

DES MOINES/POLK COUNTY CONTINUUM OF CARE

CONSOLIDATED GRANT PROCEDURE

Policy:

Consolidation is the process to combine two or more (but no more than ten) eligible renewal projects into a single project.

Eligibility for Consolidating Projects:

To be eligible for consolidation, renewal projects must meet all four of the conditions below:

1. The grant period must expire in Calendar Year for which the CoC Program NOFO covers, as confirmed in the final Grant Inventory Worksheet (GIW) submitted to HUD prior to the release of the CoC Program NOFO.
2. The projects must be consolidated under the same subrecipient.
3. The projects must have both the same component and project type (i.e., PH-PSH, PH-RRH, Joint TH/PH-RRH, TH, SSO, SSO-CE or HMIS)
4. The projects must not have any serious operational issues, as outlined in the CoC Program NOFO under which the subrecipient is requesting consolidation.

Ineligible Consolidations:

The following projects cannot be consolidated:

1. A TH project cannot consolidate with a RRH project to create a Joint TH/RRH project.
2. YHDP Replacement project cannot consolidate with another project.
3. A YHDP Renewal project cannot consolidate with a non-YHDP renewal.
4. Transition projects cannot consolidate with another project.

Declaring Intent to Consolidate Grants:

The project subrecipient must declare their intent to consolidate grants during the Letter of Interest (LOI) phase of the Des Moines/Polk County Continuum of Care's (DSM/Polk CoC) local application process. Failure to declare their intent to consolidate grants at this time will result in the project subrecipient not being able to consolidate grants until the next year's CoC Program NOFO application process.

Procedure:

Letter of Interest (LOI):

A project subrecipient wishing to consolidate grants must include the following information in their LOI:

1. A statement expressing their desire to consolidate renewal grants.
2. The grant numbers of the projects to be consolidated.
3. A brief explanation why the project recipient wishes to consolidate the grants.

4. A budget, whose completed line items are the same as those in the grants to be consolidated and where each Budget Line Item's (BLI) total is exactly the same as the sum of the BLIs for each of the individual projects as they appear on the GIW that corresponds to CoC Program NOFO.

Local Application Process:

- i. Application Submission – A project subrecipient wishing to consolidate existing renewal projects must submit a renewal project application for each of the projects to be included in the consolidation.
 - a. The grant number of each renewal project application will be the grant number of the project that will survive which must be the project with the earliest start date.
2. Scoring and Ranking – The renewal applications included in the consolidation will be scored and ranked in the same manner as all other renewal applications submitted for funding including being assigned unique rank numbers.

E-snaps Application Process:

1. Application Submission – For instructions to complete a consolidated project application, review the “Grant Consolidation Process and Questions” instructions found in the *CoC Renewal Project Application Detailed Instructions*.
2. HUD Review and Awarding Processes
 - a. Each renewal project included in the consolidation must be in good standing with HUD, meaning none of the projects have:
 - i. Outstanding audit or monitoring findings,
 - ii. Outstanding obligation to HUD that is in arrears,
 - iii. A history of poor financial management/drawdown issues,
 - iv. History of low occupancy levels, or lack of experience administering the project type, or
 - v. Other capacity issues.
 - b. The projects have the same recipient and are for the same component.
 - c. If all the renewal grants contained in the consolidation are selected, HUD will conditionally award the single surviving grant based on its ranked position to include the amount of funding of all grants included in the consolidation.
 - i. All other project applications included in the surviving grant will be removed from the CoC's ranking.
 - d. The start and expiration dates of the consolidated grant will be determined per HUD regulations.