

# **Berkshire, Franklin Hampshire Counties HUD Continuum of Care (CoC)**

## **Announcement for HUD FY2013 Continuum of Care Competition**

**Projects requesting renewal funding in this year's 3 County CoC competition must submit a pre-application by January 3, 2014 at 4pm**

**Pre-Application Proposal Due Date: JANUARY 3, 2014 BY 4:00 PM**  
**Please send the completed form to Dave Christopolis at [davec@hilltowncdc.org](mailto:davec@hilltowncdc.org) or mail to Hilltown CDC 387 Main Road PO Box 421 Chesterfield, MA 01012**

*Please carefully refer to the FY 13 NOFA for the Continuum of Care Program Competition*

### **PROJECT SELECTION PROCESS & TIMELINES**

- HUD is requiring that all Exhibit 2, now referred to as Project Applications, to be submitted 30 days before the full application packet is due which is on February 3, 2014.
- Pre-application proposals for renewal projects are due by **4:00 PM Wednesday January 3, 2014.**
- The CoC Review Committee will review submitted proposals immediately following the deadline.
- Those that submit a pre-application will have them reviewed by the CoC review committee which will determine if the proposal has met the criteria for a final submission in this year's competition. If a proposal is approved, the entity who submitted the proposal must be prepared to submit a complete Project Application by February 3, 2014 through the HUD e-snaps website. Hilltown CDC must notify applicants no less than 15 days prior to the deadline of 2/3/13 to submit a full application.
- The approved Applications (Old Exhibit 2) will be submitted to HUD as part of the Consolidated Application for the Berkshire, Franklin, and Hampshire County CoC.
- **Preferences will be given to applicants that propose to consolidate similar programs and reallocate current funds to increase PSH beds for chronic homeless individuals and families**
- Potential applicants should demonstrate participation in CoC committees and/or the Western Massachusetts Regional Network to End Homelessness

**PERTINENT DOCUMENTS CAN BE OBTAINED AT THE HOMELESS RESOURCE EXCHANGE WEBSITE <http://www.hudhre.info/index.cfm>**

- Notice of Funding Availability (NOFA) for the Continuum of Care Program Competition - You should read this in its entirety, but pay special attention to the following:
  - Page 5, #7 a and b of NOFA – local competition
  - Pages 9 and #1 and #2 – particularly reallocation
  - Page 10, #1 and #4b – transitional housing
  - Page 13, #7
  - Pages 16-19 –definitions and concepts
  - Page 45, #5 Leveraging
- The General NOFA
- The CoC Program Interim Rule
- Training Modules For Recipients

The HUD HRE website also posts Q&A and updated documents so you should check this website regularly.

**CHRONICALLY HOMELESS PERSON:** An unaccompanied homeless individual with a disabling condition or an adult member of a homeless family who has a disabling condition who has either been continuously homeless for 1 year or more, OR has had at least four episodes of homelessness in the past 3 years. A disabling condition is defined as: (1) a disability as defined in Section 223 of the Social Security Act; (2) a physical, mental, or emotional impairment which is expected to be of long-continued and indefinite duration, substantially impedes an individual's ability to live independently, and of such a nature that the disability could be improved by more suitable conditions; (3) a developmental disability as defined in Section 102 of the Developmental Disabilities Assistance and Bill of Rights Act; (4) the disease of acquired immunodeficiency syndrome or any conditions arising from the etiological agent for acquired immune deficiency syndrome; or (5) a diagnosable substance abuse disorder. The term homeless in this case means a person sleeping in a place not meant for human habitation (e.g., living on the streets), in an emergency homeless shelter, or in a Safe Haven as defined by HUD.

**Pre-Application Proposal for Berkshire, Franklin Hampshire Counties HUD  
Continuum of Care (CoC) Renewal Project(s)  
FY 2013 HUD Continuum of Care Competition**

<b>Name of Recipient (Grantee):</b>	Hilltown CDC
<b>Name of Sub-recipient (Project Sponsor)</b>	
<b>Agency Address:</b>	
<b>Name of Contact Person: Email &amp; Telephone Number:</b>	
<b>Name of Program:</b>	
<b>Renewal Amount Requested:</b>	
<p><b><u>Description of the Program:</u></b> Please submit a maximum 3 page narrative.</p> <p><i>Describe the program you are requesting renewal funds for (see HUD NOFA guidelines) and how your proposed project meets a specific need:</i></p> <p><i>Number and type of beds / units to be provided for (see HUD NOFA guidelines on rental assistance and leased housing):</i></p> <p><i>Where will the units be located?</i></p> <p><i>Who will be served?</i></p> <p><i>Discuss how support services will be provided to residents. Also mention whether the services will be provided by your organization or a sub-contractor. (Support services required- see HUD NOFA guidelines.):</i></p> <p><i>Describe your organization's capacity to participate in:</i></p> <p><i>1) the CoC's HMIS (homeless management information system)</i></p> <p><i>2) HEARTH-based performance measurement. Include a recent data quality report or, if this report is not available, include a statement about your intention to meet HUD data quality standards including missing data rates of less than 10%.</i></p> <p><i>3) Discuss your involvement in CoC committees and/or the Regional Homeless Network.</i></p> <p><i>Discuss your Organization's Experience in serving the homeless population:</i></p> <p><i>Are you proposing to consolidate any current grants?</i></p> <p><i>Are you proposing to reallocate any existing resources to create PSH or Rapid Rehousing beds?</i></p> <p><b><u>Budget (you must use the current FMR)</u></b> – Please submit a detailed budget including any administrative costs ( you can request up to 7% of admin fees):</p> <p><b><u>Match/ Leveraging: Source(s) and Amount?</u></b> (Programs requires a 25% match and Leveraging (can include in-kind) – HUD requires a 150% leveraging amount per grant.(see HUD NOFA guidelines.)</p>	

For more information, please contact, Dave Christopolis at 413-296-4536 ext. 118 or  
[davec@hilltowncdc.org](mailto:davec@hilltowncdc.org)