



DEPARTMENT OF PLANNING & DEVELOPMENT  
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September 17, 2021

To Whom it May Concern,

The Cabell Huntington Wayne Continuum of Care (CHWCoC) has been notified that funding is available through HUD for the FY2021 CoC Program Competition. The amount of funding available is \$3,405,079 which includes funding for the renewal of existing programs, including CoC Planning. The CoC bonus is \$149,091, and the domestic violence bonus is \$265,232.

The CHWCoC is seeking **LETTERS OF INTENT (LOI)** for this funding by 4:30 PM on Friday, October 1, 2021, for **NEW** and **RENEWAL** applicants. This is a **mandatory** step for project funding.

PROJECT APPLICATIONS for all **NEW AND RENEWAL PROJECTS** must be submitted in Esnap by Friday, October 15, 2021, at 4:30 pm.

Applicants who are not chosen for submission will be notified by Friday, October 29, 2021.

The CHWCoC places priority on permanent housing projects, including PSH and RRH, that serve those that are experiencing unsheltered homelessness, victims of domestic violence, those who are chronically homeless, those who have SUD, families, and unaccompanied youth. Bonus and reallocated funds may be used: 1) to create new permanent supportive housing; 2) to create new rapid rehousing projects; 3) to create new joint transitional housing to rapid rehousing projects. Funds allocated for the domestic violence bonus may be used: 1) to create new permanent housing-rapid rehousing projects; 2) to create new joint transitional housing to rapid rehousing projects; 3) for supportive services only for coordinated entry.

Eligible Project applicants include nonprofit organizations, states, local governments, and instrumentalities of state and local governments, and public housing agencies. For-profit entities are not eligible to apply for grants or to be sub-recipients of grant funds. All project applicants seeking funding under this NOFA **must have a DUNS number and include the number in your letter of intent**. All project applicants seeking this funding must also have an active SAM (System for Award Management) registration. (SAM replaces the Central Contractor Registration (CCR). Go to [www.SAM.gov](http://www.SAM.gov) for more information.

To learn more about the process and to gain a better understanding of the allowable programs, you may access the Notice of Funding Opportunity for the Continuum of Care Program Competition on the US Department of Housing and Urban Development's website at [CoC Program Competition | HUD.gov / U.S. Department of Housing and Urban Development \(HUD\)](http://CoC Program Competition | HUD.gov / U.S. Department of Housing and Urban Development (HUD)) . To learn more about the CHWCoC and to

obtain a copy of the Strategic Plan for the Continuum, you can contact Malinda Morello at [malindamorrello@gmail.com](mailto:malindamorrello@gmail.com).

All project applications must be submitted in e-SNAPs by October 15, 2021. The CHWCoC has a Prioritization and Evaluation Committee that will review and accept, reduce, or reject all project applications. CHWCoC's 2021 ranking criteria will be posted publicly on Friday, September 24. All applicants will be notified of the ranking results by Friday, October 29.

Letters of Intent should be prepared on agency letterhead and 1) sent to Amanda Coleman, CoC President, Cabell-Huntington Coalition for the Homeless, 627 4<sup>th</sup> Avenue, Huntington, WV 25701; or 2) e-mailed to [amanda.coleman@harmonyhousewv.com](mailto:amanda.coleman@harmonyhousewv.com).

Letters for **NEW** projects must include the following:

- 1) The program for which you are applying;
- 2) The amount of funds you are requesting;
- 3) The number of people you propose to serve annually;
- 4) Any special target populations you are proposing to serve;
- 5) A brief description of the project;
- 6) The name, email and phone number for the project's key contact person.

Letters for **RENEWAL** projects must include the following:

- 1) The program and grant ID number for which you are applying;
- 2) The amount of funds you are requesting;
- 3) Any changes you intend to make in the upcoming year;
- 4) The name, email and phone number for the project's key contact person.

Letters of Intent must also contain agreement to the following:

- 1) All clients served by the project must meet the homeless criteria as established by HUD.
- 2) Recipient will enter client data into the CHWCoC HMIS system.
- 3) Recipient will spend funding (should it be received) in a timely fashion, drawing project funds on a quarterly basis at the minimum.
- 4) Recipient will complete all reporting requirements as required by HUD and the CHWCoC according to the due dates established.
- 5) Proposed project's assistance will include assisting program participants to achieve and maintain independent living and establishing a record of success (including but not limited to maintaining permanent housing for more than 6-months, employment, connection with mainstream resources, etc.).
- 6) Project will meet the project eligibility requirements and project quality thresholds of the FY 2021 Notice of Funding Availability for the 2021 CoC Program Competition.
- 7) Recipient will provide a signed Certification of Consistency with the Consolidated Plan (Form HUD-2991) (if the applicant is not a state or unit of local government) that the application for funding is consistent with the jurisdiction's HUD-approved consolidated plan. The certification of consistency means the jurisdiction's plan shows need, the proposed activities are consistent with the jurisdiction's strategic plan, and the location of the proposed activities is consistent with the geographic areas specified in the consolidated plan.
- 8) Recipient will participate in the annual point-in-time count, conducted during the last week in January.

9) Successful letters of intent for **any new projects** will also include agreement to provide a completed Project Application in accordance with the requirements outlined by HUD, including all required forms and certifications.

Esnaps technical assistance is available by emailing [esnaps@hud.gov](mailto:esnaps@hud.gov) . You may direct questions pertaining to the NOFO, competition, and applications to [COCNOFO@hud.gov](mailto:COCNOFO@hud.gov) . Please direct any additional questions to Melinda Midkiff at [mmidkiff@cityofhuntington.com](mailto:mmidkiff@cityofhuntington.com) or by calling 304-696-4486 x2050.

Melinda Midkiff, Chair  
CHWCoC Prioritization and Evaluation Committee

**Time Frame at a Glance**

September 24, 2021	2021 Project Application Ranking Criteria will be posted to the CoC's Facebook page @ <a href="#">Cabell Huntington Wayne Continuum of Care   Facebook</a>
October 1, 2021, by 4:30 PM	Letter of Intent to <a href="mailto:amanda.coleman@harmonyhousewv.com">amanda.coleman@harmonyhousewv.com</a>
October 15, 2021, by 4:30 PM	Project Application for new and renewal projects submitted to e-snaps
October 29, 2021	Projects Rejected, Reduced, or Accepted and Ranked will be Notified