River Valleys Continuum of Care 2019 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.

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Section I: HUD Requirements for the Local Competition

On July 3, 2019, the U.S. Department of Housing and Urban Development (HUD) published the Notice of Funding Availability (NOFA) for the Fiscal Year (FY) 2019 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 30, 2019 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; 

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 FY2019 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.
5. Increasing employment.
6. Providing flexibility for Housing First with service participation requirements.

HUD has also identified performance-based decisions as critical to implementation of local CoC planning and competitions. Consistent with the FY2019 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, beginning in the FY2018 funding round, Transition grants to change project component type to respond to community needs. Applications for new projects through reallocation

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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 FY2019:

1. Permanent Supportive Housing (PSH) that serve either 1) participants who meet the definition of DedicatedPLUS as defined in Section III.C.2.g of the NOFA and all units funded by project are used to serve participants who meet the qualifications of DedicatedPLUS, or 2) participants experiencing chronic homelessness at the time they initially enroll in the project.

2. Rapid Rehousing (RRH) for individuals and families, including unaccompanied youth who qualify as homeless under paragraphs (1), (2), or (4) of 24 CFR 578.3. HUD has clarified that this definition includes persons fleeing or attempting to flee human trafficking qualify as homeless under paragraph (4).

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 qualify as homeless under paragraphs (1), (2), or (4) of 24 CFR 578.3. HUD has clarified that this definition includes persons fleeing or attempting to flee human trafficking qualify as homeless under paragraph (4).

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 in the 2019 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. New Projects through CoC Bonus

CoCs are eligible to apply for new projects created with CoC Bonus funds. For FY2019, the Bonus amount for each CoC equals 5% of the CoC’s Final Pro Rata Need, as calculated by HUD. The estimated Bonus for River Valleys CoC is $108,331 (published July 2019).

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 in the 2019 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 FY2019, the Bonus amount for each CoC equals 10% of the CoC’s Preliminary Pro Rata Need, as calculated by HUD. The estimated Bonus for River Valleys CoC is $163,787 (published July 2019). Projects seeking funding via the DV Bonus are dedicated to serving persons who qualify under paragraph (4) of the definition of homelessness, which includes survivors of domestic violence, dating violence, sexual assault, or stalking that are defined as
homeless under 24 CFR 578.3. HUD has clarified that this definition includes persons fleeing or attempting to flee human trafficking qualify as homeless under paragraph (4).

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. Unlike in 2018, more than one project may be submitted under the following categories. However, per HUD guidelines, new DV Bonus project applications may not request less than $25,000.

Eligible project types for DV Bonus funding are:

1. Rapid Rehousing (RRH) projects dedicated to serving survivors of domestic violence, dating violence, 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, 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, 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.** In 2019, River Valleys CoC is prioritizing all three eligible project types for Coordinated Entry (SSO). More information on new project priorities is available in the CoC’s 2018 Reallocation Policy & Priorities in this Competition Guide.

E. Renewal Projects

Renewal funds are limited to the projects listed on the River Valleys CoC’s List of Eligible Renewal Projects (posted April 2019). Eligible project component types are those defined for each renewal project through the Grant Inventory Worksheet process. Projects seeking renewal funding may not change project component type or exceed the allowed funding levels by line item or in total, as shown on the List of Eligible Renewal Projects (which includes component types and budgets as defined on the HUD-approved Grant Inventory Worksheet). Projects may reduce budget line items, which would be considered voluntary reallocation. The CoC can also eliminate or reduce funding for these projects (involuntary reallocation) in accordance with the CoC’s reallocation policy. Such changes create a reallocation fund which can be used to fund certain types of new projects described below.

F. Ranking

Beginning in 2016 and applicable in FY2019, 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. Beginning 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.

G. 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, FY2019:

- Tier 1 is equal to 100% of combined annual renewal amounts for first-time renewals PLUS 94% of the combined annual renewal amounts of all other projects eligible for renewal. Projects placed in Tier 1 projects will be funded by HUD provided they meet all threshold and project quality requirements described in the NOFA. In 2019, Tier 1 is calculated as $2,049,823 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. If all funds are applied for, Tier 2 for River Valleys CoC is estimated at $388,907.

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 DV Bonus, but rather are treated as normal CoC ranked projects.

