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New project pre-application request

2022

MN-500 Hennepin County Continuum of Care 2022 Continuum of Care competition

Pre-application process opens June 10, 2022 - Pre-applications due July 7, 2022 by 5:00pm

This is the MN-500 Local Competition Public Announcement and New Project Pre-Application. It has been released and advertised through direct e-mails, CoC Listserv, and the CoC website: <https://www.hennepin.us/headinghomehennepin>

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# Introduction:

## Overview: The Hennepin County CoC will consider pre-applications for Permanent Housing, Rapid Rehousing, CES mobile assessors, and DV Bonus fund eligible Rapid Rehousing or Joint Component TH/RRH projects in preparation for the FY2022 Notice of Funding Opportunity (NOFO).

If a New Project pre-application is selected by the CoC, the agency/organization will be required to complete a new project application in e-snaps. If awarded by HUD, the new project will start following the technical submission (likely in the first part of 2023). There is no guaranteed start date.

**Due Date:** Both the Pre-Application & Budget forms are due **July 7, 2022**, by close-of-business. Please submit both documents as a .pdf file to Laura DeRosier - [laura.derosier@hennepin.us](mailto:laura.derosier@hennepin.us) **and** Lindsay Anderson – [lindsay02anderson@hennepin.us](mailto:lindsay02anderson@hennepin.us) . Only emailed pre-application & budget forms will be accepted. Hennepin County reserves the right to announce an extended deadline as needed. Applicants must meet the deadline but can also submit prior to the deadline.

## Background

The U.S. Department of Housing and Urban Development (HUD) annually releases a Notice of Funding Opportunity (NOFO) for the Continuum of Care Homeless Assistance Program. Following the release, Hennepin County Housing Stability, acting on behalf of the CoC Governing board, is now issuing a New project pre-application to allow adequate time for the local review and decision-making process.

The Hennepin/Minneapolis Continuum of Care (MN-500) is seeking **New Project pre-applications** for housing projects to be considered for inclusion in the CoC’s FY2022 application for the U.S. Department of Housing and Urban Development’s (HUD) Continuum of Care (CoC) program, also known as the Notice of Funding Opportunity (NOFO). Hennepin CoC annually competes with other CoCs across the country to secure federal funds to help end homelessness through HUD’s CoC Program/NOFO. Specifically, Hennepin CoC is seeking proposals from Hennepin providers of service and housing for new Permanent Housing-Supportive Housing (PH-PSH), new Permanent Housing-Rapid Rehousing projects (PH-RRH), new Joint Component TH/RRH, Coordinated Entry mobile assessors (CES/SSO), as well as the following projects under the DV Bonus dedicated to serving survivors of domestic violence, dating violence, sexual assault, or stalking who are defined as homeless (24 CFR 578.3); new PH-RRH, Joint TH/RRH. The highest need is for new permanent housing.

In FY2021, Hennepin CoC was eligible to apply for approximately $13,557,278 million in Annual Renewal Demand, $677,864 for CoC Bonus projects, and $1,888,948 for DV Bonus projects. Hennepin was awarded $14,366,990 for all projects in the 2021 competition, including projects funded through both reallocation and bonus dollars. In FY2022, Hennepin CoC anticipates being eligible to apply for CoC reallocation, CoC bonus, and DV bonus funds.

HUD allows each individual new project to be funded through either bonus or reallocated funds. The total funds available for new projects will be determined based on the final new bonus amount, as determined by HUD, plus (if applicable) the amount of reallocated funding that the Hennepin CoC Funding committee determines shall be redistributed from existing renewal projects based on performance and need.

Hennepin CoC encourages applications from applicants that have never previously received CoC funds, as well as from applicants that are currently receiving or have in the past received CoC funds. Hennepin CoC and HUD provide limited technical assistance to ensure that the process is accessible to all eligible applicants, including those who have not received CoC funds in the past. Interested projects are invited to attend a Hennepin CoC New Project applicant overview meeting on **Friday, June 24th from 3:00-4.** See below Microsoft teams link to join this meeting.

The CoC team and a HUD local field office representative will be there to both present the CoC project applicant process and answer any questions. Following the new project pre-application deadline, Hennepin will convene the Hennepin CoC Funding Committee to evaluate and score applications and determine which applications will be included in the submission for funding to HUD via E- SNAPS, HUD’s electronic application system. The scoring criteria rubric approved by the CoC funding committee on is shown in the score tool section below.

