



FY 2019 Continuum of Care Program Local Application Guidelines and Instructions Renewal, New, and Bonus Applications

The Grand Rapids Area Coalition to End Homelessness (Coalition) invites applications under HUD's FY 2019 Continuum of Care (CoC) Program Competition for renewal, new, and bonus projects at this time. The opening of this local competition for projects serving Kent County is in accordance with the Notice of Funding Availability (NOFA) for the 2019 Continuum of Care Program by the U.S. Department of Housing and Urban Development.

CoC PROGRAM PURPOSE AND OBJECTIVES

The purpose of the CoC Program as established by the U.S. Department of Housing and Urban Development (HUD) is to:

- Promote a community-wide commitment to the goal of ending homelessness.
- Provide funding for efforts by nonprofit providers, states, and local governments to quickly re-house homeless individuals, families, youth, and persons fleeing domestic violence, dating violence, sexual assault, and stalking, while minimizing the trauma and dislocation caused by homelessness.
- Promote access to and effective utilization of mainstream programs by homeless individuals and families.
- Optimize self-sufficiency among those experiencing homelessness.

FY 2019 CoC APPLICATION TIMING

The Coalition will concurrently consider both renewal project applications as well as new projects (from reallocated funding) and bonus projects (including permanent housing bonus projects and domestic violence bonus projects). The Coalition will submit one collaborative "Continuum of Care Application" for 2019 that reflects community-wide planning and performance. The score received for this application will be applied to funding requested for FY 2019 funds. It is expected that by September 25, 2019, the Coalition will submit completed HUD Project Applications and Priority Listings for the FY 2019 CoC Program Competition. A more detailed timeline can be found on page 12 of this document.

HUD FUNDING AMOUNT

For FY 2019 renewal projects, the Coalition is eligible to apply to HUD for a maximum of \$6,131,861, which constitutes the Annual Renewal Demand (ARD). The ARD is the total sum of all renewal projects eligible for renewal.

HUD will continue to require projects be ranked in two (2) tiers representing financial thresholds. It is possible that lower scoring CoC applicants will not have all projects ranked in the second tier funded. CoC Planning is not ranked again this year, and therefore the funds are not included in either tier.

Any agency interested in voluntarily reallocating funding to better reach the goal of ending homelessness is encouraged to create a new project that will better achieve that goal. The types of new projects, created through either reallocation or bonus funds, allowed are outlined in the *FY 2019 NOFA FR-6300-N-25* (<https://www.hudexchange.info/programs/e-snaps/fy-2019-coc-program-nofa-coc-program-competition/#nofa-and-notices>) on pages 29-31. These are listed on pages 29-30 of the NOFA as follows:

- a) Permanent housing-permanent supportive housing (PH-PSH) projects.
- b) Permanent housing-rapid rehousing (PH-RRH) projects.
- c) Joint transitional housing (TH) and rapid rehousing (PH-RRH) component projects.

The amount anticipated to be available in general CoC bonus projects is \$306,593 and more than one bonus project may be submitted to HUD by the CoC. Please refer to eligible project types on pages 7-8 for more information about bonus projects.

Agencies may also apply for domestic violence bonus projects that assist survivors of domestic violence, dating violence, sexual assault, or stalking. The estimated total amount available for these projects is \$418,404. The CoC may apply for the following project types: permanent housing-rapid re-housing projects (PH-RRH); joint transitional housing and rapid re-housing projects (joint TH and PH-RRH); and supportive services-only projects for the coordinated assessment/coordinated entry system (SSO-CE). Renewal projects may submit an application for project expansion (see criteria below) for this application type provided that their existing project is not dedicated to survivors of domestic violence, dating violence, sexual assault, or stalking. Detailed criteria for this application type may be found in the NOFA on pages 7-8.

Renewal projects may opt to apply for a project expansion to add funding to their renewal projects. Interested applicants should complete the renewal application for their existing project as well as a new project application for the additional amount they seek. In e-snaps, applicants will also need to submit a single renewal application that includes the combined information from the renewal and new project applications (for a total of three applications submitted in e-snaps). Please refer to the FY 2019 CoC Renewal Project Application Detailed Instructions on the HUD Exchange for additional information and/or directions. If both are approved and submitted to HUD by the Coalition, and HUD awards both grants, HUD will approve the single renewal application submitted in e-snaps. The project will then be eligible for renewal funding in next year's competition. See pages 30-31 in the NOFA for more details.

