



### **HUD Continuum of Care (CoC) Program Competition**

The 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 re-house homeless individuals, families, persons fleeing domestic violence, and youth while minimizing the trauma and dislocation caused by homelessness; to promote access to and effective utilization of mainstream programs by homeless; and to optimize self-sufficiency among those experiencing homelessness.

Each year the U.S. Department of Housing and Urban Development (HUD) releases a Notice of Funding Availability (NOFA), signifying the beginning of a funding competition among approximately 450 Continuums of Care (CoC), the community stakeholder groups that guide local responses to homelessness. The 2017 CoC NOFA was released on July 14, 2017, opening the competition making available approximately \$2 Billion to serve homeless people nationally. The information in the NOFA sets forth the competition rules and processes for 2017. This summary includes the highlights of the NOFA; additional guidance will be shared as it is made available.

Before the application is submitted to HUD, the CoC is required to hold a local competition to determine which projects will be included in the consolidated application, along with their relative priority. The results of the local competition dictate for which projects the CoC will seek funding. Additional details about anything in this background, as well as the following NOFA policies can be found in the NOFA, available at:

<https://www.hudexchange.info/resource/5419/fy-2017-coc-program-nofa/>

### **AVAILABLE FUNDING FOR EL DORADO OPPORTUNITY KNOCKS CoC**

HUD determines the maximum award for which each CoC is eligible, determined by a combination of factors. This year, for El Dorado Opportunity Knocks CoC, the eligible application amounts are as follows:

- o Estimated Tier 1 **\$9,817**
- o Estimated Tier 2 **\$18,660**
  
- o Estimated CoC Planning Amount: **\$9,330**  
\*(Planning grants are not ranked again in 2017)



**In the 2017 HUD CoC NOFA, there is no funding available for the following project applications:**

- 1) Emergency Shelter
- 2) Homeless Prevention
- 3) New Transitional Housing (Except when submitting for a new “joint component TH/RRH” project with Rapid Rehousing)
- 4) New Supportive Services Only (Other than Coordinated Entry applications)

### **EL DORADO OPPORTUNITY KNOCKS REVIEW PROCESS**

After the HUD Continuum of Care NOFA is released, the Collaborative Applicant (or designee) will coordinate and carry out all of the activities needed to successfully submit a Consolidated Application on behalf of the CoC. The following information provides an overview of the timeline of tasks for NOFA submission.

#### **After NOFA Release:**

- 1) The El Dorado Opportunity Knocks (EDOK) Board will provide public notice of the launch of the HUD CoC NOFA;
- 2) A CoC meeting will be held to provide general information and a summary of the funding opportunity about the NOFA;
- 3) The EDOK Board will review and approve a 2017 NOFA Scoring Tool to assist in the rank and review of all renewal and new project applications. These materials will reflect HUD priorities, as well as local community priorities as identified.
- 4) An email will be sent to the CoC to distribute the NOFA release policies, tools, and timeline;
- 5) NOFA release policies, tools, and timeline will be posted on the CoC website.
- 6) Qualified, non-conflicted Rank and Review Panel members will be recruited and oriented to the local Rank and Review process;
- 7) The Rank and Review Panel will receive all local applications and scoring materials and will utilize the scoring materials to rank each application;
- 8) The Rank and Review Panel will meet to jointly review project applications, and project applicants will be on call for questions by phone, as necessary. The Panel will utilize its best efforts to provide each applicant with an estimated time frame during which the Panel will discuss that applicant’s project. If that estimated time is not accurate in how the process unfolds, it is the applicant’s responsibility to have its executive director, program manager, or other qualified personnel available to answer question by phone during business hours on the days that the Rank and Review is scheduled.

Should the panel not be able to reach the applicant, the Panel may choose to make additional attempts to reach the applicant, or not, at the Panel’s sole discretion.



