
**FFY 2017/SFY 2018 Continuum of Care (CoC) Grant Match Program
Notice of Funding Availability (NOFA)**

SECTION 1 – GENERAL INFORMATION

1.1 Background

Each year, the U.S. Department of Housing & Urban Development (HUD) issues a Notice of Funding Availability (NOFA) for programs authorized by *the* HEARTH Act (formerly known as McKinney-Vento Act). HUD has determined that programs designed to assist the homeless are more effective and efficient when carried out through planned and well-coordinated systems within a region, known as the Continuum of Care (CoC). On July 31, 2012, HUD issued the Continuum of Care Interim Rule (24 CFR Part 578) which now implements the HEARTH Act and governs this program.

With authorization from the Alaska State Legislature, the Alaska Housing Finance Corporation (AHFC) has established a federal grant match assistance fund to provide qualified FFY 2017 Continuum of Care Program applicants with assistance to 1) meet HUD’s CoC grant match requirements and 2) help Alaskan CoC’s to earn “Leveraging” points in the national competition. The Interim CoC Rule in effect for this FFY 2017 cycle requires no less than a 25% cash or in-kind match for all eligible funding costs except leasing.

HUD requires Alaska’s two designated Continua of Care (Anchorage and Alaska Balance of State) to conduct a competitive project application scoring and ranking process within each continuum to determine eligibility for CoC funding.

1.2 HUD Application Requirements

HUD released the FFY 2017 Notice of Funding Availability (NOFA) on July 14, 2017. Visit <https://www.hudexchange.info/programs/coc/> to obtain information on HUD’s CoC program. Details of Alaska’s FFY 2017 CoC application process for the Balance of State CoC can be found at <https://www.alaskahousing-homeless.org/coc/> and for the Anchorage CoC at <http://anchoragehomeless.org/coc/>.

1.3 Available Match Funding

AHFC has allocated approximately \$1.4 million in federal grant match assistance for eligible renewal, reallocation, and bonus projects through the FFY 2017 Continuum of Care Program. Renewal applicants may request a funding increase of 1.5% compared to their FFY 2016 grant match award. New or expansion projects applying for reallocation or bonus funding may request no more than 25% of the anticipated HUD award through this Grant Match NOFA.

Final award determinations will be made in accordance with Section 3.2 Evaluation Criteria in this NOFA. AHFC reserves the right to renew projects awarded under this NOFA for up to two additional one year periods, should the Corporation elect not to conduct a funding competition in the two years following this award.

1.4 Eligible Applicants

Eligible applicants are agencies that submit a renewal, reallocation, or bonus project funding application through the Alaska Balance of State CoC (AK-501) or Anchorage CoC (AK-500) competitive application process.

1.5 Eligible Activities

Only activities deemed eligible by the primary grantor, HUD, in the Interim CoC Rule will be funded by AHFC through this grant match program.

1.6 Debarment and Suspension

Applicants and their principals, who are currently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in any Federal, State or AHFC programs, are not eligible to receive funds under this NOFA. In addition, the applicant is responsible to ensure that each contractor and subcontractor performing work on the assisted program is not presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from participation in any Federal, State or AHFC programs.

SECTION 2 – APPLICATION INSTRUCTIONS

2.1 Inquiries

After reviewing this Notice of Funding Availability (NOFA) and the application forms, applicants are encouraged to contact the AHFC Grant Match Program Manager, Carrie Collins, with any questions at the following number(s): 907-330-8276 or 1-800-478-2432 or via email at ccollins@ahfc.us. Questions of a material nature will receive a written response, with copies sent to all persons on the distribution/notification list and/or a notice posted on the AHFC web site.

2.2 Reservations

AHFC reserves the right to accept or reject any or all applications in whole or in part. An application may be rejected by AHFC if an applicant is considered a “non-responsible bidder.” A non-responsible bidder is one who has failed to comply with NOFA requirements; who has failed to perform under any previous grant, tax credit allocation or loan; who has previously failed to perform properly or to complete on time projects of a similar nature; or who habitually and without cause neglected the payment of bills or otherwise disregarded obligations to subcontractors, material suppliers or employees.

AHFC may modify any of the terms of this NOFA. If, before the award, AHFC determines the modifications to be material, all applicants will be given an equal opportunity to modify their applications in only those specified areas designated by AHFC. Applicants who download this NOFA from ARIBA should continually check for email notifications regarding possible modifications or deadline extensions.

2.3 Proposal Costs

AHFC will not reimburse recipients of a Grant Match application package for costs incurred in preparation of a response to this NOFA, nor any subsequent modifications. All costs incurred by the applicant in preparation of this application, including travel and personal expenses, are to be borne by the applicant and may not be charged as an expense of meeting the terms of any subsequent grant agreement, if any.

2.4 Acceptance of Terms

By submitting a Grant Match application, an applicant accepts all terms and conditions of this NOFA and those contained in AHFC regulations 15 AAC 154.010 - 15 AAC 154.080; 15 AAC 154.220; 15 AAC 154.400-.460; and 15 AAC 154.700-.835, as well as Federal regulations in 24 CFR Part 583. If a grant is awarded, the applicant's proposal will become part of the grant agreement. The applicant also agrees to the requirement that grantees must participate in AHFC's Homeless Survey during the period of performance stated in their grant agreement and comply with HUD's HMIS requirements. In the event of any conflict between the contents of this NOFA and interpretations issued by HUD regarding implementation of the CoC Interim Rule, HUD provisions shall prevail.

