

Fredericksburg Regional CoC 2022 Organizational Review

Each year, the Fredericksburg Regional Continuum of Care (CoC) performs an organizational review for current and potential grantees that anticipate applying for funding through a CoC funding process in the upcoming calendar year. These reviews are used to determine eligibility for funding sources and to monitor compliance with threshold requirements as well as the financial integrity and stability of the organization.

Those grantees that anticipate applying for funds through one of the following CoC funding processes will be asked to participate in an organizational review:

- Virginia Homelessness Solutions Program (VHSP)
- Department of Housing and Urban Development (HUD) CoC Program
- Virginia Housing Trust Fund – Homeless Reduction Grant
- CoC administered local funds

Applicant Eligibility & Requirements

Per the [Fredericksburg Regional CoC Funding Policies & Procedures](#), 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 *Fredericksburg Regional CoC 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.

Review Process & Timeline

The *Fredericksburg Regional CoC Funding Policies & Procedures* governs the process for the organizational review. The timeline for this process is included below:

Deadline	Action
6/1/2022	Organizational review solicitation and materials approved by the Funding and Performance Committee
6/13/22	Organizational review open for submission and documents sent to CoC members and posted to the CoC website
6/22/22	Organizational Review Information Session
6/30/22	Organizational Review documents due in Good Grants by 5PM
7/6/2022	Organizational reviews completed by Funding & Performance Committee

7/6/2022	Applicants notified of review outcome, any recommendations, and appeals process
7/11/2022	Appeals due to GWRC by noon
7/15/2022	Appeals reviewed and determined by Appeals Committee
7/15/2022	Appealing agencies notified of Appeals Committee determinations

Submission Requirements

Each agency must submit the following in PDF:

- Board of Directors Listing
- IRS Form 990 (if applicable)
- Profit and Loss Statement (prior year audited statements and most recent YTD)
- Agency Audit
- Proof of 501 c (3), if applicable
- Organizational Chart
- Organization strategic plan (if available)
- Financial policies and procedures, including conflict of interest, procurement policies, and whistle blower policies
- Spending Plan (template provided)
- Housing First Checklist (template provided) – Project Level Section ONLY

Pursuant of a Memorandum of Understanding (MOU), the Rappahannock United Way (RUW) will assist in sharing documents submitted by organizations through their funding process with the CoC to avoid duplication. However, not all documents will be available through RUW and will need to be submitted separately to the CoC.

Any attachment templates provided are available on the Funding page of the CoC website. Each attachment **must** be submitted as a PDF, except for the Spending Plan, which should be submitted in Excel format. Each attachment should be labelled with the agency name and the name of the attachment, matching the requested information. (Example: AgencyA_Organizational_Chart.pdf)

Important Application Dates

An information session regarding the review process will be held on **June 22, 2022, at 10 AM** via GoToMeeting. Those interested in attending can connect using the connection information below:

Please join my meeting from your computer, tablet or smartphone.

<https://meet.goto.com/696216157>

You can also dial in using your phone.

United States: [+1 \(571\) 317-3116](tel:+15713173116)

Access Code: 696-216-157

All materials must be submitted via the [Good Grants application portal](#) by **June 30, 2022 at 5PM**.

Appeals Process

Appeals will adhere to the appeals process outlined in the *Fredericksburg Regional CoC Funding Policies & Procedures*. A summary of the appeals process for this solicitation is also available on the Funding page of the CoC website.

Appeals must be submitted via email to funding@fredericksburgcoc.org by **July 11, 2022 at noon**.