



FY2018

Annual Continuum of Care Competition

OFFICIAL INFORMATION AND RESOURCES

INSTRUCTIONS FOR RENEWAL APPLICANTS

COMPLETION OF THE APPLICATION:

1. The application for renewal projects will be completed using E-SNAPS.
2. For your convenience, CAFTH will host workshops to provide technical assistance with the completion of the application as needed. As the lead agency and collaborative applicant for the TN-501 Continuum of Care, we are happy to share what we have learned through continuous interaction with national partners in an effort to offer guidance on best practices. While our involvement is limited by Federal statutes, we are happy to offer guidance and insight to the extent allowed.
3. The offer and/or receipt of technical assistance from our organization is in no way a guarantee of ranking position or funding. The Memphis/Shelby County Homeless Consortium Rank and Review Committee makes the decisions on what applications will be included in the Consolidated Application to HUD. The United States Department of Housing and Urban Development (HUD) is the final decision maker regarding applications that are submitted through this competition.

APPLICATION SUBMISSION:

1. **When you have completed and saved this application form, please send it via e-mail in pdf format to applications@cafth.org by 2:59:59 p.m. on August 15, 2018. Please ensure that your program name is also in the subject line of the e-mail.**
2. Any application received using the previous year's form will not be accepted and will not be ranked.
3. If you have any questions about eligibility please contact Kellie Cole at (901) 527-1302, ext. 303.
4. Upon submission, applications will be reviewed to ensure that they are complete and that they meet threshold requirements. Incomplete applications may not be accepted.
5. Projects will be scored and ranked according to the evaluation criteria set forth by the Governing Council of the Memphis/Shelby County Homeless Consortium. The ranking will not be final until it has been approved by the Governing Council.

6. If your project is deemed ineligible, you will be promptly notified. Please be advised that the applicant is solely responsible for the content and accuracy of the Program Application.
7. Applications will be compiled and submitted electronically to HUD by Community Alliance for the Homeless, Inc. according to the details and deadlines indicated in the NOFA.
8. One hard copy of the renewal project application from E-SNAPS should be delivered to Community Alliance for the Homeless, Inc. no later than 2:59:59 p.m. on August 15, 2018. With the application, the organization should also submit the required match letter showing the organization's commitment to the match and the source from which it will be obtained.

APPLICANT APPEAL PROCESS

An applicant whose project application was rejected in the local Continuum of Care (CoC) competition during the FY 2018 CoC funding process has the right to appeal. Per 24 CFR 578.35(c), project applicants that believe they were denied the opportunity to participate in the local CoC planning process in a reasonable manner and whose projects were rejected or reallocated by the CoC may appeal these actions directly with HUD by submitting a Solo Applicant project application prior to the application deadline.

Instruction to file an appeal and submit a Solo Applicant project application can be found at: <https://www.hudexchange.info/resources/documents/FY-2018-Project%20Application-Appeal-Process-Navigational-Guide.pdf>.

For questions on completing this application, please contact Herman Dickey, Continuum of Care Coordinator, via e-mail at herman@cafth.org or by phone at (901) 527-1302, extension 310.