Please note that this pre-application is based on the best information that is currently available, and Hennepin CoC may need to revise the requirements described herein and/or request additional information based on additional guidance received from HUD and/or policy decisions made by the Hennepin CoC Funding Committee. Hennepin CoC will disseminate all information about this funding opportunity as it becomes available through the CoC’s email listserv. **To ensure that you receive the latest information please subscribe to the Hennepin CoC mailing list by visiting:** <https://www.hennepin.us/headinghomehennepin>

subscribe to the Hennepin CoC listserv: [Hennepin County (govdelivery.com)](https://public.govdelivery.com/accounts/MNHENNE/subscriber/new?topic_id=MNHENNE_240)

## Pertinent details regarding this grant:

All Applicants can refer to Notice of Funding Opportunity (NOFO) for the Fiscal Year 2021 Continuum of Care Program Competition FR-6500-N-25 to ensure that their application meets all of the HUD Guidelines and adheres to the rules that affect how HUD evaluates applications, which can be foujnd on page 43-49 of this NOFO. NOTE: The FY2022 NOFO has not been released. Once it is released, applicants will be required to comply with all requirements therewithin.

* Match requirements can be found at 24 CFR 578.73 and are the responsibility of the applicant (see match description on page 8 of this notice).
* New project applications must adhere to 24 CFR 578.51(f) and must request the full FMR amount per unit.
* New projects must use HMIS unless statutorily prevented from doing so and then are required to use an HMIS comparable database.
* All applicants must meet statutory deadlines regarding the obligation of grant funds by the end of 2023 (as outlined in the FY2022 NOFO once released)
* Project Applicants must be in good standing with HUD – defined as no open findings or history of slow expenditure of grant funds.
* Must agree to utilize and be in compliance with the Hennepin Coordinated Entry System.

## New Project Application QUESTIONS

Questions prior to the submission deadline will be responded to at the Hennepin CoC New Project application overview meeting on June 24th.

* 2022 Hennepin CoC New Project pre-application meeting: Friday, June 24th from 3:00-4

**Join on your computer or mobile app**

[**Click here to join the meeting**](https://teams.microsoft.com/l/meetup-join/19%3ameeting_ZTBhOTRhOWItNjg0Yi00MzQ3LTkxMzctZGE3ZmNmZGRjMDVh%40thread.v2/0?context=%7b%22Tid%22%3a%228aefdf9f-8780-46bf-8fb7-4c924653a8be%22%2c%22Oid%22%3a%22e9768c89-86ff-4c2a-beb0-cc19f7d8b3cc%22%7d)

**Or call in (audio only)**

[**+1 612-263-6117,,547665570#**](tel:+16122636117,,547665570# ) **United States, Minneapolis**

**Phone Conference ID: 547 665 570#**

**Note:** While the Hennepin CoC selects new projects to be included in the NOFO Application, final decisions regarding awards are made and announced by HUD. HUD publishes CoC funding awards for new and renewal projects generally in the first few months of the next year following the NOFO competition. Once grant agreements are in place, HUD expects project to execute & begin the new contract as soon as possible.

## OVERVIEW OF ELIGIBLE PROJECT TYPES

Project applicants can apply for multiple project types, but most complete separate applications for each project type. The pre-application asks projects to indicate which component you are applying. Hennepin CoC is seeking applications for the following project types:

* **Permanent Supportive Housing (PSH)** New PSH projects to serve chronically homeless households (as defined by HUD) individuals and families. New PSH projects will be creating **new units** to serve homeless households. PSH applicants must demonstrate that they will first serve persons experiencing homelessness according to the order of priority established as determined by the Coordinated Assessment leadership.
* **Rapid Re-Housing (RRH)** Provides assistance to individuals and families, including youth and survivors of domestic violence (DV) through supportive services and up to 24 months of tenant based rental assistance, or that utilize housing subsidies or subsidized housing units not funded through the CoC funding, as necessary to help a homeless individuals, families & youth.
* **Joint Component (TH/RRH)** This project type that includes two existing program components–TH and PH-RRH–in a single project to serve individuals and families experiencing homelessness. If awarded, recipients or subrecipients must be able to provide both components, including the units supported by the transitional housing component and the tenant-based rental assistance and services provided through the PH-RRH component, to all program participants up to 24 months as needed by the program participants.
* **Coordinated Entry mobile assessors (CES/SSO)** Hennepin CoC has a gap and is seeking applications to fund approximately 1-2 mobile assessors within our Coordinated Entry system. These assessors will work to assess unsheltered and identified highly mobile households.