Renewal applicants may choose to consolidate 2-4 projects into one individual project. Projects to be combined must have the same recipient and be for the same component (applicants should consult with the HUD Field Office to ensure that projects are eligible for consolidation). To consolidate projects, applicants must submit separate renewal applications for each existing project, as well as a new application for the consolidated project. Individual renewal project applications will be ranked, and if all grants are

selected by HUD for funding, HUD will award the consolidated grant. Transitional housing and rapid rehousing projects may not use consolidation to form a joint TH/RRH project. For more details on consolidation, please see pages 31-32 in the NOFA.

Renewal projects may also submit projects for transition grants to reallocate their project to a new project type. This process allows providers to receive funding for one year to transition the project to the new project type (e.g. a provider with a RRH project submits a transition grant to change the project to PSH). Providers should submit a new project application for the transition grant, with the expectation that no more than 50 percent of costs may be used to fund the program component that is being phased out. If the new project is selected for funding this year, the project will be eligible for renewal funding under the new project type next year. Transition grants must meet the criteria set forth in Section III.C.3.r of the NOFA and have the consent of the Coalition. For more information on this application type, please see page 8 and page 20 of the NOFA.

Agencies wishing to reallocate and apply as a new project or wishing to submit a bonus project application have the ability to do so at this time. All agencies considering applying for a new or bonus project should familiarize themselves with HUD eligibility and quality threshold requirements that can be found in the NOFA on pages 33-41.

HUD PROJECT SELECTION PRIORITIES

Given the limited availability of funding, HUD asks communities to ensure CoC resources are used in the most strategic way possible.

HUD's Homeless Policy and Program Priorities for the 2019 fiscal year are as follows (pgs 5-6 in NOFA), not in order of importance:

- Ending Homelessness for All Persons
- Creating a Systemic Response to Homelessness
- Strategically Allocating and Using Resources
- Providing Flexibility for Housing First with Service Participation Requirements
- Using an Evidence-Based Approach
- Increasing Employment

Communities receiving higher scores on the FY 2019 CoC Application will be in the strongest position to have Tier 2 projects, PH bonus projects, and domestic violence bonus projects funded. The selection process will seek to maximize the community's ability to secure and retain funds by ranking projects in line with HUD priorities.

DEVELOPMENT OF LOCAL PRIORITY LISTING

The Coalition's Funding Review Committee is responsible for reviewing all applications and making funding recommendations to the Steering Council for approval. The committee is responsible for determining ranking, or Priority Listing, of the projects to be included with the Coalition's annual submission to HUD.

Local priorities will focus on funding for permanent housing programs and infrastructure that are essential to helping people experiencing homelessness obtain permanent

housing as quickly as possible, and with appropriate services to ensure housing stability, as well as building available housing resources for target populations.

The Funding Review Committee currently consists of representatives from the following organizations: Fair Housing Center of West Michigan, Kent District Library, Kent ISD, the Kent County Health Department, network180, and Fifth Third Bank. The panel also includes a local affordable housing advocate who does not represent a particular agency.

Further information regarding eligible applicants and projects, grant terms, and project evaluation criteria and ranking is detailed in subsequent sections of this document.

PROJECT MATCH REQUIREMENTS

All eligible funding costs except leasing must be matched with no less than a 25% cash or in-kind match. Project administration must be matched. For further information, see 24 CFR 578.73.

REQUEST FOR PROPOSAL SUBMISSION

Applicants must submit to the Coalition a completed Local Application Form in the manner detailed below. Further, for an application to be considered complete, an applicant must also submit a project application via HUD's "e-snaps" system.

- 1) Local Application Form. Applicants are to complete the Local Application Form electronically. Handwritten forms will not be accepted. The form is locked, meaning answers must be contained within the space allowed. Click inside the boxes to respond, and tab to move to the next required field. To check a box, simply click inside the shape.

