



Leadership Council Meeting

August 12th, 2025 | 1:30-3:30pm

Boston Avenue United Methodist Church
1301 S Boston Ave, Tulsa, OK 74119

Meeting Agenda

1. Leadership Council Meeting Introduction
 - a. Welcome & Call to Order, Beth Edwards Svetlic
 - b. Congratulations to our new Executive Committee Members
 - i. Claudia Brierre (Treasurer) & Stephanie Horten (Secretary)
 - c. Roll Call, Amy Olsen
2. Discussion & Approval
 - a. July Minutes, Beth Edwards Svetlic*
 - b. Membership/Representation Updates
 - c. CoC Program Funding Competition Standards of Operation, Len Dittmeier*
3. Lead Agency Updates
 - a. CoC Program Funding Update, Len Dittmeier
 - b. Data & Analytics Report, Olivia Denton Koopman
 - c. Policy Update, Mark Smith
4. City of Tulsa Update, Emily Hall
5. Meeting Topic(s)
 - a. OK Department of Commerce Emergency Solutions Grant (ESG), Jessica Izquierdo
6. Meeting Wrap-Up
 - a. Public Comments
 - a. Next Meeting: September 9th, 2025 at Boston Ave.
7. Adjourn

* Items to be voted on by Leadership Council in-person

** Items to be voted on by Leadership Council electronically



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Attendance

| | NAME | REPRESENTING | CATEGORY |
|--------------------------|------------------------------------|-----------------------------|---|
| <input type="checkbox"/> | Ginny Hensley | Tulsa Housing Authority | Fixed Position, Appointed |
| <input type="checkbox"/> | Emily Hall | City of Tulsa | Fixed Position, Appointed |
| <input type="checkbox"/> | Mark Vancuren | Tulsa County | Fixed Position, Appointed |
| <input type="checkbox"/> | Noe Rodriguez, Vice Chair | Tulsa Day Center | Provider Representative, Elected |
| <input type="checkbox"/> | Claudia Brierre, Treasurer | INCOG | Fixed Position, Appointed |
| <input type="checkbox"/> | Shay Stanfill | Cherokee Nation | Tribal Representative, Appointed |
| <input type="checkbox"/> | <i>vacant</i> | Muscogee Creek Nation | Tribal Representative, Appointed |
| <input type="checkbox"/> | Sarah Grounds | City Lights Foundation | Provider Representative, Elected |
| <input type="checkbox"/> | Beth Edwards-Svetlic, Chair | Youth Services of Tulsa | Provider Representative, Elected |
| <input type="checkbox"/> | Ben Naifeh | Participant Advisory Group | Consumer Representative, Elected |
| <input type="checkbox"/> | <i>vacant</i> | Youth Advisory Board | Consumer Representative, Elected |
| <input type="checkbox"/> | Lauren Sherry | QuikTrip Corporation | Business/Commerce Representative, Invited |
| <input type="checkbox"/> | Elizabeth Hall | Burnstein Family Foundation | Funder Representative, Invited |
| <input type="checkbox"/> | Jesse Guardiola | Tulsa Area United Way | At-Large Representative, Invited |
| <input type="checkbox"/> | <i>vacant</i> | | At-Large Representative, Invited |
| <input type="checkbox"/> | Stephanie Horten, Secretary | JusticeLink | At-Large Representative, Invited |
| <input type="checkbox"/> | Maj. Wes Phelps | Tulsa Police Department | At-Large Representative, Invited |



Leadership Council Meeting

July 8th, 2025 | 1:30-3:30pm

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Meeting Minutes

1. Leadership Council Meeting Introduction
 - a. Welcome & Call to Order, Beth Edwards-Svetlic
 - b. Roll Call, Amy Olsen
2. Discussion & Approval
 - a. May Minutes*
 - i. No discussion.
 - ii. Motion to Approve: Noe Rodriguez
 - iii. Second: Benny Naifeh
 - b. Governance/Membership Updates, Beth Edwards Svetlic & Amy Olsen*
 - i. The governance charter was split into two documents, one for governance and one for membership.
 - ii. Leadership Council Structure:
 1. Clarified member selection and term turnover process.
 2. Set the nomination/approval schedule to twice a year.
 3. Extended terms from 1 to 2 years.
 4. Added Treasurer and Secretary officer roles.
 5. Formed an Executive Committee to support agenda planning and issue resolution.
 6. Defined clearer expectations for meeting attendance.
 - iii. Committees and Task Groups:
 1. Defined roles for task groups, committees, and collaboratives.
 2. Created an Executive Committee within the Leadership Council to help guide agendas and tackle specific issues.
 3. Streamlined task group structure to reduce the burden on staff and council members.
 - iv. Clarified Membership Levels:
 1. Defined membership types: CoC-Funded/Eligible, Service Providers, and Coalition Members (e.g., government, advocacy groups).
 2. Aligned membership charter with Code of Conduct and Conflict of Interest policies.
 - v. Called for a motion to approve these changes.
 1. Motion to Approve: Sarah Grounds
 2. Second: Noe Rodriguez



