

Homeless Action Network of Detroit



2011 HUD Continuum of Care Application Process and Timeline Renewal & New Project Applications

The Homeless Action Network of Detroit (HAND) is responsible for leading and managing the decision-making and application process for the 2011 HUD Continuum of Care Homeless Assistance Funding application. HUD requires that the Continuum of Care (CoC) develop a process to determine whether projects up for renewal are (1) performing satisfactorily and (2) effectively addressing the needs for which they were designed. The CoC is also responsible for managing the application process for projects seeking new HUD funding.

This packet contains information about the process that will be used for the 2011 funding round. Currently funded HUD SHP and S+C projects that will expire during calendar year 2012 must request renewal funding in the 2011 funding process. Organizations seeking new HUD funding must also submit an application during this process.

The information presented here has been developed before the release of HUD's Notice of Funding Availability (NOFA). Therefore, the information presented here is subject to change depending upon the content of the NOFA.

All information and materials may also be found on HAND's website at www.handetroit.org, on the "Funding" page.

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2010 New Projects

HAND received notice in late April 2011 that the project submitted for new funding in the 2010 round was funded. This project is:

- NSO Bell Building (PSH): \$1,900,000
 - NSO is in the process of completing their Technical Submission for these funds
 - The funds will be used to support rehabilitation, services, and operating costs for the Bell Building
 - Once completed, the Bell Building will provide 155 units of PSH for homeless individuals

2010 Continuum of Care (Exhibit 1) Score

HAND received notice in late April of our 2010 Exhibit 1 scores. Our scores were as follows:

Scoring Category	Maximum Score (Points)	HAND's Score (Points)	Average Score (Nationally)
#1: CoC Housing, Services, and Structure	14	12.25	12.29
#2: Homeless Needs and Data Collection	26	21	19.82
#3: CoC Strategic Planning	22	17.75	16.94
#4: CoC Performance	32	24.5	22.38
#5: Emphasis on Housing Activities	6	6	3.98
Total CoC Score	100	81.5	

National Scores:

High Score: 91.25	Median Score: 75.42	Funding Line: 65
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2011 Timeline

The Continuum of Care Homeless Assistance NOFA from HUD has not been released; it is anticipated to be released in August. Therefore, the following dates and submission deadlines below are subject to change upon the release of the NOFA and the due date of the Exhibit 1 submission. Depending upon the due date of Exhibit 1, the timeline below may be shortened. Changes in dates will be communicated via email.

Please note there are separate submission deadlines for renewal and new projects.

Renewal Project Timeline	New Project Timeline
<ul style="list-style-type: none"> • July 26: CoC Homeless Assistance Grants meeting 	<ul style="list-style-type: none"> • July 26: CoC Homeless Assistance Grants meeting
<ul style="list-style-type: none"> • August (anticipated): <ul style="list-style-type: none"> ○ HUD NOFA released 	<ul style="list-style-type: none"> • August (anticipated): <ul style="list-style-type: none"> ○ HUD NOFA released
<ul style="list-style-type: none"> • August 12: Renewal project applications due by 4:00 PM 	
<ul style="list-style-type: none"> • August 26: Initial review/scoring complete 	
<ul style="list-style-type: none"> • Week of August 29: Applicants informed of initial project score and appeals process 	<ul style="list-style-type: none"> • September 9: New Permanent Housing Bonus Projects applications due by 4:00 PM
<ul style="list-style-type: none"> • Early – Mid September: Appeals process 	<ul style="list-style-type: none"> • Mid/Late September: Review, scoring complete
<ul style="list-style-type: none"> • Late September: Final renewal project scores 	<ul style="list-style-type: none"> • Late September: Final new project selection
<ul style="list-style-type: none"> • Early October: Exhibit 2s e-SNAPS submissions 	<ul style="list-style-type: none"> • Early October: New Project Exhibit 2s e-SNAPS submissions
<ul style="list-style-type: none"> • Mid October: Applications due to HUD (HAND submits via e-SNAPS) 	<ul style="list-style-type: none"> • Mid Late October: Applications due to HUD (HAND submits via e-SNAPS)

Renewal Project Funding

Renewal funding is not automatic. Renewal projects must demonstrate effectiveness in achieving identified program goals. Currently funded HUD SHP and S+C projects that will expire during calendar year 2012 must request renewal funding in the 2011 funding process. HAND's process for evaluation of renewal projects, including the scoring components are outlined below.

