

CoC Competition Process

Annually the Virginia Balance of State (BoS) Continuum of Care (CoC) Collaborative Applicant submits a CoC Program application to HUD in accordance with the Notice of Funding Availability and guidance from the BoS Ranking Committee and BoS Steering Committee. The Collaborative Applicant (CA) will adhere to the following approved process to submit the application.

Registration

The application process begins when HUD releases the CoC Program Registration Notice. It is the CA's responsibility to complete the registration process and submit the registration via ESNAPS.

Grant Inventory Worksheet (GIW)

The CA will send a copy of the GIW to each project contact for review and updates. Once each project is updated, the CA consolidates all projects into one GIW spreadsheet and submits the information to HUD. The CA in collaboration with project applicants make any identified changes to the GIW (once reviewed by HUD) and receives the final approved GIW from HUD.

Intent to Apply for New Projects and Reallocation Process

After the registration is released, but prior to the release of the NOFA, the CA seeks interest from each of the 12 Local Planning Groups (LPGs) to apply for a new project via reallocation or new bonus funds (if available). The CA seeks this information via an email to each of the LPG Steering Committee Members with the instructions to ensure all LPG stakeholders are aware of the opportunity. This initial solicitation requests the following information:

- Is your LPG interested in submitting a new project in the upcoming HUD competition?
- Is your LPG interested in a new project via reallocation or only bonus money (if available) or either one?
- Is your LPG interested in a new CoC project?
- What type of project is your LPG interested in submitting?
- Which agency intends to submit the application?
- Contact information for follow up

Name:

Agency:

Phone #:

Email:

Once a LPG informs the CA of its intent to apply, the CA sends a pre-application (Attachment A) to the interested agency and posts the pre-application on the BoS website. This application is used by the CA to ensure the new project is eligible, meets a community need, is Housing First, and is viable. After the project application is reviewed by the CA, the agency is provided feedback on any changes or concerns the CA has about the new project. The agency can then make a decision about submitting a final application to the ranking committee once final applications are due.

Notification of Funding Availability

Once HUD releases the Notice of Funding Availability (NOFA), the Collaborative Applicant sends it to all current CoC grantees, all BoS committee members, and LPG lead contacts. The notice is also published on the BoS CoC webpage hosted by the Virginia Department of Housing and Community Development.

The Collaborative Applicant reviews the NOFA, releases a timeline with instruction for the application process, and a final request for new projects (if bonus funds are available). The timeline and instruction are sent to the aforementioned recipients and published on the BoS website. If a LPG has an interest in a new project at this time, they submit the same application (Attachment A) to the Collaborative Applicant. The application is reviewed by the CA and the CA provides feedback as to eligibility and any questions or concerns. If eligible, the interested agency is instructed on submitting an application in ESNAPS.

Ranking and Review

The Balance of State Continuum of Care (CoC) convenes a panel of community stakeholders (at least 5) including (but not limited to) homeless service providers, state employees, advocates, housing authority representatives, local government representatives, and formally homeless representatives to review and assess funding requests for the HUD Continuum of Care Program. The panel, known as the Ranking Committee is a committee of the Balance of State CoC. The Ranking Committee is tasked in the CoC charter as the entity responsible for accepting requests for funding and reviewing requests for consistency with meeting the federal, state, and local goals and priorities for addressing homelessness.

The Ranking Committee is staffed by the Department of Housing and Community Development (DHCD), the CoC collaborative applicant. The CA supports the work of the ranking committee in reviewing and ranking applications for funding, provides guidance to the ranking committee on the tiering process (if applicable), provides an evaluation matrix based on federal, state, and local priorities, and provides coordination between the project applicants and the ranking committee for all follow up. The collaborative applicant is also responsible for notifying project applicants and the BoS Steering Committee of the ranking committee's decisions and publishing ranking results to the BoS CoC website.

The Ranking Committee uses a scoring matrix (Attachment B) that evaluates Project Performance (30 points), Need (25 points), Approach (25 points), and Capacity (20 points). During the ranking process all renewal and new projects are reviewed and scored. The ranking committee makes determinations

about whether new projects can be funded via reallocation or whether renewal applications should continue to be funded and new projects can be funded via bonus funds (if applicable).

ESNAPS Submission

The CA completes the collaborative application in ESNAPS and reviews all project applications in ESNAPS to ensure accuracy and completeness. Once all edits are made to the applications the CA submits the application to HUD. The final application is provided to all project applicants, the BoS Steering Committee and posted on the BoS website.