



DEPARTMENT OF PLANNING & DEVELOPMENT  
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July 30, 2022

To Whom it May Concern,

The Cabell Huntington Wayne Continuum of Care (CHWCoC) has been notified that supplemental funding is available through HUD to address unsheltered homelessness. The amount of funding available to our CoC is \$1,809,679. CHWCoC will prepare a consolidated application for funds and submit individual project applications under the Unsheltered Homelessness Set Aside. The purpose of these funds is to support communities in an effort to understand and reduce unsheltered homelessness.

Under this Special NOFO, HUD will fund new projects in these components: permanent housing (including rapid rehousing and permanent supportive housing); joint transitional housing and rapid rehousing; supportive services only; and HMIS. Projects must serve individuals and families who are defined as homeless under 24 CFR 578.3. The CHWCoC places priority on projects with targeted efforts to reduce unsheltered homelessness. These projects must be grounded in the Housing First philosophy and implement coordinated approaches (leveraging mainstream housing and healthcare resources), to improve services engagement, health outcomes, and housing stability among highly vulnerable unsheltered individuals.

The CHWCoC is seeking **LETTERS OF INTENT (LOI)** to apply for projects through this funding by 11:59pm on Wednesday, August 10, 2022. This is a **mandatory** step for project funding.

Eligible Project applicants include nonprofit organizations, states, local governments, and instrumentalities of state and local governments, public housing agencies, and faith-based organizations. 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 NOFO must have a valid Unique Entity Identifier (UEI). **The UEI number must be included in your letter of intent.** All project applicants seeking this funding must also have an active SAM (System for Award Management) registration. Go to [www.SAM.gov](http://www.SAM.gov) for more information.

To learn more about the process or to gain a better understanding of the allowable programs, you may access the Notice of Funding Opportunity for the Continuum of Care Supplemental to Address Unsheltered and Rural Homelessness (Special NOFO) on the US Department of Housing and Urban Development's website at [Continuum of Care Supplemental to Address Unsheltered and Rural Homelessness \(Special NOFO\) | HUD.gov / U.S. Department of Housing and Urban Development \(HUD\)](http://Continuum of Care Supplemental to Address Unsheltered and Rural Homelessness (Special NOFO) | 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 Morrello at [malindamorrello@gmail.com](mailto:malindamorrello@gmail.com).

Letters of Intent should be prepared on agency letterhead and emailed to both Amanda Coleman, CoC President, at [NOFO@harmonyhousewv.com](mailto:NOFO@harmonyhousewv.com) AND Malinda Morrello, CoC Steering Consultant, at [malindamorrello@gmail.com](mailto:malindamorrello@gmail.com).

**Letters of Intent to Apply for a project through this NOFO must include the following:**

- 1) The program component 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) Acceptance of the CHWCoC recipient requirements (listed below);
- 7) The name, email address, and phone number for the project's key contact person.

**CHWCoC Recipient Requirements include 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 and will participate in the reporting process, such as PIT, HIC, or other data workgroups.
- 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 2022 Notice of Funding Availability for the Continuum of Care Supplemental to Address Unsheltered and Rural Homelessness.
- 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 provide volunteers from among their staff to participate in the CoC's annual point-in-time count during the last ten days of January.
- 9) Recipient must agree to provide a completed Project Application in accordance with the requirements outlined by HUD, including all required forms and certifications.
- 10) Recipient must agree to active membership in the CHWCoC, including providing executive level representation on the CoC Steering Committee, active participation in monthly CoC general meetings, and agency representation in the Housing First and HMIS subcommittees. Further, the recipient must actively participate in at least 80% of the NOFO workgroups (weekly meetings during the application process).
- 11) Recipient must nominate a person to serve on the CoC's Inclusivity Committee, which will meet quarterly. Members of this committee will receive a stipend for their participation. The CoC is seeking members with recent lived homelessness experience and representatives from communities who are overrepresented or underserved among people experiencing homelessness. Nominees to this committee must be people of color, people who identify as LGBTQ+, people living with disabilities (including SUD, SMI, COD), people who have been arrested or incarcerated, veterans, youth, or seniors, preferably with current or recent lived experience.
- 12) Recipients must implement the CHWCoC's anti-discrimination policies.

**Individual PROJECT APPLICATIONS** must be fully completed in e-snaps, and a PDF export of the application must be emailed to [NOFO@harmonyhousewv.com](mailto:NOFO@harmonyhousewv.com) AND [malindamorrello@gmail.com](mailto:malindamorrello@gmail.com) by 11:59pm on Wednesday, August 31, 2022.

All project applications must be fully submitted in e-snaps by 11:59pm on Friday, September 24, 2022.

All project applications will be ranked by the CoC’s Prioritization and Evaluation (P&E) Committee, in line with HUD’s Policy Priorities outlined in the notice and the CoC’s policies and procedures for ranking. CHWCoC’s 2022 ranking policies will be posted publicly on Friday, September 16. All applicants will be notified of the ranking results by 11:59pm on Friday, September 30, 2022.

E-snaps 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 [SpecialCoCNOFO@hud.gov](mailto:SpecialCoCNOFO@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**

<b>Due Date</b>	<b>Item</b>	<b>Submission/Notification Platform</b>
August 10, 2022 By 11:59PM	Letters of Intent	Email - Letter
August 31, 2022 By 11:59PM	Fully Completed Project Applications	Email - PDF Export
September 16, 2022 By 11:59PM	2022 P&E Ranking Policies	CoC listserv and posted online
September 24, 2022 By 11:59PM	Submission of Project Applications	E-snaps
September 30, 2022 By 11:59PM	P&E Ranking Results Published	Email to project applicants, CoC listserv, and posted online
October 17, 2022 By 11:59PM	Posting of Completed Consolidated Application and Priority Listing	CoC listserv and posted online
October 20, 2022 By 8:00PM	Consolidated Application and Priority Listing Due	E-snaps