



Monmouth County Homeless System Collaborative

Monmouth County Homeless System Collaborative Local Selection Process

The Monmouth County HSC Executive Committee shall be responsible for selecting the projects eligible to apply for funding through the HUD Continuum of Care application process. The Executive Committee shall approve the level of funding each selected agency is eligible to apply for. The HSC Executive Committee will take the following steps associated with the local selection process:

- Establish local funding priorities – funding priorities may reflect populations/subpopulations, project types, program models or other areas as determined by the executive committee based on community need and input
- Appoint a review committee – The review committee shall be made up of non-conflicted individuals who may be members of the HSC Executive Committee, members of the HSC full membership or other community members
- Establish timeframes for the local selection process – this shall include timeframes for the release of the application, submission deadlines, project presentations and approving final project selections
- Review and approve recommendations of the review committee
- Notify applicants of final recommendations – this may be done through the CoC Lead Agency or Executive Committee Chair
- Address any appeals to the review committee decisions from agencies applying for funding

Review Committee

Membership

- The CoC Lead Agency shall identify a slate of review committee members from eligible community agencies
- Review Committee members may be selected from the Executive committee, the full Monmouth HSC membership, other Monmouth County committees or general non-conflicted community members willing to participate in the process
- The non-conflicted voting members of the Executive Committee shall approve the slate of review committee membership through a majority vote of those present
- All review committee members shall be required to sign a conflict of interest statement and must disclose any real or perceived conflicts of interest

Responsibilities

- Sign Conflict of Interest Statement and disclose any real or perceived conflict of interest to the Executive Committee prior to begging the work of the review committee

- Participate in the review committee orientation session which shall review the application, rating tool, local priorities and HUD priorities and/or special guidance
- Review all applications submitted as distributed by the CoC Lead Agency
- Participate in project presentations and prepare questions as necessary in making funding decisions
- Score each project based on the established scoring criteria
- Identify approved projects and their funding levels based on project scores, local priorities and HUD guidance provided through the annual CoC NOFA
- Provide feedback about the local Notice of Intent Form and scoring tool identifying updates to the documentation as necessary to improve the review and scoring process.

Local Selection Process

All agencies and programs interested in applying for new or renewal funding through the Continuum of Care program must submit a notice of intent within the deadlines established by the Executive Committee. All agencies submitting requests for funding will be required to present their project before the review committee prior to final determinations of funding. The review committee will not accept late applications. Any renewal project failing to submit an application will not be considered for.

Notice of Intent Form and Content

The Notice of Intent Form is designed to collect project information necessary to assist the review committee in making determinations about which projects to support and their funding level. The Notice of Intent Form shall be reviewed annually at the conclusion of the review process in preparation for the next review cycle. Updates to the Notice of Intent form may be made at any time prior to the local selection process at the request of the Executive Committee or any of its members. Updates to the Notice of Intent form will take effect upon approval by the Executive Committee. The Executive Committee shall review the Notice of Intent form prior to public release at the start of the local selection process.

The Notice of Intent form shall contain the following items at a minimum:

- Project name, type and target population
- Detailed budget
- Detailed list of leveraged resources
- Project description

Scoring Criteria

All projects submitting a Notice of Intent will be evaluated against scoring criteria approved by the Executive Committee. Each project will be scored and ranked based on information provided through the Notice of Intent Form, Project Presentation, Project Performance and CoC Monitoring results where applicable. The review committee, at the conclusion of the local

selection process will update the scoring criteria for the next review cycle. The Executive Committee or any of the non-conflicted members may request additional updates to the scoring criteria at any time prior to the local selection process. The scoring criteria must be reviewed and approved by the Executive Committee prior to the public release of the local selection process.

Scoring criteria will include the following items at a minimum:

- How the project fits in with established priorities
- Agency capacity and ability to implement the program appropriately
- Project monitoring results (renewal projects)
- Project performance based on locally established standards (renewal projects)

Publication of information regarding Notice of Intent Process

The Executive shall authorize the release of the request for Notices of Intent after review of the Notice of Intent Form, scoring criteria and establishment of the annual timeline. The Notice of Intent announcement shall be widely marketed. Information regarding the Notice of Intent shall be disseminated through:

- Publication on CoC Website
- Emails to the CoC listserv and other county/community listservs
- Announcements at CoC and other community meetings

The Notice of Intent Announcement shall include the following information:

- CoC Funding Priorities
- Notice of Intent Form (new & renewal applications)
- Notice of Intent Scoring Criteria
- Submission Deadline
- Appeals Process information

Submission Process

All agencies interest in receiving funding through the HUD Continuum of Care must submit a Notice of Intent by the identified deadline in order to be considered for funding. A separate Notice of Intent Form must be completed for each project requesting funding, both new and renewal projects. New and Renewal projects that fail to submit a Notice of Intent Form by the approved deadline will not be considered for funding.

All agencies submitting a Notice of Intent Form must participate in a mandatory Notice of Intent Technical Assistance session. The Notice of Intent technical assistance session shall cover:

- Eligible activities and costs
- Local funding priorities
- How to complete the Notice of Intent Form
- Scoring Criteria
- Local selection process timeframes

Notices of Intent must be completed and submitted in the format identified in the Notice of Intent Announcement. Incomplete applications may have points deducted or be removed from consideration if the review committee feels there is inadequate information to properly score the project.

