



# Guidance for FY 2015 HUD Continuum of Care Competition New and Renewal Applications

Agencies desiring to participate in the FY2015 WV Balance of State Continuum of Care (WV-508 CoC) Homeless Assistance application for HUD CoC Homeless Assistance funding will need to complete the following process in order to be eligible and prepared for this year's application submission.

Agencies applying for funding for new projects will only be accepted if current renewal projects are reallocated by the rating and ranking committee. Existing projects wishing to "retool" from TH to PSH must submit a letter of intent and go in as a new PSH project with the FY2015 Collaborative Application. New projects will only be awarded with reallocated funds, if available. Upon receipt of a LOI, the CoC Staff will discuss the continued application with the Project Applicant to determine the possible amount of funding available through reallocation and the need in the given community.

Historically, CoC have ranked all applicants into two tiers. These tier determinations have been guided by financial thresholds set by HUD. Financial thresholds will be announced in the coming weeks when the FY 2015 competition opens.

HUD will first select projects from Tier 1 in the following order by CoC score:

1. Renewal PSH
2. New PSH created through reallocation for 100% chronically homeless
3. New Rapid Re-Housing projects created through reallocation for households with children
4. Renewal transitional housing
5. Renewal HMIS
6. Any other project application submitted by the CoC that was not included on the GIW

By funding priority type, the Continuum of Care Ranking Committee will average scores (All PSH (New and Renewal), all TH, Renewal HMIS). Those applications scoring ABOVE the average score in each corresponding priority type automatically will go into Tier 1; 1st with PSH, then by TH, etc (following the above structure). After taking those applications scoring above the average score in each selection priority, if Tier 1 funding remains, those applications scoring BELOW the average will be included in Tier 1 in the above order until all funding for Tier 1 has been exhausted.

The Letter of Intent (LOI) template is included of this notice as Exhibit B. Please complete and submit with the attachments noted on page 3 of this notice. If an organization is requesting funding for two separate programs or projects, the organization must complete a LOI for each project and/or program that they are requesting funding for.

## **For NEW applicants who have never applied for HUD CoC Funding:**

Several preliminary steps must be accomplished immediately.

- Review the Balance of State CoC's previous Project Sponsor meeting presentations for understanding of the CoC Program requirements. <http://wvceh.org/coalition/coc>
- Review the CoC Program Start-Up Training Webinars found on the HUD Exchange prior to submitting a LOI. <https://www.hudexchange.info/training-events/courses/coc-program-start-up-training-webinars-for-fy-2013-funds/>

- Visit [www.hudexchange.info](http://www.hudexchange.info) to sign up for the HUD Exchange program mailing list for the CoC Program.
- For agencies who choose to participate in this year's application as a NEW Project Applicant, or wishing to retool an existing CoC-funded program, must submit a Letter of Intent (LOI) (Exhibit B) by **5:00 p.m. Friday, May 22** to [bosnofa@wvceh.org](mailto:bosnofa@wvceh.org). Please ensure you get a receipt confirmation that your materials are received.
- An agency applying for BoS CoC funding should be an Associate of WVCEH in good standing and agree to attend WVCEH/BoS CoC meetings/trainings and already participate (or are in the process of implementing) the Coordinated Entry in your community (participation in the Continuum of Care and CoC Initiatives is a HUD requirement for all funded agencies). There will be an "interest" meeting for agencies submitting an LOI and all current grantees in June 2015, or earlier depending on the release of the FY2015 NOFA by HUD.
- Prepare, if funded, to **participate in the HUD-mandated Homeless Management Information System (HMIS)**, administered by the West Virginia Coalition to End Homelessness. HUD funded agencies are responsible for the technological responsibilities of participation in HMIS. To find out more about HMIS visit <http://wvceh.org/hmis/training> for more information about HMIS.
- Applicants should start to plan for and secure commitments of match and leverage sources.
  - **Match** – a 25% cash or in-kind match is required for all program components except leasing. Match is required for both new and renewal projects.
  - **Leverage** – The CoC has set a goal of having 200% leverage with the 2015 application. Sources of leverage include other program funding, in-kind contributions, donations of buildings and/or professional services, other grants, etc. The 2015 NOFA does indicate that only 150% leverage will be required to receive maximum points. Therefore, the Rating & Ranking Committee will have the discretion to award additional points to Project Applicants demonstrating over 150% leverage. In order to receive maximum points during the BoS project review scoring, applicants must document \$2 in leveraged funds for every \$1 requested from HUD. Leverage applies to both new and renewal projects.
  - Match and leverage documentation can be in the form of signed letters, memoranda of understanding, or other written evidence of a commitment and must be turned in with the the DRAFT application. At a minimum, they must:
    - be on letterhead stationary from the organization providing the funds
    - be signed and dated by an authorized official
    - contain the name of the organization providing the contribution
    - contain the type of contribution (cash, child care, case management, mental health services, etc.)
    - contain the monetary value of the contribution
    - contain the name of the applicant agency and the name of the project to which the contribution will be given
    - contain the date that the contribution will be available
  - Commitments of land, building and equipment are **one-time only** and cannot be claimed in more than one competition. For example, the value of donated land or donated computers claimed in the 2013 competition by a project cannot be claimed as leveraging by that project or any other project in subsequent competitions.

- **It is the responsibility of each agency to understand and adhere to all HUD guidelines and regulations.**

The Ranking and Rating Committee is responsible for ensuring that the entire application is complete and submitted appropriately using a standardized scorecard (will be posted to [www.wvceh.org/nofa](http://www.wvceh.org/nofa)). There is a substantial time commitment for agencies participating in the CoC application process. The attached Letter of Intent (LOI) (Exhibit B) form must be submitted by any agency located in the Balance of State Continuum of Care interested in submitting a project for funding under the FY2015 HUD CoC Program Competition. A LOI is required for all NEW projects submitted, but a LOI does not obligate you to submit a proposal.

