



**Virginia Balance of State  
HUD 2014 Continuum of Care  
Rapid Re-housing/Permanent Supportive Housing  
Pre-Application (Due Date: **July 14, 2014 by 5:00 PM**)**

## Continuum of Care (CoC) Overview

The Housing and Urban Development (HUD) CoC Program is authorized by the McKinney-Vento Homeless Assistance Act and is designed to:

- Promote a community-based solutions 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 composed of representation from a cross-section of providers, community entities, representatives of mainstream resources, and individuals from one or more locality that have joined together for these purposes. There are 16 separate CoCs in Virginia. The Balance of State (BOS) is one of these 16 CoCs.

The BOS CoC is a large Continuum that includes a significant number of rural communities as far east as the Eastern Shore of Virginia stretching to Southwest Virginia. As a result the BOS CoC is organized into smaller local planning groups that meet regularly and work to address local needs.

<b>Virginia Balance of State CoC –Local Planning Groups</b>	
Planning District 1 (Lenowisco)	Lee, Scott, Wise, and Norton
Planning District 2 (Cumberland Plateau)	Buchanan, Dickenson, Russell, Tazewell, Washington, and City of Bristol
Planning District 3 (Hope Inter-Agency Council of Homelessness)	Bland, Carroll, Grayson, Smyth, Wythe, and City of Galax
Planning District 4 (Housing Partnership of the New River Valley)	Giles, Floyd, Montgomery (including Blacksburg and Christiansburg), Pulaski, and City of Radford
Planning District 9 (Foothills Housing Network)	Culpeper, Fauquier, Madison, Orange, and Rappahannock
Planning District 13 (Southside)	Brunswick, Charlotte, Halifax, and Mecklenburg
Planning District 14 (Heartland)	Amelia, Buckingham, Cumberland, Lunenburg, Nottoway, and Prince Edward
Crater Area Coalition on Housing	City of Colonial Heights, Dinwiddie, City of Emporia, Greenville, City of Hopewell, City of Petersburg, Prince George, Surry, and Sussex
Waynesboro Area	Augusta, Highland, City of Staunton, City of Waynesboro
Danville/Martinsville Area	City of Danville, Franklin, Henry, City of Martinsville, Patrick, and Pittsylvania

Planning Districts 17/18 (Northern Neck Middle Peninsula Housing Partnership)	Lancaster, Westmoreland, Northumberland, Richmond County, Essex, Gloucester, Mathews, Middlesex, King and Queen, King William
Planning District 22 (Accomack-Northampton)	Accomack and Northampton

**CoC Application Process**

This application process is specific to the Virginia BOS CoC application. The BOS CoC application process consists of the following components:

- Pre-Application
- Pre-Application Evaluations and Feedback
- Registration
- Notification of Funding Availability (NOFA)
- CoC Application
- Project Applications
- Project Ranking

*Pre-Application*

All parties interested in submitting an application for a new project MUST submit a pre-application to DHCD prior to **July 14, 2014** at 5:00PM. The pre-application submission must be in the format provided in this document.

*Pre-Application Evaluations and Feedback*

All pre-applications received by the due date will be evaluated by DHCD’s Homeless and Special Needs program team. Each pre-application will be reviewed and evaluated on the following criteria:

Project eligibility –the project must be an eligible activity type. This is based on the NOFA for the Fiscal Years 2013-2014 eligible activities. Please note, it is anticipated that the pre-application will occur prior to the release of the 2014 NOFA.

Local need –the project must meet an unmet need within the local planning group. This must be supported by local planning data, including point-in-time count data and be considered by the local planning group to be a project consistent with meeting local needs.

Local Coordination –the project must be fully coordinated and integrated, as appropriate, within the local coordinated assessment system and linked to mainstream resources.

Project Feasibility –the project will be evaluated on its overall feasibility. This includes factors such as the status of other funding sources including, if applicable, match sources and the relative capacity of the provider and partners involved in the project.

2014 Priorities –The project will be evaluated on how well it will help to quickly transition individuals and families to permanent housing and to what degree it is aligned with identified and specific BOS priorities. Please note that each project’s outcomes and housing focus will impact the overall HUD CoC application score and future funding levels.

Only projects that are submitted through the pre-application process are eligible HUD new project applications. Written feedback will be provided on each pre-application. All projects submitted through the pre-application process regardless of feedback may be submitted as a HUD CoC new project application. Applicants may also request a technical assistance meeting for further guidance. Please contact Andriea Ukrop at [andriea.ukrop@dhcd.virginia.gov](mailto:andriea.ukrop@dhcd.virginia.gov)

### *Registration*

DHCD, the lead organization, and each organization that has submitted a pre-application and plans to submit a new project application for the HUD CoC competition must register their organization in [eSnaps](#). Organizations that are not registered prior to the registration deadline will not be able to submit the HUD CoC new application regardless of meeting the pre-application deadline or overall eligibility. Please note that a deadline for registration is not known at this time. HUD will announce the registration period.

