

- All mailed applications must be postmarked on or before midnight of the due date established by this Notice of Funding Availability (NOFA) and must be received within 30 calendar days of the due date.

- All applicants who mail applications must have a Certificate of Mailing (USPS Form 3817) as their documentary evidence that the application was filed on time.

Addresses: Since four federal partners will be involved in reviewing applications, provide one original and four copies of your application to the U.S. Interagency Council on the Homeless, Room 2204, Department of Housing and Urban Development, 451 Seventh Street, SW., Washington, DC 20410. The application deadline submission date is April 14, 2003.

Applications Sent by Overnight/Express Mail Delivery: If your application is sent by overnight delivery or express mail, your application will be considered timely if it is placed with the delivery service by the application deadline. You may be required to submit documentary evidence that your application was placed in transit with the overnight delivery/express mail service no later than the application due date. Delivery must be made between 8:30 a.m. and 5:30 p.m. Eastern time, Monday through Friday.

11. General Guidance on Application Development

This NOFA provides the application procedures and requirements for funding under this initiative, and is divided into separate sections. Section 1, the Comprehensive Approach, explains the requirements and rating factors applicable to the Comprehensive Approach section of the application. Sections 2–5, the Agency-Specific sections of this NOFA, provide descriptions of the specific programs for which funding is made available and describes any additional procedures and requirements that are applicable to a specific component of the comprehensive program. Please be sure you read both the Comprehensive Approach and the Agency-Specific sections of this NOFA to ensure that you respond to all the requirements for funding.

Applicant Eligibility: One organization is expected to take the lead in submitting the consolidated application. This lead organization is expected to submit the consolidated application, which identifies the consortium arrangements, and is responsible for coordinating this consortium over the term of the grant. The lead organization must be a non-

profit or public entity. The entities that partner with the lead organization must meet one or more of the agency-specific eligibility criteria. See the Agency-Specific sections of the NOFA to determine your eligibility to apply for specific funds. Participation by eligible non-profit organizations, including faith-based and other community-based organizations, is encouraged.

Additionally, applicants must commit that any proposed project will exclusively serve those individuals who are chronically homeless or homeless families with a disabled adult member as defined in this notice.

Technical Assistance: Before the application due date, agency staff will be available to provide you with general guidance and technical assistance about this NOFA. However, staff are not permitted to assist in preparing your application. For technical questions on program issues, contact the U.S. Interagency Council on the Homeless at 1–866–450–2273 (this number may also be dialed as 1–866–450–CARE) (these are toll-free telephone numbers). Persons with hearing and/or speech challenges may access the above telephone number by TTY (text telephone) by calling the Federal Relay Service at 1–800–877–8339 (this is a toll-free number). The Council will be able to put applicants in contact with the federal agency best able to answer technical questions.

Satellite Broadcast: HUD, HHS, and VA are planning to hold an information broadcast via satellite for potential applicants to learn more about this initiative and preparation of the applications. For more information about the date and time of the broadcast, consult the web pages listed below.

Application Submission: To apply for funding under this NOFA, the lead applicant must submit a cover letter, as described in the Application Kit, and a signed Memorandum of Agreement between all participating entities. The Agency-Specific sections of the application require an agency-specific SF–424 and set of assurances and certifications, plus additional forms, certifications, and other information required for their specific programs. All of the required forms for each agency can be found in the application kit.

12. Application Kits

You can download the application kit and required forms from the following federal Web sites:

www.ich.gov
<http://www.hud.gov/offices/cpd/homeless/apply/index.cfm>
<http://www.hrsa.gov/grants/homeless.htm>

<http://www.samhsa.gov>
<http://www.va.gov/homeless/page.cfm?pg=20>

13. Review Process

Applications submitted in response to this NOFA will be reviewed for threshold criteria and technical merit. Threshold criteria are described below, and additional threshold criteria are included in the Agency-Specific sections.

Overall threshold requirements are that:

- All applicants and all participating partners must be non-profit or public entities;
- Each application must address all aspects of housing and service provision, even if the applicant is not requesting funds for one or more of these elements;
- The application is received by the specified receipt date;
- The application is complete; and
- The application conforms to the instructions for format, including page limitations, as described in the Application Kit.

Technical merit has two components—the merit of the Comprehensive Approach and the merit of activities proposed under each Agency-Specific section. An application must pass both reviews in order to receive funding. The maximum total score for any applicant under this NOFA is 200 points. These points are divided between the Agency-Specific sections and the Comprehensive Approach section. The Agency-Specific sections are worth a total of 100 points. Within these 100 points, HUD's portion is worth 30 points, the HHS/SAMHSA section is worth 25 points, the HHS/HRSA portion is worth 25 points, and the VA section is worth 20 points. If an application is deficient in one Agency-Specific section, the entire application will be disqualified. Deficiency is defined as scoring below 40 percent of the allotted points for any agency's section.

The U.S. Interagency Council on the Homeless (ICH) will serve as the central point for the receipt of applications. Upon receipt at ICH, applications will be sent to HUD, HHS, and VA where each agency will review its Agency-Specific section first for threshold criteria and then, for those applications passing the threshold, for technical merit. (See the Agency-Specific sections for each agency's criteria.)

Applications that pass all four agency's reviews will move to the next stage of review. In this stage, an interdisciplinary, interdepartmental team will review and score each