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c. Partner Agency Application*

i. Modus, Heather Smith

1. Provides free curb-to-curb rides for clients of partner nonprofits.
2. Easy partnership set up with training for case managers.
3. Focused on serving vulnerable populations, drivers receive standard training with potential for mental health support training.
4. Motion to Approve (of an electronic vote): Benny Naifeh

a. Second: Noe Rodriguez

3. Lead Agency Updates

a. Lived Experience Coordinator Introduction, Amy Olsen

- i. Lacreshia Jackson was introduced as the new Lived Experience Coordinator at Housing Solutions. She brings prior experience as a Housing Navigator and former Participant Advisory Group Chair and will help ensure lived experience remains central in partner agency work.

b. Shelter Needs Survey Review, Amy Olsen

- i. Strong support for more shelter beds, especially in winter, plus permanent housing and support services.
- ii. Emphasis on equity, collaboration, and avoiding service duplication.
- iii. Results will guide priorities and align with the Mayor's focus on expanding low-barrier shelter options.

c. Data & Analytics Report, Olivia Denton Koopman

- i. Tracking inflow (new entries) and outflow (exits) helps monitor homelessness trends and guide strategies.
- ii. Progress shown by the average monthly net inflow dropped from 37 (since 2020) to 20 in the past year.
- iii. Special focus on reducing veteran homelessness through coordinated outreach and housing efforts.

d. CoC Program Funding Update, Len Dittmeier

i. CoC Builds Update

1. There are no local applicants due to the short timeline and strict requirements.

ii. Coc Program Competition Debrief

1. The Local Competition Prep process will be updated once the NOFO is released, priorities set by the Funding Task Group and approved by the Leadership Council.



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- iii. For Tulsa, our FY24 performance score is above the national median; feedback will guide next year's improvements.
- iv. A full NOFO is expected, including renewals and new project options, possibly featuring street outreach and transitional housing.
- 4. Meeting Topic: VA Services Program Spotlight
- 5. Meeting Wrap-Up
 - a. Location Update for 2026
 - i. Leadership Council meetings will move to Legacy Plaza starting January 2026 to accommodate growing attendance.
 - ii. The City also offered to host future meetings if additional space is needed.
 - b. Public Comments
 - i. On August 1st, from 11 AM to 3 PM, a veteran housing outreach event will be held at Iron Gate, supported by VA, SSVF partners, and Housing Solutions.
 - ii. Nonprofits not currently receiving funding are encouraged to connect with the Anna and Henry Zarrow Foundation by 7/15.
 - iii. Sarah Grounds (City Lights Foundation) is researching common concerns in rezoning processes and advocating for clearer expectations and accountability.
 - iv. A Way Home for Tulsa will recommend a new representative to the City's Community Development Committee; interested individuals must have executive support and cannot apply for CDC funds.
 - c. Next Meeting: August 12th, 2025 at Boston Ave.
- 6. Adjourn

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| X | Stephanie Horten | JusticeLink | At-Large Representative, Invited |
| X | Major Wes Phelps | Tulsa Police Department | At-Large Representative, Invited |

*Signifies 2nd term



OK-501 Tulsa City & County Continuum of Care Program Competition Standards of Operation

Submitted for Approval August 11, 2025

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Overview

1.1 Purpose

In this document, AWH4T outlines the process to facilitate a coordinated, equitable, and outcome-oriented community process for the solicitation, review, rank, selection of project applications with the aim of ending homelessness in Tulsa City and County utilizing funds made available through the U.S. Department of Housing & Urban Development (HUD) Continuum of Care (CoC) Program.

1.2 Background

In 1987, Congress authorized the first homeless assistance grants to be administered by the U.S. Department of Housing & Urban Development through the McKinney Vento Homeless Assistance Act. This act was modified significantly by the Homeless Emergency Assistance and Rapid Transition to Housing (HEARTH) Act in 2011, consolidating several programs into the Continuum of Care (CoC) program ([The HUD Homeless Assistance Grants: Summary, Congress.gov](#)).

Annually, the U.S. Department of Housing and Urban Development (HUD) holds a national competition for CoC Program funds through the CoC Program Notice of Funding Opportunity (NOFO) authorized by subtitle C of title IV of the McKinney-Vento Homeless Assistance Act. This competition provides federal funding awards to service providers dedicated to providing housing and services to individuals and families who are experiencing homelessness.

Since 2019, A Way Home for Tulsa (AWH4T) has been the HUD-recognized CoC for Tulsa City and County, and The Center for Housing Solutions, Inc. (Housing Solutions) its designated Lead Agency, coordinating a coalition of over sixty (60) partner agencies to strategically address homelessness.

Governance & Scope

2.1 Statutes & Regulatory Requirements

The CoC Program Interim Rule ([24 CFR part 578](#)) outlines the requirements for operating a CoC and for the projects awarded funds through the CoC Program Competition. Any interested party may obtain a copy of the Act and the CoC Program Interim Rule via the link above, on the HUD Exchange website (<https://www.hudexchange.info/>), or by contacting the NOFO Information Center at 1-800-HUD-8929 (483-8929).

The HUD CoC Program NOFO details additional requirements for CoCs and project applicants, including eligible applicants, project types, and federal priorities.

Use of Funds

Funding received through the CoC Program Competition is to be used in accordance with the CoC Program Interim Rule. Projects must also be administered in accordance with the standards outlined in the AWH4T

Service & Outcome Standards, HUD Homeless Management Information System (HMIS) Data Standards, and any other procedures affirmed by the AWH4T Leadership Council.

