

Scoring

HUD will review and rate all three programs using the same process. Two types of reviews will be conducted. One is a threshold review of each proposed project for the specific criteria identified in the NOFA. Projects that do not meet these requirements will be eliminated from the competition. In the other review, HUD will assign up to 60 points for the community's Continuum of Care (CoC) strategy and up to 40 points for that community's relative need for housing and services for homeless persons. The NOFA describes fully the criteria HUD will use to assign points and should be read carefully. Please note this year that there will not be a bonus of up to two (2) points for projects located within an Empowerment Zone/Enterprise Community (EZ/EC).

Applicants conditionally selected for funding under the SHP, SRO, or the SRO component of the S+C program will be required to provide additional information in the form of a Technical Submission at a later date.

Assembling Your Application

Please assemble your application as outlined below, with tabs marking each exhibit and project and all pages numbered sequentially. Be sure to complete the Application Summary Form using the Geographic Area Guide included with the application kit. Please also pay special attention to the HUD-424, the form that indicates who the applicant is for a project. (Project sponsors do not fill out an HUD-424 unless they are also the applicant for the project.) This form helps HUD determine if an organization is eligible to apply for a specific program and for which projects it will be the grantee. It is essential, therefore, that you complete and sign the form, along with the Applicant Certification and, where appropriate, submit private nonprofit documentation or community mental health association documentation, followed by the projects for which you will be the grantee. The law requires a Consolidated Plan Certification for *each* project.

For a Consolidated Application with one applicant, an Associated Application, or a Solo Application, assemble the application as shown below. For a Consolidated Application with multiple applicants, the first applicant should submit all the information in the order shown below. The second applicant would then insert its HUD-424 form, Applicant Certification, and, if applicable, private nonprofit documentation or community mental health association documentation followed by its project exhibit(s), Consolidated Plan Certification(s) and the required HUD Form-2880. For additional applicants, this order would be repeated.

Assembly order:

1. Application Summary Form
2. Exhibit 1: Continuum of Care
3. Certifications/Forms
 - a. HUD-424 Form (signed by applicant)
 - b. Applicant certifications (signed by applicant)
 - c. Private nonprofit documentation [SHP, SRO, and S+C (SRA component) programs] – New Applicants
 - d. Community mental health association documentation (for SHP public nonprofits only) – New Applicants
4. Project exhibits including a Consolidated Plan Certification, HUD Form 2880-Disclosure/Update Report, **and Special Project Certifications** – (a) Coordination and Integration of Mainstream Programs, and (b) Discharge Policy (as applicable).

Assembly Format:

1. Number all pages sequentially and insert tabs marking each exhibit. For Exhibit 1, Continuum of Care narrative, number pages from 1 up to 30 using letter suffixes where appropriate to indicate pages that do not count toward the 30 page limit as per the instructions for completing the Continuum of Care narrative. For example, the first page of a 4 page project leveraging chart would be numbered 23 while the next 3 pages of the chart would be numbered 23-A, 23-B, and 23-C.
2. Please use a two-hole punch to insert holes at the *top* of your application.
3. Please do not bind your application, since this impedes processing.

Deadline

It is critical that you check the NOFA published in 2003 for the deadline date. Please carefully review the NOFA for specific information on meeting the application submission deadline.