



FREDERICKSBURG REGIONAL
CONTINUUM OF CARE

Funding & Performance Committee Meeting Agenda
November 4, 2020

- Introductions
- Approve October 7, 2020 Minutes
- Unsheltered Homelessness Initiative Review and Selection
- 2020 Virginia Housing Trust Fund – Due 12/7/2020
- Funding Policies and Procedures Review
- COVID-19 Update

Next Regular Meeting: December 2, 2020 at 9 AM



FREDERICKSBURG REGIONAL
CONTINUUM OF CARE

Funding & Performance Committee Meeting

Date: October 7, 2020

Time: 9AM

Location: GoToMeeting (Virtual Meeting)

MEETING CALLED BY	Sam Shoukas (GWRC)
TYPE OF MEETING	Monthly Meeting
NOTE TAKER	Sam Shoukas (GWRC)
ATTENDEES	Christen Gallik (Fredericksburg DSS) Sarah Walsh (RUW) Dee Smith (CVHC) Aisha Balogun (AmeriCorps VISTA) Sam Shoukas (GWRC)
ABSENT	

DISCUSSION	
<p>Approval of September 2, 2020 Minutes</p> <ul style="list-style-type: none"> Dee Smith moved to approve the minutes and Sarah Walsh seconded the motion. The motion passed unanimously. <p>Unsheltered Homelessness Initiative</p> <ul style="list-style-type: none"> CoC staff Has released the Unsheltered NOFA. Applications are due at the end of October. Once received, CoC staff will pass information to committee to review and discuss at November meeting. <p>Funding Policies and Procedures Review</p> <ul style="list-style-type: none"> Committee discussed policies and procedures updates. Committee members will review and send comments to CoC staff to be discussed in Detail at the next meeting. <p>COVID-19 Funding Update</p>	

- CoC staff discussed COVID-19 funds received by the community so far and the allocations that were made by the CoC small Board. Staff and committee also discussed expectations around future funding and priorities for COVID-19 funding.

Next meeting: November 4, 2020 at 9AM via GoToMeeting.

**Fredericksburg Regional CoC
FY21-FY22 Unsheltered Homelessness Initiative
Notice of Funding Availability**

The Fredericksburg Regional Continuum of Care (FRCoC) is soliciting project applications to select a provider to administer funding targeted toward unsheltered homelessness.

In FY2019 the FRCoC partnered with the City of Fredericksburg and Mary Washington Healthcare to fund a rapid re-housing (RRH) project focused on moving persons experiencing unsheltered homelessness back into permanent housing. This partnership developed into a two-year pilot project known as the Unsheltered Homelessness Initiative. (Additional information on the two-year pilot project can be found on the [FRCoC website](#).)

With success of the two-year pilot, the FRCoC is continuing the project for another two years. The FRCoC continues to seek increased funding for the project from all jurisdictions of PD-16, in addition to seeking additional funding opportunities from community partners that may also be able to support the project. This solicitation is seeking to select a provider to administer any funding received for the Unsheltered Homelessness Initiative FY21-FY22.

Applicant Eligibility & Requirements

Per the [FRCoC Funding Policies & Procedures](#), applicants requesting funds must meet the following conditions:

1. Be a member of the FRCoC as defined in the Bylaws.
2. Agree to adhere to the *FRCoC Coordinated Entry Policies & Procedures*, including the following requirements of that document:
 - a. Follow the Housing First model
 - b. Participate in the CoC's coordinated entry process
 - c. Adhere to established project standards
 - d. Collect data through HMIS or a comparable database
3. Meet the eligibility requirements of the funding agency.

Project Requirements

The project must be a rapid re-housing (RRH) project that meets all requirements contained in the [Virginia Homeless and Special Needs Housing Funding Guidelines 2020-2022](#).

Project participants will be identified through the FRCoC's existing prioritization process. All project participants must be households that were unsheltered at time of engagement with homeless services and/or unsheltered at time of enrollment in the RRH project.

Estimated Funding Available

FRCoC has secured \$10,000 and is working to secure an additional funding for the project. As additional funding is secured, funding will be allocated to the administering provider to use toward the project.

The George Washington Regional Commission (GWRC) will serve as the fiscal agent for the project. Project costs will be paid on a reimbursement basis, with remittances being submitted to GWRC.

Funding Process & Timeline

The *FRCoC Funding Policies & Procedures* governs the solicitation, review, selection, and ranking of projects for funding through collaborative applications to ensure an objective, transparent, and competitive funding process. The selection process for this funding will adhere to this policy.

