

Missouri Balance of State Continuum of Care



NOFO APPLICATION POLICY

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Care

Abstract

This policy details the expectations of applicants who are seeking funding through the Annual CoC NOFO.

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Missouri Balance of State (MO-606) Continuum of Care NOFO Application Policy & Process

POLICY

In accordance with HUD requirements, MO-606 will host a competitive process for requesting and conditionally awarding Continuum of Care grants to eligible project applicants. MO-606 will follow the HUD Continuum of Care NOFO competition rules in the development and implementation of this policy. MO-606, through its Grants Committee and Board of Directors, shall set the competition timeline, deadlines, eligible project application types, and eligible grant contract terms for the NOFO competition in adherence with the HUD NOFO. Late submissions will not be accepted or considered.

PROCESS

A. Letter of Intent

Applicants are encouraged to submit a Letter of Intent (LOI). The Board will assign a period of time, prior to the NOFO competition, that allows for a Letter of Intent to be submitted. The Grants Committee, with final board approval, will select the items to be included with the Letter of Intent for each funding cycle. Any item submitted early with the Letter of Intent will not have to be resubmitted for the NOFO competition.

1. LOIs shall be submitted to the Lead Agency in the manner indicated within the LOI form
2. LOIs shall be submitted in the format indicated within the LOI form
3. LOIs shall be submitted for each Renewal and perspective New Project
4. Applicants submitting an LOI and requested attachments by the specified deadline shall receive XX bonus points in the Rank & Review scoring process.

The Lead Agency will contact all renewal agencies that do not submit a Letter of Intent by the due date. This contact will occur seven (7) to ten (10) days after the due date ends. The Lead Agency will review all Letters of Intent within three (3) days of submission. The initial review is to determine eligibility for the funding. Once completed, the Lead Agency will provide a form letter to the applicant certifying their submission is complete and ready for competition or incomplete and state what the applicant needs to do to become eligible. The applicant must submit this form, once all items are complete, with their application submission. This form will certify to Rank and Review that the Letter of Intent process was utilized and the agency is eligible and submitted all documents for scoring and ranking.



B. Project Application

All project applicants, both new & renewal, are required to submit a local application and an eSNAPS application, as indicated in the competition timeline. Applicants must meet the NOFO deadlines. No late submissions will be accepted due to individual user errors or agency technical issues. The only exception is if there is an identified and communicated technical issue with eSNAPS or the local CoC application platform, which has been documented in writing by HUD and/or the CoC. The process for establishing exceptions is detailed in section C of this document. Attachments not previously submitted during the Letter of Intent process must be submitted with the Project Application; applicants not submitting required attachments in full will be awarded zero points for this scoring metric during Rank & Review.

Applicants must provide three (3) contacts for the applying agency. The contact must contain, at a minimum, the name, email, and phone number of each contact. At least one contact must be available during Rank and Review and the competition to ensure a timely response for questions or requests for additional information.

1. Project Applications shall be submitted to the Lead Agency in the manner indicated within the project application form, including the local application form, eSNAPS application, and all required attachments
2. Project Applications shall be submitted in the format indicated within the Project Application form
3. Project Applications shall be submitted for each Renewal and perspective New Project
4. If an applying Agency is submitting multiple Project Applications, the following Required Attachments should only be submitted once (not with each application)
 - Audit
 - UEI Confirmation
 - MO Certificate of Good Standing
 - Federal EIN Letter

The Lead Agency will review all submitted Project Applications and attachments for completeness and threshold eligibility, and provide a threshold scorecard for each project to the Rank & Review Sub-Committee. In the event the Lead Agency is also a Project Applicant, their application(s) shall be reviewed by the MO BoS CoC Board Chair & Grants Committee Chair, or their designees should the Board & Grants Chair be CoC funded, conflicted representatives. Rank and Review will utilize completed threshold scorecards and detailed project scorecards to score and subsequently rank the applications. Scorecards are developed by the Grants Committee and approved by the Board of Directors prior to the opening of competition. Scorecards



are updated prior to each NOFO competition to reflect the priorities of the MO BoS CoC and HUD in each competition.

