



Palm Beach County

Continuum of Care Applicants New Project Application Instructions

Except where noted, all agencies applying for PBC CoC funds in the 2017 competition must submit the items listed below to be eligible.

The deadline for document submission is twelve (noon) on **June 2, 2017**. Documents must be delivered to Georgiana Devine; Program Manager - Human Services; 810 Datura Street; West Palm Beach, FL ;33401. Submit an original along with seven copies which must be bound.

Fatal Flaws

- **If an agency fails to turn in any of the above information by the DEADLINE, the project will not be ranked nor considered for HUD CoC funding.**
- **There will be NO exceptions made.**

Project Application:

- Applicants must complete a Project Application
- If chosen, then applicant must complete E-snaps application (HUD's online application system), when available.

Grantee Certification

- All applicants must certify that they will meet the PBC CoC expectations for grant reporting, program standards, performance, collaboration, community engagement, transparency, and grant monitoring. (Continuum of Care Grantee Certification document required)

Applicant Profile:

- Applicants must complete their Applicant Profile in esnaps and export it as a PDF, excluding all attachments.

Documentation of Match and Leverage:

- **Match:** a 25% cash or in-kind match is required for all budget components except leasing. Match is required for all projects.
- **Leverage:** to meet the standards of the PBC Continuum of Care (CoC) and Homeless and Housing Alliance (HHA), applicants must document one dollar in leverage for every one dollar requested from HUD. To receive maximum points, applicants must document three dollars for every one dollar requested from HUD. Leverage can be cash or in-kind. Leverage is required for all projects.
- **Documentation:** Cash and in-kind goods/property can be documented by signed letters on agency letterhead. HUD requires that in-kind services be documented by a memorandum of understanding (MOU) in place by the time of grant execution. For this application process, **you must submit a letter in place of the MOU**, provided the MOU will be in place by the time of grant execution.

- **Letters must meet the following criteria:**
 - Be on letterhead from the organization providing the contribution
 - Be signed and dated by an authorized official of the organization within 60 days of the application deadline for HUD
 - Contain the cash amount or dollar value of the in-kind contribution.
 - Contain the specific date the contribution will be made available and the time period during which the contributions will be available.
 - Contain the name of the applicant agency to which the contribution is being given.
 - Contain the specific grant name and the fiscal year.
 - Contain a description of the goods/services that will be provided (for in-kind contributions) or a description of what the funds will be spent on (for cash contributions).

Annual Performance Reports (APRs)

- PBC CoC Non-Conflict Grant Review committee requires that the agency's most recently submitted APR or an APRs be generated from HMIS (or comparable database) for an existing program and submitted with the application to apply. (These reports will be used to complete the 2017 CoC Scorecard for project ranking.) Applicants are also required to submit a Universal Data Quality Report from HMIS or Comparable Database for an existing program.

Determination of Certification with the Palm Beach County Consolidated Plan

- All agencies must certify on agency letterhead that they are in compliance with the Palm Beach County Consolidated Plan as it relates to homelessness and how the project fits into the Consolidated Plan.

Rapid Re-Housing Projects: Key Elements of RRH

- Applicants requesting rapid re-housing dollars from HUD must submit the RRH program eligibility requirements, a sample lease, program rules and client handbook.
- Provide a screen shot of your current "Project Portfolio" from eLOCCS documenting the current grant(s) amount awarded and the amount(s) expended to date.
 - If applicant has no current HUD funding, please provide a signed letter on agency letterhead stating such.

Organizational Chart

- Applicants requesting new project funding must submit an organizational chart demonstrating administrative capacity for the organization and services capacity for the proposed project.

Non-Profit Budget and Financial Audit

Applicants must submit their latest financial audit and management letter from an independent auditor.

- If an agency has not had an audit, it must submit a copy of its annual financial statements, including a profit and loss statement, from the last fiscal year.
- Submit a copy of the agency's total budget for the current fiscal year.

Board of Directors List and Minutes

- Applicants must submit a current list of the agency's board of directors.
- Applicants must submit a copy of the minutes for the three most recent board meetings.

Signature of CEO/Executive Director Required:

- The applicant's CEO / Executive Director must sign a copy of the CoC Project Application Instructions and turn said document in with the application for CoC funding.

Please sign and return the attached page below with your application.



2017 HUD CoC New Application Process for the Palm Beach County CoC.

I have read, understand and agree to comply with the 2016 Palm Beach County CoC Application Instructions and Project Scoring Tool.

Signature of CEO/Executive Director

Agency

Date