Section II: Local Competition Goals and Responsibilities
In 2019, 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. New projects include new standalone projects, expansions of existing projects, and unassigned funds projects.

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.

To ensure project quality, the CoC reserves the right to restrict applications from current CoC grantees in certain circumstances. In 2019, new project applications are not recommended if either of the following statements are true:

1. The new project proposed is an expansion or transition of a project that is in its first year of operating or was first awarded funds in the previous funding round. In this case, the project has little or no data to demonstrate strong performance, capacity to expand, or reason to transition. The CoC recommends that the project applicant focus on developing the recently funded project before proposing expansion or change.
2. The project applicant has a project in the bottom 25% of renewal projects (by total points) as shown on the list of eligible renewal projects and the applicant has chosen not to voluntarily reallocate. In this case, the CoC strongly recommends that the applicant focus on improving performance for its existing project(s) rather than participating in a new project, either as grantee or subrecipient.

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 may include: Minnesota Social Services Association, Minnesota Chapter of the National Association of Housing and Redevelopment Organizations, regional Human Services Directors groups, 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 2019 Local CoC Competition, the Call for Projects will be posted on the CoC website and distributed via the CoC listserv on July 12, 2019. Other listservs will distribute to their members per their own distribution schedules. Public announcement occurred at the July 18, 2019 CoC plenary 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 via CoC listserv. 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 2019 CoC Local Competition, and any reallocation applied to the project as a result of the preliminary review. After review are complete, a list of Eligible Renewal Projects for the 2019 CoC Program Competition is 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 2019 competition, the upcoming renewal project invitation was announced at the January and February 2019 CoC meetings, with listserv invitation extended on March 1, 2019. Performance data and documentation is due March 5, 2019 at 4:00pm in the method proscribed by the CoC. No extensions for additional documentation are expected in 2019.

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 listserv 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 will be scheduled between July 29 and August 2, 2019. Details will follow and be posted on the CoC website.
- 1:1 Technical Assistance provided via phone/web conference by CoC staff, by appointment only. Scheduling depends on the Applicant lab time. Details will follow once the lab time is set.

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 Thursday, July 25, 2018. Notification includes basic information about applicant and proposed subgrantees, project type, project location, and target population. New projects include expansions of renewal projects and unassigned funds applications as well as new stand-alone projects. 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 Monday, March 25, 2019, submitted via a shared Google Drive folder.

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 March 25, 2019 through 4:00pm on Tuesday, March 26 will be assessed a 10 point penalty on the project’s weighted score. Project notifications received between 4:01pm on Monday, March 25 and 4:00pm on Wednesday, March 27 will be assessed a 20 point penalty on the project’s weighted score. Project notifications submitted after 4:00pm on Wednesday, March 27, 2019 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 FY2018 New Projects Seeking First Renewal: New housing projects awarded during the federal FY2018 funding cycle provided documentation as new applicants in 2018 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. FY2018 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 2018. Certifications and other documentation required by HUD for the e-snaps application system are still required.

Non-housing renewal projects submit applications and intent to apply simultaneously, following the timeline for Project Applications. (No separate declaration of intent to apply is required.) See Call for Projects for detailed list of submittals required.

B. Project Application

By 4:00PM on Thursday, August 8, 2019 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 must submit Local Competition application documents for review by Google drive folder. The CoC Coordinator will create and share a Google Drive folder with the project’s designated Application Contact(s). All documents uploaded to the shared folder by the deadline of 4:00pm on March 25, 2019 will be retrieved for CoC Local Competition review. Documentation added after March 25 is considered late and will result in penalty scoring or application rejection. Before the application deadline, finalize project documents in the folder for CoC Local Competition review.

Project applications with all attachments must also be submitted electronically in e-snaps for consideration for the FY2019 CoC Program national competition (after the system is opened for project applicants and after projects are approved in the CoC Local Competition). Applicants must print a copy of the Submission Summary form in e-snaps 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 may be required to complete the project’s submission for the Local CoC Program Competition. These elements are described in the Call for Projects (released after HUD releases the Notice of Funding Availability).

