



## STANDARD OPERATING PROCEDURE/POLICY

FL-520 Citrus, Hernando, Lake, Sumter Counties CoC

### Invitation to Apply for Funding

Department: CoC Ending Homelessness Stakeholders

- New      Date Published: July 21, 2017      Author: CoC Ending Homelessness Stakeholders
- Revised      Last Reviewed: July 07, 2022\*      Approved: August 25, 2017 by CoC  
Approved: September 22, 2017 by Governing Board

---

*\*This policy has been in effect verbally since 2006, and is now being published and process being used for the HUD CoC 2017 Application process.*

#### **AUTHORITY:**

U.S. Department of Housing and Urban Development (HUD) 24 CFR Part 578 Homeless Emergency Assistance and Rapid Transitional to Housing (HEARTH Act): Continuum of Care Program. 24 CFR 578.15 identifies eligible project applicants as nonprofit organizations, States, local government and instrumentalities of State and local governments. Eligible project applicants may apply for HUD funding through the Collaborative Applicant of Continuum of Care. The Continuum of Care solicits eligible project applicants (new and established) through dissemination of information on funding opportunities available, provides education in the form of technical assistance and at monthly CoC meetings and broadcast open requests for proposals.

#### **OBJECTIVE:**

Ensure equal accessibility, openness to new projects and technical assistance for grant applications (established and new).

#### **POLICY:**

Citrus, Hernando, Lake and Sumter County's community at large are equally noticed, invited, encouraged and supported through the Continuum of Care in the bidding for grant funding. Grant funding availability is announced in multiple forums and interested applicants are invited to attend technical assistance meeting as well as provided guides and links to HUD for additional support and assistance.

#### **PROCEDURE:**

Notice of Funding Opportunity, notice of various funding opportunities to include Emergency Solutions Grants, Challenge and other HUD announced grants and request for proposals are noticed through announcement at Continuum of Care meetings, electronic mail to Continuum of

Care members, and an email list consisting of over 400 recipients. The notice is also posted on the Mid Florida Homeless Coalition website.

Continuum of Care meetings are open to the public and also noticed to a cross section of the community to include individuals and organizations working with or having knowledge of the homeless population in Citrus, Hernando, Lake and Sumter Counties. Continuum of Care members, invitees and attendees include representatives from but not limited to: domestic violence services, law enforcement, youth services, public housing, behavioral health, faith community, private philanthropic and business, education, labor/employment, elected officials, legal services, representatives from Citrus County, Hernando County and Lake Counties, Veteran services, providers of direct services to homeless, and persons experiencing homelessness or who have experienced homelessness in the past.

As the Collaborative Applicant designated by the Continuum of Care to complete the Collaborative Application for the HUD CoC NOFO, the Mid Florida Homeless Coalition, Inc. sends email blasts of the Notice of Funding Opportunity (NOFO) and dates of technical assistance workshop, deadlines for project applications, Review and Rank Committee meeting dates and dates for appeals. Reminders are provided at Continuum of Care meetings, posted on Continuum of Care Websites and through email blasts. A reminder email of the technical assistance workshop date and time is also sent to all attendees as well as persons on the email distribution list of the Mid Florida Homeless Coalition, Inc.

New and established applicants may also request additional assistance from the Collaborative Applicant as needed. As the application must be submitted through *e-snaps*, technical assistance for navigation of this program is also made available through the Collaborative Applicant.

Eligible interested applicants are advised of and invited to attend HUD webinars and dates of these are announced at Continuum of Care meetings, electronic mail to Continuum of Care members and persons on Constant Contact email list and posted on the Continuum of Care website home page.

Deadlines are established for submission of proposals that allow for sufficient time for review, ranking, revision and clarification. All submissions are required to be submitted through the Collaborative Applicant. Applicants receive feedback from the Review and Rank Committee via the Collaborative Applicant, and provided time, if needed, to edit and resubmit applications.