



GREATER VIRGINIA PENINSULA CONTINUUM OF CARE COUNCIL

2004 CONTINUUM OF CARE PROJECT APPLICATION GUIDELINES

SCHEDULE OF EVENTS

The purpose of this coversheet is to announce the timelines and determine whether the project/agency meet the basic eligibility requirements for HUD funding under the Continuum of Care SuperNofa 2004.

YOU MUST MEET ALL THE FOLLOWING REQUIREMENTS IN ORDER TO APPLY FOR FUNDS

May 12, 2004: Letters of Intent are due. Please submit to Sister David Ann at Mary Immaculate Hospital. NO LATER THAN 4:00 PM. All applicants must have attended a minimum of 75% of Continuum of Care meetings during the last 12 months. Please make sure your agency meets the minimum Threshold Review requirements prior to submitting a letter of intent. Letters of Intent must include the following information:

- Name of agency and Program
- Contact name, phone number and email address
- New or Renewal application
- Amount of funding to be requested (this is an estimate if it is a new application)
- Category of application: Permanent Supportive Housing for persons with disabilities, Support Services Only project, Transitional Housing, HMIS

May 21, 2004: Threshold Review and proposed project submission is due by 5:00 PM. Further information will be distributed to individuals/agencies who submit Letters of Intent. Information will be sent no later than May 14, 2004.

Threshold Review Documentation Requirements: Submission of the following items: Application Coversheet, Agency audit and management letter, List of Board of Directors, Proposed program budgets for SuperNofa programs, Program Summary, Goals and Objectives, etc. (other documentation may be required).

June 7, 2004: Project Prioritization and Ranking. Once an agency has submitted the Threshold Review documentation, they will be contacted to schedule the Projection Prioritization and Review process.

Please note an important local requirement:

Attendance/Participation in GVPCCC 75% of meetings **in past year May 2003 - April 2004** as verified by sign-in sheets; regular active participation in at least one committee **during past year** as verified by sign-in sheets).

Projects/Agencies that do not meet all of the above criteria will not receive sufficient points to submit their application under the Statement supplied by the GVPCCC.

If you have any questions, please contact Joyce O'Brien at (757) 253-2264 or Stacie Walls-Beegle at (757) 640-0929 Ext. 28.