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 applications received between 4:01pm on August 8, 2019 through 4:00pm on Friday, August 9 will be assessed a 10 point penalty on the project’s weighted score. Project applications received between 4:01pm on Friday, August 9 and 4:00pm on Saturday, August 10 will be assessed a 20 point penalty on the project’s weighted score. New project applications submitted after 4:00pm on Saturday, August 10, 2019 will not be reviewed and will not be considered for funding. Renewal projects have a hard deadline of 4:00pm on August 8, 2019 to submit a complete e-snaps application. Funding previously approved (during the Preliminary Review stage) for renewal projects that do not meet the e-snaps 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 renewal projects already submitted and reviewed for the CoC Local Competition and which submitted notice of intent to apply (for unassigned funds) before the new project intent to apply deadline, July 25, 2019. The highest ranked projects are allowed to apply in this unassigned funds final round because threshold and project quality reviews will have already been completed on the projects.

If unassigned funds from reallocation or CoC Bonus are identified during new project application reviews on August 20, 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 September 9, 2019 at 4:00pm.

For unassigned funds, the CoC will invite an expansion application in-e-snaps from the highest ranked renewal project on the Project Priority List and which submitted notice of intent to apply (for unassigned funds) before the new project intent to apply deadline. 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 or other special pools of funds.

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 2019, the Committee will meet on April 2, 2019 for renewal project reviews, and on August 15-20, 2019 (date TBD) or new project reviews.

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 e-Snaps. Conditions identified during scoring will be shared with applicants in writing when the project scores are released. Conditions identified during ranking will be shared with applicants in writing when the ranking is released to the CoC for review and comment.

At least two reviewers from the Committee will read each applicant’s materials to score individual elements. 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 that incorporates DV-specific criteria will be employed for all DV projects. 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 and meet local needs.

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: (Raw score / Points possible for project type) x 100. The resulting weighted score constitutes the project’s Review Points, which are used in the ranking process.

After reviews are complete, the Committee will finalize preliminary 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 FY2019 NOFA and the CoC Project Rating Tool for details. This section includes a general review or 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 FY2019 NOFA, Section V.C.3.c.

2. Criteria for Renewal Projects
Renewal projects must meet minimum project eligibility, capacity, timeliness, and performance standards identified in the FY2019 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 who either remain in permanent housing or exit to permanent housing;
• Percent of those exiting permanent housing who do not return to homelessness within 12 months;
• Percent of participant households will maintain or increase earned income and unearned income between program entry and exit or annual assessment
• Program operates at or above 90% capacity (bed utilization)
• Commitment and implementation of Housing First approach
• Commitment to and documented compliance with Equal Access Rules
• Commitment to and documented compliance with requirements to ensure education services for children and youth served in the program;
• Commitment to and documented compliance with Coordinated Entry requirements
•Extent to which the applicant participates in and invests in improving CoC system performance
• Cost-effectiveness of HUD CoC funds 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 the HUD Notice of Funding Availability and 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 6 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

5. Criteria for Housing Projects from “Youth-serving Providers”
Projects from “youth-serving providers” as defined by HUD meet general new or renewal project criteria listed in the HUD Notice of Funding Availability and 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/demonstrate increased permanent connections to community and relevant persons in their lives; and
- Percent of participants who exit and report being stably housed 6 months after exit.

C. Alternative Performance Measures
River Valleys CoC recognizes that scoring criteria may not accurately reflect the strength of certain subpopulation-specific programs. As a result, for the 2019 CoC program competition, programs that 1) offer culturally-specific programming or 2) 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 measures submitted must be accompanied by data generated directly from a program database, published industry performance standards (or performance standards from another funder) that support the proposed measure, and definitions of data fields used in the measure.

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 Local Competition 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.

Any criteria applied by the CoC for reducing or rejecting funding requests will be applied equitably to similar projects, based on project type, performance level, or other standard criteria. Funds claimed by renewal projects that are reduced or rejected will be available to other projects through reallocation.

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 must 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 CoCs 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 to CoC program funds 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.

Two exceptions to ranking for housing projects apply in 2019:
• 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 FY2018 were fully reviewed and ranked as new applicants in 2018. With verification that threshold criteria for funding are still being met by the project applicants, those projects 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.

• New projects must receive at least 66% of points possible in the “Capacity to Enhance System Performance” section for the project type and 66% of points possible in the “Serve High Need Populations” section to be placed in Tier 1. New projects that do not meet this threshold will be placed in Tier 2 in the order of points received. (Adjustments to project ranking may still apply per section D below.)

