



# Saint Louis County

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## Continuum of Care Process 2009

### Informational Bulletin

This information is meant to facilitate community participation in and prioritization of applications for federal Continuum of Care Program competitive funds. It describes St. Louis County's process for soliciting, encouraging, and then submitting applications to the U.S. Department of Housing and Urban Development (HUD) for consideration for funding. The application, competition, and ultimate funding decisions are the responsibility of HUD. The local process has the responsibility for providing technical assistance and for prioritizing projects based on our local needs and community input. Once the application priorities have been established and the Associated Application packet has been mailed, the local organizers are removed from the process. In other words, applicants will deal directly with Federal government representatives regarding final submittals and will invoice the Federal government for reimbursement of costs associated with the project. For new projects, the funding cycle will begin after the proper submission of additional paperwork required by HUD (called the Second Submission), somewhere between three to six months after funding awards are announced (usually announced in late December or early January).

### Background

In 1987, the Stewart B. McKinney Homeless Assistance Act (PL 100-77) was passed by Congress. This Act defined the problems of homelessness and provided funding to support comprehensive services to the homeless, including planning, shelter, food, health, mental health and substance abuse, social services, education, job training and employment assistance. In 1989 the Act was reauthorized and included new funding for the development of permanent housing for homeless persons. Subsequently, the President's Interagency Council on the Homeless developed a single coordinated Federal plan for breaking the cycle of existing homelessness and for preventing future homelessness. This plan has come to be known as the Continuum of Care for the Homeless, and includes four funding streams to be used to address the complicating risk factors specific to homelessness:

<b>Emergency Shelter Grant Program (ESG)</b> <b>CFDA #14.231</b>	Entitlement funds passed on to States and local governments to improve the quality of emergency shelters and to increase the number of emergency shelters. ESG funds support the operation, maintenance, rehabilitation, or creation of emergency shelters for the homeless, and may also be used to provide certain related social services or homeless prevention activities.
<b>Supportive Housing Program (SHP)</b> <b>CFDA #14.235</b>	SHP funds help develop housing and related supportive services for people moving from homelessness to independent living (programs encouraging self-sufficiency). SHP funds support projects such as transitional housing, permanent housing for people with disabilities, supportive services for homeless people not living in supportive housing, and other types of innovative supportive housing for homeless people. (Supportive services include child care, employment assistance, outpatient health services, case management, help in getting permanent housing, nutritional counseling, and help in obtaining other assistance). Funds are made available each year in a national competition, and can be awarded for up to a 3-year commitment, and HUD enters into a contract with successful applicants.

<b>Shelter Plus Care (S+C)</b> <b>CFDA #14.238</b>	S+C creates permanent housing for homeless people with disabilities by providing rental subsidies for up to 5 years to a homeless household receiving an equal amount of supportive services from a provider. S+C funds support four types of rental assistance: Tenant-Based, Project-Based, Sponsor-Based, and SRO-based rental assistance. Funds are made available each year in a national competition, and HUD enters into a contract with successful applicants for up to 5 years, or for up to 10 years of a Project-Based unit that has been rehabilitated.
<b>Section 8 Moderate Rehabilitation Single Room Occupancy Program for Homeless Individuals (SRO)</b> <b>CFDA #14.249</b>	The SRO program provides section 8 rental assistance for moderate rehabilitation of buildings with SRO units. A public housing authority makes Section 8 rental assistance payments to the landlord(s) for the homeless people who rent the rehabilitated units. Funds are made available each year in a national competition, and HUD enters into annual contracts with a local Public Housing Authority for up to 10 years, who in turn sub-contracts with successful applicants.

As noted, the ESG funds are entitlement funds received by St. Louis County and the City of Duluth for distribution to support programs for the homeless in the city and the county. For more information on ESG funds, please contact St. Louis County at 218-749-9741 or the City of Duluth at 723-3357.

The balance of the Continuum of Care Program funds is made available in a national competition, through the HUD SuperNOFA application, to encourage the development of new and innovative programs to serve the homeless. Local communities needing funds to start new self-sufficiency oriented programs to end homelessness are encouraged to apply for SHP, S+C and/or SRO funds. Programs previously started with SHP, S+C or SRO funds can also compete to be renewed and continued when other sources of funding have not been secured.

Recognizing that there is generally more funding needed than is available, the Federal government requires each community to prioritize the projects being submitted for competition, based on local needs and local opportunities. The volunteers on the St. Louis County Committee to End Homelessness perform this function, basing their prioritizations on a variety of issues such as the need for the project, the project's potential to impact local gaps in services, the sponsoring agency's capacity and ability to provide the services to the highest standard and to manage the federal funds, and on community concerns as delineated in the HUD Consolidated Plan, and/or letters to the editors and public hearings sponsored by the government entities as part of the HUD Consolidated Plan process. The Annual Progress Reports or APR's are utilized by the CEH in determining funding awards, as well as each project's ability to increase housing emphasis and increase leveraging for the 2008 application cycle. The ability of our community to collaborate and work toward HUD's set goals will assure a successful application.

