

## **Attachment #6 – Projects Rejection-Reduction Notification**

There were no applications that were rejected or reduced during the FY19 CoC Competition.

In this zip file, there are 5 pieces of evidence that the CoC notified applicants of the Rejection Policy.

**(1) WIBOSCOC Board of Director Minutes**

This document is the minutes from a Board of Director meeting in which the reallocation policy, rejection policy, & review-rank-select new projects policy were approved.

**(2) WIBOSCOC Rejection Policy**

This document is the WIBOSCOC Rejection Policy approved by the CoC Board of Directors.

**(3) WIBOSCOC Rejection Policy – Appendix 1**

This document includes information regarding which renewal projects relinquished funds, had funds involuntarily reallocated, and voluntarily reallocated through a transition grant. This document also identifies all the new project applications.

**(4) WIBOSCOC Website Evidence**

This document shows that the Rejection Policy was posted on the WIBOSCOC website. This document also shows that the Notification Letters were posted on the WIBOSCOC website.

**(5) WIBOSCOC Email**

This document shows that the CoC full membership was notified that the Rejection Policy had been posted on the website. This document also shows that the CoC full membership was notified that the Notification letters were posted on the website.



## WI BOS Board of Director's Meeting

August 27, 2019 1:00-3:00 pm  
GoTo Webinar

1. The meeting was called to order by Jeanette Petts at 1:02 pm
  - a. Members Present: Dana Baumgartner, Paul Bissett, Mike Bonertz, Meika Burnikel, Michael Etheridge, Kathleen Fisher, Lisa Haen, Mary Jacobson, Jessica Locher, Jessica Mudgett, Jeanette Petts, Tara Pahl, Don Roach, Sue Sippel
  - b. Members Excused: Michelle Arrowood, Duana Bremer, Cheryl Detrick, David Eberbach, Michelle Friedrich, Casey Levrach, Millie Rounselle, Ed Wilson
  - c. Members Unexcused: Renee Greenland
  - d. Staff Present: Carrie Poser
2. Approval of minutes from 8/5/19
  - a. Motion to approve the August 5, 2019 Board meeting minutes made by Meika Burnikel
  - b. Second made by Kathleen Fisher
  - c. No further discussion
  - d. All in favor
  - e. Motion carries
3. June Finance Report is not available for this meeting
  - a. Motion to table the approval of the June finance report made by Jessica Locher
  - b. Second made by Meika Burnikel
  - c. No further discussion
  - d. All in favor
  - e. Motion carries

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4. CoC Competition-specific policies were reviewed and discussed. In the Reallocation Policy document on page one under the Involuntary reallocation section Mike suggested to change “director shall” to “director may”.
  - a. Motion to approve the Reallocation Policy with the suggested revision, the Rejection Policy with no revisions and the Review, Rank, Select New Projects Policy with no revisions made by Meika Burnikel
  - b. Second made by Sue Sippel
  - c. No further discussion
  - d. All in favor
  - e. Motion carries
5. Board member match documentation was discussed briefly by Carrie. Members were reminded to submit an email letting her know if time could be used as match and she showed members a chart that illustrated hours documented. Carrie asked that all members send match documentation if appropriate as soon as possible as the deadline for match submission has passed.
6. Advocacy Day – Kathleen Fischer reported that the Advocacy Committee is requesting board support and buy-in to be able to get a better turnout at advocacy day next year. Kathleen indicated that there is an Advocacy Day subcommittee that board members could join and asked what board members are interested to attend. Baring there were no volunteers a suggestion was made to create a survey for board members to determine interest and reasons why people did not attend in May of 2019.
7. Fiscal Agent discussion and action - Carrie reported that we are currently contracted with ICA to fiscally manage the CoC Planning grant, SSO-CE grant and the DV-RRH grant and Northwest Community Action Agency is contracted to fiscally manage the State HAP grant. The question is, “Do we need a Fiscal Agent”? Both DECHR and HUD confirm that our Fiscal Agents are appropriate and have not asked us to obtain a fiscal agent. Taxes were discussed which are handled by the BOS treasurer. There is currently a need for a backup plan for when an officer of the board is out for an extended period of time. Mary indicated that the Finance committee has discussed the need for an External third-party administrator. The issue is we do not have the money to pay for a fiscal agent. We could increase dues in November that would start being

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collected in February. Cost for a fiscal agent would be \$1,904 per local coalition just to cover the overall cost of financial administration.