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) as required by HUD. 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.

Assuming that eligible applications are received, 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 100% of combined annual renewal amounts for first-time renewals PLUS 95% of the combined annual renewal amounts of all other projects eligible for renewal. In 2019, Tier 1 is calculated as $2,049,823.

• 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 Committee report on ranking, the individual project ranking form (in notification to applicants), and in the Project Priority List.
posted for public review. In addition, any adjustment applied by the Committee will be applied uniformly across applicable projects.

Reordering for individual projects 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 for individual projects 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 reduction or rejection AND a second project is straddling Tiers or falling partially below Tier 2. Renewal projects with a history of recaptured funds 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.

Along with the project-specific reorder and reduction considerations listed above, Committee members may also consider the following in making adjustments in order (rank) 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, especially households with high barriers or special populations. 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 20% 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.

<table>
<thead>
<tr>
<th>Project Component Type</th>
<th>FY2018</th>
<th>FY2019</th>
</tr>
</thead>
<tbody>
<tr>
<td>Permanent Supportive Housing</td>
<td>76.3%</td>
<td>55.0%</td>
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</table>

Released 3/1/19; Updated 7/12/19
<table>
<thead>
<tr>
<th>Service Type</th>
<th>2019 Percentage</th>
<th>2020 Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rapid Rehousing</td>
<td>9.6%</td>
<td>25.0%</td>
</tr>
<tr>
<td>Joint Transitional/ Rapid Rehousing</td>
<td>5.0%</td>
<td>10.0%</td>
</tr>
<tr>
<td>HMIS</td>
<td>2.9%</td>
<td>2.75%</td>
</tr>
<tr>
<td>Coordinated Entry</td>
<td>6.2%</td>
<td>7.25%</td>
</tr>
<tr>
<td>Total</td>
<td>100.0%</td>
<td>100.0%</td>
</tr>
</tbody>
</table>

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.

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 at least two business days before the Collaborative Application is submitted to HUD, or an earlier date if required by HUD in the Notice of Funding Availability.

**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:

- 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 Local Competition for a project application or project review in the time or manner required;
- Applicant choice to voluntarily reallocate all or a part of its award; or
- Any reason named in Section VI.D. above.
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 type in the previous year, and IF the new project proposed is eligible if the NOFA, and IF the new project will meet a high priority project type for the project location (identified in the priorities for reallocation). First rights does not confer any preference in 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 2019 HUD CoC application. Refer to the section above for details on voluntary vs. involuntary reallocation processes.

Four types of projects will be prioritized for reallocated and Bonus funding in FY2019. 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
2018 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 RRH or PSH 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. **Coordinated Entry navigators** to serve high-barrier households in areas without navigators, or to serve special population, in particular, youth or domestic violence/sexual assault victims.

d. **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 2018 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 15-20, 2019, using the CoC Project Rating Tools. By August 21, 2019, 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 Monday, September 9, 2019 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 in April 2019 using the CoC Project Rating Tool, and provide scoring and approval to submit renewal project applications.

On or before April 15, 2019, accepted renewal projects will be notified in writing of the acceptance and any conditions applied to the project proposal, and those applicants are expected to submit full applications as required in e-snaps when the system is opened for project applications. 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 29, 2019, 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 Monday, September 9, 2019 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. Projects and applicants that do not meet threshold eligibility and capacity requirements set forth in Sections V.C.3.b-c will be rejected. HUD may issue up to two conditional funding announcements, which have generally occurred between January and March following the CoC Collaborative Application deadline. HUD will score the FY 2019 CoC Application portion of the CoC Collaborative 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. The project application score(s), which will incorporate the CoC Collaborative 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 FY2019 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 by Friday, April 19, 2019 at 2:00pm.

All other projects wishing to appeal (for the Local Competition application) stage must submit the appeal in writing using Appeals Format below by email to jprins@threeriverscap.org by Friday, August 23, 2018 at 2:00pm.