**Definitions of Continuum of Care**

The term Continuum of Care has multiple meanings and is used to describe two different processes. First, each community has a continuum of care for homeless persons that includes all the services and support networks used by low-income and homeless individuals as well as stable, non-homeless households: case management, needs identification, referrals, rental assistance, assistance to pay for food, child care, work cards, an adequate transportation infrastructure, sufficient and accessible health care, etc. The local continuum also includes a variety of housing resources: emergency shelters, transitional housing programs, subsidized housing, permanent affordable housing, permanent market-rate housing, and homeownership opportunities. The local continuum is composed of everything available in this community from emergency, basic services to homeownership.

The second process that the term Continuum of Care is used for is this national competition for these federal funds. In this respect, Continuum of Care (CoC) is used as a catch-all phrase to describe the three funding streams available in the competition (CoC funding), the application requirements established by HUD (CoC Application and description, or CoC Program), and the entire process used to develop funding applications (again, CoC funds or CoC process).

## **COMMUNITY PROCESS FOR SUBMITTING APPLICATIONS**

The St. Louis County Committee to End Homelessness (CEH) is the citizens' advisory committee that reviews the applications for this federal competition and prioritizes the applications based on local needs and gaps. Membership is composed of formerly homeless individuals, representatives from underrepresented populations, representatives from civic organizations, representatives from the business community, representatives from the finance/banking community, and from housing development. Member responsibilities include:

- Reviewing the Continuum of Care Plan as delineated in the HUD Consolidated Plan;
- Reviewing the actions and recommendations of the Affordable Housing Coalition (AHC-Duluth) and the Rural Housing Coalition (RHC – Northern St. Louis County) and the needs and gaps they identify together as one group process;
- Approving the description of the St. Louis County Continuum of Care prepared by support staff. Heading Home St. Louis County's Ten year plan to end Homeless initiative will be used as the central planning piece of the community's priorities and the application;
- Recommending other Needs and Priorities for services as identified through the process. For example, this year we know that St. Louis County needs to increase its housing emphasis and submit additional documentation to back up increases in dollars leveraged in programs;
- Providing technical assistance to local agencies interested in applying for Continuum of Care Homeless Assistance Program funds;
- Prioritizing the applications in the community's Associated Application. (*Priorities will include: Projects that have increased housing emphasis, when applicable; Projects that have met HUD's 200% leveraging recommendation; Projects that have good outcomes & meet the priority needs outlined by HUD in their APR's.*)

## **Participating in the CoC Process**

Incorporated into this information is a time line that outlines meetings, trainings and deadlines that the CEH will follow in order to submit an application with the St. Louis County CoC Associated Application. Participation and cooperation with this process is highly recommended, as HUD will deduct points from communities that do not demonstrate a coordinated effort.

### 1. The CoC pre-application process

- St. Louis County will use a pre-application format. **NOTE: Any agency that intends to apply for 2009 HUD homeless funding, new or renewing projects, must complete the pre-application to be used in the ranking process by the AHC/RHC and CEH.**
- **Individual agencies must also include a brief summary outlining which goals you have identified for HUD, as well as your progress in meeting your set goal/s.**
- **The pre-application must be fully completed and returned to St. Louis County Public Health and Human Services. Date to be announced shortly following the release of the SuperNOFA announcement.**

- The St. Louis County Public Health and Human Services staff is available to discuss the CoC funding availability and to offer technical assistance. Any questions contact St. Louis County Public Health and Human Services at 725-5236 (Laura DeRosier).
- The Affordable Housing Coalition and the Rural Housing Coalition will review and rank pre-applications, and will give recommendations to the Committee to End Homelessness prior to the Committee's formal review of the pre-applications.
- The St. Louis County Public Health and Human Services staff will review and rank pre-applications, and will give recommendations to the Committee to End Homelessness prior to the Committee's formal review of the pre-applications
- New applicants will be required to make a presentation to the Committee to End Homelessness prior to submitting a pre-application to discuss the merits of their proposed project and to answer questions.
- The pre-applications will be reviewed, scored and ranked by the St. Louis County Committee to End Homelessness, taking into consideration the Affordable Housing Coalition's, the Rural Housing Coalition's, and staff recommendations. The Committee's ranking and application comments will be sent to each applicant.

