



**Virginia Balance of State  
HUD 2024 Continuum of Care  
Pre-Application (Due Date: **July 8th, 2024 at 11:59PM**)**

## Continuum of Care (CoC) Overview

The Department of Housing and Urban Development (HUD) CoC Program is authorized by the McKinney-Vento Homeless Assistance Act and is designed to:

- Promote a community-based solutions to ending homelessness;
- Provide funding to nonprofits, states, and local governments to prevent and quickly re-house individual and families experiencing homelessness;
- Minimize the trauma and dislocation that individuals, families, and communities experience as a result of homelessness; and
- Promote the effective utilization of mainstream resources

Localities across the country and within Virginia have organized into CoCs to develop community-based solutions for ending homelessness, and to apply for HUD CoC funding. A CoC is a community-based group composed of representation from a cross-section of providers, community entities, representatives of mainstream resources, and individuals from one or more locality that have joined together for these purposes. There are 16 separate CoCs in Virginia. The Virginia Balance of State (BOS) is one of these 16 CoCs.

The BOS CoC is a large Continuum that includes a significant number of rural communities as far east as the Eastern Shore of Virginia stretching to Southwest Virginia. As a result, the BOS CoC is organized into smaller local planning groups that meet regularly and work to address local needs.

<b>Virginia Balance of State CoC –Local Planning Groups</b>	
Lenowisco (Planning District 1)	Lee, Scott, Wise, and Norton
Cumberland Plateau (Planning District 2)	Buchanan, Dickenson, Russell, Tazewell, Washington, and City of Bristol
Hope Inter-Agency Council of Homelessness (Planning District 3)	Bland, Carroll, Grayson, Smyth, Wythe, and City of Galax
Housing Partnership of the New River Valley (Planning District 4)	Giles, Floyd, Montgomery (including Blacksburg and Christiansburg), Pulaski, and City of Radford
Foothills Housing Network (Planning District 9)	Culpeper, Fauquier, Madison, Orange, and Rappahannock
Southside (Planning District 13)	Brunswick, Halifax, and Mecklenburg
Heartland (Planning District 14)	Amelia, Buckingham, Charlotte, Cumberland, Lunenburg, Nottoway, and Prince Edward
Crater Area Coalition on Housing	City of Colonial Heights, Dinwiddie, City of Emporia, Greenville, City of Hopewell, City of Petersburg, Prince George, Surry, and Sussex
Valley Homeless Connection	Augusta, Highland, City of Staunton, City of Waynesboro, Bath, Rockbridge, Lexington, Buena Vista
West Piedmont Better Housing Coalition	City of Danville, Franklin, Henry, City of Martinsville, Patrick, and Pittsylvania

Northern Neck Middle Peninsula Housing Partnership (Planning Districts 17/18)	Lancaster, Westmoreland, Northumberland, Richmond County, Essex, Gloucester, Mathews, Middlesex, King and Queen, King William
Community Partners of the Eastern Shore (Planning District 22)	Accomack and Northampton

**CoC Application Process**

This application process is specific to the Virginia BOS CoC application. The BOS CoC application process consists of the following components:

- Registration
- Pre-Application (for new re-allocated projects)
- Pre-Application Evaluations and Feedback
- Notification of Funding Opportunity (NOFO)
- CoC Application
- Project Applications
- Project Ranking

*Pre-Application*

All parties interested in submitting an application for a new project MUST submit a pre-application to DHCD prior to July 8th, 2024 at 11:59PM (**subject to change with the release of the NOFO**). The pre-application submission must be in the format provided in this document. *Prior to submitting a pre-application grantees are encouraged to contact Dr. Darl Wilburn, Program Manager and Breanna Green, Program Administrator to discuss the project.*

*Pre-Application Evaluations and Feedback*

All pre-applications received by the due date will be evaluated by DHCD’s Homeless and Special Needs program team. Each pre-application will be reviewed and evaluated on the following criteria:

Project eligibility –the project must be an eligible activity type (for the pre-application eligibility will be rapid re-housing or any household type and permanent supportive house for chronic only). Please note the pre-application occurs prior to the release of the 2024 NOFO and eligibility activities may change. If projects other than rapid re-housing or permanent supportive housing are eligible once the NOFO is release, DHCD will notify the CoC and discuss the process to submit another type of project at that time.

