



July 18, 2018

Southwest Minnesota Continuum of Care 2018 Local CoC Program Competition

Call for Projects

The Southwest Minnesota Continuum of Care (MN-511) is seeking project applicants for FY 2018 funding via the U.S. Department of Housing and Urban Development (HUD) Continuum of Care Program competition. HUD released its [Notice of Funding Availability \(NOFA\)](#) for FY2018 Continuum of Care Program Competition (FR-600-N-25) on June 20, 2018.

The Continuum of Care (CoC) Program (24 CFR part 578) is designed to promote a community-wide commitment to the goal of ending homelessness; to provide funding for efforts by nonprofit providers, states, and local governments to quickly rehouse homeless individuals, families, persons fleeing domestic violence, dating violence, sexual assault, and stalking, and youth while minimizing the trauma and dislocation caused by homelessness; to promote access to and effective utilization of mainstream programs by homeless individuals and families; and to optimize self-sufficiency among those experiencing homelessness.

This Call for Projects advises all potential applicants of the general requirements that must be met in any project application for consideration of submission to HUD through the Southwest Minnesota Continuum of Care (CoC) Local Competition.

For new projects, including expansions and transition grants: New projects applications are welcome from any eligible and qualified applicant, including organizations that have not previously received CoC Program funding. Draft Application submissions are due August 1, 2018 for the CoC Local Competition project reviews. [E-snaps](#) is the required online application system for the HUD CoC Program national competition.

For renewal projects: Draft applications are due by August 1, 2018 to justinv@swmhp.org.

For more detail, please review the [HUD Notice of Funding Availability \(NOFA\) for FY2018 Continuum of Care Program Competition \(FR-600-N-25\)](#), and the [CoC Program Rule found in 24 CFR 578](#).

A. Funding Available

The SW MN CoC is eligible to apply for \$969,625 for existing renewal projects and new projects created through reallocation. This amount is called the CoC's Annual Renewal Demand (ARD). The CoC is also eligible to apply for approximately \$29,089 for CoC planning, \$58,178 in CoC bonus funds for new projects to serve any eligible population, and approximately \$75,786 in bonus funding specifically to serve survivors of domestic violence, dating violence, sexual assault, or stalking that are defined as homeless under 24 CFR 578.3.

All funding is for grant terms of one year (except projects that include acquisition, rehabilitation, or construction, which have three year terms).

B. Eligible Project Component Types for the Local Competition

In each funding round, HUD defines the types of projects that can be created with reallocated funds and CoC Bonus funds. Eligible program component types vary depending on the type of funding sought by the project. In addition, CoCs may limit or further define the new project component types eligible in the Local Competition based on needs and priorities for the homeless response system.

Following are the eligible project component types for the SW MN CoC Local Competition:

1. *Projects seeking Renewal Funds*

These funds are limited to the projects listed on the SW MN CoC 2018 Grant Inventory Worksheet (attached). Eligible project component types are those defined for each renewal project through the Grant Inventory Worksheet process. Projects seeking renewal funding may not change project component type or exceed the allowed funding levels by line item or in . Projects may reduce budget line items, which would be considered voluntary reallocation. The CoC can also eliminate or reduce funding for these projects (involuntary reallocation) in accordance with the CoC's reallocation policy. Such changes create a reallocation fund which can be used to fund certain types of new projects described below.

New in 2018: Renewal projects that desire to change project component type, e.g. TH to PH-RRH) may apply for a Transition Grant. The transition grant allows one year to convert the program component type, and it is considered a new project application. To create a transition grant, the applicant must wholly eliminate one or more project grants to use those funds to create the single, new transition grant.

