

Missouri Balance of State 2009 Continuum of Care Competition Instructions

September 28, 2009

The 2009 HUD NOFA for the Continuum of Care Homeless Assistance Programs was posted on September 25, 2009. To read the NOFA visit: www.hudhre.info. Please read the following instructions for the Missouri Balance of State Continuum of Care competition carefully.

The Application Training will take place in Jefferson City on October 21, 2009 from 8 a.m. to 5 p.m. at the Capitol Plaza Hotel (415 W. McCarty Street). The training is open to any agency. If your agency is submitting a new application or your agency is renewing an SHP grant in E-SNAPS for the first time you are required to attend the training. If your agency renewed a grant last year in E-SNAPS, you will still need to renew the grant, but will not be required to attend the training.

You must RSVP for the training by Friday, October 16. Please RSVP to Priscilla Winn at pwinn@mhdc.com.

The Exhibit Two applications for new and renewal SHP grants must be submitted in E-SNAPS no later than close of business on October 30, 2009.

APPLICANT INSTRUCTIONS

A. AGENCIES RENEWING SHP GRANTS THAT RENEWED IN E-SNAPS LAST YEAR

B. AGENCIES RENEWING SHP GRANTS THAT HAVE NOT RENEWED A GRANT IN E-SNAPS

C. AGENCIES SUBMITTING NEW PROJECTS TO THE CONTINUUM OF CARE

A. Agencies renewing SHP grants that renewed in E-SNAPS last year must:

1. Make sure you are registered with or have updated your registration with CCR. You can complete this at: www.ccr.gov.

2. Make sure you retrieve or have a DUNS number. You can find additional information about the DUNS number at: www.dnb.com/us/. Please click on the D & B D-U-N-S Number tab at the top right-hand side of the page.

3. Carefully read the training module for the completion of Exhibit Two. Your agency should be able to import and update your E-SNAPS application from last year, but this will not occur automatically. You will need to import your old application with the instructions provided at: <http://esnaps.hudhre.info/index.cfm>.

* Please read all of the instructions carefully to successfully import and update your application.

4. Complete and send in the attached “Letter of Intent” to your Community Initiatives Coordinator. If you are unsure of who this is please visit www.mhdc.com and click on “Community Initiatives”. If you do not plan to attend the training, the letter must be received by the close of business on October 21, 2009.

5. Send in a copy of your most recent APR for each grant you are renewing. If you plan to attend the training you can bring a copy with you. If you do not plan to attend the training you can send the copy to your Community Initiatives Coordinator by the close of business on October 21, 2009.

6. Submit renewal application in E-SNAPS by close of business on October 30, 2009.

B. Agencies renewing SHP grants that have not renewed a grant in E-SNAPS must:

1. Attend the Application Training on October 21, 2009.

2. Bring a copy of your most recent APR to the training with you.

3. Submit a “Letter of Intent” for your project at the conclusion of the training.

4. Make sure you are registered with or have updated your registration with CCR. You can complete this at: www.ccr.gov .

5. Retrieve or have a DUNS number. You can find additional information about the DUNS number at: www.dnb.com/us/ . Please click on the D & B D-U-N-S Number tab at the top right-hand side of the page.

C. Agencies submitting new projects to the Continuum of Care must:

1. Attend the Application Training on October 21, 2009.

2. Submit a “Letter of Intent” for your project at the conclusion of the training.

3. Make sure you are registered with or have updated your registration with CCR. You can complete this at: www.ccr.gov.

4. Retrieve or have a DUNS number. You can find additional information about the DUNS number at: www.dnb.com/us/ . Please click on the D & B D-U-N-S Number tab at the top right-hand side of the page.

PLEASE DIRECT ALL QUESTIONS TO YOUR COMMUNITY INITIATIVES COORDINATOR.

Jenni Miller (Regions 1, 6, 7, 8 & 9) jmiller@mhdc.com

Mandy Fangmann (Regions 2, 3, 4, 5, 10) mfangmann@mhdc.com

For a map of the Balance of State Regions please visit:

<http://www.mhdc.com/ci/documents/BoSCoCRegionMapREV.pdf>