

River Valleys Continuum of Care 2018 Local CoC Program Competition

# Local CoC Program Competition Guide

Project applicants should review this Guide along with the Call for Projects, application materials, HUD CoC Program Competition NOFA, and the Program Rule 24 CFR 578.

Approved by the CoC Executive Committee 7/5/2018 for release 7/6/2018.

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## Section I: HUD Requirements for the Local Competition

On June 20, 2018, the U.S. Department of Housing and Urban Development (HUD) published the *Notice of Funding Availability (NOFA) for the Fiscal Year (FY) 2018 Continuum of Care Program Competition*. CoC Consolidated Applications, which include the CoC Application, Project Priority Listing, and Project Applications, are due to HUD before September 18, 2018 at 8:00pm Eastern time (7:00pm Central).

This section describes the requirements that most directly affect project applicants. For more information, the NOFA and HUD's other CoC competition resources are available at <https://www.hudexchange.info/resource/5719/fy-2018-coc-program-nofa/>.

### 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 Program Competition, local CoCs can submit several types of project applications and CoCs have the flexibility to rank projects in any order. However, CoCs cannot receive grants for new projects (other than through reallocation) unless the CoC competitively ranks projects based on how they improve system performance and align with HUD policy priorities. HUD Policy Priorities for FY2018 are defined in the NOFA, Section II.A. as follows:

1. Ending homelessness for all persons.
2. Creating a systemic response to homelessness.
3. Strategically allocating and using resources.
4. Using a Housing First approach.

HUD has also identified performance-based decisions as critical to implementation of local CoC planning and competitions. Consistent with the FY2018 Appropriations Act, the NOFA Section II.B. states that:

1. CoCs cannot receive grants for new projects, other than through reallocation, unless the CoC competitively ranks projects based on how they improve system performance;
2. HUD is increasing the share of the CoC score that is based on performance criteria; and
3. HUD will prioritize funding for CoCs that have demonstrated the ability to reallocate resources to higher performing projects.

### B. New Projects through Reallocation

CoCs are encouraged to evaluate community needs and project performance regularly, and to use the reallocation process to improve CoC performance. Reallocation generally moves funding from areas of lower need and/or projects with lower performance to areas of higher need and/or projects with higher performance. With reallocation, CoCs may use funds taken in whole or in part from existing grants to create new projects through reallocation. New projects created through reallocation may include expansions of existing high-performing projects and, new in FY2018, Transition grants to change project component type to respond to community needs. Applications for new projects through reallocation are invited from any eligible and qualified applicant, whether or not the applicant has previously received HUD CoC Program funding.

Five types of projects may be created via reallocation in FY2018:

1. Permanent Supportive Housing (PSH) that meet the requirements of DedicatedPLUS as defined in Section III.C.3.f of the NOFA or where 100% of the beds are dedicated to individual and families experiencing chronic homelessness, as defined in 24 CFR 578.3
2. Rapid Rehousing (RRH) for individuals and families, including unaccompanied youth
3. Joint Transitional/Rapid Rehousing (TH-RRH) to serve homeless individuals and families, including individual or families fleeing or attempting to flee domestic violence, dating violence, sexual assault, or stalking, who meet the following criteria:
  - a. residing in a place not meant for human habitation;
  - b. residing in an emergency shelter or coming directly from the streets;
  - c. persons who qualify under paragraph (4) of the definition of homelessness, including persons fleeing or attempting to flee domestic violence situations
  - d. residing in a transitional housing project that was eliminated;
  - e. residing in transitional housing funded by a Joint TH and PH-RRH component project (See Section III.C.3.I of the NOFA); or
  - f. receiving services through a VA-funded homeless assistance program and met one of the above criteria at initial intake to the VA's homeless assistance system
4. Support Services (SSO) for development or operation of the Coordinated Entry System, ONLY with recommendation of the CoC's Coordinated Entry Committee and commitment to enter agreement with the CoC regarding SSO activities
5. Homeless Management of Information System (HMIS) for a dedicated project submitted by the HMIS Lead agency (listed on the CoC Applicant Profile)

Not all project types that are eligible are prioritized by the local CoC. River Valleys CoC is NOT prioritizing projects for HMIS or Coordinated Entry (SSO) in the 2018 funding round. More information on new project priorities is available in the Call for Projects and in the Reallocation section of this Competition Guide.

### C. Projects through CoC Bonus

CoCs are eligible to apply for new projects created with CoC Bonus funds. For FY2018, the Bonus amount for each CoC equals 6% of the CoC's Final Pro Rata Need, as calculated by HUD. The estimated Bonus for River Valleys CoC is \$128,048 (published July 2018).

New projects in this category may be proposed as standalone projects or as expansions of existing CoC-funded projects seeking renewal in the current funding round. In addition, applications for new projects through the CoC Bonus are invited from any eligible and qualified applicant, whether or not the applicant has previously received HUD CoC Program funding. Eligible project types for CoC Bonus funding are the same as those eligible via reallocation (listed above). Not all project types that are eligible are prioritized by the local CoC. River Valleys CoC is NOT prioritizing projects for HMIS or Coordinated Entry (SSO) in the 2018 funding round. More information on new project priorities is available in the Call for Projects.

### D. New Projects through DV Bonus

CoCs are eligible to apply for new projects created with DV Bonus funds. For FY2018, the Bonus amount for each CoC equals 6% of the CoC's Preliminary Pro Rata Need, as calculated by HUD. The estimated Bonus for River Valleys CoC is \$163,603 (published July 2018). Projects seeking funding via the DV Bonus are dedicated to serving survivors of domestic violence, dating violence, sexual assault, or stalking that are defined as homeless under 24 CFR 578.3.

New projects in this category may be proposed as standalone projects or as expansions of existing CoC-funded projects, including projects that do not currently and specifically target the populations to be served with these bonus funds. Applications for new projects through the DV Bonus are invited from any eligible and qualified applicant, whether or not the applicant has previously received HUD CoC Program funding. However, per HUD guidelines, only one project application per project type is allowed to be submitted from each CoC in the national HUD CoC Program Competition.

Eligible project types for DV Bonus funding are:

1. Rapid Rehousing (RRH) projects dedicated to serving survivors of domestic violence, dating violence, sexual assault, or stalking that are defined as homeless under 24 CFR 578.3
2. Joint Transitional/Rapid Rehousing (TH-RRH) projects dedicated to serving survivors of domestic violence, dating violence, sexual assault, or stalking that are defined as homeless under 24 CFR 578.3
3. Support Services (SSO) Coordinated Entry System project to implement policies, procedures, and practices that equip the CoC's Coordinated Entry System to better meet the needs or survivors of domestic violence, dating violence, sexual assault, or stalking, ONLY with recommendation of the CoC's Coordinated Entry Committee and commitment to enter agreement with the CoC regarding SSO activities

Not all project types that are eligible are prioritized by the local CoC. River Valleys CoC is NOT prioritizing projects for Coordinated Entry (SSO) in the 2018 funding round. More information on new project priorities is available in the CoC's 2018 Reallocation Policy & Priorities in this Competition Guide.

