

Big Bend CoC
Project Application and Performance Review Committee
Policy and Procedure for all Big Bend CoC funding cycles including ESG, Challenge, HUD, TANF

1. Distribute the funding announcement.
2. Distribute CoC priorities set by the CoC board at the time funding is announced.
3. Set calendar of deadlines (confer with Chair or Exec. or Board for approval).
4. Announce the calendar of deadlines.
5. Notify Independent Project Performance and Review Committee members about schedule and confirm availability.
6. Host info call open to entire CoC.
7. Require letters of intent by a date certain outlining service, target population, and geography.
8. Require project applicant agencies to prepare separate applications (this may need further refinement).
9. Require project applicant agencies to be available to answer questions from the Review Committee.
10. Require CoC membership by organization or its CEO of applicants (make it clear they can become a member the same day as the funding application submittal).
11. Advertise webinars and other learning opportunities available.
12. Prepare local application materials for CoC Board or Exec. Comm. approval.
13. Prepare scoring pages for CoC Board or Exec. Comm. approval (to be distributed at time of project application release).
14. Host info call with those who submitted letters of intent (any other coordination among projects should be pursued outside of the CoC process, there will be no more formal coordination provided by the CoC to project applicants beyond this point).
15. Note: BBHC is to operate as Lead Agency on calls. CoC/lead agency staff should not address BBHC's intended application, a specific program manager with that proposed project from BBHC should speak on BBHC direct service proposals if applicable.
16. Share agency name, service, target population, and geography information from letters of intent with all who submitted letters of intent.
17. Require agencies to submit by deadline via email to new special email – BigBendCoC@bigbendhc.org.
18. Require agencies to deliver needed hard copies by the following morning after email submission.

Qualifications of Review Committee Members

1. Completion of a conflict of interest disclosure form using enclosed form (provided in Word and PDF for your use) .
2. No affiliation with any subcontractor of the BBHC's direct services programs or BBHC's CoC Lead Agency/HMIS programs.
3. No affiliation with any agency (or subcontractor of any agency) submitting a notice of intent to apply or a full application for funding.
4. Experience reviewing and scoring grant applications for local, state, or federal funding.
5. Experience developing a grant application that was successfully funded by a local, state, or federal funder.

The Review Committee evaluates and scores project applications and makes recommendations to the CoC Board whether a project should be included in a CoC funding application. The CoC Board is now responsible for selecting projects for DCF Emergency Solutions Grant funding, DCF Temporary Assistance to Needy Families funding, DCF Challenge Grant funding, and HUD CoC Program funding. The time commitment required for each grant is different with some requiring more time than others. Review Committee members need not serve on the committee for every grant, but a sufficient number of members is needed to ensure five to seven members are available for each grant.

The Review Committee is staffed and supported by **Amanda Wander**, the CoC's Director of Outreach and Public Affairs. Amanda Wander follows the CoC Board's policies for bringing forward any questions the Review Committee has of applicant agencies. For the past ten years, Amanda has been dedicated to CoC-wide data collection and analysis (including the annual Point in Time count) and she has worked providing training and technical assistance to providers throughout the CoC on topics such as HMIS, Coordinated Entry, Housing First, and other best practices. She is extremely knowledgeable. With regard to Review Committee deliberations, a firewall separates Amanda Wander from BBHC staffers, including myself, who might be affiliated with project applications.

As you know - as required by HUD's 2012 CoC Program Interim Regulation, the Big Bend CoC Board was established in August 2014 with responsibilities for coordinating and planning homelessness and housing services. In April 2016, the CoC Board revised its Governance Charter to create the new standing **Application and Project Performance Review Committee**. The CoC's newly revised Governance Charter can be found under the CoC/HMIS tab of the www.bigbendhc.org website. Earn the gratitude of the entire CoC and help ensure that the services funded meet the priority needs of our areas most vulnerable neighbors experiencing homelessness or living at risk of homelessness by volunteering to serve.