### *Notification of Funding Availability (NOFA)*

The BOS CoC intends to conclude the pre-application process including the written evaluations prior to the release of the 2014 NOFA. However, the specific release date is unknown as of the last revised date of this material. It is also anticipated the NOFA will be released earlier than recent years. The NOFA will provide the HUD required process for the HUD CoC application including the application deadline. It will also specify eligible projects and HUD priorities. The 2014 BOS funding priorities are based on current state and federal homeless goals and should not vary with the 2014 NOFA.

### *CoC Application*

The HUD CoC competition includes two primary parts:

- The CoC application
- Project applications (s)

The CoC application, formerly known as Exhibit 1 is completed by the BOS CoC lead organization, the Department of Housing and Community Development (DHCD). This will include information about the CoC planning body (steering committee), governance structure, overall CoC performance, and the strategic planning process. This portion is scored by HUD and has impact on the amount of funding awarded through the overall process.

### *Project Application*

All parties interested in submitting a project application for a new project must submit a pre-application to DHCD prior to July 14, 2014 at 5:00PM.

The project application, know as Exhibit 2 in past years, is completed in eSnaps by the project applicants for new and renewal projects. Please note that renewal projects will receive specific instruction (s) from DHCD for completing their project renewal application.

The project application includes a description of the proposed project including details on who the project will serve, the type of housing that will be provided and what budget activities are being requested. All project applications must be entered into eSnaps by the due date (TBD) in order to be ranked and not rejected by the CoC ranking committee.

### *Project Ranking*

The ranking committee composed of the Homeless and Special Needs Housing Program team members and LPG members will review all project applications meeting deadline requirements. Projects will then be ranked by the committee based on BOS funding priorities. The project rankings are then reviewed and approved by the Steering Committee. Applicants will receive notification of the outcome of the project ranking prior to the HUD specified deadline. Appeals to the ranking committee decisions must be received in written within ten days of notification. All appeals must be on letter letterhead signed by the authorized authority for the applicant organization.

### **2014 BOS Funding Priorities**

Overall the BOS CoC funding priorities are to:

1. Increase resources for planning and coordination of the CoC (new project applications submitted by DHCD)
2. Increase rapid re-housing resources
3. Increase the number of permanent supportive housing units
4. Focus on housing

Planning and coordination resources - CoC responsibilities have grown as new Health Act regulations have been enacted. These responsibilities include but are not limited to the implementation of performance measures and a coordinated assessment system. As a result new project funding applications for planning and coordinated assessment will be submitted by the CoC lead agency.

Rapid re-housing projects will be a priority for the 2014 CoC application. These are projects that emphasize housing search and relocation services and short – and medium term rental assistance to move people experiencing homelessness as rapidly as possible into permanent housing. Please note that the emphasis for new programs is Rapid re-housing for families.

Permanent supportive housing – will be a priority for the 2014 CoC application. This is community based housing paired with services for formerly homeless individual and families with disabilities living as independently as possible without a designated length of stay. Please note that the emphasis for new programs is on chronically homeless individuals and families.

Focus on housing –new rapid re-housing and permanent supportive housing projects will a significant focus on housing will be given a priority. These are projects where the HUD funding request is primarily for the housing component of the project.

### **Eligible New Projects/Activities**

The BOS CoC is soliciting new project applications for permanent supportive housing and rapid re-housing. Both project types target homeless individuals and families. Please note that the eligible project and activity information is based on the 2013-2014 NOFA and prior guidance, thus subject to change with the final 2014 NOFA.

### *Permanent Supportive Housing*

Eligible new permanent supportive housing project must increase the number of available units for homeless individuals and/or families with disabilities. This is community-based housing without a designated length of stay that permits formerly homeless individuals or families to live as independently as possible. Services must be available, but may not be required.

Eligible activities under this project type include:

- Project Administration (limits apply)
- Support services including case management (limits apply)
- Leasing\*
- Rental Assistance\*
- Operating Costs

\*Please note projects cannot have both leasing and rental assistance.