## E. Ranking

Beginning in 2016 and applicable in FY2018, the CoC is required to competitively rank project applications based on how they improve the CoC System Performance in order to be eligible for Bonus Project funding. The NOFA requires that each CoC conduct a transparent and objective process to review and rank all applications for renewal of existing projects and creation of new projects. Ranking of renewal projects must incorporate regularly collected data on project performance and effectiveness.

All new and renewal projects, except CoC Planning, are ranked on the Project Priority List for HUD review and funding decisions. The Bonus and DV Bonus projects must be ranked along with other project applications. New in 2018, any project conditionally selected by HUD as part of the DV Bonus will be removed from the CoC's ranking list and all projects underneath it will slide up in rank. Any project that indicated it would like to be considered for the DV Bonus but was not selected as part of the DV Bonus, will retain the ranking provided by the CoC and be considered as a normal ranked project.

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

## F. Tiers

To ensure that CoCs have the opportunity to prioritize their projects locally in the event that HUD is not able to fund all renewals, HUD requires that CoCs rank projects in two tiers. The tiers are financial thresholds. This year, FY2018:

- Tier 1 is equal to the CoC's Annual Renewal Demand (ARD) less 6%. Tier 1 projects will be funded by HUD provided they meet all threshold and project quality requirements described in the NOFA. Tier 1 is estimated at \$2,006,088 in River Valleys CoC.

- Tier 2 is the difference between the CoC's Tier 1 and the CoC's Final ARD plus bonus. Tier 2 projects will be funded only if they meet HUD requirements and there are sufficient funds available nationally. Tier 2 projects are scored by HUD based on CoC overall score, project rank within the CoC, and project commitment to Housing First/Low Barrier policy priority. Tier 2 for River Valleys CoC is estimated at \$248,576.

Note: Due to the DV Bonus ranking requirements, some projects that are ranked in Tier 2 by the CoC may fall below Tier 2 if DV Bonus projects are not selected by HUD For the Bonus, but rather are treated as normal ranked projects.

## Section II: Local Competition Goals and Responsibilities

In 2018, River Valleys CoC's objectives for project solicitations, reviews, ranking, re-allocation, and tiering, are to advance our community's goal of ending and preventing homelessness. The CoC aims to accomplish this by:

- Complying with all HUD requirements for CoC's and projects;
- Preserving funding for high performing projects;
- Shifting investments from lower performing projects to new projects responding to documented housing and service needs;
- Strategically allocating HUD funds in conjunction with other funding sources; and
- Seeking additional funding to advance coordinated entry implementation.

Project priorities are set by the CoC membership and incorporated into the Local Competition requirements by the CoC Executive Committee. As described in the Governance Charter, the Executive Committee is responsible for developing CoC policy and for completing HUD CoC Program Competition applications on behalf 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 development of policies and requirements for the Local CoC Competition.

Project scoring and ranking is conducted by the Project Review and Rating Committee of the CoC, as defined in the River Valleys CoC Governance Charter. 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 Committee will be formed to review any appeals submitted by applicants based on the Local CoC Program Competition scoring and ranking process. The Appeal Review Committee includes one member of the Project Review and Rating Committee and two individuals not associated with any project seeking or receiving CoC funding. Committee members are nominated and affirmed by the CoC and must abide by the CoC's Conflict of Interest statement.

River Valleys 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 River Valleys CoC Local Program Competition are asked to submit intent to apply and then submit a full application if eligible. New and renewal project proposals are solicited in different ways. Support is available for both new and renewal project applicants.

### A. New Projects

New projects are invited from eligible applicants that serve the CoC region, including from entities that have not previously received CoC Program funds. Priorities for new projects (through CoC Program and other sources) are finalized and approved by the CoC members early in the calendar and distributed via the CoC listserv. As soon as possible after the NOFA release, River Valleys CoC issues a Call for Projects to solicit new project applications from eligible and qualified applicants to propose eligible project types. The Call for Projects includes description of estimated funding available, eligible and priority project types for the Local CoC Competition, threshold requirements for applicants and projects, submission requirements and timelines, and resources for applicants.

The Call for Projects is posted on the CoC website and distributed via the CoC email listserv, which includes CoC member and partners across the region. (Throughout the year, anyone interested in CoC planning or activity can sign up for the listserv on the CoC website.) In addition, the CoC sends the Call for Projects to county-level Homeless Response Team leads and other relevant association listservs to invite new projects. Other listservs will include: Minnesota Social Services Association, Minnesota Chapter of the National Association of Housing and Redevelopment Organizations, League of Minnesota Cities, Minnesota Coalition for Battered Women, Southern Minnesota Regional Legal Services, Minnesota Tribal Collaborative, Just Us Health (fka MN AIDS Project), and others as identified. CoC listserv members also encouraged to share the announcement with their networks.

For the 2018 Local CoC Competition, the Call for Projects will be posted on the CoC website and distributed via the CoC listserv on July 6, 2018. Other listservs will distribute to their members per their own distribution schedules. Public announcement occurred at the June 21, 2018 CoC meeting.

### B. Renewal Projects

All renewal projects listed on the Grant Inventory Worksheet for the competition year are invited to declare intent to apply for renewal funds. The invitation is extended through announcement at a full CoC meeting and by email to the contact person(s) named for the project on the CoC contact list. Submission of performance data and documentation for preliminary review by the CoC is considered the housing project's notification of intent to apply. The specific data and documentation required is distributed by email to project contacts, included in the draft Call for Projects, and posted on the CoC website at <http://www.threeriverscap.org/continuum-of-care/>. Projects data and documentation received by the published deadline and in accordance with the prescribed method are reviewed. Housing projects that do not submit notification on time or in accordance with the prescribed method will be penalized or rejected.

Renewal projects that are reviewed and accepted in the preliminary review/intent to apply stage are notified by email of their review score, acceptance/rejection for the 2018 CoC Local Competition, and any reallocation applied to the project as a result of the review. A list of Eligible Renewal Projects for the 2018 CoC Program Competition is also posted to the CoC website, with notification to the CoC listserv. Accepted projects are invited to submit an application in e-snaps, HUD's online application system for the CoC Program. Projects are also advised of any additional CoC Local Competition documentation that may be required.

For the 2018 competition, the upcoming renewal project invitation was announced at the April 19, 2018 CoC meeting, with email invitation extended on April 27, 2018. Performance data and documentation was due May 15, 2018 at 4:00pm in the method proscribed by the CoC. An extension to provide additional documentation was issued by the Project Review & Rating Committee on May 21, 2018, and the extended deadline was set for June 1, 2018 at 4:00pm.

### C. Resources and Support for Project Applicants

Resources are available to assist project applicants with both Local CoC Program Competition and national competition processes. Technical assistance (TA) for the Local CoC 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 River Valleys CoC Project Applicants include:

- Local Competition guidance and materials, along with HUD and e-snaps guides, are posted on the CoC website at <http://www.threeriverscap.org/continuum-of-care>. General notifications are distributed via the CoC list serv as well.
- CoC staff webinars for new and renewal project applicants. Slides from the webinars and Q&A summaries are posted on the CoC website.
- Applicant lab time with CoC staff and assistants from the State of Minnesota's Interagency Council on Homelessness
- 1:1 Technical Assistance provided via phone/web conference by CoC staff, by appointment only.