Renewal Project Scoring Overview

All renewal projects will be scored based upon the following components. There are a total of 100 points possible.

Scoring Component		Points Possible
#1	Program Performance Includes: Project Capacity (10) Leaving with Income (15) Project-specific Performance (30)	55
#2	Financial Performance	15
#3	HMIS Participation	20
#4	Consumer Satisfaction	5
#5	CoC Participation	5
Total Points Possible		100

Threshold: All SHP Projects must score at least 65 points (65%) to be renewed for funding.

Comparison of 2010 & 2011 Scoring

The point distribution for 2011 is slightly different than it was in 2010. In 2010 there were a total of 46 (43 plus 3 bonus points) possible. In 2011, there are 100 points possible. The chart below describes the changes in how the various components in the application will be weighted, given the revised scoring. Overall, the scoring for 2011 places an increased emphasis on program performance and HMIS performance.

	Criteria	2010 Points		2011 Points		Change
		Points	% of Total Points	Points	% of Total Points	
#1	Program Performance	20	47%	55	55%	Moderate increase
#2	Financial Performance	10	23%	15	15%	Moderate decrease
#3	HMIS Performance	5	12%	20	20%	Moderate increase
#4	Consumer Satisfaction	5	12%	5	5%	Moderate decrease
#5	CoC Participation	3	7%	5	5%	Slight decrease
#6	Bonus: Self Sufficiency Matrix	3	Bonus Points	N/A	N/A	See details on HMIS scoring component
	Total Possible	43+ 3		100		

Project Ranking

As with the 2010 competition, HAND is not required to rank renewal projects in the 2011 competition. Renewal projects are being scored for the purpose of identifying those projects not meeting the threshold score set by HAND.

Renewal Project Scoring Details

Component #1: Program Performance 55 Points

There are a total of 55 of points possible for program performance. Performance will be evaluated and scored using data from the program's most recently submitted APR for the last-completed contract year*. Projects will be scored on the following criteria:

All Projects

Program Capacity (10 pts)

Program capacity scored based on information reported on Part I, questions 1,2 and 3 of the APR
Capacity will be scored based on the following formula:

- 95% - 100% capacity: 10 points
- 85% - 94% capacity: 8 points
- 75% - 84% capacity: 6 points
- 65% - 74% capacity: 4 points
- 55% - 64% capacity: 1 point
- below 55% capacity: 0 points

Leaving with Income (15pts)

Applicants will be scored based on the percentage of people that leave the program with no income or other financial resources (includes employment income, benefits such as SSI/SSDI, TANF, etc.). Information will be taken from questions 2c (# of people who left program) and 11d (incomes sources at exit) of the APR.

The *lower* the percentage of people leaving with no income, the *higher* the score.

- 0% - 10 % : 15 points
- 11% - 20%: 12 points
- 21% - 30%: 9 points
- 31% - 40%: 6 points
- 41% - 50%: 3 points
- Above 51%: 0 points

* Projects that serve youth will be reviewed for program performance based on data given in APRs that are generated from HMIS using "13" as the legal age. See additional instructions for youth providers later in this document.

Project-Specific Components

Permanent Housing (PH) Projects

Projects will be scored on the percentage of participants who remain in PH projects for more than 6 months. This information will be gathered from question 12(a) and 12(b) of the APR.

- 85% – 100%: 30 points
- 70% – 84%: 10 points
- 60% – 69%: 5 points
- Below 60%: 0 points

Transitional Housing (TH) Projects

Projects will be scored on the percentage of participants who exit the program into permanent housing. This information will be gathered from question 14 on the APR.

- 70% – 100%: 30 points
- 60% – 69%: 10 points
- 50% – 59%: 5 points
- Below 50%: 0 points

Support Service Only (SSO) Projects:

SSO projects will be scored on *one* of the following criteria, based on the population served by the project. It is up to the project to identify which criterion (A, B, or C) is appropriate to their project. SSO projects that are unclear on which criterion to use should contact HAND staff for assistance.

Criterion A: For projects in which 100% of participants have already been placed into permanent housing at the time of enrollment in the program.