Deadline	Action
9/25/2020	Application forms and scoring sheets approved by CoC Board
9/25/2020	Local NOFA, application forms, attachment templates, and scoring sheets sent to CoC members and posted to FRCoC website
9/29/2020	Information Session
10/26/2020	Project applications due to GWRC at noon
11/4/2020	Project applications reviewed and selected by Funding & Performance Committee
11/4/2020	Project applicants notified of determinations, proposal scores, and appeals process
11/6/2020	Appeals due to GWRC at noon
11/13/2020	Appeals reviewed and determined by Appeals Committee
11/13/2020	Appealing agencies notified of Appeals Committee determinations
11/20/2020	Project determinations approved by CoC Board
11/20/2020	Project applicants notified of CoC Board determinations
11/20/2020	Project determinations sent to CoC members and posted to FRCoC website

Application Submission

Application forms and attachment templates, as well as scoring sheets, are available on the [Funding](#) page of the FRCoC website.

Project applications must be submitted via email to Samantha Shoukas at shoukas@gwregion.org by **October 26, 2020 at noon.**

Appeals Process

Appeals will adhere to the appeals process outlined in the *FRCoC Funding Policies & Procedures*. Appeals must be submitted via email to Samantha Shoukas at shoukas@gwregion.org by **November 6, 2020 at noon.**

**Fredericksburg Regional Continuum of Care
2020 Virginia Housing Trust Fund – Homelessness Reduction Grant**

The Fredericksburg Regional Continuum of Care is accepting requests for Letters of Support as part of applications for the Virginia Housing Trust Fund (VHTF) - Homeless Reduction Grant. Letters of Support from the CoC are required as part of the application process. Please visit the [VHTF](#) page of the Virginia Department of Housing & Community Development (DHCD) website for more information about this program.

Request Process and Timeline

The Fredericksburg Regional Continuum of Care has established a process for requests as outlined in the [Funding Policies and Procedures](#). Applicants should use the process outlined for requesting a letter of endorsement (pg.10) using the revised timeline here:

1. Applicants may submit requests via email to Sam Shoukas (Shoukas@gwregion.org) by **noon on November 13, 2020**. Requests should be no more than 2 pages including:
 - A brief summary of project proposal - Description of the proposed activities and summary of the funding request
 - The need addressed by project - Using data, describe the unmet need in the community and how the proposed project will address the need
 - Target population and eligibility requirements
 - Experience working with target population
 - Expected number served/ project outcomes
2. The Funding and Performance Committee will review the requests, along with any current grantee drawdowns and performance data, and make recommendations for which projects are to be provided with a letter of endorsement to the CoC Board for final approval.
3. The CoC Board will review and vote on the Funding and Performance Committee recommendations at their November meeting, no later than **November 26, 2020**.
4. The CoC Board Chair and CoC staff will complete letters for approved applicants and have them returned by **COB December 4, 2020**.



Fredericksburg Regional Continuum of Care

Funding Policies & Procedures

Table of Contents

I. Policy Intent.....	2
II. Key Documents.....	2
III. Policy Priorities & Project Performance Standards.....	2
IV. Process for Lead Agency to Apply for Funding on Behalf of CoC.....	3
V. Process for Collaborative Applications and Projects Subgranted by the Lead Agency.....	3
A. Applicant Requirements.....	3
Applicant Threshold Requirements.....	3
Organizational Review.....	3
B. Funding Process.....	4
C. Review, Selection, & Ranking.....	5
Review.....	5
Selection.....	6
Ranking.....	6
Process for Allocating Virginia Homeless Solutions Program (VHSP) Award.....	6
D. Reallocation.....	7
Reallocation through the Funding Process.....	7
Reallocation through the Voluntary Return of Funds.....	7
E. Appeals.....	8
Eligible Appeals.....	8
Appeals Process.....	8
VI. Process for Community Partner to Request a Letter of Support or CoC Endorsement of Project Application.....	9
A. Letter of Support.....	10 10
B. Letter of Endorsement.....	10

I. Policy Intent

This policy governs the process for the Fredericksburg Regional Continuum of Care's (CoC) funding decisions, including the review and approval of applications submitted by the Lead Agency on behalf of the CoC; the solicitation, review, selection, and ranking of projects for collaborative applications; the solicitation, review, and selection of projects subgranted by the Lead Agency; and the review of requests for letters of support or CoC endorsement of a project application. All CoC funding decisions will be handled in the following manner to ensure an objective and transparent funding process.

