

Continuum Internal Timeline/Partial list of Required Documentation for NOFA 2016:

A1: Documents and Information to be submitted to One Roof:

- a. Record of all drawdowns for each grant that expired in 2015
- b. Amount of funds returned to HUD for each grant that expired in 2012, 2013, 2014, and 2015 (List by grant and by year. Example: Grant ABC 2012: \$5.00; 2013: \$5.00, etc... Grant BBC 2012: \$5.00; 2013: \$5.00; etc...)
- c. Total amount of funds you expect to return to HUD for each grant expiring in 2016
- d. Final APR for each grant that expired in 2015 (One Roof is pulling the APR directly from HMIS in-house for all agencies other than DV providers. What you are to submit to One Roof is the same APR as you submitted to HUD.)
 - d. 1. If you did not meet all of the HUD-required performance goals, explain why.
- e. Any HUD Monitoring reports from 2012 - 2016. This must include any follow-up on deficiencies and any notices to pay back HUD funds.
- f. Most recent agency audit
- g. List of any funds, private or public, that your agency uses to support ANY program for homeless people. This could be other federal funds, foundation funding, etc (When listing foundation funding, it is not necessary to list the foundation **if** you have agreed to keep that funder anonymous, but if more than 1 is to be kept anonymous, please specify how many total anonymous foundations provide funding). Please don't forget sources like local or state ESG, CDBG, DOJ, FEMA, HHS, Medicaid, Medicare, etc. Please list approximate amounts for the most recent funding year for each of these funding sources.
- h. Match and leverage. ALL must be documented on letterhead dated between 5/1/2016 and 9/14/2016. Remember that, per the 2016 NOFA, Program Income is now considered match. You **MUST** meet the match requirement, and you are expected, by HUD and the CoC, to meet a 2:1 (or greater) leverage requirement.
- i. If you have not received HUD Continuum funds in the past 5 years, or have never received Continuum funds, please also submit
 - i. 1. the list of your Board of Directors,
 - i. 2. your IRS Determination Letter,
 - i. 3. a list of any federal funds your agency has been granted and any monitoring reports received from those funders,
 - i. 4. your 2015 and 2016 Agency Budgets,
 - i. 5. and your 3 most recent 990's.

Know that if the Continuum votes to rank a project submitted by your agency, there will also be a required meeting with your Board of Directors and they must submit a letter of support for your application, a letter that must include a minimum of 2:1 leverage for the project. Depending on the nature of your project, other documentation may be required.

A2: Calendar: Please note the dates and times for deadlines. There will be no exceptions to these dates and times. To reiterate: if the requested information is not in the One Roof office by the listed date and time, the project will not be included in the Consolidated Application to HUD.

- 1) **Wednesday, July 13, 2016 9am - 11am** Performance meeting/ NOFA discussion: If you intend to apply to renew a project or apply for new funding under the current NOFA, you are **STRONGLY** encouraged to attend this meeting. Remember that Quarterly Performance

meetings are **required** for all HUD CoC funded projects and are open to any One Roof member or member of the interested public.

- 2) **Monday, July 18, 2016 5:00pm:** Letter of intent to apply for a new project under the Permanent Housing Bonus is due to the One Roof office. Total budget, Housing Category, Population to be served, and Total number of clients to be served must be included in this letter of intent. Keep in mind that submission of a Letter of Intent does not guarantee that a completed application will be scored and ranked high enough to be submitted with the Consolidated Application. Remember that only current, participating One Roof members may submit applications for new or renewal funding.
- 3) **Monday, July 18, 2016 5:00pm:** All documents named in A1 above are due to One Roof. All must be submitted electronically.
- 4) **Monday, August 1, 2016 5:00pm:** Objective outcomes measurements will be sent to all One Roof members. Please carefully review this information so that you may effectively participate with the discussion and voting during the Membership Ranking and Scoring process on August 4, 2016
- 5) **Thursday, August 04, 2016, 2:00pm:** After the presentations by invited guests, membership will vote on ranking all projects. There will be some discussion, but please come prepared for that discussion. Only current One Roof members may vote.
- 6) **Friday, 5:00pm, August 05, 2016:** last day to submit renewal projects to One Roof via esnaps
- 7) **Thursday, 5:00pm, August 11, 2016:** last day to submit NEW projects to One Roof via esnaps
- 8) **Wednesday, 5:00pm, August 24:** last day for all new and renewal project applicants to be notified if the submitted project (new and renewal) will/ will not be included in the Consolidated Application.
- 9) **Friday, 11:59pm, September 9, 2016:** Complete consolidated application will be posted on the One Roof website at www.oneroofonline.org
- 10) **Wednesday, 5:00pm, September 14, 2016:** Complete consolidated application will be submitted to HUD via esnaps.

A.3. General Information and Gentle Reminders

Please understand that a particular document that One Roof will need to properly prepare the Consolidated Application may have inadvertently been left off this list; we will ask for said documentation and appreciate a rapid response. Your patience is appreciated as we all work through this increasingly challenging competition.

If you are the primary person working on renewal grants and you expect to be unavailable during any part of this process, please designate another person who will be knowledgeable and available for questions/ requests for information in your absence and share that contact information with One Roof.

There will be more specifics discussed during the Performance meeting next week, but remember that the CoC is NOT soliciting Transitional Housing projects or Supportive Services Only grants. While HUD has not announced the totals available for new Permanent Housing projects, a preliminary calculation for this CoC is approximately \$437,405 for new projects. The CoC is NOT soliciting a single grant of this size. Rather, we are interested in smaller grants that might be suitable for no more than 8 to 10 people, and grants suitable for only 3 to 5 people are welcome for submission. The CoC will accept for consideration ONLY applications for:

1. Permanent Supportive Housing projects that will serve 100% chronically homeless individuals and families and

2. Rapid Rehousing projects that will serve homeless individuals and families coming directly from the streets or emergency shelters, and include persons fleeing domestic violence situations and other persons meeting the criteria of [paragraph \(4\) of the definition of homelessness](#) (individuals and families who are fleeing, or are attempting to flee, domestic violence, dating violence, sexual assault, stalking, or other dangerous or life-threatening conditions that relate to violence against the individual or a family member).

Remember that all grants, new or renewal, are subject to the scrutiny outlined in the current NOFA which will include being put through the Ranking and Scoring process to determine ranking into Tier 1 or Tier 2. A complete, updated list of all objective criteria and past performance measures used in the ranking and scoring process will be posted on the [One Roof website](#) after the Performance meeting Wednesday, July 13, 2016.

If you have not done so already, please study the [NOFA](#) to and the [General Section](#). Pay close attention to the requirements that any housing provided/assisted with funding from this NOFA must comply with HUD's final rule, [Equal Access to Housing in HUD Programs Regardless of Sexual Orientation or Gender Identity](#). Please also see Notice CPD-15-02: [Appropriate Placement for Transgender Persons in Single-Sex Emergency Shelters and Other Facilities](#).

Contact Michelle Farley Michelle@OneRoofOnline.org for further information.