Percentage of people who remained in permanent housing for 6 months or more:

- 70% -100% : 30 points
- 60% - 69%: 15 points
- Below 60%: 0 points

Criterion B: For projects in which 100% of participants enter the program before being placed into permanent housing.

Percentage of people who were placed into permanent housing:

In the 2010 Exhibit 1, the CoC set the following performance goals:

- The percentage of people remaining in PH for 6-months or longer: 86%
 - CoC's goal was greater than HUD's goal of 77%
- The percentage of people moving from TH to PH: 71%
 - CoC's goal was greater than HUD's goal of 65%

For both of these goals the CoC set the bar higher than HUD's performance goal because the CoC was already performing at a higher rate.

- 65% -100% : 30 points
- 50% -64%: 15 points
- Below 50%: 0 points

Criterion C: For projects that serve a mix of participants – some of which have already been placed into permanent housing at the time of enrollment, and some of which are awaiting placement in permanent housing at time of enrollment.

1) Of those participants already in permanent housing when enrolled in the program, the percentage who remained in permanent housing for 6 months or more.

- 70% -100% : 15 points
- 60% - 69%: 8 points
- Below 60%: 0 points

2) Of those participants who were not in permanent housing at the time of enrollment in the program, the percentage who were placed into permanent housing.

- 65% -100% : 15 points
- 50% -64%: 8 points
- Below 50%: 0 points

Component #2: Financial Performance

15 Points

Financial performance will be monitored and scored based on the extent to which each project has expensed its annual budgeted HUD grant during its most recently completed project year. This information will be requested from HUD based on the financial information recorded on LOCCS. Scoring will be based on the following formula:

- 95% - 100% grant funding expensed: 15 points
- 85% -94% grant funding expensed: 10 points
- 75% -84% grant funding expensed: 5 points
- below 75% grant funding expensed: 0 points

Please note that any organization found to have less than 98% of their grant expended will also be required to provide an explanation of the situation to HAND and why some funds were recaptured. Depending upon the nature of the situation, the project or organization may be targeted for follow-up technical assistance. If HAND deems the nature of the recapture to be of significant concern, the project may not be submitted for renewal funding.

Component #3: HMIS Participation

20 Points

Projects will be scored based on the project's participation in HMIS. The HMIS score is broken down into several sub-components, as follows. HAND staff will be generating the reports necessary to determine the scores.

Sub-Component	Points	Note
a) Submission of an HMIS ServicePoint APR for the same timeframe as your most recently submitted APR to HUD.	1	<ul style="list-style-type: none"> Applies to: Project being submitted for renewal funding.
b) Data in ServicePoint APR is within 5% of the data in the APR submitted to HUD.	3	<ul style="list-style-type: none"> Applies to: Project being submitted for renewal funding.
c) Attendance at majority of Agency Administrator meetings during June 2010 – present.	1	
d) Completion of the Self-Sufficiency Matrix for at least 95% of all clients entering into the program.	4	<ul style="list-style-type: none"> Currently, HAND requires that all programs complete the SSM for all clients using at least the following domains: Income, Housing, Employment and Life Skills. Applies to: Project being submitted for renewal funding.
e) Number of clients in HMIS is not more than 105% or less than 65% of the number of clients on the Housing Inventory Chart for the AHAR Point-In-Time date of July 27, 2011.	4	<ul style="list-style-type: none"> HAND staff will generate this report; organization does not need to submit anything additional. Applies to: SHP – TH, SHP – PH, and S+C programs seeking renewal funding only.
f) Less than 25% of clients have an “unknown” destination when being exited from an SSO program.	4	<ul style="list-style-type: none"> Applies to: SHP - SSO programs only.
g) 95% of clients who have been entered into HMIS have an associated program entry.	4	<ul style="list-style-type: none"> Applies to: All of an agency's programs in HMIS, not just the project being

		submitted for renewal SHP/S+C funding.
h) Participation in January 2011 PIT as required.	3	<ul style="list-style-type: none"> Participation included having a team from the organization participate in the street count, conduct next-day interviews, and/or complete data entry in the HMIS for ES and TH programs.
Total Points Possible	20	

NOTE: Organizations that score poorly on the HMIS component (10 or less points out of the possible 20) will be targeted for follow-up technical assistance to help remedy the deficiencies. These organizations must commit to working with HMIS staff to resolve the deficiencies identified.

