

**Greater Richmond Continuum of Care  
HUD FY 2022 Continuum of Care Grant Competition  
Instructions and Supplemental Application Forms  
Deadline August 31, 5pm**

**Continuum of Care (CoC) Overview**

The U.S. Department of Housing and Urban Development (HUD) CoC Program is designed to:

- Promote a community-based solution to ending homelessness;
- Provide funding to nonprofits, States, and local governments to prevent and quickly re-house individual and families experiencing homelessness;
- Minimize the trauma and dislocation that individuals, families, and communities experience as a result of homelessness; and
- Promote the effective utilization of mainstream resources.

Localities across the country and within Virginia have organized into CoC's to develop community-based solutions and to apply for HUD CoC funding. A CoC is a community-based group with representation from a cross-section of providers, community entities, mainstream resources, and individuals from one or more localities. The Greater Richmond CoC (GRCoC) serves Charles City County, Chesterfield County, Goochland County, Hanover County, Henrico County, New Kent County, Powhatan County, the City of Richmond, and the Town of Ashland. Homeward, the planning and coordinating agency for the Greater Richmond region, is the Collaborative Applicant for GRCoC grant processes and manages the Homeless Management Information System (HMIS).

**Application Process**

The GRCoC application process consists of the following activities:

- E-SNAPS Registration (grant database for CoC funding program)
- Notification of Funding Opportunity (NOFO)
- Consolidated Application
  - CoC Application
  - Project Priority Listing
  - E-SNAPS and Supplemental Project Applications
- Project Ranking
- GRCoC Board review and approval of the Consolidated Application for submission to HUD
- HUD announces funding award

*E-Snaps Registration*

Each organization interested in submitting a new or renewal project application must be registered in e-SNAPS, HUD's electronic grant application system.

*Notification of Funding Availability*

HUD issued a NOFO on August 1, 2022, which provides detailed information about the HUD required process for the CoC application. It also specifies eligible projects/activities and HUD funding priorities. It is the responsibility of the applicant to read and comply with all requirements of the NOFO posted at [endhomelessnessrva.org/hud-coc-funding](https://endhomelessnessrva.org/hud-coc-funding).

### *Consolidated Application*

The GRCoC consolidated application has three components: 1. the CoC application; 2. the project priority listing; and 3. the electronic and supplemental project applications.

The CoC application and project priority listing are completed by Homeward and include information about the GRCoC governance structure and strategic planning process as well listing the projects that have been ranked in priority order for funding

The electronic project application is available and submitted through e-SNAPS. The supplemental project application is submitted via OneDrive as a PDF ( [FY22 CoC](#) ). Two supplemental project application forms, one for renewal projects and one for new projects, are located at the end of this document.

**Both project applications (e-SNAPS and supplemental) must be submitted by August 31, 5pm.**

### *Project Ranking*

The GRCoC Ranking Committee will review and rank all project applications meeting threshold requirements based on GRCoC and HUD funding priorities and adopted performance measures. The GRCoC 2021-22 Funding Priorities, 2022 Performance Measures and the HUD FY 2022 NOFO are posted at [endhomelessnessrva.org/hud-coc-funding](https://endhomelessnessrva.org/hud-coc-funding).

The GRCoC Ranking Committee reviews and ranks all projects. The project rankings are reviewed and approved by the GRCoC Board. Applicants will be notified of the outcome of the project ranking prior to the HUD specified deadline. Appeals to the project ranking must be made in accordance with the Appeals Process posted at [endhomelessnessrva.org/hud-coc-funding](https://endhomelessnessrva.org/hud-coc-funding). Appeals are due by September 12 at noon.

### **Eligible Applicants**

New and renewal applicants are invited to apply and new applicants are encouraged to contact [mrogers@homewardva.org](mailto:mrogers@homewardva.org) for technical assistance. All applicants must meet: GRCoC threshold requirements for grant applicants; GRCoC 2021-22 Funding Priorities; and HUD requirements contained in the HUD FY 2022 NOFO. It is the responsibility of the applicant to review and comply with the requirements contained in these documents posted at [endhomelessnessrva.org/hud-coc-funding](https://endhomelessnessrva.org/hud-coc-funding).

