

**Prince George's County Continuum of Care  
Homeless Services Partnership**  
[www.pgchsp.org](http://www.pgchsp.org)

**ANNOUNCEMENT**

**Fiscal Year 2005 "SuperNOFA"**

The Prince George's County Continuum of Care, CoC is pleased to announce the Housing and Urban Development (HUD) Fiscal Year 2005 "SuperNOFA" (Notification of Funding Availability), which includes funding opportunities for local government and nonprofit organizations.

To apply for this funding an applicant must be familiar with the County's Continuum of Care and in compliance with its established planning process and procedures. On December 13, 2002 the Prince George's County CoC Community voted and adopted written procedures to apply for funding under the HUD CoC Applications Process. The procedures were revised 02/10/05. The criteria is as follows:

**A. New Members/Applicants:**

1. New members and applicants are required to attend an official once-a-year "HSP – CoC New Member Orientation and Training."
2. New members applicants who intend to propose ideas and concepts to match the COC Gaps must be active members of the HSP having attended at least five meetings between May-December of the next year. They must be knowledgeable of Prince George's County Continuum of Care components, and must be able to articulate during the February HSP meeting, how their proposed project will match a COC need.

**B. Current Members/Applicants**

3. All current members and providers who intend to propose ideas and concepts to match the COC Gaps must be active members of the HSP having attended at least five meetings between May-December of the next year. They must be knowledgeable of Prince George's County Continuum of Care components, and must be able to articulate during the February HSP meeting, how their proposed project will match a COC need.
4. During the last quarter of the calendar year, COC providers will be encouraged to come forward to propose ideas and concepts to match the needs of the COC gaps through a one page formatted "Letter of Intent to Submit an Application." This required **document is due on or before December 31<sup>st</sup> of the preceding application year.** (Or if applicable, by a date determine by the HSP.) This document will assist the HSP/COC Group in identifying the number and nature of the proposed projects, assess projected amount request, and identify number of new/renewal applicants for the upcoming U.S Department of Housing and Urban Development HUD Application.
5. Renewal projects will be required to prove their level of participation in the HMIS system by submitting a HUD 40118 form printed through Homeless Management Information System HMIS. (This document is in addition to the most current Annual Progress Report APR, submitted to HUD.)

6. Renewal Projects will be asked to provide evidence of accomplishments during the last grant period with their applications. (This can be accomplished by submitting outcomes reported under their latest APR) (One submission per program is required).
7. Renewal applicants will be required to submit a copy of their most recent Annual Progress Report submitted to HUD as an attachment.
8. Renewal projects must submit the most recent Technical Submission with the applications.

### **C. General Information**

9. The HSP monthly meetings will be the forums for members to gather to plan the year-round CoC.
10. Once HUD releases the new COC and Housing Opportunities People With AIDS HOPWA, Programs Application, proposed applicants will be required to submit a **complete Exhibit 2 Application**.
11. A Technical Assistance Team (TAT) will be established if necessary each year. Members cannot be applicants during that grant year. Team members will be selected from a list of nonprofit providers and government agencies whose programs have been funded and have gone through the HUD application process. Also, any provider skilled in the following fields: Budgeting, Transitional Housing, permanent housing, Safe Havens, S+C, Supportive Services, etc. Team members will mentor new applicants or renewal projects on a one-on-one basis during the application process.
12. The TAT reviewer will assist the applicant in addressing all HUD requirements, missing documents or information, leveraging and budgeting. Feedback will be provided and corrections/modifications to the application are expected to be final before submitting the **Best and Final** document to the Prioritization Committee.
13. The Prioritization Committee will read the Best and Final applications with attachments only.
14. By using the COC Written Ranking Criteria, the applications will be ranked by the COC Advisory Board. The Board will turn the ranking results to the HSP Leadership, (CoC lead entity) and to DSS (the facilitating agency.) Both entities will inform the HSP membership of the final results at the end of the process.
15. Applications will be score by using a point system approved by the HSP. Points will be deducted from incomplete applications and non-participation and attendance to the HSP.

If you meet the criteria to apply for this funding, please go to the HUD website: [www.hud.gov](http://www.hud.gov), or at <http://www.hud.gov/offices/adm/grants/fundsavail.cfm#grants>

And download the appropriate application and HUD Forms.

If you are not currently involved in our CoC, we invite you to participate and contribute to the ongoing planning process for homeless programs and services in Prince George's County. This process provides input to planning for homeless critical needs. We hope that this effort will narrow and address the gaps in our system.

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