

July 6, 2016

To Whom It May Concern:

The Kanawha Valley Collective (KVC) has been notified that funding is available through HUD for the FY 2016 CoC Program Competition. The amount of funding available is \$1,200,968 which is the minimum required to renew existing projects or to establish new projects through current funding reallocation. In addition, the KVC anticipates \$66,918 available in bonus funds which may go towards a new project which focuses on permanent housing. This amount may be slightly higher or lower based on final HUD announcement.

The Kanawha Valley Collective is seeking Letters of Intent for this funding by 5:00 pm on July 14, 2016 **and PROJECT APPLICATIONS for ALL PROJECTS by 5:00 pm August 9, 2016.**

Funds available for this award have been allocated to a variety of projects over the past 20 years, and those projects currently receiving funds are required to request renewals through this process. The KVC places priority on permanent housing projects for chronic homeless and families which utilize the Housing First approach, which is in line with HUDs national focus. This year projects must fall into one of the following categories depending upon the funding source used:

**Renewal Projects:**

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

**Reallocation Projects:** Funding removed from current projects to fund one of the following:

- Permanent Supportive Housing for chronically homeless individuals and families
- Rapid Rehousing for individuals and households with children
- Homeless Management Information Systems (HMIS)
- Supportive Services specifically for centralized or coordinated assessment system

**Permanent Housing Bonus Projects:**

- Permanent Supportive Housing to serve 100 percent chronically homeless families and individuals
- Rapid rehousing to serve individuals and families coming directly from the streets, emergency shelters, or persons fleeing domestic violence

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](http://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 <http://hudhre.info/> or <https://www.hudexchange.info/e-snaps/guides/coc-program-competition-resources/> . To learn more about the KVC and to obtain a copy of the Strategic Plan for the Continuum, you can visit our website at [www.kanawhavalleycollective.org](http://www.kanawhavalleycollective.org) and use the “Contact Us” page.

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

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

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

While an applicant will prepare their application in e-snaps, it will be necessary for the applicant to download a copy and email it to the KVC ( [kanawhavalleycollective@yahoo.com](mailto:kanawhavalleycollective@yahoo.com) ) by 5:00 pm August 9, 2016 to be considered. DO NOT SUBMIT THIS APPLICATION IN ESNAPS UNTIL YOU ARE ADVISED TO DO SO.

Applicants who are not chosen for submission will be notified by August 29, 2016

Letters of Intent should be prepared on agency letterhead, sent to [kanawhavalleycollective@yahoo.com](mailto: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 collaborative applicant, which is the Kanawha Valley Collective at [kanawhavalleycollective@yahoo.com](mailto:kanawhavalleycollective@yahoo.com) .

Letters of Intent must also contain agreement 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 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 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 (Section V) of the FY 2016 Notice of Funding Availability for the 2016 CoC Program Competition - General Section.
- 7) Recipient will provide a signed Certification of Consistency with the Consolidated Plan (Form HUD-2991) (if the applicant is not a state or unit of local government) that the application for funding is consistent with the jurisdiction's HUD-approved consolidated plan.
- 8) Recipient will participate in the annual point-in-time count, conducted during the last week in January. Participation will include program counts and participation in the unsheltered count.
- 9) 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.

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

Sincerely,

Traci Strickland  
Kanawha Valley Collective