Component #4: Consumer Satisfaction & Participation 5 Points

Projects will be scored on their submission of the following items:

- Brief narrative statement of how the agency collects participant feedback and satisfaction: 2 points
- Brief narrative of the results of the agency or program’s most recent consumer satisfaction survey: 2 points
- Answer this question regarding consumer involvement in decision-making or other role within the organization:
 - Does the organization have a consumer(s) or former consumer(s) of its services involved in any of the following:
 - A position on the organization’s Board of Directors
 - A peer counselor (or similar role)
 - A consumer-led tenant advisory council (or similar role)

_____ Yes (1 point)

If “yes”, please briefly describe the nature of how the organization engages consumers or former consumers in the decision-making process or other role within the organization:

_____ No (0 points)

Component #5: Continuum of Care Participation

5 Points

A maximum of 5 points are available for an agency's participation in the Continuum of Care meetings during the time period of June 2010 to May 2011 (6 meetings total), based on the following scale:

- Organization represented at 5 or more meetings: 5 points
- Organization represented at 3 - 4 meetings: 3 points
- Organization represented at 2 meetings: 1 point
- Organization represented at 1 or fewer meetings: 0 points

Standard Performance Measures for 2012

Organizations that submitted an Exhibit 2 application for renewal SHP or S+C funding in 2010 were required to identify projected performance on several standard performance measures for the 2011 – 2012 project year. Organizations should be aware that they will be required to report on these performance measures in the APR they will submit for that project.

Likewise, organizations should be aware that HAND intends to incorporate into its scoring the project's performance on these standard performance measures for the 2012 CoC application.

SHP Renewal Project Threshold Score

In 2011, HAND will continue a scoring threshold for all SHP renewal projects. All SHP renewal projects must score at least 65 points (65% of 100) to be renewed for funding.

Projects that score less than 65 points will not be funded, depending on the outcome of the appeals process (described below). These dollars will be reallocated competitively to a new project (details below).

S+C Renewal Project Threshold Score

HAND will also be reviewing and scoring all S+C renewal projects using the same criteria as for SHP projects. However, because the funds for S+C projects cannot be re-allocated to a new project, if a S+C project falls below the funding threshold of 65 points (65% of 100), it will still be submitted for renewal funding, but will also be targeted for follow-up technical assistance to address deficiencies.

Logic Models

Renewal projects will not be required to submit a logic model in eSNAPS this year. These projects will also not need to submit a logic model to HAND.

Educational Assurances

As in 2010, applicants applying for renewal project funding will be required to answer two questions related to how the project ensures school-aged children staying in the program are enrolled in school and connected to educational services.

The answers given in these questions are not scored by HAND, nor will any response given influence the overall scoring of the project application. The information is being requested because the CoC is required to respond to these questions in the Exhibit 1. It is anticipated that HAND will compile all answers into one composite answer. See the renewal project application packet for details on these questions.

New Project Funding

HAND will be accepting applications for new projects in 2011. The funding for this new project(s) will come from our CoC's Permanent Housing Bonus Funding (formerly called Samaritan Bonus Initiative). There is approximately \$1,955,000 available for these new project(s).

HAND has not made a commitment to fund only one Permanent Housing Bonus Projects. The decision on how many and which project(s) to submit for funding will be made during the review process.

Reallocated Project Funding: New HMIS Dedicated Project

In the event that renewal project(s) do not pass the scoring threshold, and their appeal for continued funding is denied, HAND will re-allocate these funds to a new dedicated HMIS project. This new project will help to enhance and sustain HAND's current HMIS project, as well as support program evaluation and program performance activities. HAND would be the applicant and grantee of these funds for the HMIS project.

If the amount of funding available from the re-allocation process is more than what would logically be beneficial for a new HMIS project, HAND will look to the projects that applied for the Permanent Housing Bonus funds as potential recipients of the remaining re-allocated funds.

