



Guidance for FY 2021 HUD Continuum of Care Letter of Intent Process

August 24, 2021

The Kanawha Valley Collective Continuum of Care (KVCCoC) has been notified that funding is available through HUD for the FY 2021 CoC Program Competition. The amount of funding expected to be available is estimated to be \$1,433,335 which is the minimum required to renew existing projects or to establish new projects through current funding reallocation. In addition, there is approximate bonus funds in the amount of \$91,511 available which may go towards a new project which focuses on Permanent Supportive Housing, Rapid Rehousing, Joint TH/PH-RRH, Dedicated HMIS or Coordinated Entry Projects. Funds from project reallocation may also be available. This year the Domestic Violence Bonus is available for up to \$274,532. These funds are to be used toward providing housing and services to survivors of domestic violence, dating violence, and stalking.

The KVC COC is seeking Letters of Intent for this funding by September 1st, 2021 at 5:00 pm and complete PROJECT APPLICATIONS for ALL PROJECTS must be submitted by October 15th, 2021 at 5:00 pm.

Funds available for this award have been allocated to a variety of projects, and those projects currently receiving funds are required to request renewals through this process.

The KVC COC places priority on permanent housing projects for chronic homeless and families, which is in line with HUD's national focus. HUD's focus includes:

- **End homelessness for all persons** – Identify, engage, and effectively serve all persons experiencing homelessness – Have a comprehensive outreach strategy to identify and continuously engage all unsheltered individuals and families (veterans, youth, families individuals, those experiencing chronic homelessness) – Determine the characteristics of those with the highest needs and long experiences of unsheltered homelessness to develop housing and supportive services tailored to their needs – Use the reallocation process to create new projects that respond to these needs.
- **Create a systemic response to homelessness** – Use system performance measures to determine how effective the COC is in serving people who are homeless – Make sure Coordinated Entry process provides assistance quickly and makes homelessness assistance open, inclusive, and transparent.
- **Strategically allocate and use resources** – Review project quality, performance, and outcome data to determine how improvements can be made to the resources utilized to end homelessness.
- **Use an Evidence Based Approach** – COC should prioritize projects that employ strong use of data and evidence including the cost-effectiveness and impact of homelessness programs on positive housing outcomes, recovery, self-sufficiency, and reducing homelessness.
- **Increasing Employment** – COC should work with local employment agencies and employers to prioritize training and employment opportunities for the homeless and COC should promote partnerships with agencies that promote employment.
- **Providing Flexibility for Housing First with Service Participation Requirements** – The traditional Housing First Approach has two parts: 1. Individuals are rapidly placed and stabilized in permanent housing without any preconditions 2. Once in housing individuals never face requirements to participate in services as a condition of retaining their housing.

New Projects created through Reallocation or COC Bonus Projects can include:

- Permanent Housing – Permanent Supportive Housing
- Permanent Housing – Rapid Rehousing Projects
- Joint TH and PH-RRH
- Dedicated HMIS
- Supportive Services Only – Centralized Entry/Coordinated Assessment
- New Projects for DV Bonus
- Expansion Projects – Eligible under the DV Bonus, Reallocation, and COC Bonus to expand existing projects that will increase the number of units, people served, services provided, or to additional activities to HMIS and SSO Projects.
- Consolidated Projects
- Transition Projects

Renewal projects can include:

- Permanent Housing (including rapid re-housing and permanent supportive housing)
- Supportive Services Only
- Homeless Management Information System (HMIS)

With regards to renewal projects HUD will allow the following:

- Project applicants can transition an existing renewable component to another component – ie. TH to PH-RRH. To take advantage of this, the project applicant must use the reallocation process to relocate the existing eligible renewal component to one of the eligible new project components: PH-PSH, PHRRH, Joint TH and PH-RRH, dedicated HMIS, or SSO-CE. The term of the new grant must be for 1 year.
- Eligible renewal project applications will have the ability to consolidate up to ten renewal projects into one application during the application process. Prior to beginning the consolidation process, the applicant should contact their local HUD office to determine each project is eligible for consolidation. HUD will not permit a TH Project to be consolidated with any other project.
- COCs can shift funds in whole or in part from existing renewal projects to create one or more new projects without decreasing the COCs ARD. The new project must meet project eligibility and project quality thresholds established by HUD.

Eligible Project Applicants include nonprofit organizations, States, Local governments, and instrumentalities of State and local governments, and public housing agencies. For-profit entities are not eligible to apply for grants or to be sub-recipients of grant funds.

All project applicants seeking funding under this NOFA must have a DUNS number and include the number in their letter of intent. All project applicants seeking this funding must also have an active SAM (System for Award Management) registration. (SAM replaces the Central Contractor Registration (CCR). Go to www.SAM.gov for more information.

To learn more about the process and to gain a better understanding of the allowable programs, you may access the Notice of Funding Availability for the Continuum of Care Program Competition at the HUD Homelessness Resource Exchange at [CoC Program Competition | HUD.gov / U.S. Department of Housing and Urban Development \(HUD\)](#)

The KVC COC has established a Prioritization and Evaluation Committee that will review the letters of intent, and notify the applicant as to whether the project:

- Meets the priorities of the KVC COC Strategic Plan and
- Meets the requirements of HUD for funding.

Upon notification from the Prioritization and Evaluation Committee that a project meets the above criteria, a project applicant must then complete its application and submit it by the deadline. The committee will review and rank the applications for submission as part of the KVC Continuum of Care Application.

Applicants who are chosen, or who are not chosen, for submission will be notified by 5:00pm on November 1, 2021. Completed applications are due by 5:00 pm on October 15, 2021.

Letters of Intent should be prepared on agency letterhead, sent to:
Traci Strickland at kanawhavalleycollective@yahoo.com
and must include the following:

- 1) The program for which you are applying; (permanent housing, transitional housing, supportive services only, HMIS;
- 2) The amount of funds requested;
- 3) The number of people you propose to serve annually;
- 4) Any special target populations for which you are serving, (individuals, families, chronic homeless, veterans)
- 5) Whether the project is new or a renewal;
- 6) The name, email and phone number for the project key contact person

Assistance with information on where to access technical assistance on HUD's website can be found at <https://www.hudexchange.info/e-snaps/guides/coc-program-competition-resources>. Further, a copy of the CoC Consolidated Application is available upon request by contacting the KVC COC

A submission of a Letter of Intent also implies consent to the following:

- 1) All clients served by the project must meet the homeless criteria as established by HUD.
- 2) Recipient will enter client data into the KVC COC HMIS system
- 3) Recipient will spend funding (should it be received) in a timely fashion, drawing project funds on a quarterly basis at the minimum.
- 4) Recipient will complete all reporting requirements, including Annual Performance Reports (APR) as required by HUD and the KVC COC according to the due dates established.
- 5) Proposed project's assistance will include assisting program participants to achieve and maintain independent living and establishing a record of success (including but not limited to maintaining permanent housing for more than 6-months, increase of income through employment and connection with mainstream resources etc.)
- 6) Project will meet the Project Eligibility Requirements of the FY 2019 Notice of Funding Availability for the 2019 CoC Program Competition - General Section.
- 7) Recipient will participate in the annual point-in-time count, conducted during the last week in January.
- 8) Successful letters of intent for any new projects will also include agreement to provide a completed Project Application in accordance with the requirements outlined by HUD. Completed applications are due by 5:00 pm on October 15, 2021.

The KVC COC appreciates your assistance in this process and the work your agency does to help the homeless in our area. If you have any questions on any of this, please let me know.