

Morris County Continuum of Care

Morris County Local Selection Process

Executive
Committee

Hebeka Zydel
Chair

Edi Miciak
Executive Chair

Michael Armstrong
Jeff Bashe
Jan Bruseo
Jennifer Carpinteri
Joseph Gallow
Telsey Hall
Atrice Picard
Dou Schwarcz
David Scott
Cathy Sly

The CoC Executive committee shall be responsible for identifying the projects eligible to apply for funding through the annual continuum of care application. The Executive Committee shall determine which projects are supported for funding and the level of funding applied to supported projects through the HUD CoC process. In order to complete the local review and selection process the Executive Committee shall take the following steps:

- Establish local priorities – may reflect specific populations, specific project types or other priorities as determined by the executive committee based on community need and input
- Appoint a Review committee – the review committee shall be made up of non-conflicted members which may include members of the executive committee, members of the general Morris County CoC membership or other members within the community
- Establish timeframes for release of application, submission deadlines, project presentations and approving final determinations
- Review and approve recommendations of the review committee
- Notify applicants of final recommendations – may be done through the CoC Lead Agency or Executive Committee Chair

Review Committee

Membership

- The Executive Committee Chair and the CoC Lead Agency shall identify a slate of review committee members.
- Members may be selected from the Executive Committee, the full Morris County Continuum of Care membership, other Morris County human service committees or general community members willing to participate in the process and with a basic understanding of review committee processes and homelessness in Morris County
- The voting members of the Executive Committee shall approve the slate of review committee membership through a majority vote of those present.
- All review committee members will be required to sign a conflict of interest statement and must disclose any real or perceived conflicts of interest

Responsibilities

- Sign Conflict of Interest Statement and disclose any real or perceived conflict of interest to the Executive Committee prior to beginning the work of the review committee
- Review the notice of intent form and update according to locally established priorities
- Review and update the scoring tool to correspond with the updated notice of intent form and local priorities
- Submit the updated notice of intent form and scoring tool to the executive committee for review & approval
- Schedule project presentations
- Review all applications submitted as distributed by the CoC Lead Agency

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- Listen to project presentations & prepare questions as necessary in making funding decisions
- Score each project based on the established scoring criteria
- Identify approved projects funding levels based on project scores, local priorities and HUD guidance provided through the annual CoC NOFA

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Local Selection Process

All agencies and programs interested in applying for new or renewal funding through the Continuum of Care program must submit a notice of intent within the deadlines established by the Executive Committee. Agencies submitting requests for funding may also be required to present their project before the review committee prior to final determinations of funding.

Notice of Intent Form and Content

The Notice of Intent Form is designed to collect project information necessary to assist the review committee in making determinations about the which projects to support for funding and at what level. The Notice of intent form shall be reviewed annually by the appointed review committee and updated to reflect the local priorities and identified scoring criteria. The updated notice of intent form shall be submitted to the Executive Committee for review and approval prior to release to the public.

The Notice of Intent form shall contain the following items at a minimum:

- Project name, type and target population
- Detailed budget
- Identification of how the project fits in with the local priorities

Scoring Criteria

All projects submitting a Notice of Intent will be evaluated against scoring criteria recommended by the review committee and approved by the Executive Committee. Each project will be scored and ranked based on information provided through the Notice of Intent form, Project Presentation and CoC monitoring results. The Scoring Criteria will be updated annually by the review committee based on the established priorities and any other relevant information identified by the review committee.

Scoring Criteria will include the following items at a minimum:

- Project fit with established priorities
- Project monitoring results (renewal projects)
- Project performances based on locally established standards (renewal projects)

Publication of information regarding Notice of Intent process

The Executive Committee shall authorize the release of the request for Notices of Intent after approval of any updates to the Notice of Intent application, scoring criteria and timeline. The Notice of Intent announcement shall be widely marketed. Information regarding the Notice of Intent shall be disseminated through:

- Publication on CoC Lead Agency Website

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- Emails to CoC listserv and other human services and housing listservs
- Announcements at CoC and other community meetings

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The Notice of Intent Announcement shall include the following information:

- CoC Funding Priorities
- Notice of Intent Application
- Notice of Intent Scoring Criteria
- Submission Deadline
- Appeals Process information

Submission Process

All agencies interested in receiving funding through the HUD Continuum of Care must submit a Notice of Intent by the identified deadline in order to be considered for funding. A separate Notice of Intent must be completed for each project requesting funding including both new projects and renewal projects. Programs (both new and renewal) that fail to submit a notice of intent by the approved deadline will not be considered for funding.