New Project Funding: Permanent Housing Bonus

HAND will be accepting applications for new projects, under the "Permanent Housing Bonus" (formerly known as "Samaritan Initiative Bonus"). This new project must meet the following criteria in order to be considered for funding:

- Be a Permanent Supportive Housing project (SHP-PH or Shelter + Care)
- Serve chronically homeless individuals or chronically homeless families
- Project applicant must have been providing services to the homeless for at least one year
- Applicant must currently be active in using the Homeless Management Information System (HMIS)

- Applicants must have been an active member of HAND for at least one year. For the purposes of this funding, “active” is defined as:
 - Attendance at bi-monthly membership meetings
 - Currently having up-to-date membership dues
- A representative of the organization must have attended the workshop on July 26, 2011

Supportive Housing Program Permanent Housing projects (SHP-PH) must:

- Be a two or three year project
- Total project requests must be a minimum of \$450,000 and a maximum of \$1,955,000
- A maximum of 20% of the amount requested may be used for supportive services
- A maximum of 5% of the amount requested may be used for administrative purposes
- If requesting funds for acquisition, construction, or rehabilitation, the total amount of these items must not exceed \$400,000.

Shelter + Care projects must:

- Be for 5 years
- Total project requests must be a minimum of \$450,000 and a maximum of \$1,955,000

Eligibility Information

In addition to the criteria identified above, the following table details eligible applicants and activities for Supportive Housing Program Permanent Housing (SHP-PH) and Shelter + Care (S+C):

Element	Supportive Housing Program Permanent Housing (SHP-PH)	Shelter + Care (S+C)
Eligible Applicants	<ul style="list-style-type: none"> • States • Units of general local government • Special purpose units of government (eg, PHA) • Private nonprofit organizations • Community Mental Health Centers that are public nonprofit organizations 	<ul style="list-style-type: none"> • States • Units of general local government • PHAs
Eligible Activities	<ul style="list-style-type: none"> • Acquisition • Rehabilitation • New construction • Leasing • Operating Costs • Supportive Services 	<ul style="list-style-type: none"> • Rental Assistance
Eligible Populations Served by Project	<ul style="list-style-type: none"> • Chronically homeless individuals • Chronically homeless families 	<ul style="list-style-type: none"> • Chronically homeless • Chronically homeless families

Target Populations

HUD allows all populations to be served through the Permanent Housing Bonus project. However, HAND is more narrowly defining the target populations for this project. For this project, eligible target populations include:

- Chronically homeless individuals AND/OR
- Chronically homeless families

HUD currently defines a chronically homeless person as: “an unaccompanied homeless individual with a disabling condition who has been continuously homeless for a year or more OR who has had at least four (4) episodes of homelessness in the past three (3) years”. HUD defines the term “homeless” as “a person sleeping in a place not meant for human habitation (e.g. living on the streets, for example) OR living in a homeless emergency shelter.”

HUD’s definition for chronically homeless at this time *does not* include families – only unaccompanied individuals. For the purposes of serving people in the Permanent Housing Bonus project, “chronically homeless families” refers to families in which the head of household meets the criteria for being chronically homeless (ie, long periods of homelessness and a disability).

Project Scoring and Selection

HAND’s project review committee will review and score the applications based on the components below. HAND’s Board of Directors will make the final decision on which new project(s) will be submitted to HUD. HAND reserves the right to submit more than one project depending on the quality and number of proposals submitted.

Permanent Housing Bonus projects will be scored based upon the following components. There are a total of 100 points possible. Details on these components are found in the “New Project Application” packet.

Scoring Component	Points Possible
Overall Quality of Project Design	15
Capacity/Experience of Project Sponsor, Staff, Key Personnel	15
Past Organizational or Project Outcomes	15
Project Budget	20
Project Leveraging	20
Consumer Satisfaction Narrative	3
Required Attachment(s)	2
Housing Emphasis	10
<i>Total Points Possible</i>	<i>100</i>

Project Scoring Threshold

All new projects must score at least 70 points in order to be considered for funding.

Project Leveraging Scoring Details

Projects will be scored based on written project leveraging commitments in comparison to amount of HUD funding requested.

Leveraging as percentage of HUD funding requested	Points
200%	20
101% – 199%	15
100%	10
76% – 99%	5
75% or less	0

Example: A project is requesting \$1,000,000 in HUD funding. This project would earn the following points depending on how much they report leveraging:

If leverage was...	Points would be...
\$2,000,000	20
\$1,010,000 - \$1,990,000	15
\$1,000,000	10
\$760,000 - \$990,000	5
\$750,000 or less	0

Housing to Services Scoring Details

New projects will be scored based upon the ratio of dollars in their budget that are for housing-based activities to those that are supportive services. “Housing” activities includes the budget items of acquisition, new construction, rehabilitation, leasing assistance, and operations. “Service” activities include the budget item of supportive services. Administrative dollars are excluded from these calculations.