**STEPS TO PROCEED**

1. It is highly recommended that any interested Applicant review the following resources on Rapid Re-Housing to ensure a thorough understanding of this project type before proceeding.
   * <https://www.hudexchange.info/resources/documents/Rapid-Re-Housing-Brief.pdf>
   * <https://www.usich.gov/solutions/housing/rapid-re-housing/>
   * <https://endhomelessness.org/wp-content/uploads/2016/10/NAEH-Rapid-Re-housingToolkit_2017-FINAL.pdf>
   * <https://endhomelessness.org/ending-homelessness/solutions/rapid-re-housing/>
2. Send questions prior to the New Project overview meeting on June 24th from 3:00-4.
3. Sign up for the Hennepin CoC Listserv to receive NOFO-related communications.

# Priorities

Population priorities

1. Projects serving single adults will be prioritized first for CoC-funds because single adults make up the largest portion of our community of people experiencing homelessness in Hennepin County. Projects serving families will be prioritized second as the number of families experiencing homelessness has decreased over the past three years in the PIT count. Youth- serving projects will not be prioritized for CoC-funds.
2. Funds will be prioritized to projects serving people identified as chronically homeless. HUD continues to prioritize this community, and the number of actively homeless, chronically homeless individuals in January and February of 2022 (420 and 426 people) increased compared to January and February of 2021 (323 and 342 people).
3. Funds will be prioritized to projects serving people experiencing unsheltered homelessness. HUD continues to prioritize funding services for those experiencing unsheltered homelessness and Hennepin recognizes the need for ongoing development of strategies to decrease unsheltered homelessness due to the increase in encampments and persons using the light rail system as a shelter.

Project component priorities

1. Permanent supportive housing projects will be prioritized first as PSH has proven to be a cost-effective solution that can increase housing stability and improve health outcomes for chronically homeless and/or highly vulnerable people (the prioritized populations recommended above) by linking subsidized housing with access to supportive services.
2. RRH will be prioritized second and joint component projects third as both models of intervention target and prioritize people experiencing homelessness with higher needs and who are most vulnerable, the populations prioritized in the recommendations presented above.

# Score tool

**New Project Qualifying Requirements (threshold criteria)**

All projects must meet the following Qualifying Criteria to be considered for funding – please make sure you meet all of eligible criterion prior to submitting a pre-application:

|  |  |  |  |
| --- | --- | --- | --- |
| Criterion | Ineligible |  | Eligible |
| Eligible Applicant | * Entity is NOT a nonprofit organization, state, local government, public housing agency, or instrumentality of a state or local government (as defined in 24CFR5.100), without limitation or exclusion |  | * Entity is a nonprofit organization, state, local government, public housing agency, or instrumentality of a state or local government (as defined in 24CFR5.100), without limitation or exclusion |
| Eligible Population | * Does NOT meet HUD requirements and/or * Does NOT meet current CoC requirements |  | * Meets HUD requirements * Meets current CoC requirements |
| Eligible Service Model | * Does NOT meet HUD requirements and/or * Does NOT meet current CoC requirements |  | * Meets HUD requirements * Meets current CoC requirements |
| Submission Deadline | * Project application submitted to CoC Coordinator AFTER deadline |  | * Project application submitted to CoC Coordinator on or before deadline |
| HMIS and Coordinated Entry  (Coordinated entry is a comprehensive initial assessment of individual/family housing and service needs, and coordinates intake into appropriate housing and services) | * Project does NOT have the capacity or an acceptable plan in place to participate fully in HMIS and the CoC’s Coordinated Entry System |  | * Project has both the capacity and an acceptable plan in place to participate fully in HMIS and the CoC’s Coordinated Entry System |
| Organizational Capacity | * Organization does NOT have a mission/purpose statement and bylaws to govern operations * Organization does NOT have an active governing board (e.g. Board of Directors) that includes at least one member who is homeless or formerly homeless, and does NOT have a formal plan to immediately recruit such a member * Organization does NOT have clear policies and procedures to address potential conflicts of interest for board members * Organization does not have adequate levels of, and expertise in, staffing |  | * Organization has a mission/purpose statement and bylaws to govern operations * Organization has an active governing board (e.g. Board of Directors) that includes at least one member who is homeless or formerly homeless, or has a formal plan to immediately recruit such a member * Organization has clear policies and procedures to address potential conflicts of interest for board members * Organization has adequate levels of, and expertise in, staffing |
| Project Financial Viability | * Financial information is incomplete and/or * Financial information suggests project is unlikely to be viable |  | * Financial information is complete * Financial information suggests project is likely to be viable |
| Financial Audit | * Most recent annual audited financial and year-to-date financial and management letter is not provided and/or * Audit/management letter contains significant adverse disclosures (as determined by reviewers) |  | * Most recent annual audited financial and year-to-date financial and management letter is provided * Audit/management letter contains no significant adverse disclosures (as determined by reviewers) |
|  |  |  |  |

**New Project Evaluation and Scoring**

Projects meeting the qualifying criteria listed above will be further evaluated by the Minneapolis/Hennepin County Continuum of Care Funding Committee to identify those that most closely align with the needs, goals, and funding priorities of both the CoC and HUD.

