

# 2024 Overview of the St Joseph CoC NOFO Process

## PRE-NOFO: Creation of Process

- The NOFO Committee of the CoC meets to prepare a draft process and tools for the annual competition.
- The CoC reviews and approves the Committee's work.

## PRE-NOFO: Renewal Projects Preparation

- Homebase collects APRs generated from HMIS or comparable database for victim services providers from each renewal applicant for the time period from April 1, 2023- March 31, 2024.
- Homebase enters performance data in its Project Evaluation and Scoring Tool (PRESTO), including APR data and other information provided by both the applicant and HMIS lead agency.
- PRESTO project summaries will be included in the Review and Rank materials as a part of the local competition.
- Homebase distributes draft PRESTO program summaries to applicants for review and comment prior to using them in Rank and Review process.

## New Projects Preparation

- Prior to NOFO release, the CoC circulates information about the potential to apply for new project funding, and offers technical assistance to interested agencies.
- After NOFO release, the CoC advertises the new project funding available in this CoC widely by:
  - Circulating information to CoC membership, and asking members to post at their agencies and share widely
  - Distributing information via AFL-CIO Community Services listserv (widely used in this community to advertise grant opportunities and other information, inclusive of 600+ individuals)
  - Posting information on the City's website and on the City's information channel.

## AFTER NOFO RELEASE: All Projects Application Process

- The CoC hosts a CoC NOFO Kickoff Training to orient applicants to the process for reviewing and ranking applications, including supplemental local application materials, the scoring tools and relevant dates. Applicants will also have a chance to ask any questions about both the local and HUD application processes. Technical assistance will be available during the application preparation period.
- Qualified, non-conflicted Rank & Review Committee members are recruited. Homebase will make every effort to ensure membership includes: (a) persons of

different races and ethnicities, particularly those over-represented in the local homelessness population, and (b) at least one member with lived experience of homelessness, especially unsheltered homelessness, in the review, selection, and ranking process.

- Renewal applicants submit comments on draft PRESTO project summaries.
- All applicants submit HUD project applications and local application materials.
- At submission, if there is a lack of eligible new project applications compared to the amount of funding available, additional new project applications will be sought from the community.
- Rank & Review Committee members are oriented to the review and ranking process, scoring tools, CoC monitoring procedures, and PRESTO.
  - The CoC has a goal of improving St Joseph CoC's System Performance by strengthening the overall system of care, through data collection, coordination, prioritization and increasing resources available to end homelessness in our CoC. Certain scoring factors relate to specific System Performance Measures (SPM), as enumerated in each factor.
- Rank & Review Committee members receive all local application and scoring materials and review and score each program's application in PRESTO.
  - Committee members also review overall performance data of each project and provide feedback about annual performance as part of the CoC's monitoring process.
  - Rank & Review Committee members keep in mind that performance outcomes will naturally be lower in a more difficult-to-serve population (such as chronically homeless people and homeless people with mental and/or addictive illnesses).
- The Rank & Review Committee meet to jointly review project applications. Committee members individually score applications based on the scoring tools, and scores are aggregated to create a ranked list.
  - New project applicants have a scheduled phone appointment with the Rank and Review Committee to answer any questions about their proposal.
  - The Rank & Review Committee will determine if any renewal project should receive a decrease in funding due to substandard performance or utilization of funds. (See Reallocation Policies below.) Any funding captured from an existing project will be made available for reallocation to a new project that meets the requirements in the NOFO.
  - Any new project that is expanding a renewal project is scored and ranked like all other new projects, however after project selection and ranking, if the new project is not ranked below the renewal project on the priority list, it will be placed directly below the renewal project on the priority list.
  - Renewal HMIS projects are a necessary part of this CoC and are ranked at the bottom of Tier 1 above the straddling project.
  - For this year and to be reviewed every year, an HMIS expansion project that scores over 78 (lowest score in middle of Tier 1 in 2023) that does not exceed the bonus amount will be prioritized along with the current HMIS program.
  - Renewal projects that are newly operating and have not yet submitted an APR are ranked at the bottom of Tier 1 above the HMIS project.
  - New projects are ranked in renewal project list according to priority order as

- Ranked list and scoring results will be sent to applicants with a reminder of the appeals process.
- Appeals, if any, will be considered. (See appeals policy below).
- Depending on timing, a final ranked project list is presented to the CoC for discussion and approval at its next meeting or will be submitted to the CoC electronically, the CoC will discuss, and non-conflicted members will approve it via e-survey.
- Homepage provides technical assistance to all ranked applications to ensure that applications meet HUD technical standards.
- Homepage collects all final Project Applications and prepares them for submission to HUD, along with the Priority Listing, as part of the CoC's Consolidated Application.

