

Northwest Minnesota Continuum of Care

2021 NOFO Application Instructions

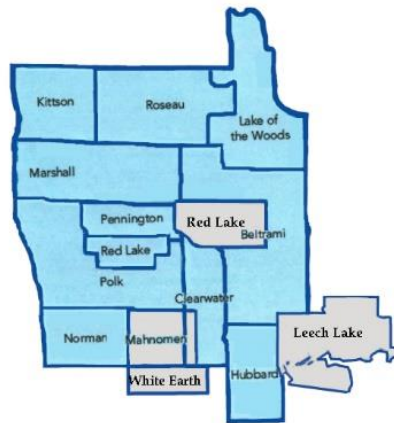
For Notice of Funding Opportunity

Northwest Minnesota Continuum of Care (NWCoC or CoC)

Federal Housing & Urban Development (HUD) Continuum of Care Homeless Assistance Grants

2021 HUD Competition Notice of Funding Opportunity (NOFO)

2021 NWCoC Application Packet for New or Renewal Projects



Application instructions from HUD can be found here:

https://www.hud.gov/program_offices/comm_planning/coc/competition

The Notice of Funding Opportunity can be found on the

[NWCoC Website](#)

Check the website regularly. Updated materials will be posted to the NWCoC website as new information becomes available:

<https://www.nwmf.org/resources/strategic-partnerships/nwcoC/coc-competition/>

Questions:

Contact NWCoC Coordinator, Cory Boushee

Email: coryb@nwmf.org

BACKGROUND

The Continuum of Care (CoC) Program ([24 CFR part 578](#)) is designed to promote a community-wide commitment to the goal of ending homelessness; to provide funding for efforts by nonprofit providers, states, and local governments to quickly rehouse homeless individuals, families, persons fleeing domestic violence, dating violence, sexual assault, and stalking, and youth while minimizing the trauma and dislocation caused by homelessness; to promote access to and effective utilization of mainstream programs by homeless individuals and families; and to optimize self-sufficiency among those experiencing homelessness.

The goal of the Youth Homelessness Demonstration Program (YHDP) is to support the development and implementation of a coordinated community approach to preventing and ending youth homelessness and sharing that experience with and mobilizing communities around the country toward the same end. The population to be served by the demonstration program is youth experiencing homelessness, including unaccompanied and pregnant or parenting youth.

Each year the U.S. Department of Housing and Urban Development (HUD) releases a Notice of Funding Opportunity (NOFO), signifying the beginning of a funding competition among all Continuums of Care (CoCs). To be eligible for CoC funding in the competition, each CoC must submit a Consolidated Application consisting of three parts to HUD by the designated deadline. These include:

1. **A CoC Application**, which describes the CoC's governance structure, overall performance, and the strategic planning process;
2. **Project Applications** from agencies seeking funding for new or renewal projects; and
3. **The CoC Project Listing**, which ranks the project applications and identifies any rejected applications, showing the CoC's priorities for funding.

To rank project applications, HUD requires the CoC to hold a local competition to determine which project applications will be included in the consolidated application, including an extensive review of each project.

As a project applicant, **you must participate in the CoC review and rank process to have your project considered on the CoC Project Listing and included in the CoC consolidated application**, making you eligible for funding in the national CoC competition. Competitive Project Applications must adhere to HUD eligibility criteria, as well as follow local CoC policies, procedures, and timelines.

This document contains important information that Project Applications must know about the CoC and HUD process.

There are five key things to keep in mind when preparing your application:

1. **Eligibility:** Please review and assure that your agency and project meet HUD and CoC eligibility and threshold criteria found in this document and the HUD FY2021 Continuum of Care Program NOFO. Ineligible projects will not be considered for the CoC Project Listing and if renewal request may be reallocated.
2. **Submission:** HUD requires the use of a web-based application and grants management system called e-snaps. Your application will be created or renewed in e-snaps. This will require a current SAM/CCR registration and DUNS number. Submission happens through [e-snaps](#).
3. **Review:** The CoC NOFO committee and CoC Coordinator will review and rank each project. Projects will be ranked on the following: NWCoC project application, esnaps Application, and Project Score Card. Projects should thoroughly review all materials prior to submission for CoC review to ensure they are reviewed accurately and completely. Incomplete or inaccurate information may negatively affect the project score.
4. **Deadlines:** CoC competition deadlines are available in this document and posted on the [CoC website](#). HUD gives each CoC the authority to establish its own internal deadlines. Please thoroughly review the deadlines to assure your project is submitted in a timely manner. Late applications will lose points in the review process and may not be considered for ranking.
5. **Appeals:** Projects who have been rejected by the CoC or placed in Tier 2 may appeal through the CoC or directly to HUD.

