2017 Project Applicant Guide
including Ranking Policy and Process

Section I: HUD Requirements

On July 14, 2017, the U.S. Department of Housing and Urban Development (HUD) published the *Notice of Funding Availability (NOFA) for the Continuum of Care (CoC) Homeless Assistance Program*. The NOFA and HUD's other CoC competition resources are available at https://www.hudexchange.info/e-snaps/fy-2016-coc-program-nofa-coc-program-competition/. HUD Applications are due to HUD before September 28, 2017 at 8:00pm Eastern time (7:00pm Central).

A. Ranking Requirements

The NOFA requires that each CoC conduct a transparent and objective process to review and rank all applications for renewal of existing projects and creation of new projects. Ranking of renewal projects must incorporate regularly collected data on project performance and effectiveness. Beginning in 2016, the CoC is required to competitively rank project applications based on how they improve the CoC System Performance in order to be eligible for Bonus Project funding.

B. Reallocation

CoCs may use funds taken in whole or in part from existing grants to create new projects through reallocation. CoCs are encouraged to use reallocation to improve CoC performance. New in 2017, CoCs may also use expansion of existing high-performing projects to improve performance. (Expansion can be sought via a new project application.) Five types of projects may be created via reallocation in FY2017:

- New permanent supportive housing project(s) that meet the requirements of DedidatedPLUS as defined in Section III.A.3.d. of the FY2017 NOFA or new permanent supportive housing project(s) where 100% of the beds are dedicated to persons experiencing chronic homelessness, as defined in 24 CFR 578.3;
- New rapid re-housing project(s) for homeless individuals and families, including unaccompanied youth, who meet the criteria defined in Section II.B.2.a.(2) of the FY2017 NOFA;
- New Joint transitional housing/rapid re-housing project(s) as defined in Section III.A.3.h. of the FY2017 NOFA;
- New dedicated HMIS projects; or
- New SSO projects for centralized or coordinated assessment system.

Not all project types that are eligible are prioritized by the local CoC. More information on reallocation is available in the CoC's 2017 Reallocation Policy & Priorities.

C. New Permanent Housing Bonus

HUD is allowing applicants to apply for three types of new bonus projects for the FY2016 CoC Program Competition:

- New permanent supportive housing project(s) that meet the requirements of DedidatedPLUS as defined in Section III.A.3.d. of the FY2017 NOFA or new permanent supportive housing project(s) where 100% of the beds are dedicated to persons experiencing chronic homelessness, as defined in 24 CFR 578.3;
- New rapid re-housing project(s) for homeless individuals and families, including unaccompanied youth, who meet the criteria defined in Section II.B.2.a.(2) of the FY2017 NOFA;
- New Joint transitional housing/rapid re-housing project(s) as defined in Section III.A.3.h. of the FY2017 NOFA;

For FY2017, the Permanent Housing Bonus amount for each CoC equals 6% of the CoC's Final Pro Rata Need, as calculated by HUD. The estimated Bonus for River Valleys CoC is $124,288 (published 7/20/17). New in 2017, CoCs may also use expansion of existing high-performing projects to improve performance. (Expansion can be sought via a new project application.)

D. Tiers

To ensure that CoCs have the opportunity to prioritize their projects locally in the event that HUD is not able to fund all renewals, HUD requires that CoCs rank projects in two tiers. The tiers are financial thresholds. This year, FY2017:

- Tier 1 is equal to the CoCs Annual Renewal Demand (ARD) less 6%. Tier 1 projects will be funded by HUD provided they meet all threshold and project quality requirements. Tier 1 is estimated at $1,947,177 in River Valleys CoC.
- Tier 2 is the difference between the CoCs Tier 1 and the CoCs Final ARD plus PH bonus. Tier 2 projects will be funded only if they meet HUD requirements and there are sufficient funds available nationally. Tier 2 projects are scored by HUD based on CoC overall score, project rank, and commitment to Housing First/Low Barrier policy priority. Tier 2 for River Valleys CoC is estimated at $248,576.
- The PSH bonus project must be ranked along with other project applications.