All agencies submitting a Notice of Intent must participate in a mandatory Morris County Notice of Intent Technical Assistance session. The Notice of Intent technical assistance session shall cover:

- The eligible activities and costs allowable through HUD CoC funding
- Local CoC Funding Priorities
- How to complete the Notice of Intent Form
- Notice of Intent scoring criteria
- Anticipated selection timeline

Notices of Intent must be complete and submitted in the format identified in the Notice of Intent Announcement. Incomplete applications may have points deducted or be removed from consideration if the review committee feels there is inadequate information to properly score the project.

Notice of Intent applications submitted after the submission deadline will not be considered. Agencies that have extreme extenuating circumstances that will prevent them from submitting by the identified deadline may request a waiver. The waiver must be submitted in writing to the CoC Lead Agency at least 3 business days prior to the submission deadline. The waiver must include the reason for the agency's inability to submit by the identified deadline and the anticipated date when the completed application can be submitted. The CoC Lead Agency will share the request with the Executive Board Chair and Vice Chair and make a determination about whether to grant an extension. Waivers will be reviewed on a case-by-case basis.

Project Presentation

Agencies submitting a Notice of Intent application for proposed new and renewal projects must present the project before the local review committee. The project presentations will be scheduled after the release of the HUD Continuum of Care NOFA.

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The project presentations will provide an opportunity for the review committee to gain a better understanding of the programs and clarification of program information. The review committee will have an opportunity to ask questions of applicants based on information in the HUD CoC NOFA that may not have been included in the original Notice of Intent Application. Agencies submitting Notice of Intent Applications are strongly encouraged to read the HUD CoC NOFA prior to the project presentation. Agencies completing project presentations before the review committee should be prepared for the following:

- 5 minute overview of the program
- Address questions related to information included in Notice of Intent Application
- Address questions related to project monitoring and performance
- Address questions related to information from the HUD CoC NOFA

Project selection and announcements

The review committee shall score each project application using the approved scoring criteria based on information provided in the application as well as through the project presentations. Each project will be scored and ranked by the review committee.

Using information from the HUD CoC NOFA, the review committee will determine the maximum amount of funding that will be allocated to projects that are supported for funding. The maximum funding allowable for renewal projects will be based on the approved funding levels identified on the HUD approved Grant Inventory Worksheet. Renewal projects seeking to make budget changes must do so directly with HUD prior to the finalization of the Grant Inventory Worksheet.

The review committee will submit project scoring, rank and funding level recommendations to the Executive Committee for approval prior to notification of applicants. The Executive Committee review and approval of CoC funding recommendations may be done through a special meeting, via email, or conference call if timing is an issue in relation to the HUD CoC application deadline.

Upon approval from the Executive Committee, the CoC Lead Agency shall send notification letters to all agencies submitting Notice of Intent applications for new and renewal projects. The Notice of Intent application shall identify the maximum amount of funding approved for the project as well as any additional requirements identified by the Executive Committee. Projects supported for funding may not submit HUD CoC Exhibit 2 applications with a funding request greater than that approved by the Executive Committee.

Notification letters sent to projects that have been denied funding or awarded reduced funding shall indicate the Executive Committee decision to deny or reduce funding. The letter shall include information regarding the appeals process. Projects that have been denied funding may not submit a HUD CoC Exhibit 2 application.

Appeals process

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Agencies that have been denied funding or received reduced funding through the local selection process may appeal the decision of the review committee. An appeal letter must be submitted to the CoC Lead Agency within 3 business days from the receipt of the notification letter. The appeals letter must include the following information:

- Project name and requested amount
- Explanation of error in review committee determination; or
- Explanation of error in project selection process/procedures

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The CoC Lead Agency will have 3 business days to notify the appeals committee of the submission of an appeal letter. The Appeals committee shall be comprised of 1 member selected by the CoC full membership, 1 member selected by the CoC Executive Committee and 1 member selected by the Human Service Advisory Council.

The Appeal Committee shall have up to 5 business days to review the letter submitted by the agency requesting an appeal. The Appeal Committee shall be empowered to request additional information from the agency submitting the appeal and/or from the CoC review committee. The Appeal Committee shall set a date for a hearing which shall be held within 14 business days of the receipt of the appeal letter. The Appeal hearing shall include Appeal Committee members, one representative from the CoC Review Committee, and one representative from the agency submitting an appeal. Upon hearing from both the review committee and the agency, the Appeal Committee shall make a final determination regarding funding decisions. Final notification shall be sent to the appealing Agency and the CoC Executive Committee in writing no more than 5 business days after the Appeals hearing. Determinations by the Appeals Committee shall be final.