CoC Program funds must only be used to serve individuals and families who meet the eligibility criteria for the project type, as outlined by HUD in the CoC Program Interim Rule and detailed in this resource from HUD Exchange: [HUD Homelessness Definition and Recordkeeping Requirements](#). The AWH4T Request for Proposals (RFP) and NOFO will detail which project types may serve individuals and families experiencing which category of homelessness.

Eligible Applicants

Organizations eligible to apply for CoC Program funding include private nonprofit organizations, State, local government, or instrumentality of State and local government ([24 CFR 578.3 “Eligible applicant”](#)). HUD outlines additional eligibility criteria for applicants within the NOFO. To be eligible for funding under this NOFO, project applicants must meet all statutory and regulatory requirements in the CoC Program Interim Rule.

Organizations which plan to submit applications for New or Renewal projects will complete local application materials and guidelines following instructions based on the type of application being submitted. Only renewal projects verified through the most recent HUD GIW reconciliation process shall be considered eligible for renewal funding. Applicants must either be a current AWH4T CoC-Funded/Eligible member organization or be actively applying and commit to AWH4T CoC-Funded/Eligible membership requirements in accordance with the AWH4T Membership Charter.

2.2 Competition Components

Consolidated Application

CoCs must follow a collaborative process for the development of an application in response to and in accordance with the requirements of the HUD CoC Program NOFO. The AWH4T Governance Charter defines requirements for the CoC and the Lead Agency specific to the local process. As the Lead Agency for AWH4T, Housing Solutions serves as the Collaborative Applicant and is required to:

1. Facilitate the local competition for CoC Program funding, under the supervision of the Leadership Council, or its representative; and
2. Complete and submit the Consolidated Application in e-snaps, consisting of:
 - a. the Collaborative Application,
 - b. Priority Listing, and
 - c. all Accepted Project Applications.

Local Competition

HUD requires that CoCs facilitate a local competition process to review, rank, and accept all projects included in the CoC annual consolidated grant application. This process results in the development of a Priority Listing, to be submitted as part of the Consolidated Application. The AWH4T CoC Program Competition consists of five (5) main parts:

1. **Planning:** Collaborative Applicant, Funding Committee, and Leadership Council develop and finalize competition materials.
2. **Initialization:** Collaborative Applicant opens the competition by releasing funding information, soliciting applications, and providing guidance/technical assistance (TA) to applicants.
3. **Application:** Organizations submit new or renewal applications through the process established during the Planning phase, in accordance with the Request for Proposals (RFP).
4. **Project Review:** Collaborative Applicant performs a threshold review to ensure projects meet eligibility criteria, then Rank & Review Panel considers applications and develops a Priority Listing for approval. Appeals Panel also considers appeals to initial Rank & Review Panel determinations, as needed.
5. **Approval:** Priority Listing is considered by the Funding Committee, which issues a recommendation for consideration by the Leadership Council, then the Leadership Council considers and approves the Listing for submission.

Submission to HUD

Once the local competition process is complete, representatives for each selected project will submit applications to the Collaborative Applicant, and the Consolidated Application will be submitted to HUD. See Project Applications section for more information.

2.3 Roles & Responsibilities

| Role | Responsibility |
|---|--|
| U.S. Dept. of Housing & Urban Development (HUD) Office of Special Needs Assistance Programs (SNAPS) | The federal government office responsible for issuing funding opportunities for the CoC Program, administering the national competition, and monitoring CoC Program funding. |
| Leadership Council (LC) | The governing board for the AWH4T CoC. Leadership Council is responsible for designating the entity to serve as the CoC Lead Agency and Collaborative Applicant, creating sub-groups to oversee administration of the competition, and approving the Consolidated Application and Priority Listing before it is submitted to HUD by the Collaborative Applicant. |
| Housing Solutions (HS) | The CoC Collaborative Applicant and Lead Agency designated by the Leadership Council. The agency responsible for facilitating the activities needed to submit a complete and successful application to HUD as a part of the nationwide competitive funding competition. |
| Funding Committee | A standing body of the AWH4T LC, which considers funding opportunities, sets priorities, determines strategy, and approves materials related to funding competitions. |
| Rank & Review Panel | A group of three (3) to five (5) non-conflicted community members appointed by the Collaborative Applicant to review and score project applications in accordance with local policy and procedures. The review panel must include, at minimum: |

| | |
|--------------|---|
| | <ul style="list-style-type: none"> • one (1) member of the Leadership Council, • one (1) service provider representative, and • one (1) representative from the Participant Advisory Group (PAG) or Youth Action Board (YAB). <p>All panel members must affirm their non-conflicted status and adhere to the AWH4T Conflict of Interest policy.</p> |
| Appeal Panel | <p>Three (3) non-conflicted members selected from the CoC Leadership Council who are responsible for determining the results of an appeal during the funding competition. One (1) of the three (3) members selected must represent the YAB or PAG voting seat, or, if the PAG/YAB representative has a conflict, be replaced by a PAG/YAB member designated by the Collaborative Applicant.</p> |

Allocation of Funding

3.1 Funding Determination

The amount of funding made available for this competition will be announced by HUD with the release of the CoC Program NOFO. The amount available for Tulsa City & County applicants will be determined by the Annual Renewal Demand (ARD), as determined by HUD and verified by the CoC during the annual Grants Inventory Worksheet (GIW) reconciliation process.

