

2011 Southern Nevada Local HUD Continuum of Care Project Application Instructions

Each year the U.S. Department of Housing and Urban Development (HUD) releases a Notice of Funding Availability (NOFA) for the HUD Continuum of Care (CoC) Homeless Funds. HUD has not yet released their 2011 CoC NOFA, however, the Southern Nevada Regional Planning Coalition's Committee on Homelessness (SNRPC-COH), Evaluation Working Group is releasing a supplemental application as part of the Southern Nevada local process. Information from this local application will be used to determine inclusion in the Consolidated Application to HUD for the Continuum of Care Homeless Assistance funds.

The Local Continuum of Care Project Application is mandatory for anyone who wishes to participate in this year's Southern Nevada Consolidated application.

Things to know:

1. The Local CoC Application along with the companion documentation needs to be downloaded from the www.helphopehome.org website.

You will need to download:

- 2011 Local CoC Application instructions
 - 2011 Local CoC Application
 - Download the application that applies to your project:
 - NEW project application
 - RENEWAL application
 - Shelter Plus Care RENEWAL application
 - SHP desk guide (if you plan to apply for an SHP grant)
 - Shelter plus Care desk guide (if you plan to apply for a S+C grant)
 - Glossary of terms
 - Southern Nevada Regional Plan to End Homelessness (Business Case)
 - Southern Nevada Regional Plan to End Homelessness 2010 Update
2. The **Mandatory Local Application Technical Assistance Meeting** will be held **June 29, 2011 from 1:00-5:00pm** at:

Clark County Social Service
1600 Pinto Lane, Las Vegas, 89106
3rd floor training room

All applicants are required to attend.

Please allow adequate time to get through security.

3. In addition to the local trainings, HUD will be offering national webcasts for your assistance. We will attempt to post all meetings on the website, however, be sure to attend the mandatory training and submit your e-mail address so you can be notified via e-mail of any other trainings.

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4. Please be advised that successful applicants will be required to utilize the Homeless Management Information System (HMIS) as mandated by HUD and as a part of the Southern Nevada Regional Plan to End Homelessness.

5. **Local CoC Project Applications are due on July 25, 2011 by 3:00 pm. One paper copy and an electronic copy on a CD or USB drive are to be submitted to:**

Michele Fuller-Hallauer
1600 Pinto Lane, 3rd floor
Las Vegas, NV 89106

Please allow adequate time to get through security.

Send an **additional required copy via e-mail** to Michele Fuller-Hallauer at mhf@clarkcountynv.gov, with the subject line to read: CoC application (and your agency name and project name if there is more than one application)

The following are required in the application packet:

- 2011 Local CoC Application (including required documentation)
- List of Board Members
- IRS form I-990
- Copy of 501 C3 (for new applicants—not already receiving CoC funds)
- Management letter from your IPA audit (If applicable) This is required if you receive more than \$500,000 in federal funds
- Your most recent HMIS reports showing housing utilization and data quality

Renewal applicants also need to submit the following:

- APR's for each year of your most recent contract with HUD (for renewal projects)

For questions, please contact Michele Fuller-Hallauer, Continuum of Care Coordinator, at mhf@clarkcountynv.gov.