



Homeless Care Council of Northwest Alabama, Inc. Notice of Funding Opportunity (NOFO) for the Fiscal Year FY 2021 Continuum of Care Program Competition

Link to the Overall FY2021 Competition NOFO:

[FY 2021 Continuum of Care \(CoC\) Program Competition: Funding Opportunity - HUD Exchange](#)

Accessing e-snaps Project Application:

[Accessing the CoC Program Project Application in e-snaps \(hudexchange.info\)](#)

Link to the Renewal Project Application Instructions:

[FY 2021 CoC Renewal Project Application Detailed Instructions \(hud.gov\)](#)

Link to the NEW Project Application Instructions:

[FY 2021 CoC New Application Detailed Instructions \(hud.gov\)](#)

The Homeless Care Council of Northwest Alabama has received notice of funding available from HUD for the Fiscal Year 2021 Continuum of Care Program Competition. It is strongly suggested that any eligible agency wishing to apply for any of the projects, renewal or new, read the NOFO in its entirety. The links to the complete FY 2021 CoC NOFO, Renewal and New Project Application detailed instructions, as well as, e-snaps information are all at the top of this announcement. If you have questions about whether your proposed project is eligible to be funded in this FY2021 Competition, please contact Dale Cohen, Homeless Care Council Board President, at 205.902.5987 before making any project plans. The HUD competition is very specific about what type of projects can be funded and the process that must be followed for consideration before submission.

Active members, in good standing, of the Homeless Care Council of Northwest Alabama are invited to submit applications for funding under the HUD NOFO for the Continuum of Care Program Competition. If your agency plans to submit a proposal, you MUST submit your project proposal to Suzanne Moore, [s.moore@caanw.org](mailto:s.moore@caanw.org) no later than 5pm on Friday, September 10th, 2021. See the Submission Schedule at the end of this notice for a calendar of dates regarding the submission process. You will be notified by September 17<sup>th</sup> via email if your proposal meets the criteria for application.

Completed FY2021 CoC Project applications will then be due by Friday, September 24<sup>th</sup> by 5pm to the Homeless Care Council Lead HMIS office at 749 Thompson Street, (located inside the Meals on Wheels bldg.), Florence, AL.

Applications will then be reviewed and ranked by October 1<sup>st</sup>, 2021. If your application is approved for submission, you will receive notification of your application being approved and its rank for submission no later than October 7th, 2021. The same notification will apply to any applications rejected or reduced as well.

The Homeless Care Council will submit the collaborative and complete application to HUD no later than November 12th, 2021. Generally, it takes 60-90 days to receive word about awards.

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; and to optimize self-sufficiency among those experiencing homelessness. The Homeless Care Council of Northwest Alabama will serve as the Collaborative Applicant for the Continuum of Care, which serves Lauderdale, Colbert, Franklin, Marion, Winston and Lawrence counties.

HUD'S priorities for this Funding Competition include the following list. Detailed information about each priority is outlined in the NOFO, Section II. All applications must propose projects which fall under one of these categories.

1. Ending homelessness for all persons.
2. Using a Housing First approach.
3. Reducing Unsheltered Homelessness
4. Improving System Performance
5. Partnering with Housing, Health and Service Agencies
6. Racial Equity
7. Persons with Lived Experience

#### **Projects Available for Funding**

**Please read through the FY 2021 NOFO in its entirety. Due to passage of the Consolidated Appropriations Act, 2021 and the American Rescue Plan 2021, there are new and/or additional opportunities for projects. Also, using the "Housing First" model has returned to this NOFO. You can read more about these changes in the NOFO, Sections I and II.**

Also, please refer to Section V. Eligibility Information of the NOFO, starting on page 28, for Renewal and New Project consideration guidelines. The Continuum of Care is required to rank all renewal projects, and HUD will consider these rankings when making renewal awards. Renewals will be judged based on past performance.

In the FY 2021 CoC Program Competition, in addition to requests for renewal projects and CoC planning, CoCs may submit requests for new projects through the process of expansion of an existing project, reallocation of existing projects or a CoC bonus. The types of projects that are permitted in this grant award are defined in the NOFO. Further clarification about what those projects represent are detailed in the attached 24 CFR 578 Regulations.

