

Attachment I

CONSOLIDATED APPLICATION SUBMISSION PROCESS

Snohomish County, the Collaborative Applicant for the Everett/Snohomish County Continuum of Care (CoC), is the lead agency responsible for completing and submitting the Consolidated Application for CoC Program funding on behalf of the CoC. The County's Office of Community and Homeless Services (OCHS) performs this function.

The CoC Consolidated Application consists of three (3) parts:

- A) **CoC Application:** The Collaborative Applicant provides information about the CoC planning body, governance structure, overall performance, and the strategic planning process.
- B) **Project Applications:** Project applications must be completed by project applicants for CoC planning, UFA Costs, new, and renewal project requests.
- C) **CoC Priority Listing:** Lists all project applications accepted and ranked, or rejected, in the CoC local competition, and the Project Application(s).

PROJECT APPLICATIONS & PRIORITY LISTING: RATING AND RANKING

1. **Approving Scoring Criteria and Ranking Policies.** The CoC Application Oversight Committee (AOC) is designated by the Partnership to End Homelessness (PEH) CoC Board to review and approve the CoC project review process.
2. **Reviewing and Ranking Project Applications.** The Project Review Committee (PRC) is responsible for reviewing project scores and ranking projects according to AOC-approved scoring criteria and ranking policies. Only the projects that HUD requires to be ranked will be ranked by the PRC (i.e., in FY2016, HUD did not require the CoC planning or UFA Costs projects to be ranked).
3. **Approving Recommendations for Project Ranking.** The AOC has the authority to approve or reject the PRC's recommendations for project ranking.
4. **Reviewing Final Recommendations.** Once approved by the AOC, the final project rankings will be provided to the PEH to review for a period of five (5) business days. At the request of at least seven (7) board members, a full board meeting shall be called for the purpose of reviewing the project ranking with the Collaborative Applicant. The seven (7) board members must not have a fiduciary interest in the proposed CoC projects.

CoC APPLICATION

1. **Completing the CoC Application.** OCHS will complete the CoC Application, in collaboration with the CoC, community partners, stakeholders, and other persons and organizations, as needed.
2. **Reviewing the CoC Application.** Upon completion and before submission to the U.S. Department of Housing and Urban Development, the CoC Application will be provided to the PEH to review for a period of five (5) business days. At the request of at least seven (7) board members, a full board meeting shall be called for the purpose of reviewing the CoC Application with the Collaborative Applicant. This process is open to the full board, including members with a fiduciary interest in the proposed CoC projects.

CONSOLIDATED APPLICATION SUBMISSION

Snohomish County is authorized by the PEH to submit the CoC Consolidated Application to HUD once the PEH review process is complete.