E. HUD Policy Priorities:

CoCs have the flexibility to rank projects in any order. However, CoCs cannot receive grants for new projects (other than through reallocation) unless the CoC competitively ranks projects based on how they improve system performance and align with HUD policy priorities. HUD Policy Priorities for FY2017 are defined in the NOFA, Section II.A. as follows:

1. Ending homelessness for all persons.
2. Creating a systemic response to homelessness.
3. Strategically allocating and using resources.
4. Using a Housing First approach.

Section II: River Valleys CoC Policy on Project Ranking

A. Policy Objectives

In 2017, River Valleys CoC's objectives for project ranking, re-allocation, and tiering, are to advance our community's goal of ending and preventing homelessness by:

- Complying with all HUD requirements for CoC's and projects;
- Preserving funding for high performing projects;

- Shifting investments from lower performing projects to new projects responding to documented housing and service needs;
- Strategically allocating HUD funds in conjunction with other funding sources; and
- Seeking additional funding to advance coordinated entry implementation.

B. Reallocation Policy

The River Valleys CoC Executive Committee updated the CoC's Reallocation Policy and Priorities, which were approved by the CoC. This policy establishes the CoC's policy governing grant reallocation for the 2017 HUD CoC application. Refer to the 2017 Reallocation Policy and Priorities for details on voluntary vs. involuntary reallocation processes.

Priorities for reallocation in 2017 are:

1. New rapid re-housing project(s) or joint transitional housing/rapid re-housing projects that will serve homeless individuals and families, including unaccompanied youth, who meet the criteria defined in the FY2017 HUD CoC Program Competition NOFA.
   Rationale: As evidenced in Coordinated Entry priority lists as well as the Point in Time Count and the 2016 statewide survey of homeless Minnesotans, River Valleys CoC experiences continued need for effective projects serving persons homeless due to domestic violence and persons who remain homeless due to limited emergency housing options.

2. New permanent supportive housing project(s) that meet the requirements of DedicatedPLUS as defined in the FY2017 HUD CoC Program Competition NOFA or new permanent supportive housing projects where 100 percent of the beds are dedicated to chronic homelessness as defined in 24 CFR 578.3.
   Rationale: As evidenced in Coordinated Entry priority lists as well as the Point in Time Count and the 2015 statewide survey of homeless Minnesotans, River Valleys CoC has additional households meeting the chronic homeless definition or otherwise demonstrate high need (DedicatedPLUS) in our communities. Housing and supporting households with the highest needs and most extensive histories of homelessness is critical to ending homelessness in the CoC region. As such, it would also help to improve CoC system performance by reducing average length of time homeless.

3. New SSO projects for centralized or coordinated assessment.
   Rationale: A new Coordinated Entry grant was funded in FY2015. The CE system will be fully implemented in HMIS beginning in April 2017. A limited scope application addressing on-the-ground system navigation would support the technological implementation by ensuring that a) households on the CE list receive guidance throughout the process and b) agencies providing housing can connect quickly with eligible households on the list.

Project types eligible for reallocation that are NOT A PRIORITY for River Valleys CoC in FY2017:

- New dedicated HMIS projects.
  Rationale: To advance implementation of Coordinated Entry and system-wide performance evaluation, the CoC expanded its HMIS functionality in FY2016 with a new HMIS Lead and new HMIS grant funded via reallocation. No additional funds are needed at this time.

The CoC conducted a needs assessment in 2016 and developed priorities for each county in the region. The priorities identify household types, target subpopulations, and estimated number of units needed per county. Project applicants should review and respond to these priorities in developing new projects. For more

information, refer to the CoC Priorities sheet developed as part of a regional needs assessment in December 2016.

C. General Project Review and Ranking Policy

The River Valleys CoC will invite submissions for new and renewal projects and will conduct a review and ranking following the procedures established in Section IV and V. All requirements for applications will be detailed in the "Call for Projects".