Notice of Intent forms submitted after the submission deadline will not be considered. Agencies that have extreme extenuating circumstances that will prevent them from submitting by the identified deadline may request a waiver. The waiver must be submitted in writing (via email or hard copy letter) to the CoC Lead Agency at least 5 business days prior to the submission deadline. The waiver must include the reason for the agency's inability to submit by the identified deadline and the anticipated date when the completed application can be submitted. The CoC Lead Agency will share the request with the Executive Board Chair and make a determination about whether to grant an extension. Waivers will be reviewed on a case-by-case basis.

Project Presentations

Agencies submitting a Notice of Intent application for proposed new and renewal projects must present the project before the local review committee. The project presentations will be scheduled after the release of the HUD Continuum of Care NOFA. Applicants will share basic project information as well as additional or clarifying information during the project presentation. The review committee may ask questions of applicants for clarification or additional information based on the NOI form or information in the HUD CoC NOFA that may not have been included in the original Notice of Intent Form. Agencies submitting Notice of Intent Forms are strongly encouraged to read the HUD CoC NOFA prior to the project presentation. Agencies completing project presentations before the review committee should be prepared for the following:

- 5 minute overview of the program
- Address questions related to information included in Notice of Intent Form
- Address questions related to project monitoring and performance
- Address questions related to information from the HUD CoC NOFA

Project selection and announcements

The review committee shall score each project application using the approved scoring criteria based on information provided in the application as well as through the project presentations. Each project will be scored and ranked by the review committee.

The review committee will make funding determinations based on critical community needs in the continuum of homeless services as opposed to preservation of particular programs or agencies. Using information from the HUD CoC NOFA, the review committee will determine the maximum amount of funding that will be allocated to projects that are supported for funding.

The maximum funding allowable for renewal projects will be based on the approved funding levels identified on the HUD approved Grant Inventory Worksheet. Renewal projects seeking to make budget changes must do so directly with HUD prior to the finalization of the Grant Inventory Worksheet.

The review committee will submit project scoring, rank and funding level recommendations to the Executive Committee for approval prior to notification of applicants. The Executive Committee review and approval of CoC funding recommendations may be done through a special meeting, via email, or conference call if timing is an issue in relation to the HUD CoC application deadline.

Upon approval from the Executive Committee, the CoC Lead Agency shall send notification letters to all agencies submitting Notice of Intent forms for new and renewal projects. The Notification letter shall identify the maximum amount of funding approved for the project as well as any additional requirements identified by the Executive Committee. Projects supported for funding may not submit HUD CoC Exhibit 2 applications with a funding request greater than that approved by the Executive Committee.

Notification letters sent to projects that have been denied funding or awarded reduced funding shall indicate the Executive Committee decision to deny or reduce funding. The letter shall include information regarding the appeals process. Projects, which have been denied funding, that submit a HUD CoC Exhibit 2 application will not be included in the Continuum of Care Collaborative Application submitted on behalf of the Monmouth County HSC/CoC.

Types of Appeals

Agencies that have been denied funding or received reduced funding through the local selection process may appeal the decision of the review committee. Agencies may submit appeals under the following circumstances:

- Participation in planning process – applicants may submit an appeal if they were denied the ability to fully participate in the CoC Planning process
- Compliance with local selection procedures – applicants may submit an appeal if the local review committee failed to comply with the local selection procedures as identified in the CoC policies and procedures document
- Compliance with rating & ranking tool – applicants may submit an appeal if the local review committee failed to comply with the review and ranking process approved for the CoC selection process
- Notification – applicants may submit an appeal if the review committee fails to properly notify the applicant during each phase of the local selection and review process

Appeals process

Agencies that have been denied funding or received reduced funding through the local selection process may appeal the decision of the review committee. An appeal letter must be submitted to the CoC Lead Agency within 3 business days from the receipt of the notification letter. The appeals letter must include the following information:

- Project name and requested amount
- Explanation of error in review committee determination; or
- Explanation of error in project selection process/procedures

The CoC Lead Agency will have 3 business days to notify the appeals committee of the submission of an appeal letter. The Appeals committee shall be comprised of 3 non-conflicted individuals who did not participate in the review committee.

Once an appeal letter has been received, the CoC Lead Agency will have 3 business days to put together a response letter in consultation with the review committee. The response letter shall include an explanation for the decision and supporting documentation where available.

The Appeal Committee shall have up to 5 business days to review the letter submitted by the agency requesting an appeal and the review committee response. The Appeal Committee shall be empowered to request additional information from the agency submitting the appeal and/or from the CoC review committee. If determined necessary, the Appeal Committee may schedule a hearing, which shall be held within 14 business days of the receipt of the appeal letter. The Appeal hearing shall include Appeal Committee members, one representative from the CoC Review Committee, and one representative from the agency submitting an appeal. Upon hearing from both the review committee and the agency, the Appeal Committee shall make a final determination regarding funding decisions. Final notification shall be sent to the appealing Agency and the CoC Executive Committee in writing no more than 5 business days after the Appeals hearing or 14 days after receipt of the appeals letter if no hearing is held. The appeal committee determination letter shall include the final determination of the appeal committee and the reasoning behind that decision. Determinations by the Appeals Committee shall be final.