FY2021 CoC PROGRAM COMPETITION NOFO

CoCs and applicants should read this NOFO in its entirety in conjunction with the Rule to ensure a comprehensive understanding of and compliance with all CoC Program requirements. This NOFO frequently references citations from the Rule.

1. CoCs should consider the policy priorities established in this NOFO in conjunction with local priorities to determine the ranking of new and renewal project application requests. See Section II of this NOFO for more information on HUD's homelessness policy priorities and program highlights.
2. HUD will conduct threshold reviews of project applicants, subrecipients, and project applications for all CoC Consolidated Applications submitted by the application submission deadline.
3. HUD may issue more than one conditional funding announcement, including for those instances where a CoC has been affected by a disaster and for which HUD has extended the deadline for application submission.
4. HUD will score the FY 2021 CoC Application portion of the Consolidated Application in accordance with the criteria set forth in the 2021 NOFO.
5. CoC planning and UFA Costs project applications are not ranked and will be selected provided they pass project eligibility and project quality threshold review.
6. YHDP renewal and YHDP replacement project applications are not ranked and will be selected for funding provided they pass project eligibility and project quality threshold review, and for YHDP renewals, project renewal threshold; as explained in Section V.C.3.c of this NOFO. YHDP replacement project applications will not be rejected during quality threshold review; however, HUD may need to work with the YHDP replacement recipients to correct or revise information submitted after the final FY 2021 award announcement.
7. New DV Bonus project applications passing project eligibility and project quality threshold may be selected: (Page 7 of 92)
 - a) with DV Bonus funds based on the CoC Application score and the responses to the domestic violence specific bonus questions in the CoC Application (Section II.B.11.e of this NOFO) which will remove the DV Bonus project application from the Tier 1 and Tier 2 ranking process; or
 - b) without DV Bonus funds as a new project where the project application will retain its ranked position in Tier 1 or Tier 2 and may be selected as outlined in Sections II.B.11. a or b of this NOFO.

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ADDITIONAL DOCUMENTS & RESOURCES:

ATTACHMENT 1 – 2021 NWCOC NOFO SCORING CRITERIA

ATTACHMENT 2 – 2021 NWCOC NOFO APPLICATION

OVERVIEW OF THE FY2021 CONTINUUM OF CARE (CoC) PROGRAM COMPETITION NOTICE OF FUNDING AVAILABILITY (NOFO)

Funding Opportunity Number: FR-6500-N-25
CFDA Number: 14.267 – Continuum of Care Program

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IMPORTANT PROJECT APPLICATION DATES & DEADLINES:

- **September 1st, 2021** 2021 NWCoC NOFO Competition announced.
- **September 10th, 2021** Intent to Apply form due by 5:00 P.M. [Click Here](#) to Complete the Intent to Apply form. Complete one Intent to Apply form for each project your organization is applying for.
- **September 14th, 2021** (1:00 – 3:00) NWCoC NOFO Application Lab email Cory Boushee for the registration link at coryb@nwmf.org
- **October 4th, 2021** Project applications due by 5:00 P.M., sent through email to Cory Boushee at coryb@nwmf.org (PDF of eSnaps submission, APR, and NWCoC application)
- **October 12th, 2021** Ranking committee meets to review projects.
- **October 21st, 2021** NWCoC Board of Directors approves final project ranking. (Ranking will be published for a minimum of 15 days)
- **October 21st, 2021** New and Renewal Projects notified of inclusion in the final project ranking, all projects publicly posted.
- **October 29th, 2021** Final edits in eSnaps completed by applicants. This date is subject to change due to if and when additional information is posted.
- **November 5th, 2021** HUD Consolidated Application submitted to NWCoC Board for approval.
- **November TBD, 2021** NWCoC Board approves HUD Consolidated Application.
- **November 12th, 2021** Final Collaborative Application, Project List, and Project Tiers/Ranking/Scoring Posted to [CoC Website](#)
- ***November 16th, 2021 (7:00 pm C.T.)** HUD Consolidated Application Deadline

*Note: Project Applications must be submitted by the Project deadline issued by the CoC (October 4th, 2021 by 5:00 pm) NOT the HUD Consolidated Application deadline.