To be eligible for ranking and prioritization, all applicants and projects (new and renewal) must meet all HUD eligibility criteria, as outlined in the Notice of Funding Availability (NOFA) for the Fiscal Year 2017 Continuum of Care Competition:

- Project Applicants must have a DUNS # and current registration in SAM.gov to compete.
- Projects must notify the CoC of Intent to Apply (at https://goo.gl/forms/v3VchzAjyE87qPGM2).
- Projects must complete the HUD threshold requirements. Projects without current SAM registration, outstanding HUD audit findings, history of ineligible participants, evidence of untimely expenditures, or financial management concerns, may be eliminated from competition.
- Projects must submit a complete Project Application in eSnaps by 4:00pm on Monday, August 21, 2017 (Applicants will have opportunity to make required revisions following review and ranking.); and
- Projects must submit supplemental Project Application materials for local CoC review and ranking in Dropbox by 4:00pm on Monday, August 21, 2017.

Projects that meet the criteria above will be scored by the Project Review and Rating Committee based on quality, performance, and cost effectiveness. The general approach to rating and ranking will be a two step process.

First, the Committee will score all project applications except the CoC Planning Grant using the *Project Evaluation and Scoring Tool*. The Scoring Tool will include review of information collected through ongoing assessment (e.g. quarterly HMIS data quality reports), documents submitted by the applicant (e.g. 501(c)(3) letter), and verifications by third parties (e.g. audits). The Scoring Tool will also align with the policy priorities established by HUD so the Committee will score all projects using the same tool. Projects serving wholly or primarily a target population with unique needs – youth, victims of domestic violence or sexual assault, or LGBTQIA+ -- may submit additional performance measures and data to support the project application. (The CoC Planning Grant will be assessed for HUD's project quality threshold requirements but, because it is not subject to ranking, it is not scored using the Scoring Tool.)

Second, after scoring is complete, projects will be placed in their ranked order by total score. Per HUD instruction, the CoC Planning Grant will not be ranked. Two exceptions to rank order in 2017 have been identified to align with the CoC's priorities for new projects (Section II. B.) and to protect new projects funded in the previous funding round:

- **New housing projects submitting for a first time renewal (project data not yet available).** These projects were fully reviewed and ranked as new applicants in 2016. They will instead be automatically ranked as the last projects fully in Tier 1, in the order they were initially ranked in the Priority Rankings submitted to HUD.
- **HMIS and Coordinated Entry projects.** HMIS and Coordinated Entry renewals will be ranked immediately above new housing projects.

On or before September 7, 2017, project applicants will be notified by email of their application's/ applications' acceptance or rejection, any reductions in funding, ranking (and Tier), and any corrections the applicant must make in eSnaps. The notification email will be sent by the CoC Coordinator on behalf of the Project Review and Rating Committee to the project application contacts identified in the applicant's notification of intent to apply.

The proposed project ranking must be posted to the CoC website in accordance with HUD's timelines and requirements. Project applicants, COC members, and the general public will be given not less than 48 hours to provide comment. If comments provide verified information that affects project score, the Project Review and Rating Committee may choose to adjust that project's score or rank. The Project Review and Rating Committee's recommendation, together with a final draft of the Collaborative Application will be posted for CoC review on September 19, 2017.

D. Tier Policy

Once the rank order of projects has been determined, the projects at the bottom of the list (up to an amount equal to 6% of FPRN plus any amount available for the permanent housing bonus) will fall into Tier 2. The CoC reserves the right to re-order the project list or request applicants increase/decrease their budget to best position the River Valleys CoC to receive the maximum overall amount of funding and improve the CoC's homeless response system performance.

- Reordering may be proposed when a project straddling Tier 1 and Tier 2 would not likely be feasible if only the Tier 1 portion were funded.
- Reductions (partial reallocation) may be proposed for renewal projects that meet any of the thresholds for involuntary reallocation in the Reallocation Policy and Priorities 2017. Renewal projects with a history of recaptured funds and/or low bed utilization will be prioritized for reductions.
- Reductions may be required for any application that falls fully or partially below the funding line (below Tier 2), that exceeds the HUD-approved ARA for the project, or that exceeds the total available Permanent Housing Bonus funds or reallocated funds for the CoC.

