

POLICIES AND PROCEDURES

[from SW MN Continuum of Care Policies and Procedures, page 6 – 7]

CoC Project Reallocation, Ranking and Review Procedures

In the months leading up to the release of HUD's CoC Notice of Funding Availability, the CoC coordinator puts potential project applications on CoC meeting agendas. Grants may be considered for reallocation for any of the following reasons:

1. They have been underutilized and returned money to HUD.
2. They are underperforming.
3. They no longer meet the CoC's Priorities.

If reallocation is a possibility, the entire CoC is informed and a request for new project applications is announced.

Drafts of project applications will be submitted to the CoC coordinator by a date set forth by the coordinator. The CoC Coordinator will email a Timeline to Project Completion within five business days of the publication of the HUD CoC NOFA. The Project Performance subcommittee then meets at least two weeks before the NOFA application deadline. A scoring sheet, which has been approved by the CoC Board [Exhibit A] is used to rank projects. If a Committee member is from an agency that is having a project application ranked, then the CoC coordinator will find a replacement committee member for the purposes of the ranking meeting.

If the NOFA stipulates a Tier One and Tier Two Ranking System, the CoC's HMIS grant is always placed in Tier One, and if a bonus grant is available and included in ranking, the bonus grant is placed at the bottom of Tier Two.

After project applications are ranked, the conclusions of the ranking meeting are presented to the CoC Governing Board. A ranking order for application submission will be voted on. Each board member will only have one vote for the ranking process. A substitute staff member of an agency may represent a committee member at advisory committee meetings and in the voting process. If a majority approves of the project ranking slate, then projects will be submitted in the order ranked. Typically, ranking is approved.

Conflict of Interest

Board members and other SW MN CoC agents must abide by the following rules in order to avoid conflicts of interest and promote public confidence in the integrity of the CoC and its processes. Failure to honor these rules will be grounds for removal from the Advisory Committee, Board and any of its committees.

- Board Members and other SW MN CoC agents may not participate in or influence discussions or resulting decisions concerning the award of a grant or other financial benefit to:
 - Any organization that they represent; or
 - Any organization from which they derive income or anything of value.
 - Whenever SW MN CoC board member have a financial interest or any other personal interest in a matter coming before the Board they must:
 - Fully disclose the nature of the interest; and
 - Withdraw from discussing, lobbying or voting on the matter.

Board and committee members must disclose if they have any conflicts of interest or potential conflicts of interest regarding any business included in the meeting's agenda.

Any matter in which Board Members have an actual or potential conflict of interest will be decided only by a vote of disinterested individuals. In addition, the minutes of any meeting at which such a vote is conducted must reflect the disclosure of interested board members' actual or potential conflicts of interest and their abstention.

No person with a conflict of interest may participate in the annual project ranking meeting of the project performance and review committee. For the purpose of this section only, a conflict of interest exists if:

- You are now, or within the last year have been, or have a current agreement to serve in the future as, a Board member, staff member or paid consultant of an organization making a proposal for funding; or
- Any other circumstance exists which impedes your ability to objectively, fairly and impartially review and rank the proposals for funding.