2. The **TENTATIVE 2009** CoC planning and application process time line

2009 Date	CoC Activity
August/September	<ul style="list-style-type: none"> <li>▪ Identification of potential new project applicants</li> <li>▪ CEH review of local needs assessment results &amp; sets priorities</li> <li>▪ Pre-applications for New Projects due to St. Louis County for all projects</li> <li>▪ New housing pre-applications reviewed by HUD, MHFA &amp; the CEH/Implementation team (Heading Home St. Louis County)</li> <li>▪ 2009 Information bulletin process distributed to community agencies</li> </ul>
September	<ul style="list-style-type: none"> <li>▪ 2009 SuperNOFA competition announcement (No sooner than August 15, 2009)</li> <li>▪ Agencies notified</li> <li>▪ AHC/RHC needs &amp; gaps update</li> <li>▪ Homeless needs assessed (Implementation team/CEH)</li> <li>▪ Exhibit 2 training (DHS- September 21<sup>st</sup>)</li> </ul>
September/October	<ul style="list-style-type: none"> <li>▪ Begin working on Exhibit One</li> <li>▪ Disseminate HUD priorities and strategically plan for 2009 application</li> <li>▪ Review housing emphasis, leveraging percentages, and HUD priorities for new projects</li> </ul>
November	<ul style="list-style-type: none"> <li>▪ Draft Exhibit One completed</li> <li>▪ Volunteer committee completes Draft Exhibit One review</li> <li>▪ CEH receives RHC, AHC, and staff's priority ranking recommendations</li> <li>▪ CEH prepares final project ranking</li> <li>▪ Final Applications due to PHHS – Date to be announced</li> <li>▪ Committee of volunteers review and critique the CoC Exhibit One</li> <li>▪ New housing project presentations for CEH/Implementation team</li> </ul>

TBA	<ul style="list-style-type: none"> <li>▪ Final Exhibit II applications due to St. Louis County (TBA)</li> <li>▪ Final Exhibit I complete &amp; submitted to HUD</li> </ul>
January	<ul style="list-style-type: none"> <li>▪ CEH meets to debrief this year's process with input from AHC, RHC, CoC, and staff</li> </ul>

- The final application due date to the Public Health and Human Services will be determined once HUD issues the SuperNOFA Request for Proposal. This announcement should be out no earlier than July 15, 2009 per HUD. Updated information will be sent out to those people who are making application as soon as the SuperNOFA is published.

**Questions or  
Comments:**

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Duluth/St. Louis County CoC 2009 Potential Renewals					
Agency	Program	Type	N/R	Amount - 1 Year	
Women's Transitional Housing	Sheila's Place	SHP-PERM	R	39,921	
Range Transitional Housing	Permanent Housing	SHP-PERM	R	236,828	
YWCA	Youth Supportive Housing	SHP-PERM	R	16,275	
Human Development Center	Chronic Homeless	SHP/SSO	R	73,416	
Range Transitional Housing	Chronic Homeless	SHP-PERM	R	133,317	
AICHO	Oshki	SHP-TRANS	R	39,157	
Women's Transitional Housing	Operating/Support	SHP-TRANS	R	86,094	
AEOA	Bill's House	SHP-TRANS	R	51,143	
Salvation Army	Lake Place	SHP-TRANS	R	48,859	
Salvation Army	Catherine Booth	SHP-TRANS	R	72,958	
Lutheran Social Services	Renaissance	SHP-TRANS	R	47,185	
Range Mental Health Center	Homeless Youth Outreach	SHP-TRANS	R	38,638	
Life House	Weekend	SHP-TRANS	R	19,011	
Range Transitional Housing	Hibbing Trans Housing	SHP-TRANS	R	91,432	
Women's Transitional Housing	SAFAH	SHP/SSO	R	56,908	
AICHO	Follow up	SHP/SSO	R	20,483	
Salvation Army	Loan Fund	SHP/SSO	R	150,618	
Human Development Center	Homeless Project	SHP/SSO	R	74,263	
MAC V Duluth	Veterans' Outreach North	SHP/SSO	R	26,603	
Salvation Army	Housing Services NE MN	SHP/SSO	R	182,959	
Range Mental health Center	Employment/Outreach	SHP/SSO	R	41,312	
Wilder Foundation	HMIS	HMIS	R	32,510	
Life House	House of Phoenix		R	49,261	
Center City Housing	San Marco	SSO	R	61,733	
AEOA	HMIS License fee's			12,863	
<b>Subtotal</b>				<b>1,703,746</b>	
<b>Shelter Plus Care Renewals</b>					
Duluth HRA S+C	S+C	S+C-TRA	R	97,560	
Virginia HRA S+C	S+C	S+C-TRA	R	232,320	
<b>Subtotal</b>				<b>329,880</b>	
<b>Total</b>				<b>1,797,989</b>	
<b>2009 St. Louis County</b>	<b>Renewal total (approx.)</b>			<b>1,703,746</b>	
Pro Rata Potential				<b>1,797,989</b>	
<b>Difference (approximate)</b>				<b>94,243</b>	
<b>Samaritan Bonus funds</b>				<b>269,698</b>	