3.2 Strategic Priorities

AWH4T is committed to using CoC Program funding efficiently and strategically as a component of the community's broader effort to maximize availability of high performing projects which contribute to ending homelessness. AWH4T will competitively rank projects for funding based on projects' improvement of system performance. AWH4T seeks to facilitate a coordinated, equitable, and outcome-oriented community process for the solicitation, review, rank, and selection of project applications; and a process by which renewal projects are reviewed for performance and compliance with 24 CFR 578.1 and which increase funding through overall performance in ending homelessness in Tulsa City and County.

HUD Strategic Priorities

HUD will outline its strategic priorities in the CoC Program NOFO, which will be cited in the AWH4T RFP.

AWH4T Strategic Priorities

- Alignment with AWH4T 2025-2029 Strategic Plan goals
- Key Outcome Standards, including:
 - The extent to which programs are running at capacity based on occupied units/served persons;
 - The extent to which programs are able to spend down their grant amount; and

- The extent to which participants achieve housing stability, i.e., retain or exit to permanent housing for permanent supportive housing and exit to permanent housing for rapid rehousing and transitional housing.
- Other local priorities as determined by Leadership Council, and/or the Funding Committee, and detailed in the RFP

Reallocation

Reallocation is the process of using funds in whole or in part from eligible renewal projects to create one or more new projects. HUD expects CoCs to reallocate funds from non- and/or under-performing projects to projects addressing higher priority community needs that align with HUD priorities and goals. HUD requires funding reallocated from projects previously funded with YHDP or DV Bonus funding to be used for projects serving the same subpopulation. Otherwise, reallocation shall be based on standard competitive factors and federal/local priorities.

Organizations that release funds for reallocation from an existing project shall be given the right of first refusal for those funds if applying for a new eligible project. Low-performing projects and/or projects that have a history of not spending at least 80% of their award are encouraged to reallocate, and potential applicants are encouraged to apply for new projects through reallocation. Applicants voluntarily releasing project funds to the CoC for reallocation of funding must submit notification to the Collaborative Applicant by the date indicated in the Local Competition Timeline.

3.3 Competition Materials

Competition materials developed by the Funding Committee, approved by Leadership Council, and distributed by the Collaborative Applicant include but are not limited to:

- This document, the AWH4T CoC Program Competition Standards of Operation
- AWH4T CoC Program Competition Request for Proposals (RFP)
- AWH4T CoC Program Competition Scoring Tool
- Local Competition Timeline
- AWH4T CoC Project Application (New & Renewal)

Scoring Tool

Scoring criteria and scoring tools for this competition are developed to measure performance and capacity based on the Performance Measures outlined in the McKinney Vento Homeless Assistance Act, as modified by the Homeless Emergency Assistance and Rapid Transition to Housing (HEARTH) Act, in compliance with CoC Interim Rule and HUD identified priorities. The scoring criteria found in the Scoring Tool and these policies detail how the Rank & Review Panel members shall evaluate projects, determine inclusion in the Priority Listing of the CoC Consolidated Application, and rank the CoC projects.

The scoring tool and criteria are determined by the Funding Committee, with meetings facilitated and scoring tools modified by the Collaborative Applicant, according to Committee decisions. The AWH4T

Leadership Council will approve all scoring tools used in the competition and the approved materials will be posted on Housing Solutions/AWH4T's website.

3.4 Timeline

Local competition deadlines are established to ensure all project applications are finalized within the timeline outlined in the HUD NOFO. As part of the Housing Solutions application process, the implementation of deadlines that meet the standards for Project Applications shall be considered as part of scoring criteria for the CoC Consolidated Application. HUD defines federal competition deadlines based on the date that the CoC NOFO is released, which varies annually. Housing Solutions will post the Local Competition Timeline on the Housing Solutions/AWH4T website and make updates as needed.

3.5 Distribution of Information

Information regarding the funding opportunity will be published on the Housing Solutions/AWH4T website, distributed to the AWH4T community via email, and/or presented at one or more AWH4T Leadership Council meetings during the competition timeline. In addition to local competition materials/information, the Collaborative Applicant will distribute HUD reference material such as the finalized Grant Inventory Worksheet (GIW) and Detailed Instructions for completing project applications in e-snaps.

Project Applications

4.1. Types of Applications

There are two main types of applications for the CoC Program Competition, new and renewal, which are defined here. The HUD CoC Program NOFO page will include detailed instructions for each type of application.

Renewal Project

Projects which have previously been funded through the CoC Program competition are considered renewal projects. Importantly, the renewal project application cannot be used to make substantive changes to a renewal project such as population served, number of units/beds, or shifts in Budget Line Items (BLIs) of ten (10) percent or more; changes to those key project details must be submitted, reviewed, and approved by the local HUD field office in a process outside of the competition.

Additional distinctions between renewal projects, if applicable, will be outlined in the NOFO and AWH4T RFP.

New Project

New projects are those which have not been funded through the CoC Program competition. Project applications must meet all threshold criteria, further the strategic goals of the CoC, and clearly demonstrate capacity and ability to execute the project as outlined in the application, in accordance with the stipulations of the NOFO and AWH4T RFP.