8. A discussion about membership dues that need to be approved at September in person board meeting included a suggestion that the Executive Committee, along with Mary Jacobson in Millie's absence, have a meeting to discuss and present options at the next full board meeting. Members of the Finance Committee were asked to connect with a staff person at Northwest Community Action Agency prior to the Executive Committee meeting on September 19<sup>th</sup> to get the information needed to move forward.

- a. Timeline is as follows:

- i. At the Sept 24<sup>th</sup> meeting the Finance Committee needs to present recommendations regarding membership dues.
    - ii. In October the board recommendation for dues needs to be sent to delegates for a vote at the annual meeting in November.

Mary and Meika will work together to attempt to get information from Millie and report to the Executive Committee on progress.

9. Back-up plan for Executive Committee was discussed briefly. We currently have a back-up plan for when the BOS chair is gone which is the vice-chair provides that coverage. There is not coverage for when the treasurer, secretary or vice-chair are out. Back up to the treasurer could be the second board member on the Finance Committee. It is important that we clarify coverage and what their role is in a back-up capacity. Suggestions to have both short-term and long-term coverage options. We need to make some decisions and then changes to the bylaws. Jeanette will reach out to UW-Extension – Larry who helped with strategic planning and the Board Mandate document and will report back to the full board at the September meeting.
10. BOS Financial Accounts discussion and action – second signer. Millie is currently the only signer on the BOS checkbook. Members discussed who the proper person would be as a second signer and also discussed the logistics of how a checkbook would be shared. There is a possibility that Robyn Thibado, the former BOS President is still a signer on the BOS Checkbook so we need to look into that. Obtaining a credit card was discussed as a way to pay for Quarterly meeting fees. Carrie briefly discussed how the payment process works for CoC programs.

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- a. A motion to add our current president Carrie as a signer for all bank accounts for the BOS made by Meika Burnikel
  - b. Second was made by Sue Sippel
  - c. No further discussion
  - d. One no vote by Mike B. – All else in favor
  - e. Motion carries
11. Newsletter submissions by Board members was briefly discussed. Still looking for October, November and December. Looking for uplifting, inspirational information. Suggestion for Carrie to take the names of all board members that have not written a piece for the newsletter and pick names out of a hat then assign a month to each member.
12. November meeting is scheduled for the 8<sup>th</sup> and 9<sup>th</sup> in Wi Dells at the Kalahari. Agenda was briefly discussed. The survey for the August Quarterly meeting was delay due technical issues with Survey Monkey that have now been resolved so the survey will be released soon.
13. Public Policy Report. Carrie is working with senators to tour various coalitions, all of which are at different stages of progress for scheduling.
14. CoC Competition progress was highlighted. All three BOS renewal grants, planning, CE SSO and DV RRH were completed and submitted in esnaps. The 1<sup>st</sup> draft scoring tool was posted to the website. There are four new project applications and no DV RRH expansion applications submitted. At the in-person meeting in July we discussed the DV RRH expansion grant. No one applied to expand the DV RRH grant. The Balance of State is applying for an SSO-CE DV grant.
- a. support the non-HMIS database that ICA created – pay ICA to maintain the database – they would not be a sub-grantee, ICA would be contracted to provide this service - \$50,000
  - b. hire a staff with End domestic abuse to provide training and technical assistance as it relates to domestic violence – \$59,069
  - c. BOS would bill Ryan to the grant and be able to provide supplies to grantees that are not EHH or CoC funded- \$50,000. This would lessen the cost billed to the planning grant and free up money for other things.
  - d. Total grant is \$177,719

