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Chesterfield ♦ Clarendon ♦ Darlington ♦ Dillon ♦ Florence ♦ Georgetown ♦ Horry ♦ Lee ♦ Marlboro ♦ Marion ♦ Sumter ♦ Williamsbur

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\*\*This document was amended to include additional documents to be submitted with application on 8/3/2016. Any changes or additions to the document will be represented with a **yellow highlight**.

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## FY 2016 CoC Program Competition Policies and Procedures

### Background and Introduction

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#### Organization

The Eastern Carolina Homelessness Org., Inc. is the Lead Agency representing and acting on behalf of our twelve county Continuum of Care (CoC) in collaborative planning around homeless services. Counties included in our CoC service area include Sumter, Clarendon, Lee, Darlington, Dillon, Florence, Marlboro, Chesterfield, Georgetown, Williamsburg, Marion and Horry. E.C.H.O.'s Board of Directors is comprised of individuals representing our Continuum's diverse geography and homeless service focus.

#### HUD's Continuum of Care Program Competition

Each year, the US Department of Housing and Urban Development (HUD) makes available federal resources for homeless services to communities around the nation through its Continuum of Care Program Competition. CoC's access these funds by completing a consolidated application on behalf of the local homeless service provider agencies. For our Continuum of Care, E.C.H.O. acts as the collaborative applicant and prepares and submits an application for federal funding each year. Any agency located in our CoC service area interested in applying for these funds must participate in local homeless planning efforts and ECHO's CoC Program consolidated application process.

As such, it is the responsibility of the Consolidated Applicant to ensure that the best possible application is submitted each year.

#### Purpose of this Document

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This document describes the processes and protocol for the FY 2016 CoC Competition, including:

- Make available the link to the [FY2016 Notice of Funding Availability](#)
- Timeline for the Competition
- Publicizing the CoC Program Competition funding availability
- Eliciting Applications for review by the Grant Applications Committee
- Evaluation of New and Renewal Projects by the Grant Selection Committee
- Making available the CoC Operational Policy and Guidelines, this includes policies and procedures

for the local competition process. The guidebook can be found on the ECHO website:  
[http://www.echoless.org/ECHO-DOCS/2015/1-General-Docs/ECHO%20Operational%20Policy%20and%20Guidelines%20\(rev.10-01-15\).pdf](http://www.echoless.org/ECHO-DOCS/2015/1-General-Docs/ECHO%20Operational%20Policy%20and%20Guidelines%20(rev.10-01-15).pdf)

### **FY 2016 CoC Program Competition Overview and Timeline**

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Locally, the 2016 CoC Program Competition involves solicitation of Full Applications, technical review of the applications, evaluating/ reviewing renewal projects and new project proposals, scoring/ ranking all accepted applications and determining which projects will be included in the final consolidated application.

This year the estimated amount, available from HUD, for New Projects only is approximately \$150,000. Once HUD finalizes this amount ECHO will make an official announcement on the amount available in the FY 16 Notice of Funding Availability for our CoC. Please see the FY 16 NOFA for details on New Projects and what types of projects HUD will be funding in this competition. (<https://www.hudexchange.info/resources/documents/FY-2016-CoC-Program-NOFA.pdf>)

### **Applicant Appeals Process:**

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Applicants may appeal a scoring and ranking decision if they believe that the score they were given was unsubstantiated by project performance, or if they believe the score indicates a violation of one of ECHO's written policies. Appeals regarding information that was not submitted in the original application will not be considered. Appeals must be in writing and submitted to the President in person or E-mail message within three (3) business days of the notification email going out that the results are posted on the ECHO website.

The Projects Scoring Sub-committee will meet to discuss any appeal that is brought to the President. The sub-committee will review the appeal, the reason, and make a determination as to whether a score and/or ranking decision should be altered based on the reason for the appeal. The decision of the sub-committee will be transmitted to the Board of Directors for their concurrence. The Board's decision will be posted on the website for all CoC members and an E-mail message sent to the applicant.

Upon completion of the above process the projects lists will be added to the annual CoC application to HUD.

## **Local Competition Timeline:**

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### **Renewal Grant Applications:**

**8/12/2016** – Renewal Applications due to ECHO- Email to [echo.secretary@gmail.com](mailto:echo.secretary@gmail.com)  
(Applications should be entered directly into esnaps, create a PDF export of your application and email to ECHO. As HUD directs please **DO NOT HIT THE SUBMIT BUTTON**)

### **Documents to Submit with Renewal Application:**

- Policy/ procedure on screening participants for potential mainstream benefits and specific plan for helping them access those benefits.
- Policy/ procedure or outreach logs that describe or document how the program applicant conducts outreach outside of the organization, specifically individuals and families that are least likely to ask for housing resources.

**8/15/2016 & 8/16/2016** – The CoC Grant Applications/ Review Committee will review all renewal applications with the approved tool to give to the Grant Selection Committee.

**8/17/2016 – 8/19/2016** – The CoC Grant Selection Committee will review, rank, and score all applications that meet the application threshold on the “Continuum of Care Renewal Project Rating Form 2016”.

**8/30/2016** – ECHO will announce to grantees if their application is going to be included in the CoC Consolidated Application Submission

**09/02/2016** – Appeal letters, if any are Due

## **New Project Applications:**

**8/12/2016** – New Applications Due to ECHO – Email to [echo.sectay@gmail.com](mailto:echo.sectay@gmail.com) (Application should be entered directly into esnaps, create a PDF export of your application and email to ECHO. As HUD directs please **DO NOT HIT THE SUMBIT BUTTON**)

## **Documents to Submit with New Application**

**(If applicant currently receives a HUD CoC funded grant, please ignore these additional documents. These documents are reviewed during the CoC monitoring and will be considered during the review and ranking process.):**

- Organization Policy and Procedure/Operational Manual
- Project Policy and Procedure/ Operational Manual
- Financial Policies and Procedures (if not included in one of the above mentioned documents)
- Organizational Bylaws

**8/15/2016 & 8/16/2016** - The CoC Grant Applications/ Review Committee will review all new project applications with the approved tool to give to the Grant Selection Committee.

**8/17/2016 – 8/19/2016** – The CoC Grant Selection Committee will review, rank, and score all applications that meet the application threshold on the “Continuum of Care New Project Rating Form 2016”.

**08/30/2016** – ECHO will announce to all applicants if their application is going to be included in the CoC Consolidated Application Submission.

**09/02/2016** – Appeals letters, if any are Due