Greater Richmond Continuum of Care
HUD FY 2016 Continuum of Care Grant Competition
Application Instructions
==Deadline: August 8, 2016 5 PM==

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 CoCs 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 the localities of 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 the GRCoC grant processes and management of the Homeless Management Information System (HMIS).

Application Process
The GRCoC application process consists of the following components:
- E-Snaps Registration
- Notification of Funding Availability (NOFA)
- HUD CoC Application
    - Consolidated Application
    - Project Applications (submitted in E-snaps)
    - Supplemental Project Applications (emailed to Homeward)
- Project Ranking

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 NOFA on June 28, 2016 which provides detailed information about the HUD required process for the HUD 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 NOFA posted at endhomelessnessrva.org/hud-coc-funding.

HUD CoC Application
The HUD CoC application includes three primary parts: the CoC consolidated application, the electronic project application and the supplemental project application.

The CoC consolidated application is completed by the GRCoC lead agency, Homeward, and includes information about the GRCoC governance structure, overall CoC performance, and the strategic planning process.

The electronic project application is submitted through E-Snaps. The supplemental application is submitted by email to Lynne Carruth, Homeward's Coordinated Grants Administrator, at carruthll1@verizon.net. The supplemental application instructions are located at the end of this document.

==**The project applications (electronic and supplemental) must be submitted by August 8, 2016 5 PM.**==

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 2016 Funding Priorities, Performance Measures and the HUD FY 2016 NOFA, which includes HUD's funding priorities, are posted at endhomelessnessrva.org/hud-coc-funding.

The project rankings are reviewed and approved by the GRCoC Board of Directors. Applicants will receive notification of the outcome of the project ranking prior to the HUD specified deadline. Appeals to Ranking Committee decisions must be made in accordance with the Appeals Process posted at endhomelessnessrva.org/hud-coc-funding.

Eligible Applicants
New and renewal applicants are invited to apply. All applicants must meet both GRCoC threshold requirements for coordinated grant applicants and HUD requirements contained in the HUD FY 2016 NOFA posted at endhomelessnessrva.org/hud-coc-funding. It is the responsibility of the applicant to read both documents and comply with the requirements.

Eligible Projects/Activities
Eligible projects/activities include**:** 1) permanent supportive housing for chronically homeless individuals and families, including unaccompanied youth; 2) rapid rehousing for homeless families and individuals, including unaccompanied youth; 3) Safe Haven (renewal only); and 4) a centralized or coordinated assessment system. Only the Collaborative Applicant and HMIS Lead Agency (Homeward) may apply for CoC Planning and HMIS grants. There are no additional funds available and any new projects would be funded by reallocating funds from existing projects.

For further information, please contact Lynne Carruth, Homeward Coordinated Grants Administrator at carruthll1@verizon.net or 804-994-8355. New applicants must consult with Homeward by July 18 prior to submitting an application.

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Supplemental Application

<mark>**Deadline: August 8, 2016 by 5:00 PM.**</mark>

Email the supplemental application and attachments as a PDF to Lynne Carruth, Homeward Coordinated Grants Administrator, at carruthll1@verizon.net. Do not submit this information to HUD via E-SNAPS.

Proposed Project Name and Address (if applicable):
Organization Name and Address:
Organization Contact Person, Phone Number and Email:

Project Type (Check only one)	New through reallocation	Renewal	Renewal with significant change
Permanent Supportive Housing			
Centralized/Coordinated Assessment (Coordinated Entry)			
Rapid Re-housing			
Safe Haven	**N/A**		**N/A**

	Funding Request	Match	Match requirement
Administration (10%)			
Operating Costs (if applicable)			(25%)
Leasing (if applicable)			
Rental Assistance			(25%)
Supportive Services			(25%)

Project Questions and Attachments:
Responses to the following questions and attachments must be submitted as a PDF. Brevity is strongly encouraged.

All Applicants
1. If applicable, describe HUD grant findings for the last full year of operation including resolution or corrective plan.
2. If applicable, provide dates and amounts of all fund drawdowns for the last full year of operation.
3. Provide a written statement indicating compliance with all program level elements of the USICH Housing First Checklist.

Permanent Supportive Housing Applicants
1. Describe understanding and commitment to best practices including focus on housing stability, use of VI-SPDAT and Housing Barrier Assessment and alignment of supportive services with client needs and desires. Attach Housing Barrier Assessment.

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Coordinated Entry Applicants

1. Describe understanding and commitment to best practices including client prioritization based on need/vulnerability, use of By-Name List, use of diversion and ensuring that the intervention matches the need.
2. Provide a statement confirming that criteria for referrals and partnerships were endorsed by the Coordinated Entry Committee or Board and adopted by the applicant. Attach Criteria for Referrals and Criteria for Partnerships identifying any current partners.
3. Describe the linkage between Coordinated Entry and both street outreach and Housing Teams.
4. Describe how phone access to Coordinated Entry is provided.
5. Describe Coordinated Entry hours of operation.
6. Describe how access to Coordinated Entry is provided in each GRCoC locality.
7. Provide a statement confirming that a plan for advertising Coordinated Entry to all eligible persons, including those with high barrier levels and those least likely to apply in the absence of special outreach, has been endorsed by the Coordinated Entry Committee or Board. Attach Advertising Plan.

Rapid Rehousing Applicants

1. Describe understanding and commitment to best practices including a focus on housing stability, use of Housing Barrier Assessment and voluntary, flexible supportive services. Attach Housing Barrier Assessment.

Safe Haven Applicants

1. Describe understanding and commitment to best practices including a focus on housing stability, ensuring that barriers to entry are low and alignment of supportive services with client needs and desires.

New Applicant Additional Requirements

In addition to answering the above questions related to project type, new applicants must provide the documents and information below and contact Lynne Carruth by July 18 to review threshold requirements.

HMIS Threshold Requirement

Provide written confirmation that, if funded, the agency will comply with the Homeless Management Information System (HMIS) requirements, as laid out in the approved HMIS Policies and Procedures and related HMIS documents. These documents are available at endhomelessnessrva.org.

New Applicant required attachments
1. Copy of IRS letter indicating 501c (3) tax exempt status, if applicable.
2. Current applicant organizational budget and financial audit.
3. Evidence that the applicant coordinates services and resources locally, demonstrated through MOU's and documented partnerships.
4. Evidence of capacity to administer federal funds targeted to homelessness.
5. Evidence that applicant policies and procedures do not present barriers to access.
6. Evidence that the project uses best practices as determined by the National Alliance to End Homelessness or the US Interagency Council on Homelessness.

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