Carefully read the NOFO released by HUD (General and Program sections). In addition, be familiar with the 24 CFR Regulations for CoC Competition Funding.

**APPLICATION – Please type out this information in a new document**

1. **Name of Proposing Agency**
2. **Address**
3. **Contact Person & Telephone Number**
4. **Participation in the Continuum of Care:** Describe the extent to which the agency has demonstrated an active commitment to and involvement in the Homeless Care Council of Northwest Alabama.
5. **Coordination of Services:** State how the proposed services are integrated into the overall community-based response to homeless people through the continuum of care.
6. **Agency Experience and Capacity:** State the experience of the agency in providing services to the homeless population and describe the capacity of the agency to manage the proposed project and grant funds.
7. **Participation in the Homeless Management Information System (HMIS):** Describe the agency's intent to enter client data in the HMIS. For existing projects, include the current percentage of clients entered in HMIS for this project and the percent of universal data elements for clients entered. If there is an U.S. Dept. of HUD exception to participation in HMIS that applies to your agency/clients, please explain.
8. **Implementation:** Describe the ability of the agency to implement the project in a timely fashion and recruit the target population.

**\*\*Questions 9-12 are only for Renewal Grant Applicants\*\***

9. **Bed Utilization Rate:** If a project's bed utilization rate was less than 80% during any quarter of the last fiscal year, explain why the rate has fallen below 80% and what has been done to remedy the issue.
10. **Last HUD Monitoring Report:** List findings for last HUD monitoring visit or attached monitoring report. List actions to correct any HUD finding requiring corrective actions. If the project has not received a monitoring visit by HUD, then state: *No Report*
11. **Rate of Expenditure for Last APR Year**
  1. Annual Period: (Month/Day/Year through Month/Day/Year).
  2. Annual HUD award for APR period above: \$
  3. Total HUD funds expended for APR period above:
  4. % of Funds Expended: (Divide item 3 by item 4 times 100)
12. **APR Period Information & Cost Effectiveness Data**
  1. Annual Period: (Month/Day/Year through Month/Day/Year)
  2. Total # of Individual and/or Family Housing Units Available:
  3. Annual capacity for occupancy possible: (Item 2 times 365)
  4. Actual occupied unit days of services: (Total number of occupied unit days of service)
  5. Annual % of Capacity: (Divide item 3 by item 4 times 100)

## SUBMISSION STEPS

1. Create your agencies proposal for application based on the HUD CoC Stated Priorities.
2. Submit your simple proposal to the Homeless Care Council HMIS Lead, Suzanne Moore by email at [s.moore@caanw.org](mailto:s.moore@caanw.org) no later than September 10th, 2021 at 5pm. Include your agency's name, name of applicant, email and address and the dates of your membership in the Homeless Care Council with your proposal.
3. You will be notified via email by September 17th, 2021, if your proposal is approved and accepted.
4. Once you have received notification that your project proposal is accepted, you will need to create an account in e-snaps for your application completion (If you haven't already done this).
5. Complete the application for your project. See the listed instructions on completing your application. This includes filling out the 9 steps on the application, as well as submitting the application of your project via e-snaps. These ARE TWO SEPARATE APPLICATIONS. The e-snaps application AND the 9 question HCC Application. If you are a renewal grantee, you must also answer questions 9-12.
6. Once you have completed your application in e-snaps, save it to a pdf.
7. Email the grant application and the esnaps PDF of the project application plus the following attachments to [s.moore@caanw.org](mailto:s.moore@caanw.org) – attention HCC Grant Application – by September 24<sup>th</sup>, 2021 by 5pm. Late applications will lose points in the review process. At this time, you will need to make 6 hard copies of the application and e-snaps PDF and include the following:
  1. IRS 501c3 letter or other documentation of non-profit status
  2. Current list of board of directors with affiliations
  3. Most recent audit
  4. Proof of DUN number
  5. Supplementary report (see instructions below) – IF RENEWAL APPLICATION

**These will need to be delivered to the Homeless Care Council HMIS Lead Office, located at 749 Thompson Street (inside the Meals on Wheels bldg.), Florence, AL .**