All agencies filing an appeal must be prepared to rapidly respond to requests from the committee. The appeal review committee will assess claims on April 23, 2019 (renewal project applicants) and August 27-28, 2019 (new project applicants) 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

<table>
<thead>
<tr>
<th>New</th>
<th>Renewal</th>
</tr>
</thead>
<tbody>
<tr>
<td>[ ] CoC Bonus Project</td>
<td>[ ] Standard renewal Project</td>
</tr>
<tr>
<td>[ ] DV Bonus Project</td>
<td>[ ] Consolidated renewal Project</td>
</tr>
<tr>
<td>[ ] Reallocated fund Project</td>
<td></td>
</tr>
<tr>
<td>[ ] CoC Bonus Project</td>
<td>[ ] Expansion Project</td>
</tr>
<tr>
<td></td>
<td>[ ] Transition Project</td>
</tr>
</tbody>
</table>

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 FY2019 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 2019 funds. To appeal, the project applicant must submit a Solo Application for funding to HUD, in e-snaps by the application submission deadline of September 30, 2019 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 importance to Project Applicants.

<table>
<thead>
<tr>
<th>Date</th>
<th>Activity</th>
<th>Responsible Entity</th>
</tr>
</thead>
<tbody>
<tr>
<td>January 8, 2019</td>
<td>Approve 2018 priorities for new CoC-funded projects</td>
<td>CoC Executive Committee</td>
</tr>
<tr>
<td></td>
<td>Set timeline for renewal project reviews (March 2019) and revise scoring/evaluation tool</td>
<td>CoC Project Review and Rating Committee</td>
</tr>
<tr>
<td>February 12, 2019</td>
<td>Approve CoC Plan and Reallocation Priorities</td>
<td>CoC Executive Committee</td>
</tr>
<tr>
<td>February 21, 2019</td>
<td>Finalize project ranking and review policy/procedures and members for Appeal Review Committee</td>
<td>CoC Project Review and Rating Committee</td>
</tr>
<tr>
<td>March 4, 2019</td>
<td>Post submission requirements for renewal project reviews (Intent to Apply)</td>
<td>CoC Project Review and Rating Committee</td>
</tr>
<tr>
<td>March 11, 2019 2:30PM</td>
<td>Renewal Project TA webinar for documentation</td>
<td>Renewal Project Applicants</td>
</tr>
<tr>
<td>March 25, 2019 4:00PM</td>
<td><strong>DEADLINE</strong> for renewal project review materials (intent to apply)</td>
<td>Renewal Project Applicants</td>
</tr>
<tr>
<td>April 2, 2019</td>
<td>Score renewal projects and determine reallocation</td>
<td>CoC Project Review &amp; Rating Cmte.</td>
</tr>
<tr>
<td>April 15, 2019</td>
<td>Notify renewal applicants of project acceptance/rejection, score, and preliminary reallocation (funding amount)</td>
<td>CoC Project Review and Rating Committee, via CoC Coordinator</td>
</tr>
<tr>
<td>April 18, 2019 2:00PM</td>
<td><strong>DEADLINE</strong> for appeal for renewal project scoring</td>
<td>Renewal Project Applicants</td>
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<tr>
<td>April 25, 2019</td>
<td>Final notifications to applicants regarding appeals for renewal project scoring</td>
<td>Appeal Review Committee via CoC Coordinator</td>
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<tr>
<td>April 30, 2019</td>
<td>Finalize List of Eligible Renewal Projects and minimum amount available through reallocation; post to CoC webpage and listserv</td>
<td>CoC Project Review and Rating Committee CoC Coordinator</td>
</tr>
<tr>
<td>July 3, 2019</td>
<td>FY2019 HUD NOFA for CoC Program Competition released</td>
<td>HUD</td>
</tr>
<tr>
<td>July 9, 2019</td>
<td>Consolidated Application work session.</td>
<td>CoC Executive Committee, via CoC Coordinator</td>
</tr>
<tr>
<td></td>
<td>Finalize Local Program Competition Policy Guide and Call for New Projects, with requirements and timelines</td>
<td></td>
</tr>
<tr>
<td>July 12, 2019</td>
<td><strong>Release Final Call for Projects</strong> (request new projects for local competition) on website and via listserv</td>
<td>CoC Executive Committee, via CoC Coordinator</td>
</tr>
<tr>
<td></td>
<td>Post updated Local Program Competition Guide</td>
<td></td>
</tr>
<tr>
<td>July 18, 2019</td>
<td>NOFA planning and discussion with CoC membership</td>
<td>CoC Plenary Committee</td>
</tr>
<tr>
<td>July 22, 2019</td>
