



FY 2016 Continuum of Care Program Local Application Guidelines and Instructions New and Bonus Applications

The Grand Rapids Area Coalition to End Homelessness (Coalition) invites applications under HUD's FY 2016 Continuum of Care (CoC) Program for new and bonus projects at this time.

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 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 and families while minimizing the trauma and dislocation caused to homeless individuals, families, and communities by homelessness
- Promote effective utilization of mainstream programs by homeless individuals and families
- Optimize self-sufficiency among individuals and families experiencing homelessness
- Provide funding to support the CoC structure and process

FY 2016 CoC APPLICATION TIMING

In advance of HUD issuing a Notice of Funding Availability (NOFA) for the FY 2016 CoC Program competition, the Coalition released an renewal application for local projects that wish to continue their funding. At this point, the Coalition is soliciting applications for new and bonus project applications.

In addition, the Coalition will submit one collaborative "Continuum of Care Application" for 2016 - the portion of the Coalition's application that reflects community-wide planning and performance. The score received for this application will be applied to funding requested for FY 2016 funds. It is expected that by September 14, 2016, the Coalition will submit completed HUD Project Applications and Priority Listings for the FY 2016 CoC Program competition. Once the NOFA has been released, an updated timeline will be published by the Coalition, detailing the process.

HUD FUNDING AMOUNT

For FY 2016, there is currently \$65,950 available for new project funding. Bonus project applications are eligible for \$188,279.

HUD will continue to require projects be ranked in two (2) tiers representing financial thresholds. It is possible that lower scoring Collaborative 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. The community has agreed that

to best protect those currently in housing, any bonus projects will be ranked below renewal projects in Tier 2. Additionally, if a renewal were seeking to expand a project with the new project funding available (\$65,950) they would be ranked in Tier 1.

The types of new projects allowed for new project funding are outlined in the *FY 2016 Registration Notice FR-5934-N-01*

(<https://www.hudexchange.info/resources/documents/FY-2016-CoC-Program-Registration-Notice.pdf>) on page 11. These are: new permanent supportive housing projects that serve chronically homeless individuals and families, including unaccompanied youth; new rapid rehousing projects for homeless individuals and families, including unaccompanied youth, coming directly from the streets or emergency shelter, or fleeing domestic violence situations and other persons meeting the criteria of paragraph (4) of the definition of homelessness; new projects for dedicated HMIS; or new Supportive Services Only (SSO) projects for centralized or coordinated assessment systems

Allowable bonus projects are: new permanent supportive housing projects that serve chronically homeless individuals and families, including unaccompanied youth; new rapid rehousing projects for homeless individuals and families, including unaccompanied youth, coming directly from the streets or emergency shelter, or fleeing domestic violence situations and other persons meeting the criteria of paragraph (4) of the definition of homelessness.

Agencies wishing to apply should familiarize themselves with HUD threshold requirements that can be found in the FY 2015 NOFA on <https://www.hudexchange.info/e-snaps/fy-2016-coc-program-nofa-coc-program-competition/>

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. Locally, this means prioritizing funding for programs and infrastructure that are essential to helping people experiencing homelessness obtain permanent housing as quickly as possible and with appropriate levels of services to support housing stability.

HUD's Homeless Policy and Program and Program Priorities this for the 2016 FY are as follows, not in order of importance:

- Strategic Resource Allocation
- Ending Chronic Homelessness
- Ending Family Homelessness
- Ending Youth Homelessness
- Ending Veteran Homelessness
- Using a Housing First Approach

Communities receiving higher scores on the FY 2016 CoC Application will be in the strongest position to have Tier 2 projects, and 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. This year, bonus projects submitted will not be ranked higher than renewal projects.

