



# Palm Beach County

## Continuum of Care Applicants Renewal 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 five copies which must be bound.

### Fatal Flaws

- **If an agency fails to turn in any of the 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 the attached Project Application
- Applicants 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 (APR) & Universal Data Quality Report**

- PBC CoC Non-Conflict Grant Review committee requires that the agency’s APR/APRs be generated from HMIS (or comparable database) and submitted with the application to apply (The projects data from HMIS 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.

**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.

**Permanent Supportive Housing Projects: Key Elements of PSH/RRH**

- Applicants requesting permanent supportive housing or rapid re-housing dollars from HUD must submit the PSH or RRH program eligibility requirements, a sample lease, program rules and client handbook, if applicable.
- Provide a screen shot of your current “Project Portfolio” from eLOCCS documenting the previous grant amount awarded and the amount expended to date.
- Full Agency budget

**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 Application Process for the Palm Beach County CoC.**

**I have read, understand and agree to comply with the 2017 Palm Beach County CoC Application Instructions and Project Scoring Tool.**

\_\_\_\_\_  
**Signature of CEO/Executive Director**

\_\_\_\_\_  
**Agency**

\_\_\_\_\_  
**Date**