



FY 2017 Continuum of Care Program Local Application Guidelines and Instructions Housing and Infrastructure Renewal Applications

The Grand Rapids Area Coalition to End Homelessness (Coalition) invites applications under HUD's FY 2017 Continuum of Care (CoC) Program 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 2017 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 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 2017 CoC APPLICATION TIMING

At this time, the Coalition will concurrently consider both renewal project applications as well as new projects (from reallocated funding) and bonus projects. Those seeking to renew an existing project should continue following these directions. For new and bonus projects, follow the New and Bonus Applications Instructions published on the Coalition website.

The Coalition will submit one collaborative "Continuum of Care Application" for 2017 - 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 2017 funds. It is expected that by September 28, 2017, the Coalition will submit completed HUD Project Applications and Priority Listings for the FY 2017 CoC Program competition. A more detailed timeline can be found on page 9 of this document.

HUD FUNDING AMOUNT

For FY 2017 renewal projects, the Coalition is eligible to apply to HUD for a maximum \$5,350,900, 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 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.

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 allowed are outlined in the *FY 2017 NOFA FR-6100-N-25* (<https://www.hudexchange.info/resource/5419/fy-2017-coc-program-nofa/>) on page 10. These are: new permanent supportive housing projects that serve chronically homeless individuals and families, or meet the new criteria of “DedicatedPLUS”; new rapid rehousing projects for homeless individuals and families, including unaccompanied youth, coming directly from the streets or emergency shelter, fleeing domestic violence situations and other persons meeting the criteria of paragraph (4) of the definition of homelessness, residing in a transitional housing unit within a joint RRH/TH project; or receiving services through a VA funded homeless assistance program; new projects for dedicated HMIS; or new Supportive Services Only (SSO) projects for centralized or coordinated assessment systems. Additionally this year, new project applications will be considered for a new component type: Joint Transitional Housing and Rapid Re-Housing (TH and RRH). (See page 6 of this application for more detail.)

The amount anticipated to be available in PH Bonus Projects is \$321,054 and more than one PH Bonus project may be submitted to HUD by the CoC. Allowable Bonus Projects are: new permanent supportive housing projects that serve chronically homeless persons, or are Dedicated PLUS; new rapid rehousing projects serving the same population as noted above; Joint TH-RRH component projects as defined in the NOFA section III.A.3.h.

New this year, existing renewal projects may seek to add funding to grow their renewal projects without being required to submit the existing project for reallocation as a new project. Interested applicants should complete the renewal application for their existing project as well as a new project application for the additional amount they seek. If both are approved and submitted to HUD by the Coalition, and HUD awards both grants, HUD will merge both requests into the one existing project after the conditional award has been granted. See page 12 of the [NOFA](#) for more details.

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 project should familiarize themselves with HUD threshold requirements that can be found in the FY 2017 NOFA on <https://www.hudexchange.info/e-snaps/fy-2017-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.

HUD's Homeless Policy and Program Priorities this for the 2017 FY are as follows, not in order of importance:

- Ending Homelessness for All Persons
- Creating a Systemic Response to Homelessness
- Strategic Resource Allocation
- Using a Housing First Approach

Communities receiving higher scores on the FY 2017 CoC Application will be in the strongest position to have Tier 2 projects, and PH 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 Steering Council for 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. 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 levels of services to support housing stability, as well as building available housing resources for target populations.

The Funding Review Committee currently consists of representatives from the following organizations: ACSET, Grand Rapids Community Foundation, Fair Housing Center of West Michigan, Degage Ministries, Legal Aid of West Michigan, 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.

All questions within the application pertaining to data or outcomes reference either the Annual Performance Report (APR) or CAPER in HMIS, or funding tracked in eLOCCS. Applicants should use reports for the last completed funding year for the project. Projects that had not completed a full year of operation by this application due date are not required to answer those questions.

E-mail the completed application and all required attachments 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. Files should be saved by the name: "AgencyNameProjectNameLocal17" 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/>.

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 as Word Documents or saved pdf. documents (no scanned documents) should be submitted. Files should be saved by the name: "AgencyNameProjectNameES17" 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 eSnaps application for the agency.