2. *New Projects Created from Reallocated Funds or CoC Bonus Funds*

New projects in this category may be proposed as standalone projects or as expansions of existing CoC-funded projects seeking renewal in the current funding round. Eligible new project component types for projects created from reallocated funds and CoC Bonus funds are:

Permanent Supportive Housing (PSH) that meet the requirements of DedicatedPLUS as defined in Section III.C.3.f of the NOFA or where 100% of the beds are dedicated to individual and families experiencing chronic homelessness, as defined in 24 CFR 578.3
Rapid Rehousing (RRH) for individuals and families, including unaccompanied youth

Joint Transitional/Rapid Rehousing (TH-RRH) to serve homeless individuals and families, including individual or families fleeing or attempting to flee domestic violence, dating violence, sexual assault, or stalking, who meet the following criteria:

- residing in a place not meant for human habitation;
- residing in an emergency shelter or coming directly from the streets;
- persons who qualify under paragraph (4) of the definition of homelessness, including persons fleeing or attempting to flee domestic violence situations
- residing in a transitional housing project that was eliminated;
- residing in transitional housing funded by a Joint TH and PH-RRH component project (See Section III.C.3.l of the NOFA); or
- receiving services through a VA-funded homeless assistance program and met one of the above criteria at initial intake to the VA's homeless assistance system

3. *New Projects Created from DV Bonus Funds*

New projects in this category may be proposed as standalone projects or as expansions of existing CoC- funded projects, including projects that do not currently and specifically target the populations to be served with these bonus funds. Eligible new project component types for projects created with DV Bonus funds (estimated at \$163,603) are:

Rapid Rehousing (RRH) projects dedicated to serving survivors of domestic violence, dating violence, sexual assault, or stalking that are defined as homeless under 24 CFR 578.3
Joint Transitional/Rapid Rehousing (TH-RRH) projects dedicated to serving survivors of domestic violence, dating violence, sexual assault, or stalking that are defined as homeless under 24 CFR 578.3

The CoC is not prioritizing new projects for Coordinated Entry (SSO) in this funding round.

Per HUD guidelines for the DV Bonus funds, only one project application for each project component type above may be submitted in the national competition. The CoC encourages applicants in this category to consider collaborations (with one primary grantee and one or more subgrantees) to expand geographic coverage and increase client choice in where to live.

C. Priorities for New Projects in the Local Competition

1. *Project Type Priorities*

Three types of projects will be prioritized for reallocated and Bonus funding in FY2018. These are listed below, with rationale:

- a. New Rapid Re-Housing or Joint Rapid Re-Housing/Transitional Housing for identified target populations (youth, recovery, DV) or in communities without adequate shelter resources.
Rationale: As evidenced in Coordinated Entry priority lists as well as the Point in Time Count and the 2016 statewide survey of homeless Minnesotans, River Valleys CoC experiences continued need for effective projects serving persons homeless due to domestic violence and persons who remain homeless due to limited emergency housing options.
- b. New PSH or RRH targeted to unmet needs and/or that increase client choice

Specialized programs that offer choices such as culturally-specific programming, recovery-based models, family reunification programs, or work/employment partnerships are encouraged.

Existing projects that choose to reallocate and reapply to target current community needs and gaps are encouraged.

Rationale: Evidence from research on homeless programs indicates that sustainable housing solutions requires responsive housing and service programs that meet the needs of clients, and may be a critical tool in reducing disparate impacts on diverse populations.

- c. Expansion of existing high performing PSH or RRH programs to serve more households
Rationale: As evidenced in Coordinated Entry priority lists as well as the Point in Time Count and the 2015 statewide survey of homeless Minnesotans, River Valleys CoC has additional households meeting the chronic homeless definition or otherwise demonstrate high need for PSH and RRH. Housing and supporting households with the highest needs and most extensive histories of homelessness is critical to ending homelessness in the CoC region.

D. Threshold Requirements for Applicants and Projects

Applicant and project thresholds apply for the Local Competition and the HUD national CoC Program Competition.

1. *Applicant Eligibility*

Eligible project applicants for the CoC Program Competition are, under 24 CFR 578.15, nonprofit organizations, States, local governments, and instrumentalities of State and local governments. Public housing agencies, as such term is defined in 24 CFR 5.100, are eligible without limitation or exclusion. For-profit entities, Tribes, and tribal housing authorities are not eligible to apply for grants or to be subrecipients of grant funds.

As required in the Code of Federal Regulations (CFR) at 2 CFR 25.200 and 24 CFR Part 5 Subpart K, all applicants for financial assistance must have an active Data Universal Numbering System (DUNS) number (<http://fedgov.dnb.com/webform>) and have an active registration in the System for Award Management (SAM) (www.sam.gov) before submitting an application. Getting a DUNS number and completing SAM registration can take up to four weeks; therefore, applicants should start this process or check their status early.

