



FY 2015 CoC Program Local Competition Public Solicitation

September 23, 2015

Dear Contra Costa Council on Homelessness:

Please be advised that the Department of Housing and Urban Development's (HUD's) Notice of Funding Availability (NOFA) for the Fiscal Year 2015 Continuum of Care Program Competition was released on Wednesday, September 17, 2015.

This Public Solicitation for Project Applications describes the overall timeline and local competition process for accessing this funding opportunity.

A technical assistance workshop for all interested parties will be held this Friday, September 25, 2015 from 2:00 to 5:00 PM at at the Sequoia Room at 50 Douglass Drive in Martinez. The details of upcoming deadlines are included on page 2 of this Public Solicitation.

This Public Solicitation will be posted in the following virtual and physical locations:

- Contra Costa Council on Homelessness Website
- Contra Costa Behavioral Health Division – Homeless Program Website
- Contra Costa Council on Homelessness Listserv
- Contra Costa Behavioral Health Division – Homeless Program Bulletin Board
- Contra Costa Behavioral Health Division Bulletin Board

The public should please forward this Public Solicitation to any interested parties, send to relevant additional listservs, and post on public bulletin boards. The CoC encourages applications from organizations that have no previously received CoC Program funding.

Inquiries about this process may be directed to ContraCostaTA@homebaseccc.org.



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AVAILABLE FUNDING FOR OUR COC

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

Estimated Annual Renewal Demand:	\$10,651,296
Estimated Permanent Housing Bonus Funding:	\$1,597,694
Estimated Tier 1 Funding:	\$9,053,602
Estimated Tier 2 Funding:	\$3,195,389
Estimated Planning Funding:	\$319,539

LOCAL PROCESS TIMELINE

Event	Date
FY2015 CoC Program Competition Open	September 17, 2015
Technical Assistance Workshop	September 25, 2015, 2 pm - 5 pm
New Project Letters of Intent Due	September 28, 2015, 5 pm
Renewal Project PRESTO Report Reviews Due	October 2, 2015, 5 pm
New Project Supplemental Questionnaires Due	October 12, 2015, 5 pm
New/Renewal Project Applications Due	October 21, 2015, 5 pm
Review & Rank Panel Interviews	October 27, 2015, 9 am – 5 pm
Review & Rank Decisions Announced	October 27, 2015
Appeals of Review & Rank Decisions Due	October 30, 2015, 5 pm
Appeals Considered	November 2-3, 2015
Appeals Decisions Announced	November 3, 2015
Board Approval of Priority Listings	November 3, 2015
CoC's Priority Listings Finalized	By November 5, 2015
Project Application Review by HomeBase	By November 9, 2015
Project Applications Finalized in e-snaps	November 13, 2015, 5 pm
CoC's Consolidated Application Submitted to HUD	By November 19, 2015, 5 pm



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CONTRA COSTA COC APPLICATION PROCESS

Excerpted from CoC Governance Charter: Article II. Continuum of Care (CoC) Application Process

Section 1. APPLICATION OVERVIEW

The Council on Homelessness prepares and oversees the applications for funds administered by HUD under the HEARTH Act. The Council on Homelessness is designed to assist individuals—including unaccompanied youth—and families experiencing homelessness and to provide the services needed to help individuals move into transitional and permanent housing, with the goal of long-term stability. The Council's HUD CoC Program funds are granted annually based on a national competition following the release of a Notice of Funding Availability (NOFA). It is a primary responsibility of the Council to oversee the application for those funds.

The following sections outline the Council's policies as related to designing, operating and following a collaborative local process for the development of HUD Continuum of Care Program applications and approval of submission of applications as required by C.F.R. 578.9.

Section 2. COLLABORATIVE APPLICANT

The Council designates Contra Costa County Behavioral Health Homeless Program as the annual HUD CoC Program Collaborative Applicant. The Collaborative Applicant (or its designee) is responsible for leading and supporting all aspects of the annual HUD CoC Program application process, including submission of the Consolidated Application consisting of 1) the CoC Application (formerly Exhibit 1); 2) Project Applicant's Priority List; and 3) all Project Applications (formerly Exhibits 2).