At the conclusion of Rank and Review, applicants will be notified by the Lead Agency and/or Rank & Review Sub-Committee Chair regarding whether their application was scored and ranked, or rejected. All applicants are provided a link to the Appeals Policy and form upon notification of the Rank & Review recommendation. The Lead Agency provides the initial Rank & Review tier listing to the MO-606 Board of Directors for approval, and subsequently publicly posts the recommendation on the CoC website and disseminates via CoC membership email.

C. Solutions for Technical Application Barriers

Any applicant experiencing technical difficulty with any component of the NOFO submission shall contact the Lead Agency immediately. This section will provide allowances for agencies that are affected by HUD platform errors, CoC application resource errors, or agencies affected by natural disasters. This will not apply to local technology barriers that can be mitigated by the agency or individual. The Lead Agency shall.....

1. Apply all technical support available to ensure content submission.
2. Provide an alternate platform or method for submission, including, at a minimum, allowing for submission by email to the Lead Agency at CollaborativeApplicant@moboscoc.org.
3. Submit requests to HUD support as necessary to provide access to HUD-managed portals.

The applicant must have written communication with the Lead Agency within one business day of the technical issue they are experiencing. Following the communication, an established action plan must be shared with the applicant, the Lead Agency, and the Review Panel. If the proposed action plan is not accepted by all parties, it should be adjusted as necessary. The action plan may use additional submission methods and timelines if those are deemed appropriate by all three parties.

An applicant's failure to submit or provide written communication technical errors before the published due date for each component will be considered a late application or submission and will not be considered for review.

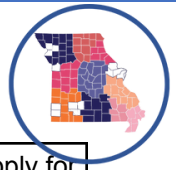
Applicants are encouraged to submit and communicate early to provide time for resolutions to be established by action plans. Any mitigations and solutions an agency can provide should be used as soon as possible. Failure to establish an action plan before the due date may not be approved by all parties and could result in a late application or submission. Applicants who communicate technical issues



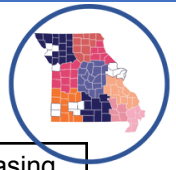
less than 24 hours of the due date may not receive approval for an alternate action plan and could lose the application opportunity.

Useful Acronyms and Definitions:

AHAR	Annual Homeless Assessment Report	HUD report to the U.S. Congress that provides nationwide estimates of homelessness, including information about the demographic characteristics of homeless persons, service use patterns, and the capacity to house homeless persons
APR	Annual Performance Report	provides information on the agency's progress achieving the goals and objectives described in the agency's Strategic Plan and Annual Performance Plan
ARA	Annual Renewal Amount	The amount to renew a project for the funding year.
ARD	Annual Renewal Demand	The total amount for all projects eligible for renewal in the competition based on the HUD-approved Grants Inventory Worksheet
BLI	Budget Line Item	The individual categories of Budget in a housing project. Can be specific based on funders and grant rules. CoC projects have strict budget rules relating to individual BLIs.
CC	Case Conferencing	a more formal, planned, and structured event separate from regular contacts. The goal of case conferencing is to provide holistic, coordinated, and integrated services across providers, and to reduce duplication.
CA	Collaborative Applicant	the eligible applicant designated by the Continuum of Care (CoC) to collect and submit the CoC Registration, CoC Consolidated Application (which includes the CoC Application and CoC Priority Listing), and apply for CoC planning funds on behalf of the CoC during the CoC Program Competition.
CE	Coordinated Entry	a streamlined system that provides quick access to individuals and families seeking assistance through a coordinated referral and housing placement process.
CFR	Code of Federal Regulations	the codification of the general and permanent rules published in the Federal Register by the departments and agencies of the Federal Government.
CoC	Continuum of Care	a concept involving an integrated system of care that guides and tracks patient over time through a comprehensive array of health services spanning all levels of intensity of care.
DEI	Diversity, Equality and Inclusion	term used to describe policies and programs that promote the representation and participation of different groups of individuals. DEI encompasses people of different ages, races, ethnicities, abilities, disabilities, genders,
DV	Domestic Violence	violent or aggressive behavior within the home, typically involving the violent abuse of a spouse or partner.