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15. Carrie reminded people about the Local Coalition Board Document feedback that are due to Carrie by October 28<sup>th</sup>. Closing out SSO-CE grant has been challenging – cannot complete the APR for this grant that is due by the end of September
16. Superior Housing Authority hired a new leader who had a discussion with Carrie that went well, and she learned of all the initiatives they are undertaking.
17. Other Business –
  - a. Jeanette requested that the minutes from today be sent out and voted on within the next week.
  - b. Committee Charters were discussed briefly. Deadline was extended to the end of September for all committees to submit their Committee Charters to Carrie.
  - c. Plan for Central and Brown needing to replace their board members was briefly discussed. The Nominating Committee will be sending out applications and reminders to both coalitions about selecting a new board members and submitting that information 30 days prior to the November meeting.
18. Meeting was adjourned at 2:50 pm
  - a. Motion to adjourn made by Michael Ethridge
  - b. Second by Sue Sippel
  - c. No further discussion
  - d. All in favor
  - e. Motion carries

Respectfully submitted,

Lisa Haen, Secretary



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## Wisconsin Balance of State Continuum of Care Rejection Policy – CoC Competition Process

It is the policy of the Wisconsin Balance of State CoC that all projects, new and renewal, must be approved by the CoC Director prior to submission of an application in *e-snaps*.

### Renewal Projects

#### Above Threshold

All renewal projects are ranked using the Balance of State CoC Board approved CoC-Project Scoring Tool. On the CoC Project Scoring Tool, any renewal project scoring 70.0% or higher and is in good standing with HUD and the Balance of State CoC is automatically eligible to apply in the CoC Competition. The renewal project will submit a renewal project application in *e-snaps* by the approved deadline. Following review and approval, the project will receive written notice outside of *e-snaps* of the following:

- (1) The renewal project was submitted in *e-snaps* before the Balance of State CoC established deadline.
- (2) The renewal project will be accepted and ranked on the CoC Priority Listing in *e-snaps*.

If the project did not submit a renewal application by the Balance of State CoC established deadline, the CoC Director shall notify the Balance of State CoC Board of Directors. The project will receive written notice outside of *e-snaps* of the following:

- (1) The renewal project was not submitted in *e-snaps* before the Balance of State CoC established deadline and will not be accepted and ranked on the CoC Priority Listing in *e-snaps*.
- (2) The renewal project application will be provided reason(s) for the rejection.

#### Below Threshold and/or Not in Good Standing

Any renewal project scoring 69.9% or less and/or are not in good standing with HUD and/or are not in good standing with the Balance of State CoC are not automatically eligible to apply. Those agencies must complete an action plan which identifies whether the project has decided to voluntarily relinquish their funds, voluntarily reallocate their funds, or complete a request for reconsideration application. See Reallocation Policy for more details.

If the renewal project receives written notice that their request for reconsideration was granted, the project will submit a renewal project application in *e-snaps* by the approved deadline. Following review and approval, the project will receive additional written notice outside of *e-snaps* of the following:

- (1) The renewal project(s) were submitted in *e-snaps* before the Balance of State CoC established deadline.
- (2) The renewal project(s) will be accepted and ranked on the CoC Priority Listing in *e-snaps*.

If the project did not submit a renewal application by the Balance of State CoC established deadline, the CoC Director shall notify the Balance of State CoC Board of Directors. The project will receive written notice outside of *e-snaps* of the following:

- (1) The renewal project was not submitted in *e-snaps* before the Balance of State CoC established deadline and will not be accepted and ranked on the CoC Priority Listing in *e-snaps*.
- (2) The renewal project application will be provided reason(s) for the rejection.

If the renewal project receives written notice that their request for reconsideration was denied, the project will have the opportunity to voluntarily reallocate their grant or voluntarily relinquish the funds. The renewal project will receive additional written notice outside of *e-snaps* of the following:

- (1) The renewal project(s) were denied permission to submit a project in *e-snaps* and will not be accepted and ranked on the CoC Priority Listing in *e-snaps*.
- (2) The renewal project(s) will be provided reason(s) for the rejection consistent with the denial issued from the project's request for reconsideration application.