8. Once your application has been reviewed and ranked by the Homeless Care Council Rank & Review Committee, if needed, you will need to make any edits or corrections. You will find out if your project has been ranked in Tier 1 or Tier 2 by 5 pm Thursday, October 7th, 2021 and all changes will need to be made by Friday, October 15<sup>th</sup>, 2021 for final submission.
9. You will need to hit final submit on your e-snaps application and export and print your application pdf out. Once those are completed, you need to submit the completed and final application by October 15<sup>th</sup>, 2021, as well as the exported pdf of your esnaps.
10. The Homeless Care Council will submit all projects and the Collaborative Application to HUD no later than Friday, November, 12<sup>th</sup>, 2021. The grant is due to HUD on Tuesday, November 16th, 2021 at 8:00 PM EDT. You will be notified as to which Tier your project was put in and how it was ranked based on priority.

NOTE: It generally takes at least 60 days to hear about the award. Tier 1 awards will be announced first and then Tier 2 reports are generally announced 30-60 days after Tier 1 is announced.

**Homeless Care Council of Northwest Alabama  
FY2021 Continuum of Care Homeless Assistance Program**

**Schedule of Submission Deadlines**

-PROPOSAL DEADLINE FOR YOUR AGENCY TO SUBMIT A SIMPLE PROPOSAL FOR THIS COMPETITION-  
**Friday, September 10th, 2021 by 5 pm.**

Must submit a simple summary of the proposed project and intent to apply. This can be done via email to [s.moore@caanw.org](mailto:s.moore@caanw.org) or brought to the HCC HMIS Lead Office at 749 Thompson Street, Florence, AL.

-NOTIFICATION VIA EMAIL IF YOUR AGENCIES PROJECT PROPOSAL IS ACCEPTED- **Friday, September 17th, 2021.**

You will be notified via email no later than September 17th if your project proposal is accepted.

**-APPLICATION DEADLINE! Friday, September 24th by 5 p.m.**

NOTE: Late applications will cause you to lose points in the rank and review process. Project applications are due NO LATER than 5pm on this date.

You must submit 6 hard copies of the PDF version of your esnaps application, plus 6 copies of your project application, including attachments to The Homeless Care Council, c/o CAANW HMIS Lead, 745 Thompson Street, Florence, AL 35630

-THE RANK AND REVIEW COMMITTEE WILL MEET THIS WEEK TO REVIEW APPLICATIONS: **September 27<sup>th</sup>, 2021**  
The CoC Rank and Review Committee will meet during this week to review and approve your application.

-NOTIFICATION OF ACCEPTANCE OF YOUR APPLICATION, INCLUDING THE RANK OF YOUR PROJECT: EMAILED TO YOU BY 5 pm, **Thursday, October 7<sup>th</sup>, 2021.**

Any changes or edits that are needed will be reported back to you for correction.

-CORRECTED APPLICATIONS WITH SUGGESTED CHANGES OR EDITS ARE DUE BACK TO THE OFFICE BY **Friday, October 15<sup>th</sup>, 2021**

**Failure to make edits will make your application ineligible.** Completed Projects are due to the continuum no later than Friday, October 15<sup>th</sup>, 2021 for final submission. Registration in e-snaps must be completed, along with all necessary revisions completed from the review committee.

-COMPLETE GRANT, INCLUDING ALL APPLICANTS AND COC APPLICATION WILL BE SUBMITTED  
**Friday, November 12<sup>th</sup>, 2021..**

Final grant application will be submitted to HUD via e-snaps by the CoC on behalf of all projects.

# RANKING AND SCORING TOOL 2021

Points Possible	Performance Measures and Rating Factors	Project 1
15	Coordinated Entry/Assessment Participation	
	100% = 15 pts; 85-99% = 10 pts; Below 85% = 0 points	
5	Data Quality at or above 95%	
4	Applicant is active CoC Participant	
	Attends 80% of meetings = 1 pt; PIT participation = 1 pt	
	Dues current = 1 pt; CoC member 1 yr or > = 1 pt	
5	Project spent 95% or greater of allocated HUD funds (Exceptions may apply)	
4	Project earned satisfactory CoC monitoring scores	
2	Application is complete and data is consistent	
10	Project is operating within CoC Standards	
5	Documented Match Amounts meet HUD Requirements	
10	Type of Project with Priority give to projects that included Permanent Housing	
<u>60</u>	TOTAL Points Possible	