Additional distinctions between new project types, including consolidation, transition, and sub-population focus will be outlined in the NOFO and AWH4T RFP.

4.2 Application Process

Initial Submission

All project applications must be submitted electronically through the process outlined in the AWH4T RFP, and in accordance with the Local Process Timeline.

Late Applications.

Applications received after the deadline will not be accepted unless there are extenuating circumstances such as a local natural disaster, a HUD waiver issued under extraordinary circumstances, or another unavoidable exigency, as determined by the Collaborative Applicant.

Unrequested Funds

If funding is still available once the application deadline has passed, the Collaborative Applicant will solicit new applications. Top ranked renewal projects (given priority in order from highest rank to lowest) will be allowed to submit an expansion project application past the deadline to ensure the community applies for the full funding amount available under the competition.

Project Review

Threshold Review

Projects submitted to the CoC will be thoroughly reviewed to ensure project applications meet threshold eligibility criteria. Deficient project applications prolong the review process for HUD, which results in delayed funding announcements, lost funding for CoCs due to rejected projects, and delays in funding to house and assist individuals and families experiencing homelessness. The Collaborative Applicant (and its appointed Technical Assistance provider, as applicable) will closely review each project application to ensure:

1. All proposed program participants will be eligible for the program component type selected;
2. The information provided in the project application and proposed activities are eligible and consistent with program requirements in 24 CFR part 578;
3. Each project narrative is fully responsive to the question and that it meets all the criteria required by the NOFO;
4. The data provided in various parts of the project application are consistent; and
5. All required attachments correspond to the list of attachments in e-snaps (and the RFP, if applicable) and contain accurate and complete information.

For renewal projects, CoCs must consider the need to continue funding for projects expiring in the next calendar year, in accordance with the CoC Program NOFO. Renewal projects must meet minimum eligibility, capacity, timeliness, and performance standards identified in the NOFO or they will be rejected from consideration for funding. The Collaborative Applicant will review information in eLOCCS (HUD's system for drawing down CoC grant funds), Annual Performance Reports (APRs), and information provided

from the local HUD Community Planning & Development (CPD) field office (monitoring reports, audit reports, and performance standards on prior grants), as needed to determine if renewal projects meet this requirement.

Applications which meet the threshold review criteria will be compiled for transmission to the Rank & Review Panel members. Rank & Review Panel members will be oriented to the process, then receive applications, project performance data, and scoring materials.

Deficiencies

Deficiency refers to missing or omitted information within a submitted application. Deficiencies typically involve missing documents, information on a form, or another type of unsatisfied information requirement (e.g., unsigned form, unchecked box, etc.). Depending on specific criteria, deficiencies may be either curable or non-curable:

- **Curable Deficiency:** Applicants may correct a curable deficiency with timely action. To be curable, the deficiency must:
 - Not be a threshold requirement, except for documentation of applicant eligibility; and
 - Be remedied within the period specified in the notice of deficiency.
- **Non-Curable Deficiency:** An applicant cannot correct a non-curable deficiency after the submission deadline. Non-curable deficiencies are deficiencies that, if corrected, would change an applicant's score or rank versus other applicants. Non-curable deficiencies may result in an application being marked ineligible, or otherwise adversely affect an application's score and final determination.

All applicants whose projects have identified both curable and/or non-curable deficiencies must be given at least two (2) business days to address and adequately resolve any deficiencies. If deficiencies cannot be sufficiently addressed, the applicant cannot move forward in the process and will be notified of this determination.

Applicants can appeal the determination based on the appeal policy outlined below.

Rank & Review Panel Deliberation

The Rank & Review Panel will review project applications independently, then meet to discuss scoring decisions. These meetings will be scheduled and convened by the Collaborative Applicant, with thorough notes of the proceedings taken and maintained in competition records.

Projects will be scored using the corresponding Scoring Tool:

- New projects (including Expansion projects and Transition Grant projects) will be scored using the New Scoring Tool.
- Renewal projects that are considered competitively will be scored using the Renewal Scoring Tool.
- Projects administered by Victim Service Providers (VSPs) will be scored using the DV Scoring Tools, be that New or Renewal.

Conflict of Interest

No member of the Review Panel may have a conflict of interest in creating the recommended Priority Listing. Review Panel Members will be asked to sign a statement declaring that they do not have a conflict of interest. A conflict of interest exists if:

- Panelist or a member of their immediate family is now, has been within the last year, or has 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;
- Panelist is currently employed by or sits on the Board of Directors for an organization that has a contractual relationship with any entity making a proposal for funding or has had one within the past year. However, no conflict exists under this provision if the panelist's employer, or the organization on whose Board the panelist serves, is a funding entity or if the contractual relationship in place is not impacted by the proposals being made; or,
- Any other circumstances exist which impede the panelist's ability to objectively, fairly, and impartially review and rank the proposal for funding.

Exception: Panelist may serve on a panel if they are no longer affiliated with an organization making a proposal for funding, AND the potential conflict has been waived through public notice to the CoC with no opposition raised within the period listed in that public notice.