### **New Projects**

The New Project Application Process may include but is not limited to, BONUS funds, expansion funds through reallocation, transition grants, and set-aside new funding. The CoC Director reviews the NOFA and the New Project Application to ensure that all HUD requirements are being met. Once the review process is complete, the CoC Director revises the New Project Application and scoring rubric. The CoC Director distributes the application and scoring rubric by email to the full CoC memberships, posts the documents on the Balance of State website, promotes applications through social media, and sends out to any other interested parties.

New projects are reviewed and ranked using the scoring rubric. All projects will be notified in writing by electronic mail as to whether the project was selected to be included in the CoC Competition process or not selected.

New projects selected through the scoring process must submit the new project application in *e-snaps* by the approved deadline. Following review and approval, the new project will receive written notice outside of *e-snaps* of the following:

- (1) The new project application was submitted in *e-snaps* before the Balance of State CoC established deadline.
- (2) The new project application will be accepted and ranked on the CoC Priority Listing in *e-snaps*.

If the new project did not submit a renewal application by the Balance of State CoC established deadline, the CoC Director shall notify the Balance of State CoC Board of Directors. The new project will receive written notice outside of *e-snaps* of the following:

- (1) The new project was not submitted in *e-snaps* before the Balance of State CoC established deadline and will not be accepted and ranked on the CoC Priority Listing in *e-snaps*.
- (2) The new project application will be provided reason(s) for the rejection.

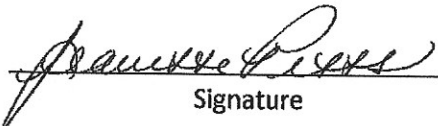


New project applications that were not selected through the scoring process will receive written notice outside of *e-snaps* of the following:

- (1) The new project application was denied permission to submit a project in *e-snaps* and will not be accepted and ranked on the CoC Priority Listing in *e-snaps*.
- (2) The new project application will be provided reason(s) for the rejection consistent with the scoring rubric and review process established for each new project type.

There are two appendices included in this policy to reflect a current CoC Competition process. As the information will change from year-to-year, a change in the appendices does not necessitate a full review or approval of this policy.

This policy has been approved by majority vote of the WI Balance of State CoC Board of Directors and shall be reviewed annually.

  
Signature

8-27-19  
Date

Jeanette Petts  
Chair, Balance of State CoC Board of Directors



**Wisconsin Balance of State Continuum of Care  
Rejection Policy – Appendix 1**

**FY2019 Renewal Projects**

On September 13, 2019, all renewal project applicants received written notice outside of *e-snaps* of the following:

- (1) The renewal project(s) were submitted in *e-snaps* before the Balance of State CoC established deadline of August 23, 2019.
- (2) The renewal project(s) will be accepted and ranked on the CoC Priority Listing in *e-snaps*.

There were no agencies that voluntarily relinquished all or part of their renewal grants.

There were no agencies that had renewal projects involuntarily reallocated.

There were no agencies that voluntarily reallocated their renewal grants through the transition grant process to create new permanent housing project type.



**Wisconsin Balance of State Continuum of Care  
Rejection Policy – Appendix 2**

**FY2019 New Projects**

On September 13, 2019, all new project applicants received written notice outside of *e-snaps* of the following:

- (1) The new project(s) were submitted before the Balance of State CoC established deadline of August 23, 2019.
- (2) The new project(s) will be accepted and ranked on the CoC Priority Listing in *e-snaps*.

Four agencies applied for new or new expansion projects. Four projects were awarded through the Permanent Housing BONUS Competition. One project was awarded under the DV BONUS for a SSO-CE DV grant.