E. Review Committee

Project scoring and ranking will be conducted by the Project Review and Rating Committee of the CoC, as defined in the River Valleys CoC Governance Charter. Committee members are nominated and affirmed by the CoC and must abide by the CoC's Conflict of Interest statement in their scoring and ranking. River Valleys CoC encourages nominations for the Committee to reflect the diversity of the CoC region, to maintain a fair and objective review and ranking process, and to utilize community expertise.

An Appeal Review Committee will be formed to review any appeals submitted by applicants based on the scoring and ranking process. The Appeal Review Committee will include one member of the Project Review and Rating Committee and two individuals not associated with any project seeking or receiving CoC funding. Committee members are nominated and affirmed by the CoC and must abide by the CoC's Conflict of Interest statement. River Valleys CoC encourages nominations for the Committee to reflect the diversity of the CoC region, to maintain a fair and objective review and ranking process, and to utilize community expertise.

Section III: Process for Soliciting and Receiving Applications

A. Soliciting Projects

1. Public posting of Call for Projects

River Valleys CoC will issue a Final Call for Projects on July 21, 2017 to solicit new project applications that provide permanent supportive housing, rapid re-housing, or joint transitional housing/rapid re-housing, HMIS or support services only for Coordinated Entry. The Final Call For Projects will be posted on the CoC website distributed via the CoC email list serv, and publicly announced at CoC and homeless response team meetings in all 20 counties of the CoC region. (New and renewal project Intent to Apply has been announced and distributed via CoC list serv between March 7, 2017 and August 1, 2017 using the same methods.)

The Call for Projects will include information on eligible projects and applicants, HUD and local priorities, application timelines, and submittal requirements. The Call for Projects will be posted to the CoC website and via the CoC list serv. Intent to Apply forms are due by Friday, July 21 at 4:00pm.

2. Technical Assistance

CoC staff (and, if available, representatives from the Minnesota Interagency Council on Homelessness (MICH)) will provide technical assistance to applicants via technical assistance calls and application reviews (for new applicant agencies or new staff). Technical assistance will be prioritized for new applicants, new projects proposals, and project applicants with new staff, but all applicants are encouraged to seek TA if needed.

- All project applicants are encouraged to participate in the Project Applicant Guidance webinar on **Thursday, August 10 at 1:00pm-2:30pm CST**. To participate, visit https://global.gotomeeting.com/join/750849821, and call in for audio: +1 (646) 749-3122, access code: 750-849-821. (First GoToMeeting? Try a test session: https://care.citrixonline.com/g2m/getready)
- One-on-one technical assistance is available by phone and shared screen. Thirty (30) minute sessions may be scheduled with CoC staff on **Monday, August 14 or Tuesday, August 15, 2017**. To reserve your one-on-one TA session, complete the Doodle poll at https://doodle.com/poll/wndw4pct9vtagnhk
- New project applicants (and applications from new project staff) may also submit their application for early review. To request early review, the applicant must submit the pdf version of the eSnaps application to the CoC Coordinator at jprins@threeriverscap.org by **4:00pm on Wednesday, August 16, 2017**. Project applicants will receive their reviewed application by August 18, 2016.

B. Receiving Project Applications

1. Submittal process

Intent to Apply: Confirmation of intent to apply is required from all project applicants by 4:00pm on August 1, 2017. The electronic form is available at: https://goo.gl/forms/nBSmldTRnpOkTRtf2. The CoC Coordinator will confirm all submissions by 4:00pm on August 2, 2017.

Project Applications: Complete project applications with all attachments must be submitted electronically in eSnaps, with supplemental materials for the local CoC application reviews submitted to the CoC Coordinator via Dropbox by 4:00pm on Monday, August 21, 2017 for consideration for the FY2017 CoC Program Competition.

