

Guidance for St Louis County 2013 HUD Application Process

Time line and LETTER OF INTENT (LOI)

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 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
- 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

Questions should be directed to Laura DeRosier at 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.
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
Timeline of 2013 CoC Application
St. Louis County Continuum of Care

Date	Activity
November 22 , 2013	HUD Notice of Funding Availability (NOFA) for CoC Program Published
December 6, 2013 1:00-3:00	St. Louis County CoC Application training - ITV 1:00 – 3:00 GSC – 504/506 Northland (Virginia) – NOB2R
December 17, 2013 1:00-4:00 Duluth GSC 504/506	State facilitated - CoC Project Applicant assistance Computer Lab – Project Application technical assistance
December 18, 2013	Letter of Intent (LOI) Received by 5:00 p.m. (New and Renewal Project applicants)
January 2, 2014	Initial project Application due to SLC- derosierl@stlouiscountymn.gov (Exported pdf project application) by 5:00 p.m. – DO NOT SUBMIT TO E-SNAPS AT THIS TIME
January 13, 2014 (week of)	Rating & Ranking Interviews (New & Renewal project applicants) * MEETING LOCATIONS TO BE ANNOUNCED – allow 30 minutes
January 17, 2014	Notification of Funding Recommendations *Begin to finalize your application for submission to HUD
January 24, 2014	Final Project Application Due in E-Snaps by 5:00 p.m.- SUBMIT IN E-SNAPS AT THIS TIME
January 31, 2014	Final CoC Combined Application Submitted to HUD via e-snaps (SLC CoC coordinator to complete)

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?
- Yes
 - No

If yes:

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.

Sub-population of Homeless Persons

- Chronically Homeless
- Severe Mentally Ill
- Domestic Violence
- HIV/AIDS
- Physical Disability
- Veterans
- General Homeless

Populations of Homeless Persons

- Single Adults
- Families with Children
- Transitioning Age Youth (18-24)
- Unaccompanied Youth (under 18)

(Please visit hudhre.info 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	Permanent Supportive Hsg.	<input type="radio"/> Leasing	<input type="radio"/> Rental Assistance
		Rapid Re-Housing	<input type="radio"/> Leasing	<input type="radio"/> Rental Assistance
<input type="radio"/>	Transitional Housing		<input type="radio"/> Leasing	<input type="radio"/> Rental Assistance
<input type="radio"/>	Support services Only			
<input type="radio"/>	HMIS			

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.

Project Activities	CoC Program	Match	Total Estimated Project Budget
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?
O Yes O No

If yes, describe that participation:

7a.) List applicable objectives for your project & indicate whether you achieved it:

Objective	_____
Achieved?	_____
Objective	_____
Achieved?	_____
Objective	_____
Achieved?	_____
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.) How many chronic homeless individuals/families does your project anticipate to serve in your application?

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.) Please articulate how you are 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.
