

**2019 Continuum of Care
Directions for Completing the RENEWAL Project Intent to Apply Form
(Published July 17, 2019)**

IMPORTANT (PLEASE READ)

This document contains information and directions for completing the **2019 Renewal Project Intent to Apply Form** as part of the 2019 CoC Competition. The actual form is separate from this document and must be submitted per the instructions below. The form is available on the KHC website under Specialized Housing, [Continuum of Care](#), 2019 CoC Competition.

To better determine the capacity of the Kentucky Balance of State (BoS) Continuum of Care (CoC) to create new/expand projects in the FY 2019 CoC Competition, **it is critical that all projects funded through the FY 2018 CoC Competition consider available options and state their intended method of proceeding. If you do not intend to apply this year for your renewal project, you must notify KHC through this form.**

Please read this document in its entirety. By submitting this form, you are providing KHC with your intended plan for this competition relating to your existing project eligible for renewal. In consultation with KHC, you will be allowed to make adjustments after submission of this form.

If you plan to request an increase in the total award amount for your existing project through “expansion”, you must complete this form AND submit a separate 2019 *New/Expansion Project Intent to Apply Form*. Instructions for completing this additional form, if applicable, are also available on the KHC website under Specialized Housing, [Continuum of Care](#), 2019 CoC Competition.

DEADLINES

Renewals: Agencies must submit separate *2019 Renewal Project Intent to Apply Forms* for each project it plans to renew by **Wednesday, July 31, 2019 by 11:59 p.m. ET.**

New/Expanded Projects: Agencies wanting to expand a renewal grant or create an entirely new project are required to submit a *2019 New/Expansion Project Intent to Apply Form* by **Wednesday, August 7, 2019 by 11:59 p.m. ET.**

All forms should be emailed to Shaye Rabold at srabold@kyhousing.org

ALL Project Applications: Agencies are required to have project applications (renewal/expansion/new) submitted via e-snaps (or information submitted to KHC for KHC subrecipients) by **Wednesday, August 28, 2019.** For KHC subrecipients, KHC may set deadlines prior to August 28 to allow enough time to enter information into e-snaps.

Applicants Notified if Project Application will be accepted for inclusion in the CoC’s submission to HUD: On or before Friday, September 13, 2019.

Renewal Projects Options

CoC Renewal Grant Options

Eligible renewal projects may elect one of five funding options for the FY 2019 CoC Competition. Projects may choose:

1. **NO CHANGE**: Apply for renewal of its existing project for the full amount awarded through the FY 2018 CoC Competition.
2. **REDUCE GRANT AMOUNT**: Apply for renewal of existing project, but request less than the amount awarded through the FY 2018 CoC Competition. Under this scenario, a project may elect to use the funds no longer requested for its current project to create a new project. In other words, the project would continue its existing project at a reduced amount and use the remaining money to apply/compete for a new project. Alternatively, the project may surrender the funds no longer requested so that other agencies may create new, permanent housing projects.
3. **INCREASE (EXPAND) GRANT AMOUNT**: Apply for renewal of existing project, but increase the amount of funding requested. Renewal projects wanting to expand the size of their current project will submit a renewal application and a separate “new” application for the increased amount. Expansion projects are only eligible for certain project types allowed under Section V.3.a.(3) of the NOFA.
4. **REALLOCATE ALL**: Reallocate its entire eligible renewal amount to create a new RRH or PSH project, Joint TH/PH-RRH project, or new SSO project for Coordinated Entry it will operate.
5. **ELECT NOT TO RENEW**: Do not renew its existing grant through the FY 2019 CoC Competition.

Additional Information

To allow the KY BoS CoC to create new projects to help improve our homelessness response system, all current grantees should review their expenditure rates. If a project has consistently been unable to spend the full award, it would be prudent to consider asking for less funding in the 2019 CoC renewal application.

Project applicants should be aware that HUD will again be using the tiered approach to select which projects to fund. CoCs are required to rank projects based on performance-based criteria.

While all Tier 1 projects (not including DV Bonus projects ranked in Tier 1) are anticipated to be funded by HUD assuming projects pass threshold requirements and funds remain available, **Tier 2 projects will be scored by HUD on a 100-point scale** as follows:

- 1) **CoC Score**: Up to 50 points in direct proportion to the score received on the CoC Application;
- 2) **CoC Project Ranking**: Up to 40 points for the CoC’s ranking of the project application;
- 3) **Low Barriers to Entry**: Up to 10 points for how the project application demonstrates that it is low-barrier and prioritized rapid placement and stabilization.

Next Steps

While KHC will be in frequent contact with applicants throughout this process, here are a few reminders of what to anticipate in the coming weeks.

Request for more information from KHC subrecipients.

If you are electing to renew your current project or expand your project, KHC staff will be in contact with you to gather information to complete your project application (renewal and/or new project) in e-Snaps. This will include information such as budget worksheets, narratives, Match commitments, etc. KHC will announce deadlines for submission of all necessary information. If you are a direct grantee, you are responsible for completing the relevant information in e-snaps.

Scoring and Ranking based on performance

The KY BoS CoC Advisory Board must approve the scoring and ranking process and scoring tools for renewal and new projects. At a minimum, renewal projects should be prepared to submit APRs generated out of HMIS or HMIS-comparable databases for Victim Service Providers for use in the scoring process as HUD cannot award grants for new projects, except through reallocation, unless the CoC competitively ranks projects based on how they improve system performance. In addition, HUD must continue to prioritize funding for CoCs that have demonstrated the ability to reallocate resources to higher performing projects. The Advisory Board will hold a public meeting in August to discuss and approve the scoring criteria. This meeting will be publicized via KHC eGram.

If you have questions or would like to discuss options for changing current programs, please contact the HCA Help Desk at <https://kyhmis.zendesk.com/home> or by dialing (800) 633-8896 x446.