The Committee will award proposals up to 18 total points in the six Proposal Characteristic areas indicated below, with those applications best presenting a feasible plan to address the items listed in the ‘Key Evaluation Criteria’ column receiving higher scores within a given category. To receive the greatest number of points possible, projects are encouraged to provide a clear and detailed description in their application of the manner in which their proposal meets the criteria indicated.

|  |  |  |
| --- | --- | --- |
| Proposal Characteristic | Key Evaluation Criteria | Points (Max) |
| Innovation and Effectiveness | * Project employs research-based and/or evidenced-based practices * Applicant has demonstrated experience in using research and/or evidence to inform decision-making and service provision | 4 |
| Performance Measures | * Project has articulated plans for successfully achieving performance measures | 4 |
| Leverage | * Extent of outside funding which can be leveraged by grant (HUD requires a minimum match equal to 25% of the total grant request) * Percent of leveraged funding currently in place | 4 |
| Applicant Experience for Proposed Activities | * Applicant or partners have past experience providing housing services * Applicant or partners have past experience providing housing services *to the population targeted by the proposed project* * For the housing services noted above, applicant demonstrates objective outcomes of past success | 2 |
| Employment Services Plan | * Project articulates a plan or partnership to increase employment outcomes for program participants * Project articulates a plan for increasing program participants’ income | 2 |
| Commitment to Advancing Racial Equity | * Project describes strategies they use to meet the unique cultural and racial needs of the people they serve, including culturally specific services provided and partnership with culturally specific organizations * Project’s organizational policies and training offerings reflect an agenda for promoting anti-racism practices | 2 |
|  | Total Points Possible | 18 |

# Match Requirements

## Sources of match

Per the CoC Program Interim Rule (24 CFR 578.73), match must equal 25 percent of the total grant request including project administrative costs but excluding leasing costs (i.e. any funds identified for Leased Units and Leased Structures). For example, if the total assistance requested is $100,000, and the project applicant did not request costs for Leased Units or Leased Structures, then the project applicant must secure commitments for match funds equal to no less than $25,000. For example, if the total assistance required is $100,000, of which $50,000 is for Leased Units or Leased Structures, then the project applicant must secure commitments for match funds equal to no less than $12,500 (i.e. (100K-50K\* .25).

1. The total match requirement can be met through **cash, in-kind, or a combination** of the two.
2. Match must be used for **eligible costs** for the program component you are applying for, as set for in the HEARTH Interim Rule (Subpart D of 24 CFR part 578)
3. **Cash resources.** A recipient or sub-recipient may use funds from any source, including any other federal sources (excluding Continuum of Care program funds), as well as State, local and private sources, provided that the funds from the source are not statutorily prohibited to be used as a match. The recipient must ensure that any funds used to satisfy the matching requirements of this section are eligible under the laws governing the funds in order to be used as matching funds for a grant awarded under the CoC program. It is recommended that you check with other funds to assure/determine if the source can be used as match.
4. The recipient may use the value of any real property, equipment, goods or services contributed to the project as match, provided that if the recipient had to pay for them with grant funds, the costs would have been eligible. Any such value previously used as match, may not be used again. If a grantee is interested in using in-kind goods (cost of a building or land) please consult with the HUD Minneapolis local field office. Cost can be used one time, either a lump sum or pro-rate over a number of years.
5. If match is provided through **in-kind sources** from a third party, it must be documented by an **MOU** between the recipient and sub-recipient and the third party that will provide the services. Services provided by individuals must be valued at rates consistent with those ordinarily paid for similar work in the recipient’s or sub-recipient’s organization. If the recipient or sub-recipient does not have employees performing similar work the rates must be consistent with those ordinarily paid by other employers for similar work in the same labor market. The MOU must establish the **unconditional commitment**, except for selection to receive a grant, by the third party to provide the services, the specific service to be provided, the **profession** of the person providing the service, and the **hourly cost** of the service to be provided.

* During the term of the grant, the recipient or sub-recipient must keep and make available, for inspection, **records documenting the service hours provided**.

**To qualify as match, funds must come to and be disbursed by the grantee**. If benefits are paid directly to program participants, the funds is not going through the agency’s books and it cannot be counted as match. For example, rent paid directly to a private landlord does not come to the grantee and so cannot qualify as match. Benefits received by tenants such as SSI, GA do not go to the grantee and cannot be used as match.

# Contact information

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