

St. Louis County - 2013 & 2014 HUD CoC Program Review & Ranking Process & Timeline (12-20-13)

On November 22, 2013, HUD released the Notice of Funding Availability (NOFA) for the Fiscal Years 2013 and 2014 Continuum of Care Program Competition. The NOFA and related information can be found at: <https://www.onecpd.info/e-snaps/fy-2013-coc-program-nofa-coc-program-competition/>

I. Project Application Instructions & Expectations

All Project Applicants should read through the Time Line provided on page 4 of this document, which provides details about CoC deadlines.

- Applications must be completed and submitted (exported) no later than 1/2/14 without submitting it into E-Snaps. Renewal projects should use their last year's budget numbers.
- Projects should not make changes to their budget at this time—submit budget numbers funded last year, as indicated on the Grant Inventory Worksheet. Decisions about funding cuts will be made after the applications have been reviewed by the Review and Ranking Committee.
- The annual renewal demand must be reduced by 5%. However, HUD discourages making cuts across the board, but rather encourages reducing funding from Tier 2 or reducing funds to low performing projects.
- Projects are encouraged to voluntarily reduce their requests if the project has not been unable to meet goals and have not fully utilized all of their funds (such as Leasing/former Shelter Plus Care projects).
- Administration should be limited to less than 7%.
- Projects will be notified of scoring and proposed funding reductions on January 15, 2014. Project will have an opportunity to comment on the proposed funding recommendation during the Public Comment Period (January 15, 2014 through January 21, 2014).
- A Public Hearing will be held by the Leadership Council on January 22, 2014 starting at 11:00 at the Cotton Town Hall.
- Participation in HMIS and data quality is mandatory for agencies seeking new and renewal funds.
- Performance and HMIS will be heavily weighted by HUD in determining the overall CoC Application
- HUD will use Annual Performance Report (APR) data on the following criteria to calculate the overall CoC system performance.
 - Moving to permanent housing
 - Housing stability
 - Accessing mainstream resources
 - Employment resources.
- Additional information on HUD priorities can be found starting on page 8 of the NOFA, section II.A.

A. Leverage and Match

- CoC regulations require a 25% cash or in-kind match
- HUD scores each CoC on program leverage—what other resources are used to support HUD projects.
- In order to receive maximum points, 175% leverage must be documented and sent with the Project Application on the January 2, 2014 deadline.

B. Prioritizing Permanent Supportive Housing (PSH) for Chronically Homeless:

HUD again places strong emphasis on ending chronic homelessness. For the 2013/2014 application, Permanent Supportive Housing projects must describe/document the following:

- The number of beds currently designated for the chronically homeless.
- The number and percentage of project units/beds occupied by persons identified as chronically homeless upon entering housing.
- A plan for prioritizing the placement of chronically homeless into non-designated unit/beds when there are openings. Include an estimated number of openings expected for 2014 & 2015, and the percentage of these openings that will be prioritized for chronically homeless.

C. Housing First Approach – Permanent Housing:

Permanent Housing projects should consider responding “yes” to the question about “Housing First”

(question 3b of the Project Application), if at all possible now or going forward. More information

about this at: <https://www.onecpd.info/news/snaps-weekly-focus-adopting-a-housing-first-approach/>.

II. Review & Ranking Overview The final draft of the 2013 Scoring tool is attached in Exhibit 1.

- HUD again requires projects be ranked under Tier 1 or Tier 2. Tier 1 can include projects totaling 95% of the Annual Renewal Demand (ARD) amount. Tier 2 will include the remaining projects for the full ARD.
- Projects ranked in Tier 2 will be at greater risk of not getting funded than last year.
- The HMIS applications will receive full credit for each section that is not applicable to its project type.
- Projects that scored well but fell outside the CoC’s ARD are encouraged to re-submit in a future competition. (see 2013/2014 NOFA, Section II.B.10)
- Projects that do not score high enough to enter the competition may request the CoC provide technical assistance to help them improve their application for future competitions.
- Project Applicants Project Performance

