

Commission on Homelessness for Volusia & Flagler Counties  
**HUD NOFA Letter of Intent for the 2018 CoC NOFA Competition**  
***\*Subject to change based on HUD NOFA release***

**I. General Information**

The Commission on Homelessness for Volusia-Flagler Counties (CoH) is releasing a request for letters of intent (LOI) from interested 501(c)(3) organizations and state and local governments, intramentalities of state and local governments and Public Housing Authorities with an applicable program that addresses community priorities in homeless services in accordance with one or more of the 2018 Notice of Funding Availability (NOFA) grant opportunities described within the NOFA (upon its release). Only agencies who successfully meet the LOI requirements will be invited to submit a Full Application.

<p><b>The full 2018 Notice of Funding Availability (NOFA) is anticipated to be released in July 2018</b></p> <p><i>In an effort to provide agencies with insight guidance prior to the 2018 NOFA release. The Commission on Homelessness is refining the HUD 2017 NOFA in the Pre NOFA Letter of Intent (LOI) Release.</i></p> <p><i>The information in this Pre-NOFA LOI release is for refine only and is subject to changes made in the full 2018 NOFA upon its release.</i></p>	
<p><b>Allowable Projects</b></p> <ol style="list-style-type: none"> <li>1. Permanent Housing (Rapid Rehousing and Permanent Supportive Housing)</li> <li>2. Transitional Housing/ Rapid Rehousing</li> <li>3. Supportive Services Only (Coordinated Entry)</li> <li>4. HMIS.</li> </ol>	<p>Annual Renewal Demand: \$1,305,347</p>
<p><b>HUD Policy Priorities</b></p> <p>This section provides additional context regarding the selection criteria found in Section VII.A. of this NOFA and is included here to help applicants better understand how the selection criteria support the goal of ending homelessness:</p> <ol style="list-style-type: none"> <li>1. Ending homelessness for all persons. To end homelessness, CoCs should identify, engage, and effectively serve all persons experiencing homelessness. CoCs should measure their performance based on local data that take into account the challenges faced by all subpopulations experiencing homelessness in the geographic area (e.g., veterans, youth, families, or those experiencing chronic homelessness). CoCs should have a comprehensive outreach strategy in place to identify and continuously engage all unsheltered individuals and families. Additionally, CoCs should use local data to determine the characteristics of individuals and families with the highest needs and longest experiences of homelessness to develop housing and supportive services tailored to their needs. Finally, CoCs should use the reallocation process to create new projects that improve their overall performance and better respond to their needs.</li> <li>2. Creating a systemic response to homelessness. CoCs should be using system performance measures such as the average length of homeless episodes, rates of return to homelessness, and rates of exit to permanent housing destinations to determine how effectively they are serving</li> </ol>	

people experiencing homelessness. Additionally, CoCs should be using their Coordinated Entry process to promote participant choice, coordinate homeless assistance and mainstream housing and services to ensure people experiencing homelessness receive assistance quickly, and make homelessness assistance open, inclusive, and transparent.

3. Strategically allocating and using resources. Using cost, performance, and outcome data, CoCs should improve how resources are utilized to end homelessness. CoCs should review project quality, performance, and cost effectiveness. HUD also encourages CoCs to maximize the use of mainstream and other community-based resources when serving persons experiencing homelessness. Finally, CoCs should review all projects eligible for renewal in FY 2017 to determine their effectiveness in serving people experiencing homelessness as well as their cost effectiveness.

4. Use a Housing First approach. Housing First prioritizes rapid placement and stabilization in permanent housing and does not have service participation requirements or preconditions. CoC Program funded projects should help individuals and families move quickly into permanent housing, and the CoC should measure and help projects reduce the length of time people experience homelessness. Additionally, CoCs should engage landlords and property owners, remove barriers to entry, and adopt client-centered service methods

The LOI will demonstrate general organizational viability, good financial standing, and alignment with the CoH priority areas. All applications will be reviewed by the CoH’s Applications Committee and qualifying organizations will be invited to submit a full proposal for the associated grants.

The CoC Program (24 CFR part 578) is designed to promote a community-wide commitment to the goal of ending homelessness; to provide funding for efforts by nonprofit providers, states, and local governments to quickly re-house homeless individuals, families, persons fleeing domestic violence, and youth while minimizing the trauma and dislocation caused by homelessness; to promote access to and effective utilization of mainstream programs by homeless individuals

## II. Timeline

<b>June 6, 2018</b>	Pre-NOFA Workshop Notice
<b>June 11, 2018</b>	Letter of Intent (LOI) Release
<b>June 20, 2018</b>	Pre NOFA Workshop
<b>June 25, 2018</b>	LOI Due
<b>July 2018</b>	Local Application Released (Pre NOFA)
<b>July 2018</b>	HUD NOFA Release
<b>July 2018</b>	NOFA Release Notice
<b>July 2018</b>	E-SNAPS Available
<b>July 2018</b>	E-SNAPS Notice