Details on these resources, together with information on support available through the national HUD CoC Program Competition are included in the Call for Projects.

## Section IV: Receiving Project Applications

### A. Notification of Intent to Apply

Notification of intent to apply is required for renewal and new project applicants in the Local CoC Program Competition. For all applicants, notifications of intent to apply must be submitted before the CoC-established deadline and in accordance with the method or format defined by the CoC.

**New projects** intent to apply is due as soon as possible, but before 4:00pm on Wednesday, July 18, 2018. Notification includes basic information about applicant and proposed subgrantees, project type, project location, and target population. New project applicants are strongly encouraged to communicate with the CoC Coordinator before submitting Intent to Apply to ensure compliance and receive technical assistance if needed. New project notification of intent to apply will be collected via electronic form, with the link included in the Call for Projects.

All new projects will be preliminarily accepted, and will not be reviewed for acceptance or rejection or scored during the intent to apply stage. However, 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.

**Renewal housing projects'** performance data and documentation submitted for preliminary review is considered the project's notification of intent to apply. Project data and documentation includes all information needed for the Project Review and Rating Committee to evaluate performance, prioritization of participants with high needs, alignment with HUD and CoC policy priorities, participation in CoC activities, and effective management of program funds. See Call for Projects for detailed list of submittals required for renewal projects.

New projects will be scored during the Application stage to select the List of Eligible Projects to be included in the CoC Local Program Competition and determine the amount of project funds reallocated for use by new projects.

Renewal housing project review submissions are due by 4:00pm on Tuesday, May 15, 2018, submitted via a shared Google Drive folder. Revision: Renewal Project Intent to Apply deadline extended to Friday, June 1, 2018 at 4:00pm to solicit additional documentation for project scoring.)

Projects that do not submit notification on time or in accordance with the prescribed method will be penalized as follows (dates revised to reflect extension period): Project notifications received between 4:01pm on June 1, 2018 through 4:00pm on Monday, June 4 will be assessed a 10 point penalty on the project's weighted score. Project notifications received between 4:01pm on Monday, June 4 and 4:00pm on Tuesday, June 5 will be assessed a 20 point penalty on the project's weighted score. Project notifications submitted after 4:00pm on Tuesday, June 5, 2018 will not be reviewed and will not be considered for funding.

All renewal project applicants, including any projects on the Grant Inventory Worksheet that do not submit performance data and documentation for review, will be notified by email of the results of the project review. The notification will include total review points awarded, reviewer comments, project acceptance or rejection by the CoC as an eligible renewal project to submit a full application, and project funding allowed (including any amount reallocated for new projects). If projects are rejected or have funding reduced via reallocation, reasons will be provided as allowed in the CoC's Reallocation Policy.

**Exception for FY2017 New Projects Seeking First Renewal:** New housing projects awarded during the federal FY2017 funding cycle provided documentation as new applicants in 2017 and have not yet started their projects. Therefore, these projects will be exempt from submitting performance data for the purpose of

River Valleys CoC scoring and ranking. Threshold documentation is still required to ensure minimum eligibility standards have been maintained. FY2017 housing projects will be automatically ranked as the last housing projects fully within Tier 1 (just above renewal HMIS and Coordinated Entry projects), in the order they were initially ranked in the Project Priority List submitted to HUD in 2017. Certifications and other documentation required by HUD for the e-snaps applications are still required.

**Non-housing renewal projects** submit applications and intent to apply simultaneously, following the timeline for Project Applications. See Call for Projects for detailed list of submittals required.

## B. Project Application

By 4:00PM on Wednesday, August 1, 2018 applicants must submit a complete and correct Project Application in e-snaps AND documentation required for the CoC Local Competition or for use in the regional CoC-wide application (which includes all project applications).

Project applicants have two options to submit Local Competition application documents for review: a. Create a Google drive folder with all documents and share it with the CoC using a link or by inviting [jprins@threeriverscap.org](mailto:jprins@threeriverscap.org) to access the files, or b. Contact [jprins@threeriverscap.org](mailto:jprins@threeriverscap.org) by July 20, 2018 to set up a folder for your project within the CoC Google drive. Before the application deadline, finalize project documents in the folder for CoC Local Competition review. A list of required elements is listed below.

Project applications with all attachments must be submitted electronically in e-snaps for consideration for the FY2018 CoC Program national competition. Applicants must print a copy of the Submission Summary form 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.

Along with the project application in e-snaps, additional documents are required to complete the project's submission for the Local CoC Program Competition. These elements are described in the Call for Projects.

New projects will be scored during the Application stage to select the List of Eligible Projects to be included in the CoC Local Program Competition. New projects that do not submit full application materials on time or in accordance with the prescribed method will be penalized as follows (dates revised to reflect extension period): Project notifications received between 4:01pm on August 1, 2018 through 4:00pm on Thursday, August 2 will be assessed a 10 point penalty on the project's weighted score. Project notifications received between 4:01pm on Thursday, August 2 and 4:00pm on Friday, August 3 will be assessed a 20 point penalty on the project's weighted score. New project applications submitted after 4:00pm on Friday, August 3, 2018 will not be reviewed and will not be considered for funding. Renewal projects have a hard deadline of 4:00pm on August 1, 2018 to submit a complete e-snaps application. Funding previously allowed for renewal projects that do not meet the deadline will be subject to reallocation.

## C. Unassigned Funds Application

In the case that new and renewal projects submitted and deemed eligible and necessary during the review process do not fully claim the maximum funding allowed for a given category of funds, the CoC reserves the right to solicit a final round of expansion proposals from the highest ranked projects on the list of new and renewal projects already submitted for the CoC Local Competition. The highest ranked projects are allowed to apply in this final round because threshold and project quality reviews will have already been completed on the projects.

If unassigned funds are identified during new project application reviews on August 8, 2018, project applicants will be invited by the Project Review and Rating Committee via the CoC Coordinator to submit a new expansion project application or revise a new project application in e-snaps by August 15, 2018 at 4:00pm.

For unassigned funds from reallocation or CoC Bonus, an expansion proposal will be invited from the highest ranked renewal project on the Project Priority List. If the highest ranked project cannot submit a proposal within the timeframe, the expansion opportunity will be offered to the next highest ranked project on the List, and so on. If the project that accepts the opportunity has already proposed an expansion (new project), the unassigned funds expansion will be a revision to the existing approved new project application, not a separate expansion application. If the project does not have an existing approved expansion grant on the List, the new expansion grant will be placed at the bottom of Tier 2.

Unassigned funds applications will not be allowed for the DV Bonus.

## Section V: Reviewing & 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 Project Review and Rating Committee. CoC staff will collect all application materials as described above and deliver them to the Committee members. For 2018, the Committee will meet on Thursday, May 17, 2018 for renewal project reviews, and on Wednesday, August 8, 2018 for new project reviews. (A second date for renewal project reviews was added on June 28, 2018 to consider additional documentation requested from project applicants.