- 90% or more of budget in housing activities: 10 points
- 80% to 89% of budget in housing activities: 5 points
- 79% or less of budget in housing activities: 0 points

New Project Selection

In general, the decision on the new project(s) to select for submission to HUD will be based upon project scores. In addition to the scores, the Project Review Committee may also take into consider factors such as:

- Project readiness
- Additional discussions or clarification provided by applicant organization if requested
- Any decision made regarding number of projects to submit

HAND's Board of Directors will reserve the right to make decisions on which project(s) should receive funding and/or the amount awarded based upon recommendations of the Project Review committee and/or the HAND Board of Directors.

Understanding SHP and S+C

For greater details on the Supportive Housing Program (SHP) and Shelter Plus Care (S+C), you are encouraged to visit HUD's Homeless Resource Exchange website at: www.hudhre.info. From there:

- Click on "Find a Resource" from the top menu bar
- The Search Resources screen will appear. In the Search Term(s) box, enter "Understanding SHP" or enter "Understanding Shelter Plus Care" (with no quotation marks)
- From there, a resource will come up that gives general overview of both programs.

There are several different components to the Supportive Housing Program:

- Permanent Housing (PH)
- Transitional Housing (TH)
- Supportive Services Only (SSO)
- Homeless Management Information System (HMIS)

However, new project applications are only being considered for the Permanent Housing component of SHP.

Potential applicants are encouraged to familiarize themselves with the Shelter Plus Care Program (S+C); however, please note, that non-profit organizations may not apply directly for the S+C program. The only eligible applicants for S+C programs are States, local units of government, or Public Housing Authorities.

Appeals Process

An appeals process will be available for SHP renewal projects that do not pass the scoring threshold (65 points).

- All appeals will be reviewed by a group established by HAND staff and Project Review Committee. Members of the Appeals Committee will not have any projects that receive HUD McKinney-Vento funding.
- Appeals must to be submitted in writing. Address all appeals to the Appeals Committee and submit the following details: the issue being appealed, the argument for overturning the score, and evidence to support the argument. Please ensure that your appeal is concise and included appropriate detail to process the review. Changes made to the program after application will not be considered.

- Deadlines and additional details for the appeals process will be outlined at a later date, once notice is given on the decisions of the Project Review Committee.
- All decisions made by the Appeals Committee will be final.

Instructions for Youth Serving Organizations

Organizations that serve as one of their target populations people who are below the age of 18 are required to submit an additional ServicePoint APR to HAND. These organizations are required to submit an APR from ServicePoint for the same time frame as their most recently completed grant year, however, when running the report the organization should change the legal age from “18” to “13”. Doing so will allow HAND to have a more accurate picture of the outcomes of the individuals who left the program during the program year.

This requirement applies to the following organizations/programs:

- Alternatives for Girls
- Catholic Social Services of Wayne County TIPS I and II
- Catholic Social Services of Wayne County Teen Empowerment Program
- Detroit Rescue Mission Ministries Teen Mom Program

HAND will use the data from this APR when reviewing program performance. HAND is making this accommodation for these youth-serving organizations in recognition that a number of clients under the age of 18 leave their programs, and ServicePoint only records in the APR the exit data for clients that are considered legal adults. Therefore, changing the legal age to 13 should more accurately reflect the disposition of all people who left the program, not just those ages 18 or older.

NOTE: Running the APR with this modified age is only for the purposes of this application. When submitting the APR to HUD, the legal age should be kept at “18”.

For additional assistance on how to run these APRs, the above mentioned providers are encouraged to contact Andrea Kuhn at andrea@handetroit.org, 313-964-3666 x4205 or Selwin O’Neal at selwin@handetroit.org, 313-964-3666 x4204.

APRs

Over the past year, HUD has been transitioning to having projects submit their Annual Performance Reports (APRs) in eSNAPS.

- Grantees with operating years ending between July 1, 2010 and May 31, 2011 were required to submit a Transition APR (T-APR) in eSNAPS within 90 days of the completion of the operating year.
- Grantees with operating years ending June 1, 2011 or later are required to submit a full APR in eSNAPS within 90 days of the completion of the operating year.