## Reallocation Policies

### Reallocation Policy for Unexpended Funds

The CoC, Executive Committee and/or Rank & Review Committee will work with grantees that show a history of not expending the full amount of HUD funding are subject to an annual reallocation process as part of the NOFO Rank and Review committee. Specifically: If a program has 10 percent or greater of HUD funds remaining at the end of the program year and has established a 3 year trend of having 10 percent or greater of HUD funds remaining at the end of the program year, the Rank & Review Committee in conjunction with the Executive Committee reserves the right to reallocate a portion of the funds from that program to another program or a new project.

### Reallocation for Underperforming Programs

The CoC, Executive Committee and/or Rank & Review Committee will work with grantees that have been deemed to be underperforming or have had HUD Monitoring findings that call into question the project's ability to meet performance or financial management standards. The CoC will assess the project and set up goals and objectives to bring a failing project up to standards and/or answer any HUD findings. If the agency is unable or unwilling to meet standards or satisfy HUD findings, the CoC will work with the funding agency to mitigate the findings. If the project continues to underperform, cannot meet the stated objectives and goals or cannot comply with HUD findings then that project will be recommended for Reallocation in the next HUD NOFO process.

### Voluntary Reallocation

Any renewal project may elect to voluntarily reallocate funds to create a new project that may fit with the system in a better way. For example, a transitional project may elect to have its funds reallocated to a new rapid rehousing program. In the event that a program voluntarily reallocates funds, the agency will state its intentions to the CoC review and rank committee and will submit a new project request to be reviewed, scored, and ranked by the unbiased review committee. If

the new project ranks in Tier 1 or Tier 2, it will be included in the CoC collaborative application and will be funded through reallocated funds on the Priority Listing. The agency will not submit the voluntarily reallocated renewal project to be scored.

## Appeals Process

The Rank & Review Committee reviews all applications and ranks them for funding recommendations to HUD. Applicants may appeal the decision by following the process set forth below. All appeals must be based on the information submitted by the application due date. No new or additional information will be considered. Omissions to the application cannot be appealed. The decision of the Appeal Panel will be final.

### Who May Appeal

A project may appeal if the Rank & Review Committee recommends a renewal project for full or partial reallocation or for Tier 2, or if a new project is not selected for funding.

### Initiating a Formal Appeal

Any agency desiring to appeal must contact the CoC Chair by the date and time on the CoC NOFO Process and Timeline to state its intent to appeal of the Rank & Review Committee's decision regarding their rank. The Formal Appeal must consist of a short, clear, written statement (no longer than 1 page) of the agency's appeal of the Rank & Review Committee's decision. The statement can be in the form of a letter, a memo, or an email transmittal. The Formal Appeal must be transmitted to Collaborative Applicant (or its designee). ***The Formal Appeal must be emailed or delivered so that it is received by the deadline.***

### The Formal Appeal Process

Upon timely receipt of the Formal Appeal, an Appeal Panel will be formed as described below. The Appeal Panel may make inquiries of the Rank & Review Committee members concerning the issues raised in the appeal. The Appeal Panel will meet by telephone or video conference with a representative(s) of the party making the appeal to discuss the issue(s) at an Appeal Hearing set at a date taking in consideration the date the application is due to be filed with HUD. The Collaborative Applicant and/or Appeal Panel may consider the possible effect their decision may have on another agency's rank and contact potentially affected agencies to invite them to become involved in the appeal process and hearing. The decision of the Appeal Panel will be final.

### Members of the Appeal Panel

A 3-member Appeal Panel will be selected and can consist of individuals from non-profits, foundations, consumers, government, and private agencies and similar organizations. Representatives will not have a conflict of interest with any of the agencies or parties applying for CoC Program funding as defined by the existing Review and Rank Panel conflict of interest rules.

