



Louisville Metro Continuum of Care

Policy for Late Submission of New and Renewal Pre-Applications and Exhibit 2s

In accordance with the U.S. Department of Housing and Urban Development (HUD) guidelines, the Louisville Metro Continuum of Care in no way prohibits any HUD eligible project from applying for HUD funding if done within the guidelines set up by the U.S. Department of Housing and Urban Development. However, in order for the Louisville Metro Continuum to submit the best overall application for funding, certain guidelines and deadlines have been established.

It is the policy of the Louisville Metro Continuum of Care that when Pre-Applications are submitted after the stated CoC due date, whether for new or renewal projects, the following procedure will be followed:

- ❖ The pre-application will be reviewed using the process used for all other pre-application submissions. Since the primary purpose of the community’s review process is to assist projects in submitting the best possible grant application, it is in the best interest of the entire community that all grants associated with the Louisville Metro Continuum of Care be reviewed for accuracy and completeness and be given the opportunity to improve the grant pre-application.
❖ The Louisville Metro CoC community holds the responsibility of approving projects to be included in the HUD SHP application. As part of this process, voting members are given information regarding each renewal project’s success in meeting both HUD and community goals. Information regarding new projects will include the agency’s success in meeting HUD and community expectations in the past. The timeliness of a project’s pre-application is included in this information.
❖ The Louisville Metro CoC community has several options open to it regarding the late submission of a pre-application. It can vote to:
o Allow the project to proceed through the process with a warning but essentially unencumbered.
o Allow the project to proceed through the process with the understanding that during the next funding application cycle another agency will be given the opportunity, within HUD guidelines, to assume the terms of the grant. This implies that the basic project will remain in the community under the new management of another agency.
o Allow the project to proceed through the process with the understanding that during the next funding application cycle the CoC will invoke the Hold Harmless Need Reallocation process where another agency will be given the opportunity, within HUD guidelines, to submit a new permanent housing project within the budget constraints of the original project. This implies the current project will be discontinued at the time of HUD approval of the reallocation.
o Defund the project during the current application process.

It is the policy of the Louisville Metro Continuum of Care that when a new or renewal project fails to submit the Exhibit 2 within the CoC’s stated deadline the following procedure will be followed:

- ❖ The Louisville Metro CoC coordinator must first decide if there is time before the official HUD deadline to work with the Exhibit 2 without putting all other projects in jeopardy of a late submission to HUD. This decision is made with consultation with the Executive Director of the Coalition for the Homeless.
❖ If it is decided that there is sufficient time before the official HUD deadline, the CoC coordinator will contact at least two members of the Advisory Group to decide whether the application should be included in the community submission.
❖ If it is decided that the project’s Exhibit 2 should be included in the submission it will be the responsibility of the Advisory Group to make a recommendation to the Louisville Metro CoC community for further action. The Louisville Metro CoC community will make the final decision regarding the matter.

Executive Director Date CoC Delegate Date

Agency Name