When submitted the requested APR to HAND, be sure that you are submitting the correct one. If you have questions, you may contact Amanda or Tasha.

Electronic Submission: e-SNAPS

As in previous years, all Exhibit 2 project applications will eventually be entered into e-SNAPS. If there are new staff within your organization who need access to e-SNAPS, or who will be using e-SNAPS for the first time this year, HAND recommends reviewing the documents and guidance available on the e-SNAPS resources website. This website may be accessed at:

- <http://esnaps.hudhre.info/> (note there is no “www” in this URL)

On this site, you will find guidance about how to:

- Add/Delete user from e-SNAPS (important if you will be having a new staff person access the system for the first time this year).
- How to obtain a DUNS number if your organization doesn't already have one.
- Additional guidance on navigating the e-SNAPS site.

It is important that you take the time to review the items on this site now, as there are some items (such as changing the Authorized Representative in e-SNAPS) that take time to complete if changes are needed.

HUD Listserv

HUD will distribute key information related to the Continuum of Care application process via the HUD Homeless Assistance LISTSERV. You are strongly encouraged to sign up for the LISTSERV at www.hudhre.info.

Material Delivery

All applications and material should be delivered to HAND to the Housing Resource Center (HRC) located at:

1600 Porter
Detroit, MI 48216

Applications may also be mailed to:
P.O. Box 3238
Highland Park, MI 48203

NOTE: If applications are mailed, applicants are responsible for ensuring the application arrives by the deadline (not just postmarked). Mailing of applicants is not encouraged.

Emailed or faxed application packets will not be accepted.

Application deadlines are given in the application packets.

Contact Information

If you have questions or need further information please contact Amanda Sternberg at amanda@handetroit.org or (313) 964-3666 ext. 4201 or Tasha Gray at tasha@handetroit.org or (313) 964-3666 x4202.

HEARTH Act & Future Implications

In May 2009, President Obama signed into law the Homeless Emergency and Rapid Transition to Housing (HEARTH) Act. The HEARTH Act is the first significant re-authorization of the McKinney-Vento Act in over 20 years.

In order to prepare for the full implementation of HEARTH, there are several items that providers should be aware of:

- There will be an increased focus on project performance
- Communities that are able to demonstrate their ability to reduce homelessness and quickly re-housing people will be eligible for additional funds
- The process by which agencies apply for funding through HAND may look different in the coming years

During the 2010 CoC application process, HAND had anticipated that some changes with the HEARTH Act would be implemented by the time of the 2011 application. Earlier this year, HUD sent out notice informing us otherwise.

On May 16, 2011, Ann Oliva – the director of the Special Needs Assistance Programs office at HUD – sent out a listserv message giving an update on the status of the HEARTH implementation. Below is a

portion of this message as it relates to the CoC programs (the full message may be found on the HUDHRE website):

2011 Continuum of Care Competition

Except for Emergency Solutions Grants, the appropriation language does not specifically provide funding to the other new programs authorized under the HEARTH Amendments. In other words, the FY2011 funds are made available to the current competitive programs rather than the new programs authorized under HEARTH. Additionally, the level of funding for the Homeless Assistance Programs overall would not allow HUD to implement many key provisions of the HEARTH Act. Therefore, HUD will not implement the new CoC program or the Rural Housing Stability Program in FY2011. We hope to have both the authority and the funds to more fully implement HEARTH in FY2012.

- HUD is confident that we have been appropriated enough funding to cover renewal programs even with the new ESG program at the higher level.
- The 2011 Continuum of Care competition will be handled as it has been in the past, including Exhibit 1 and Exhibit 2 for new and renewal Supportive Housing (SHP), Shelter Plus Care (S+C) and SRO Section 8 Moderate Rehabilitation (SRO) programs.
 - Funding for new projects will very likely be less than what we have awarded in the past, making the process for getting new projects even more competitive.
 - HUD will continue to announce the results of the CoC competition in two phases, with renewal awards being prioritized and announced within 60 days of the close of the competition.
- SNAPS intends to launch the Registration portion of the CoC competition in the next 30-45 days, and the application portion of the competition soon after Registration closes. This schedule will allow for renewal awards to be made before projects begin to expire in January 2012. (*Note: CoC registration has been completed as of July 25*).