Agency	New Project	Type	Amount
Western Dairyland	PSH 2 Expansion	PSH	\$212,522
Couleecap	Housing First III	PSH	\$290,994
Wisconsin Balance of State Continuum of Care	WIBOSCOC Supportive Services for Coordinated Entry DV	SSO	\$176,000

2019 HUD CoC Competition - W x

wiboscoc.org/2019-hud-coc-competition.html

BOS Personal Media ICA National Coordinated Entry Research ADVOCACY BOS Grants BOS Lists CoC Competition DRAMA CPD Cross-Program... IAC CABIN Newsletter Amazon Smile Other bookmarks

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August 28	New Projects notified of decision(s)
August 30	2nd Draft Scoring Tool results posted on website
September 6	Final Scoring Tool results posted on website
September 12	Deadline to appeal scoring tool results, request permission to reallocate
September 13	New Project submission deadline in e-snaps
September 15	CoC Notification to All Projects outside of e-snaps
September 18	Deadline for all projects to be complete, correct, and approved in esnaps by CoC
September 27	All information and applications must be posted on the CoC website
September 30	FY 2019 CoC Competition Submission Deadline to HUD

These documents are in their final versions and have been posted as part of the CoC collaborative application.

## Final CoC Competition FY 2019-Submission

WIBOSCOC Consolidated Application FY19  
WIBOSCOC Priority Listing FY19  
[WIBOSCOC Rejection Policy 2019](#)  
[WIBOSCOC Project Notification 2019](#)  
[WIBOSCOC Reallocation Policy 2019](#)  
[WIBOSCOC Review & Selection of New Project Policy 2010](#)  
[WIBOSCOC Project Scoring Tool Explanation 2019](#)

## WI Balance of State CoC Consolidated Application FY2019 – Attachments

[Attachment #1 – FY19 HDX Report](#)  
Attachment #2 – PHA Move On  
Attachment #3 – PHA Administration Plan Homeless Preference  
[Attachment #4 – Coordinated Entry Assessment Tool](#)  
Attachment #5 – 15 Day Notice – Projects Accepted  
Attachment #6 – 15 Day Notice – Projects Rejection/Reduction  
Attachment #7 – Public Posting: 30 Day Local Competition Deadline  
Attachment #8 – Public Posting: Local Competition Announcement  
Attachment #9 – Public Posting: CoC Consolidated Application  
Attachment #10 – Written Agreement with Local Education or Training Org  
Attachment #11 – Written Agreement with State or Local Workforce Development Board

9:22 AM  
9/14/2019

WI Balance of State CoC – Rejection Policy & Project Notification Letters posted on website: <https://www.wiboscoc.org/2019-hud-coc-competition.html>  
(9/14/19)

2019 HUD CoC Competition - W x +

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## Final CoC Competition FY2019 Project Application (New & Renewal) Submissions

- ADVOCAP – ADVOCAP Fond du Lac Rapid Rehousing
- ADVOCAP – CoC WinnebagoLand Rapid Rehousing
- ADVOCAP – WinnebagoLand Rapid Rehousing
- ADVOCAP – WinnebagoLand PSH
- Central Wisconsin Community Action Council – Project Chance Rapid Re-Housing
- City of Appleton – Fox Cities Housing Coalition Rapid Re-Housing Program
- City of Appleton – Fox Cities Housing Coalition Rapid Re-Housing Program Expansion
- City of Appleton – Fox Cities HP Rapid Re-Housing Program
- Community Action Coalition for South Central Wisconsin – Project WISH
- Community Action Coalition for South Central Wisconsin – Jefferson County Transitional Housing
- Community Action Inc. of Rock & Walworth Counties – CAL\_PSH
- Community Action Inc. of Rock & Walworth Counties – CAL\_RRH
- Couleecap – Couleecap Housing First Permanent Housing Program
- Couleecap – Couleecap Housing First II PSH
- Couleecap Housing First III PSH
- Family Services of Northeast Wisconsin – Brown County Rapid ReHousing
- Hebron House of Hospitality – Jeremy House Safe Haven
- Institute for Community Alliances – Wisconsin HMIS Project Renewal
- Kenosha Human Development Services – Kenosha Permanent Housing Connections
- Kenosha Human Development Services – KYF Rapid Rehousing Project
- Kenosha Human Development Services – MyHOME Rapid Rehousing Project
- Lakeshore CAP – RRH
- Lutheran Social Services of Wisconsin and Upper Michigan, Inc. – Welcome Home Eau Claire
- Newcap – Brown County PSH
- Newcap – Brown County Youth RRH Project
- Newcap – SHP Housing First
- North Central Community Action Program – NCCAP Permanent Supportive Housing
- Northwest Wisconsin Community Services Agency – NWCSA PSH
- Pillars – It Takes A Village Permanent Supportive Housing
- The Salvation Army – Permanent Supportive Housing

