

## **Steps for Submitting a Renewal Application to the Richmond CoC for 2009 SHP Funding**

1. Visit Homeward's Website for CoC Resources.
2. Submit a Letter of Intent (LOI)- For renewing applicants, LOI's will be due no later than one week after the NOFA is released and templates for the letters are available on the website. Please submit letter on your organization's letterhead and provide information to the best of your ability. If your agency is merging grants, please note it in your LOI
3. Participate in NOFA Overview Conference Call/Meeting- This call will be held shortly after the NOFA is released. It will provide an overview of key parts of the NOFA and provide a chance to give feedback and/or ask for clarification . This call will also include an overview of the final scoring criteria.
4. Download an Application Packet from Homeward's Website- Homeward will include application on our website under the header "CoC" . You will find copies of application score sheets, template for the application summary, templates for Exhibit II, templates for Annual Progress Report (APR). You will also find copies of other documents that may be helpful including an analysis of CoC priority populations.
5. Complete Application Components- This year all applicants must complete the following:
  - Application Packet Summary- provided by Homeward
  - Exhibit II
  - APR (for renewal projects only)
6. Submit application for initial review. The initial review will include a Homeward review for completion and eligibility. Applicants will be notified of eligibility and completion.

The following is the application submission process.

- ✓ Applications are submitted to Homeward
- ✓ Applications are given an initial review for completion by Homeward
- ✓ Incomplete and ineligible applications will be returned to applicants.
- ✓ Eligible applications will be sent to the Ranking Committee for review
- ✓ Ranking Committee will categorize, rank, and provide recommendations
- ✓ Applicants will receive summaries and recommendations for changes
- ✓ Final applications will be submitted to Homeward
- ✓ Homeward submits packet to HUD