<b>July 2018</b>	Local CoC Application Available
<b>July 2018</b>	LOI Reminder and Local Application Notice
<b>July 2018</b>	Revised Local Application Posted on Website
<b>July 2018</b>	Mandatory NOFA Workshop (Volusia County)
<b>August 2018</b>	Mandatory NOFA Workshop (Flagler County)
<b>August 2018</b>	Local Application via Community Force Due
<b>August 2018</b>	Application Committee Meeting
<b>September 2018</b>	Application Committee Meeting
<b>September 2018</b>	Appeals
<b>September 2018</b>	Collaborative Application Posted on Website
<b>September 2018</b>	NOFA Application due to HUD

### **III. Eligibility Requirements**

To be invited to submit one or more Full Applications, each Organization must submit an LOI that demonstrates competency in five main areas:

1. Organization’s ability and commitment to address community needs
2. Organization’s alignment with the CoH priority areas
  - a) Chronic Homelessness
  - b) Unaccompanied Youth
  - c) Families and Children
  - d) Veterans
  - e) Domestic Violence and Victims of Violence
  - f) Homeless Pregnant Females
3. Organization’s good financial standing
4. Organization’s sound governance by a Board of Directors

#### **A. Organizational Requirements**

At a minimum, each Organization’s LOI must demonstrate sufficient organizational capacity to be invited to submit a Full Application. The required capacity will be demonstrated by the Organization’s ability to certify or provide the following documentation as applicable to the organization or entity’s structure.

1. Official documentation that the Organization is exempt from federal income tax under I.R.S Section 501(c)(3) of the Internal Revenue Code 1986.

2. Organization's most recent I.R.S. Form 990
3. Certification that Organization has been providing Focus Area services locally (Volusia and Flagler Counties) since January 1, 2015.
4. Have an independent governing body who has the authority to decide policy and strategic direction with respect to the agency's programs, administration and finances, in accordance with the Organization's By-Laws, and who shall meet at least four times per year. Paid staff must not be a voting member of the Board. Or, if government, list of elected officers.
5. Maintain a non-discrimination policy or plan that does not discriminate on the basis of race, cultural heritage, religion, gender, national origin, age, marital status, sexual orientation, veteran status or status as a qualified disabled or handicapped individual.
6. A recent financial report:
  - a) Organizations with operating revenue of \$200,000 or more provide their most recent fiscal year end CERTIFIED AUDIT
  - b) Organizations with operating revenue of \$199,999 or less provide their most recent fiscal year-end FINANCIAL REVIEW by an independent financial auditor
7. Complete Summary Agency Budget on required form for current fiscal year

## **B. Programs**

In addition to the Organization meeting the Criteria in Section A., the proposed program for which funding is sought shall meet the following criteria:

1. Provide services in either Volusia or Flagler County.
2. Program(s) shall be able to demonstrate the ability to provide matching funds in accordance with the 2018 CoC Program HUD NOFA of the requested amount of the application.
3. The program(s) shall align with the 2017-22 CoH Strategic Plan Priority Areas.

## **IV. 2018-19 Focus and Project Types**

### **I. Renewal Projects**

Awards made under the CoC Program, SHP, and Shelter Plus Care (S+C) programs are eligible for renewal for FY 2018 funds if they are currently in operation and have an executed grant agreement that is dated no later than December 31, 2018 and expires in Calendar Year (CY) 2019 (the period from January 1, 2019 through December 31, 2019).

1. HUD will not select renewal projects for an award for FY 2018 funds in the FY 2018 CoC Program Competition unless the project meets ~~one of~~ the following additional eligibility requirements:

- a. Any CoC Program, SHP, or S+C grants awarded in a preceding Competition that expire in CY 2019.

### **II. Reallocation to New Projects**

The following types of projects may be created using funds that the CoC has made available through reallocation:

1. CoCs may create new permanent supportive housing projects that meet the requirements of

DedicatedPLUS as defined in Section III.A.3.d. of this NOFA or new permanent supportive housing projects where 100 percent of the beds are dedicated to chronic homelessness.

2. CoCs may create new rapid rehousing projects that will serve homeless individuals and families, including unaccompanied youth, who meet the following criteria:
  - a) residing in a place not meant for human habitation;
  - b) residing in an emergency shelter;
  - c) persons meeting the criteria of paragraph (4) of the definition of homeless, including persons fleeing or attempting to flee domestic violence situations;
  - d) residing in a transitional housing project that was eliminated in the FY 2017 CoC Program Competition;
  - e) residing in transitional housing funded by a Joint TH and PH-RRH component project (see Section III.A.3.h. of this NOFA); or
  - f) receiving services from a VA-funded homeless assistance program and met one of the above criteria at initial intake to the VA's homeless assistance system.
3. CoCs may create new Joint TH and PH-RRH component projects as defined in Section III.A.3.h. of this NOFA to better serve homeless individuals and families, including individuals or families fleeing or attempting to flee domestic violence.
4. CoCs may create a new dedicated Homeless Management Information System (HMIS) project for the costs at 24 CFR 578.37(a)(2) that can only be carried out 11 of 65 by the HMIS Lead, which is the recipient or subrecipient of an HMIS grant, and that is listed on the HMIS Lead form in the CoC Applicant Profile in e-snaps.
5. CoC's may create a new supportive services only project to develop or operate a new centralized or coordinated assessment system.