All questions within the application pertaining to data or outcomes reference either the Annual Performance Report (APR) or CAPER report in HMIS, or funding tracked in eLOCCS. Applicants should use reports for the last completed funding year for the project. Projects that have not completed a full year of operation by the application due date should share information from the last completed year of another HUD-funded project or similarly-designed project through the applicant agency. Domestic violence service providers should use data from a system comparable to HMIS.

E-mail the completed application and all required attachments to cmyers-keaton@hwmuw.org. You will receive a reply confirming the application was received within 24 hours. Please note this response confirms receipt only. No review will have occurred at this point.

Local Application forms are to be saved as Word Documents or saved PDF documents. **Scanned documents will not be accepted. If scanned documents are sent we cannot guarantee the application will be reviewed.** Files should be saved by the name: "AgencyNameProjectNameLocal19" wherein the agency and project names should be inserted where indicated.

- 2) E-snaps. In addition to the Local Application Form, project applications (formerly known as Exhibit 2) are required be entered into the electronic grants management system managed by HUD’s Office of Special Needs Assistance Programs known as “e-snaps”. If the agency is new to e-snaps or if there are staff within the agency who require access, guidance is available on the following HUD website: <https://www.hudexchange.info/programs/e-snaps/>.

On this site, you will find guidance on:

- Navigating the e-snaps site.
- Adding/Deleting users in e-snaps.
- Obtaining a DUNS number and System Award Manager (SAM) registration.
- Ensuring the agency’s Code of Conduct is current and posted to the HUD website.

e-snaps application forms are to be saved and submitted as Word Documents or saved PDF documents (no scanned documents). Files should be saved by the name: “AgencyNameProjectNameES19” wherein the Agency and Project names should be inserted where indicated.

NOTE: This year HUD is offering projects with no changes the option to select a “no changes” box that will prepopulate the e-snaps application for the agency (this must have been requested during the registration process).

APPLICATION DEADLINE: 5:00 PM, FRIDAY, August 23, 2019

Late applications will not be accepted.

SIGNATURE

An original signature is not required, but the name and title of the authorized agency representative must be included on the application.

The Coalition reserves the right to request additional information, as determined necessary, to review any application. All information submitted through this solicitation becomes the property of the Coalition.

QUESTIONS

Please direct questions regarding this application opportunity to:

Courtney Myers-Keaton
cmyers-keaton@hwmuw.org

There is no guarantee of reply for inquires made after 5:00 PM on Thursday, August 22, 2019.

IMPORTANT NOTICE

Applicants are strongly encouraged to review e-snaps requirements well in advance of the application deadline as there are items (e.g. changing the authorized representative) that may require additional processing time.

Further, applicants are strongly encouraged to review HUD's Notice of Funding Availability (NOFA) for the FY 2019 CoC Program Competition and other resources referenced in this document. This document is not intended to serve as a substitute for HUD's NOFA or the CoC Program Interim Rule.

ELIGIBILITY INFORMATION

The CoC Program Interim Rule (24 CFR Part 578) provides detailed information about allowable activities, documentation requirements, and other regulatory requirements with which applicants should be familiar. HUD's FY 2019 NOFA further restricts allowable activities and sets additional requirements. The Interim Rule and NOFA will govern use of all grant funds applied for under this solicitation. Requirements summarized here are not all inclusive. Applicants are strongly encouraged to review the Interim Rule and NOFA directly and in detail.

ELIGIBLE PROJECT APPLICANTS

- Include Coalition member agencies that meet the CoC Program definitions of eligible applicant as such term is defined in 24 CFR 578.15 (i.e. nonprofit organizations, States, local governments, or instrumentalities of State or local governments), and public housing agencies as such term is defined in 24 CFR 5.100. Per the CoC Program Interim Rule, for-profit entities are not eligible to apply for grants or to be subrecipients of grant funds.
- Must have a DUNS number and be registered in the System for Award Management (SAM), formerly Central Contractor Registration (CCR).
- Must meet all statutory and regulatory requirements in the McKinney–Vento Homeless Assistance Act, as amended, and CoC Program Interim Rule.

ELIGIBLE PROJECTS

Infrastructure Projects

- Projects for HMIS and supportive service only projects for coordinated assessment/coordinated entry must use the Infrastructure Project Application available on the Coalition's website.