Reallocation

The Panel will consider reallocating renewal projects (see *Reallocation* in section 3.2). If the Rank & Review Panel identifies a renewal project(s) whose funding should not be renewed or should be decreased, the Panel will determine whether any new proposed projects should be awarded and will proceed with reallocation, in whole or in part. Only eligible renewal projects that have previously been renewed under the CoC Program will be considered for reallocation. When considering reallocation, the Project Review Panel will consider:

- Unspent funds and the ability to cut grants without cutting service/housing levels;
- History of reallocation (e.g., if a grant was reduced one year, this will not be apparent in spending the following year);
- Project performance:
 - The CoC will work with projects that scored low in the most recent local review process. The CoC will assess the project and set up goals and objectives to bring a failing project up to standards.
 - If the project continues to underperform and cannot meet the stated objectives and goals, then that project will be recommended for reallocation in the next HUD CoC NOFO process.
- Project's ability to meet fiscal management standards;
 - The CoC will work with grantees that have had HUD Monitoring findings that call into question the project's ability to meet fiscal management standards. The CoC will assess the project and set up goals and objectives to bring a failing project up to standards and will provide technical assistance to address the findings.

- If the project cannot meet the stated objectives and goals or cannot address HUD findings, then that project will be recommended for reallocation in the next HUD CoC NOFO process.
- Specific new permanent supportive housing or rapid rehousing project(s) and specific renewal project(s) at risk of not being funded;
- Alternative funding sources available to support either new or renewal project(s) at risk of not being funding;
- Renewal HUD “covenant” concerns related to grant funds for acquisition, rehabilitation, or new construction;
- Impact on system performance and the CoC’s Collaborative Application score; and
- Impact on the community considering community needs.

Administrative Errors

The Rank & Review Panel shall have discretion to deduct up to ten (10) points from a project’s total score for administrative errors, such as incomplete or incorrect application submissions. Panelists will take into consideration the extent of the error, due diligence in resolving the error, impact on the competition, and other factors subject to panelist discretion.

Preliminary Ranking

Ranked list(s) will be prepared based on raw scores, then translated to a tiered list for the annual competition process. The Rank & Review Panel has discretion to select and rank projects how it sees fit, in accordance with the procedures outlined here.

Auto-Ranking

Homeless Management Information System (HMIS), Supportive Services Only-Coordinated Entry (SSO-CE), and renewal projects with less than two (2) years of data will be auto-ranked. Auto-ranked project types will be automatically ranked at the top of Tier 1 and will not be required to submit a local application for Rank & Review Panel consideration. However, project applicants must meet all local deadlines and requirements outlined in the NOFO and the local timeline, including timely and complete submission of project applications for quality review and submission in e-snaps.

Expansion Project

A new expansion project *will not* be ranked above the renewal project that it proposes to expand. If a new expansion project receives a higher score than the associated renewal project, it will be ranked directly below the renewal project.

Renewal Project Stability

To enhance system performance by preventing returns to homelessness and promoting housing stability and retention, renewal projects that meet two (2) out of three (3) *AWH4T Key Outcome Standards* (see section 3.2) may be ranked above any new projects which have not demonstrated their ability to better enhance system performance.

Selection & Notification

Housing Solutions shall notify project applicants in writing whether their project applications shall be included in the Preliminary Priority Listing as a part of the Annual CoC Consolidated Application submission. Applicants who submit applications that are rejected shall be notified of the reason for the rejection and may submit a request for reconsideration or appeal as outlined in the Appeals Policy outlined within this document.

4.3 Appeals

Appeals may be submitted as outlined below. If an appeal is filed and accepted, the Appeal Panel will adjust the Preliminary Priority Listing based on the results.

Who May Appeal

An agency may appeal a rank assigned to a project in the AWH4T Preliminary Priority Listing if the Panel determination:

- results in the project not being funded, in whole or in part;
- places the project in the bottom 15% of Tier 1; or
- places the project in Tier 2.

Basis for Appeal

An appeal must relate to specific scoring factors and the number of points awarded to the project by the Rank & Review Panel and/or other criteria mentioned throughout this Standard of Operations document. All appeals must be based on the information submitted by the application due date. No new or additional information will be considered. Responses or data not included with the application are not a valid basis for appeal.

Appeal Submission

Any agency desiring to appeal must contact Housing Solutions to submit its formal appeal to the Rank & Review Panel's decision regarding their rank or exclusion from the Priority Listing by the date and time indicated in the Local Process Timeline.

The Formal Appeal must consist of a short, clear, written statement (no longer than two pages) of the agency's appeal of the Rank & Review Panel's decision. The statement can be in the form of a letter, a memo, or email.

The formal appeal must be emailed (nofo@housingstulsa.org) to the Collaborative Applicant so that it is received by the date and time indicated in the Local Process Timeline.

Appeal Consideration

If an appeal is filed, the Appeal Panel will meet (by telephone, video conference, or in person) with an executive-level representative(s) of the agency to discuss the issue(s) at an appeal hearing within two (2) business days of the appeal being received.

The Appeal Panel will inform appealing agencies of its decision by the deadline indicated in the Local Process Timeline. The appeals process may result in an upward or downward change in other projects' ranking.

4.4 Approval

Funding Committee

Once the Preliminary Priority Listing is completed by the Review & Rank Panel and—if applicable—revised by the Appeal Panel, it will be distributed to the and members will convene to review. The Funding Committee may recommend alternative ranking recommendations to present to the Leadership Council outside of the scoring criteria.