- HUD’s Homeless Policy and Program Priorities will be used in part for scoring & selection criteria.
- Heading Home SLC Leadership Council (board) Priorities will be used in part for scoring & selection criteria.
- Project Applicants will be evaluated initially within each program type applying for the same program funds (i.e. PH, S+C, TH & SSO)
- A preliminary, quantitative review of each application will be completed by staff to:
 - Confirm the application was submitted on time
 - Confirm the application met the threshold requirements were met
 - Confirm all required attachments were submitted with the application
 - Confirm that match and/or leverage requirements are met
 - Calculate APR performance scores
- Applicants are asked to be available (via phone) on January 14th when the Review & Ranking Committee meets to respond to any questions that arise by the committee between 9:00 and 4:00. Provide the CoC Coordinator with a staff contact & phone number.

A. Review & Ranking Committee

The Review and Ranking Committee will be comprised of representatives from a cross section of groups which might include: Faith based and non-profit providers of homeless services and housing; housing developers; city representatives; St. Louis County employees; mental health; substance abuse; veterans services; and consumers. The CoC recruits members who are knowledgeable about homelessness and housing and who are broadly representative of the relevant sectors, subpopulations and geographic areas.

B. Review & Ranking Timeline

December 17, 2013: **Project Application Training:** State of Minnesota staff will provide training on completing the Project Application. The training will be held at the Government Services Center (room 504/506), from 1:00 pm - 4:00 pm. E-mail Laura DeRosier at dersoierl@stlouiscountymn.gov if you intend to participate in this training.

January 2, 2014: **Application Submission Deadline:** Save and export a .pdf copy of your Project Application and Leverage letters to Laura DeRosier at derosierl@stlouiscountymn.gov. DO NOT SUBMIT in E-snaps at this time. **Early submission is strongly encouraged.**

EITHER THE ELECTRONIC OR HARD COPIES NEED TO BE DELIVERED BY 5:00 P.M. ON JANUARY 2, 2014. LATE AND/OR INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED.

- January 14, 2014:** **Review & Ranking Committee Meeting:** The Review and Ranking Committee will meet to determine the initial project ranking and allocation. Applicants should be available to respond to questions of the committee (via telephone), should questions arise. Applications will be provided with a copy of the committee's application review time-line.
- January 15, 2014:** **Notification of Funding Recommendations & Public Comment Period opens. Leadership Council (board) will approve the FY 2013 Priority Listing.:** Following the Review and Ranking Committee meeting, the ranking and allocation recommendations will be posted on the St. Louis County website at www.stlouiscountymn.gov/headinghome . In addition, staff will notify the CoC via e-mail including applicants, Affordable and Rural Housing Coalition members, other non-profit organizations, and City and County departments, etc of the recommendations. Any comments regarding the 2013/2014 NOFA recommendations should be made in writing and submitted (via e-mail or mail) to Laura DeRosier at the Government Services Center between **January 15, 2014 and January 17, 2014.**
- January 22, 2014:** **Public Hearing opportunity**
On January 22, 2014, the Heading Home St. Louis County Leadership Council will host a Public Hearing at the Cotton Town Hall, starting at 11:00 for any interested applicants.
- January 22-24, 2014:** **Final Ranking re-post**
If there are any changes in the final ranking , an updated Priority Listing will be posted on the St. Louis County website and CoC Coordinator will notify the entire CoC electronically including the Affordable and Rural Housing Coalitions, all homeless housing and service providers via e-mail listserves.
- January 24, 2014:** **Final Application Deadline**
Between January 17 and 24, applicants should finalize their applications, incorporating recommendations from the R&R Committee. Project applications must be uploaded into E-Snaps by midnight on January 24. Between January 24 and January 31, please be sure that someone familiar with your project is available to answer last minute application questions or make corrections.

January 31, 2014: Entire Consolidated Application Submitted to HUD (by CoC Coordinator)