The Rank and Review panel will discuss each application and will individually score them based upon the adopted scoring tools. The ranked list is created by the following procedures:

- a. Those that do not meet certain threshold requirements will not be included in the ranked project list;
- b. Any funding re-captured from an existing project will be made available for reallocation to a new project that meets the requirements in the NOFA;
- c. A single ranked list is compiled;
- d. Appeals, if any, will be considered per the policy noted below under "APPEALS"
- e. A final ranked project list will be submitted to the CoC for review and approval;
- f. The Collaborative Applicant (or designee) will collect all final Project Applications and submit them to HUD, along with the approved Priority List, as part of the CoC's Consolidated Application.

#### **COMMUNITY PRIORITIES:**

In 2017, the CoC is working to maintain HMIS capacity with local providers, implement an effective Coordinated Entry System, and develop and add program capacity within CoC general member agencies.

As such, the community's priorities for uses of CoC funding are as follows:

- 1) Maintain and expand existing HMIS licenses within the CoC;
- 2) Increase capacity for Coordinated Entry implementation;
- 3) Increase permanent housing, especially for chronically homeless individuals

The Rank and Review Panel should integrate renewal projects and new projects into the ranked list and make decisions in alignment with community priorities.

#### **REVIEW AND RANK PANEL MEMBERSHIP:**

The Collaborative Applicant recruits between three (3) and five (5) Rank and Review Panel Members, who should be:

- 1) Knowledgeable about homelessness and housing in El Dorado County and who are broadly representative of the relevant sectors, subpopulations, and geographic areas that the CoC serves;
- 2) "Neutral," meaning that they are not employees, staff, or otherwise have a business or personal conflict of interest with the applicant organizations;
- 3) Familiar with housing and homeless needs within the EDOK CoC; and
- 4) Willing to review projects with the best interest of homeless persons in mind.

To serve on the Review and Rank Panel, members must sign a statement declaring that they have no conflict of interest and a confidentiality agreement; and they should be able to dedicate time for application review Rank and Review Panel meetings as scheduled by the Collaborative Applicant (or designee). The membership of the Review and Rank Panel shall be distributed to all applicants. Project



applicants will have the opportunity to comment should they believe a conflict of interest exists within the Rank and Review Panel members.

### **USING ALL AVAILABLE FUNDS**

EDOK CoC will do everything possible to ensure its member agencies apply for all funds available to the community in both the Tier 1 and Tier 2 categories. Should all timely applications have been submitted and it appears that, due to a lack of eligible applications, the community is not requesting as much money as is available from HUD and/or there are reallocated funds available, then:

- 1) The EDOK Board Chair will email the CoC and other interested parties (all homeless service and housing providers in the CoC area) with specifics regarding how much money is available and or which type of programs could apply.
- 2) EDOK Board staff will provide technical assistance and guidance, as needed, to ensure applicants understand the funding requirements.
- 3) Any additional applications for these funds will be due as soon as possible after this email is distributed, as determined by the NOFA submission date.

### **APPEALS**

The Rank and Review Panel reviews all applications and ranks them for funding recommendations to HUD based upon enumerated scoring criteria (attached). Applicants may appeal the decision of the Panel by following the process set forth below. All appeals must be based on the information submitted by the application due date. No new or additional information will be considered. Omissions to the application cannot be appealed. The decision of the Appeal Panel will be final.

#### **Who May Appeal**

A project may appeal if the Rank and Review Panel recommends the project for full or partial reallocation or is in the bottom 30% of the proposed funding list. If the project was submitted by a collaboration of agencies, only one joint appeal may be made.

#### **What Can Be Appealed**

Appeals may be made only on the following bases:

- 1) Inaccuracy in information provided to the Review and Rank Panel (by entities other than the applicant) resulting in a reduced score
- 2) Bias or unfairness in the process that resulted in a reduced score

Any agency desiring to appeal must contact the EDOK Board Secretary by **September 6, 2017 at noon**, to state its intent to appeal the Rank and Review Panel's decision regarding their rank. The purpose of this requirement is to provide an opportunity to resolve any concern, perhaps arising out of misinformation



or misunderstanding. If there is no resolution and the applicant still contests the ranking, it may initiate a Formal Appeal as described below.

**Formal Appeal Process**

The Formal Appeal must consist of a short, clear, written statement (no longer than 1 page) of the agency’s appeal of the Review and Rank Panel’s decision. The statement can be in the form of a letter, but must be submitted through email. The Formal Appeal must be transmitted to the EDOK Board Secretary. The email address is: shannonbezak@gmail.com.

