

REALLOCATION PROCESS

Continuum of Care Annual Application Process and Monitoring

The CoC will prepare an annual application to HUD through its competitive homeless grant program and monitor successful applicants.

In anticipation to the Notice of Funding Available (NOFA) being issued, the CoC will take the following actions annually:

1. The Membership Committee will contact all current members of the Technical Review Committee (TRC) to ascertain their interest in continuing as a member and will also solicit potential new members. The Membership Committee will screen potential TRC members and present the names to be voted on by the full CoC committee at the next meeting. (Please see the Section on Technical Review Committee for information about member requirements).
2. The CoC will make available a Notice of Intent application for potential new projects and a Renewal Application for all projects due for renewal. The renewing agencies will be sent the Renewal Application directly through email. Availability of the Notice of Intent will be posted on the websites of both Middlesex County, in addition to being sent out on the CoC email listserv and the Human Services Advisory Council email listserv. The CoC will offer a technical assistance workshop for both new and renewing applicants, which will be publicized using the same outreach. (Please see attachments of Notice of Intent and Renewal Application).
3. To help facilitate review of applications, all renewal applicants will submit their latest Annual Performance Report (APR) as part of their application. Applicants may also be requested to provide more recent HMIS reports covering information on obtaining or maintaining permanent housing, length of stay in program, increasing employment income, increasing unearned income, access to mainstream benefits, and level of service. The HMIS Lead Entity may also be directed by the TRC to generate reports that will document an applicants' success in meeting HUD or CoC performance standards.
4. **The TRC will receive both new and renewal applications for review, along with HMIS and other performance standards data. The TRC will set up one or more meetings to review and rank the applications. The TRC will decide if they would like**

representatives of any new or renewing applicants to appear in person prior to final rankings. The ranking process will use the CoC Rank and Review Tool, which scores new and renewal applicants on a point scale based on local and federal priority homeless interventions and target populations. Both new and renewing applicants will receive a percentage score that will determine their rank. The TRC will decide what programs are recommended for funding in Tier 1, and at what funding level; if any programs are recommended for funding in Tier 2 and at what funding level; and whether any programs will be defunded. The TRC will make these recommendations in consideration of the latest NOFA requirements and priorities outlined by HUD in CPD-16-011 on Prioritizing Persons Experiencing Chronic Homelessness, current CoC priorities, and the amount of funding available for projects. While the ranking will determine what projects are funded, the TRC is given discretion in deciding how to allocate the funding to the projects to best serve the CoC in ending homelessness. The TRC, at its discretion, can notify projects that were renewed, but were at the bottom of the rankings, that their future renewals are at risk of being reallocated if performance does not improve.

5. The TRC will present their recommendations at the next full CoC meeting for adoption by the full membership. The recommendation needs to be adopted by at least 51% of the members present. If the next full CoC meeting is more than 5 business days from the date of the TRC meeting in which recommendations are made, the CoC may inform applicant agencies of the TRC's recommendation prior to the full CoC meeting in order to maximize the amount of time for the successful applicants to work on their Exhibit 2 application in eSnaps (HUD's online application software program), with the final recommendation of funding to still be voted on by the full CoC. In rare situations where there is not a full CoC meeting scheduled between the date of the last TRC meeting and the CoC application deadline to HUD, the full CoC at a prior meeting may authorize the TRC to act on its behalf in making its ranking and recommendations binding for the full CoC.
6. All applicants, whether or not they are funded, will be informed by the CoC Chair through either mail or email. This notification will also outline the appeal process for any applicant not funded or funded at a level less than requested. The appeal process will allow applicants who did not receive all of their requested funding or did not receive any funding to present any new information for consideration. The following criteria may be grounds for appeal:

- If information regarding project matching or leveraging funds was not immediately available at time of project denial, but becomes available subsequent to local application process;
- Illegal activity has been conducted during the review, ranking, and award process;
- A party on the Technical Review Committee has a conflict of interest in funding decisions;
- Insufficient public notice of funding availability and funding priorities by the CoC,
- Insufficient opportunity given to the project/agency to participate in the application process.

This information must be submitted in writing to the CoC within 5 business days of notification. The CoC Executive Committee will appoint a Tribunal Review Committee to hear the appeal. The Tribunal Review Committee will consist of the Office of Human Services Director (or her designee) and two CoC agency or individual members who did not serve on the current Technical Review Committee, but otherwise meet the criteria for membership (i.e. no conflict of interest). The Tribunal Review Committee will review the submitted information and make a decision if the funding recommendation approved by the full CoC should be changed. They will notify both the CoC and the requesting agency of their decision.

7. All successful applicants must submit the Exhibit 2 applications through eSnaps. Applicants may be required by the CoC to attend technical assistance workshops. The CoC will inform applicants of deadline dates to submit information to the CoC and/or its consultant for review, prior to their final submission. During this time, the CoC will make available to the applicant guidance on completing their application, especially in the areas of budgeting and leveraging, and also share any information provided by HUD on the application process.
8. The CoC will submit its Exhibit 1 and all Exhibit 2's by the deadline date in eSnaps.
9. All projects will be expected to be in compliance with HUD requirements and meeting CoC standards. HMIS will be the primary tool for measuring compliance with these standards. The Performance and Evaluation Committee will assist the CoC in developing standards that are based on achieving or exceeding HUD standards or working to improve to HUD standards with benchmarks. The TRC may direct applicants to submit performance data reports on a quarterly basis, or the HMIS lead entity may generate reports using HMIS data not less than quarterly. Applicants that are not meeting standards or otherwise not providing the information in HMIS to document compliance

with the standards will be notified by the CoC, through either the Chairperson or TRC, to take corrective action. Projects that are prohibited from entering information in HMIS may be asked to provide de-identified data from its comparable database for evaluation of progress toward meeting performance standards.

10. In addition to data review of CoC-funded agency, the CoC may conduct in person monitoring visits of funded agencies separately or as part of the Human Services Advisory Council (HSAC) agency monitoring review; request confidential Consumer Satisfaction surveys be completed by consumers and sent directly to CoC staff; and request program and agency financial information, including most recent budgets and audits for review of capacity and financial stability.
11. During the program year, the TRC may be called upon to meet with staff of CoC-funded programs that are not meeting CoC standards and have failed to take corrective action or have capacity issues (either personnel or financial) that could affect funded programs. The TRC will document these meetings and their findings will be included as part of supplemental information for consideration in the following application year by that year's TRC.

The TRC may make recommendations to amend the Notice of Intent, Renewal Application, Rank and Review Tool and required supporting documentation to reflect new or changed priorities of either HUD or the CoC, or to capture additional data to assist in their deliberations. The recommendations for amendments to any of the documents will go through the Executive Committee for approval.