

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 – BigBendCoC17@gmail.com.
18. Require agencies to deliver needed hard copies by the following morning after email submission.