- Consistent with the previous year’s funding process, infrastructure projects will not be scored, but will be reviewed in the context of their impact on the community’s housing system, provision of housing services, and alignment with HUD priorities.

Renewal Projects

- Project must have an executed grant agreement by December 31, 2019 and have an expiration date in Calendar Year (CY) 2019 (between January 1, 2020 and December 31, 2020). (Note: Prospective applicants are responsible for knowing when grant terms expire and must anticipate when to apply for renewal funding. If an applicant fails to apply for a renewal in the appropriate year, it will not be eligible for renewal in the next funding competition.)
- May not request total funding in excess of the FY 2019 Annual Renewal Amount approved by HUD for that project in the renewal application. Any additional funding requested must be done through a new project application.
- Must be included on the Grant Inventory Worksheet (GIW) accepted by HUD as part of the FY 2019 CoC Program Registration process.
- Are renewable as set forth in 24 CFR 578.33 of the interim rule to continue on-going leasing, operating, supportive services, rental assistance, HMIS, and project administration costs.
- PH-PSH renewal projects must serve one of the following:
 - Program participants who are eligible for assistance under the project's current grant agreement;
 - Persons who meet the definition of DedicatedPLUS (see Section III.C.2.g of NOFA) where all units funded by this project must be used to serve program participants who meet the qualifications for DedicatedPLUS;
 - Or persons experiencing chronic homelessness at the time they initially enrolled in the project.
- PH-RRH, Joint TH and PH-RRH component, TH, and SSO projects may serve persons who qualify as homeless under paragraphs (1), (2), or (4) of 24 CFR 578.3. Additionally, these projects may serve persons who qualify as homeless under paragraph (3) of 24 CFR 578.3 if the CoC is approved to serve persons in paragraph (3).

New Projects through Reallocation or General CoC Bonus Projects

- Will only be considered for applications within the FY 2019 CoC Program Competition process for:
 - Permanent supportive housing projects that meet the requirements of DedicatedPLUS as defined in Section III.C.2.g of the NOFA or new permanent supportive housing projects where 100 percent of the beds are dedicated to individuals and families experiencing chronic homelessness.
 - Rapid re-housing projects that will serve homeless individuals and families, including unaccompanied youth.
 - Joint transitional housing and rapid re-housing projects that serve individuals or families fleeing or attempting to flee domestic violence, dating violence, sexual assault, or stalking who meet the criteria outlined in the

NOFA on pages 28-29. Dedicated HMIS projects for the costs at 24 CFR 578.37(a)(2). These projects may only be carried out by the HMIS Lead, which is the recipient or subrecipient of an HMIS grant, and is listed on the HMIS Lead Form in the CoC Applicant Profile in e-snaps. Additionally, if the CoC has organizations within its geographic area that are victim service providers, the HMIS Lead, or subrecipient, may request HMIS funds for a comparable database. Victim service providers may also request HMIS funds in their project application budgets to enter data into a comparable database.

- Supportive services only (SSO-CE) projects to develop or operate a centralized or coordinated assessment/coordinated entry system.
- Projects must meet the project eligibility and quality threshold requirements established by HUD in the NOFA on pages 33-41.
- More than one bonus projected may be submitted by the Coalition for FY 2019 funding as long as the total does not exceed the total amount of bonus projects allotted to the CoC for FY 2019.

Domestic Violence Bonus Projects

- Must assist survivors of domestic violence, dating violence, sexual assault, or stalking.
- New projects that want to be considered for the DV Bonus must be:
 - Permanent Housing-Rapid Re-Housing projects dedicated to serving survivors of domestic violence, dating violence, or stalking that are defined as homeless at 24 CFR 578.3;
 - Joint transitional housing and rapid-rehousing component projects as defined in Section III.C.2.n of NOFA dedicated to serving survivors of domestic violence, dating violence, or stalking that are defined as homeless at 24 CFR 578.3; or
 - Supportive services Only-Coordinated Entry project to implement policies, procedures, and practices that equip the CoC's Coordinated Entry to better meet the needs of survivors of domestic violence, dating violence, or stalking.
- Renewal projects may submit an application for project expansion for this application type provided that their existing project is not dedicated to survivors of domestic violence, dating violence, sexual assault, or stalking.
- Detailed criteria for this application type may be found in the NOFA on pages 8-9.
- New projects created through a domestic violence bonus application must meet the project eligibility and quality threshold requirements established by HUD in the NOFA on pages 33-41.