Local need –the project must meet an unmet need within the local planning group. This must be supported by local planning data, including point-in-time count data and be considered by the local planning group to be a project consistent with meeting local needs.

Local Coordination –the project must be fully coordinated and integrated, as appropriate, within the local coordinated assessment system and linked to mainstream resources.

Project Feasibility –the project will be evaluated on its overall feasibility. This includes factors such as the status of other funding sources including, if applicable, match sources and the relative capacity of the provider and partners involved in the project.

2024 Priorities –The project will be evaluated on how it will quickly transition individuals and families to permanent housing and to what degree it is aligned with identified and specific BOS priorities.

1. To reduce the number of persons who become homeless,
2. To shorten the length of time persons are homeless, and
3. To reduce the number of persons that return to homelessness.

Please note that each project’s outcomes and housing focus will impact the overall HUD CoC application score and future funding levels.

Only projects that are submitted through the pre-application process will be considered eligible for the HUD CoC Application. Written feedback will be provided on each pre-application. Only projects submitted through the pre-application process regardless of feedback may be submitted as a HUD CoC new project application. Applicants may also request a technical assistance meeting for further guidance. Please contact Dr. Darl Wilburn at [Darl.wilburn@dhcd.virginia.gov](mailto:Darl.wilburn@dhcd.virginia.gov) and Breanna Green at [Breanna.green@dhcd.virginia.gov](mailto:Breanna.green@dhcd.virginia.gov).

#### *Registration*

DHCD, the lead organization, and each organization that is eligible to submit an application for the HUD CoC competition must register their organization in [eSnaps](#)

#### *Notification of Funding Opportunity (NOFO)*

The BOS CoC intends to conclude the pre-application process, including the written evaluations prior to the release of the 2024 NOFO (if possible). However, the specific release date is unknown as of the last revised date of this material. The NOFO will provide the HUD required process for the HUD CoC application including the application deadline. It will also specify eligible projects and HUD priorities. The 2024 BOS funding priorities are based on current state and federal homeless goals and should not vary with the 2024 NOFO.

#### *CoC Application*

The HUD CoC competition includes two primary parts:

- The CoC application
- Project application(s)

The CoC application, formerly known as Exhibit 1 is completed by the BOS CoC lead organization, the Department of Housing and Community Development (DHCD). This will include information about the CoC planning body (steering committee), governance structure, overall CoC performance, and the strategic planning process. This portion is scored by HUD and has impact on the amount of funding awarded through the overall process.

#### *Project Application*

All parties interested in submitting a project application for a new project must submit a pre-application to DHCD prior to July 8th, 2024 at 11:59PM.

Renewal and eligible new projects are completed in eSnaps by the project applicants.

Once the NOFO is released and eSnaps is open, renewal and new projects will receive further instructions from DHCD for completing their project renewal application.

The project application includes a description of the proposed project including details on who the project will serve, the type of housing that will be provided and what budget activities are being requested. All project applications must be entered into eSnaps by the due date (TBD) set forth by the steering committee in order to be ranked and not rejected by the CoC ranking committee.

### *Project Ranking*

The ranking committee will review all project applications meeting deadline requirements. The committee is composed of the Homeless and Special Needs Housing Program team members and LPG members. Projects will be ranked by the committee based on BOS funding priorities. The project rankings are then reviewed and approved by the Steering Committee. Applicants will receive notification of the outcome of the project ranking prior to the HUD specified deadline. Appeals to the ranking committee decisions must be received in writing within ten days of notification. All appeals must be on letterhead signed by the authorized authority for the applicant's organization.

### **2024 BOS Funding Priorities**

Overall the BOS CoC funding priorities are to:

1. Increase rapid re-housing resources
2. Increase the number of permanent supportive housing units – where data supports the need for chronic homeless units
3. Equity in delivery of services
4. Focus on housing and housing first
5. Reducing the number of individuals experiencing homelessness for the first time
6. Continued planning and coordination

Rapid re-housing projects for **Individuals or Families** will be a priority for the 2024 CoC application. These are projects that emphasize housing search and relocation services and short – and medium term rental assistance to move people experiencing homelessness as rapidly as possible into permanent housing.