II. Key Documents

Policy Priorities – Annually developed and adopted by the CoC Board, this document will establish funding priorities and guide funding decisions.

Project Performance Standards – Annually developed by the Funding & Performance Committee, with staff support, and adopted by the CoC Board, this document will establish project performance standards, by project type.

Local Notices of Funding Availability (NOFAs) – Developed by CoC staff for each funding process, local NOFAs will contain information on funding procedure and timeline, estimated funding available, applicant eligibility and requirements, and project requirements.

Local Application Forms – Developed by the Funding & Performance Committee, with staff support, and adopted by the CoC Board for each funding process, local application forms will be used either on their own or in conjunction with application forms required by the funding source to gather information from project applicants.

Scoring Sheets – Developed by the Funding & Performance Committee, with staff support, and adopted by the CoC Board for each funding process, scoring sheets will be used by the Funding & Performance Committee to review and score project applications.

III. Policy Priorities & Project Performance Standards

Each January, the CoC Board will begin to adopt policy priorities and review project performance standards for the upcoming fiscal year (July - June). In order to finalize the documents in April, draft priorities and standards will be developed and posted for public comment in the first quarter of the calendar year.

Policy priorities will be developed by the CoC Board, with staff support, based on local data, full CoC membership input, consumer input, and state and federal priorities. Project performance standards will be developed by the Funding & Performance Committee, with staff support, for each project type (outreach, homelessness prevention, emergency shelter, rapid re-housing, permanent supportive housing, and housing location) based on local data and federal, state, and local priorities and plans.

Draft policy priorities and project performance standards will be opened to the full CoC membership and community for public comment prior to final approval. Priorities and standards will be amended as necessary before receiving final approval from the CoC Board.

Final policy priorities and project performance standards will be posted on the CoC website.

Policy priorities and project performance standards will be used in making all CoC funding decisions. Project outcomes from the previous year will be compared to that year's project performance standards.

IV. Process for Lead Agency to Apply for Funding on Behalf of CoC

The CoC Board will review and approve all applications for funding submitted by the CoC Lead Agency on behalf of the CoC. CoC staff will alert the CoC Board of the funding opportunity as soon as possible and obtain approval from the CoC Board to pursue the funding opportunity. CoC staff will submit the funding announcement and the completed application to the CoC Board for review and approval. The CoC Board will review the application for community need and compliance with the CoC's 10-Year Strategic Plan and the Federal Strategic Plan to Prevent and End Homelessness.

V. Process for Collaborative Applications and Projects Subgranted by the Lead Agency

A. Applicant Requirements

Applicant Threshold Requirements

Applicants requesting funds through any CoC funding process must meet the following conditions:

1. Be a member of the Fredericksburg Regional CoC as defined in the Bylaws.
2. Agree to adhere to the *FRCoC Coordinated Entry Policies & Procedures*, including the following requirements of that document:
 - a. Follow the **Housing First model**
 - b. Participate in the CoC's coordinated entry process
 - c. Adhere to established project standards
 - d. Collect data through HMIS or a comparable database
3. Meet the eligibility requirements of the funding agency.

Commented [SS1]: Housing first vs. flexible housing first (HUD)

Organizational Review

In the last quarter of each calendar year, the CoC will perform organizational review for grantees that anticipate applying for funding through a CoC funding process in the upcoming calendar year in order to monitor compliance with threshold requirements and financial integrity and stability. Grantees will be required to submit the following for review by the Funding & Performance Committee:

- Board of Directors Listing
- Organizational Chart
- IRS Form 990 (if applicable)
- Profit and Loss Statement (prior year audited statements and most recent YTD)
- Spending Plan
- Program Policies and Procedures

Pursuant of a Memorandum of Understanding (MOU), the Rappahannock United Way will assist in sharing documents submitted by organizations through their funding process with the CoC to avoid duplication.

B. Funding Process

The funding process for collaborative applications and projects subgranted by the Lead Agency will follow these steps:

1. The Funding & Performance Committee will develop local application forms and scoring sheets, which will be approved by the CoC Board.
2. CoC staff will develop a local NOFA for the funding process.
3. CoC staff will post the local NOFA, local application forms, and scoring sheets to the CoC website and distribute to the full CoC membership to solicit project applications at least 15 days before the project application deadline. **Note:** Time allowed for soliciting applications may be altered based on the timeline of funding opportunity.
4. Project applications will be submitted to CoC staff by the established deadline.
5. CoC staff will submit system needs data, project performance data, past funding expenditures, and all project applications to the Funding & Performance Committee for review.
6. The Funding & Performance Committee will review and score each application using Board-approved scoring sheets.
7. The Funding & Performance Committee will either reject or accept each project application. The Funding & Performance Committee can also choose to reduce the amount of an accepted project application.
8. For collaborative applications, the Funding & Performance Committee will rank accepted projects.
9. CoC staff will notify each applicant in writing of the Funding & Performance Committee's recommendation to accept and rank (if applicable), reject, or reduce their project application(s), and will share the completed scoring sheet for each project application with the project applicant. CoC staff will also include specific instructions regarding the point of contact and deadline for appeals.

