



This document was amended to adjust the dates of when Renewal, New, and Expansion applicants will be notified in writing if their application will be included in the Consolidated Application or if they were rejected. Any changes or additions to the document will be represented with a **yellow highlight.

FY 2017 CoC Program Competition Policies and Procedures

Background and Introduction

Organization

The Eastern Carolina Homelessness Org., Inc. (ECHO) 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. ECHO'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 housing services to communities around the nation through its Continuum of Care Program Competition. CoC's access these funds by completing a collaborative application on behalf of the local homeless service provider agencies. For our Continuum of Care, ECHO 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 local CoC Competition for Funding.

As such, it is the responsibility of the Collaborative Applicant to ensure that the best possible applications are submitted each year.

Purpose of this Document

This document describes the processes and protocol for the FY 2017 CoC Competition, including:

- Publish the CoC Program Competition funding availability and local process
- Make available the link to the FY2017 Notice of Funding Availability (NOFA)
- Provide more details about the new project type: Joint Transitional Housing and Rapid Re-Housing
- Official timeline of events and application due dates for the competition
- Evaluation process of New, Renewal, and Expansion Projects by the HUD Grant Applications Selection Committee
- Provide the links to the CoC New Project Rating Form 2017 and the Renewal or Expansion Project Rating Form 2017. (See notes on summary of the changes to the Ranking Forms from last year's 2016 forms)
- Make 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](#) under Continuum of Care Competition Quick Links.
- This document is updated at least once a year and has been recently updated.

FY 2017 CoC Program Notice of Funding Availability (NOFA)

The NOFA establishes the funding criteria for the FY 2017 Continuum of Care (CoC) Program. The CoC Program is designed to promote a community-wide commitment to the goal of ending homelessness, including providing funding for efforts by nonprofit providers, States, and local governments to quickly re-house homeless individuals, families, persons fleeing domestic violence, and youth. The NOFA determines the framework for the CoC to abide by for the local competition and allows for the CoC to determine local deadlines, local priorities, **and ultimately provide a slate of** projects to be recommended for funding ranked in order of priority.

[Click this link to review the FY2017 Notice of Funding Availability](#)

[Click this link to review FY2017 Continuum of Care \(CoC\) Program Competition NOFA: What's New, Changes, and Highlights](#)

New Project Type Available for Funding: Joint Transitional Housing and Rapid Re-Housing

Please see the link below for more information from HUD about the new project type allowable under the FY17 Notice of Funding Availability.

[Click this link to review more details about this new project type](#)

FY 2017 CoC Program Competition Overview and Timeline

Locally, the 2017 CoC Program Competition started April 25th, 2017 with the public solicitation for New Project Pre-Applications and Renewal Projects Letter of Intent. [According to this RFP potential applicants were required to submit a Pre-Application or Letter of Intent to be considered as a potential applicant for inclusion in the FY 2017 Consolidated Application.](#)

ECHO's two committees that are primarily responsible for the HUD CoC program competition grant applications are the HUD Grant Writing Committee and the HUD Grant Applications Selection Committee. The HUD Grant Writing Committee conducts a technical review of all HUD CoC Program applications submitted to the CoC. This committee passes on the applications along with the technical reviews to the HUD Grant Applications Selection Committee, which ranks and scores the applications and presents the slate of applications recommended for funding to the Board of Directors.

Potential applicants that submitted a Pre-Application or Renewal Letter of Intent that was confirmed by the CoC via email from echo.secretary@gmail.com will then be required to submit a PDF export of their full application from e-snaps. All applications submitted to the echo.secretary@gmail.com within the approved competition timeline will undergo a technical review of the application and an evaluation, scoring, and ranking. For more information please review Section III of the ECHO CoC Operational Policy and Guidelines that can be found on the [ECHO website](#) under Continuum of Care Competition Quick Links.

This year the estimated amount, available from HUD, for New Projects and New Project Expansions through the Permanent Housing Bonus is approximately \$182,614. Once HUD finalizes this amount ECHO will make an official announcement on the amount available in the FY17 Notice of Funding Availability for our CoC.

This year the amount available from HUD for New Projects and New Project Expansions through reallocated funding is \$491,255. All reallocated funding this year was from volunteered reallocation. For more information about reallocation please review Section III of the ECHO CoC Operational Policy and Guidelines that can be found on the [ECHO website](#) under Continuum of Care Competition Quick Links. Please see the FY 17 NOFA for details on New Projects and what types of projects HUD will be funding in this competition.

For additional resources, including detailed Instructions for Renewal Applications, New Project Applications and instructional guides for e-snaps please click the link for the [CoC Program Competition: e-snaps Resources](#). Please keep in mind that this is updated by HUD and as of the date of this publication not all of the resources are available.

Local Competition Timelines (By Grant Type):

There are three grant types this year: Renewal, New, and Expansion.

Renewal Grant Applications:

08/11/2017 – Renewal Applications due to ECHO- Email to 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 and Procedures for Organization/ Project that is applying for renewal, including HMIS and CES Policies.

8/12/2017 - 8/15/2017 – The Review Committee will review all renewal applications with the approved tool. At the end of this period, the Review Committee forwards the Renewal Applications and the review comments to the Selection Committee.

8/15/2017 – 9/11/2017 – The Selection Committee reviews, ranks, and scores all applications that meet the application threshold on the “Continuum of Care Renewal or Expansion Project Rating Form 2017”.

9/13/2017 – 09/14/2017 – ECHO will announce to renewal grantees by way of public announcement where their project falls on the CoC Consolidated Application Ranking Score Sheet

09/19/2017 – Appeal letters, if any are Due

New Project Applications:

8/28/2017 – New Applications Due to ECHO – Email to echo.secetay@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

8/28/2017 - 9/01/2017 - The Review Committee will review all new project applications with the approved tool. Following review of all new applications the applications are forwarded to the Selection Committee along with the technical review comments per the review tool.

9/01/2017 – 9/11/2017 – The Selection Committee reviews, ranks, and scores all applications that meet the application threshold on the “Continuum of Care New Project Rating Form 2017”.

09/13/2017 – 09/14/2017 – ECHO will announce to all applicants if their application is going to be included in the CoC Consolidated Application Submission. If an application is not included in the CoC Consolidated Application a rejection letter will be emailed to the contact information for the Chairman of the Board and Executive Director on the Pre-Application submitted.

09/19/2017 – Appeals letters, if any are Due

Expansion Project Applications:

8/28/2017 – Expansion Applications Due to ECHO – Email to echo.secetay@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!**)

8/28/2017 - 9/01/2017 - The Review Committee reviews all expansion project applications with the approved tool. Following the review, all applications are forwarded to the Selection Committee along with the technical review comments.

9/01/2017 – 9/11/2017 – The Selection Committee reviews, ranks, and scores all applications that meet the application threshold on the “Continuum of Care Renewal or Expansion Project Rating Form 2017”.

09/13/2017 – 09/14/2017 – ECHO will announce to all applicants if their application is going to be included in the CoC Consolidated Application Submission. If an application is not included in the CoC Consolidated Application a rejection letter will be emailed to the contact information for the Chairman of the Board and Executive Director.

09/19/2017 – Appeals letters, if any are Due

Applicant Appeals Process:

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 Selection Committee by E-mail message to the echo.secretary@gmail.com within three (3) business days of the notification of project rejection or the public posting of the collaborative application and project ranking. The public posting will be available on the ECHO website and will be sent by email to the Continuum of Care list served.

The HUD Grant Applications Selection Committee will discuss any appeal that is submitted using the above mentioned process. The 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 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 making the appeal.