Agencies desiring to participate in the FY2016 WV Balance of State Continuum of Care (WV-508 CoC) Homeless Assistance application for HUD CoC Homeless Assistance funding will need to read and complete the following process in order to be eligible and prepared for this year’s application submission.

The Preliminary Pro Rata Need (PPRN) for WV-BoS-508 is $3,068,972 and the Annual Renewal Demand (ARD) is $3,905,252. Since the ARD exceeds the PPRN, WV-BoS is not eligible for new funding, except potentially through the Permanent Housing Bonus if it is made available in FY2016 NOFA by HUD.

Agencies applying for funding for new projects will only be accepted if the rating and ranking committee reallocates from current renewal projects. 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 FY2016 Collaborative Application. New projects will only be awarded with reallocated funds, if available. Upon receipt of a LOI, the CoC Staff at WVCEH 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.

*Defunded projects from FY2013, FY2014 and FY2015 are not eligible to reapply for funding for the same project. Any new projects requested by agencies which have had projects defunded in the past will undergo a complete capacity review by the Continuum of Care staff and the Ranking and Reallocation Committee prior to the FY2016 NOFA being released and thus may be prohibited from participating in the FY2016 competition.*

Historically, the CoC has had to rank 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 2016 competition opens.

The Letter of Intent (LOI) template is included in 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.
  Book mark and continually check the FY2016 Competition Portion of the HUD Exchange. [https://www.hudexchange.info/e-snaps/fy-2016-coc-program-noa-coc-program-competition/](https://www.hudexchange.info/e-snaps/fy-2016-coc-program-noa-coc-program-competition/)

- Review the Balance of State CoC’s previous Project Sponsor meeting presentations for understanding of the CoC Program requirements. [http://wvceh.org/coalition/coc](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/](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. on Friday, June 10, 2016 to bosnofa@wvceh.org. Please ensure you get an email 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 a BoS CoC Project Applicants Meeting for agencies submitting an LOI and all current grantees on June 16, 2016 from 1:00 pm – 4:00 pm at the Bridgeport Conference Center. You must REGISTER to attend the meeting!

• 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 2016 application. Sources of leverage include other program funding, in-kind contributions, donations of buildings and/or professional services, other grants, etc. The 2016 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:
    o be on letterhead stationary from the organization providing the funds
    o be signed and dated by an authorized official
    o contain the name of the organization providing the contribution
    o contain the type of contribution (cash, child care, case management, mental health services, etc.)
    o contain the monetary value of the contribution
    o contain the name of the applicant agency and the name of the project to which the contribution will be given
    o 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, 2014 or 2015 competitions 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. There is a substantial time commitment for agencies participating in the CoC application process, which will include an in-person presentation of your project application to the Ranking Committee at a location, time and date to be determined. A LOI is required for all NEW projects submitted, but a LOI does not obligate you to submit a project application.

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 2016 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 FY2016 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 FY2016 NOFA.*

**New Project Applications:**

- Submit Letter of Intent form (Exhibit B) by **June 10, 2016 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 Youth and/or Families coming from the streets/emergency shelter) AND the need for the project in your community supported by local data.
- Once the competition opens for FY2016, Project Applicants will submit first draft of Project Application in e-snaps at least 5 weeks (35 days) prior to the deadline of the FY2016 HUD CoC Collaborative Application. (Training materials for e-snaps can be found here: [https://www.onecpd.info/resource/2915/esnaps-features-and-functions/](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 Applicants wanting to Retool to Different Project Type**

- Submit Letter of Intent to retool (Exhibit B) or request for modifications to your project by **June 10, 2016 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 by June 10, 2016 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 by June 10, 2016

<table>
<thead>
<tr>
<th>All New Applicants (New and Retooling Renewal)</th>
<th>New Project Applicants Only</th>
</tr>
</thead>
<tbody>
<tr>
<td>Draft Program Policies and Procedures, Resident Handbook, or other rules/guidelines for the proposed project</td>
<td>Organizational chart showing administrative capacity of the agency and a 2nd 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.</td>
</tr>
<tr>
<td>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.</td>
<td>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.</td>
</tr>
<tr>
<td>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.</td>
<td>Non-profit: Copy of the agency’s budget from current fiscal year.</td>
</tr>
<tr>
<td></td>
<td>Statement verifying the organization’s ability to operate the project on a reimbursement basis.</td>
</tr>
<tr>
<td></td>
<td>Documentation of Board of Directors, current membership list and minutes from previous 3 meetings.</td>
</tr>
</tbody>
</table>

Documents should be emailed to bosnofa@wvceh.org.

ALL Applicants must read the HUD CoC NOFA in its 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 FY2016 NOFA.
Exhibit B

FY 2016 Letter of Intent
WB Balance of State Continuum of Care Template
Please be sure to answer all of the following questions.

Proposed Project Name ____________________________________________________________
Proposed Address (if applicable) ___________________________________________________
Is this an existing CoC-funded Project applying to retool to a new project type?
______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 Rental Assistance
   ______ Families with children
   ______ Unaccompanied Youth under 18
   ______ Youth ages 18-24, with or without children
   ______ Permanent Supportive Housing (Scattered Site Leased Units) for Chronically Homeless

Please visit 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).