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New project pre-application request

2023

MN-500 Hennepin County Continuum of Care 2023 Continuum of Care competition

Pre-application process opens May 19, 2023 - Pre-applications due June 9, 2023 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:

## 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 FY2023 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) and new Permanent Housing-Rapid Rehousing projects (PH-RRH), 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 FY2022, Hennepin CoC was eligible to apply for approximately $13,636,883 million in Annual Renewal Demand, $681,844 for CoC Bonus projects, and $1,351,419 for DV Bonus projects. Hennepin was awarded $14,523,473 for all projects in the 2022 competition, including projects funded through both reallocation and bonus dollars. In 2023, Hennepin CoC anticipates being eligible to apply for both 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 application overview meeting on **May 25th** **2023 from 10-11am.** See below Microsoft teams link to join this meeting.

The Hennepin CoC team 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 March 8, 2023 is described 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)

## DEADLINE FOR SUBMISSIONS OF PRE-APPLICATIONS

**June 9th, 2023**, by close-of-business 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.

## DEADLINE FOR SUBMISSION OF QUESTIONS

Questions can be sent to Laura DeRosier [laura.derosier@hennepin.us](mailto:laura.derosier@hennepin.us) with the subject title “2023 New Project Pre-Application questions.” Hennepin CoC New Project application overview meeting on **May 25th, 2023 from 10-11am**.

**Join on your computer, mobile app or room device**

[Click here to join the meeting](https://teams.microsoft.com/l/meetup-join/19%3ameeting_MmJmMGI3ZDgtNDhjOC00MzhjLTliNmEtNDhiZjYyYTZhMjU5%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)

Meeting ID: 237 246 722 393   
Passcode: qezQxv

[Download Teams](https://www.microsoft.com/en-us/microsoft-teams/download-app) | [Join on the web](https://www.microsoft.com/microsoft-teams/join-a-meeting)

**Or call in (audio only)**

[+1 612-263-6117,,746497401#](tel:+16122636117,,746497401# )   United States, Minneapolis

Phone Conference ID: 746 497 401#

**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/or 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.
* **Supportive Services for Permanent Supportive Housing (PSH)** This project would apply for PSH only the units may be funded by another rental subsidy, of which the CoC funds will leverage services for households in the units with another rental subsidy source.
* **Permanent Supportive Housing- Rapid Rehousing (RRH)** Provides assistance to individuals and families, including 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 individuals and families experiencing homelessness.

**STEPS TO PROCEED**

1. Send questions prior to the New Project overview meeting to Laura DeRosier, and/or attend the New Project overview meeting on May 25th, 2023 from 10-11am
2. Sign up for the Hennepin CoC Listserv to receive NOFO-related communications. To sign up, visit: <https://www.hennepin.us/headinghomehennepin>
3. 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/>

# Priorities

Population priorities

1. Funds will be prioritized to projects serving families experiencing homelessness. The number of families experiencing homelessness in Hennepin increased by 223 households (84.8% increase) including 746 people (79.4% increase) in the 2023 Point-in-Time compared to the 2022 PIT, suggesting an increased need for projects serving families experiencing homelessness. Additionally, families now make up over half of the population of people experiencing homelessness in Hennepin, indicating a great need for this population. Finally, families in shelter more than doubled in the 2023 PIT compared to the 2022 PIT and make up over 60% of the persons residing in emergency shelter on the night of the 2023 PIT.
2. Projects serving chronically homeless single adults will be prioritized second. HUD continues to prioritize serving this community and chronic homelessness continues to be a priority population in Hennepin. The number of chronically homeless persons increased by 158 people to 738 people (a 27.2% increase) in the 2023 PIT compared to the 2022 PIT.

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. In the 2023 Housing Inventory Count, PSH projects in Hennepin were 92% utilized, suggesting an increase in PSH units are required to meet the housing needs of the community of people experiencing homelessness in Hennepin. Permanent supportive housing projects that add physical units to the available inventory in Hennepin will be prioritized over PSH projects utilizing vouchers.
2. RRH will be prioritized second as RRH projects 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**

All projects must meet the following Qualifying Criteria to be considered for funding:

|  |  |  |
| --- | --- | --- |
| 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 30 total points in the eight 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) |
| Alignment with HUD priorities | * **Housing First:** 1) extent to which project, and tenant selection criteria, demonstrates alignment with a Housing First model; 2) organization has made and describes efforts to ensure access to housing for all that are referred to the program; 3) if applicable, organization’s other projects are aligned with Housing First Principles * **Equity:** 1) project addresses historical disparities and advances equity by targeting historically marginalized and underserved communities; 2) project describes strategies they use to meet the unique cultural and racial needs of the people they serve, including providing culturally specific services and establishing/maintaining partnerships with culturally specific providers in the community; 3) project promotes the inclusion of people with lived experience * **Data**: 1) project employs research-based and/or evidence-based practices; 2) applicant has demonstrated experience in using research and/or evidence to inform decision-making and service provision; 3) project has the capacity to fully participate in HMIS providing data that is accurate, complete, up to date, and consistent with HUD/HMIS data standards | 5 |
| Project’s alignment to filling gaps in Hennepin response system | * **Project type** * **Population served** * **Service model**: project describes strategies for identifying and providing supportive services to those with the highest service needs; “high service needs model of care” | 5 |
| Commitment to Advancing Diversity, Equity, and Inclusion | * 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 describes strategies that address the needs arising from historical trauma and systemic racism * Project’s organizational policies and training offerings reflect an agenda for promoting anti-racism practices * Project promotes the inclusion of people with lived experience | 4 |
| Performance plans | * **Exits to PD**: Project has articulated description of how they will assist program participants to obtain and maintain permanent housing that fits their needs * **LOT homeless**: Project has articulated description of strategy to reduce the length of time people remain homeless (quick connection to housing) * **RTH**: project defines strategy they will use to assist households served with housing stability beyond program exit, ensuring they do not re-enter homelessness * **Income**: 1) project describes partnerships with mainstream employment organizations and proposed strategies to help individuals and families increase employment cash income; 2) project describes how they will connect participants to mainstream health, social services, and other programs for which they are eligible to apply and which meet the needs of the program participants | 4 |
| Innovation and Effectiveness | * Project employs research-based and/or evidence-based practices * Applicant has demonstrated experience in using research and/or evidence to inform decision-making and service provision | 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 | 3 |
| 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 | 3 |
| Project readiness | * Is it feasible this project will be up and running in the necessary timeline? | 2 |
| Total Points Possible |  | 30 |

# 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.
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.
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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