<td><strong>Project Applicant Webinars</strong> on local processes for projects applying for and using HUD CoC funds</td>
<td>New &amp; Renewal Project Applicants</td>
</tr>
<tr>
<td>July 25, 2019 4:00PM</td>
<td><strong>DEADLINE</strong> for New Project Notification of Intent to Apply due via online form</td>
<td>New Project Applicants</td>
</tr>
<tr>
<td>Date TBD July 29 - August 2, 2019</td>
<td>Project applicant TA lab. Required for new applicants. Optional but recommended for renewal applicants.</td>
<td>New Project Applicants and CoC Coordinator</td>
</tr>
<tr>
<td>----------------------------------</td>
<td>--------------------------------------------------------------------------------------------------</td>
<td>------------------------------------------</td>
</tr>
<tr>
<td>August 6, 2019</td>
<td>Consolidated Application work session</td>
<td>CoC Executive Committee</td>
</tr>
<tr>
<td><strong>August 8, 2019 4:00PM</strong></td>
<td><strong>DEADLINE</strong> New Projects e-snaps Applicant Profile and Project Apps submitted AND Local Competition App Materials Due in Google Drive <strong>DEADLINE</strong> Renewal Projects e-snaps Applicant Profile and Project Apps current, complete and submitted.</td>
<td>All Project Applicants</td>
</tr>
<tr>
<td>August 15, 2019</td>
<td>NOFA planning and discussion with CoC membership</td>
<td>CoC Plenary Committee</td>
</tr>
<tr>
<td><strong>Date TBD August 15 - August 20, 2019</strong></td>
<td>Score new projects, confirm eligibility of approved renewals, and develop final project ranking Solicit unassigned funds applications, if any</td>
<td>CoC Project Review and Rating Committee</td>
</tr>
<tr>
<td><strong>August 21, 2019</strong></td>
<td>Notify project applicants of project acceptance/rejection, score, ranking, and funding level for Local Competition Post project scores, ranking, and funding to website and notify CoC via listserv Open appeal/comment period on ranking</td>
<td>CoC Review and Ranking Committee, via CoC Coordinator</td>
</tr>
<tr>
<td><strong>August 23, 2019 2:00pm</strong></td>
<td><strong>DEADLINE</strong> for appeal of new project scoring</td>
<td>All Project Applicants</td>
</tr>
<tr>
<td>August 27 or 28, 2019</td>
<td>Review and decide on appeals, if any</td>
<td>Appeal Review Committee and CoC Coordinator</td>
</tr>
<tr>
<td><strong>August 29, 2019</strong></td>
<td>Notify applicants regarding appeals Release project applications in e-snaps for final edits and attachments Post final ranking on website and notify CoC via email</td>
<td>CoC Review and Ranking Committee, CoC Coordinator</td>
</tr>
<tr>
<td>August 29, 2019</td>
<td>Request Certifications of Consistency with Consolidated Plan from participating jurisdictions for all project applicants</td>
<td>CoC Coordinator</td>
</tr>
<tr>
<td><strong>September 9, 2019 4:00PM</strong></td>
<td><strong>DEADLINE</strong> for unassigned funds application in e-snaps, if any <strong>DEADLINE</strong> for final corrections to Project Application in e-snaps</td>
<td>Unassigned Funds Applicants All Project Applicants</td>
</tr>
<tr>
<td>September 16, 2019</td>
<td>Post draft Consolidated Application to CoC website for public review and notify CoC via listserv</td>
<td>CoC Coordinator, CoC Voting Members</td>
</tr>
<tr>
<td><strong>September 19, 2019</strong></td>
<td>CoC members votes and final comments on Consolidated Application due</td>
<td>CoC Plenary Committee; Continuum of Care members</td>
</tr>
<tr>
<td><strong>September 20-24, 2019</strong></td>
<td>Review vote and comments, make final changes, and approve submittal of Consolidated application Post final Consolidated Application, with Project Priority List, and Project Applications to CoC website and listserv</td>
<td>CoC Executive Committee and CoC Coordinator</td>
</tr>
<tr>
<td>September 26, 2019</td>
<td>Submit Consolidated Application</td>
<td>CoC Coordinator</td>
</tr>
<tr>
<td><strong>September 30, 2019 7:00pm</strong></td>
<td>HUD <strong>DEADLINE</strong> for Consolidated Application with project priority list, project applications, and all attachments</td>
<td>HUD</td>
</tr>
</tbody>
</table>