GRANT TERM

All renewal project applications, including rental assistance, are limited to 1-year grant terms and 1-year of funding. The initial grant term for new projects created through reallocation and permanent housing bonus projects may vary. Refer to the NOFA on

pages 26-28 for detailed information. Domestic violence bonus projects are limited to 1-year grant terms.

PROJECT REVIEW AND RANKING

All applicants/projects must meet basic eligibility and quality threshold requirements (see NOFA pages 33-40). The Coalition reserves the right to reject any application that is not consistent with the CoC Program Interim Rule and/or the FY 2019 NOFA.

PROJECT EVALUATION CRITERIA

Local project evaluation criteria are guided primarily by relevant HUD policy priorities and Application Review Criteria identified in the FY 2019 NOFA. The specific criteria that will be used are reflected in the project applications and scorecards.

PROJECT RANKING

Once applications are reviewed and scored using the above-described criteria, projects will be ranked by score and HUD Policy Priorities. Adjustments may be made to the rankings to:

- Maximize funds for projects identified in Tier I.
- Ensure adequate resources for system infrastructure by ranking HMIS and coordinated assessment/coordinated entry projects within Tier I.

If funded, domestic violence bonus projects will be pulled from the CoC's Priority Listing, and all projects ranked below them will move up one rank (as indicated in the NOFA on page 72). Consistent with last year's process, PH bonus projects will not be ranked higher than renewal projects.

APPEALS

Applicants may appeal the scoring decision made by the Funding Review Committee. Appeals will be reviewed by an Appeals Panel, comprised of one member of the Funding Review Committee, one Steering Council member, CoC staff (non-voting), and recruited members from Continuums of Care outside of Kent County. For completing an appeal, applicants should use the Appeals Application and closely follow the guidelines outlined in the CoC's Funding Decision Appeal Policy; both documents are available on the Coalition's website. Appeals must be received by 5:00 PM, Thursday, September 5, 2019 for consideration.

RESOURCES

Document Name	Document Link
CoC Website	http://endhomelessnesskent.org/

FY 2019 CoC Funding Process Opening Announcement	https://www.hudexchange.info/resource/5842/fy-2019-coc-program-nofa/
FY 2019 CoC Program Competition Notice of Funding Availability (NOFA)	https://www.hudexchange.info/programs/e-snaps/fy-2019-coc-program-nofa-coc-program-competition/#nofa-and-notices
CoC Program Competition: e-snaps Resources	https://www.hudexchange.info/programs/e-snaps/
Continuum of Care Program: Interim Final Rule	https://www.hudexchange.info/resource/2033/hearth-coc-program-interim-rule/
CoC Renewal Project Application Detailed Instructions	https://www.hudexchange.info/resource/2910/coc-project-application-instructions-for-renewal-projects/



**CoC Local Application Timeline
Federal Fiscal Year 2019**

	Due Date	Task	Responsible Party
	8/19/19	Local Project Applications released	CoC Staff
	8/23/19	Local and E-Snaps Applications Due	Applicants
	8/27/19	Funding Review Committee Meetings – Scoring/Ranking	Funding Review Committee, CoC Staff
	8/29/19	Funding Review Committee Recommendations Shared With Applicants	CoC Staff
	8/20/19	CoC Application Draft Posted Publicly	CoC Staff, CoC Members
	9/5/19	Appeals Due, Changes Due in E-Snaps Applications	Applicants
	9/11/19	Appeals Panel Meets (if required)	Appeals Panel
	9/13/19	Funding and Ranking Recommendations Shared with Steering Council, Posted Publicly	CoC Staff
	9/19/19	Public Feedback on Ranking and CoC Application Due to CoC Staff	CoC Staff
	9/20/19	Steering Council Vote on Priority Listing Recommendations	Steering Council
	8/20/19 – 9/25/19	Improvement to CoC Application	CoC Staff, CoC Members
	9/25/19	CoC Application and Priority Listing Submitted to HUD	CoC Staff