

## **Description:**

### **FY17 Austin/Travis County TX-503 HUD CoC Application Instructions and Guidelines:**

**For the FY17 HUD Continuum of Care Collaborative Application competition cycle, the TX-503 lead Collaborative Applicant-the Ending Community Homelessness Coalition, Inc (ECHO) is accepting applications from all eligible applicants.**

To be considered for inclusion in the FY17 Austin/Travis County TX-503 Collaborative Application and Project Priority Ranking, all eligible projects (new and renewal) must apply through this local competitive process.

If a project applicant is unable to access or complete the FY17 TX-503 HUD CoC Application through the online system, they may request an alternative Word doc version. Please contact Sam Woollard at [sam@woollardnichols.org](mailto:sam@woollardnichols.org) for an alternative application. Please note all applicants are strongly encouraged to submit through this system, if able.

## **Application Steps**

**Step 1:** All applicants are required to complete the Community Force application and submit the following per project by Tuesday, June 6th, 2017 at 6:00PM EST (5PM CST). Any projects submitted past that due date will not be eligible for consideration in the FY17 competition cycle.

Access the application here: <https://austinecho.communityforce.com>

- **Community Force Online Renewal Application Components:**
  - Applicant Information
  - HUD Threshold\* (*applicant must pass threshold to view remaining elements of application*)
  - Project Type
  - Recipient Performance
  - Project Description
  - Supportive Services
  - Project Participants
  - Outreach for Participants
  - Budget Information
  - Required Attachments
    - Most recent agency audit
    - Screenshot of active agency SAM.gov registration
    - Project Discharge Policies
    - Code of Conduct
    - Last 4 Quarterly Draws from ELOCCS
    - Any HUD Findings, if applicable

## **Step 2: Performance Scorecard**

- All Renewal Project Applicants will receive a Performance Scorecard based on the past 12 months of project performance
- Any Renewal Project newly funded in FY16 will be exempt from this step

**Step 3:** All project applicants are required to provide a brief presentation to the FY17 Independent Review Team (IRT) on Tuesday, June 20, 2017. Applicants will be expected to respond to specific questions related to the grant application request.

**Step 4:** All project applicants will be notified of project approval or rejection for eligibility to be included in the FY17 Collaborative Application and informed of the project submission process in ESNAPS.

\*Applicants who do not meet the application threshold criteria will not be able to move forward with the application process.

## Important Application Reference Documents:

- 2017 Final Grant Inventory Worksheet-all renewal applicants must use the budget within the approved GIW for the application. Any project budgets that do not align with the approved GIW will be returned to the applicant to amend.
- 2017 NOFA Policy Requirements and General Section- <https://www.hudexchange.info/resource/5234/fy-2017-nofa-policy-requirements-and-general-section/>
- 2017 CoC Program Registration- <https://www.hudexchange.info/resource/5308/fy-2017-coc-program-registration-notice/>
- Austin/Travis County TX-503 Continuum of Care Policies and Procedures- <http://www.austinecho.org/wp-content/uploads/2016/04/160807-CoC-Policy-and-Procedures-1.pdf>
- TX-503 CoC Application Appeals Procedures: will be posted on [www.austinecho.org](http://www.austinecho.org)
- HUD Continuum of Care Interim Rule: <https://www.hudexchange.info/resource/2035/coc-program-interim-rule-formatted-version/>

## **Contact Information:**

For questions about this application, please contact Niki Paul at [nikipaul@austinecho.org](mailto:nikipaul@austinecho.org).