Recommendations may address ranking only; recommendations regarding reallocation developed by the Rank & Review Panel and sustained by the Appeal Panel may not be considered or modified by the Funding Committee after appeals are complete. In recommending changes to the ranking of Tier 2 projects, the Funding Committee may consider the following:

- The project's ability to continue operations by accessing alternative sources of funding that are available if HUD CoC Program funding is not awarded; and
- The impact on the CoC's bed or unit inventory and overall resources to address homelessness if a project is not awarded CoC funding. Information will be provided regarding the number of beds and units, amount of grant request, operating year dates, population served, and current unit utilization rate.

Any Funding Committee recommendations to the CoC Leadership Council must be either:

- Consensus recommendations, or
- Recommendations based on a vote of at least 60% of the members in attendance, in which case the vote must be recorded and given to the Leadership Council alongside the recommendation of the voting majority as well as the grounds for opposition.

Leadership Council

The Preliminary Priority Listing and Funding Committee recommendation will be presented to Leadership Council for approval; Leadership Council will then consider and vote to approve the Listing for submission to HUD. The decision of the Leadership Council will be final.

4.5 Submission to HUD

Project Quality Review

Once the Priority Listing is approved by the Leadership Council and applicant organizations are notified of the decision, the Collaborative Applicant will complete a Project Quality Review to ensure all applications meet the requirements of 24 CFR 578.15 and any additional threshold requirements outlined in the NOFO. Projects will be sent the results of this review via email, with any issues identified and in need of adjustment in e-snaps, HUD's online system for submitting applications.

After a period detailed in the Local Process Timeline, projects will submit an updated version of their e-snaps application through the AWH4T Project Review Survey or via email, as permitted by the Collaborative Applicant. The Collaborative Applicant will complete a secondary review for project quality, and, if needed, send an updated Project Review Tool with issues noted for the applicant to address.

The Collaborative Applicant, at its discretion, may delegate or collaborate with a contracted Technical Assistance provider to complete initial or subsequent quality reviews of project applications.

Submission in e-snaps

Once applications have been fully reviewed for quality, the Collaborative Applicant will notify applicant organizations that their applications are approved, and applicants may then submit project applications in e-snaps. Applicants are responsible for ensuring that the application information submitted to HUD is complete and true, to the best of their knowledge. Applicants should download a pdf copy of this final application and maintain it in their records, then send it to the Collaborative Applicant for future reference.

After a period of community review defined in the Local Process Timeline, the Collaborative Applicant will finalize the Consolidated Application and submit in e-snaps.

4.6 Results & Grant Execution

In alignment with the timeline detailed by the CoC Program NOFO, HUD will announce the projects selected to be funded and their award amounts via the CoC Program Funding Report. The Collaborative Applicant will publicize this information at a Leadership Council meeting, on its website, and via email distribution lists.

Appeal to HUD: Denied or Decreased Funding

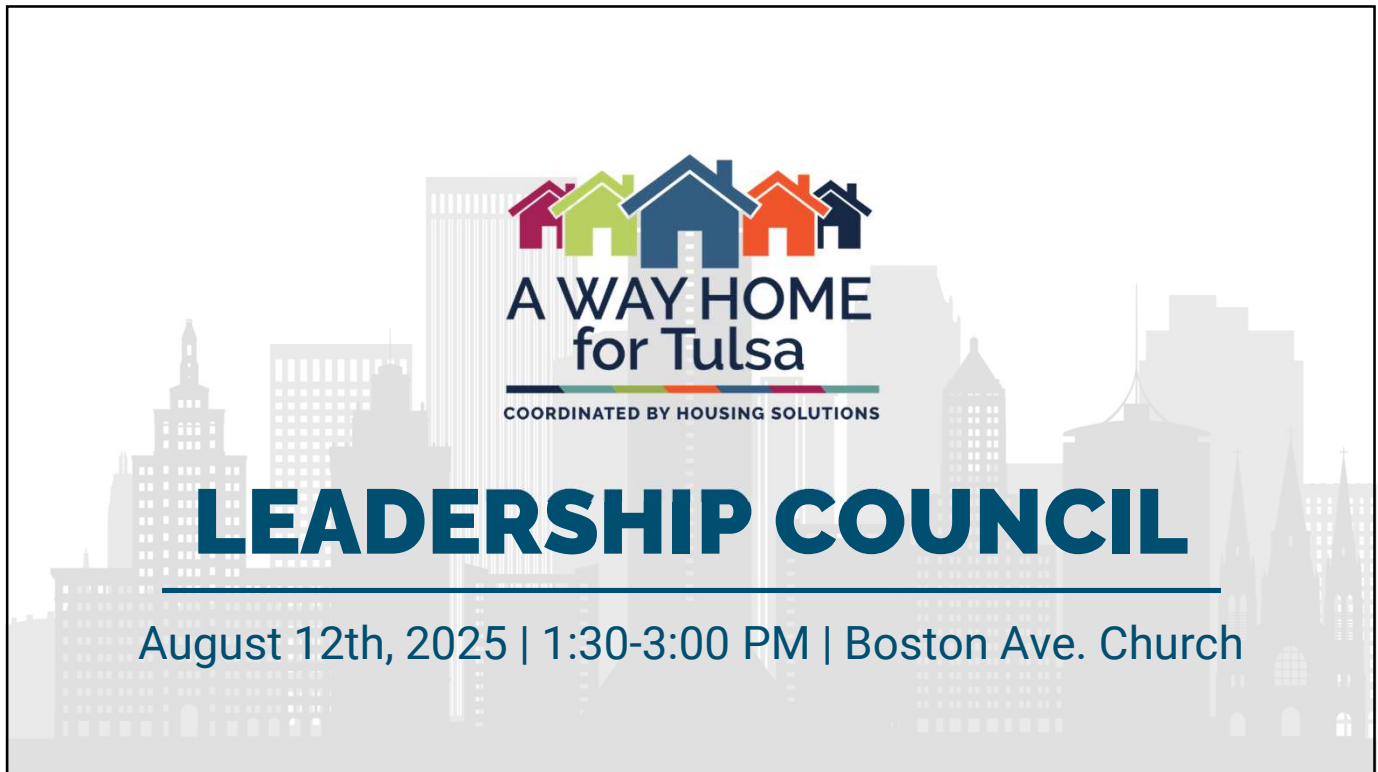
Eligible applicants who submitted an application to HUD in response to the NOFO, were ranked in the submitted Priority Listing with an amount included in the CoC's Annual Renewal Demand (ARD), and who were either not awarded funds by HUD or requested more funds than HUD awarded may appeal the decision directly to HUD after the release of the CoC Program Funding Report, within the timeline specified by HUD. See the HUD CoC Program NOFO for more details.