The LOI is a non-binding expression of interest, which may later be followed by a comprehensive written project proposal to the CoC in the e-snaps grant system. Subject to the rating and ranking process, projects may be included in the combined application for funding under HUD's FY 2014 CoC Program Competition.

Projects submitted by organizations that do not provide the LOI with complete documentation as required by this notice will not be included in the FY2015 Collaborative Application. Additional information may be required at a later time from organizations submitting the LOI, and site visits of an applicant's/sponsor's premises by representatives of the CoC may be required as part of the application process.

#### **IMPORTANT DEADLINES**

\*All deadlines are subject to change based on the deadlines established by HUD in the FY2015 NOFA.\*

#### **New Project Applications:**

- Submit Letter of Intent form (Exhibit B) by **May 22, 2015 at 5:00 pm** detailing the type of project you are requesting
  - 1. Permanent Supportive Housing for Chronically Homeless Individuals and/or Families
  - 2. Rapid Re-housing for Families coming from the streets/emergency shelter ONLY) AND the need for the project in your community supported by local data.
- Once the competition opens for FY2015, Project Applicants will submit first draft of Project Application in e-snaps at least 5 weeks (35 days) prior to the deadline of the FY2015 HUD CoC Collaborative Application. (Training materials for e-snaps can be found here: <https://www.onecpd.info/resource/2915/esnaps-features-and-functions/>) WVCEH will contact you about any outstanding issues that need to be addressed.
- Completed Project Application and all applicable documents will be due at least 3 weeks (21 days) prior to the deadline of the HUD CoC Collaborative Application in esnap.

#### **Renewal Project Applications to Retool to Different Project Type**

- Submit Letter of Intent to retool (Exhibit B) or request for modifications to your project by **May 22, 2015 at 5:00 pm**. Request should detail any changes in program type requested. Retooling from TH to PSH for Chronically Homeless will result in the entire TH project being reallocated and a new PSH project created for the same agency.

**Letters of Intent (LOI) must be received by WVCEH at [bosnofa@wvceh.org](mailto:bosnofa@wvceh.org) by Friday, May 22 at 5:00 pm.** Please ensure you get a return receipt.

## Exhibit A

### **Required Documents**

In addition to Exhibit B, any new project applicant and any existing project opting to retool to a different program type, must also submit the following documents to [bosnofa@wvceh.org](mailto:bosnofa@wvceh.org) and upload to e-snaps with the draft project application by (date of draft due-35 days before due date of Collaborative Application).

<b>All New Applicants (New and Retooling Renewal)</b>	<b>New Project Applicants Only</b>
Project Application in e-SNAPS (HUD's online application system), submit it to the CoC via e-SNAPS, export as a pdf for your records	Organizational chart showing administrative capacity of the agency and a 2 <sup>nd</sup> chart if that will change if the grant is awarded. Organizational chart should also show services capacity for the proposed program (distinguishing FTE/PTE) and clarification of whether or not any of these positions are shared with other programs.
Draft Program Policies and Procedures, Resident Handbook, or other rules/guidelines for the proposed project	Non-profit: A signed letter from an authorized official (auditor) stating that the agency has had an audit or similar financial review and summarizing any findings.
Documentation of match and leverage. 25% cash or in-kind match is required for all program components except leasing. Match is required annually. Leverage is anything beyond match and every project applying for funding should leverage \$2 for every \$1 requested above and beyond the match.	Non-profit: Copy of the agency's budget from current fiscal year.
If requesting supportive services dollars, applicant must submit a written justification statement for the supportive services with a timeline for moving at least 75% of supportive services dollars to housing. This statement should include what other funding sources the project utilizes or has worked to secure for supportive services.	Statement verifying the organization's ability to operate the project on a reimbursement basis.
	Documentation of Board of Directors, current membership list and minutes from previous 3 meetings.

Documents should be emailed to [bosnofa@wvceh.org](mailto:bosnofa@wvceh.org).

ALL Applicants must read the HUD CoC NOFA in it's entirety prior to completing the Project Applications.  
Please sign up for the HUD Exchange mailing list to stay up to date on the release of the FY2015 NOFA.

Exhibit B

FY 2015 Letter of Intent  
WV Balance of State Continuum of Care Template

Proposed Project Name \_\_\_\_\_

Proposed Address (if applicable) \_\_\_\_\_

Is this is an existing CoC-funded Project applying to retool to a new project? \_\_\_\_yes \_\_\_\_no

1). Project Sponsor:

Agency Name \_\_\_\_\_

Agency Contact Person \_\_\_\_\_

Address of Agency \_\_\_\_\_

Contact Phone \_\_\_\_\_ Contact Email \_\_\_\_\_

2). Does this agency already have a HUD CoC funded Project?

\_\_\_\_ Yes \_\_\_\_ No

3). Please indicate which targeted project type your program will address:

\_\_\_\_ Rapid Re-Housing for Families (Rental Assistance)

\_\_\_\_ Permanent Supportive Housing (Scattered Site Leased Units) for Chronically Homeless

*Please visit [hudhre.info](http://hudhre.info) for definitions and types of housing assistance and eligible expenses.*

4). Estimated Project Budget:

Rental Assistance (Rapid Re-Housing ONLY) \_\_\_\_\_

Operations (Leasing) \_\_\_\_\_

Supportive Services \_\_\_\_\_

Admin (*no more than 7% of total budget request*) \_\_\_\_\_

5). Provide a brief description of your proposed project (1000 words or less).