

**2016 Continuum of Care Homeless Assistance Grant Application
FOR RENEWAL GRANTS ONLY**

Agency Name:	
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Check the project for which renewal is requested (1 project per application):

Check	Agencies Participating in Renewal	Project	Total Grant Amount
<input type="checkbox"/>	ESR	Shelter Plus Care--Fifth Street Apts	\$80,338
<input type="checkbox"/>	ESR	ESR Shelter Plus Care PRA (2009)—1st 3 units 5th Street II	\$21,910
<input type="checkbox"/>	ESR	Veterans Shelter Plus Care (2010)—2 nd 3 units Fifth Street II	\$21,898
	ESR	ESR Shelter Plus Care PRA 2 (2011)—last 2 units 5 th Street II	\$14,611
<input type="checkbox"/>	HAWS	CPHS Shelter Plus Care	\$252,112
<input type="checkbox"/>	HAWS	CPHS Project New Hope	\$72,758
<input type="checkbox"/>	HAWS, AIDS Care Service, Bethesda Center, The Salvation Army	PSH1, formerly Shelter Plus Care 1 (Bethesda), HIV SPC (AIDS Care Service, and Shelter Plus Care 2 (The Salvation Army)	\$366,244
<input type="checkbox"/>	HAWS, Bethesda Center, ESR	PSH2, formerly Shelter Plus Care 3 (ESR) and Shelter Plus Care 4 (Bethesda Center)	\$57,864
<input type="checkbox"/>	Bethesda Center, ESR, Family Services, The Salvation Army, United Way	Rapid Re-Housing	\$759,188
<input type="checkbox"/>	United Way	Community Intake Center	\$48,115
<input type="checkbox"/>	United Way	Rapidly Opening Opportunities for Families (ROOF)	\$24,981

Instructions: Each agency participating in a renewal is to complete and submit one of these applications for each project in which they participate.

1. Obtain from the City a copy of the last “ESNAPS” application submitted to HUD, review it and provide a marked-up copy with any changes to the City by the application deadline. Copies of the last ESNAPS application are available from Jackie Hundt, 336-408-5071, ghundt@triad.rr.com or Tim West, 336-734-1305, timw@cityofws.org. The application submitted to HUD may cover multiple agencies. However, please review all sections.
2. Submit to the City by the application deadline a copy of the Annual Performance Report (APR) for the grant for the year ending **May 31, 2016**. Assistance is available from Laura Lama, 336-734-1440, laural@cityofws.org or Tim West, 336-734-1305, timw@cityofws.org. Note that data for other time periods may be used by the City in developing performance scores for ranking of projects, subject to information in the HUD Notice of Funding Availability. The APR may include aggregated data from activities of multiple agencies.
3. Complete the attached RENEWAL APPLICATION and submit it by the application deadline, along with any required attachments.

**2016 Continuum of Care Homeless Assistance Grants
RENEWAL APPLICATION**

Section 1: Basics

- A. Have you completed the annual update to your organization's registration with the federal government at www.sam.gov Yes No
- B. Does your organization owe money to the IRS or to anyone else? Yes No If so, tell the amount owed and describe arrangements and the timeline to pay it back.
- C. Have all due IRS 990 filings been submitted to the IRS? Yes No
- D. Is the applicant organization registered with the N.C. Secretary of State to conduct business in the State of North Carolina as of the date of the application? Yes No
- E. Did an agency representative attend the CoC grant application workshop sponsored by the City of Winston-Salem? Yes No
- F. Have you attached a marked-up copy of the last HUD project application? Yes No
- G. Have you attached a copy of the last HUD Annual Performance Report? Yes No

Section 2: Project Summary

- A. In five sentences or less, describe how the project works, including collaborations.
- B. In ten sentences or less, describe any changes that have occurred in the project in the current year, if any.

Section 3: Organizational Capacity

- A. In ten sentences or less, tell how your organization has the capacity and resources to continue the project. Note deficiencies, if any.