Issues & Conditions

Once the Funding Report is released, project representatives will receive communication from HUD (either the local field office or SNAPS) to address any issues with or changes to their submitted applications. Whenever possible, applicants should notify or otherwise include Collaborative Applicant representatives in this communication to keep all parties apprised of changes to projects and to help navigate any issues that may arise.

Grant Agreements

After all changes have been processed in e-snaps, HUD will send a grant agreement to the applicant for execution by executive leadership of the applicant organization. These agreements are executed directly between the recipient organization and HUD. A copy of the executed agreement should be sent to the Collaborative Applicant for reference in future technical assistance and support.



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Agenda

- **Meeting Introduction**
 - Welcome & Call to Order, Beth Edwards-Svetlic
 - Congratulations to New Officers
 - Roll Call, Amy Olsen
- **Discussion/Approval of:**
 - July Minutes
 - Membership/Representation Updates
 - CoC Program Funding Competition Standards of Operation

PLEASE SCAN HERE TO SIGN IN






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IN-PERSON VOTE

Meeting Minutes



-  Review **July** meeting minutes
-  Discuss questions, comments, revisions
-  Vote to approve



3

DISCUSSION

Governance Updates



Membership
Categorization



Vacant At-
Large Seats

4

IN-PERSON VOTE

CoC Program Competition Procedures

Standards of Operation

Written policies and procedures for conducting the CoC Program Funding Competition, including:

- background on the Program,
- statutory basis,
- key figures and their responsibilities, and
- how project applications will be reviewed, ranked, and accepted.

Key Changes

- Reformatted for clarity and generality; annual edits will be minimal and the result of actual process changes
- Outlines practices that were already occurring (quality review) as official procedures

Procedures considered, revised, and affirmed by the **AWH4T Funding Committee**.

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Lead Agency Updates



- **CoC Program Funding Update**, Len Dittmeier
- **Data & Analytics Report**, Olivia Denton Koopman
- **Policy Report**, Mark Smith



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CoC Program Competition

Updates

- No word yet when we'll see a new NOFO
- Competition Materials in process:
 - Consideration/approval of **Standards of Operation**
 - Funding Committee developing **Scoring Tools**
 - These will need to be updated based on the terms of the NOFO
- No changes were needed to the **Grant Inventory Worksheet (GIW)**
- **New bipartisan effort** to protect the 2-year competition process ([ROAD to Housing](#)) in the Senate
- Stay tuned!

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Data Dashboards & Reports

Presented by:

Olivia Denton Koopman, odentonkoopman@housingsolutionstulsa.org



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Policy Report

- Local policies/ordinances
- State bills/policies
- Federal bills/policies

Contacting Your Lawmakers

- Find your district/representatives here: [OK Voter Portal](#)
- Contact information:
 - [State Senators](#) / [State Reps](#)
 - US Senators: [Mullin](#) + [Lankford](#)
 - [US Representatives](#)
- Keep it brief, relevant, and note how it will affect *you* and *the people you serve*
- Calling is always better, but email is fine too! (Check out 5 Calls)

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Update from the City of Tulsa

Presented by:

Emily Hall, emilyhall@cityoftulsa.org



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Funding Spotlight

OK Dept. of Commerce Emergency Solutions Grant

Presented by:

Jessica Izquierdo, Empowerment Programs Supervisor, jessica.izquierdo@okcommerce.gov



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Meeting Wrap-Up

- Public Comments
- Adjourn

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Public Comment



SCAN HERE TO SIGN UP

Comments:

17

Adjourn

Next Meeting

- Tuesday, August 12th, 1:30-3pm
- Boston Avenue United Methodist

PLEASE SCAN HERE TO SIGN IN



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