

HUMBOLDT HOUSING AND HOMELESSNESS COALITION HUD CONTINUUM OF CARE PROGRAM

2015 LOCAL PROCESS

This section is intended to explain the Review and Rank Process that is used to review and evaluate all project applications submitted in the local competition.

The process will proceed as follows:

- All applicants prepare Project Applications (formerly Exhibits 2) and supplemental information.
- Non-conflicted Review and Rank Committee members are oriented to process and receive applications and scoring materials.
- Review and Rank Committee members review and tentatively score the applications.
- Review and Rank Committee meets to jointly discuss each application and conduct short in-person sessions with applicants to have questions answered and to comment on ways to improve the application. Committee discusses merits of each proposal, scores all projects, and turns in score sheets to staff. Staff combines scores to achieve overall raw scores for new projects.
- Review and Rank Committee considers adjustments for such issues as HUD incentives or requirements. Review and Rank Committee considers proposal changes or project budget adjustments that may be required to meet community needs.
- Review and Rank Committee finalizes and tells agency its rank and approved funding level. Reserve right to adjust rank order when final proposals read, if inadequate (violates threshold requirement; shoddily prepared) for consolidated application.
 - In 2015, it is allowable to reallocate renewal project funds. In the event that the Review and Rank Committee identifies a renewal project (or projects) whose funding should not be renewed (or funding should be decreased) due to substandard performance, the Committee will then determine whether any new project will utilize any reallocated funds and proceed with reallocation (see detail below).
 - In 2015, renewal projects scoring below 60 points out of a total possible of 100 points must be reallocated to a new permanent housing project. If a renewal project scores between 60 and 70 points, the Review and Rank Committee may recommend reallocation at its discretion.
 - In 2015, renewal Transitional Housing projects choosing to reallocate their funds to new permanent housing will receive priority for those funds in a new permanent housing application. (The agency operating the former Transitional Housing project will be awarded the reallocated funds as long as the application is comparable to other new project applications submitted.)
 - In 2015, though HUD anticipates being able to fully fund all renewal projects nationwide, it is nonetheless requiring that CoCs rank [xx%] of renewal project funding

in a second, lower-priority tier, which will be at increased risk to lose funding. Within Tier 2, it is HUD's priority to fund renewal and new permanent housing projects first.

- Appellate hearings are held, if requested.
- Nonconflicted Executive Committee considers/approves Review and Rank process outcome, which is then included in the County's Consolidated NOFA Application.
- If requested after the close of the competition, projects are given feedback from Review and Rank Panel on quality of application and ways to improve.

All renewal projects must meet a number of "threshold" criteria, as determined by HUD. Renewal projects are reviewed for capacity, eligibility, timeliness, and quality. When considering renewal projects for award, the Review Panel will focus on identifying performance issues, TA needs, and strengthening our HUD-funded programs with questions like:

- What barriers are you facing?
- What help do you need?
- What are your next steps?
- Are you having difficulties with fundraising? Staff turnover? Long-term strategic planning? Sustainability?

HUMBOLDT HOUSING AND HOMELESSNESS COALITION HUD CONTINUUM OF CARE PROGRAM

2014 APPEALS PROCESS

The Review and Rank Committee reviews all applications and ranks project proposals for funding recommendations to HUD. That review and ranking decision is communicated to all applicants by email within 24 hours of the ranking decision and determination. All applicants are hereby instructed to contact Ashley Hart McIntyre (Ashley@HomeBaseCCC.org) if no email notice is received.

1. WHO MAY APPEAL AND WHAT MAY BE APPEALED

- The application of any project which is reallocated or not funded may appeal.
- Applicants that have been found not to meet the threshold requirements are not eligible for an appeal.
- Appeals cannot be based upon the judgment of the Review and Rank Committee.

Applicants may appeal if they can:

- prove their score is not reflective of the application information provided; or
- describe bias or unfairness in the process, which warrants the appeal.

All notices of appeal 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 Committee will be final.

2. INITIATING THE FORMAL APPEAL

Notice of intent to appeal must be filed with Ashley Hart McIntyre (ashley@homebaseccc.org) AND Sally Hewitt (SHewitt@co.humboldt.ca.us) by noon on [date].

- The notice of appeal must include a written statement specifying in detail the grounds asserted for the appeal. The appeal must be signed by an individual authorized to represent the sponsor agency (i.e., Executive Director). The notice of appeal is limited to one single spaced page in 12-point font.

Any and all appeals must be received in writing by 5 p.m. [date]. All notices of appeal (one original and four copies) must be submitted to:

Sally Hewitt
507 F Street
Eureka
(707) 441-4628

- The appeal must include a copy of the application and all accompanying materials submitted to the Review and Rank Committee.

3. THE APPEAL PROCESS, INCLUDING INVOLVEMENT OF OTHER AFFECTED AGENCIES

- All valid appeals will be read, reviewed and evaluated by the Appeal Committee.
- The Appeal Committee will meet to deliberate.
 - All applicants will be invited to attend any appeal and may make a 10-minute statement regarding the appeal.
 - The panel will review the rankings made by the Review and Rank Committee only on the basis of the submitted project application, the one page appeal, any statements made during the appeal process, and the material used by the Review and Rank Committee. No new information can be submitted by the applicant or reviewed by the Appeal Committee.
 - The decision of the appellate panel must be supported by a simple majority vote.
- The appealing agency will receive, in writing, the decision of the Appeal Committee within 2 business days of the Appeal Committee Meeting. The decision of the Appeal Committee will be final.