APPLICATION SUBMISSION

SUBMIT TO: Please send to coryb@nwmf.org Download the form from the [NWCoC competition website](#), save it to your computer, and fill in the blanks. Save the form to your computer using "Save As..." and name the file "CoC App 2021 [YourAgencyInitials] [YourProgramName]" or similar (no quotes or brackets). Repeat this for each project you will be submitting. You can save as you go.

ATTACHMENTS TO SUBMISSIONS: For each renewal project, address a separate email message to coryb@nwmf.org and attach the CoC application form, the PDF of your HUD project application from e-snaps, and a PDF and Zip Drive .CSV export of the most recently completed APR for the project. Put your program's name in the subject line of the email message. If you are submitting multiple applications, send each project's application with attachments in its own email message. Use the Project Name in the subject line of each email message along with agency name.

DEADLINE: Your email message and required attachments must be sent by 5:00 pm on the deadline shown on the CoC website. Also, your HUD project application must be submitted electronically through the e-snaps system by the date specified on the CoC website.

NOTE: Dates are subject to change depending upon when HUD releases further instructions. The CoC will attempt to contact all applicants by email, however, please check for updates on the timeline to ensure you don't miss an update – visit <https://www.nwmf.org/resources/strategic-partnerships/nwcoc/coc-competition/>

MUST USE 2021 FORMS: Any application received on a prior year's forms will NOT be accepted and will not be ranked unless submitted prior to release of this application.

COMPLETE APPLICATIONS REQUIRED: On submission to the CoC, applications will be reviewed to ensure that they are complete. Incomplete applications may not be accepted. When possible, the CoC will contact you for an immediate correction. Due to tight timelines, this may not be possible. Please ensure that your application is complete upon submission. Contact the CoC Coordinator with any questions – coryb@nwmf.org

CRITERIA: Projects will be scored according to the CoC evaluation criteria by the Project Review Committee. Please note that applicants don't submit to HUD on October 4th. All project applications will be compiled by the CoC and submitted electronically to HUD as part of the CoC's Collaborative Application Package as defined by HUD guidelines.

SPECIAL INSTRUCTIONS FOR RENEWALS: Please do not make changes to your budgets unless you are cutting funds to be used for reallocation. Use the budget numbers that appear in the approved Grant Inventory Worksheet, available at [CoC Website](#)
You do not need to attach your match letters to your renewal application. HUD holds applicants responsible for match commitments. Please consult the CoC interim rule and the Notice of Funding Opportunity.

PARTICIPANT ELIGIBILITY

Projects funded through this NOFO must have the following eligibility criteria for program participants. References to paragraphs of the definition of homeless refer to the paragraphs listed under the definition of "homeless" in 24 CFR 578.3. All projects must participate in coordinated entry, and the selection of program participants must be consistent with the CoC's coordinated entry process.

As provided by the Consolidated Appropriations Act, 2021, youth aged 24 and under must not be required to provide third-party documentation that they meet the homeless definition in 24 CFR 578.3 as a condition for receiving services funded under this NOFO. Additionally, any youth-serving provider funded under this NOFO may serve unaccompanied youth aged 24 and under (or families headed by youth aged 24 and under) who are living in unsafe situations. HUD interprets "youth-serving provider" as a private nonprofit organization whose primary mission is to provide services to youth aged 24 and under, and families headed by youth aged 24 and under.

HUD interprets "living in unsafe situations" as having an unsafe primary nighttime residence and no safe alternative to that residence. These youth-related requirements supersede any conflicting requirements under this NOFO or the Rule.

