Greater Richmond Continuum of Care
HUD FY 2022 Supplemental Continuum of Care NOFO Grant Competition
Instructions and Supplemental Application Forms
Deadline September 19, 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 lead agency for GRCoC grant processes and manages the Homeless Management Information System (HMIS).

Supplemental Notice of Funding Opportunity (NOFO)
On June 22, the U.S. Department of Housing and Urban Development (HUD) released a Continuum of Care (CoC) Supplemental to Address Unsheltered and Rural Homelessness Notice of Funding Opportunity (NOFO). The purpose of this Special NOFO to Address Unsheltered and Rural Homelessness is to target efforts to reduce unsheltered homelessness, particularly in communities with very high levels of unsheltered homelessness and homelessness in rural areas.

Application Process
The GRCoC application process consists of the following activities:
- E-SNAPS Registration
- 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 Opportunity

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HUD issued a Supplemental NOFO on June 22, 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.

Consolidated Application
The GRCoC consolidated application has three components: 1. the CoC application (which includes a CoC Plan to Serve Individuals and Families Experiencing Homelessness with Severe Service Need); 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 by email to Michael Rogers at mrogers@homewardva.org as a pdf. The supplemental project application form is located at the end of this document.

Both project applications (e-SNAPS and supplemental) must be submitted by September 19, 5pm.

Project Ranking
The GRCoC Ranking Committee will review and rank all project applications meeting threshold requirements based on GRCoC and HUD funding priorities, application quality, and participation in the CoC's development of a Severe Service Needs Plan.

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. Appeals are due by October 7 at noon.

Eligible Applicants
New and renewal applicants are invited to apply and new applicants are encouraged to contact 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 Supplemental 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.

Eligible Projects
As this is a Special NOFO, there are no renewal projects. New projects may be funded through a Permanent Supportive Housing, Rapid Re-housing, Rapid Re-housing/Joint TH-RRH, Supportive Services Only, Supportive Services Only-Coordinated Entry, HMIS, or Planning project application.

For further information, please contact Michael Rogers at mrogers@homewardva.org or at 343-2045, ext. 22.

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Greater Richmond CoC
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New Project Supplemental Application

- **Applications are due by 5pm, September 19, 2022 through 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
        ☐ Units of Local Government   ☐ Non-profit 501(c)(3)   ☐ PHA

        ☐ State Government   ☐ Other: Describe_____
        DUNS Number: _____

2. **Sub-Recipient Organization (if applicable):**
    c. Name of Organization: _____
    d. Organization Type
        ☐ Units of Local Government   ☐ Non-profit 501(c)(3)   ☐ PHA

        ☐ State Government   ☐ Other: Describe_____
    e. DUNS Number: _____

3. **Contact person for this application:**
    f. Name:_____Title:_____
    g. Phone:_____
    h. Email: _____

4. **Project Name & Location:** _____

5. **Type of Project:** ☐ PSH ☐ RRH ☐ RRH/TH ☐ SSO ☐ SSO-CE ☐ HMIS
        ☐ Planning

6. **Is this a(n)** ☐ Unsheltered Set Aside ☐ Rural Homelessness Set Aside **project?**

7. **Proposed Project Budget**

Activities	Assistance Requested
Rental Assistance	
Supportive Services	
Operations	
Administrative costs (Up to 7% of amount requested)	
HMIS	
Sub-total Request (Add lines 1-4)	

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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
   i.   Type: ☐ Single Site   ☐Scattered Site
   j.   Total Number of Units: _____
   k.   Total Number of Beds: _____

8. Population to be Served in the Project (<u>Point-in-Time</u>)

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 (<u>Annually – over the course of a year</u>)
(Not applicable for PSH - <u>Applies to RRH only</u>)

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.
4. Housing Barrier Assessment form

All Projects

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

I. Experience of Applicant/Sponsor

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.   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: • the Housing First model (no preconditions to service + reducing client barriers to housing)   • (SSO-CE/SSO only) linking participants to mainstream resources, including benefits, health insurance, employments services, and mainstream affordable housing   • providing services as part of a coordinated system of care
B. Describe experience of project applicant and partners (if applicable) related to serving the eligible population you are proposing to serve.
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.
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.
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.

F. Describe your agency's participation in the CoC's development of a Severe Service Needs Plan (SSNP). Specifically describe how the proposed project:
    a) Meets the service gaps identified in the SSNP sessions
    b) Coordinates with other existing/proposed projects to decrease unsheltered homelessness in our CoC.

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

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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
- Type and number of units – scattered site or single site, single or multi-family homes, etc. – and how these units will meet the needs of the targeted population
- 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

PSH and RRH Projects Only

Will the program utilize housing subsidies or subsidized housing units not funded through the CoC or ESG Programs (e.g., Housing Choice Vouchers, HOME-ARP, HOPWA)?
- **PSH projects**: demonstrate that these housing units will provide at least 50 percent of the units included in the project
- **RRH projects**: demonstrate that these housing units will serve at least 50 percent of the program participants anticipated to be served by the project.

TH/RRH Projects Only:

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

Supportive Services for Participants

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A. Describe how participants will be assisted to obtain and remain in permanent housing, including:
- Plan to move eligible participants into the project
- 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
- Supportive services that will be provided
- How units will be identified and rent reasonableness will be determined

B. Describe how participants will be are 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).

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.

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).

E. Landlord Recruitment: Please describe the proposed project's strategy to recruit landlords, demonstrating efficacy at identifying units across the proposed service region

- 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
- Describe how the project will use data to update a landlord recruitment strategy in the future

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

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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

SSO

A. Describe the proposed project's strategy for providing supportive services to those with the highest service needs, including those with histories of unsheltered homelessness and those who do not traditionally engage with supportive services.
B. Describe how program participants are assisted to obtain and maintain permanent housing in a manner that fits their needs.
C. Describe how the project proposed will participate in coordinated entry.

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.

Planning
New Project Questions

A. Governance and Operations-The CoC conducts meetings of the entire CoC membership that are inclusive and open to members and demonstrates the CoC has a written governance charter in place that includes CoC policies.
B. CoC Committees-The CoC has CoC-wide planning committees, subcommittees, or workgroups to address homeless needs in the CoC's geographic area that recommends and sets policy priorities for the CoC.
C. The proposed planning activities that are carried out by the CoC with grant funds are compliant with the provisions of 24 CFR 578.7.
D. The funds requested will improve the CoC's ability to evaluate the outcome of both CoC Program-funded and ESG-funded projects.
E. Demonstrate that the proposed project will prioritize an inclusive planning process, including, but not limited to, persons with lived experience and under-represented groups (such as BIPOC and LGBTQ+ individuals)

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