

# Guidance for St Louis County 2013 HUD Application Process

## Time line and LETTER OF INTENT (LOI) - updated 12-16-13

Agencies desiring to participate in the 2013 St. Louis County Continuum of Care (CoC) Homeless Assistance application for HUD funding will need to complete the following process in order to be eligible and prepared for this year's application submission.

Due to funding limitations, the only new projects that can apply for HUD funding are those created through reallocation. Applications are due to HUD (by the CoC) on **February 3, 2014**. Please note the enclosed schedule, which includes a mandatory meeting date, due date for the Letter of Intent (LOI) and initial Project Application. All these things take place prior to Rating and Ranking. There are several important milestones to be aware of. It is the responsibility of interested applicants to be aware of the dates, and respond on time.

The Letter of Intent (LOI) template is included of this notice as Exhibit B. Please complete and submit with the attachments noted on page 3 of this notice. If an organization is requesting funding for two separate programs or projects, the organization must complete a LOI for each project and/or program that they are requesting funding for.

To access the NOFA, visit: <https://www.onecpd.info/resource/3309/fy2013-fy2014coc-program-nofa/>.

Several preliminary steps must be accomplished immediately:

- Review HUD's CoC Program Competition Resources webpage for eligibility, general instructions, and guidance related to participation in applying for HUD funding. To access this information, visit: <https://www.onecpd.info/e-snaps/guides/coc-program-competition-resources/>. This includes obtaining a DUNS number and completing CCR registration if not previously completed.
- Visit [www.hudhre.info](http://www.hudhre.info) to learn more about the grants and program guidelines
- **December 6, 2013 from 1:00 p.m. to 3:00 p.m. is a CoC application meeting** on for agencies who intend to submit a LOI by the **December 18, 2013** deadline.
- For agencies who choose to participate in this year's application, a Letter of Intent (LOI) and attachments listed on page 3 must be *received by 5:00 p.m. December 18, 2013* to Laura DeRosier via email at [derosierl@stlouiscountymn.gov](mailto:derosierl@stlouiscountymn.gov)
- Attend all CoC meetings (participation in the Continuum of Care is a HUD requirement for all funded agencies).
- Prepare, if funded, to **participate in the HUD-mandated Homeless Management Information System**
- Applicants should start to plan for and secure commitments of leverage sources. The CoC has set a goal of having 175% leverage with the 2013 application. Sources of leverage include other program funding, in-kind 2 contributions, donations of buildings and/or professional services, other grants, etc.

The 2013/2014 NOFA does indicate that only 150% leverage will be required to receive maximum points. Therefore, the Rating & Ranking Committee will have the discretion to award maximum points to Project Applicants demonstrating 150% leverage.

**• It is the responsibility of each agency to understand and adhere to all HUD guidelines and regulations.**

Attached (Exhibit A) is a complete schedule of the process, including the rating and ranking interviews (subject to change at the discretion of the CoC Leadership Council board). Each agency will have to contribute information for the Combined Application and complete their Project Application according to CoC deadlines and protocols.

**There is a substantial time commitment for agencies participating in the CoC application process.**

The attached Letter of Intent (LOI) (Exhibit B) form must be submitted by any agency interested in submitting a project for funding under the 2013 HUD CoC Program Competition. A LOI is required for all projects submitted *both new and renewal projects*, but a LOI does not obligate you to submit a proposal.

The LOI is a non-binding expression of interest, which may later be followed by a comprehensive project proposal to the CoC. Subject to the rating and ranking process, projects may be included in the combined application for funding under HUD's 2013 CoC Program Competition.

**Applications submitted by organizations that do not complete the LOI with required documentation, and submit it to the CoC by December 18, 2013 as required by this notice will not be included in the 2013 Combined Application.**

Additional information may be required at a later time from organizations submitting the LOI by representatives of the CoC may be required as part of the application process.

**Letters of Intent (LOI) must be received by Laura DeRosier no later than December 18, 2013 at 5:00 p.m. (EST).**

All required attachments are due with the LOI by the specified deadline.