4. MEMBERS OF THE APPEAL PANEL

The Appeal Committee will be made up of non-conflicted members of the HHHC Executive Committee (and additional non-conflicted HHHC members as necessary) and one non-voting member of the original Review and Rank Committee. No member of the Appeal Committee may have a conflict of interest with any of the agencies applying for McKinney funding and must sign a conflict of interest statement. The role of the Appeal Committee is to read and review only those areas of the application that are being appealed.

HUMBOLDT HOUSING AND HOMELESSNESS COALITION HUD CONTINUUM OF CARE PROGRAM

2014 NOFA TIMELINE – FOR REFERENCE ONLY

Tuesday, September 16, 2014	CoC NOFA released
Monday, September 29, 2014	Notice sent regarding funding available
Wednesday, October 1, 2014 2 – 4 p.m.	Executive Committee Meeting NOFA overview and changes, local process and calendar, ranking criteria DHHS Pro Building Small Conference Room
Monday, October 6, 2014 9 – 10:30 a.m.	Technical Assistance Meeting for applicants DHHS Pro Building Large Conference Room
Monday, October 6, 2014 10:30 a.m. - noon	Orientation for Ranking Committee DHHS Pro Building Large Conference Room
Monday, October 13, 2014 9 a.m.	Full project proposals due to CoC – electronic submission to both ashley@homebaseccc.org AND mary@homebaseccc.org
Monday, October 13, 2014	All projects receive notification of Ranking Committee appointment
Tuesday, October 14, 2014 1 – 5 p.m.	Ranking Committee Meeting Meet with each applicant; rank all proposals DHHS Pro Building Small Conference Room
Wednesday, October 15, 2014 8 – 9:30 a.m.	Executive Committee meeting for preliminary review and approval of Ranking Committee recommendations (pending appeals) DHHS Pro Building Small Conference Room
Wednesday, October 15, 2014 noon	Notice of Intent to Appeal due
Thursday, October 16, 2014	Appeals Due
Friday, October 17, 2014	Appeals Heard DHHS Pro Building Small Conference Room
Monday, October 20, 2014	CoC Issues Notice of Final Ranked List of Applications
Monday, October 27, 2014	Deadline for final proposals into eSNAPS
Tuesday, October 28	Collaborative applicant submits application to HUD electronically
Thursday, October 30, 2014	Application due to HUD electronically

DETAILED TIMELINE – FOR REFERENCE ONLY

This list highlights the steps that your agency will take to participate in the local competition for NOFA funding. Please mark these dates in your calendar!

October 6: Technical Assistance Meeting

- Review Technical Assistance and Application materials
- View Training Modules and submit questions online at: <http://esnaps.hudhre.info/>

October 6: Enter E-SNAPS and start working on your Applicant Profile and your Project Application (Exhibit 2).

- Before you can prepare your Project Application (Exhibit 2) form, complete your Applicant Profile. Once your Applicant Profile is complete, move ahead with the Exhibit 2(s).
- PLEASE FOLLOW INSTRUCTIONS IN THE TRAINING MODULES BEFORE CALLING ASHLEY FOR TECHNICAL ASSISTANCE.

October 13, 9 a.m.: Submit Complete Application Package for Review and Rank

SEE ATTACHED CHECKLIST

PLEASE SUBMIT THESE MATERIALS VIA EMAIL TO BOTH ashley@homebaseccc.org AND mary@homebaseccc.org

October 13: Review and Rank Discussion Assignment

- On October 13, you will receive a timeslot for your Discussion Session with the Review and Rank Committee
- If you do NOT receive a timeslot by October 13, contact Ashley Hart McIntyre at ashley@homebaseccc.org.

October 14 Review and Rank Discussion Sessions

1:00-5:00: Applicants will participate in a Project Discussion with the Review and Rank Committee during the assigned time slots. You will be notified of the time by October 13, but it will be sometime between 1:00 and 5:00. These sessions are designed to permit the Review and Rank Committee to ask questions about your applications and to give applicants ideas about how to improve applications. You do not need to prepare a presentation; come prepared to engage in a discussion. You may bring as many people as you feel is necessary to represent your project well, but be sure to bring those who know the most about the application.

October 14: Applicant Notification

- On October 14, you will receive notification of the results of the Review and Rank process.
- At this time, you should begin finalizing your application for submission. THIS INCLUDES ENSURING THAT ALL NECESSARY ATTACHMENTS ARE UPLOADED TO E-SNAPS.

October 15, noon: Appeals Process

- If you intend to appeal the Review and Rank decision, you must notify Ashley Hart McIntyre (ashley@homebaseccc.org) AND Sally Hewitt (SHewitt@co.humboldt.ca.us) **by noon on Wednesday, October 15, 2014.**

October 16, 5 p.m.: Appeals Process

- Any and all appeals must be received in writing by 5 p.m. Thursday, October 16, 2014. All notices of appeal (one original and four copies) must be submitted to:
 Sally Hewitt
 507 F Street
 Eureka
 (707) 441-4628
- The appeal must include a copy of the application and all accompanying materials submitted to the Review and Rank Committee.

October 15: Final Award List approved by Executive Committee or Designee [pending appeals]

October 17: Appeals Committee Meets

October 27: Final Project Application (Exhibit 2) Submissions Uploaded to E-Snaps

- Between October 15 and October 27, applicants should finalize their applications, incorporating suggestions from the Review and Rank Committee and technical edits from HomeBase.
- All Project Applications (Exhibits 2) must be uploaded **by 5 PM on October 27** to allow HomeBase to review every submission for omissions or inconsistencies and allow for correction. **Between October 15 and October 27 please be sure that someone at your agency is available to answer last minute application questions!**

October 28: Entire Consolidated Application Submitted to HUD (by Sally)

October 30: Application due to HUD