HIGHLIGHTS OF THE 2021 COC NOFA

Approximately \$2,656,000,000 is available in this FY 2021 CoC Program NOFO, including approximately \$77,000,000, available for non-competitive YHDP renewal and replacement expiring grants, and up to \$102,000,000 available for Domestic Violence (DV) Bonus projects.

- HUD determines Indian Tribes and TDHE are now eligible to apply directly for project funds
 - Unlike in past years, federally recognized Native Nations and designated housing entities can now receive HUD CoC funds. In addition, any project that proposes to provide services or housing on reservation or Tribal Trust land must be authorized by the Tribal government to do so.
- HUD will continue to require CoCs to rank and place all projects in tiers, except planning and YHDP renewal and replacement.
 - Tier 1 is equal to 100 percent of the CoC's Annual Renewal Demand (ARD) as described in Section III.B.2.a of this NOFO minus the Annual Renewal Amounts (ARAs) of YHDP renewal and YHDP replacement projects.
 - Tier 2 is the difference between Tier 1 and the maximum amount of renewal, reallocation, and CoC Bonus funds that a CoC can apply for, but does not include YHDP renewal or YHDP replacement projects, CoC planning projects, and if applicable, UFA Costs projects, or projects selected with DV Bonus funds. If a DV Bonus project ranked in Tier 2 is selected with DV Bonus funds, the project will be removed from this tier and the projects below it will move up one rank position. However, if a new DV Bonus project is not selected with DV Bonus funds, the project will retain its ranked position (see Section II.B.11.e of this NOFO). Project applications placed in

Tier 2 will be assessed for project eligibility and project quality threshold requirements, and if applicable, project renewal threshold requirements, and funding will be determined using the CoC Application score as well as the factors listed in Section II.B.11 of this NOFO.

- If a project application straddles the Tier 1 and Tier 2 funding line, HUD will conditionally select the project up to the amount of funding that falls within Tier 1. Using the CoC score and other factors described in Section II.B.11 of this NOFO, HUD may fund the Tier 2 portion of the project. If HUD does not fund the Tier 2 portion of the project, HUD may award the project at the reduced amount, provided the project is still feasible with the reduced funding (e.g., is able to continue serving homeless program participants effectively).
- Renewal and Replacement YHDP, CoC Planning, and UFA Costs Projects. As previously stated, YHDP renewal, YHDP replacement, CoC planning, and UFA Costs projects are not ranked; therefore, these project applications will not be included in Tier 1 or Tier 2. YHDP renewal, YHDP replacement, CoC planning, and UFA Costs projects that pass project eligibility, project quality, and if applicable, renewal project threshold, will be conditionally selected using CoC scores from the highest scoring CoC to the lowest scoring CoC. CoCs may only submit one project application for CoC planning costs and, if applicable, one project application for UFA Costs. The project applicant for CoC planning and UFA Costs must be the Collaborative Applicant that is listed on the CoC Applicant Profile in e-snaps.
- Please read the 2021 HUD NOFA (a separate document from this NW CoC application package – available on the [NW CoC website](#)).
- Project Applicants must abide by the NWCoC deadline, meet HUD eligibility criteria, request eligible activities (listed under 24 CFR, part 578), adequately answer all questions, and attach all required documents to be considered eligible for funding.
- The CoC is required to rank projects in order of priority and identify projects rejected.
 - Planning projects will not be ranked. Ranking is based on capacity, quality, priorities, and performance.
 - Youth Homeless Demonstration Projects (YHDP) renewal or replacement projects will not be ranked.
 - Reallocation is recommended for underperforming projects. Projects with outstanding HUD audit findings, history of ineligible participants, evidence of untimely expenditures, or financial management concerns, may be eliminated from competition.

ELIGIBILITY FOR RENEWAL PROJECTS

- All renewal project applications, including rental assistance, are limited to a 1-year grant term.
- Renewal projects eligible to apply through this NOFO are listed on the NW Minn. Grant Inventory Worksheet (GIW) available at <https://www.nwmf.org/resources/strategic-partnerships/nwcoc/coc-competition/>.