**The Formal Appeal must be emailed so that it is received by September 7, 2017 at noon.**

Upon receipt of the Formal Appeal, an Appeal Panel will be formed as described below. The Appeal Panel may make inquiries of the Rank and Review Panel members concerning the issues raised in the appeal. The Appeal Panel will meet by telephone or video conference with a representative(s) of the party making the appeal to discuss the issue(s) at an Appeal Hearing set at a date taking in consideration the date the application is due to be filed with HUD.

The EDOK Board Chair and/or Appeal Panel may consider the possible effect their decision may have on another agency’s rank and contact potentially affected agencies to invite them to become involved in the appeal process and hearing. The decision of the Appeal Panel will be final.

A 3-member Appeal Panel will be selected and can consist of individuals from non-profits, foundations, consumers, government, and private agencies. Representatives must not have a conflict of interest with any of the agencies or parties applying for CoC Program funding as defined by the existing Review and Rank Panel conflict of interest rules.

Event	Party	Date	Place	Information
NOFA Released	HUD	July 14, 2017	----	----
Public Notice of NOFA release to EDOK	EDOK Board	July 17, 2017	Email and other correspondence	NOFA competition details provided to the public, including available funds, processes, and other information provided to the public



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CoC NOFA Summary and Technical Assistance	EDOK Board and General Members	July 24, 2017	Email and other correspondence	Condensed CoC NOFA summary provided for technical assistance to CoC general member agencies, including: policy priorities, 2017 application structure, Rank and Review changes and reminders, CoC strategies, new eligible project types, updates for renewal and new project applicants, and community-level changes and reminders.
CoC Board and General Membership Meetings	EDOK Board and General Members	August 14, 2017	EDCOE 6767 Green Valley Rd, Placerville	Review of 2017 NOFA competition provided for technical assistance and training
Project Applications Due to CoC	Applicants	August 29, 2017	Applications should be submitted via email to: shannonbezak@gmail.com	PDF of project application due by August 29, 2017 at 5pm.
Rank and Review Panel Meeting, Training, and Review Proposals	Rank and Review Panel	September 1, 2017	EDCOE 6767 Green Valley Rd, Placerville	Rank and Review Panel receive training for scoring projects; reads and scores proposals individually, then discusses



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				proposals and determines how projects will be preliminarily ranked for the 2017 application
Posting of Preliminary Priority List	EDOK Board	September 1, 2017	Via Email	Preliminary priority list emailed to applicants
Notice of Intent to Appeal	Agencies	September 6, 2017, by 12:00pm	Via Email	A notice of intent to appeal must be submitted
Full Appeals Due	Agencies	September 7, 2017, by 12:00pm	----	Agencies may inspect their scores and formulate a written appeal based on appeals policy
Appeals Committee meets	Appeals Committee	September 8, 2017	Phone or Video Conference	Review appeals and recalculate scores, if necessary
CoC Board Approval of Priority List	EDOK Board	September 11, 2017	EDCOE 6767 Green Valley Rd, Placerville	Present the recommended Final Priority List to EDOK Board for approval, distribution and posting
Priority list is distributed to applicants along with notices of funding status (accepted, reallocated,	EDOK Board Chair	September 12, 2017	Via Email	Final approved priority list emailed to agencies and posted on EDOK Website



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denied, etc.)				
Projects finalize applications in E-Snaps	Applicants	By September 15, 2017	Online	Applicants should have made all changes necessary to their application by this date
EDOK Board consider and approval final CoC Consolidated Application	EDOK Board	Week of September 18, 2017	TBD	Consider and approve final Consolidated Application
CoC Consolidated Application Posting	EDOK Board Chair	By September 26, 2017	Online	EDOK Consolidated Application is posted on EDOK Website
Application Submitted to HUD	EDOK Board Chair	September 27 2017	Online	Application is packaged and submitted to HUD

**RENEWAL PROJECTS**

Agency	Project	Project Type	Amount
The Center for Violence Free Relationships	HMIS Renewal Project	HMIS	\$9,817