Per HUD's most recent Notice of Funding Availability for Discretionary Programs, applicants must submit application(s) in English and funding requests in U.S. dollars. Applicants must also ensure that the applicant's financial management system is sufficient to meet Federal standards as described at 2 CFR

200.302, resolve any outstanding civil rights matters and outstanding delinquent Federal debt, and disclose all violations of Federal criminal law involving fraud, bribery, or gratuity violations. No award of Federal funds may be made to debarred or suspended applicants or those proposed to be debarred or suspended. False statements made in an application are grounds for denial or termination of an award and possible punishment. Further details and additional rules that apply to applicants selected for award are described in detail on HUD's Funding Opportunity Page at <https://www.hud.gov/grants/> (scroll to 2018 and click on Eligibility Requirements for Applicants of HUD Grant Programs).

Project applicants are required to register with e-snaps online application system at <https://esnaps.hud.gov/grantium/frontOffice.jsf> and submit project application materials for both the Local CoC Program Competition and for the national competition. CoC program applications for the national competition are submitted via e-snaps online application system and must include a current applicant profile and all required certifications and attachments. NOTE: Because the CoC Program Competition uses e-snaps, registration at Grants.gov is not required for project applicants.

2. *Project Eligibility & Quality Thresholds*

In accordance with the FY2018 Appropriations Act, CoCs must make decisions based on how projects improve system performance in the CoC region. As such, projects must meet eligibility and quality thresholds for the HUD CoC Program national competition as well as the Local Competition. At a minimum, all applicants are responsible to ensure that:

- All proposed program participants will be eligible for the program component type selected,
- All information provided in the project application and proposed activities are eligible and consistent with program requirements at 24 CFR 578,
- Each project narrative to fully responsive to the question being asked and that it meets all the criteria for that question as required by HUD and the local CoC,
- All data provided in various parts of the project application are true and consistent, AND
- All required attachments correspond to those required by the CoC and to the list of attachments in e- snaps that must contain accurate and complete information dated between May 1, 2018, and September 18, 2018.

Please review the HUD CoC Program Competition NOFA (Section V.C.3.b.) and River Valleys CoC Local Competition Policy Guide for further details.

E. Matching Funds

U.S. Housing and Urban Development (HUD) homeless program funding through the CoC Program Competition is limited and can provide only a portion of the resources needed to successfully address the needs of homeless families and individuals. HUD requires recipients or subrecipients to use supplemental resources as match to address homeless needs.

Under the HEARTH Act, projects funded through the CoC Program competition follow a new, simplified match requirement that includes both cash and in-kind contributions. All eligible funding costs except leasing

(which requires no match) must be matched with no less than a 25% cash or in-kind match. Match must be used for eligible activities as defined by the CoC Program Interim Rule, 24 CFR Part 578, subpart D. Match excludes program income and participant mainstream benefits.

F. Project Applicant Submissions

1. *Intent to Apply*

Notification of intent to apply is required for renewal and new project applicants. For all applicants, notifications of intent to apply must be submitted before the CoC-established deadline and in accordance with the method or format defined by the CoC.

New projects intent to apply is due as soon as possible, but before 4:00pm on Wednesday, July 18, 2018. New project applicants are strongly encouraged to communicate with the CoC Coordinator before submitting Intent to Apply to ensure compliance and receive technical assistance if needed.

Required submittals for new projects intent to apply:

Electronic form. The electronic form is available at: <https://goo.gl/forms/aipNfsDwEtHWImjy2>.

All new projects will be preliminarily accepted will not be reviewed for acceptance or rejection or scored during the intent to apply stage. This step is used only to ensure new project applicants, especially from organizations that have not previously received CoC Program funds, receive support and guidance to complete the application process. Projects that do not submit notification on time or in accordance with the prescribed method will not be reviewed and will not be considered for funding.