To meet the submittal deadline, three steps must be completed by 4:00pm on Monday, August 21:

1) The electronic application, with all attachments and a fully updated applicant profile, must be submitted in eSnaps.
2) The supplemental materials for the local CoC application review and ranking must be uploaded separately (not as one large scanned document) to a shared Dropbox file. A free account is required for Dropbox.
3) An email with a link to the shared Dropbox file must be submitted to the CoC Coordinator at jprins@threeriverscap.org.

The eSnaps submittal timestamp, email, and Dropbox upload timestamp will be kept on file. No paper submissions will be accepted.

2. Required Elements
Applicants must submit both the completed Project Application in eSnaps (with all attachments and a current, complete Applicant Profile, see FY2017 NOFA Section V.I.C.2.(a-i) <u>AND</u> provide the following Supplemental Materials to the CoC Coordinator to submit a complete application to the CoC for review.

Required elements for submission via Dropbox:
- Threshold Questionnaire and documentation
- Self-scored Project Evaluation and Scoring Tool, with signed Applicant Assurances
- Match letters dated between May 1, 2017 and September 28, 2017
- Coordinated Entry Supplement (Housing projects only)
- Housing First/Elimination of Barriers Supplement (Housing projects only)
- K-12 and Early Childhood Supplement (Housing projects serving unaccompanied youth and households with children only)
- Renewal projects must also provide:
  - Equal Access Rule Supplement (Housing and Coordinated Entry projects only)
  - HUD monitoring report(s) received since last application, if any
  - eLOCCS screenshots of draw dates and fund utilization
    - Fund utilization for most recently completed (closed) project grant
    - Regular draws for current (open) project grant. NOTE: If less than two quarters shown, also provide for the previous grant period
  - Housing projects only:
    - Service Point APR for CY2016 (January 1, 2016 – December 31, 2016)
    - Service Point 0640 HUD Data Quality Framework report for CY2016 (January 1, 2016 – December 31, 2016)

Alternative Performance Measures Data: River Valleys CoC recognizes that scoring criteria may not accurately reflect the strength of certain population-specific programs. As a result, for the 2017 CoC program competition, programs that offer culturally-specific programming or target exclusively youth, victims of domestic violence or sexual assault, persons who identify as LGBTQIA+, or persons seeking sober living/recovery may offer alternative program data to review. All data submitted must be generated directly from a program data base and must be accompanied by published industry performance standards (or performance standards from another funder) and definitions of data fields.

Section IV: Scoring & Ranking Project Applications

A. Review and Scoring Process

All project applications received by 4:00pm on Monday, August 21, 2017 will be reviewed and scored by the Project Review and Rating Committee. CoC staff will collect all application materials as described above and deliver them to the Committee members. For 2017, the Committee will meet at a time or times to be determined between August 23 and September 5, 2017.

The Committee members will read all project applications and review attachments for completeness and consistency. Threshold requirements will be checked first for ALL project applicants. Projects that do not meet thresholds will not be scored or ranked.

The Committee will then use an objective scoring system approved by the River Valleys CoC – the *2017 River Valleys CoC Project Evaluation and Scoring Tool* – to calculate a total score for each project. The Scoring Tool, together with the Project Evaluation Definitions and Data Sources document, addresses the HUD and River Valleys CoC scoring criteria defined in this document and in the HUD Continuum of Care Program Competition NOFA. Committee members will review information collected through ongoing assessment, documents submitted by the applicant, and verifications by third parties to calculate a score for each project application. Details on scoring criteria and data sources used by the Committee for each criterion are described in the *Project Evaluation Definitions*.

Note: Committee members may, but are not required to, request clarifications from applicants if information is not clear enough to score or rank the project. However, the committee must apply the same standard to all applications in seeking clarification. The Committee will record and submit questions to the CoC Coordinator, who will seek input from the applicant on behalf of the Committee as soon as possible. Committee members may also place conditions on applications regarding corrections or clarifications to be made before final submittal in eSnaps. Conditions will be shared with applicants when the project priority ranking is released to the CoC for review and comment.

B. Ranking Process

Once the total number of points are calculated for each project application through the scoring process, the Committee will place projects in descending order, highest at top and lowest at bottom. Per HUD policy, the CoC Planning Grant will not be ranked.

