

Total Care for the Homeless (TCHC)

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

FY 2018 CoC Program Competition Policies and Procedures

Background and Introduction

The Continuum of Care (CoC) Board of Directors has recently renamed the CoC to Total Care for the Homeless Coalition (TCHC). This name change also brought about a change to the dual role of this Board of Directors overseeing the CoC planning activities and the direct service agency Eastern Carolina Homelessness Organization (ECHO). As of June 2018 Eastern Carolina Homelessness Organization (ECHO) is a separate organization functioning with a standalone Board of Directors. This is important as this directly impacts the Continuum of Care FY 2018 Notice of Funding Competition (NOFA) and the local policies and procedures. **As we go through this transition Eastern Carolina Homelessness Organization (ECHO) has agreed to post all public “CoC Competition Information” to their website echomeless.org.**

The Eastern Carolina Homelessness Org., Inc. (ECHO) will continue to be the Lead Agency representing and acting on behalf of our thirteen county Continuum of Care (CoC) in the collaborative application and the Homeless Management Information System (HMIS). Counties included in our CoC service area include Sumter, Clarendon, Lee, Darlington, Kershaw, Dillon, Florence, Marlboro, Chesterfield, Georgetown, Williamsburg, Marion and Horry.

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 TCHC, 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 2018 CoC Competition, including:

- Publish the CoC Program Competition funding availability and local process
- Make available the link to the FY2018 Notice of Funding Availability (NOFA)
- Announce the availability of the Domestic Violence (DV) Bonus Funding
- 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
- Publically notify that the links to the CoC New Project Rating Form 2018 and the Renewal or Expansion Project Rating Form 2018 will be released in the upcoming weeks.
- 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 2018 CoC Program Notice of Funding Availability (NOFA)

The NOFA establishes the funding criteria for the FY 2018 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 FY2018 Notice of Funding Availability](#)

[Click this link to review FY2018 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 made allowable under the FY17 Notice of Funding Availability and included in the FY18 Notice of Funding Availability.

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

FY 2018 CoC Program Competition Overview and Timeline

TCHC'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.

All applicants will be required to submit a PDF export of their full application from e-snaps. All applications submitted to the tchc.coc.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 CoC Operational Policy and Guidelines that can be found on the [ECHO website](#).

This year the available amount from HUD for New Projects and New Project Expansions through the Permanent Housing Bonus is approximately \$200,024. Please see the FY 18 NOFA for details on New Projects and what types of projects HUD will be funding in this competition.

This year HUD has made available up to \$50 million nationally for Domestic Violence (DV) Bonus projects. The DV Bonus will provide housing and services to survivors of domestic violence, dating violence, and stalking. Please read the HUD CoC FY 2018 Notice of Funding Availability (NOFA) for more information on the project types available under this bonus. A Continuum of Care (CoC) may apply for up to 10 percent of its Preliminary Pro Rata Need (PPRN), or a minimum of \$50,000, whichever is greater. **HUD has determined the amount available through the DV Bonus for our Continuum of care is approximately \$333,373.**

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:

08/10/2018 – Renewal Applications due to TCHC- Email to tchc.coc.secretary@gmail.com (Applications should be entered directly into esnaps, create a PDF export of your application and email to TCHC. 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.

8/11/2018 - 8/17/2018 – 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.

8/18/2018 – 8/27/2018 – 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 2018”.

8/31/2108 – TCHC 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.

09/05/2018 – Appeal letters, if any are Due

New Project Applications:

8/10/2018 – New Applications Due to TCHC – Email to tchc.coc.secretary@gmail.com (Application should be entered directly into esnaps, create a PDF export of your application and email to TCHC. As HUD directs please **DO NOT HIT THE SUBMIT 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

8/11/2018 - 8/17/2018 - 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.

8/18/2018 – 8/27/2018 – The Selection Committee reviews, ranks, and scores all applications that meet the application threshold on the “Continuum of Care New Project Rating Form 2018”.

8/31/2018 – TCHC 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.

09/05/2018– Appeals letters, if any are Due

Expansion Project Applications:

8/10/2018 – Expansion Applications Due to TCHC – Email to tchc.coc.secretary@gmail.com (Application should be entered directly into esnaps, create a PDF export of your application and email to TCHC. As HUD directs please **DO NOT HIT THE SUBMIT BUTTON!**)

8/11/2018 - 8/17/2018 - 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.

8/18/2018 – 8/27/2018 – 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 2018”.

8/31/2108 – TCHC 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.

09/05/2018 – 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 TCHC'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 tchc.coc.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 [ECHO website](#) for all CoC members and an e-mail message sent to the applicant making the appeal.