### **III. New Projects through Bonus**

CoCs may create new projects through the permanent housing bonus up to 6 percent of the CoC's Final Pro Rata Need (FPRN) for the following types of new projects:

1. CoCs may create new permanent supportive housing projects that meet the requirements of DedicatedPLUS as defined in Section III.A.3.d. of this NOFA or new permanent supportive housing projects where 100 percent of the beds are dedicated to chronic homelessness.
2. CoCs may create new rapid rehousing projects that will serve homeless individuals and families, including unaccompanied youth, who meet the following criteria:
  - a) residing in a place not meant for human habitation;
  - b) residing in an emergency shelter;

- c) persons meeting the criteria of paragraph (4) of the definition of homeless, including persons fleeing or attempting to flee domestic violence situations;
  - d) residing in a transitional housing project that was eliminated in the FY 2017 CoC Program Competition;
  - e) residing in transitional housing funded by a Joint TH and PH-RRH component project (see Section III.A.3.h. of this NOFA); or
  - f) receiving services from a VA-funded homeless assistance program and met one of the above criteria at initial intake to the VA's homeless assistance system.
3. CoCs may create new Joint TH and PH-RRH component projects as defined in Section III.A.3.h. of this NOFA to better serve homeless individuals and families, including individuals or families fleeing or attempting to flee domestic violence.
  4. Because new Joint TH and PH-RRH projects and permanent housing projects (permanent supportive housing and rapid rehousing) may be created through either reallocation or the permanent housing bonus, HUD may reclassify these projects that a project applicant or a CoC has classified as reallocation or permanent housing bonus if the project would be ineligible for funding because the CoC exceeded either its reallocation or permanent housing bonus amount. New Joint TH and PH-RRH component projects and permanent housing projects will be evaluated using the same criteria regardless of whether 12 of 65 the CoC has identified them as bonus or reallocation projects.
  5. New in the FY 2017 and should be available in 2018 CoC Program Competition, HUD will allow project applicants to apply for a new expansion project under the reallocation process or permanent housing bonus in order to expand existing eligible renewal projects that will increase the number of units in the project, or allow the recipient to serve additional persons. Project applicants that intend to submit a new reallocation or permanent housing bonus project for the purposes of expanding an eligible renewal project must:
    - a) provide the eligible renewal grant number that the project applicant requests to expand on the new project application;
    - b) indicate how the new project application will expand units, beds, services, persons served, or in the case of HMIS projects, how the current HMIS grant activities will be expanded for the CoC's geographic area; and
    - c) ensure the funding request for the new expansion project is within the funding parameters allowed under the reallocation process or permanent housing bonus.

The new expansion project application will be reviewed using the procedures and selection criteria established in Section V.G.2.c. of this NOFA. If the new expansion project exceeds the amount of funding available under the reallocation process or permanent housing bonus amount, HUD will reduce the funding request to the available amount, which could affect the activities of the new expansion project. If both the new expansion project and the renewal it expands are conditionally selected for funding, one grant agreement incorporating

both project applications will be executed. If the renewal project application is not conditionally selected for funding, the expansion project application will not be selected.

## V. How to Apply

All interested organizations must submit a Letter of Intent Application through the online grant management system, **CommunityForce**. The website is accessible to all interested organizations at <https://uwvfc.communityforce.com>. The website includes a listing of different grant programs. To begin the Letter of Intent Application process, select the 'login' button in the top right-hand corner to create an account. Follow the prompts on the screen. Once the account is created, the agency may select the appropriate grant application available titled "CoH Emergency Solutions Grant Letter of Intent". **ALL APPLICATIONS MUST BE SUBMITTED ONLINE BY THE DEADLINE.** No applications will be accepted in any other format or after the stated deadline.

If Organizations meet the LOI criteria, an invitation and additional instructions will be sent regarding the Full Application.

## VI. Letter of Intent Outline

The CoH Emergency Solutions Grant Letter of Intent can be found on the CommunityForce website at <https://uwvfc.communityforce.com>. An outline of the letter of intent requirements is found below:

### A. Basic Organizational Information

- i. Organizational contact information
- ii. Organizational leadership
- iii. Organizational description (max 200 words)

### B. Proposed Program(s)

- i. Program Name
- ii. Which grant(s) component(s) are you applying for?
- iii. What is your agency's service area?

### C. Certification Requirements

- i. 501(c)3 IRS determination letter, FEIN registration letter or SAM # registration
- ii. Most recent I.R.S. Form 990 or 990 EZ
- iii. Board of Directors Bylaws/ Board Policies or adopted ordinances showing governmental organization
- iv. Most recent financial audit/financial review or CAFR or audited financials required to be filed with the Office of the Auditor General
- v. Active registration with the Division of Corporations
- vi. Solicitation license from the Department of Agriculture
- vii. Non-discrimination Policy
- viii. Drug-free Workplace Policy
- ix. ADA Compliance Policy
- x. Board of Directors Roster or list of elected officials
- xi. Current Summary Agency Budget or Department Level Budget
- xii. Signed Copy of the 2018 Coordinated Assessment Agreement