If there is a tie between projects, a ½ point tiebreaker score will be used. The tiebreaker score will be based on cost effectiveness, and it is included on the *Project Evaluation & Scoring Tool*.

The Committee will then place all ranked projects on the ranking form. The highest ranked projects whose grant amounts total the Tier 1 ARD minus the HMIS renewal(s), SSO-Coordinated Entry renewal, and newly funded projects will be placed in Tier 1.

After reviewing the full ranking and breakdown by tier, the Committee members may recommend adjustments to the ranking or increase/decrease individual funding requests as described in the Tiering Policy. The Committee may also make recommendation about which project should be submitted as the permanent housing bonus. Rationale for any adjustment made will be included in the ranking form and in notification to applicants.

When all rationale is recorded on the form, the Committee will vote to approve the ranking and present it to the CoC for comment. The CoC will then publish the scores on the website and via list serv on or before

September 7, 2017, and invite feedback from community and CoC members by 4pm on September 11, 2017). Applicants may also appeal to the Appeal Review Committee during this period (see Section VII for more detail).

Based on feedback (verified information either negative or positive affecting score), the Committee may choose to adjust an application's score or rank. Decisions of the Appeal Review Committee will also be incorporated into the final ranking. All adjustments based on input and appeals will be documented in the Rationale section of the ranking form.

The CoC may reject projects due to limited funding, project/applicant eligibility, low project score, relative priority project type for location/population, or significant concern for the project's ability to meet HUD thresholds. All project applicants will be notified of their project(s)'s acceptance/rejection, score, rank, tier (1 or 2), any funding reductions applied, and any conditions placed on the application by the Project Review and Rating Committee that require correction in eSnaps. Notification will be made by email from the CoC Coordinator by 4:00pm on Thursday, September 7, 2017.

The Review and Rating Committee's recommendation, together with the CoC's full Consolidated Application, will be posted for CoC review and approval by September 19, 2017.

Section IV: Scoring Criteria

The 2017 River Valleys CoC Project Evaluation and Scoring Tool addresses the following applicant and project eligibility and project quality thresholds established by HUD, as well as River Valleys CoC criteria. Please review the FY2017 NOFA and the CoC Project Scoring Tool for details. This section includes a general review or criteria and standards.

A. Performance Criteria

The performance measures will be based on measures and policy priorities established by HUD and supported by River Valleys CoC:

- Percent of project participants residing in permanent housing will remain in this housing for a minimum of 6 months;
- Percent of those exiting permanent housing return to homelessness;
- Percent of households will maintain or increase earned income and unearned income;
- Percent of adults who are not on SSI/D will be employed at program exit or annually;
- Program operates at or above 90% capacity;
- Commitment to Housing First approach;
- Use of Coordinated Entry process to fill available units;
- Extent to which the applicant participates in and invests in improving the CoC;
- Cost-effectiveness compared to other similar projects (tie-break)

B. Criteria for New Projects

All New Project Applications must meet the following requirements:

- Projects applicant and potential subrecipients must meet the eligibility requirements of the CoC program and provide evidence of eligibility.
- Project applicants and subrecipients must demonstrate the financial and management capacity to carry out the project as proposed and the capacity to administer federal funds.

- Project applicants must submit the required certifications as specified in the NOFA.
- Projects applications must establish eligibility of project applicants and propose to serve eligible populations applicable to the project type, per Section V.G.2.b.(4).
- Projects must be cost effective, compared to the norm in the locale.
- Projects must agree to participate in the local Homeless Management Information System. Victim service providers must use a comparable database that meets the needs of the local HMIS.
- Projects must agree to accept and prioritize client referrals through the CoC Coordinated Entry System, using the process approved by the CoC.
- Projects must maximize leveraging and identify non-HUD supportive services funding, including the use of mainstream resources.
- Must request less than 10% in administrative funding.

HUD will review all projects to determine that projects meet the quality threshold. The criteria and scoring for the HUD project quality threshold review are included in the FY2017 NOFA, Section V.G.2.c.(1)-(6).

