

Permanent Housing Funds
New Project and Expansion Project Application FY2021 Competition

OVERVIEW

The Suburban Metro Area Continuum of Care (SMAC), consisting of the counties of Anoka, Dakota, Scott, Carver and Washington, are coordinating efforts to meet community needs for homeless and chronically homeless households and are working together to best access available HUD funding. The SMAC Governing Board, consisting of representatives from each local homeless planning group, is seeking pre-applications from interested agencies to create **new projects** that will help our region to end homelessness.

Applications will be considered for New Permanent Housing Projects for the following two types of programs:

- New Permanent Supportive Housing Projects dedicated to serving 100% chronically homeless families and individuals;
- New Rapid Re-housing projects that will serve homeless individuals and families coming directly from the streets or emergency shelters, youth up to age 24, and includes persons fleeing domestic violence situations
- New Joint Transitional Housing and Rapid Rehousing that will serve homeless individuals and families coming directly from the streets or emergency shelters, youth up to age 24, and includes persons fleeing domestic violence situations

Applications will be considered for Domestic Violence Bonus projects. These projects must be dedicated to survivors of domestic violence, dating violence, sexual assault, or stalking.

- New Rapid Rehousing projects
- New Joint Transitional Housing and Rapid Rehousing projects
- New Coordinated Entry project to implement policies, procedures, and practices that equip the CoC's Coordinated Entry to better meet the needs of survivors of domestic violence, dating violence, sexual assault, or stalking.

The SMAC Governing Board will consider applications for Renewal Projects that would like to be considered for Expansion funding for the following:

- Permanent Housing Expansion: Funds to expand existing eligible renewal permanent housing (PSH or RRH) projects that will increase the number of units in the project, or allow the recipient to serve additional persons. Expansion projects must indicate how the new project application will expand units, beds, services, persons served. Note: if the renewal project application seeking to be expanded is not conditionally selected for funding by the SMAC Governing Board or HUD, the expansion project application will be denied.
- Coordinated Entry: Funds need to add additional activities to the current grant.
- HMIS: Funds need to add additional activities to the current grant.

SMAC is accepting applications for new projects through one application process. Please review the information below to determine if your project aligns with the eligibility and priorities of HUD and SMAC.

New projects that are awarded funding by HUD can reasonably expect to have funding renewed annually so long as the project performs well and aligns with SMAC priorities. New project applications will be considered only if the following pre-application is completed and accepted to SMAC.

DUE DATE

Applications are due by **October 7, 2021 4:00 PM** to abby@mesh-mn.org . Please submit your application as a PDF file.

SELECTION PROCESS

An initial screening of organizations will be conducted, and then eligible pre-applications will be forwarded to the Monitoring and Evaluation Committee of the SMAC Governing Board for further review and input on which provider or combination of providers is best equipped to apply for HUD funding. Selected pre-applicants will be required to:

- (1) Complete a new project application in e-snaps;
- (2) Agree to have the new project application completed in e-snaps be reviewed by the CoC Coordinator
- (3) Agree to have the approved project ranked in the CoC priority ranking as a new project.

Technical assistance for completing the project application can be provided.

Note:

- Only applications selected for the CoC competition by the SMAC Governing Board will be included with the collaborative application.
- Submitting a project in the CoC Competition does not guarantee the project will be funded by HUD.

FUNDING AVAILABLE

- Total BONUS funds available to the SMAC are: **\$201,988**
- Total Domestic Violence Bonus funds available to SMAC are: **\$433,649**
- Total funds available through reallocation is equal to **\$90,000**

REQUIREMENTS

ALL APPLICANTS MUST READ THE NOTICE OF FUNDING AVAILABILITY (NOFA) FOR THE FISCAL YEAR 2018 CONTINUUM OF CARE PROGRAM COMPETITION FR-6200-N-25 TO ENSURE THAT THEIR APPLICATION MEETS ALL OF THE REQUIRED HUD GUIDELINES AND THAT THEIR APPLICATION MEETS THE PROJECT ELIGIBILITY THRESHOLD AND PROJECT QUALITY THRESHOLD, WHICH CAN BE FOUND ON PAGE 27 OF 84 OF THE FY 2018 NOFA.

The following are **REQUIREMENTS** for potential applicants. Selected providers must perform in all areas.

- Must be a non-profit agency or unit of local government (county, city or housing authority)
- Must be capable of submitting an electronic application
- Administrative costs are limited to 10% of total funding requested from HUD

- Must be able to provide the HUD required match of 25% of the funding request
- Participation in Homeless Management Information System (HMIS), or an approved alternative data base for DV projects
- Participation in Coordinated Entry planning as well as receiving all referrals through Coordinated Entry
- Must be able to submit Annual Progress Report through Sage
- Must provide evidence of ability to manage federal grants and compliance including quarterly draws of funding and Annual Progress Reports
- Must attend 50% of local and/or Suburban Metro Area Continuum of Care meetings annually
- Must have DUNS number and be up to date on CCR

PROJECT QUALITY THRESHOLD

HUD will review all new project applicants to determine if they meet the following project quality threshold requirements with clear and convincing evidence. The housing and services proposed must be appropriate to the needs of the program participations and the community.