Released 3/1/19; Updated 7/12/19
## List of Renewal Projects Eligible for 2019 Continuum of Care Program Competition Grants

<table>
<thead>
<tr>
<th>Applicant Name</th>
<th>Project Name</th>
<th>Grant Number</th>
<th>Expiration Year</th>
<th>Project Component</th>
<th>Max budget line items</th>
<th>FMR or Actual Rent</th>
<th>Units with RA</th>
<th>Max Grant Amount</th>
<th>Project Review Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Center City Housing</td>
<td>Gage East</td>
<td>MN0332L5K021803</td>
<td>2020</td>
<td>PH</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>$85,295</td>
<td>$0</td>
</tr>
<tr>
<td>Center City Housing</td>
<td>Silver Creek Corner</td>
<td>MN0247L5K021807</td>
<td>2020</td>
<td>PH</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>$58,835</td>
<td>$0</td>
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<tr>
<td>Hearth Connection</td>
<td>BEC RA 2018</td>
<td>MN0192L5K021809</td>
<td>2020</td>
<td>PH</td>
<td>$0</td>
<td>$129,780</td>
<td>$0</td>
<td>$0</td>
<td>$705</td>
</tr>
<tr>
<td>Hearth Connection</td>
<td>Hearth SE 2018</td>
<td>MN0151L5K021810</td>
<td>2020</td>
<td>PH</td>
<td>$0</td>
<td>$62,196</td>
<td>$0</td>
<td>$0</td>
<td>$362</td>
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<tr>
<td>Institute for Community Alliances</td>
<td>MN HMIS Southeast</td>
<td>MN0058L5K021811</td>
<td>2020</td>
<td>HMIS</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>$58,796</td>
</tr>
<tr>
<td>Mankato EDA / SW MN Housing Partnership</td>
<td>Cherry Ridge Consolidated Rental Assistance FY 2018</td>
<td>MN0300L5K021806</td>
<td>2020</td>
<td>PH</td>
<td>$0</td>
<td>$52,032</td>
<td>$0</td>
<td>$0</td>
<td>$2,675</td>
</tr>
<tr>
<td>Minnesota Assistance Council for Veterans</td>
<td>Radichel Veteran Townhomes 2018 Renewal</td>
<td>MN0061L5K021811</td>
<td>2020</td>
<td>PH</td>
<td>$0</td>
<td>$0</td>
<td>$81,198</td>
<td>$74,984</td>
<td>$0</td>
</tr>
<tr>
<td>Olmsted County Community Services</td>
<td>PSH Zumbro Valley 2018</td>
<td>MN0064L5K021811</td>
<td>2020</td>
<td>PH</td>
<td>$0</td>
<td>$166,884</td>
<td>$0</td>
<td>$0</td>
<td>$5,048</td>
</tr>
<tr>
<td>Olmsted County Housing and Redevelopment Authority</td>
<td>The Francis</td>
<td>MN0193L5K021809</td>
<td>2020</td>
<td>PH</td>
<td>$0</td>
<td>$87,312</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
</tr>
<tr>
<td>Partners for Affordable Housing</td>
<td>St Peter Housing</td>
<td>MN0426L5K021800</td>
<td>2020</td>
<td>Joint TH-RRH</td>
<td>$0</td>
<td>$51,624</td>
<td>$46,400</td>
<td>$6,500</td>
<td>$750</td>
</tr>
<tr>
<td>Red Wing Housing and Redevelopment Authority</td>
<td>Red Wing Shelter &amp; Care Expansion FY2018</td>
<td>MN0246L5K021800</td>
<td>2020</td>
<td>PH</td>
<td>$0</td>
<td>$52,896</td>
<td>$1,998</td>
<td>$0</td>
<td>$0</td>
</tr>
<tr>
<td>Rice County HRA/ CAC Northfield</td>
<td>Marilyn's Place</td>
<td>MN0424L5K021800</td>
<td>2020</td>
<td>PH</td>
<td>$0</td>
<td>$74,616</td>
<td>$29,155</td>
<td>$0</td>
<td>$0</td>
</tr>
</tbody>
</table>