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.

Note: Committee members may, but are 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 as soon as possible. Committee members may also place conditions on applications regarding corrections or clarifications to be made before final submittal in eSnaps. Conditions will be shared with applicants when the project priority ranking is released to the CoC for review and comment.

The Committee will then use an objective review and rating tool approved by the CoC for new projects or for renewal projects to calculate a total score for each project. A rating tool for DV-specific projects will be employed for new projects in the 2018 funding round and for all DV projects going forward. The Rating Tools address the HUD and River Valleys CoC scoring criteria defined in this Guide and in the HUD Continuum of Care Program Competition NOFA, thus ensuring that projects are scored based on their ability to improve the CoC's System Performance.

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:  $(\text{Raw score} / \text{Points possible}) \times 100$ . The weighted score constitutes the project's Review Points, which are used in the ranking process.

After reviews are complete, the Committee will finalize voluntary and involuntary reallocation amounts per the process described in the Reallocation section of this Guide.

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.
- Notification of whether the project is subject to reallocation, with reason for any reallocation
- 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

A List of Eligible Projects for Renewal will also be generated, including all project Review Scores, allowed maximum funding request, any funds reallocated, and budget detail from the Grant Inventory Worksheet. This List is distributed to project applicants and posted to the CoC website (with notification of posting to the CoC email listserv).

## B. Scoring Criteria

The Project Rating Tool for New Projects, for Renewal Projects, and for Projects serving Survivors addresses the following applicant and project eligibility and project quality thresholds established by HUD, as well as River Valleys CoC criteria. Please review the FY2018 NOFA and the CoC Project Rating Tool for details. This section includes a general review of criteria and standards.

### 1. Criteria for New Projects

All New 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.
- Projects applicant and potential subrecipients must meet the eligibility requirements of the CoC program and provide evidence of eligibility.
- Project applicants and subrecipients must demonstrate the financial and management capacity to carry out the project as proposed and the capacity to administer federal funds.
- Project applicants must submit the required certifications as specified in the NOFA.
- Projects applications must establish eligibility of project applicants and propose to serve eligible populations applicable to the project type, per Section V.G.2.b.(4).
- Projects must be cost effective, compared to the norm in the community/region.
- Projects must agree to participate in the local Homeless Management Information System. Victim service providers must use a comparable database that meets the needs of the local HMIS.
- Projects must agree to accept and prioritize client referrals through the CoC Coordinated Entry System, using the process approved by the CoC.
- Projects must maximize leveraging and identify non-HUD supportive services funding, including the use of mainstream resources.
- Projects must request less than 7% 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 FY2018 NOFA, Section V.G.2.c.(1)-(6).

### 2. Criteria for Renewal Projects

Renewal projects must meet minimum project eligibility, capacity, timeliness, and performance standards identified in the FY2018 NOFA. HUD will review information in eLOCCS, APRs, HUD CPD Field Office monitoring reports, and performance standards:

- Whether the project applicant's performance met the plans and goals established in the application;
- Whether the project applicant demonstrated all timeliness standards for grants being renewed, including full expenditure of grant funds;
- The project applicant's performance in assisting program participants to achieve and maintain independent living and records of success, except dedicated HMIS projects that are not required to meet this standard;
- Whether there is evidence that a project applicant has been unwilling to accept technical assistance, has a history of inadequate financial accounting practices, has indications of project mismanagement, has a drastic reduction in the population served, has made program changes without prior HUD approval, or has lost a project site.

### 3. *Performance Criteria for all Housing Projects*

The performance measures will be based on measures and policy priorities established by HUD and supported by River Valleys CoC. (Exceptions and alternatives for DV Bonus and other projects targeted specifically for survivors are noted in #4 below.) Performance measures for all housing projects are:

- Percent of project participants residing in permanent housing will remain in housing for a minimum of 6 months
- Percent of those exiting permanent housing who do not return to homelessness within 12 months;
- Percent of households will maintain or increase earned income and unearned income
- Percent of adults who are employed at program exit or annually
- Program operates at or above 90% capacity
- Commitment to Housing First approach
- Commitment to compliance with Equal Access Rules
- Commitment to ensuring education services for children and youth served in the program;
- Use of Coordinated Entry process to fill available units
- Extent to which the applicant participates in and invests in improving CoC system performance
- Cost-effectiveness compared to other similar projects (tie-break)

### 4. *Criteria for Housing Projects serving Survivors*

Projects serving survivors of serving survivors of domestic violence, dating violence, sexual assault, or stalking that are defined as homeless under 24 CFR 578.3 must meet general new or renewal project criteria listed in this section of the Guide. The performance measures are based on measures and policy priorities established by HUD or the U.S. Interagency Council on Homelessness, and supported by River Valleys CoC.

Additional performance measures for housing projects targeted for survivors, including project seeking DV Bonus status, are:

- Percent of participants who report a lower perceived risk of violence upon exit from the program
- Percent of participants who exit and report being stably housed 12 months after exit;
- Average time to connect participants to permanent housing
- Commitment to services and programs specific to the needs of survivors in the program
- Commitment to use of alternate, equivalent database to produce required aggregate outcome reports for CoC and HUD reporting

## C. **Alternative Performance Measures**

River Valleys CoC recognizes that scoring criteria may not accurately reflect the strength of certain population-specific programs. As a result, for the 2018 CoC program competition, programs that offer culturally-specific programming or target exclusively youth, victims of domestic violence or sexual assault, or persons seeking sober living/recovery may offer alternative program data measures to review. All data submitted must be generated directly from a program data base and must be accompanied by published industry performance standards (or performance standards from another funder) and definitions of data fields.

## 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 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 award;
- Evidence of noncompliance with HUD and/or CoC policies, including coordinated entry and written standards for assistance;
- History of other major capacity issues that have significantly impacted the operation of the project and its performance;
- Timeliness in reimbursing sub recipients 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;
- Failing to consistently meet the CoC performance measures, e.g. low score in the evaluation process;
- Failing to provide documentation required by the CoC for a project application or project review in the time or manner required; or
- Applicant choice to voluntarily reallocate all or a part of its award.

## Section VI: Ranking Projects for the Priority List

River Valleys CoC ranks project applications based on how they improve the CoC System Performance, as required by HUD guidelines for the CoC Program Competition. Ranking based on performance is required in order for projects applications in the CoC to be eligible for Bonus Project funding.

To be eligible for ranking, all applicants and projects (new and renewal) must meet all HUD eligibility criteria, as outlined in the NOFA and comply with Local CoC Competition requirements as described in this Guide, the Call for Proposals, and project application forms. Projects that meet the eligibility criteria are scored by the Project Review and Rating Committee based on quality, performance capacity, and cost effectiveness. The Committee uses the CoC approved rating tool as the basis for ranking projects.

Ranking applies to all project applications, except CoC Planning, which HUD does not require CoC's to rank with other projects. All projects ranked fall into one of two Tiers as described in the HUD Requirements section of this Guide.

### A. Housing Projects

All housing 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. The highest ranked projects whose grant amounts total the Tier 1 ARD minus the HMIS renewal(s), SSO-Coordinated Entry renewal, and newly funded projects will be placed in Tier 1.