9:26 AM  
9/14/2019

WI Balance of State CoC – All project applications (new & renewal) posted on website: <https://www.wiboscoc.org/2019-hud-coc-competition.html> (9/14/19)

2019 HUD CoC Competition - W

wiboscoc.org/2019-hud-coc-competition.html

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Couleecap Housing First III PSH  
Family Services of Northeast Wisconsin – Brown County Rapid ReHousing  
Hebron House of Hospitality – Jeremy House Safe Haven  
Institute for Community Alliances – Wisconsin HMIS Project Renewal  
Kenosha Human Development Services – Kenosha Permanent Housing Connections  
Kenosha Human Development Services – KYF Rapid Rehousing Project  
Kenosha Human Development Services – MyHOME Rapid Rehousing Project  
Lakeshore CAP – RRH  
Lutheran Social Services of Wisconsin and Upper Michigan, Inc. – Welcome Home Eau Claire  
Newcap – Brown County PSH  
Newcap – Brown County Youth RRH Project  
Newcap – SHP Housing First  
North Central Community Action Program – NCCAP Permanent Supportive Housing  
Northwest Wisconsin Community Services Agency – NWCSA PSH  
Pillars – It Takes A Village Permanent Supportive Housing  
The Salvation Army – Permanent Supportive Housing  
Walworth County Housing Authority – Hartwell Street Apartments  
West Central Wisconsin Community Action Agency – West CAP Permanent Supportive Housing  
West Central Wisconsin Community Action Agency – West CAP Permanent Supportive Housing II  
West Central Wisconsin Community Action Agency – West CAP Rapid Rehousing  
Western Dairyland EOC – PSH 1  
Western Dairyland EOC – PSH 2  
Western Dairyland EOC – PSH 3  
Western Dairyland PSH 2 Expansion  
Western Dairyland PSH 2 Combined  
Wisconsin Balance of State Continuum of Care – WIBOSCOC Planning Grant FY2019  
Wisconsin Balance of State Continuum of Care – WIBOSCOC RRH Project  
Wisconsin Balance of State Continuum of Care – WIBOSCOC Supportive Services for Coordinated Entry  
Wisconsin Balance of State Continuum of Care – WIBOSCOC Supportive Services for Coordinated Entry DV  
YWCA of La Crosse – YWCA Rapid Rehousing

BOS CoC Project Scoring Tool – Project Review & Ranking

Tools Below Threshold 2019

9:27 AM 9/14/2019

WI Balance of State CoC – All project applications (new & renewal) posted on website: <https://www.wiboscoc.org/2019-hud-coc-competition.html> (9/14/19)

**Carrie Poser**

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**From:** Carrie Poser  
**Sent:** Saturday, September 14, 2019 9:32 AM  
**Subject:** CoC Competition: Website Update

**Importance:** High

Good morning,

I am writing to let you know that the BOS website has been updated to include the Board approved Rejection, Reallocation, and Review & Selection of New Project Policy. The website also has all of the renewal and new project applications posted. Please visit: <https://www.wiboscoc.org/2019-hud-coc-competition.html>. Please share with your local partners and colleagues.

I suggest checking the website frequently over the next several weeks as we come closer to the end of the FY19 CoC Competition.

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These documents are in their final versions and have been posted as p

## Final COC Competition FY 2019-Su

WIBOSCOC Consolidated Application FY19

WIBOSCOC Priority Listing FY19

WIBOSCOC Rejection Policy 2019

WIBOSCOC Project Notification 2019

WIBOSCOC Reallocation Policy 2019

WIBOSCOC Review & Selection of New Project Policy 2019

Thanks,

**Carrie Poser**

COC Director  
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