- Renewal projects still need to be reviewed, ranked, and scored and it may be determined that they will not be included if there are performance concerns. To be eligible for renewal, a project that will be under grant agreement by December 31, 2021 and will have an expiration date in CY 2022 (between January 1, 2022, and December 31, 2022).
- Renewal project participant eligibility: Please see the 2021 HUD NOFO page 16, for eligible participants, including those eligible under the project's current grant agreement; persons who meet the definition of DedicatedPLUS; or persons experiencing chronic homelessness at the time they initially enrolled in the project.

Renewal projects requesting RA may request a per-unit amount less than FMR based on actual rent costs and cannot request more than 100% of FMRs for their county(ies).

- Agencies may request that two to four projects combine to become a Consolidated Project. The CoC must approve the request and projects must be without findings or a history of low utilization or financial management/drawn down/capacity issues.
- YHDP renewal projects must serve youth experiencing homelessness, including unaccompanied, pregnant and parenting youth, where no member of the household is older than 24. YHDP projects are also eligible for replacement to switch program type. See page 36 of the NOFO.

NEW PROJECTS CREATED THROUGH REALLOCATION OR CoC BONUS

New projects can be created through the following: (\$64,617 available in bonus funding)

- Permanent housing-permanent supportive housing (PH-PSH) projects.
- Permanent housing-rapid rehousing (PH-RRH) projects.
- Joint TH and PH-RRH component projects.
- Dedicated HMIS project for the costs at 24 CFR 578.37(a)(4) that can only be carried out by the HMIS Lead, which is the recipient or subrecipient of an HMIS grant and is listed on the HMIS Lead form in the CoC Applicant Profile in e-snaps. Additionally, if the CoC has organizations within its geographic area that are victim service providers, the HMIS Lead, or subrecipient, may request HMIS funds for a comparable database. Victim service providers may also request HMIS funds in their project application budgets to enter data into a comparable database. (e) Supportive services only coordinated entry (SSO-CE) project to develop or operate a centralized or coordinated assessment system.

Prior to completing a new project created through the reallocation process or Bonus processes, project applicants should consult with the CoC to determine which of these options will be available in the local CoC competition.

NEW PROJECTS FOR DV BONUS

\$82,823 is available in new funds for the NW CoC for new or expanded:

- Permanent Housing-Rapid re-housing projects dedicated to serving survivors of domestic violence, dating violence, sexual assault, or stalking that are defined as homeless (24 CFR 578.3);
- Joint TH and PH-RRH component projects defined in Section III.B.2.q of this NOFO dedicated to serving survivors of domestic violence, dating violence, sexual assault, or stalking who are defined as homeless (24 CFR 578.3); or
- Supportive services only-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.

EXPANSION PROJECT

HUD will allow project applicants to apply for a new expansion project (see Section III.B.2.k of this NOFO) through reallocation, CoC Bonus, and DV Bonus processes to expand existing projects will increase the number of units, persons served, services provided to existing program participants, or to add additional activities to HMIS and SSO-Coordinated Entry projects.

If the new expansion project will expand an existing eligible CoC Program renewal project, HUD will not fund capital costs (i.e., new constructions, rehabilitation, or acquisition) and will only allow 1-year funding requests. YHDP projects cannot use the expansion process. See all details starting on page 40 of the NOFO.

IMPORTANT LINKS

- Competition page https://www.hud.gov/program_offices/comm_planning/coc/competition
- The entire 2019 NOFA can be found at: <https://www.grants.gov/web/grants/view-opportunity.html?oppId=335322> and on a link at the NW CoC website home page,
- HUD Ask A Questions (AAQ): <https://www.hudexchange.info/program-support/my-question/>
- FAQs: <https://www.hudexchange.info/faqs/reporting-systems/e-snaps-homeless-assistance-application-and-grants-management-system/>
- E-snaps Navigation and Resources: <https://www.hudexchange.info/programs/e-snaps/>
- E-Snaps Log-in Page: <https://esnaps.hud.gov/grantium/frontOffice.jsf>. Select this link to access the log-in page for e-snaps. If you do not have an e-snaps user account, select "Create a Profile" from the e-snaps log-in page.