If there is a tie between two projects, a ½ point tiebreaker score will be used. The tiebreaker score will be based on cost effectiveness (cost per positive housing outcome), and will be calculated as follows, with the APR used for project reviews:

- For PSH: (# Stayers + # Leavers to Permanent Housing) / Total HUD CoC Program funds requested
- For RRH and Joint TH/RRH: # Leavers to Permanent Housing / Total HUD CoC Program funds requested

The project with the lower cost per positive housing outcome will be placed one rank higher than the other.

If there is a tie between more than two projects, the ½ point cost effectiveness tiebreaker will be applied as described above, followed by a tiebreaker 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.

**One exception to ranking for housing projects applies:** New housing projects awarded in the previous funding round and submitting for a first time renewal are not scored because the project has not started and has no additional data to provide. First time renewals from FY2017 were fully reviewed and ranked as new applicants in 2017. Those projects, if any, will be automatically ranked as the last housing projects fully in Tier 1 (just above the HMIS and SSO-Coordinated Entry renewals), in the order they were initially ranked in the Priority Ranking submitted to HUD.

### B. Non-Housing Projects

After housing projects are ranked, projects for HMIS and SSO-Coordinated Entry are placed in the ranking as follows, based on CoC policy objectives to ensure a functioning Coordinated Entry System and a Homeless Management Information System (HMIS). The projects are reviewed annually and affirmed as necessary and effective by the CoC Coordinated Entry Committee or by the HMIS Governing Board, as applicable.

HMIS projects totaling a minimum of 2.5% of Annual Renewal Demand (ARD) and Coordinated Entry projects totaling a minimum of 5% of ARD will be ranked in Tier 1 immediately below new housing projects from the

previous funding round. Together, HMIS and SSO-Coordinated Entry projects will not exceed 15% of the value of ARD. Amounts in excess of those levels may be placed into Tier 2 or reallocated.

### C. Tiers

Once the rank order of projects has been determined, the projects at the top of the list will be in Tier 1 and projects at the bottom of the list may fall into Tier 2.

- Tier 1 is equal to 94 percent of the CoC's Annual Renewal Demand, or \$2,006,088 for River Valleys CoC in 2018.
- Tier 2 is the difference between Tier 1 and the CoC's ARD plus any amount available for bonus projects (not including amounts available for DV Bonus projects and before adjustments are made to permanent housing leasing, operating, and rental assistance budget line items based on changes to Fair Market Rent (FMR)) as described in Section III.C.3.c of this NOFA. This does not include the amounts available for CoC planning and UFA Costs.

The CoC reserves the right to re-order the project list or request applicants increase/decrease their budget to best position the River Valleys CoC to receive the maximum overall amount of funding and improve the CoC's homeless response system performance. These adjustments are described in the next section.

### D. Adjustments to Project Ranking

After reviewing the full ranking and breakdown by tier, the Committee members may recommend adjustments to the ranking or increase/decrease individual funding requests as described in the Tiering Policy. The Committee may also make recommendation about which project should be submitted as the permanent housing bonus. Rationale for any adjustment made will be included in the ranking form, in notification to applicants, and in the Project Priority List posted for CoC membership review. In addition, any adjustment applied by the Committee will be applied uniformly across applicable projects.

Reordering may be proposed when:

- A project straddling Tier 1 and Tier 2 would not likely be feasible if only the Tier 1 portion were funded. Reordering in this case cannot reduce the rank for another housing project that would have been ranked fully in Tier 1 if reordering had not occurred.
- Analysis of likely project scores in HUD's review of projects within Tier 2 (as described in the NOFA section II.B.10.b) indicates that a revised order would result in higher overall scores for projects in Tier 2.
- Comment (with verification) received during the posting period for the proposed project priority list indicates the project was ranked incorrectly.

Reductions may be proposed when:

- A project application falls fully or partially below the funding line (below Tier 2), exceeds the HUD-approved Allowed Renewal Amount for the project, or exceeds the total available DV Bonus, CoC Bonus, or reallocated funds.
- An HMIS or SSO-Coordinated Entry project exceed the limits for those project types in Tier 1.
- A project in Tier 1 meets any of the thresholds for involuntary reallocation AND a second project is straddling Tiers or falling partially below Tier 2. Renewal projects with a history of recaptured funds and/or low bed utilization will be prioritized for reductions. Reduction of this kind will only be applied during the ranking process if 1) the reduced project can reasonably be expected to continue to operate the project as proposed in the project application, and 2) the amount of the reduction does not exceed the amount of funds necessary to prevent a project from straddling Tiers or falling below Tier 2.

- A new project proposes a significantly higher cost per expected positive housing outcome than other similar projects.

After the specific reorder and reduction considerations listed above, Committee members may also consider the following in making adjustments in order or funding level for the final Project Priority List.:

1. Geographic diversity. In order to provide access to CoC-funded housing and services across the CoC region, the CoC will review the project list in terms of potential impact on geographic regions and communities that have greater numbers of homeless households. Projects may be reordered or reduced to align greater potential funding with areas of high-need areas.
2. Funding diversity
  - a. Grant amounts may be reduced for any single grantee that is proposed to receive more than 15% of funds allocated for the CoC. As system-level projects, HMIS and SSO Coordinated Entry are excluded from calculations.
  - b. Grant amounts may be reduced and projects may be reordered if the overall mix of funding requests represented on the Project Priority List does not move the CoC closer to its optimal mix of program types based on need.

Project Component Type	FY2017	FY2018		
	Current	Optimal	Min T1	Max T1
Permanent Supportive Housing	76.4%	60.0%		
Rapid Rehousing	14.4%	25.0%		
Joint Transitional/ Rapid Rehousing	0.0%	5.0%		
HMIS	2.9%	2.75%	2.5%	15.0%
Coordinated Entry	6.3%	7.5%	5.0%	
Total	100.0%	100.0%		

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 Project Review and Rating Committee may choose to adjust that project’s score or rank.

Based on feedback from CoC members (verified information either negative or positive affecting score), the Committee may choose to adjust an application’s score or rank. Decisions of the Appeal Review Committee 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 on or before September 11, 2018.

## Section VII: Reallocation

### A. Criteria for reallocation

The CoC may reduce or reject a funding request from a project applicant. For renewal projects, this is considered reallocation. Reallocation may be required for any of the following reasons:

- 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 award;
- Evidence of noncompliance with HUD and/or CoC policies, including coordinated entry and written standards for assistance;
- History of other major capacity issues that have significantly impacted the operation of the project and its performance;
- Timeliness in reimbursing sub recipients 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;
- Failing to consistently meet the CoC performance measures, e.g. low score in the evaluation process;
- Failing to provide documentation required by the CoC for a project application or project review in the time or manner required; or
- Applicant choice to voluntarily reallocate all or a part of its award.