10. If applicable, project applicants will have the opportunity to make changes to project applications based on feedback from the Funding & Performance Committee.
11. If applicable, any appeals will be handled according to the appeals process outlined in this document.
12. After the appeals process has concluded, if applicable, the Funding & Performance Committee will submit its recommendation to the CoC Board for final approval. If the CoC Board does not agree with the Funding & Performance Committee recommendation, the two groups will meet to make a final determination. If the two groups are not able to agree, the full CoC membership will vote on a final determination.
13. CoC staff will notify each applicant in writing of the CoC Board's determination to accept and rank (if applicable), reject, or reduce their project application(s).
14. For collaborative applications, the final collaborative application, project applications, and project ranking will be posted to the CoC website and distributed to the full CoC membership for public review before the final submission deadline. For projects subgranted by the Lead Agency, project applications and a summary of CoC Board determinations will be posted to the CoC website and distributed to the full CoC membership within 3 business days of the determination.
15. For collaborative applications, CoC staff will submit the final collaborative application on behalf of the CoC.

C. Review, Selection, & Ranking

Review

The Funding & Performance Committee will review and score project applications using Board-approved scoring sheets. Scoring sheets may vary by project type and application type (new vs. renewal). Scoring sheets should consider the following elements:

- Eligibility and threshold requirements
- Alignment with local policy priorities
- Commitment to applicable state/federal policy priorities
- Strength of project application
- Project performance

CoC planning, HMIS, and coordinated entry projects should be reviewed by the Funding & Performance Committee for eligibility and threshold requirements to determine whether or not they should be accepted, but do not need to be scored if there are no projects of the same type to compare them to.

Project application scores should reflect the strength of the individual proposal as well as the relative strength of the proposal in comparison to other proposals for the same project type. Scores should also reflect the proposal's ability to demonstrate strong collaboration among the network of projects within the homelessness response system.

Approved by CoC Board 2/6/2020
Replaces version adopted 2/28/2019

Selection

Once all projects have been scored, the Funding & Performance Committee will determine one of the following actions for each project application:

- Accept at full amount
- Accept at reduced amount
- Reject

To be considered for acceptance, a project must pass a threshold review. The Funding & Performance Committee will also consider funding availability, application score, and ability of the applicant to carry out the proposed project.

Ranking

For collaborative applications, the Funding & Performance Committee will rank all accepted projects. Project application scores should inform the final project ranking, but the Funding & Performance Committee should also consider other factors, such as project type, population group served by the project, levels of unmet need, project performance, or other parameters. Renewal projects for CoC planning, HMIS, and coordinated entry that are accepted should be placed at the top of the ranking, as the system relies on these projects to operate. New projects for CoC planning, HMIS, and coordinated entry should be ranked based on the needs of the system.

Process for Allocating ~~Virginia Homeless Solutions Program (VHSP)~~ Community Awards

Once the CoC is notified of the final amount ~~that the Department of Housing and Community Development (DHCD) will~~ awarded to the community, projects will be allocated funding in the order they are ranked until all funding has been allocated. Any funding for which ~~DHCD the category is~~ specified ~~the category~~ will be allocated only to projects of that category, even if they are ranked below projects that ultimately do not receive funding.

Upon funding allocation, a project applicant can choose to reduce the amount of or eliminate a project for any of the following reasons:

- Other funding has been secured for the project that can replace all or part of the requested ~~VHSP~~ funding
- The project is partially funded and not viable at the partial amount
- The agency is no longer able to carry-out the proposed project

In the event that a project is reduced or eliminated, recaptured funding will be allocated to remaining projects in the order they are ranked until all funding has been allocated. Any recaptured funding for which ~~DHCD the category is~~ specified ~~the category~~ will be allocated only to projects of that category, even if they are ranked below projects that ultimately do not receive funding. If there are no remaining projects of the specified category, the CoC will solicit proposals, in accordance with the Funding Policies & Procedures, for projects in that category. In the event that a CoC planning, HMIS, or coordinated entry project is eliminated and results in insufficient system coverage, the CoC shall solicit proposals, in accordance with the Funding Policies & Procedures, for projects in that category to ensure sufficient system coverage.

