

Request for Applications

2008 Austin/ Travis County HUD Continuum of Care

The Austin/ Travis County Ending Community Homelessness (ECHO) Coalition is seeking applications for the 2008 HUD Continuum of Care NOFA, including the rapid Re-housing Demonstration Project. Full NOFA details and instructions can be found at: www.hudhre.info

Deadline for Submission: Thursday August 28th

Deliver one original and one copy of the paper applications to: Gilja Koo at 7201 Levander Loop, Austin TX 78702

Submission Process:

1. **Register on-line at www.hud.gov/esnaps** **Note:** Training for esnaps submissions can be found at: <http://esnaps.hudhre.info/training/>
2. **For reference:** the overall Applicant Name is Austin/Travis County CoC and the Applicant Number is TX-503
3. Once registered: **Complete in e-snaps the SF 424 and all the attachments. Deadline August 15th:**
 - a. 501c3 Nonprofit Documentation IRS (if applicable)
 - b. Survey on Ensuring Equal Opportunities (Nonprofit only). Download at: <http://www.hud.gov/offices/adm/hudclips/forms/files/sf424sup.doc>
 - c. Disclosure of Lobbying Activities (Nonprofit only). Download at: <http://www.hud.gov/offices/adm/hudclips/forms/files/sflll.pdf>
 - d. Certification of Consistency Download at: <http://www.hud.gov/offices/adm/hudclips/forms/files/2991.pdf>
 - e. Applicant/Recipient Disclosure/Update Report . Download at: <http://www.hud.gov/offices/adm/hudclips/forms/files/2880.pdf>
 - f. OPTIONAL: Grant Application Survey. Download at: <http://www.hud.gov/offices/adm/hudclips/forms/files/2994-A.doc>
4. **Complete the Exhibit II Documents in e-snaps. Deadline: August 27th at 5:00pm**
5. **Provide Exhibit I Housing information to Andrew Bucknall, ATCMHMR HMIS Coordinator. Deadline: August 22. Andrew can be contacted at Andrew.bucknall@atcmhmr.com**
6. **Provide any requested Exhibit I information to Sam Woollard or Gilja Koo prior to August 28th.**

By 5:00pm on August 28th, 2008, all applicants must provide one original and one copy of the paper application to Gilja Koo at 7201 Levander Loop, Austin TX 78702, that includes the following (as much as possible, cut and paste from your Exhibit II application):

- a. **PROJECT SUMMARY:** The project summary should clearly describe the project and outline the following (maximum 6 pages):
- Project lead – key contact person and their position for the project
 - The type of housing and services to be provided
 - How accessible the housing and/or services are to transportation. State if the housing is ADA compliant (note: for NEW projects, Capital Metro has an interest in working to create transit oriented development and have asked to be approached as new affordable housing is being developed)
 - Populations to be served - identify any targeted subpopulations that the agency will serve, including: chronically homeless, veterans, mentally ill, substance abusers, persons with HIV/AIDS, Persons with co-occurring disorders, victims of domestic violence, and youth
 - How the project addresses the community priorities
 - How the project fits into the local continuum of care
 - How the project assists participants in accessing mainstream resources, e.g, Medicaid
 - Project readiness – including site control
 - For **EXISTING** programs demonstrate any changes the agency has made to increase its housing to services ratio
 - For **NEW** programs the project must have a minimum 85% housing to 15% services ratio in order to be considered
 - How the project participates in HMIS
 - **NEW** projects – how ready is the project to be implemented? Outline timeline as well as issues such as site control
 - **HMIS PARTICIPATION:** Statement describing current participation in the HMIS system. Please state if all of the organization’s homeless programs participate in HMIS or only those related to Continuum of Care. If not participating, then describe the steps that will be taken to become a participant.
 - **COMMUNITY PLANNING PARTICIPATION:** Applicants will describe the following:
 - Agency’s current participation in the Ending Community Homeless Coalition (ECHO)
 - Leadership roles played by agency staff in ECHO
 - Agency participation in other planning bodies relevant to the Continuum of Care

b. BUDGET:

- Project budget (from Exhibit II) – ensure that all the numbers add up correctly and the items are clearly delineated

c. PERFORMANCE: Provide most recent HUD Annual Progress Report (APR) and 2008 application Logic Models.

- List any findings from contracting organizations (HUD, City of Austin, Travis County or United Way Capital) and, if applicable, any corrective actions that have been taken
- **NEW projects** will provide a letter indicating their prior success and experience in helping homeless persons become self sufficient.
- **EXISTING projects should clearly identify the following including the Goal vs Actual:**
 - Percentage of homeless individuals moving to transitional/ permanent housing
 - Length of stay in housing
 - Percentage of clients exiting with income sources
 - Percentage of clients exiting with employment
 - System used to document performance – identify who documents and the methodology used for tracking

d. COPY OF THE EXHIBIT II PROJECT LEVERAGING CHART

- e. ADMINISTRATIVE AND FISCAL REVIEW:** Ensure that organization's Administrative and Fiscal Review (AFR) has been updated within the last three months. If the agency does not have an AFR, then complete the on-line application.

If you have questions about the application, please contact Sam Woollard at 217-6862 or samw7@sbcglobal.net