### B. Involuntary Reallocation

Involuntary Reallocations may be initiated by the Project Review and Rating Committee based on any of the criteria above, during the scoring phase or during the ranking phase of project reviews. Whenever possible, reallocation decisions will be made during the scoring phase. The Committee will evaluate and determine if programs will have a full or partial reallocation of funding, based on the extent of compliance or noncompliance with the criteria above. Any reallocation strategy the Committee chooses will be applied for all projects with the same violation, and rationale will be recorded for inclusion with the Project Priority List.

All funds freed through involuntary reallocations may be made available for one or more new projects. The applicant may choose to compete for a portion or all of the funds made available for reallocation.

Project applicants that are subject to partial involuntary reallocation must develop a plan to continue with their renewal project, with the reduced level of funding. This includes HUD contract compliance for numbers of persons served and the types of services provided. It may be possible to seek a contract amendment from HUD for some changes; applicants should contact their HUD representative to discuss any options for amendment. If the reduction in funding will result in loss of assistance for persons currently served by the program, the applicant must work with the CoC Coordinated Entry Committee to develop a transition plan for these persons.

### C. Voluntary reallocation

For projects not subject to involuntary reallocation, an applicant may choose to reallocate funds from an existing renewal project, in order to free additional funds for one or more new projects. If the same applicant wishes to apply for a new project using those same funds, the following parameters apply:

- The applicant may choose to reallocate all or a portion of its renewal funds to create the new project.

- The applicant who reallocates renewal funds will have “first rights” to the funds IF the existing (reduced or ended) project scored at or above average for project management and CoC participation scoring criteria in the previous year, and IF the new project proposed is eligible if the NOFA, and IF the new project will meet a high project type priority for the project location (identified in the priorities for reallocation). First rights does not confer any preference in ranking or scoring. As a new project, it will be scored and ranked like other similar new projects.
- The applicant may also choose to compete for a portion or all of the funds available to the CoC through involuntary reallocation of other projects or bonus funds, if available.

Through the reallocation process, the CoC ensures that projects submitted with the CoC Collaborative Application best align with the HUD CoC funding priorities and contribute to a competitive application that secures HUD CoC dollars to address and end homelessness in River Valleys CoC. The CoC will make decisions based on alignment with HUD guidelines, performance measures, and unspent project funds.

### C. Priorities for use of reallocated funds

The River Valleys CoC Executive Committee updated the CoC’s Reallocation Policy and Priorities, which were approved by the CoC. This policy establishes the CoC’s policy governing grant reallocation for the 2017 HUD CoC application. Refer to the 2017 Reallocation Policy and Priorities for details on voluntary vs. involuntary reallocation processes.

Three types of projects will be prioritized for reallocated and Bonus funding in FY2018. These are listed below, with rationale:

- a. New Rapid Re-Housing or Joint Rapid Re-Housing/Transitional Housing for identified target populations (youth, recovery, DV) or in communities without adequate shelter resources.  
Rationale: As evidenced in Coordinated Entry priority lists as well as the Point in Time Count and the 2016 statewide survey of homeless Minnesotans, River Valleys CoC experiences continued need for effective projects serving persons homeless due to domestic violence and persons who remain homeless due to limited emergency housing options.
- b. New PSH or RRH targeted to unmet needs and/or that increase client choice
  - Specialized programs that offer choices such as culturally-specific programming, recovery-based models, family reunification programs, or work/employment partnerships are encouraged.
  - Existing projects that choose to reallocate and reapply to target current community needs and gaps are encouraged.
 Rationale: Evidence from research on homeless programs indicates that sustainable housing solutions requires responsive housing and service programs that meet the needs of clients, and may be a critical tool in reducing disparate impacts on diverse populations.
- c. Expansion of existing high performing PSH or RRH programs to serve more households  
Rationale: As evidenced in Coordinated Entry priority lists as well as the Point in Time Count and the 2015 statewide survey of homeless Minnesotans, River Valleys CoC has additional households meeting the chronic homeless definition or otherwise demonstrate high need for PSH and RRH. Housing and supporting households with the highest needs and most extensive histories of homelessness is critical to ending homelessness in the CoC region.

## Section VIII: Selections and Award Notifications

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

### A. River Valleys CoC Local Competition

**New projects:** The River Valleys CoC Performance Review and Rating Committee (or a non-conflicted subset of the Committee) will review new project applications on August 6, 2018, using the CoC Project Rating Tool. By August 10, 2018, the CoC Committee (via the CoC Coordinator) will provide all new project applicants final notice of project acceptance/rejection, any funding changes, score, rank, Tier 1/Tier 2 status, and source of funds expected for the project (i.e. reallocated funds, CoC Bonus, or DV Bonus). The notification will also include any required changes applicants must make in e-snaps to meet project quality thresholds described in section D.2. All corrections in e-snaps must be made and the e-snaps project application resubmitted by 4:00pm on Wednesday, August 15, 2018 to be ranked and included in the project list submitted for review in the national CoC Program Competition.

**Renewal projects:** The River Valleys CoC Performance Review and Rating Committee (or a non-conflicted subset of the Committee) will review renewal project performance data and documentation on May 17, 2018 using the CoC Project Rating Tool, and provide scoring and approval to submit renewal project applications. Note: An extension to 4:00pm on Friday, June 1, 2018 was provided to all renewal projects with additional guidance on documentation to submit delivered on May 24, 2018 via webinar and email.

On or before July 5, 2018, accepted renewal projects will be notified in writing and are expected to submit full applications as required in e-snaps. Rejected renewal projects (subject to involuntary reallocation) will receive written notification of that status and are not advised to submit application in e-snaps. Renewal projects subject to voluntary or involuntary reallocation (partial or complete) as a result of preliminary reviews will also receive written notification of the amount reallocated and the amount still available to the project, along with any conditions applied to the project proposal.

The List of Eligible Renewal Projects will be published on the CoC website, attached to this Call for Projects notice, and distributed to CoC members and partners via listserv. This notice will also include the minimum amount of reallocated funds available for new projects.

By August 10, 2018, the CoC Committee (via the CoC Coordinator) will provide all renewal project applicants final notice of project acceptance/rejection, any funding changes, score, rank, Tier 1/Tier 2 status, and source of funds expected for the project (i.e. reallocated funds, CoC Bonus, or DV Bonus). The notification will also include any required changes applicants must make in e-snaps to meet project quality thresholds described in section D.2. All corrections in e-snaps must be made and the e-snaps project application resubmitted by 4:00pm on Wednesday, August 15, 2018 to be ranked and included in the project list submitted for review in the national CoC Program Competition.

### B. 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. HUD may issue up to two conditional funding announcements, which have generally occurred between January and March following the CoC Consolidated Application deadline. HUD will score the FY 2018 CoC Application portion of the Consolidated Application in accordance with the criteria set forth in Section VII.B of the NOFA. HUD will select new and renewal project applications in Tier 1 in accordance with the criteria set forth in Section II.B.10.a of the NOFA. 6. The project application score(s),

which will incorporate the CoC Application score, will determine which projects in Tier 2 will be conditionally selected for award as set forth in Section II.B.10.b of the NOFA.

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 FY2018 NOFA.

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.