Released 3/1/19; Updated 7/12/19  |  Page 25 of 26
<table>
<thead>
<tr>
<th>Applicant Name</th>
<th>Project Name</th>
<th>Grant Number</th>
<th>Expiration Year</th>
<th>Project Component</th>
<th>Leasing</th>
<th>Rental Assistance</th>
<th>Supportive Services</th>
<th>Operating Costs</th>
<th>HMIS</th>
<th>Admin</th>
<th>FMR or Actual Rent</th>
<th>Units with RA</th>
<th>Total Grant Amount</th>
<th>Project Review Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ruths House of Hope Inc</td>
<td>Ruth’s House of Hope-Permanent Supportive Housing</td>
<td>MN0330L5K021804</td>
<td>2020</td>
<td>PH</td>
<td>$106,646</td>
<td>$0</td>
<td>$66,103</td>
<td>$2,934</td>
<td>$1,500</td>
<td>$8,497</td>
<td>$185,680</td>
<td>61.11</td>
<td></td>
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<tr>
<td>Steele County Transitional Housing</td>
<td>Progress Program FY 2018</td>
<td>MN0057L5K021811</td>
<td>2020</td>
<td>PH</td>
<td>$0</td>
<td>$33,180</td>
<td>$2,443</td>
<td>$0</td>
<td>$0</td>
<td>$475</td>
<td>$36,098</td>
<td>74.71</td>
<td></td>
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</tr>
<tr>
<td>The Salvation Army</td>
<td>Castleview 1</td>
<td>MN0229L5K021808</td>
<td>2020</td>
<td>PH</td>
<td>$0</td>
<td>$54,432</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>$2,610</td>
<td>$57,042</td>
<td>68.63</td>
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</tr>
<tr>
<td>The Salvation Army</td>
<td>Castleview Apartments</td>
<td>MN0149L5K021810</td>
<td>2020</td>
<td>PH</td>
<td>$0</td>
<td>$81,281</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>$2,847</td>
<td>$84,128</td>
<td>61.88</td>
<td></td>
<td></td>
</tr>
<tr>
<td>The Salvation Army</td>
<td>Maxfield Place</td>
<td>MN0060L5K021811</td>
<td>2020</td>
<td>PH</td>
<td>$0</td>
<td>$37,600</td>
<td>$116,790</td>
<td>$0</td>
<td>$0</td>
<td>$8,826</td>
<td>$163,216</td>
<td>68.75</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Three Rivers Community Action Inc.</td>
<td>Coordinated Entry System FY2018</td>
<td>MN0366L5K021803</td>
<td>2020</td>
<td>SSO</td>
<td>$0</td>
<td>$130,183</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>$3,864</td>
<td>$134,047</td>
<td>RP</td>
<td></td>
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</tr>
<tr>
<td>Three Rivers Community Action Inc.</td>
<td>Prairiewood PSH Expansion</td>
<td>MN0306L5K021804</td>
<td>2020</td>
<td>PH</td>
<td>$0</td>
<td>$62,172</td>
<td>$101,860</td>
<td>$1,545</td>
<td>$0</td>
<td>$12,466</td>
<td>$178,043</td>
<td>88.89</td>
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<td></td>
</tr>
<tr>
<td>Three Rivers Community Action Inc.</td>
<td>SE MN Rapid Rehousing</td>
<td>MN0065L5K021811</td>
<td>2020</td>
<td>PH</td>
<td>$0</td>
<td>$77,928</td>
<td>$82,520</td>
<td>$0</td>
<td>$800</td>
<td>$11,191</td>
<td>$172,439</td>
<td>89.41</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*Project Review Points will be used as the basis for ranking projects per HUD guidelines for the national CoC Program Competition. RP = Project scoring not applicable.

Projects recently funded (with no current data to review) and projects for required systems are reviewed and approved separate of housing project scoring.

List of Renewal Projects NOT Eligible for
2019 Continuum of Care Program Competition Grants

None

Total renewal funding approved for existing renewals  $2,166,612