Renewal housing projects performance data and documentation submitted for preliminary review is considered the project's notification of intent to apply. Renewal housing project review submissions are due by 4:00pm on Tuesday, May 15, 2018. Applicants should pay close attention to the guidance provided. Renewal project applicants have two options to submit documents for review: a. Create a Google drive folder and share it with the CoC using a link or by inviting jprins@threeriverscap.org to access the files, or b.

Contact jprins@threeriverscap.org by May 9 to set up a folder for your project within the CoC Google drive.

(Revision: Renewal Project Intent to Apply deadline extended to Friday, June 1, 2018 at 4:00pm to solicit additional documentation for project scoring.)

Required submittals for renewal housing project intent to apply;

- Updated Project Contact form
- Self-scored Project Rating Tool
- Signed 2018 Project Applicant Assurances
- HUD Monitoring Report received since last application, if any
- Service Point APR for Calendar Year 2017
- eLOCCS screenshots of draw dates and fund utilization
 - Fund balance for most recently completed (closed) project grant
 - Draws/"vouchers" for current (open) project grant. NOTE: If less than two quarters shown,
also provide for the previous grant
period
- Housing First Assessment, with attached documentation
- Equal Access Self-Assessment, with attachments
- Coordinated Entry Supplement
- For housing projects serving families with children < 18, including youth households:*
Households with Children Supplement, with attached documentation

Optional renewal housing project submittals with intent to apply

- Intent to Voluntarily Reallocate
- Alternative Performance Measures Data Request

Renewal housing projects will be scored during the intent to apply stage to select the List of Eligible Renewal Projects to be included in the CoC Local Program Competition. Projects that do not submit notification on time or in accordance with the prescribed method will be penalized as follows (dates revised to reflect extension period): Project notifications received between 4:01pm on June 1, 2018 through 4:00pm on Monday, June 4 will be assessed a 10 point penalty on the project's weighted score. Project notifications received between 4:01pm on Monday, June 4 and 4:00pm on Tuesday, June 5 will be assessed a 20 point penalty on the project's weighted score. Project notifications submitted after 4:00pm on Tuesday, June 5, 2018 will not be reviewed and will not be considered for funding.

2. Project Application

By 4:00PM on Wednesday, August 1, 2018 applicants must submit a complete and correct Project Application in e-snaps AND documentation required for the CoC Local Competition or for use in the regional CoC-wide application (which includes all project applications). E-snaps is available at <https://esnaps.hud.gov/grantium/frontOffice.jsf>. See the resources section for further guidance.

Project applicants have two options to submit Local Competition application documents for review: a. Create a Google drive folder with all documents and share it with the CoC using a link or by inviting jprins@threeriverscap.org to access the files, or b. Contact jprins@threeriverscap.org by July 20, 2018 to set up a folder for your project within the CoC Google drive. Before the application deadline, finalize

project documents in the folder for CoC Local Competition review. A list of required elements is listed below.

Project applications with all attachments must be submitted electronically in e-snaps for consideration for the FY2018 CoC Program national competition. Applicants must print a copy of the Submission Summary form from the CoC Project Application before closing their internet browser after the CoC Project Application has been submitted in e-snaps. This is the Applicant's receipt of submission and proof of compliance with the application deadline. The CoC will not give funding consideration to any applicant whose Application is determined to be late and that is unable to provide the CoC with a record of submission that verifies the Project Application was submitted prior to the application deadline date and time.

Required HUD national competition application (e-snaps) requirements for all projects:

- Complete, correct, and consistent Project Application, with complete and current Applicant Profile
- HUD required forms and attachments (in e-Snaps applicant profile and application)
- Match Letters dated between May 1, 2018 and September 18, 2018
- Project data as needed to complete the regional CoC Collaborative Application

Required New Project Application Elements for CoC Local Competition:

- Threshold Questionnaire and documentation (not required for applicants with current CoC renewals)
- Self-scored New Project Rating Tool
- Signed Applicant Assurances
- Narrative description of experience with managing similar programs (2 pages max)
- Written plan for implementing the project by December 31, 2019 or before (2 pages max)
- Written plan for achieving program outcomes for renewal funding (4 pages max)

Required Renewal Project Application Elements for CoC Local Competition:

- Evidence of confirmation from Field Office that projects are eligible to consolidate
- Notice of intent to voluntarily reallocate, if applicable and was not submitted with intent to apply
- For non-housing projects: Signed Applicant Assurances, Updated Project Contact form

