

**2005 Continuum of Care
NOFA Questions**

May 25, 2005

I. Exhibit I and Related Issues

D. CoC Components

- 1. Can a CoC meet the requirement of conducting an inventory of current beds at a point in time on January 25 by surveying providers at a later date and requesting inventory information as of January 25?**

Yes. The point in time survey and inventory of current beds do not have to actually be conducted on the same day, but they do have to be for the same one-day period. For example, a community may set a date of January 25 for the point in time count and then later send a survey to providers to update the housing inventory as of January 25.

- 2. My Continuum of Care has units that are funded by HUD and units that are funded through other (non-HUD) sources. Should I include all of these units in the Housing Activity Chart?**

Yes. All beds and units in place or under development (funded but not yet serving homeless persons) in 2005 should be included for each provider/facility in the Housing Activity Chart.

NOTE: Permanent Supportive Housing should include only units funded by MdKinney-Vento or units targeted for homeless persons.

- 3. On page 14307 of the Continuum of Care NOFA (HMIS Question #5), HUD asks CoCs to list the CoC number(s) related to their HMIS project. Where can I find these numbers?**

HUD has published a list of HUD-Defined CoC Names and Numbers. It is located on the HUD web site as a downloadable PDF document named **Continuums of Care Listed by State**. It can be downloaded at the following location: <http://www.hud.gov/offices/adm/grants/nofa05/grpcoc.cfm>.

- 4. In the Housing Activity Chart, how does the CoC determine the number of family units in programs with congregate living (e.g. dormitory-style)?**

The term Family Units in the Housing Activity Chart refers to the actual physical housing units for serving families. Programs providing congregate housing (e.g. barracks style) for families would not complete the Family Units column of the Housing Activity Chart.

- 5. In the HMIS Implementation section dealing with coverage, does the statement (McKinney-Vento funded units) apply to only the Permanent Supportive Housing units?**

Yes. All Emergency Shelter and Transitional Housing units included in the Housing Activity Charts are the basis for determining coverage. Therefore, McKinney-funded and non-McKinney-funded units should be included for Emergency Shelters and Transitional Housing programs.

6. In the Bed Chart for in the Chronic Homelessness section (page 14295), what is meant by Permanent beds Net Change?

For 2004, the net change is the increase or decrease in permanent housing beds between Jan. 1 and Dec. 31, 2004. For 2005, the net change and end of year total columns should not be completed. In some electronic and printed versions of the NOFA, the shading for these cells is not readily visible. For informational purposes, the chart with correct shading is below.

NOTE: The “End of Year TOTAL” for 2004 should be entered in the 2005 “Permanent beds as of Jan” cell.

Beds Chart

| Number of permanent beds for house the chronically homeless | | | |
|---|-----------------------------|---------------------------------|----------------------|
| | Permanent beds as of Jan | Permanent beds Net Change | End of Year TOTAL |
| 2004 | | | |
| 2005 | | | |
| | | | |
| | | | |

V. General

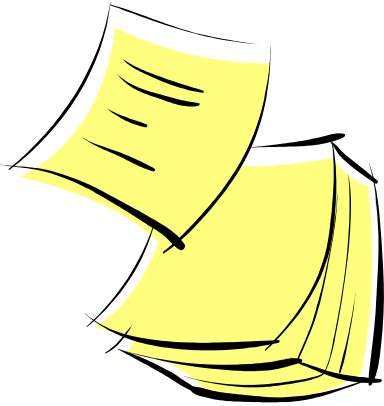
1. What application documents should be sent to HUD Headquarters and which documents should be sent to the State Field Office?

| Submit to HUD Headquarters | Submit to Field Office |
|--|--|
| One (1) Original Full Application (ALL Exhibits & Certifications) AND One (1) <u>additional</u> copy of Exhibit 1 (Do not submit a second copy of Exhibits 2-4) | One (1) Original Full Application (ALL Exhibits & Certifications) |

2. How should CoC applications be packaged?

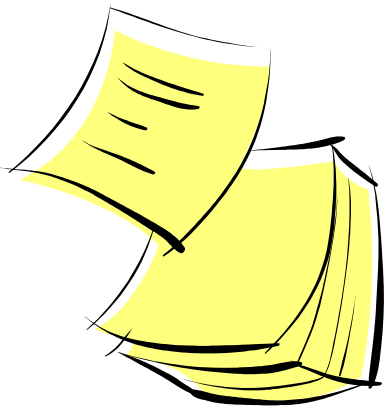
Refer to the 2005 COC APPLICATION ASSEMBLY ORDER CHECKLIST below.

2005 COC APPLICATION ASSEMBLY ORDER CHECKLIST



Section I—Exhibit 1

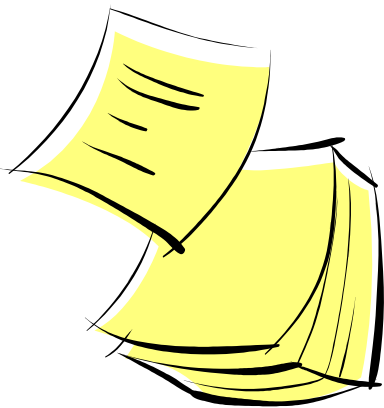
- ☐ Exhibit 1 pages A – N Narrative and Charts (Fundamental Components, Priority, Leveraging, etc)
- ☐ Removing Barriers Questionnaire (HUD-27300) (Part A **OR** B)
- ☐ Acknowledgement of Application Receipt
- ☐ Client Comments and Suggestions (**Optional**)



Section II—Applicant Documentation

For **each** applicant provide **one** of **each** of the following:

- ☐ SF-424 – must include **DUNS number**
- ☐ Attach a List of Applicant's Projects (Place projects in order as they appear on priority list.)
- ☐ Survey on Ensuring Equal Opportunity for Applicants (HUD-424 SUPP) (Voluntary; for nonprofits only)
- ☐ Documentation of Applicant Eligibility (if applicable—501(c)(3) or certification)
- ☐ Disclosure of Lobbying Activities (SF-LLL – if applicable)
- ☐ Applicant Code of Conduct (if not submitted in 2004 for any HUD program)
- ☐ Applicant Certifications (Attachment 7)



Section III—Project Documentation

- ☐ Exhibits 2, 2R, 3, 3R and 4 – Project Narrative and Forms

For **each** project exhibit provide **one** of **each** of the following:

- ☐ Sponsor Eligibility Documentation (if applicable--501(c)(3) or certification)
- ☐ Logic Model (HUD-96010)
- ☐ Applicant/Recipient Disclosure/Update Form (HUD-2880)
- ☐ ConPlan Certification (HUD-2991)
- ☐ Survey on Ensuring Equal Opportunity for Applicants (HUD-424 SUPP) (Voluntary; for nonprofits only)