## Section IX: Appeals

### A. Local CoC Program Competition

Project applicant may submit appeals to the decisions of the Project Review and Rating Committee in certain circumstances where the applicant believes the project application was harmed by a violation of established CoC policy, CoC Program Competition guidelines, or HUD policies. Disagreement with the results of a decision that followed appropriate process will be deemed an invalid appeal.

Appeals will be limited to:

1. Verified Conflicts of Interest
2. Breach of River Valleys CoC-established voting policies or procedures
3. Technical breach of regulations established by HUD or other funding sources
4. Technical error such as mathematical miscalculation by the Scoring Committee. (Errors in data submitted by the applicant do not qualify.)

Renewal projects wishing to appeal related to scoring (for the Intent to Apply) must submit the appeal in writing using the Appeals format below by email to [jprins@threeriverscap.org](mailto:jprins@threeriverscap.org) by Monday, July 9, 2018 at 4:00pm. All other projects wishing to appeal must submit the appeal in writing using Appeals Format below by email to [jprins@threeriverscap.org](mailto:jprins@threeriverscap.org) by Wednesday, August 15, 2018 at 4:00pm.

All agencies filing an appeal must be prepared to rapidly respond to requests from the committee. The appeal review committee will assess claims on Tuesday, July 10, 2018 and Friday, August 17, 2018 and communicate decisions on that day via the CoC Coordinator. Decisions of the Appeal Review Committee are final for the purposes of the Local CoC Program Competition.

**\*\*\*\*\* Appeal Format \*\*\*\*\***

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

**Project Type**

New	
<input type="checkbox"/> CoC Bonus Project	<input type="checkbox"/> Expansion Project
<input type="checkbox"/> DV Bonus Project	<input type="checkbox"/> Transition Project
<input type="checkbox"/> Reallocated fund Project	

Renewal
<input type="checkbox"/> Standard renewal Project
<input type="checkbox"/> Consolidated renewal Project

For each item being appealed, please identify the category of appeal (using 1-4 above), and attach evidence to support your claim.

### B. HUD CoC Program Competition (national competition)

Eligible project applicants that attempted to participate in the Local CoC Program Competition for FY2018 funds in the geographic area in which they operate, that believe they were denied the right to participate in a reasonable manner may appeal the CoC's decision not to include their project application in the CoC Priority Listing for FY 2018 funds. To appeal, the project applicant must have submit a Solo Application for funding to HUD, in e-snaps by the application submission deadline of September 18, 2018 by 8:00 PM Eastern time. For detail on the Solo Applicant appeal process, refer to Section X.C. of the NOFA.

## Section X: Appendices

### A. Local CoC Program Timeline

Bolded items highlight dates of particular interest to Project Applicants.

Date	Activity	Responsible Entity
February 16, 2018	2018 priorities for new CoC-funded projects approved by CoC Set timeline for early review of renewal projects (May 2018) and draf revised scoring/evaluation tool	CoC Plenary Committee CoC Project Review and Rating Committee
March 6, 2018	Post CoC renewal projects timeline on website	CoC Executive Committee
April 19, 2018	Approve CoC Plan and Reallocation Priorities	CoC Plenary Committee
<b>April 30, 2018</b>	<b>Release submission requirements for renewal project reviews</b>	<b>CoC Project Review and Rating Committee</b>
May 8, 2018	Finalize standards for applications project ranking and review policy/procedures and members for Review/Ranking and Appeal Review Committees	CoC Executive Committee
<b>May 15, 2018 4:00PM</b>	<b>Renewal project review materials due</b>	<b>Renewal Project Applicants</b>
May 17, 2018	Score renewal projects and determine reallocation	CoC Project Review and Rating Committee
May 21, 2018	Extension for additional documentation for renewal projects	CoC Project Review and Rating Committee
<b>May 24, 2018 2:00PM</b>	<b>Renewal Project TA webinar for documentation</b>	<b>Renewal Project Applicants</b>
June 1, 2018 4:00PM	<b>Renewal Project additional materials extension deadline</b>	<b>Renewal Project Applicants</b>
June 20, 2018	FY2018 HUD NOFA for CoC Program Competition released	HUD
June 21, 2018	Announce release of NOFA and provide general information on changes from HUD and anticipated timelines for local competition	CoC Coordinator
June 28, 2018	Finalize renewal project application scores and reallocation to create List of Eligible Renewal Projects	CoC Project Review and Rating Committee
<b>July 3, 2018</b>	<b>Notify renewal applicants of project acceptance/rejection, score, and reallocation (funding amount)</b>	<b>CoC Review and Ranking Committee, via CoC Coordinator</b>
July 5, 2018	Finalize Local Program Competition Policy Guide and Call for New Projects	CoC Executive Committee
<b>July 6, 2018</b>	<b>Release Final Call for Projects</b> (request for new project applications for local competition) on website and via email listserv Post Local Program Competition Guide Post updated version of this timeline on CoC website	<b>CoC Executive Committee, via CoC Coordinator</b>
July 10, 2018	Consolidated Application work session	CoC Executive Committee

Date	Activity	Responsible Entity
July 12, 2018 2:00PM	<b>New Project TA Webinar</b> on local processes for new projects applying for and using HUD CoC funds	<b>New Project Applicants</b>
July 18, 2018	<b>New Project Notification of Intent to Apply due via online form</b>	<b>New Project Applicants</b>
July 19, 2018	NOFA planning and discussion with CoC membership	Continuum of Care Plenary Committee
July 23-24, 2018	<b>1 on 1 TA sessions for new projects. Optional but recommended. Sign-up required.</b>	<b>New Project Applicants and CoC Coordinator</b>
August 1, 2018 4:00PM	<b><u>New Projects</u> e-snaps Applicant Profile and Project Applications submitted AND Local Competition Application Materials Due in Google Drive</b> <b><u>Renewal Projects</u> e-snaps Applicant Profile and Project Applications current, complete and submitted.</b> <b>See Call for Projects for further instructions.</b>	<b>All Project Applicants</b>
August 7, 2018	Consolidated Application work session	CoC Executive Committee
August 8, 2018	Score new projects, confirm eligibility of approved renewals, and develop final project ranking Solicit unassigned funds applications, if any	CoC Project Review and Rating Committee
August 13, 2018	<b>Notify project applicants of project acceptance/rejection, score, ranking, and funding level for Local Competition</b> Post project scores, ranking, and funding to website and notify CoC via list serv Seek comment on ranking and open applicant appeal period	<b>CoC Review and Ranking Committee, via CoC Coordinator</b>
August 15, 2018	<b>Deadline for unassigned funds application in e-snaps, if any</b> Request Certifications of Consistency with Consolidated Plan from participating jurisdictions	<b>Unassigned Funds Applicant</b> CoC Coordinator
August 16, 2018	CoC Plenary meeting	Continuum of Care Plenary Committee
August 17, 2018	Convene Appeal Review Committee to decide on any appeals Notify applicants regarding appeals Post final ranking on website and notify CoC via email	Appeal Review Committee and CoC Coordinator
August 17, 2018	<b>Release project applications in e-snaps for final edits and attachments</b> Request Certifications of Consistency with Consolidated Plan from participating jurisdictions	<b>CoC Coordinator</b>
August 24, 2018 4:00PM	<b>Deadline for final corrections to Project Applications in e-snaps</b>	<b>All Project Applicants</b>
September 6, 2018	Post draft Consolidated Application to CoC website for public review and notify CoC via listserv Open CoC members vote for approval of Consolidated Application requested from CoC members that meet criteria for voting in 2018	<b>CoC Coordinator, CoC Voting Members</b>
September 10, 2018 4:00PM	CoC members submit all votes and final comments on Consolidated Application	<b>Continuum of Care members</b>

