

GUILFORD COUNTY CONTINUUM OF CARE
PROJECT REVIEW AND SELECTION PROCESS
POLICY AND PROCEDURE

FINAL to SPE COMMITTEE

July 2019

PURPOSE:

To promote a community-wide commitment to the goal of ending homelessness; to provide funding for efforts by nonprofit providers and local governments to quickly re-house homeless

- Individuals
- Families
- Youth
- Persons fleeing domestic violence, dating violence, sexual assault, and stalking

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 in Guilford County, North Carolina.

POLICY:

The Guilford County Continuum of Care (CoC) will adhere to the expectations set forth by the U.S. Department of Housing and Urban Development. In addition, the CoC will utilize its proximity to and expertise in serving those experiencing homelessness in Guilford County, North Carolina to ensure that available funding is leveraged successfully and projects are both cost-effective and measured by evidence-based selection and performance criteria.

ABBREVIATIONS:

CoC = Continuum of Care Program. The U.S. Department of Housing and Urban Development created the Continuum of Care Program (24 CFR Part 578) “to promote communitywide commitment to the goal of ending homelessness; provide funding for efforts by nonprofit providers, States, and local governments to quickly rehouse homeless individuals (including unaccompanied youth) and families, while minimizing the trauma and dislocation caused to homeless individuals, families, and communities by homelessness; promote access to and effective utilization of mainstream programs by homeless individuals and families; and optimize self-sufficiency among individuals and families experiencing homelessness.”

NOFA = Notice of Funding Availability

SPE Committee = System Performance and Evaluation Committee of the Guilford County Continuum of Care

PROCEDURE:

1. The Collaborative Applicant for the Guilford County Continuum of Care will publish the Request for Proposals (RFP) on the CoC’s and the Collaborative Applicant’s websites at

least ten business days prior to the deadline for submission of letters of intent to apply for new and renewal project proposals. The RFP will provide an overview of the rate, rank, review, and selection for all projects (new and renewal).

2. The Collaborative Applicant will post information on the CoC's and the Collaborative Applicant's websites about the project review and selection process approximately three (3) weeks before the deadline for project applications. In addition, the date, time, and location of a training session for interested applicants about the review, scoring, and ranking system will be posted at that time.
3. The deadline for submitting project applications to the Collaborative Applicant will be no later than 30 days before the CoC Program Competition application deadline.
4. The SPE Committee will meet to review, score, rate, and rank project applications using the scoring tool after the LOI submission date. Members will receive information about each application prior to the meeting in order to allow them to review this information in advance.
5. The SPE Committee will prioritize project applicants who demonstrate the ability to address the needs and vulnerabilities of individuals with low or no income, current or past substance abuse, a history of victimization such as domestic violence, sexual assault, criminal histories, chronic homelessness, ending homelessness among households with children, homelessness among unaccompanied youth, and/or veteran homelessness.
6. In addition to the prioritization of projects described above, a threshold review for project applicants and project applications will be conducted. (See Section V. of the NOFA for FY 2019.)
7. New project proposals will be reviewed with regards to organizational capacity, strategic priority, project approach and design, cost effectiveness, and alignment with CoC goals and priorities, and ranked using the Guilford County CoC review and selection process. See NOTE under "Reference Documents: below regarding the expected 2019 Domestic Violence Bonus funds.
8. Renewal projects will be reviewed and ranked using the Guilford County CoC review and selection process based on performance and alignment with CoC goals and priorities. The renewal performance-scoring tool is reviewed, updated, and approved annually by the SPE Committee. Using HMIS data from the most recent FFY, projects are scored on performance, practice, service, efficiency, and accountability metrics using the most recent version of the Guilford County CoC System Performance and Evaluation Committee Scoring Summary for CoC-Funded Renewal Projects.
9. Expansion projects will be reviewed and ranked through the CoC process as follows:
 - a. New expansion project applications related to the DV (Domestic Violence) Bonus, Reallocation, and Bonus processes to expand existing projects (for current CoC Program-funded projects) (See relevant Section of the FY 2019 NOFA) will be reviewed using the procedures and selection criteria established in Section V.C.3.b. and V.C.3.c of the FY 2019 NOFA. **Note: Approval of a new expansion project application is contingent upon approval of a renewal application (see relevant Section of the FY 2019 NOFA).**