Project administration –up to ten percent of any grant may be used for project administrative costs related to project planning and execution. Eligible costs included:

- General management
- Oversight
- Coordination
- Training of program requirements

Supportive services costs –include costs of providing the services, the salaries and benefits of the staff providing the services, and any required materials and supplies. Match requirement of 25 percent applies. Eligible services are limited to:

- Annual assessments of service needs
- Assistance with moving costs
- Case management
- Child care
- Education services
- Employment assistance
- Job training
- Food
- Housing search
- Counseling services
- Legal services
- Life skills training
- Mental health services
- Outpatient health services
- Substance abuse treatment
- Transportation
- Utility deposits

Please note that services must be available and design to meet the needs of the participants. Participation in services must not be required. Projects funding requests are evaluated based the utilization of mainstream resources and overall housing focus.

Leasing – funds may be used to lease property or portions of property, for use in providing housing or to provide supportive services. Rents paid must be reasonable to rents for comparable space. Program participants must have occupancy agreements or subleases. While the grantee may charge an occupancy fee (not more than 30 percent of household income), they may not charge a program fee. In the case of leasing the lease is between the grantee and the property owner. Leasing fees may not be used to lease units or structures owned by the grantee, subgrantee, their parent organization, a subsidiary, or partner organization. No match requirement applies.

Rental assistance – Is tenant –based, project-based, or sponsor-based rental assistance. It must be administered by unit of local government or public housing authority. The grant amount is based on the number and size of the units requested and the Fair Market Rent (FMR). Program participants must have a lease with the property owner. A match requirement of 25 percent applies.

Operating costs –Funds may be used to pay the operating costs of a permanent supportive housing project within a single structure or individual housing units. Funds may not be used for mortgage payments. Operating costs funds may not be used in the same project where rental assistance funds are being applied. Eligible costs include:

- Maintenance
- Repair of housing
- Property taxes and insurance
- Scheduled payments to a reserve for replacement of major systems of the housing
- Building security
- Utilities
- Furniture
- Equipment

A match requirement of 25 percent applies.

### *Rapid Re-housing*

Rapid re-housing projects must be designed to help homeless individuals and families move as quickly as possible into permanent housing and achieve stability in housing. Please note rapid re-housing is limited to literally homeless households. These are households who at intake lack a fixed, regular, and adequate nighttime residence. This includes those currently residing in a shelter and those exiting an institution (where they resided temporarily) with no housing resources. These projects provide short-and/or medium-term assistance up to 24 months. The program participants keep the housing when the assistance ends.

This is community-based housing without a designated length of stay that permits formerly homeless individuals or families to live as independently as possible. Services may not be required, however case management must be provided at least once monthly.

Eligible activities under this project type include:

- Project Administration (limits apply)
- Support services including case management (limits apply)
- Rental Assistance

Project administration –up to ten percent of any grant may be used for project administrative costs related to project planning and execution. Eligible costs included:

- General management
- Oversight
- Coordination
- Training of program requirements

Supportive services costs –include costs of providing the services, the salaries and benefits of the staff providing the services, and any required materials and supplies. Match requirement of 25 percent applies. Eligible services are limits to:

- Annual assessments of service needs
- Assistance with moving costs
- Case management
- Child care
- Education services
- Employment assistance
- Job training
- Food
- Housing search
- Counseling services
- Legal services
- Life skills training
- Mental health services
- Outpatient health services
- Substance abuse treatment
- Transportation
- Utility deposits

Please note that services must be available and design to meet the needs of the participants. Participation in services must not be required. Projects funding request are evaluated based the utilization of mainstream resources and overall housing focus.

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**Virginia Balance of State  
HUD Continuum of Care  
Rapid Re-housing/Permanent Supportive Housing  
Pre-Application  
2014**

Deadline: July 14, 2014 at 5:00PM.  
Email to Andriea Ukrop, [aukrop@dhcd.virginia.gov](mailto:aukrop@dhcd.virginia.gov)  
Email confirmations will be sent for each submission.

**Project Description**

Project Type	Check one
Permanent Supportive Housing	
Rapid Re-housing	

**If permanent supportive housing:**

What is the target population?

How many households/units will this project serve (annual)?

	Request	Match requirement
Administration (10%)		
Operating Costs		(25%)
Leasing		
Rental Assistance		(25%)
Services		(25%)

What will be the match source?

What is the status of other funding sources?

What is the status of key partnerships?

Brief description of the project (including how this project will be coordinated with other local resources):

Local Need:

**If rapid re-housing:**

What is the target population?

How many households/units will this project serve (annual)?

	Request	Match Source Requirement
Administration (10%)		
Rental Assistance		(25%)
Services		(25%)

What will be the match source?

What is the status of other funding sources?

What is the status of key partnerships?

Brief description of the project (including how this project will be coordinated with other local resources):

Local Need:

**Attachments**

If applicable, the following attachments should be included with your pre-application:

- Letter of support from local planning group (if applicable)
- Current applicant organizational budget
- Draft M.O.U from any key partners
- Match source documentation