HUD'S HOMELESSNESS POLICY AND PROGRAM PRIORITIES

1. Ending homelessness for all persons.

- a) Identify, engage, and effectively serve all persons experiencing homelessness.
- b) Measure performance based on local data considering the challenges faced by all subpopulations experiencing homelessness in the geographic area.
- c) Implement a comprehensive outreach strategy in place to identify and continuously engage those who are unsheltered.
- d) Use data to understand the population, prioritize services to those with the highest needs and long experiences of unsheltered homelessness and develop services tailored to their needs.
- e) Use the reallocation process to create new projects that improve the overall performance and better respond to the needs of people experiencing homelessness.

2. Create a systemic response to homelessness.

- a) Use system performance measures (SPMs) to determine how effectively CoC projects serve people experiencing homelessness.
- b) Use Coordinated Entry to promote participant choice, coordinate services and mainstream resources, ensure rapid access, and make homelessness assistance open, inclusive, and transparent.

3. Strategically allocating and using resources.

- a) Use cost, performance, and outcome data to improve how resources are allocated to end homelessness.
- b) Review project quality, performance, and cost effectiveness.
- c) Maximize the use of mainstream and other community-based resources.
- d) Review all projects eligible for renewal in FY 2019 to determine their effectiveness in serving people experiencing homelessness and their cost effectiveness.
- e) Develop partnerships with PHAs to help persons exit to permanent housing options including Housing Choice vouchers.
- f) Partner with other mainstream services to help program participants reach goals including recovery, self-sufficiency, and independence

4. Use an Evidence-based approach.

- a) Prioritize projects that utilize data and evidence well, including cost-effectiveness and impact of programs on positive housing outcomes, recovery, self-sufficiency and reducing homelessness.
- b) Measure to help projects reduce the length of time people experience homelessness.
- c) Evaluate improvements in employment and income, improvements in overall well-being, such as improvements in mental health, physical health, connections to family, and safety.

5. Increase employment.

- a) Promote employment so that people experiencing homelessness have income to afford housing and show improvements in recovery outcomes for mental illness and addiction.
- b) Work with local employment agencies and employers to prioritize training and employment opportunities for people experiencing homelessness.
- c) Promote partnerships with public and private organizations that promote employment.

6. Provide flexibility for Housing First with Service Participation Requirements.

- a) Rapidly place people in housing and support their housing stability without preconditions regarding income, work effort, sobriety, or other factors.
- b) Once individuals and families are stably housed, consider use of service participation requirements (consistent with 24 CFR 578.75b), that will promote outcomes such as employment, increased income, reduced substance use and strengthened social connection.

HUD APPEAL & SOLO APPLICATIONS

Eligible applicants, including project applicants and Collaborative Applicants, that applied to HUD in response to this NOFO, that were either not awarded funds by HUD, or that requested more funds than HUD awarded, may appeal HUD's decision within 45 days after the final funding announcement. The full process for appeals and solo applications begins on page 86 of the NOFO.

NOFO POLICIES

Northwest MN CoC Reallocation Process

The Northwest Minnesota Continuum of Care (CoC) has created this process to guide the CoC in determining if, when and how the CoC should reallocate funds. Reallocating funds is one of the most important tools available to the CoC to make strategic improvements to our homelessness system. Through reallocation, our CoC can create new, evidence-informed projects by eliminating projects that are underperforming or are more appropriately funded from other sources.

What is Reallocation?

Reallocation refers to the process by which a CoC shifts funds in whole or in part from existing CoC-funded projects that are eligible for renewal to create one or more new projects. A reallocated project must be a new project that serves new participants and has either a rapid re-housing or permanent supportive housing program design. A new reallocated project may use resources from an existing project, including staff, but it is not simply a continuation of an existing project that serves existing participants. The new reallocated project must include a component change (i.e. TH or PSH) or a significant change in the program's population (i.e. youth to single CH).

What types of projects can be reallocated?

CoCs can reallocate funding from any project eligible for renewal in a competition year. The annual CoC Program Competition Notice of Funding Opportunity (NOFO) dictates what types of projects may be created through reallocation in each competition. In the FY19 CoC Program Competition NOFO limits the types of new projects that can be created through reallocation to the following:

- a) New permanent supportive housing for people experiencing chronic homelessness or Dedicated-PLUS projects (PH-PSH);
- b) Rapid re-housing to serve households coming from the streets or an emergency shelter (PH-RRH);
- c) Joint Transitional and Rapid Rehousing (TH and PH-RRH);
- d) HMIS projects administered by State System Administrator, including a Victim Services comparable Database; and
- e) Supportive Services Only for Coordinated Entry (SSO-CE).