- b. Traditional expansion project applications (those requesting to expand non-CoC Program-funded projects) will be reviewed in reference to organizational capacity, strategic priority, project approach and design, and cost effectiveness and ranked using the Guilford County CoC review and selection process.
10. The review process will consider project applicant and sub-recipient eligibility and capacity, project eligibility, and project quality as part of the threshold review. (See relevant sections of the FY 2019 NOFA).
11. **REALLOCATED FUNDS:** Continuums of Care may reduce or eliminate funds from eligible renewal projects and reallocate the funds to create or expand the following types of new projects:
 - Permanent supportive housing projects that will primarily serve chronically homeless individuals and families including youth experiencing chronic homelessness.
 - Rapid rehousing projects that will serve homeless individuals and families who enter directly from the streets or emergency shelters, including youth up to age 24, and includes persons fleeing violence as defined by HUD.
 - Joint component projects, which will combine transitional housing and rapid rehousing into a single project to serve individuals and families experiencing homelessness.
 - Homeless Management Information System (HMIS) projects.
 - Supportive Services projects for centralized or coordinated assessment systems.
12. Within one (1) business day of the Project Prioritization recommendation approval (i.e., project review, rating, ranking, and selection), the SPE Committee Chair will notify the CoC Board Chair and the project applicants that the SPE Committee has finalized its recommendations. The CoC Board Chair will call a meeting of the Board of Directors of the Guilford County CoC approximately two (2) weeks from that date for a vote on the SPE Committee's recommendations.
13. Within one (1) business day of the vote by the SPE Committee, the SPE Committee Chair will notify project applicants who submitted their applications to the CoC by the CoC-established deadline whether their project application was accepted and ranked, rejected, or reduced on their recommended CoC Priority Listing. This notification shall occur no later than 15 days before the CoC Program Competition application deadline. This notification will occur by phone and in writing by email, and where a project application is being rejected or reduced, the CoC will indicate the reason(s) for the rejection or reduction.
14. Applicants wishing to appeal their score and preliminary ranking must submit their appeal in writing to the SPE Chair by email. The notice of appeal must be limited to one single-spaced page in 12-point font, signed by an individual authorized to represent the agency, and received within three (3) business days of the notification of ranking to projects. (See the Guilford County CoC's Funding Decision Appeal Process.)
15. All valid appeals will be read, reviewed, and evaluated by the Appeals Committee. The Appeals Committee will meet to deliberate the appeal within three (3) business days of receipt of the appeal. All Project Applicants appealing the SPEC Project Prioritization - recommended decision will be notified in advance in writing via email and invited to

attend any appeal. They may make a 10-minute statement regarding the appeal. The Appeals Committee will review the rankings made by the SPEC 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 SPEC. No new information can be submitted by the Project Applicant appealing or reviewed by the Appeals Committee.

16. The decision of the Appeals Committee must be supported by a simple majority vote. The appealing agency will receive a written decision of the Appeals Committee within two (2) business days of the Appeals Committee Meeting.
17. Following the appeals process, the SPE Committee will present the funding recommendations and results of any appeals to the Guilford CoC Board of Directors for final approval. In the interest of preserving the NOFA timeline, this meeting may be in person or via electronic means.
18. The CoC Board Chair will call a meeting of the Guilford County CoC Membership to announce the CoC Board's recommendations for funding and request a vote. In the interest of preserving the NOFA timeline, this meeting also may be in person or via electronic means.
19. The Collaborative Applicant will tally the votes and notify the CoC Board and the CoC Membership of the outcome. The Consolidated Application and the Priority Listing will be posted on the CoC's and the Collaborative Applicant's websites.
20. The Collaborative Applicant will notify HUD of the CoC's approved funding amounts and rankings through the application process in ESNAPS prior to the HUD-established deadline through its submission of the Consolidated Application and Priority Listing.

REFERENCE DOCUMENTS:

- U.S. Department of Housing and Urban Development Notice of Funding Availability (NOFA) for the Fiscal Year (FY) 2019 Continuum of Care Program Competition FR-6300-N-25
- Guilford County Continuum of Care Funding Decision Appeal Process (rev. July 2019)
- FY2019 RFP to CoC-NC504
- NC504 CoC Scoring Summary 2019 for renewal projects
- NCC504 CoC Scoring Summary 2019 for New Projects

NOTE: DOMESTIC VIOLENCE (DV) BONUS FUNDS: The FY 2019 HUD Appropriations Act is expected to provide funding for "rapid re-housing projects and supportive service projects providing coordinated entry and for eligible activities that the Secretary determines are critical in order to assist survivors of domestic violence, dating violence, and stalking." In the FY 2019 CoC Program Competition, CoCs may be able to apply for a DV Bonus for PH-RRH projects, Joint TH and PH-RRH component projects, and SSO projects for coordinated entry (SSO-CE). *(Please consult the 2019 Notice of Funding Availability for details regarding these bonus funds.)*