To be considered as meeting project quality threshold, new project applications created through reallocation must receive **at least 3 out of the 4 points** available for the criteria below. New project applications that do not receive at least 3 points will be rejected.

- Whether the type of housing and number and configuration of units will fit the needs of the project participants (1 point);
- Whether the type of supportive services that will be offered to program participants will ensure successful retention or help to obtain permanent housing – this includes all supportive services, regardless of funding source (e.g. child care, case management, life skills) (1 point);
- Whether the specific plan for ensuring that program participants will be individually assisted to obtain the benefits of the mainstream health, social, and employment programs for which they are eligible to apply meets the needs of the program participants (e.g. Medicare, Medicaid, SSI, Food Stamps, local Workforce office, early childhood education) (1 point);
- Whether program participants are assisted to obtain and remain in permanent housing in a manner that fits their needs (e.g. allows the participant the mobility to access needed services, case management follow-up, additional assistance to ensure retention) (1 point).

Additionally, HUD will assess all new projects for the following minimum project eligibility, capacity, timeliness, and performance standards. All new projects must meet all of the following criteria:

- Project applicants and potential sub-recipients must have satisfactory capacity, drawdowns, and performance for existing grant(s) that are funded under the CoC Program, as evidenced by timely reimbursement of sub-recipients, regular drawdowns, and timely resolution of any monitoring findings;

- Project applicants must demonstrate they will be able to meet all timeliness standards per 24 CFR 578.85. Project applicants with existing projects must demonstrate they have met all project renewal threshold requirement of the FY2021 NOFO.
- HUD reserves the right to deny the funding request for a new project, if the request is made by an existing recipient that HUDs finds to have significant issues related to capacity, performance, unresolved audit or monitoring findings related to one or more existing grants, or does not routine drawdown funds from eLOCCS at least once per quarter.
- HUD reserves the right to withdraw funds if no APR is submitted on the prior grant.

SMAC requires each new project to meet the following criteria:

1. **Housing First philosophy and low barrier to entry:** Housing First is a model of housing assistance that is offered without preconditions (such as sobriety or a minimum income threshold) or service participation requirements, and rapid placement and stabilization in permanent housing are primary goals.
2. **Coordinated Entry:** Project applicants are required to comply with the policy and procedures, written standards, and order of priority for the specific project type requested. Participation includes but is not limited to: pre-screen, assessment, referral, follow-up.
3. **Adherence to HUD’s Homeless Policy and Program Priorities:** Project applicants are required to comply with HUD’s homeless policy and program priorities as listed in the NOFA FY2021, Section II, A.
4. **Suburban Metro Area CoC:** Project applicants are required to comply with the SMAC bylaws, governance charter, and other policy and procedure manuals as approve by the Board or membership. This includes, but is not limited to:
 - Committee participation
 - Actively involved in the Point-in-Time overnight street/known location count twice a year
 - Active involvement in their local continua of care
 - Attendance at annual SMAC Governing Board meetings

PRIORITIES

The Monitoring and Evaluation Committee (a committee of the SMAC Governing Board) has identified projects that coordinate with a healthcare organization(s) to provide permanent housing and rapid rehousing services will be prioritized for funding.

Questions can be directed to Abby Guilford at abby@mesh-mn.org.

PERMANENT HOUSING NEW PROJECT AND EXPANSION PROJECT APPLICATION

Agency Name: _____

Project Name: _____

Service Area(s) – including county: _____

Grant Amount Requesting: _____

Grant Period: _____

Project Type (PSH, RRH, Expansion): _____

If Expansion, name of the permanent housing renewal project (PSH or RRH): _____

Instructions: It is your responsibility to complete each question with sufficient detail, completely and thoroughly.

Expansion applicants only need to complete Sections F and G of this application packet. The Committee will review the rest of the information from your renewal application.

A. EXPERIENCE OF APPLICANT, SUB-RECIPIENT(S) AND OTHER PARTNERS

1. Describe the experience of the applicant and potential sub-recipients (if any), in effectively utilizing federal funds and performing the activities proposed in the application, given funding and time limitations.
2. Describe why the applicant, sub-recipients and partner organizations (e.g. developers, key contractors, sub-contractors, service providers) are the appropriate entities to receive funding.
3. Describe the basic organization and management structure of the applicant and sub-recipients (if any). Include evidence of internal and external coordination and an adequate financial accounting system that will be utilized to administer the grant. Include a description of internal and external coordination and the financial accounting system that will be used to administer the grant.