Identifying Projects for Reallocation

The CoC will discuss and consider reallocation and brainstorm potential projects on an ongoing basis.

- a) Various factors will be considered for reallocating a project including: existing inventory, system needs, gaps, duplication, program performance, potential grant mergers/collaborations, Coordinated entry data, utilization rates, and other funding resources or restrictions (both new and existing).
- b) Underperforming, underutilized or low need projects are typically identified following the annual

- performance review or during the CoC competition process.
- c) Once a project is targeted for reallocation, the CoC will contact the project via phone and in writing, notifying the project of the reason for consideration and helping to develop a transition plan.
 - d) A transition plan will be developed to help assure compliance with other funding commitments and prevent anyone from becoming homeless as a result of the reallocation.

NOFO Reallocation Detailed Steps

1. Within 7-10 days of the release of the annual NOFO the CoC will publish the CoC timeline and process for accepting renewal, new bonus or reallocated projects.
2. Within 10 days of the release of the annual NOFO the CoC will publish an Intent to Apply and Project Threshold Application. Applicants will be asked to identify whether they intend to reallocate any funds in the annual competition.
3. At the first CoC meeting following the release of the NOFO the CoC will present and discuss potential projects for reallocation, both those being reallocated and potential new projects to seek feedback on system impact. Discussion will include system needs (geographic, population, project type, etc.), gaps, duplication, program performance, potential grant mergers/collaborations and other funding options.
4. The CoC will distribute ranking procedures and present at the first meeting of the CoC following the release of the NOFO. Ranking procedures include a threshold for project capacity and performance.
5. The CoC ranking committee will review projects (NOFO Application, APR, Intent to Apply, Project Threshold, performance discussion, HMIS data quality reports, meeting participation, and adherence to deadlines, etc.) and may make recommendations to the CoC for reallocation based on performance, utilization, or agency capacity. Projects may either be recommended for immediate reallocation or consideration for the following competition (if performance, utilization or capacity does not improve).
6. The CoC Coordinator will provide ranking score and feedback to each applicant, inviting feedback (verifiable reasons for poor performance or capacity and if there is a viable plan for improvement). Projects will be notified if their project is up for immediate or potential reallocation.
7. The CoC ranking committee may adjust score or reallocation recommendation based on feedback.
8. The ranking committee will present ranking and reallocation recommendations to the CoC for discussion and vote. Discussion will include system needs, gaps, duplication, program performance, and other funding options. Note that reallocation may occur without consent from the project being reallocated.
9. The CoC will work with the project to assure that a plan is in place preventing anyone from becoming homeless as a direct result of reallocation prior to final vote.

Different types of reallocation

There is no cookie cutter approach to reallocation. Although HUD may limit what types of new projects may be created with reallocated funds, it does not dictate what types of renewal projects can be reallocated or how that process should occur. Examples include:

- Funding from one project (or partial funding from one project) can be reallocated into a new project operated by the same provider;
- Funding from one project (or partial funding from one project) can be reallocated into a new project operated by a different provider;
- Funding from one project (or partial funding from one project) can be reallocated into many new projects;
- Funding from many projects (or partial funding from many projects) can be reallocated into one new project; and
- Funding from many projects (or partial funding from many projects) can be reallocated into many new projects.

While reallocation can be complicated and does not come without risk, it is a necessary part of ensuring that our CoC's homeless assistance system meets the needs of people experiencing homelessness.

Northwest Minnesota Continuum of Care HUD CoC Project Evaluation, Ranking and Scoring Policy

The Northwest Minnesota Continuum of Care (CoC) requires an annual project review for all HUD Continuum of Care and Emergency Solutions Grant Projects. This policy specifically applies to projects seeking funding under the annual HUD Continuum of Care competition.

These conditions are designed to inform Performance Evaluation and Ranking Committee deliberations and provide all applicants and renewing projects with clarity regarding how ranking and prioritization occur.