Completed forms should be emailed to [derosierl@stlouiscountymn.gov](mailto:derosierl@stlouiscountymn.gov)

Questions should be directed to Laura DeRosier at [derosierl@stlouiscountymn.gov](mailto:derosierl@stlouiscountymn.gov) or 218/725-5236

**THE FOLLOWING INFORMATION MUST BE SUBMITTED FOR EACH APPLICANT AND/OR SPONSOR AS ESSENTIAL ELEMENTS OF THE LOI:**

1. Copies of bylaws and articles of incorporation (non-governmental only)
2. Proof of 501(c)3 status (non-governmental only)
3. List of current directors, which must include a brief statement of each director's experience, qualifications, and tenure on the board (if you have it).
4. For new programs, provide a list of past homeless projects or other projects that demonstrate your capacity to develop and/or operate the proposed program.

When completing the budget section of the LOI, applicants should consider the following:

1. Both new and renewal applications must pass HUD's Project Threshold in order to receive funding, regardless of the CoC's ranking of the project.
2. Renewal projects are only eligible for funding terms of one year.
3. According to § 578.73 of the CoC Program Interim Rule, the recipient or sub recipient must match all grant funds, except for leasing funds, with no less than 25 percent of funds or in-kind contributions from other sources.

**Exhibit A**  
**Tentative - Timeline of 2013 CoC Application**  
**St. Louis County Continuum of Care (12-16-13)**

Date	Activity
<b>November 22 , 2013</b>	HUD Notice of Funding Availability (NOFA) for CoC Program Published
<b>December 6, 2013 1:00-3:00</b>	<b>St. Louis County CoC Application training - ITV 1:00 – 3:00</b> GSC – 504/506 Northland (Virginia) – NOB2R
<b>December 17, 2013 1:00-4:00</b> <b>Duluth GSC 504/506</b>	<b>State facilitated - CoC Project Applicant assistance</b> Computer Lab – Project Application technical assistance
<b>December 18, 2013</b>	<b>Letter of Intent (LOI) Received by 5:00 p.m.</b> (New and Renewal Project applicants)
<b>January 2, 2014</b>	<b>Initial project Application due to SLC-</b> <a href="mailto:derosierl@stlouiscountymn.gov">derosierl@stlouiscountymn.gov</a> <b>(Exported pdf project application) by 5:00 p.m. – DO NOT SUBMIT TO E-SNAPS AT THIS TIME</b>
<b>January 14, 2014</b>	Review & Ranking Committee meeting – (New & Renewal project applicants must provide CoC coordinator with a staff name and phone number to be reached if Ranking committee has questions on this date between 9:00 am – 4:00 pm)
<b>January 15, 2014</b> <b>PUBLIC COMMENT PERIOD BEGINS</b>	<b>Notification of Funding Recommendations &amp; Ranking</b> Notice will be put out for public comment. The final ranking will be sent via e-mail and posted on the St. Louis County website. Any rejected projects will be notified in writing.
<b>January 22, 2014</b>	<b>Public Hearing held by SLC Leadership Council</b> board at the Cotton Town Hall starting at 11:00.
<b>January 24, 2014</b>	<b>Final Project Application Due in E-Snaps by 5:00 p.m.- SUBMIT IN E-SNAPS AT THIS TIME</b>
<b>January 31, 2014</b>	Final CoC Combined Application Submitted to HUD via e-snaps (SLC CoC coordinator to complete)

<b>FY 2013 – 2014 Application Section meetings</b> <b>Meeting date/time/location</b>	<b>Application Section</b>
December 20 <sup>th</sup> /1:00-3:00/ITV Duluth GSC 504/506, Virginia NOB 2R	Housing Stability objective
December 23 <sup>rd</sup> /1:00-3:00/ITV Duluth GSC 504/506, Virginia NOB 2R	Discharge Planning
January 2 <sup>nd</sup> /1:00-3:00/ITV Duluth GSC 504/506, Virginia NOB 2R	Progress toward ending Chronic Homelessness objective
January 6 <sup>th</sup> /1:00-4:00/ ITV Duluth GSC 504/504, Virginia NOB3F	Coordination with Strategic Planning objectives
January 9 <sup>th</sup> /1:00-4:00/ITV Duluth GSC 504/504, Virginia 118	Rapid Re-Housing
January 13 <sup>th</sup> /1:00-3:00/ITV Duluth GSC 504/506, Virginia NOB2R	Income