Approved by CoC Board 2/6/2020
Replaces version adopted 2/28/2019

D. Reallocation

The CoC is permitted to reallocate funds among projects to better achieve federal, state, and CoC goals for addressing homelessness. Reallocation can present an opportunity for CoCs to move funding from projects that are underutilized, not cost effective, underperforming, or obsolete.

The CoC will reallocate funds granted through the CoC funding process, as needed, to more effectively support those projects that align with approved Policy Priorities and meet and/or exceed approved CoC Project Performance Standards. Reallocation will be based on the adopted annual CoC Policy Priorities, 10-Year Strategic Plan, federal and state strategic goals, and project performance. Project funds may be reallocated through either the funding process or the voluntary return of funds.

Reallocation through the Funding Process

During a funding process, the Funding & Performance Committee may recommend that it is necessary to reallocate funds from a renewal project, in part or in whole, to another project based on the factors described above. Additionally, the Funding & Performance Committee will consider the capacity of other project(s) to receive additional funding and their performance. The Funding & Performance Committee will reallocate funds by reducing or rejecting a renewal project and accepting a new project for the reallocated amount.

Grantees will be notified in writing of the Funding & Performance Committee's reallocation recommendation and justification. Grantees will also be provided specific instructions regarding the point of contact and deadline for appeals. In the event of an appeal, grantees will be notified of the decision in writing within 24 hours of the decision. At the end of the appeal period, the Funding & Performance Committee will provide the reallocation recommendation to the CoC Board as part of the ranking recommendation.

Reallocation through the Voluntary Return of Funds

Grantees may voluntarily return funds at any time during the grant operating year by providing a written request to the CoC Lead Agency. Any funds that are not able to be utilized without changing the intent of the grant funding should be voluntarily returned. A grantee seeking to return funds through the voluntary process must do so in accordance with federal and state requirements. The Funding & Performance Committee will review the request and make a recommendation to the CoC Board for reallocation of the funds within 7 days of receiving the request. During the review process, the Funding & Performance Committee will consider the following factors in determining how to reallocate funds:

- CoC Policy Priorities
- Application score and/or ranking
- Capacity and performance of other grantees and their project(s)

The CoC Board will review the reallocation recommendation of the Funding & Performance Committee and vote to approve or disapprove within three days of receiving the recommendation. The grantee will be notified of the CoC Board's decision in writing within 24 hours of the decision.

E. Appeals

Appeals can be made by applicants who have specific concerns regarding the review and scoring of their applications or by CoC members who feel that they were unfairly left out of the funding process.

Applicant appeals will only be considered in cases where applicants have material concerns specific to the review and scoring of their application. Applicant appeals specific to ranking or funding allocation recommendations will not be considered. (See "Eligible Appeals" below.) All notices of appeal must be based on the information submitted by the application due date. No new or additional information will be considered. Omissions to the application by the applicant cannot be appealed.

Upon receipt of a notice of appeal, an Appeals Committee, composed of three members of the CoC Board and one member of the Funding & Performance Committee (non-voting), will be formed. The voting members of the Appeals Committee will not have reviewed the project application seeking appeal review or have a conflict of interest with any of the agencies applying for the applicable funding. The Appeals Committee will review each appeal to determine whether the appeal meets the eligibility criteria stated below. The Appeals Committee will review only those areas of the application that are being appealed. The recommendation of the Appeals Committee will be final.

Eligible Appeals

Applicants may appeal if they can:

- Prove their score is not reflective of the application information provided; or
- Describe bias or unfairness in the process, which warrants the appeal; or
- Document a compelling organizational necessity not specifically described elsewhere in this document.

CoC members may appeal if they can:

- Demonstrate that they were unfairly left out of the funding process

Appeals Process

1. The appeals process and deadline will be included in the local NOFA and posted on the CoC website.
2. CoC staff will notify each applicant in writing of the Funding & Performance Committee's recommendation to accept and rank, reject, or reduce their project application(s), and will share the completed scoring sheet for each project application with the project applicant. CoC staff will also include specific instructions regarding the point of contact and deadline for appeals.
3. All notices of appeal must be submitted to the point of contact by the publicized deadline for appeals. Receipt of the notice of appeal will be confirmed in writing within 24 hours.
4. The notice of appeal must include a written statement specifying in detail all grounds asserted for the appeal. The appeal must be submitted by an individual authorized to represent the agency and must include the specific sections of the application on which the appeal is based.