### **Eligible Projects**

Eligible renewal projects/activities include: 1) Permanent Supportive Housing for chronically homeless individuals and families 2) Rapid Rehousing for homeless families and individuals, including unaccompanied youth, and 3) Coordinated Entry

New and expansion projects may be funded through a CoC rapid rehousing/Joint TH-RRH, Supportive Services Only-Coordinated Entry, or HMIS bonus, a domestic violence rapid rehousing/Joint TH-RRH, Supportive Services Only-Coordinated Entry, bonus or available reallocated funds. Expansion projects must be submitted as a new project that increases number of units, persons served, services provided in a renewal project.

**For further information, please contact Michael Rogers at [mrogers@homewardva.org](mailto:mrogers@homewardva.org) or at 343-2045, ext. 22.**

**Greater Richmond CoC  
HUD FY2022 Continuum of Care Grant Competition  
New Project Application**

- Applications are due by 5pm, August 31 to this [OneDrive](#)
- Please contact Michael Rogers at mrogers@homewardva.org for questions about the form or process.
- The CoC reserves the right not to review late or incomplete applications or projects that do not meet the HUD or GRCoC threshold or project requirements and funding priorities.

**1. Project Applicant Information:**

- a. Name of Organization: \_\_\_\_\_
- b. Organization Type  
☐ Unit of Local Government      ☐ Non-profit 501(c)(3)      ☐ PHA  
☐ State Government      ☐ Other: Describe \_\_\_\_\_
- c. DUNS Number: \_\_\_\_\_

**2. Sub-Recipient Organization (if applicable):**

- a. Name of Organization: \_\_\_\_\_
- b. Organization Type  
☐ Units of Local Government      ☐ Non-profit 501(c)(3)      ☐ PHA  
☐ State Government      ☐ Other: Describe \_\_\_\_\_
- c. DUNS Number: \_\_\_\_\_

**3. Contact person for this application:**

- a. Name: \_\_\_\_\_ Title: \_\_\_\_\_
- b. Phone: \_\_\_\_\_
- c. Email: \_\_\_\_\_

**4. Project Name & Location:** \_\_\_\_\_

**5. Type of Project:**

- i. ☐ DV Bonus ☐ CoC Bonus
- ii. ☐ PSH    ☐ PSH Dedicated PLUS    ☐ RRH    ☐ SSO-CE    ☐ HMIS  
☐ TH-RRH

**6. Is this an expansion project?** ☐ Yes ☐ No

**a. If yes,**

- iii. Renewal project Name: \_\_\_\_\_
- iv. Renewal grant execution date: \_\_\_\_\_
- v. Renewal grant end date: \_\_\_\_\_

**7. Is this project created from re-allocation?** ☐ Yes ☐ No

- i. Name of project funds are being re-allocated from: \_\_\_\_\_
- ii. Purpose of re-allocation: \_\_\_\_\_

**8. Proposed Project Budget**

Activities	Assistance Requested
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Rental Assistance	
Supportive Services	
Operations	
Administrative costs (Up to 7% of amount requested)	
HMIS	
Sub-total Request (Add lines 1-4)	
Cash Match	
In-kind Match	
Total Match (Add lines 6&7) must equal at least 25% of line #5	
Total Budget (Add lines 5 & 8)	

## 7. Housing Type

- d. Type: ☐ Single Site ☐ Scattered Site
- e. Total Number of Units: \_\_\_\_\_
- f. Total Number of Beds: \_\_\_\_\_

## 8. Population to be Served in the Project (Point-in-Time)

Households	HH's with At Least One Adult and One Child	Adult Households without Children	Households with Only Children	Total
Total Number of Households				

## B. Population to be Served in the Project (Annually – over the course of a year)

*(Not applicable for PSH - Applies to RRH only)*

Households	HH's with At Least One Adult and One Child	Adult Households without Children	Households with Only Children	Total
Total Number of Households				

## Required attachments

(Items 1-3 are not required from applicants that already receive CoC funding for other projects)

1. Copy of IRS letter indicating 501c (3) tax exempt status, if applicable.
2. Current applicant organizational budget and financial audit.