Are there any unresolved monitoring or audit findings for any HUD grants (including ETH operated by the applicant or potential sub-recipients (if any): YES NO

If applicable, describe the unresolved monitoring or audit findings and what plans or strategies have been implemented to resolve the findings:

B. PROJECT DESCRIPTION

1. Provide a description that addresses the entire scope of the proposed project. The project description should address the entire scope of the project, including: a. a clear picture of the target population(s) to be served, b. the plan for addressing the identified needs/issues of the CoC target population(s), c. project outcome(s) and d. coordination with other source(s)/partner(s). The narrative is expected to describe the project at full operational capacity. The description should be consistent with and make reference to other parts of this application.

2. Will your project participate in the SMAC Coordinated Entry System: YES NO

Please describe your current understanding and knowledge of the Coordinated Entry system as a requirement of the SMAC. Include how this knowledge will be incorporated into the operation of the proposed project.

Please describe your understanding and knowledge of the written standards specific to the proposed project type and order of priority. Include how this knowledge will be incorporated into the operation of the project.

3. Will the project follow a “Housing First” model: YES NO

Please describe how the project will follow housing first with clients at entry and while enrolled.

C. SUPPORTIVE SERVICES FOR PARTICIPANTS

1. Are the proposed project policies and practices consistent with the laws related to providing education services to individuals and families: YES NO

NA only if the project will not serve children or youth under age 25.

2. Will the proposed project have a designated staff person to ensure that the children are enrolled in school and receive educational services, as appropriate: YES NO

NA only if the project will not serve children or youth under age 25.

3. Describe how participants will be assisted to obtain and remain in permanent housing.

- The response should address how the applicant will take into consideration the needs of the target population and the barriers that are currently preventing them from obtaining and maintaining permanent housing.
- The applicant should describe how those needs and barriers how those will be addressed through the case management and/or other supportive services that will be offered through the project.
- If participants will be housed in units not owned by the project applicant, the narrative must also indicate how appropriate units will be identified and how the project applicant or sub-recipient will ensure that rents are reasonable.
- Established arrangements and coordination with landlords and other homeless services providers should be detailed in the narrative.

4. Describe specifically how participants will be assisted both to increase their employment and/or income and to maximize their ability to live independently.

D. HOUSING TYPE AND LOCATION

1. Total Units: _____
2. Total Beds: _____
3. If PSH, must be 100% dedicated to CH. Total CH dedicated beds: _____
4. Housing Type Units: Scattered Site One Location Other – must explain:

E. PROJECT PARTICIPANTS – HOUSEHOLDS

1. List the number of households or persons served at maximum program capacity. The numbers here are intended to reflect a single point in time at maximum occupancy and not the number served over the course of a year or grant term.

Enter the number of households under at least one of the categories:

- a. Households with at least One Adult and One Child: _____
- b. Adult Households without Children: _____
- c. Households with Only Children: _____

2. Indicate the numbers of adults to be served in the following sub-populations (note – PSH is required to serve Chronic Homeless): _____

- Acquisition/rehabilitation/new construction
- Leased structures
- Leased units
- Rental Assistance
- Supportive services
- Operating
- HMIS
- Administration

Please include a detailed budget that includes all the boxes marked above.

Please indicate the amount of match dollars secured/available and indicate where the match dollars will come from.

H. RACIAL EQUITY

Access for clients

- Describe cultural, racial, or other differences in the people who make up the target population which you expect will require more than one approach to service delivery.
- In what ways do you change your service delivery in response to those differing cultural, racial, or other characteristics within the target population?
- What culturally specific services do you provide and/or what partnerships with culturally specific organizations do you have to meet the needs of BIPOC households?
- How will you respond to individuals for whom English is not their native language? (What resources do you have available for non-English speakers? Do you offer interpreter services? Do you provide guidelines/program rules in other languages aside from English?)

Policies & Trainings

- For what reasons do you screen people out based on your tenant selection criteria?
- For what reasons would you discharge or exit a person from your program to a negative destination?
- Describe how you incorporate BIPOC households and people with histories of homelessness and housing instability in decision making.
- What is your agency doing to promote anti-racism practices/policies?

- Do you hold trainings for Racial Equity or Anti-Discrimination? Have you held any within the last 12 months? What is the date and percentage of staff that attended these trainings?

Staff, Leadership & Hiring practices

- Describe any practices your agency uses to hire and retain diverse staff.
- Have people at your organization attended any trainings specifically on implicit bias around hiring?
- In what ways do you include people served in hiring practices/decisions?

Strategies to reduce racial inequities

- How does your work address systemic disparities?
- What strategies to reduce racial inequities are you currently working on?
- What strategies will you continue to work on to advance racial equity in the coming year?