Date	Activity	Responsible Entity
<b>September 11, 2018</b>	Consolidated Application work session Review vote and comments, make final changes, and approve submittal of Consolidated application <b>Post final Consolidated Application, with Project Priority List, and Project Applications to CoC website and notify CoC via listserv</b>	<b>CoC Executive Committee and CoC Coordinator</b>
September 12, 2018	Submit Consolidated Application	CoC Coordinator
<b>September 18, 2018 7:00PM</b>	<b>HUD Deadline for Consolidated Application with project priority list, project applications, and all attachments</b>	

## B. List of Eligible Renewal Projects for the 2018 Local CoC Program Competition

**List of Eligible Renewal Projects for  
2018 Continuum of Care Program Competition Grants**

Applicant Name	Project Name	Grant Number	Expiration Year	Project Component	Leasing	Rental Assistance	Support Services	Operating Costs	HMIS	Admin	FMR or Actual Rent	Units with RA	Total Approved Grant Amount	Amount Reallocated	Project Review Points*
Center City Housing	Rochester youth and family Gage East	MN0332L5K021702	2019	PH	\$0	\$0	\$0	\$85,295	\$0	\$0			\$85,295	\$0	65
Center City Housing	Silver Creek Corner	MN0247L5K021706	2019	PH	\$0	\$0	\$0	\$58,069	\$0	\$1,267			\$59,336	\$59,335	49
Hearth Connection	BEC RA 2017	MN0192L5K021708	2019	PH	\$0	\$129,780	\$0	\$0	\$0	\$705	Actual Rent	16	\$130,485	\$0	65
Hearth Connection	Hearth SE 2017	MN0151L5K021709	2019	PH	\$0	\$82,560	\$0	\$0	\$0	\$362	Actual Rent	24	\$82,922	\$0	59
Institute for Community Alliances	MN HMIS Southeast	MN0058L5K021710	2019	HMIS	\$0	\$0	\$0	\$0	\$23,939	\$1,061			\$25,000	\$0	RP
Institute for Community Alliances	MN HMIS Southeast 2	MN0381L5K021701	2019	HMIS	\$0	\$0	\$0	\$0	\$34,857	\$2,623			\$37,480	\$0	RP
Mankato EDA / SW MN Housing Partnership	Cherry Ridge Chronic FY 2017	MN0300L5K021705	2019	PH	\$0	\$26,112	\$0	\$0	\$0	\$1,892	Actual Rent	4	\$28,004	\$0	83
Mankato EDA / SW MN Housing Partnership	Cherry Ridge NON Chronic FY 2017	MN0270L5K021706	2019	PH	\$0	\$25,920	\$0	\$0	\$0	\$783	Actual Rent	4	\$26,703	\$0	69
Minnesota Assistance Council for Veterans	Radichel Veteran Townhomes 2017 Renewal	MN0061L5K021710	2019	PH	\$0	\$0	\$81,198	\$74,984	\$0	\$7,146			\$163,328	\$0	72
Olmsted County Community Services	PSH - ZV Bonus Funds	MN0064L5K021710	2019	PH	\$0	\$182,004	\$0	\$0	\$0	\$5,048	FMR	21	\$187,052	\$0	70
Olmsted County Housing and Redevelopment Authority	The Francis	MN0193L5K021708	2019	PH	\$0	\$113,016	\$0	\$0	\$0	\$3,451	Actual Rent	17	\$116,467	\$0	59
Red Wing Housing and Redevelopment Authority	Red Wing Shelter + Care, 2 Units 2017	MN0246L5K021702	2019	PH	\$0	\$19,008	\$0	\$0	\$0	\$1,314	FMR	2	\$20,322	\$0	78

Ruths House of Hope Inc	Ruth's House of Hope-PSH	MN0063L5K021710	2019	PH	\$97,140	\$0	\$59,672	\$1,607	\$1,500	\$7,383			<b>\$167,302</b>	<b>\$0</b>	57
Ruths House of Hope Inc	Ruth's House of Hope-PSH-Chronic	MN0330L5K021703	2019	PH	\$9,506	\$0	\$6,431	\$1,327	\$0	\$1,114			<b>\$18,378</b>	<b>\$0</b>	58
Steele County Transitional Housing	Progress Program	MN0057L5K021710	2019	PH	\$0	\$33,180	\$2,443	\$0	\$0	\$475	Actual Rent	4	<b>\$36,098</b>	<b>\$0</b>	76
The Salvation Army	Castleview 1	MN0229L5K021707	2019	PH	\$0	\$58,560	\$0	\$0	\$0	\$2,610	FMR	8	<b>\$61,170</b>	<b>\$0</b>	65
The Salvation Army	Castleview Apartments	MN0149L5K021709	2019	PH	\$0	\$0	\$81,281	\$0	\$0	\$2,847			<b>\$84,128</b>	<b>\$0</b>	66
The Salvation Army	Maxfield Place	MN0060L5K021710	2019	PH	\$0	\$0	\$37,600	\$116,790	\$0	\$8,826			<b>\$163,216</b>	<b>\$0</b>	75
Three Rivers Community Action Inc.	CES Expansion FY2017	MN0366L5K021702	2019	SSO	\$0	\$0	\$130,183	\$0	\$0	\$3,864			<b>\$134,047</b>	<b>\$0</b>	RP
Three Rivers Community Action Inc.	Prairiewood PSH Expansion FY2017	MN0306L5K021703	2019	PH	\$0	\$62,040	\$101,860	\$1,545	\$0	\$12,466	FMR	5	<b>\$177,911</b>	<b>\$0</b>	61
Three Rivers Community Action Inc.	SE MN RHASP FY2017	MN0065L5K021710	2019	PH	\$0	\$77,904	\$82,520	\$0	\$800	\$11,191	FMR	8	<b>\$172,415</b>	<b>\$0</b>	61

**List of Renewal Projects NOT Eligible for  
2018 Continuum of Care Program Competition Grants**

Applicant Name	Project Name	Grant Number	Expiration Year	Project Component	Leasing	Rental Assistance	Support Services	Operating Costs	HMIS	Admin	FMR or Actual Rent	Units with RA	Total Approved Grant Amount	Amount Reallocated	Project Review Points*
Bluff Country Family Resources	Rapid Rehousing 2017	MN0395L5K021701	2019	PH	\$0	\$68,772	\$19,784	\$0	\$300	\$8,886	FMR	8	<b>\$0</b>	<b>\$97,742</b>	0

**Total renewal funding approved for existing renewals**  
**Minimum funding reallocated (available for new projects)**

**\$1,977,059**

**\$157,077**