

Portsmouth Homeless Action Consortium FY 2016 NOFA Policy and Process

This document describes the Policy and Process by which the Portsmouth CoC, VA507, will operate and follow for the development of applications and to approve the submission of applications in response to the FY2016 Continuum of Care NOFA (NOFA) published June 28, 2016.

FY 2016 NOFA Process

PHAC designates Portsmouth Area Resources Coalition (PARC) as the collaborative applicant and will submit one application. PARC will supervise a grant writer, selected by the CoC, to assist with the collection of all data, combination and submission of the required application into e-snaps. The final responsibility to submit the application by September 14, 2016 remains with PARC and the CoC.

The PHAC ranking committee will review new, renewal and bonus application submissions. Projects will be ranked for funding in accordance with HUD's review and ranking strategies identified in the NOFA. The PHAC Ranking Committee will recommend projects for funding along with ranking priority to the PHAC Executive committee by August 11, 2016. PHAC Executive Committee will approve projects at the Executive Committee meeting held on August 11, 2016. The grant writer and PARC will enter the data into e-snaps and verify correctness of data entered by September 12, 2016.

PARC is responsible for the actual submission of the application to HUD no later than September 14, 2016 7:59 pm EST. PARC will publish the public announcement of the submitted application no later than September 14, 2016 7:59 pm EST. Proposed publication sites are the HER Shelter website, the City of Portsmouth website and the PARC Facebook and/or website. Any PHAC member agency can request via email to phac@parc.hrcocmail.com, that the announcement be posted on their website/facebook page. Requests must be received by September 12, 2016.

Eligible projects must provide homeless services as described in the NOFA, within the designated geographic area of Portsmouth, VA, in accordance with the PHAC Coordinated Services Policies and agree to the governance policies of PHAC.

All renewal and new project applications must be submitted to PHAC Planning and Policy Committee by August 8, 2016 4 pm Est. This date is more than 30 days before the before the NOFA application deadline of September 14, 2016. New projects may be considered and funded through reallocation of funds from low performing projects or through the permanent housing bonus as identified by HUD. Maximum available funds for bonus project is \$50,294.

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All project applicants must present their applications to the PHAC Ranking Committee on Wednesday, August 10, 2016 at Portsmouth Department of Social Services, 1701 High Street, Portsmouth, VA 23704, 4th FL. at 10:00am.

The PHAC Policy and Planning Committee will notify, in writing (via email) all project applicants who submitted their project applications to PHAC by August 8, 2016, will be accepted and ranked on the PHAC Priority Listing, rejected, or reduced no later 15 days (August 31, 2016) of the NOFA application deadline of September 14, 2016. If a project application is rejected or reduced, the PHAC Planning and Policy Committee will indicate the reason(s) for the rejection or reduction. If a project applicant believes they were denied the opportunity to participate in the local PHAC planning process in a reasonable manner and were rejected or reallocated, may appeal the rejection directly to HUD by submitting as a Solo Applicant prior to the application deadline of September 14, 2016.

PARC, as the collaborative applicant and HMIS lead, will apply for Continuum of Care planning activities and HMIS activities. PARC will solicit information from PHAC members on what allowable activities should be funded by these grants.

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FY 2016 NOFA Process Policy

The following PHAC priorities are be the HUD priorities as announced in the NOFA.

1. Create a systemic response to homelessness.
2. Strategically allocate resources.
3. End chronic homelessness.
4. End family homelessness.
5. End youth homelessness
6. End veteran homelessness.
7. Use a Housing First Approach.

Project Ranking will follow ranking by performance measures as identified in the NOFA.

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**Following is the Federal Register Rules used to create
The Portsmouth Homeless Action Consortium
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§ 578.9 Preparing an application for funds.

(a) The Continuum must:

(1) Design, operate, and follow a collaborative process for the development of applications and approve the submission of applications in response to a NOFA published by HUD under § [578.19](#) of this subpart;

(2) Establish priorities for funding [projects](#) in the geographic area;

(3) Determine if one application for funding will be submitted for all [projects](#) within the geographic area or if more than one application will be submitted for the [projects](#) within the geographic area;

(i) If more than one application will be submitted, designate an [eligible applicant](#) to be the [collaborative applicant](#) that will collect and combine the required application information from all [applicants](#) and for all [projects](#) within the geographic area that the Continuum has selected funding. The [collaborative applicant](#) will also apply for Continuum of Care planning activities. If the Continuum is an [eligible applicant](#), it may designate itself;

(ii) If only one application will be submitted, that [applicant](#) will be the [collaborative applicant](#) and will collect and combine the required application information from all [projects](#) within the geographic area that the Continuum has selected for funding and apply for Continuum of Care planning activities;

(b) The Continuum retains all of its responsibilities, even if it designates one or more [eligible applicants](#) other than itself to apply for funds on behalf of the Continuum. This includes approving the Continuum of Care application.