Permanent supportive housing (for chronically homeless **Individuals or families**) – will be a priority for the 2024 CoC application. This is community based housing paired with services for formerly homeless individuals and families with disabilities living as independently as possible without a designated length of stay. Please note that the emphasis for new programs is on individuals experiencing chronic homelessness.

Equity in delivery of services will be a priority for the 2024 CoC application. In alignment with Virginia's Fair Housing Law, applicants have a duty to affirmatively further fair housing opportunities for classes protected under the Fair Housing Act. Protected classes include race, color, national origin, religion, sex, disability and familial status. Projects and applicants

will be evaluated based on how the project will contribute to the community's current efforts to deliver equitable services.

Focus on housing and housing first –new rapid re-housing and permanent supportive housing projects with a significant focus on permanent housing will be given a priority. These are projects where the HUD funding request is primarily for the housing component of the project.

Reducing the number of individuals experiencing homelessness for the first time will be a priority for the 2024 CoC application. Projects will be evaluated on their ability to provide support in connecting individuals with natural and mainstream supports in lieu of entering the homelessness system.

Planning and coordination resources - CoC responsibilities have grown since the Hearth Act regulations have been enacted. These responsibilities include but are not limited to the implementation of performance measures, and a coordinated assessment system. As a result, new project applications for planning and coordinated assessment will be submitted by the CoC lead agency.

### **Eligible New Projects/Activities**

The BOS CoC is soliciting new project applications for rapid re-housing, permanent supportive housing, and supportive services only projects. All project types target individuals and families and families experiencing homelessness. Please note that the eligible project and activity information is based prior guidance, *thus subject to change with the final 2024 NOFO*.

#### *Permanent Supportive Housing*

Eligible new permanent supportive housing projects must increase the number of available units for individuals and/or families experiencing chronic homelessness. This is community-based housing without a designated length of stay that permits individuals or families that formerly experienced homelessness to live as independently as possible. Services must be available, but may not be required.

Eligible activities under this project type include:

- Project Administration (limits apply)
- Supportive services including case management
- Leasing\*
- Rental Assistance\*
- Operating Costs

**\*Please note projects cannot have both leasing and rental assistance.\***

Project administration –up to ten percent of any grant may be used for project administrative costs related to project planning and execution. Eligible costs included:

- General management
- Oversight
- Coordination

- Training on program requirements

Supportive services costs –includes costs of providing the services, the salaries and benefits of the staff providing the services, and any required materials and supplies. Match requirement of 25 percent applies. Eligible services are limits to:

- Annual assessments of service needs
- Assistance with moving costs
- Case management
- Child care
- Education services
- Employment assistance
- Job training
- Food
- Housing search
- Counseling services
- Legal services
- Life skills training
- Mental health services
- Outpatient health services
- Substance abuse treatment
- Transportation
- Utility deposits

Please note that services must be available and designed to meet the needs of the participants. Participation in services must not be required. Projects funding requests are evaluated based on the utilization of mainstream resources and overall permanent housing focus.

Leasing – funds may be used to lease property or portions of property, for use in providing housing or to provide supportive services. Rents paid must be reasonable to rents for comparable spaces. Program participants must have occupancy agreements or subleases. While the grantee may charge an occupancy fee (not more than 30 percent of household income), they may not charge a program fee. In the case of leasing, the lease is between the grantee and the property owner. Leasing fees may not be used to lease units or structures owned by the grantee, subgrantee, their parent organization, a subsidiary, or partner organization. No match requirement applies.

Rental assistance – Is tenant –based, project-based, or sponsor-based rental assistance. It must be administered by a unit of local government or public housing authority. The grant amount is based on the number and size of the units requested, and the Fair Market Rent (FMR). Program participants must have a lease with the property owner. A match requirement of 25 percent applies.

Operating costs –Funds may be used to pay the operating costs of a permanent supportive housing project within a single structure or individual housing units. Funds may not be used for mortgage payments. Operating costs funds may not be used in the same project where rental assistance funds are being applied. Eligible costs include:

- Maintenance
- Repair of housing
- Property taxes and insurance
- Scheduled payments to a reserve for replacement of major systems of the housing
- Building security
- Utilities
- Furniture
- Equipment

A match requirement of 25 percent applies.