New projects will be scored during the Application stage to select the List of Eligible Projects to be included in the CoC Local Program Competition. New projects that do not submit full application materials on time or in accordance with the prescribed method will be penalized as follows (dates revised to reflect extension period): Project notifications received between 4:01pm on August 1, 2018 through 4:00pm on Thursday, August 2 will be assessed a 10 point penalty on the project's weighted score. Project notifications received between 4:01pm on Thursday, August 2 and 4:00pm on Friday, August 3 will be assessed a 20 point penalty on the project's weighted score. New project applications submitted after 4:00pm on Friday, August 3, 2018 will not be reviewed and will not be considered for funding. Renewal projects have a hard deadline of 4:00pm on August 1, 2018 to submit a complete e-snaps application. Funding previously allowed for renewal projects that do not meet the deadline will be subject to reallocation.

F. Selections and Award Notifications

2. HUD CoC Program Competition

HUD will conduct a threshold review of ranked projects for all CoCs that submit the CoC Consolidated Application by the application deadline. HUD may issue up to two conditional funding announcements, which have generally occurred between January and March following the CoC Consolidated Application deadline. HUD will score the FY 2018 CoC Application portion of the Consolidated Application in accordance with the criteria set forth in Section VII.B of the NOFA. HUD will select new and renewal project applications in Tier 1 in accordance with the criteria set forth in Section II.B.10.a of the NOFA.

~~6. The project application score(s), which will incorporate the CoC Application score, will determine~~

which projects in Tier 2 will be conditionally selected for award as set forth in Section II.B.10.b of the NOFA.

HUD may employ rating panels to review and rate all or part of the CoC Applications according to the rating criteria in Section VII of the FY2018 NOFA.

Projects with rental assistance, leasing, or operations may be adjusted by HUD during the review process to reflect changes in Fair Market Rents (FMRs) for the project area.

Following the evaluation process, HUD will notify successful applicants of their selection for funding. Notification of project awards will be posted on the HUD website and distributed via the HUD Homeless Assistance Listserv. HUD will notify all other applicants, whose applications were received by the deadline, that have not been chosen for award by email. Award information will be sent by mail to the authorized representative(s) named in form SF424, lines 8 and 21.

G. *HUD Resources and Technical Assistance*

Notice of Funding Availability for FY2018 HUD CoC Program Competition

<https://www.hudexchange.info/resources/documents/FY-2018-CoC-Program-Competition-NOFA.pdf>

HUD CoC Program Rule (24 CFR 578)

https://www.hudexchange.info/resources/documents/CoCProgramInterimRule_FormattedVersion.pdf

E-snaps guides: <https://www.hudexchange.info/programs/e-snaps/>

Other Training and Resources.

Project applicants that need assistance completing the applications in e-snaps or understanding the program requirements under the CoC Program may access the Rule, training materials, and program resources via the HUD Exchange at <http://www.hudexchange.info/homelessness-assistance>.

HUD Exchange Ask A Question (AAQ). Project applicants that require information and technical support concerning this NOFA and the applications in e-snaps may submit an electronic inquiry via the HUD Exchange e-snaps AAQ at

www.hudexchange.info/homelessness-assistance/ The AAQ is accessible 24 hours each day. Starting 2 days prior to the application deadline for FY 2018 funds, the AAQ will respond only to emergency technical support questions up to the deadline of 8:00 PM

Eastern time. Applicants experiencing technical difficulty should contact the e-snaps AAQ immediately for assistance and document their attempts to obtain assistance.

HUD Homeless Assistance Listserv. HUD may provide Collaborative Applicants and Project Applicants with additional information through HUD websites located at www.hud.gov and www.hudexchange.info and via the CoC Program email-based listserv. To join the listserv, visit www.hudexchange.info/maillinglist. This additional information will not change the selection criteria or selection process in this NOFA but may include items such as updates on the status of e-snaps and reminders of impending deadlines. This listserv will also include information only applicable to Collaborative Applicants (not project applicants), and project applicants are encouraged to contact Jennifer Prins if questions arise from list serv posts.