Section 4: Performance

- A. Review the performance results in Question 36 of the APR that you plan to submit with this application. In ten sentences or less, describe how your agency may contribute to improved performance in the next grant year.

Section 5: Financial Information

- A. **Budget**--Attach or insert the current year budget for the program, agency program area, or collaborative initiative. For example, if the program is part of your agency's Housing division, submit the budget for the housing division.

B. **Matching Funds**--Please complete these tables to show matching funds. CoC projects must have match of at least 25% of the HUD funds. Match must be an activity that would be eligible to be funded under the CoC Program. More information on matching requirements may be found in Exhibit 1 of this form.

<i>Description of Cash or In-Kind Matching Activity</i>	<i>Source of Matching Funds</i>	<i>Amount of Matching Funds</i>
<i>Example: Case Management</i>	<i>Example: foundation funds</i>	<i>Example: \$20,000</i>
TOTALS		

C. **Leveraged Funds**—For the grant application to score well, HUD requires “leverage” over and above match. Please list below prospective sources and amounts of leverage. More information on leverage is attached to this form.

<i>Description of Leveraged Resources</i>	<i>Source of the Leverage</i>	<i>Value of Leveraged Resource</i>
TOTALS		

Prior to submission to HUD, you will be asked to provide letters to the City documenting both match and leverage. At this time, simply list prospective match and leverage above.

Additional Requirements:

A. *Agencies requesting renewal funding must submit any updates to the following items that have not already been submitted to the City:* copies of the agency’s latest 990, as

submitted to the IRS; Audit Report, By-Laws, Articles of Incorporation, IRS 501(c)3 designation letter, current Board roster, copies of budgets (last year, current year and next year - if available), Code of Conduct, Personnel Policies, Procurement Policies, and Accounting Procedures, as applicable.

- B. The City reserves the right to request additional information on any grant application and/or work with the applicant to modify the project proposal to meet HUD CoC guidelines and requirements.

Exhibit 1: Information on Match & Leverage Requirements

Prior to submission to HUD, you will be asked to provide letters to the City documenting both match and leverage. Please do not submit them until requested, as HUD will have strict date ranges for the dates on the letters, which we will not know until the NOFA is published.

Match vs. Leverage

Match:

- 25% match is required for all project budget components
- Match can be cash or in-kind
- Match must be spent on program activities that would be eligible for CoC grant funding. Basically, that's supportive services, rental assistance, operating costs, HMIS costs and administrative costs.

Leverage:

- To assist us in scoring on the CoC application, we will need leverage of at least 150% of the amount of all HUD CoC grants requested. The more each agency can contribute to leverage, the better.
- Leverage can be cash and/or in-kind.
- Leverage can be used for any activity needed to support the project. Unlike match, leverage is not limited to activities that would be eligible for CoC funding. Match and leverage are separate from each other. Leverage is over and above match. Excess match can be used as leverage. Leverage also can come from resources completely separate from match resources.

Sources of Match/Leverage

- A. Cash:** any funds that come from private or public resources (as long as they are not statutorily prohibited from being used as match/leverage).
- B. In-kind:** services (counseling, legal advocacy, etc.), physical goods/equipment (food, furniture, clothing, etc.), and real property (donated land or buildings).

To be counted as match/leverage, the funds, goods, or services need to come directly from the contributing source to the organization. Items provided directly to and for individuals/program participants are not eligible as match/leverage. For example:

- Mainstream benefits provided directly to program participants (e.g., food stamps, SSI/SSDI disability benefits) cannot be used as match/leverage.
- Funds from mainstream resources provided directly to an organization for use in a CoC project can be used as match/leverage (food from a food pantry; budgeting classes provided from one agency to clients of another agency through an MOU)
- C.** Commitments of land, buildings, and equipment are **one-time only** and cannot be claimed in more than one CoC competition. For example, donated land claimed in the 2015 CoC competition cannot be claimed as leverage by that project or any other project in subsequent competitions.