3. Provide written confirmation that, if funded, the agency will comply with the GRCoC Homeless Management Information System (HMIS) requirements, as laid out in the approved HMIS Policies and Procedures and related HMIS documents. Agencies serving those fleeing domestic violence are required to use a comparable database. These documents are available at [endhomelessnessrva.org](http://endhomelessnessrva.org).
4. Housing Barrier Assessment form

**All Projects  
(PSH, RRH, RRH/TH, SSO, SSO-CE, HMIS, Planning)**

**I. Experience of Applicant/Sponsor**

<p>A. Describe the experience of the project applicant, sub-recipients (if applicable), and partner organizations (e.g., key contractors, service providers if applicable) as it relates to providing supportive services and/or housing for homeless persons, and carrying out the activities of the project.</p> <p>For housing or SSO-CE/SSO (where applicable) projects, be sure to provide concrete examples that illustrate 1) experience/expertise with renting units, managing rental assistance, and providing supportive services similar to the activities proposed in the application and 2) working with and addressing the target population's identified housing and service needs. Specifically, describe your experience with:</p> <ul style="list-style-type: none"> <li>• the Housing First model</li> <li>• linking participants to mainstream resources, including benefits, health insurance, employments services, and mainstream affordable housing</li> <li>• providing services as part of a coordinated system of care</li> </ul>
<p>B. Describe the experience of project applicant and partners (if applicable) related to serving the eligible population you are proposing to serve.</p>
<p>C. Describe the basic organization and management structure of the applicant and sub recipients (if any). Include description of internal and external coordination, structures for managing basic organization operations, and an adequate financial accounting system that will be used to administer the grant.</p>
<p>D. Describe the experience of the applicant and sub recipients (if any), in effectively utilizing federal funds and performing the activities proposed in the application including meeting contractual deadlines, submitting required reporting, timely fund drawdown and resolution of any monitoring findings.</p>
<p>E. Describe the experience of the applicant and potential sub recipients (if any) in identifying and securing matching funds and leveraging other Federal, State, local, and private sector funds.</p>
<p>F. Describe the steps your organization will take to ensure that traditionally marginalized populations (such as racial and ethnic minorities and persons with disabilities) will be able to meaningfully participate in the program planning process.</p>

<p>G. Describe how your organization is evaluating and addressing racial inequities in program outcomes and what action steps your organization has taken to address any identified inequities. If your organization has not done racial equity evaluation/action planning, please describe any plans your organization has to do so.</p>
<p>H. Describe in detail how a Housing First approach is incorporated in the program policies and procedures (e.g., program policy handbook, staff onboarding) of this project.</p> <p>In addition to services without preconditions (allow entry regardless of a program participant's income, current or past substance use, history of victimization, etc.), Housing First principles include helping program participants move quickly into permanent housing reducing the length of time people experience homelessness. Additionally projects should engage landlords and property owners to identify housing units available for rapid rehousing and permanent supportive housing participants, remove barriers to entry, and adopt client-centered service methods.</p>
<p>I. Describe how your organization is addressing the needs of LGBTQ+ individuals (gender affirming shelter, gender-affirming services, access to sexual healthcare, equal access to housing regardless of sexual orientation or gender identity) participating in this project.</p>
<p>J. Describe how your organization is involving individuals with lived experience of homelessness in service delivery and decision-making and provide professional development and employment opportunities. Some examples may include: outreach efforts to engage those with lived experience in leadership roles and decision-making processes (such as board positions or leadership roles within the organization), professional development (such as internships, continuing education, and skills-based training) and employment opportunities, and evidence of regularly gathering feedback from people who are currently or have in the past received assistance from this project.</p>