Proposals and materials submitted in response to this NOFA become the property of AHFC and may be returned only at AHFC's discretion. Applications are public documents and may be inspected or copied by anyone after they have been reviewed and a Notice of Intent to Award has been issued by AHFC. Financial statements included in the application will be considered public information unless the applicant specifies in writing that these statements remain confidential.

2.5 Misstatements

If the AHFC determines that a grant recipient has made a material misstatement relating to the grant recipient's application for, or administration of, a grant, AHFC will, in its discretion, require the grant recipients to repay the grant to the Corporation, together with accrued interest on the amount of the grant calculated at the highest rate allowed by law from the date of issuance of the grant check(s) by AHFC.

2.6 Electronic Submissions

Application materials must be submitted electronically via the online Ariba system only. No paper applications or any submissions via fax or email will be accepted.

2.7 Deadline for Submittal

Applications will be submitted through AHFC's online system. Interested applicants must submit an Intent to Apply form via email to Carrie Collins at ccollins@ahfc.us by 5:00 p.m., Alaska Standard Time, on Thursday, August 17, 2017. Organizations will not gain access to the online system if an Intent to Apply form is not completed or is submitted after the deadline. The Intent to Apply form can be found at the following location on the AHFC website:

<https://www.ahfc.us/pros/notices/funding-availability/>

Applications must be fully submitted through AHFC's online system no later than 5:00 p.m., Alaska Standard Time, on Friday, September 1, 2017. The official date and time of submittal will be the date and time the Ariba system records that the applicant pressed the "SUBMIT" box in the system. AHFC will not review partially completed applications nor will any applicant passwords be accepted in order to view items attached but not formally submitted.

2.8 Mandatory Application Format

Each application submitted to AHFC for consideration must include the following:

- (i) A completed and signed CoC Grant Match application form, provided by AHFC.
- (ii) A resolution from the applicant's governing body authorizing the grant request. (Exception: If the applicant is a municipality, only the signature of a municipal official with authority to apply for the grant is required.) If not received at time of application, the resolution must be submitted to Carrie Collins via email at ccollins@ahfc.us by 5:00 p.m., Alaska Standard Time, on Thursday, November 30, 2017.
- (iii) A completed Grant Match budget form in the format provided by AHFC.
- (iv) A completed Grant Match leverage form in the format provided by AHFC.
- (v) Copy of most recent Annual Performance Report (APR) as submitted to HUD (if applicable).

Failure to provide the required information, or failure to present information in the correct format, may be cause for rejection of a Continuum of Care Grant Match grant application.

SECTION 3 – APPLICATION REVIEW & EVALUATION CRITERIA

3.1 Application Review

AHFC's Planning Department will coordinate the review of each application and forward recommendations to AHFC's Executive Director, who will make a final determination on the applications. Upon final approval from the Executive Director, AHFC will issue a Notice of Intent to Award.

3.2 Evaluation Criteria

3.2.1 Threshold Review

All applications must pass this threshold review to receive consideration for funding. Applications that do not pass this threshold will not be considered further. The threshold review will consider the following:

- (i) The application was received by the deadline stated in Section 2.7 of this NOFA;
- (ii) The application forms provided by AHFC are completed and signed by the applicant's authorized representative;
- (iii) The application contains the required resolution from the applicant's governing body as described in Section 2.8 of this NOFA;
- (iv) The application contains a completed budget and leverage form as provided by AHFC; and
- (v) AHFC has determined that the applicant is a "responsible bidder" as described in Sections 1.6 and 2.2 of this NOFA.

3.2.2 Evaluation and Award Process

In addition to AHFC threshold review, applications for CoC Grant Match funds will be evaluated based on HUD's program eligibility included in the FFY 2017 NOFA and 24 CFR Part 578 and may be evaluated based on one or more of the following criteria:

- (i) Prior spending patterns of the applicant for the same project.
- (ii) Levels of funding necessary, based on AHFC's sole determination, to result in a financially feasible project.
- (iii) Identified program need within the community.
- (iv) Reasonable geographic distribution throughout the state.
- (v) Proposed activities that are consistent with HUD program priorities.
- (vi) Program performance during prior AHFC grants.

AHFC will issue a written "Notice of Intent to Award" to all successful Continuum of Care Grant Match applicants. The notice will constitute the "written commitment" required by HUD in the FFY 2017 CoC Competition. Grant Match awards remain contingent upon successful award of a grant from HUD under the 2017 CoC NOFA. Following HUD's announcement of its 2017 CoC awards, AHFC may further adjust its award amounts to remain consistent with Grant Match program policies.

3.2.3 Other Award Information

After HUD has issued a grant agreement, each applicant must enter into a separate grant agreement with AHFC to receive the committed match funds. (A sample of AHFC's grant agreement is attached as a download in ARIBA.) Applicable scope of grant activity and payment provisions will be determined during final development of the grant agreement. If grant funds are not drawn down in accordance with the disbursement schedule in the grant agreement, AHFC reserves the right to reduce or terminate the grant match agreement.

Sample Resolution

WHEREAS, *(state the gaps or needs your community has identified)*

WHEREAS, *(state what the proposed project will do to address those needs or gaps in service)*

WHEREAS, *(mention the agencies or grant program(s) that could fund the proposed project)*

NOW, THEREFORE BE IT RESOLVED:

(state that your agency is authorized to request funds from the above mentioned agencies.)

ADOPTED this _____ day of _____, 20_ by _____ Board of Directors.

Signature of Board Officer