DEVELOPMENT OF LOCAL PRIORITY LISTING

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

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

The Funding Review Committee currently consists of representatives from the following organizations: ACSET, Grand Rapids Community Foundation, Kent County Department of Health and Human Services, City of Wyoming, Legal Aid of West Michigan, Family Promise, Dyer Ives Foundation, Kent Intermediate School District, and Reliance Community Care Partners. 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. E-mail the completed application to jvail@hwmuw.org. You will receive a reply confirming the application was received. 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 (no scanned documents) should be submitted. Files should be saved by the name: "Local16AgencyNameProjectName" wherein the Agency and Project names should be inserted where indicated.

- 2) E-snaps. In addition to the Local Application, 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.onecpd.info/e-snaps/guides/coc-program-competition-resources/>.

***E-snaps has not yet been available for the FY2016 competition. Updated timelines will be posted publicly. Interested applicants should reach out to program staff to ensure they are kept up to date.

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

e-snaps Application forms are to be saved as Word Documents or saved pdf. documents (no scanned documents) should be submitted. Files should be saved by the name: "ES16AgencyNameProjectName" wherein the Agency and Project names should be inserted where indicated.

APPLICATION DEADLINE: 10:00 A.M., MONDAY, August 1, 2016

Late applications will not be accepted.

SIGNATURE

An original signature is not required, but the name and title of the authorized 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:

Jesica Vail
616-752-8640
jvail@hwmuw.org

There is no guarantee of reply for inquires made after 5:00 p.m., Thursday, July 28, 2016.

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 2016 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 2016 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 definition of eligible applicant per 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

New Projects

- Will only be considered from applicants within the FY 2016 Collaborative Application process for: 1) permanent supportive housing projects created to exclusively serve persons experiencing chronically homelessness; and 2) rapid re-housing projects created for individuals, families, youth (up to age 24) or persons fleeing domestic violence (as defined by category 4 of the definition of homelessness) who are experiencing homelessness and who enter directly from the streets or emergency shelter.
- May only be created through reallocation of dollars from existing CoC Program-funded projects. Any current project considering reallocation but did not indicate so in their Letter of Intent, should contact Coalition staff immediately.

Permanent Housing Bonus Projects

- Will only be considered from applicants within the FY 2016 Collaborative Application process for: 1) permanent supportive housing projects created to exclusively serve persons experiencing chronically homelessness; and 2) rapid re-housing projects created for individuals, families, youth (up to age 24) or persons fleeing domestic violence (as defined by category 4 of the definition of homelessness) who are experiencing homelessness and who enter directly from the streets or emergency shelter.

- New projects created through a permanent housing bonus must meet the project eligibility and threshold requirements established by HUD in Section V. of the NOFA.
- More than one Bonus project may be submitted by the Coalition for FY 2016 funding.

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 can vary. Refer to the NOFA for detailed information (Section I.V. Award Information, 2. Distribution of Funds, b. New Project Grant Terms).

PROJECT REVIEW AND RANKING

All applicants/projects must meet basic threshold requirements. The Coalition reserves the right to reject any application that is not consistent with the CoC Program Interim Rule and/or the FY 2016 NOFA.

PROJECT EVALUATION CRITERIA

Local project evaluation criteria are guided primarily by relevant HUD policy priorities and Application Review Criteria identified in the FY 2016 NOFA. The specific criteria that will be used are reflected in the New and Bonus Project Application and Scorecard.

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 centralized intake projects within Tier I
- Protect those persons residing within permanent supportive housing currently

RESOURCES

Document Name	Document Link
FY 2016 CoC Funding Process Opening Announcement	https://www.hudexchange.info/news/the-fy-2016-coc-program-funding-process-competition-is-now-open
FY 2016 CoC Program Competition Notice of Funding Availability (NOFA)	https://www.hudexchange.info/resource/4688/fy-2016-coc-program-nofa/
CoC Program Competition: e-snaps	https://www.hudexchange.info/e-

Resources	snaps/guides/coc-program-competition-resources/
Continuum of Care Program: Interim Final Rule	https://www.hudexchange.info/resource/2033/hearth-coc-program-interim-rule/