The appealing agency must specify facts and evidence sufficient for the Appeals Committee to determine the validity of the appeal. That is, the notice of appeal must have attached the specific areas of the application being appealed and must also clearly explain why the information provided was adequate to gain additional points.

5. The Appeals Committee will review and evaluate all notices of appeal and determine whether or not each appeal meets the CoC requirements to make an appeal.
6. All eligible appeals will be read, reviewed, and evaluated by the Appeals Committee within 48 hours of the deadline for appeals.
7. The Appeals Committee will provide a determination on the appeal, and a written summary of the determination will be provided to the appealing applicant and the Funding & Performance Committee within 24 hours of the decision. The recommendation of the Appeals Committee will be final.

VI. Process for Using a Special Funding Process

In unique circumstances, the CoC Board can approve the use of a special funding process for the solicitation, review, selection, and allocation of CoC funding. The approval of a special funding process should be used to allow the CoC to make quick funding decisions on emergency funding needs. The funding process should continue to be as objective and transparent as possible.

Funding Process

The full CoC Board can approve the use of a small CoC Board for the purpose of funding decisions. The small CoC Board will be made up of CoC Board members not applying for or receiving funding through the CoC funding process. Any member affiliated with an organization applying for or receiving funding through the funding process, including board members, staff, and volunteers, shall not serve on the small CoC Board.

Solicitation of requests for funding?

The small CoC Board will review requests for funding compared to the availability of community funding while considering factors, such as project type, population group served by the project, levels of unmet need, project performance, project compliance with past funding, fit within the community's homelessness strategies and priorities, and other available funding sources. Small CoC Board will come to consensus on funding allocations.

CoC staff will notify each applicant in writing of the small CoC Board's allocation decision. CoC staff will also include specific instructions regarding the point of contact and deadline for accepting allocations. Once allocations are accepted, CoC staff will notify the Full CoC Board and the Funding and Performance Committee of the decision and post funding allocations on the CoC website.

VI.VII. Process for ~~Community Partner to Requesting~~ a Letter of Support or CoC Endorsement ~~of Project Application~~

CoC members are able to request letters of support or letters of endorsement from the CoC as needed for funding opportunities. Letters of support are provided to showcase past work with the CoC and that the requested funding supports the CoC's 10 year plan to end homelessness. Letters of Endorsement are provided in instances in which the CoC will play a larger role in the administration of funding or programming and the funding sought directly impacts CoC's Coordinated Entry System or has the potential to be sought by numerous CoC members.

A. Letter of Support

CoC members may request a letter of support for a funding application from the CoC via email to the CoC Coordinator. Requests should be submitted no less than 10 days prior to the application due date. Requests must include a copy of the funding announcement, draft application, and draft letter of support.

The process for requesting a letter of support from the CoC will follow these steps:

1. Upon receipt of the request, the information will be reviewed by CoC staff. Additional information will be requested if necessary.
2. The CoC Board will review the request and vote whether or not to approve the request for a letter of support.
3. CoC staff will notify the requestor in writing of the CoC Board's determination.
4. If approved, CoC staff will provide a letter signed by the CoC Board Chair to the requestor within 3 days of the determination.

B. Letter of Endorsement

CoC members may request CoC endorsement of a project application via email to the CoC Coordinator. Requests should be submitted no less than 30 days prior to the application due date. Requests must include a copy of the funding announcement as well as a brief description of the project that includes, at a minimum, the following information in no more than 2 pages:

1. Brief summary of project proposal
2. Need addressed by project
3. Target population and eligibility requirements
4. Experience working with target population
5. Expected number served/outcomes

The process for requesting CoC endorsement of a project application will follow these steps:

1. Upon receipt of the request, the information will be reviewed by CoC staff. Additional information will be requested if necessary.

2. The request will be forwarded to the Funding & Performance Committee for review. The Funding & Performance Committee will make a recommendation to the CoC Board on whether or not to endorse the project application. CoC staff will notify the requestor in writing of the Funding & Performance Committee's recommendation.
3. The CoC Board will review the request and vote whether or not to endorse the project application.
4. CoC staff will notify the requestor in writing of the CoC Board's determination.
5. If approved, CoC staff will provide a letter signed by the CoC Board Chair to the requestor within 3 days of the determination.

DRAFT