### *Rapid Re-housing*

Rapid re-housing projects must be designed to help individuals and families experiencing homelessness move as quickly as possible into permanent housing and achieve stability in housing. Please note rapid re-housing is limited to literally homeless households. These are households who at intake lack a fixed, regular, and adequate nighttime residence. This includes those currently residing in a shelter and those exiting an institution (where they resided temporarily) with no housing resources. These projects provide short-and/or medium-term assistance up to 24 months. The program participants keep the housing when the assistance ends.

This is community-based housing without a designated length of stay that permits individuals or families that formally experienced homelessness to live as independently as possible. Services may not be required, however case management must be provided at least once monthly.

Eligible activities under this project type include:

- Project Administration (limits apply)
- Support services including case management (limits apply)
- Rental Assistance

Project administration –up to ten percent of any grant may be used for project administrative costs related to project planning and execution. Eligible costs include:

- General management
- Oversight
- Coordination
- Training of program requirements

Supportive services costs –include costs of providing the services, the salaries and benefits of the staff providing the services, and any required materials and supplies. Match requirement of 25 percent applies. Eligible services are limits to:

- Annual assessments of service needs
- Assistance with moving costs
- Case management
- Child care
- Education services



- Employment assistance
- Job training
- Food
- Housing search
- Counseling services
- Legal services
- Life skills training
- Mental health services
- Outpatient health services
- Substance abuse treatment
- Transportation
- Utility deposits

Please note that services must be available and designed to meet the needs of the participants. Participation in services must not be required. Projects funding requests are evaluated based on the utilization of mainstream resources and overall permanent housing focus.

Rental assistance – Is tenant –based, project-based, or sponsor-based rental assistance. It must be administered by a unit of local government or public housing authority. The grant amount is based on the number and size of the units requested and the Fair Market Rent (FMR). Program participants must have a lease with the property owner. A match requirement of 25 percent applies.

*Projects seeking funding for Supportive Services Only and Joint Component Transitional-Rapid Rehousing are required to meet with DHCD to discuss eligible activities and project design.*

# Virginia Balance of State HUD Continuum of Care Pre-Application 2024

Deadline: July 8th, 2024 at 11:59PM.

Email to Dr. Darl Wilburn, [darl.wilburn@dhcd.virginia.gov](mailto:darl.wilburn@dhcd.virginia.gov) and Breanna Green,  
[breanna.green@dhcd.virginia.gov](mailto:breanna.green@dhcd.virginia.gov)

Email confirmations will be sent for each submission.

## Project Description

Project Type	Check one
<b>Rapid Re-housing (including T-RRH)</b>	<input type="checkbox"/>
<b>Permanent Supportive Housing</b>	<input type="checkbox"/>

1. What is the target population?
  - A. Is the target population of this project survivors of domestic violence, dating violence, sexual assault, or stalking who are defined as homeless?
2. How many households/units will this project serve (annually)?

	Request	Match	Match requirement
Administration (10% max)			
Operating Costs (if applicable)			(25%)
Leasing (if applicable)			
Rental Assistance			(25%)
Services			(25%)

3. What will be the match source and detail the timing of when it will be received? Provide match source.
4. What key partnerships are needed to establish this new project and how are you currently working with these partners?
5. Brief description of the project (including how this project will be coordinated with other local resources), Provide as many details as possible.

### **Local Need:**

6. How will the project be integrated into the coordinated entry/assessment process?

7. How were stakeholders (i.e. persons with lived expertise, local planning group partners, local planning group board, etc.) engaged in the development of this project?
8. How will this project contribute to the efforts your community is implementing to address racial equity in your LPG region? Provide examples.
9. For PSH Projects ONLY: Please provide information on the number of individuals who are experiencing chronic homelessness in your LPG and the number of PSH units available in your community.

### **Attachments**

If applicable, the following attachments should be included with your pre-application:

- Letter of support from local planning group (must be someone other than applicant)
- Current applicant organizational budget and project budget including match
- Draft M.O.U. from any key partners
- New Applicants – A copy of the organizations Code of Ethics/Conduct