APPLICATION DEADLINE: 5:00 P.M., FRIDAY, August 18, 2017

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, August 17, 2017.

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 2017 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 2017 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.

Renewal Applicants

- Must have a signed CoC Program grant agreement with HUD that will expire between January 1, 2017 and December 31, 2017 for the project for which funds are requested. (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 more for each renewing project than the FY 2017 Annual Renewal Amount approved by HUD for that project.

ELIGIBLE PROJECTS

Renewal Projects

- Must be included on the Grant Inventory Worksheet (GIW) accepted by HUD as part of the FY 2017 CoC Program registration process.
- May not request total funding in excess of the 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.
- 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.

New Projects

- Will only be considered from applicants within the FY 2017 Collaborative Application process for:
 - Permanent supportive housing projects that meet the requirements of Dedicated PLUS as defined in Section IIIA.3.d. of the NOFA or new permanent supportive housing projects where 100% of the beds are dedicated to chronic homelessness;
 - Rapid re-housing projects created for individuals, families, including unaccompanied youth who meet the following criteria: a) residing in a place not meant for human habitation, b) residing in an emergency shelter, c) persons meeting the criteria of category 4 of the definition of homelessness (including fleeing or attempting to flee domestic violence), d) residing in transitional housing funded by a Joint TH and PH-RRH component project, and e) receiving services from a VA-funded homelessness assistance program who are experiencing homelessness and who enter directly from the streets or emergency shelter.
 - Joint TH and PH-RRH projects as defined in Section III.A.3.h. in the NOFA to better serve homeless families and individuals or families fleeing or attempting to flee domestic violence.
 - Dedicated HMIS project for the costs at 24 CFR 578.37(a)(2) that can 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.
 - Supportive services only project to develop or operate a new centralized or coordinated assessment system.

- May only be created through reallocation of dollars from existing CoC Program-funded projects.

Permanent Housing Bonus Projects

- Will only be considered from applicants within the FY 2017 Collaborative Application process for the first three types of allowed projects listed above under “New Projects”.
- 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 2017 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 2017 NOFA.

PROJECT EVALUATION CRITERIA

Local project evaluation criteria are guided primarily by relevant HUD policy priorities and Application Review Criteria identified in the FY 2017 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.

RESOURCES

Document Name	Document Link
FY 2017 CoC Funding Process Opening Announcement	https://www.hudexchange.info/news/fy-2017-continuum-of-care-coc-program-competition-e-snaps-is-now-available/
FY 2017 CoC Program Competition Notice of Funding Availability (NOFA)	https://www.hudexchange.info/resources/documents/FY-2017-CoC-Program-Competition-NOFA.pdf
CoC Program Competition: e-snaps Resources	https://www.hudexchange.info/e-snaps/guides/coc-program-competition-resources/
Continuum of Care Program: Interim Final Rule	https://www.hudexchange.info/resource/2033/heard-coc-program-interim-rule/



**CoC Local Application Timeline
Federal Fiscal Year 2017**

	Due Date	Task	Responsible Party
	8/1-3/17*	Funding Review Finalizes Local Application	Funding Review, CoC Staff
	8/4/17	Release Local Project Application	CoC Staff
	8/7/17	Applicant Meeting/APR Training: 10am, United Way	CoC Staff
	8/18/2017	Local and eSnaps Applications Due	Applicants
	8/23-24/17	Funding Review Meeting- Scoring/Ranking	Funding Review, CoC Staff
	8/25/17	Funding Review Recommendations Shared	
	9/1/17*	Appeals Due	Applicants
	9/1/17	Changes in Due eSnaps Applications	Applicants
	9/4/17	Appeals Committee Meets (if required)	Appeals Panel
	8/25/17	Draft of Consolidated Application Posted Online	CoC Staff
	9/6/17	Funding and Ranking Recommendations to Steering Council	CoC Staff
	9/6/17	Funding and Ranking Recommendations Posted Publicly	CoC Staff
	9/13/17	Public Feedback on Ranking and Consolidated Application Due to Staff	CoC Members
	8/25-9/15/2017	Improvement to Consolidated Application	CoC Members and Staff
	9/15/2017	Steering Council Vote	Steering Council
	9/26/2017	Consolidated Application Submitted	CoC Staff