

# NEBRASKA Balance of State Continuum of Care 2011 Annual Application Process

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This document is intended to provide BoSCoC members with basic information about the BoS process and priorities for the review of projects and completion of the 2011 application for HUD funding.

## Goals for 2011 CoC Application

The following goals have been identified for the 2011 BoSCoC application for HUD funding:

- Submit an application that meets threshold and maximizes available funding for the BOSCO
- Access all available bonus funds for new permanent supportive housing projects
- Incorporate new projects that meet community needs in underserved areas
- Maximize the proportion of housing dollars to service dollars for new projects
- Increase partnerships with and leveraging of mainstream resources (e.g., Medicaid, SSI, SSDI, Food Stamps, etc.)
- Increase partnerships and linkages to other Federal homeless assistance and homelessness prevention funding (e.g., HPRP, ESG, VASH, SAMHSA, etc.)
- Prioritize higher performing eligible renewal projects (related to HUD performance measures)

## 2011 HUD NOFA

It is expected that HUD will release the Notice of Funding Availability (NOFA) for CoC Programs in spring 2011. The process and priorities reflected in this plan are contingent on the actual NOFA issuance date.

HUD will be using an electronic submission process, through *esnaps*, for CoC applications. The Nebraska Department of Health and Human Services (DHHS NHAP) is responsible for ensuring that the CoC is registered with HUD and that the BoSCoC application is submitted by the deadline and in the manner established by HUD. Approximately 14 days after the release of the NOFA, NHAP will host a training for prospective applicants, BoSCoC Subcommittee members, and other regional CoC representatives to review aspects of the NOFA, timelines established by HUD and timelines and requirements for the BoSCoC process.

### *Continuum Level Information*

Each of the five regional CoCs that make up the BoSCoC will be responsible for completing and submitting CoC-level information (i.e. Exhibit 1 information) in addition to all project-specific Exhibit 2 applications.

### *New Project Applications*

Organizations interested in submitting applications for new projects in the 2011 CoC application are required to complete a Letter of Interest and submit to NHAP by 5 pm, XXXXX, February, XX, 2011. Project sponsors with approved proposed project will then submit a full new project application (Exhibit 2) and submit to NHAP by 5 pm, XXXXX, XXXX, XX, 2011. The new project application form and instructions for completion and submission will be made available by NHAP.

Only applications for new permanent supportive housing for persons with disabilities projects (Supportive Housing Projects (SHP) or Shelter Plus Care (S+C) projects) will be considered for new project funding. In addition, all new projects are expected to participate in the Homeless Management Information System (HMIS) and adhere to HMIS participation and data quality requirements as established by HUD and/or NHAP.

New project applications (Exhibit 2s), along with logic models and CoC certifications, must be completed using forms to be issued by NHAP and emailed by XXXXXXXX, to NHAP at XXXXXXXX.

Members of the BoSCoC Subcommittee and NHAP will review all new project LOI's and applications and make recommendations to the CoC Committee concerning new project inclusion in the 2011 CoC Application. New projects that are chosen to be a part of the BoSCoC application will need to submit completed project application information through *esnaps* in the timeframe outlined for all BoSCoC projects (timeframe to be determined).

**Renewal Project Applications**

All renewal project grantees expected to seek renewal funding will be required to submit their most recent Annual Performance Report (APR) for review by 5pm, XXXXX XX, 2011. APRs should be emailed or faxed to NHAP directly (please do not send the instructions or worksheets portions of the APR). APRs will be reviewed for accuracy and to determine each project's performance on HUD's and Nebraska BoSCoC's key performance objectives and outcome measures.

Grantees should submit project applications (Exhibit 2) through *esnaps* for compilation with the entire BoSCoC application. NHAP will review applications for completeness and accuracy. Upon successful review, these projects will be included in the full BoSCoC application for HUD funding. The deadline for submission will be determined once the NOFA is released.

**Final CoC Application Submission**

After all regional CoC applications (Exhibit 1s) and project applications (Exhibit 2s) have been received and reviewed, NHAP will prepare the full BoS CoC application, including an Exhibit 1 that incorporates information from all the regional CoCs. Once the NHAP and BoSCoC Subcommittee have approved the application, NHAP will electronically submit the application via *esnaps* to HUD.

**2010-2011 Timeline**

Activity	Timeframe	Responsibility
Approve formation of BoS CoC and BoSCoC Subcommittee	July 2010	CoC Committee
Finalize BoS CoC Process Plan, including BoS CoC goals and performance expectations	June – September 2010	BoSCoC Subcommittee
Review HUD proposed regulations for HEARTH	TBD	Regional CoCs, NHAP, BoSCoC Subcommittee
Approve Final BoSCoC Process Plan & Timeline	October 2010	CoC Committee
Conduct PIT Count and HIC Inventory	January - February 2011	Regional CoCs, NHAP
NHAP notification of new project process and Letter of Interest process/timeline to prospective applicants and HMIS BOS Project Vendor application reviewed by subcommittee	January 2011	NHAP
New project LOI due to NHAP and HMIS Project Vendor application due to NHAP	February 2011	Project applicant
CoC Registration with HUD	TBD [poss March 2011]	NHAP
New project applications due to NHAP	March 2011	Project applicant

NHAP review/scoring of new project applications	April 2011	NHAP with BoSCoC Subcommittee
HUD NOFA published	TBD [spring 2011]	HUD
NHAP training for new/renewal applicants	TBD [spring 2011]	NHAP
Renewal project APRs due to NHAP	TBD [spring 2011]	Project applicant
Regional CoC Exhibit 1 information due to NHAP	TBD [spring 2011]	Regional CoCs
Compilation of BoS CoC Exhibit 1	TBD [spring 2011]	NHAP
BoSCoC Subcommittee review of BoS Exhibit 1, recommended new project(s), renewal project list	TBD [spring 2011]	BoSCoC Subcommittee
CoC Committee approval of Exhibit 1 and final new/renewal project list	TBD [spring 2011]	CoC Committee
Approved renewal/new projects' information due in <i>esnaps</i>	TBD [spring 2011]	Project applicant
NHAP review of renewal/new project information; technical corrections	TBD [spring 2011]	NHAP
BoS CoC Application submitted to HUD via <i>esnaps</i>	TBD [spring 2011]	NHAP