Wisconsin Balance of State Continuum of Care
Reviewing, Ranking & Selecting New Projects – CoC Competition Process

Once the Notice of Funding Availability (NOFA) is released, the CoC Director initiates the New Project Application Process. 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.

The Balance of State Board of Directors and CoC Director will ensure that any new project addresses gaps and needs within the Balance of State geographic area. In addition, all new projects must meet the following criteria:

1. **Housing First philosophy and low barrier to entry:** Housing First is a model of housing assistance that prioritizes rapid placement and stabilization in permanent housing that does not have service participation requirements or preconditions (such as sobriety or a minimum income threshold). This approach quickly connects people experiencing homelessness to permanent housing:

   - No barriers to entry (e.g. sobriety, treatment, or service participation requirements);
   - No preconditions (e.g. sobriety, income);
   - Does not terminate program participants from the project for lack of participation in the program (e.g. supportive service participants requirements or rules beyond normal tenancy rules).

2. **Coordinated Entry:** Project applicants are required to comply with the policy and procedures, written standards, and order of priority for the specific project type requested. Participation includes but is not limited to: pre-screen, assessment, referral, follow-up.

3. **Adherence to HUD's Homeless Policy and Program Priorities:** Project applicants are required to comply with HUD's homeless policy and program priorities as listed in the NOFA.

4. **Balance of State COC:** Project applicants are required to comply with the Balance of State COC bylaws, governance charter, and other policy and procedure manuals as approved by the Board or membership. This includes, but is not limited to:

   - Committee participation
   - Active involvement in the Point-in-Time overnight street/known location count twice a year
   - Active involvement in their local coalition

- Attendance at quarterly Balance of State meetings (at time of application, documented attendance at 2 of the last 4 meetings is required).
- Good Standing with Balance of State CoC policies, including coordinated entry.

Once the new project applications are submitted to the CoC Director, the applications are shared with the review team comprised of members from the Balance of State Board of Directors. If a Board member has a conflict, he/she will recuse themselves from the application review process. A conflict can include being a member of the local coalition or agency that is applying for new funding. If a new project application is submitted after the submission deadline, it will not be submitted for view by the Board.

Each application will be reviewed and scored by the review team and the CoC Director using the previously approved and published rubric. The CoC Director will collect all scoring sheets and calculate the totals. The results will be shared with the review team and a final decision will be made. The Balance of State Board of Directors retains the right to make a final decision on which new project(s) will be included in the CoC Competition process after taking into account gaps and needs of the geographic territory as a whole and additional Board discussion.

All projects will receive notification from the CoC Director outside of *e-snaps* by the HUD approved deadline. Notification will occur via electronic mail. Those projects selected through the new project scoring process will work directly with the CoC Director to submit a new project application in *e-snaps*.

- **Note:** Only applications selected for the CoC competition by the Board of Directors will be included with the collaborative application.
- **Note:** Submitting a project in the CoC Competition does not guarantee the project will be funded by HUD. All new projects will be placed on the Tier in accordance with the policies established in the CoC Project Scoring Tool explanation guide.

There are two appendices included in this policy to reflect a current CoC Competition process. As the timeline and results 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.

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            Signature   8-27-19
                                                          Date

Jeanette Petts
Chair, Balance of State CoC Board of Directors

Appendix 1 – Timeline

FY2019 New Project Application Timeline

HUD releases the NOFA	**7/3/2019**
New Project Applications (BONUS and Reallocation/Transition), instructions and scoring rubric posted on website and email sent to the membership	**7/21/2019**
New Project Applications (DV RRH Expansion), instructions and scoring rubric posted on website and email sent to the membership	**8/6/2019**
New Project Application deadline – submission to CoC Director	**8/23/19**
Review team evaluates and scores projects, makes a recommendation on New Project applications	**8/23/19-8/28/2019**
Announcement to full COC Membership of New Project application selection and posted on website	**8/28/2019**
New Project Applications deadline – submission in *e-snaps*	**9/13/2019**
The FINAL Board Scoring Tool results posted	**9/6/2019**
Required by HUD: Final Project Ranking and notification to all projects outside of *e-snaps*	**9/15/2019**
Entire CoC Consolidated Application deadline	**9/30/2019**