

# Attachment B

## Consolidated Application Submission Process

Pierce County, the Collaborative Applicant for the Tacoma/Lakewood/Pierce 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. Pierce County Human Services (PCHS) 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 (if designated), 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 Road Home CoC Committee is responsible to review and approve the CoC project review process.
2. **Reviewing and Ranking Project Applications.** The Application Evaluation Committee(AEC) is responsible for reviewing project scores and ranking projects according to approved scoring criteria and ranking policies. Only the projects that HUD requires to be ranked will be ranked by the AEC (i.e., in previous years, HUD did not require the CoC planning or UFA Costs projects to be ranked).
3. **Approving Recommendations for Project Ranking.** The Road Home Committee has the authority to approve or reject the AEC's recommendations for project ranking. Project Ranking will be approved with a simple majority vote of the CoC Committee, with the exception of any and all committee members that have a fiduciary interest in the proposed CoC projects or has a known or perceived conflict of interest.

### CoC APPLICATION

1. **Completing the CoC Application.** PCHS 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 Road Home Committee via email no less than eight (8) days before submission and posted on the Pierce County Human Service Continuum of Care website for review at least three (3) days before submission. This process is open to the full board, including members with a fiduciary interest in the proposed CoC projects.

### CONSOLIDATED APPLICATION SUBMISSION

Pierce County is authorized by The Road Home Committee to submit the CoC Consolidated Application to HUD once the review process is complete.