## Permanent Housing Projects (PSH, RRH, TH/RRH)

### II. Project Description

A. Provide a description that addresses the entire scope of the proposed project including:

- Geographic area to be served
- Target population
- Plan for addressing identified needs of the target population
- General location of units
- Type and number of units – scattered site or single site, single or multi-family homes, etc.- and how this will fit the needs of program participants
- The specific services that will be provided and outreach methods to be used to serve the long-term homeless population
- Projected outcomes
- Documentation showing coordination with local partners (MOU's, agreements, etc.)
- Compliance with adopted GRCoC policies, standards and procedures
- Project timeline (when units will be leased-up)
- HMIS implementation or use of a comparable data management system (for DV agencies)
- How the project will leverage or deliver Medicaid and other mainstream services to participants

### TH/RRH Projects Only:

A. Describe how the proposed project will provide enough rapid rehousing assistance to ensure that at any given time a program participant may move from transitional housing to permanent housing using examples such as:

- A budget that has twice as many resources for the rapid rehousing portion of the project than the TH portion.
- A project with twice as many PH-RRH units at a point in time as TH units
- demonstrating that the budget and units are appropriate for the population being served by the project

### III. Supportive Services for Participants

<p>A. Describe how participants will be assisted to obtain and remain in permanent housing, including:</p> <ul style="list-style-type: none"><li>• Plan to move eligible participants into the project</li><li>• Identifying needs of tenants and plan for addressing those needs including but not limited to: safety, health, behavioral health, education, employment, life skills and child care services</li><li>• Supportive services that will be provided</li><li>• How units will be identified and rent reasonableness will be determined</li></ul>
<p>B. Describe how participants will be individually assisted to obtain the benefits of mainstream health, social, and employment programs for which they are eligible to apply and which meet the needs of program participants (e.g., Medicare, Medicaid, SSI, Food Stamps, local Workforce office, or early childhood education).</p>
<p>C. Describe how you will coordinate efforts with and connect tenants to mainstream employment organizations. These are organizations that provide job readiness, job training, and/or employment opportunities for all individuals and not exclusively for homeless individuals.</p>
<p>D. Describe how program participants are assisted to obtain and remain in permanent housing in a manner that fits their needs (e.g., provides the participant with some type of transportation to access needed services, safety planning, case management, housing that meets accessibility related needs, additional assistance to ensure retention of permanent housing).</p>
<p>E. Landlord Recruitment: Please describe the proposed project's strategy to recruit landlords, demonstrating efficacy at identifying units across the proposed service region</p> <ul style="list-style-type: none"><li>• If an already existing project, identify any new practices implemented to recruit landlords in the past three years and lessons learned from implementing those strategies; and</li><li>• Describe how the project will use data to update a landlord recruitment strategy in the future</li></ul>



## Supportive Services Only-Coordinated Entry (CE) New Project Questions

### SSO-CE

A. Describe how the centralized or coordinated assessment system is easily available/reachable for all persons within the CoC's geographic area who are seeking homelessness assistance and how it is accessible for persons with disabilities.
B. Describe the strategy for advertising designed specifically to reach homeless persons with the highest barriers within the CoC's geographic area.
C. Describe the standardized assessment process
D. Describe how are program participants directed to appropriate housing and services to fit their needs

## HMIS New Project Questions

A. Describe how the HMIS funds will be expended in a way that is consistent with the CoC's funding strategy for the HMIS and furthers the CoC's HMIS implementation
B. Describe how HMIS collects all Universal Data Elements as set forth in the HMIS Data Standards.
C. Describe the ability of the HMIS to un-duplicate client records.
D. Describe the ability of the HMIS to produce all HUD-required reports and provides data as needed for HUD reporting (e.g., APR, quarterly reports, data for CAPER/ESG reporting) and other reports required by other federal partners.