the Executive Committee, notification and requests for distribution will be sent to the Community Human Service Partnership (CHSP) and United Partners for Human Services (UPHS) member, provider portal and distribution lists, to ensure a broad reach and encourage new providers to apply.
6. CoC staff will hold a HUD CoC NOFO Community Information Session where details of the local timeline, priorities and eligible project types will be explained, and the community will have the opportunity to ask questions for clarification.
7. Community partners interested in submitting a project proposal/application will then send a Letter of Intent (LOI) to Apply to the CoC by a date certain, indicated in the local competition timeline.
8. All organizations submitting a LOI by the established deadline will be provided additional technical assistance group sessions over the coming weeks including.
 - a. Overview of CoC vision and prioritized areas of the HAP and CoC Strategic Plan to be considered during this funding competition.
 - b. Overview of Threshold requirements, Scoring, Ranking and Tiering criteria, policies and procedures.
 - c. Detailed Training on use of ESNAPS and creating new project proposals and how to request TA from the CoC and HUD.
9. Project Proposals must be submitted in ESNAPS by the deadline identified in the local competition timeline. After submitted in eSNAPS the applicant is to export a PDF of their entire eSNAPS application and send to the CoC at applications@bigbenccoc.org by the identified deadline.
10. Once applications are received, CoC Staff will review to ensure that threshold requirements are met prior to application's being reviewed by the CoC Project Review Committee. A coversheet will indicate the threshold requirements met along with the date and signature of CoC Staff or Executive Committee member.
11. Applications/Proposals will then be provided to the CoC Review Committee for evaluation. There will also be a window of time where Review Committee Members can ask questions of the agencies making the project proposal with the expectation that they will respond in writing prior to their Project Proposal Presentation to the Review Committee.

THRESHOLD REQUIREMENTS:

1. Must meet requirements set forth in the published NOFO, including:
 - a. Active SAM registration.
 - b. Valid DUNS number.
 - c. No outstanding Delinquent Federal Debts.
 - d. No debarments and/or suspensions.
 - e. Timely disclosure of violations of federal criminal law
 - f. Conducting business in accordance with ethical standards/Code of Conduct
 - g. Any executed required certifications as specified in NOFO; and
 - h. Project meets the definition of an eligible project per the NOFO.
2. Applicants must also ensure that:
 - a. the population served meets program eligibility requirements.
 - b. Agree to participate in HMIS and have a current MOU with the HMIS Lead Agency, unless exempted by HUD.
 - c. the project has Consistency with jurisdictional Consolidated Plan.
 - d. agree to participate in the CoC Coordinated Entry

- e. Be a CoC Non-Profit Partner Member (or higher-level member) in good standing
 - f. the applicant demonstrates its eligibility as the project applicant; and
 - g. the most recent audit management letter is included and contains a statement as to whether the audit disclosed any audit findings for which a response is overdue or unsatisfactory.
3. Renewal Thresholds. Additionally, renewal applications must demonstrate:
- a. An average utilization rate of 90% or more based on the last two submitted APRs and corresponding HIC reports. (Utilization rate = ((Jan PIT + April PIT + July PIT + October PIT) ÷ 4) ÷ corresponding HIC year round beds x 100
 - b. Project APR submission was completed within 90 days following the contract end date and funding drawdowns each quarter were on target per the HUD quarterly drawdown reports provided to the CoC.
 - c. Demonstrate adoption and prioritization of nondiscrimination policy within organization

SCORING CRITERIA:

- 1. Demonstrated Need
 - a. Document the community need for the project from approved data sources, such as HMIS, PIT Count, or other HUD approved databases.
- 2. Further the Goals of the Homeless Assistance Plan (HAP)
 - a. Demonstrate how the proposed project will further the HAP, citing the specific elements to be addressed from the HAP (using the BCoC HAP).
- 3. Coordinated Entry (CE)
 - a. The applicant has an executed MOA for CE. If the applicant does not have a current MOA, please detail how the project will implement coordinated entry.
- 4. Organizations commitment to Racial Equity in service delivery and leadership
 - a. Demonstrate executive and direct service staff racial and ethnic makeup is reflective of the clients served
- 5. Housing First
 - a. The applicant clearly demonstrates how their policies and procedures are based on Housing 1st and does not mandate client participation in services either before obtaining housing or in order to retain housing. In addition, the applicant demonstrates through policies and procedures that it prioritizes rapid placement and stabilization in permanent housing and improvement of economic self-sufficiency.
- 6. Client Eligibility
 - a. The applicant has clear written procedures to verify client eligibility for program services as defined in the NOFO based on the project type and has defined policies for referring and receipt of referrals through Coordinated Entry. This include detail on how clients will be connected to mainstream benefits promoting economic self-sufficiency.
- 7. Project Operational Plan
 - a. The applicant details how the project will be implemented, including staff qualifications, a staffing plan, location of service delivery, and all available supportive services.
- 8. Capacity
 - a. The applicant demonstrates its experience in providing similar project type, the ability to provide case management, and experience in successful permanent housing outcomes

attained for clients.

9. HUD Performances Measures

- a. The applicant demonstrates how the project will improve two or more of the HUD System Performances for our Continuum. This includes clear goals and outcomes for each measure it will address.

10. Project Outcomes

- a. The application will demonstrate the proposed outcomes for the project, how the outcomes will be measured, tracked and documented over the project period.

11. Budget Completeness

- a. The application will detail how requested funding will be allocated including the cost per person/ per household served and the breakdown of the amount and percent of costs to be spent on housing assistance, supportive services, HMIS and administration.

12. Match Requirements

- a. The application must indicate the source and amount of matching funds for the proposed project.

13. Continuum Participation

- a. The application will include documentation of participation in BCoC Committees, Board and Membership meetings, or Ad-Hoc Workgroups that further the mission and goals of the CoC.