**Exhibit B**  
**2013 Letter of Intent (Each project separately)**  
**St. Louis County Continuum of Care**

Project Name:			
Project Address (if applicable):			
1. Project Sponsor:			
	Agency Name:		
	Agency Contact Person:		
	Address of Agency:		
	Contact Phone:		
	Contact E-mail:		
2. Is this a renewal project?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
	<i>If yes:</i> HUD Grant #		
	End date of HUD contract:		
	Amount to be requested:		
	Date most recent APR Submitted:		
3. Please indicate which target population your project is intended to address. Indicate at least one under each heading.			
	<b><u>Sub-population of Homeless Persons</u></b>	<b><u>Populations of Homeless Persons</u></b>	
	<input type="checkbox"/> Chronically Homeless	<input type="radio"/> Single Adults	
	<input type="checkbox"/> Severe Mentally Ill	<input type="radio"/> Families with Children	
	<input type="radio"/> Domestic Violence	<input type="radio"/> Transitioning Age Youth (18-24)	
	<input type="radio"/> HIV/AIDS	<input type="radio"/> Unaccompanied Youth (under 18)	
	<input type="radio"/> Physical Disability		
	<input type="radio"/> Veterans		
	<input type="radio"/> General Homeless		
(Please visit <a href="http://hudhre.info">hudhre.info</a> for homeless and chronically homeless definitions and who can be served by project type)			
4. Program Component Type (check only one component type and type of housing assistance, if applicable)			
<input type="radio"/> Permanent Housing	<input type="radio"/> Permanent Supportive Hsg.	<input type="radio"/> Leasing	<input type="radio"/> Rental Assistance
<input type="radio"/> Transitional Housing	<input type="radio"/> Rapid Re-Housing	<input type="radio"/> Leasing	<input type="radio"/> Rental Assistance
<input type="radio"/> Support services Only		<input type="radio"/> Leasing	<input type="radio"/> Rental Assistance

Note: Please be aware of the following distinction between leasing and rent assistance: In a leasing project, the organization managing or administrating the project leases the housing unit from the landlord and then sublets the housing units to project participants/tenants. In a rental assistance project, the project participant/tenant has a lease for the housing unit with the landlord and the project provides rent assistance payments to the landlord. Furthermore, while a nonprofit organization can apply for and be granted CoC-funded project involving rental assistance, per federal statute, only a unit of state or local government or a public housing authority can administer rental assistance funds.

5. Estimated Project Budget:

Please attach your project’s anticipated budget using the following format. Enter only ONE-YEAR amounts in the chart, but indicate if your application will be for ONE, TWO, THREE, FOUR, OR FIVE -YEARS. Renewal applications can only request a ONE-year term.

<b>Project Activities</b>	<b>CoC Program</b>	<b>Match</b>	<b>Total Estimated Project Budget</b>
Acquisition			
Rehabilitation			
New Construction			
Leasing			
Rental Assistance			
Supportive Services			
Operations			
HMIS			
Subtotal			
Administration (not to exceed 7% of total)			
Total			

- 1 Year Term – New or Renewal
- 2 Year Term – New
- 3 Year Term – New
- 4 Year Term – New
- 5 Year Term – New

6. Does your agency participate in meetings or participate in committees with the St. Louis County CoC? Yes No
If yes, describe that participation:

7a.) List applicable HUD objectives for your project & indicate whether you achieved it (Renewals only):	
Objective	
Achieved?	
7b.) If you did not meet any of your benchmarks, explain why the standard was not met. Please use data to support your answer:	
8.) PERMANENT HOUSING ONLY QUESTION: How many chronic homeless individuals/families does your project anticipate to serve in your application? How many beds are committed to CH & how many is your project willing to prioritize for CH when beds are available?	
9.) PERMANENT HOUSING ONLY QUESTION: How many clients fit the HUD Chronic Homeless definition in your projects that are not in “designated Chronic Homeless” beds?	
10.)PERMANENT HOUSING ONLY QUESTION: Please articulate how you using the Housing First model to house the chronic homeless to promote housing stability?	
11.)Within the past 2 years, have you had any unresolved HUD monitor findings? Yes No	
	If yes, please explain below:
12.)What is your commitment to participating in the implementation of the St. Louis County CoC’s Coordinated Access system? Specifically describe your role.	