Section 3. OVERVIEW OF PROJECT REVIEW PROCESS AND APPLICATION SUBMISSION TIMELINE

Immediately after HUD's Continuum of Care Program Notice of Funding Availability (NOFA) is released, the Collaborative Applicant (or its designee) will coordinate and carry out all of activities needed to successfully submit an application on behalf of the Council. The following is an overview of the timeline of tasks for CoC Program application submission. The timeline is subject to change annually, depending on HUD's requirements as outlined in the NOFA.

Prior to the NOFA release, the Executive Board will request that the HUD Grantees Committee convene to design and/or revise scoring tools and any corresponding local application materials to assist in the CoC review and ranking of all renewal and new project applications. These materials will take into consideration both local and HUD priorities.

The scoring tools will be finalized and presented to the Executive Board for review and approval. The Executive Board may initiate additional revisions to the scoring tools and local application materials if warranted based on new information about HUD priorities or process requirements contained in that year's NOFA.



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Upon HUD release of the NOFA, the Collaborative Applicant will schedule and announce a time and date for a Technical Assistance Workshop. These details will be distributed to the entire Council.

All potential applicants must participate in the HUD CoC Program Technical Assistance Workshop. At the workshop, the Collaborative Applicant will present an overview of the HUD CoC NOFA, including details about available funding and any major changes in the application from previous years. Applicants will also be oriented to the process for reviewing and ranking applications, which will cover any supplemental local application materials and the scoring tool and applicable dates. Applicants will also have a chance to ask any questions about both the local and HUD application processes.

Applicants complete local application materials by a date announced at the Technical Assistance Workshop, typically within four to six weeks of the NOFA release (and generally not less than 30 days prior to the NOFA submission deadline).

- Any late application received within 48 hours of the due date/time will receive a 15 point score reduction. Late applications received after 48 hours will not be accepted.
- Incomplete applications cannot be cured for the CoC Review and Rank Panel scoring process but must be corrected prior to HUD submission.

Qualified, non-conflicted CoC Review and Rank Panel members are recruited and oriented to the local review and ranking process.

The CoC Review and Rank Panel members receive all local application and scoring materials and review and score each program's application.

The CoC Review and Rank Panel meets to jointly discuss each application, interview applicants, and to comment on ways to improve individual applications. Panel members individually score applications based on the scoring tools. The ranked list is created by the following procedures:

- One ranked list is prepared based on a compilation of CoC Review and Rank Panel raw scores for each application.
- Those applications that do not meet certain threshold requirements (as detailed on the scoring tool) will not be included on the ranked list.
- The highest scoring and eligible new permanent housing project will be selected to apply for any "Permanent Housing Bonus" funding available through the NOFA.
- Based on community priorities established by the scoring tools, the CoC Review and Rank Panel may determine whether any renewal project should be decreased or reallocated. Any funding captured from an existing project will be made available for reallocation to a new project that meets the requirements in the NOFA application.



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Scoring results are sent to applicants with a reminder of the appeals process at least 15 days before CoC Application deadline. In addition, projects are given feedback from the CoC Review and Rank Panel on the quality of their application and ways they can improve their final submission to HUD.

Appeals, if any, are considered in compliance with the Appeals Process detailed below.

A final ranked project list is submitted to the Executive Board for review and approval.

The Collaborative Applicant collects all final Project Applications and submits them to HUD, along with the CoC Application, as part of the CoC's Consolidated Application

Section 4. CoC REVIEW AND RANK PANEL MEMBERSHIP

The Executive Board designates between three and five of its members to serve as CoC Review and Rank Panelists. CoC Review and Rank Panelists must be:

- Knowledgeable about homelessness and housing in the community and broadly representative of the relevant sectors, subpopulations, and geographic areas;
- "Neutral," meaning that they are not employees, staff, or otherwise have a business or personal conflict of interest with the applicant organizations;
- Familiar with housing and homeless needs within Contra Costa County; and
- Willing to review projects with the best interest of homeless persons in mind.

To serve on the CoC Review and Rank Panel, members must:

- Sign a statement declaring that they have no conflict of interest and a confidentiality agreement; and
- Be able to dedicate time for application review and CoC Review and Rank Panel meetings as scheduled by the Collaborative Applicant.

Section 5. REALLOCATION OF FUNDS

HUD allows CoCs to reallocate funds from non- and/or under-performing projects to higher priority community needs that also align with HUD priorities and goals. The CoC Review and Rank Panel facilitates the reallocation discussion and process, in consultation with the Council, the Executive Board, the Collaborative Applicant, and the CoC Program recipients and subrecipients who may be impacted. The Executive Board must approve all final decisions about reallocation.