FPRN	Final Pro-Rata Need	a key for determining how much funding a CoC will be eligible to apply for
FMR	Fair Market Rent	used to determine payment standard amounts for the Housing Choice Voucher program, initial renewal rents for some expiring project-based Section 8 contracts, initial rents for housing assistance payment (HAP) contracts in the Moderate Rehabilitation Single Room Occupancy program (Mod Rehab), rent ceilings for rental units in both the HOME Investment Partnerships program and the Emergency Solutions Grants program, maximum award amounts for Continuum of Care recipients and the maximum amount of rent a recipient may pay for property leased with Continuum of Care funds, and flat rents in Public Housing units.
GIW	Grant Inventory Worksheet	is used annually to record all grants within a CoC's geographic area that are eligible for renewal funding for an upcoming CoC Program Competition
ICA	Institute for Community Alliances	functions as the HMIS Lead Agency and/or HMIS System Administrator in 14 states, providing technical assistance and training support for more than 4,000 database users.
Lol	Letter of Intent	a document declaring the preliminary commitment of one party to do business with another. The letter outlines the chief terms of a prospective deal.
MO BoS CoC	Missouri Balance of State Continuum of Care	The Continuum of Care in Missouri that is composed of the 101 counties that are not covered by the special entitlement CoC's. This CoC is also known under the CoC code: MO-606
MoU	Memorandum of Understanding	a formal agreement that outlines plans for a common line of action between two or more parties.
NOFO	Notice of Funding Opportunity	includes a description of the project and the entities that are eligible to apply.
PH	Permanent Housing	a proven solution to homelessness for the most vulnerable chronically homeless people. It pairs housing with case management and supportive services. Permanent Housing includes both Rapid Rehousing and Permanent Supportive Housing project types.
PHA	Public Housing Authority	provides rental assistance through the Section 8 Housing Choice Voucher Program which is funded by the U.S Department of Housing and Urban Development.
PL	Priority List	a unique rank must be assigned to each ranked project on the project listings
PIT	Point in Time (Count)	a count of sheltered and unsheltered people experiencing homelessness on a single night in January.
P&P	Policies & Procedures	the counterpart to a policy; it is the instruction on how a policy is followed
PPRN	Preliminary Pro-Rata Need	A PPRN amount is a dollar amount assigned by HUD



PSH	Permanent Supportive Housing	permanent housing in which housing assistance (e.g., long-term leasing or rental assistance) and supportive services are provided to assist households with at least one member (adult or child) with a disability in achieving housing stability.
RRH	Rapid Rehousing	provides short-term rental assistance and services
SPM	System Performance Measure	to help communities gauge their progress in preventing and ending homelessness and provide a more complete picture of how well a community is achieving this goal.
SNAPS	Special Needs Assistance Programs	Special needs are the individualized care that a person with a disability - whether physical, mental, behavioral, emotional, or learning difficulties - requires to ensure their safety
SSO	Supportive Services Only	allow recipients to provide supportive services—such as conducting outreach to sheltered and unsheltered homeless persons and families and providing referrals to other housing or other necessary services—to families and individuals experiencing homelessness.
TA	Technical Assistance	the process of providing targeted support to an organization with a development need or problem
TBRA	Tenant-Based Rental Assistance	to create flexible programs that provide assistance to individual households to help them afford the housing costs of market-rate units.
TH	Transitional Housing	provides temporary housing with supportive services to individuals and families experiencing homelessness with the goal of interim stability and support to successfully move to and maintain permanent housing.
UEI	Unique Entity Identifier	the official name of the “new, non-proprietary identifier” that will replace the D-U-N-S® number,
UFA	United Funding Agency	Collaborative Applicant selected by the CoC (and approved by HUD) to apply for, receive, and distribute funding for all projects in a CoC.
VI-SPDAT	Vulnerability Index - Service Prioritization Decision Assistance Tool	combines HUD’s Housing Choice Voucher (HCV) rental assistance for homeless Veterans with case management and clinical services provided by the Department of Veterans Affairs (VA).
VSP	Victim Services Provider	a private nonprofit organization whose primary mission is to provide direct services to victims of domestic violence.
YHDP	Youth Homelessness Demonstration Program	support selected communities, including rural, suburban, and urban areas across the United States, in the development and implementation of a coordinated community approach to preventing and ending youth homelessness.