

# Ocean County Homeless Prevention and Assistance Coalition

## 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 a request for funding may be required to present their project before the Review Committee prior to final determination of funding according to the criteria established by the Executive Committee for each funding year. Late applications will not be accepted in the local selection process unless an extension has been approved. Renewal projects and new projects will be required to submit an application by the identified deadline in order to be considered for funding.

The Ocean HPAC 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 evaluate all projects seeking funding through the HUD Continuum of Care and determine the level of funding each project is eligible to apply for. In order to complete the local selection process for the annual HUD Continuum of Care application, the Executive Committee shall undertake the following activities.

Establish funding priorities – the Executive Committee shall establish the funding priorities that will be applied to the local selection process on an annual basis. The committee may use information from HUD, HMIS and local community agencies to determine the appropriate funding priorities for a given funding cycle. The funding priorities shall be used to ensure the appropriate types of projects are supported for funding and may be used to identify the types of projects eligible to apply for funding or adjust project scores for applications submitted through the local selection process. The Executive Committee shall determine how the funding priorities will be applied to the local selection process on an annual basis prior to the release of the request for applications.

Approve Review Committee – the Review Committee for the local selection process shall be composed of non-conflicted individuals who are members of the the HPAC Executive Committee or the HPAC full membership committee. The Review Committee shall be made up of at least 5 members approved by the Executive Committee. The Review Committee shall review applications submitted by interested agencies and hear project presentations. Committee members will be responsible for scoring each project that has submitted an application and identifying which projects have been approved for funding and the level of their funding award. Funding recommendations must be submitted to the Executive Committee for approval unless the committee has otherwise been empowered by the Executive committee to make final decisions. The Review Committee shall also be responsible for providing feedback on the local selection process and application tools in order to improve the review and scoring process.

Local Application Form and Content – The Executive Committee shall approve the application used for the local selection process each year. The application shall be designed to collect project information necessary to assist the Review Committee in making determinations about

# Ocean County Homeless Prevention and Assistance Coalition

funding. The Review Committee shall evaluate the application tool on an annual basis following the completion of the local selection process and provide feedback to improve the tool as necessary.

Renewal projects shall be evaluated based on their monitoring score along with additional criteria identified by the Executive Committee which shall be collected during the application process. The renewal application must at a minimum include the following items:

- Project name
- Target population
- Indication of intent to apply for funding
- Budget
- Identification of major changes to the project

Additional items may be added to the renewal project application as determined by the Executive Committee to effectively evaluate the project according to the established funding priorities.

New projects shall be evaluated based on their application and additional information gathered during the project presentation process if such a process is approved for the funding year. The application form for new projects shall include the following items:

- Project name
- Type of project
- Target population
- Detailed budget
- Project description
- Agency background, experience and capacity

Scoring Criteria – the Executive Committee shall approve the scoring criteria that shall be used to select projects on an annual basis prior to release of the local selection process. Each project that submits an application through the local selection process will be scored and ranked based on the Project Application, Project Performance and Monitoring results where applicable.

Renewal project scoring shall be based primarily on the monitoring results. The score may be adjusted according to the project presentation (if applicable) or additional information provided through the application process.

New Projects will be scored according to the information provided through the local application and project presentation. The scoring criteria for new projects will cover the following at a minimum:

- How the project fits the local priorities
- Agency experience
- How the project leverages community resources

# Ocean County Homeless Prevention and Assistance Coalition

## Local Selection Process

The Executive Committee shall authorize the release of the local project application after approval of the Application form, scoring criteria and establishment of the local selection timeline. The availability of the application process shall be announced through publication on the CoC website, distribution via email through the CoC listserv and other community listservs, and through announcement made at the CoC meetings and other community meetings. The announcement of the application process shall include the following information:

- Funding Priorities
- Application Forms (new and renewal projects)
- Scoring Criteria
- Submission Deadline

All agencies interested in receiving funding through the HUD continuum of care must submit an application by the identified deadline. A separate application must be completed for each project seeking funding except in cases where the agency has completed or is seeking consolidation of two or more programs. Projects that fail to submit an application by the identified deadline will not be considered for funding.

Agencies that have extenuating circumstances that impact their ability to submit the application by the identified deadline may request an extension for submission of the application. The extension request must be submitted to the CoC Lead Agency (via email or hard copy letter) at least 5 business days prior to the submission deadline. The extension request must indicate the reason for the request 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. Extension request will be reviewed on a case by case basis.

Agencies submitting applications may be requested to participate in a project presentation before the local Review Committee. Project presentations will be scheduled according to the timeline established by the Executive Committee for each funding cycle. During project presentations applicants may share basic project information as well as additional clarifying information to assist the Review Committee in making funding determinations. The Review Committee may request additional information seeking clarification of information contained in the application or based on information highlighted through the monitoring process or provided directly from HUD.

The Review Committee shall score each project application using the approved scoring criteria based on information provided through the application, project presentations and monitoring process (as applicable). Projects will be ranked according to the score received.

The Review Committee will make funding determinations based on the established funding priorities in conjunction with the projects' rank and score. The Review Committee shall set the level of funding available for those projects that have been selected. The committee has the power to reduce, reallocate or deny funding for renewal and new projects if significant issues

# Ocean County Homeless Prevention and Assistance Coalition

are identified with the project or agency requesting funding. The committee shall also have the power to increase the amount awarded to new projects, as compared to the initial request, within the limits of the overall budget provided that the requesting agency agrees to the proposed increase.

The Review Committee will submit the project scoring, rank and funding level recommendations to the Executive Committee for approval prior to notification of applicants unless otherwise authorized by the Executive Committee. The Executive Committee may approve the funding recommendations of the Review Committee through a special meeting, via email, or conference call if timing is an issue in the local selection process according to the deadlines established in the HUD NOFA for the funding cycle.

The Executive Committee may request further clarification from the Review Committee or particular programs prior to making a final determination on funding recommendations submitted by the Review Committee. Upon approval of the funding recommendations, the CoC Lead Agency shall send notification letters to all agencies who submitted applications through the local selection process. The Notification letter shall identify whether the project has been approved for funding. The letter shall include the maximum level of funding approved and any additional requirements identified by the Executive Committee, as well as the appeals process.

Projects selected for funding must submit an exhibit 2 application to HUD through the e-snaps system within the timeframe specified in the Notification letter. Exhibit 2 applications must reflect the same project information and total budget amount as approved by the Executive Committee. Approved projects requesting a budget amount different from that approved by the Executive Committee shall be required to adjust the budget. Projects failing to make adjustments within the requested timeframe may be subject to the CoC Lead Agency changing the budget request or rejection of the project and denial of funding.

Projects that have been denied funding may not submit an Exhibit 2 application in e-snaps. Projects that submit an Exhibit 2 application after being denied funding will be automatically rejected in the e-snaps system and will not be included in the Continuum of Care application submitted by the Ocean County HPAC.

Agencies that have submitted a proposal through the local review process may appeal the final recommendations of the Executive Committee. All appeals must be in accordance with the Appeals Process as laid out in the CoC Policies and Procedures Manual.