Section 6. USING ALL AVAILABLE FUNDS

The Collaborative Applicant will do everything possible to ensure that the community applies for all funds available to the CoC. Thus, if all on-time applications have been submitted and it appears that



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either: 1) the community is not requesting as much money as is available from HUD, 2) no Permanent Housing Bonus (or other special project as defined by HUD) projects have been submitted, or 3) there are reallocated funds available, then:

- The Collaborative Applicant will communicate with the Executive Board and other interested parties (all homeless service and housing providers in Contra Costa County) with details about the available funding.
- The Collaborative Applicant will provide technical assistance and guidance, as needed, to ensure applicants understand the funding requirements.
- Any additional applications for these funds will be due as soon as possible after this communication is distributed, in compliance with CoC Program submission deadlines.

Section 7. APPEALS PROCESS

All eligible applicants have the opportunity to appeal both their score and preliminary ranking prior to the ranked list being finalized and approved by the Executive Board. The Appeals Panel will only be established if an applicant requests an appeal.

A. THE APPEALS PANEL

The Appeals Committee will be comprised of four impartial members of the Executive Board: three voting members and one non-voting member. The three voting members will not have participated in the original CoC Review and Rank Panel. The non-voting member must have been a member of the original CoC Review and Rank Panel.

No member of the Appeals Committee may have a conflict of interest with any of the agencies applying for CoC Program funding. All members of the Appeals Committee must sign conflict of interest and confidentiality statements. If there are insufficient Executive Board members who qualify for the appeals committee, a member of the Council may be designated by the Executive Board to participate in the Appeals Committee.

B. ELIGIBLE APPEALS

An applicant may be eligible to appeal the decision of the CoC Review and Rank Panel if their project application:

- Is rejected from inclusion as part of the CoC Consolidated Application submission, or
- Receives decreased funding (e.g., through reallocation).

To appeal, the applicant must demonstrate that:

- Their score is not reflective of the application information provided, or



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- There was bias or unfairness in the process that warrants the appeal.

All appeals must be based on information submitted by the applicant agency by the application due date. No new or late information will be considered. The omission of information (inadvertently or otherwise) from a project application is not grounds for an appeal.

C. SUBMITTING AN APPEAL

Any and all appeals must be received in writing with supporting documentation within three business days following the notification of ranking to projects.

The notice of appeal must include a written statement specifying in detail the grounds asserted for the appeal. The statement must be signed by an individual authorized to represent the agency (i.e., Executive Director) and submitted to the Collaborative Applicant or its administrative designee. The notice of appeal is limited to two single-sided, single-spaced pages in 12-point font. The notice of appeal must include a copy of the project application in question and all accompanying materials submitted to the CoC Review and Rank Panel.

D. THE APPEALS PROCESS

The Appeals Panel will meet with a representative(s) of the agency/collaborative making the notice of appeal to discuss the appeal. A face-to-face meeting is preferred, but if time conflicts require it, the conversation can occur by conference telephone.

All appeals submitted in compliance with Section 7.B will be read, reviewed and evaluated by the Appeals Panel. The role of the Appeals Panel is to read and review only those areas of the application that are being appealed.

The Appeals Panel will then meet to deliberate. All project applicants will be invited to attend any appeal and each applicant may make a 10-minute statement regarding the appeal.

The Appeals Panel will review the rankings made by the CoC Review and Rank Panel only on the basis of the submitted project application, the two-page appeal, any statements made to the Appeals Panel during the appeals process, and the materials used by the CoC Review and Rank Panel. No new information can be submitted by the applicant or reviewed by the Appeals Panel.

The decision of the Appeals Panel must be supported by a simple majority vote of voting members.

The appealing agency will receive, in writing, the decision of the Appeals Panel within two business days of the Appeals Panel Meeting. The decision of the Appeals Panel will be final.

Section 8. FINAL PRIORITIZED LIST OF APPLICATIONS

The Executive Board must approve the final ranked list of all Project Applicant proposals. Any Executive Board members with a conflict of interest must recuse himself/herself from all related discussions and



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abstain from the vote approving the priority list. The Collaborative Applicant will then submit this prioritized list to HUD by the CoC Program Competition deadline as part of the Consolidated Application. Conditional award funding is typically based upon the prioritized list of Project Applicants that are submitted; however, HUD determines actual awards and funding amounts.