TEHAMA COUNTY CONTINUUM of CARE

# FY2021 Continuum of Care Program Grant Competition

## Instructions

*Submission Deadline: Friday, October 15, 2021*

The Tehama County Continuum of Care (Tehama CoC) is charged by the US Department of Housing and Urban Development (HUD) to submit a community-wide application for homeless assistance funds. This announcement serves as the opportunity for agencies to submit a two-part application for funding for projects that serve individuals and/or families experiencing homelessness in the Tehama CoC's service area (Tehama County, California) as part of the HUD Continuum of Care (CoC) Homeless Assistance Grants Competition.

Tehama CoC is eligible to recommend projects for renewal or reallocated funding as well as projects to compete for CoC Bonus funds and Domestic Violence (DV) Bonus funds, as detailed in the Notice of Funding Availability (CoC NOFO) for the FY 2021 Continuum of Care (CoC) Program, available for download at https://www.grants.gov/web/grants/view-opportunity.html?oppId=335322

Applicants must clearly demonstrate their ability to successfully meet the CoC program guidelines that apply to the application's indicated project type as defined by HUD in 24 CFR 578. The CoC Program Interim Final Rule (24 CFR Part 578 [Docket No. FR-5476-I-01] is available for download at: https://www.hudexchange.info/resources/documents/CoCProgramInterimRule_FormattedVersion.pdf

Funding for the CoC Program is provided through the HUD CoC Homeless Assistance Grant Programs (under the HEARTH Act, available here: https://www.hudexchange.info/resources/documents/S896_HEARTHAct.pdf).

Project Applications **submitted by the deadline of October 15, 2021** that meet threshold requirements will be rated and ranked against all other Project Applications submitted locally and will be included in Tehama CoC's Consolidated Application submission to HUD on or before November 16, 2021. Inclusion of a Project Application in Tehama CoC's Consolidated Application does not constitute an award of funding. Awards of funds will be decided by HUD as part of the FY2021 CoC Program Competition.

For FY 2021, Tehama CoC has an Annual Renewal Demand of **$53,336** and anticipates that HUD will allow Tehama County projects to apply for approximately **$12,890** in Bonus Project funds, and **$50,000** in DV Bonus Project Funds. Participation in the local competition described herein is required. Projects that do not have the recommendation of a Continuum of Care are not eligible to apply for funds in this competition. Selection of projects for recommendation to HUD for award do not constitute awards or guarantees of award. Final selections for award will be made by HUD per the guidelines available in the 2021 CoC NOFO at https://www.grants.gov/web/grants/view-opportunity.html?oppId=335322.

**APPLICATION PROCESS OVERVIEW:**

1. e-SNAPS Registration
2. Notification of Funding Availability (NOFO)
3. E-SNAPS Project Application
4. Supplemental Application
5. Project Rating & Ranking/Selection by Tehama CoC
6. Consolidated Application Submission by Tehama CoC
7. HUD announces funding award