C. Criteria for Renewal Projects

Renewal projects must meet minimum project eligibility, capacity, timeliness, and performance standards identified in the FY2017 NOFA. HUD will review information in eLOCCS, APRs, HUD CPD Field Office reports (e.g. monitoring reports), and performance standards:

- Whether the project applicant's performance met the plans and goals established in the initial application, as amended;
- Whether the project applicant demonstrated all timeliness standards for grants being renewed, including those standards for the expenditure of grant funds;
- The project applicant's performance in assisting program participants to achieve and maintain independent living and records of success, except dedicated HMIS projects that are not required to meet this standard;
- Whether there is evidence that a project applicant has been unwilling to accept technical assistance, has a history of inadequate financial accounting practices, has indications of project mismanagement, has a drastic reduction in the population served, has made program changes without prior HUD approval, or has lost a project site.

HUD reserves the right to reduce or reject a funding request from a project applicant for the following reasons:

- outstanding obligation to HUD that is in arrears or for which a payment schedule has not been agreed upon;
- audit finding(s) for which a response is overdue or unsatisfactory;
- history of inadequate financial management accounting practices;
- evidence of untimely expenditures on prior award;
- history of other major capacity issues that have significantly affected the operation of the project and its performance;
- history of not reimbursing subrecipients for eligible costs in a timely manner, or at least quarterly; or
- history of serving ineligible program participants, expending funds on ineligible costs, or failing to expend funds within statutorily established timeframes.

River Valleys CoC Review Exception for FY2016 New Projects Seeking First Renewal: New housing projects awarded during the federal FY2016 funding cycle provided documentation as new applicants in 2016 and

have not yet started their projects. Therefore, these projects will be exempt from submitting performance data for the purpose of River Valleys CoC scoring and ranking. Threshold documentation is still required to ensure minimum eligibility standards have been maintained. FY2016 housing projects will be automatically ranked as the last projects fully within Tier 1, in the order they were initially ranked in the Priority Rankings submitted to HUD in 2016. Certifications and other documentation required by HUD for the e-snaps applications are still required.

Section V: Final Project Priority List and Notification to Applicants

All project applicants will be notified of their project(s)'s acceptance/rejection, score, rank, tier (1 or 2), any funding reductions applied, and any conditions placed on the application by the Project Review and Rating Committee that require correction in eSnaps. Notification will be made by email from the CoC Coordinator by 4:00pm on Thursday, September 7, 2017. Rejected applicants may submit a letter of appeal to the CoC within 2 business days of notification of rejection, using the form and process in Section VI below.

Per HUD guidelines, any project applicant that believes it was denied the right to participate in a reasonable manner in the CoC planning process for FY2017 funds may also submit a Solo Application and appeal the CoC's decision to reject the project by following the HUD appeals process described in the FY2017 NOFA Section X.C and X.D.

Section VI: CoC Appeal Process

To assure the ability of the River Valleys CoC to take effective action, appeals to Project Review and Rating Committee decisions will be limited to factors related to a violation of established process or HUD policies. Disagreement with the results of a decision that followed appropriate process will be deemed invalid. Appeals will be limited to:

1. Verified Conflicts of Interest
2. River Valleys CoC-established voting policies or procedures
3. Technical breach of regulations established by HUD or other funding sources
4. Technical error (such as mathematical miscalculation by the Scoring Committee. Errors in data submitted by the applicant do not qualify.)

Projects wishing to appeal scoring must submit the appeal in writing using Appeals Format below by email to jprins@threeriverscap.org by September 11 at 4:00pm.

All agencies filing an appeal must be prepared to rapidly respond to requests from the committee.

***** Appeal Format *****

Agency: _____   Project:_____

Project Classification: ___ Bonus ___ New ____Renewal ___ Self-reallocated

For each item being appealed, please identify the category of appeal (using 1-4 above), and attach evidence to support your claim.

Category: 1   2   3   4

Explanation and Source of Evidence: