CoC Support for Project Applications

River Valleys Continuum of Care (MN-502)

Adopted: May 18, 2010

Background

Funding opportunities for projects preventing and ending homelessness arise from various sources and for various types of applicants and projects. Many applicants to local, State, and Federal funding programs request support from the Continuum of Care (CoC) and some funders require CoC review and/or support. The River Valleys Continuum of Care (MN-502) desires to support efforts by eligible applicants who propose high-quality projects that align with regional needs and goals. In order to provide a fair, time-sensitive, and transparent process that allows for adequate CoC review and consultation of funding proposals, a policy and procedure is required.

Policy

The policy of River Valleys Continuum of Care (MN-502) is to ensure that high-quality project proposals that align with CoC needs, standards, and priorities receive the CoC consultation and support needed to submit a successful project proposal.

Letters of support

Letters of support from the CoC are meant to indicate that a project is needed as part of the regional homeless response system and it meets CoC standards for the project type. Depending on the requirement for the letter, it may also indicate expectations regarding ongoing coordination or verification of performance by the project applicant, among other things.

As such, CoC support for projects requesting letters of support requires evidence of quality project design and implementation as well as alignment with CoC goals and priorities. Letters of support may be authorized by the CoC Executive Committee. Descriptions and letter guidance/template must be submitted by email to the CoC Coordinator at least 7 days before the regular Executive Committee meeting when the project would be discussed. At the meeting, the Executive Committee will vote to authorize providing a letter of support. Conditions may be placed on receiving the letter e.g receipt of the final application submitted to the funder, or modifications to the letter may be made to accurately reflect CoC support.

Applicants seeking CoC support are responsible to review current CoC project type and household type priorities that are determined via CoC needs assessment and annual project priorities. Applicants are also responsible to provide the CoC Coordinator all the requirements for the letter or a draft letter.

CoC Confirmations, Certificates of Consistency, or other application signatures

CoC Confirmations, Certifications of Consistency, and/or a CoC signature on the application imply a higher level of CoC consultation on the project proposal. As such, CoC support for projects in this category requires sufficient review time and approval from CoC membership at a regular meeting of the CoC.

River Valleys CoC requires a written project description and a presentation from any applicant requesting a CoC Confirmation, Certification of Consistency, or signature on the application. In order to ensure that the CoC meets its obligation to review the project, CoC members must receive all required project information in a timely manner. The project description must be received a minimum of 10 days before the CoC meeting when the support request will be presented and voted on. Ideally, projects will contact the CoC Coordinator at least 30 days before the meeting when the project would be presented. This may be more than 30 days from when the project application is due.

For regular funding rounds that require CoC support, timelines and methods for descriptions and presentations will be posted on the CoC webpages and circulated via the CoC email listserv. In general, an electronic form for project descriptions will be provided. Project presentations will occur at regular meetings of the CoC membership. At the meeting, the chair will request a resolution of support for the project which authorizes the CoC Co-Chairs or Coordinator to sign the certificate, confirmation, or application. Conditions may be placed on receiving the signature, including but not limited to requested project changes to meet CoC project type standards and receipt of the final application submitted to the funder.

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