**Details:**

1. **E-SNAPS Registration:**
   Each organization interested in submitting a Project Application must be registered in e-SNAPS, HUD's electronic grant application system. Applicants who are new to e-SNAPS must register with the system in order to access the Project Application. Guidance on e-SNAPS registration can be accessed at: https://www.hudexchange.info/resource/2909/coc-project-application-instructions-for-new-projects/
2. **Notification of Funding Availability (NOFO):**
   HUD issued a NOFO on August 16, 2021 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 https://www.grants.gov/web/grants/view-opportunity.html?oppId=335322
3. **e-SNAPS Project Application**
   **Deadline to submit to Tehama CoC through e-SNAPS: Friday, October 15, 2021 at 5:00 PM PST**
   The electronic project application is available and submitted through e-SNAPS. Refer to HUD Guidance provided at https://www.hudexchange.info/resource/2909/coc-project-application-instructions-for-new-projects/ for information on completing and submitting the e-SNAPS Project Application.
   ***BUDGET NOTE:*** *Per CA-527 Standards for Provision of Assistance Section 5.G, "Programs receiving ESG and CoC funding must allocate the maximum allowable portion of the total funds requested from either source to be used for HMIS expenses, including expenses related to implementing HMIS in individual programs and within the community-wide system." Project Applications for FY2021 are required to budget 10% of their total funding request to HMIS.*
4. **Supplemental Project Application – Deadline to submit: Friday, October 15, 2021 at 5:00 PM PST**
   The Supplemental Project Application is to be submitted via webform at www.tehamacoc.org/2021-coc-grant-program. Page 3 of this document serves as a preparation guide for completing a Supplemental Project Application. Prepare your responses in advance so that you can copy and paste your responses into the webform.
5. **Project Rating & Ranking/Selection by Tehama CoC**
   Project Applications submitted through e-SNAPS along with their corresponding Supplemental Project Applications will be reviewed and scored by Tehama CoC's Rating and Ranking Committee.
   1. Project Applications will be first evaluated according to the 2021 CoC Program Prioritization Policy available at http://www.tehamacoc.org/uploads/5/5/7/6/55768633/2021_tehama_coc_prioritization_policy_092421.pdf
   2. Applicants will be notified on or before September 13, 2021 as to the decisions of the Rating and Ranking Committee, as well as any conditions that must be remedied prior to the submission of Tehama CoC's Consolidated Application. Unless instructed to perform any revisions to your e-SNAPS Application, applicants need take no further action at this point.
6. **Consolidated Application Submission by Tehama CoC**
   Tehama CoC's 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 Tehama CoC and include information about the Tehama CoC's governance structure and strategic planning process as well listing the projects that have been ranked in priority order for funding. Project Applications accepted for inclusion and rated and ranked by Tehama CoC will be included in the Consolidated Application's Priority Listing.
7. **HUD Announces Funding Awards**
   Project Applications submitted to HUD as part of the Consolidated Application will be reviewed to ensure that they meet threshold requirements, then scored against Project Applications submitted as part of the Consolidated Applications of CoCs nationwide. Project Applications will receive a significant portion of their scores based on the quality of the CoC Application submitted by their corresponding CoCs and their ranked position in the CoC Priority Listing submitted by their corresponding CoCs. HUD will announce the results of the competition by email announcement. Projects selected for funding by HUD will then be contacted to proceed in executing a grant contract directly with HUD.

# SUPPLEMENTAL APPLICATION GUIDE

*INSTRUCTIONS: After submitting your e-SNAPS Application, prepare your responses to the following questions. Then, access the Supplemental Project Application at: http://www.tehamacoc.org/coc-supplemental-application.html. Enter your prepared responses and click "Submit"*

1. ***Applicant (Organization)***
2. ***Project Name***
3. ***Applicant Mailing Address***
4. ***Applicant Contact Name***
5. ***Applicant Contact Email Address***
6. ***Applicant Contact Phone Number***
7. ***Has the e-SNAPS application for this Project Application been submitted?***
8. ***Application Type***
   *Projects that received CoC Program funding in FY2020 should select "Renewal"; all other projects should select "New" regardless of the project's history of operations or funding.*
9. ***Project Type*** *(PH-PSH, PH-RRH, Joint TH and PH-RRH, HMIS or SSO-CE)*
10. ***Target Population*** *– All persons and families experiencing homelessness OR Victims of domestic violence, sexual assault, dating violence or stalking experiencing homelessness*
11. ***Project Design***
    *Provide a basic overview of the project's design and activities. The following objectives are based on HUD's* ***System Performance Measures*** *and have been shown to significantly impact the effectiveness of a community's efforts to end homelessness. Letters of Interest* ***must*** *address* ***at least one*** *of the following objectives in the Project Design response.* ***Projects that address multiple objectives will receive priority in the selection process.***

    ***Describe ways in which the project …***

    i. Decreases the overall Length of Time that individuals and/or families spend homeless (including time on the streets, in Emergency Shelters or in Transitional Housing projects).
    ii. Decreases the likelihood that individuals or families will return to homelessness after being permanently housed.
    iii. Decreases the overall number of individuals and/or families experiencing homelessness in Tehama County.
    iv. Assists those served by your project in increasing earned income or income from other sources.
    v. Decreases the overall number of individuals or families that become homeless for the first time.
    vi. Increases the number of individuals and/or families that move from temporary housing situations such as emergency shelters or transitional housing projects to permanent housing situations.
12. ***Number to be served*** *– Provide a projected number of individuals or families to be served by the project annually and any increase in this number that would be made possible through these funds.*
13. ***Collaboration and Leverage –*** *Briefly describe formal and informal collaboration with community partners and your project's capacity for leveraging support from other funding sources or other sources of support to increase the overall effectiveness of the project.*