IMPORTANT PROJECT APPLICATION DATES & DEADLINES:

Each year, the CoC will publish annual HUD CoC Competition deadlines that include both local and HUD deadlines. Any agency applying for the CoC Competition must comply with the published deadlines or risk point loss and ineligibility for the funding competition. The published dates and deadlines will be posted on the CoC website and sent out via email through the CoC email list.

ELIGIBILITY

To be eligible for inclusion in the CoC Evaluation and Ranking process, all projects must pass all facets of the CoC Application process including:

1. Project Application meets HUD revised eligibility criteria for a new or renewal Transitional Housing, Rapid-Rehousing, HMIS, SSO-CES, Transitional Housing-Rapid Rehousing, or Permanent Supportive Housing project;
2. Project meets all HUD Threshold Requirements including, but not limited to;
 - a) Applicant has a DUNS # and has current SAM registration.
 - b) Applicant is a nonprofit organization, State or local government, instrument of a State or local government or Public housing agency, as such term is defined in 24 CFR 5.100.
 - c) Applicant participates or has ability and willingness to participate in HMIS.
 - d) Applicant demonstrates financial and management capacity and experience to successfully carry out project.
 - e) Applicant submits required certifications as required in the NOFO.
 - f) Applicant agrees to only serve persons who are eligible as defined in Hearth Act regulations.
 - g) Project agrees to draw down funds from LOCCS/eLOCCS at least quarterly.
3. Project meets all CoC Eligibility and Threshold Requirements listed in the Intent to Apply Threshold Assessment including, but not limited to;
 - a) Participation in CoC Membership and Committee meetings;
 - b) Participation in or commitment (if a new project) to participate in Coordinated Entry;

- c) Project agrees to facilitate participants connections to mainstream services.
 - d) Adherence to CoC Policies
 - I. PSH Prioritization Policies
 - II. School Enrollment and Connection to Services Policy
 - III. Family Separation (TH only)
 - IV. Written Standards for ESG and CoC Assistance
 - e) Project agrees to adhere to and document participant eligibility.
 - f) Agreement to provide all necessary documentation and reporting to CoC by designated deadlines.
- 4. Adherence to all local CoC Competition deadlines:
 - a) Project submits an Intent to Apply and Threshold Assessment
 - b) Initial Project Application submitted in esnaps & via PDF
 - 5. Commitment to Housing First (modified approach) and Low Barrier Principals.
 - 6. Participation in or commitment to participate in HMIS if funded.

GUIDANCE ON REQUIRED TIERS

The CoC will review all projects and rank in either Tier 1 or Tier 2. Tier 1 projects are considered more likely to be renewed. Tier 2 projects are conditional and will depend on overall CoC Score, HUD/CoC Priorities, Project Performance and Rank. HUD will award a point value to projects in Tier 2. Projects will be able to straddle Tier 1 and Tier 2. CoC score and project score will determine which projects from Tier 2 will be conditionally selected.

NEW PROJECT CRITERIA AND PRIORITY

There are four different types of projects that can be funded as new projects in the 2021 NOFO

Project Type	Eligibility Type	Bonus Points	Justification for Priority
New Supportive Services Only (SSO) projects for centralized or coordinated entry system.	Bonus or Reallocation	4	CE is our new homeless response system and needs proper funding to implement. Current funding is still needed to support CE implementation region-wide.
New rapid re-housing projects for homeless individuals, unaccompanied youth, and families coming directly from the streets or emergency shelter or fleeing domestic violence.	Expansion, Reallocation or Bonus	4	Rapid rehousing has a higher unmet need than PSH based upon CES data.
New Transitional Housing-Rapid Rehousing projects that serve homeless individuals, unaccompanied youth, and families coming directly from the streets or emergency shelter or fleeing domestic violence.	Bonus or Reallocation	3	There is not sufficient shelter coverage in our rural region. Fixed or scattered site TH, with ability to transition to RRH rapidly, helps address need to have immediate access to housing and gain rental history necessary to find scattered site housing.
New permanent supportive housing projects that serve chronically homeless individuals, unaccompanied youth, and families or are Dedicated-PLUS.	Expansion, Reallocation or Bonus	2	Having sufficient PSH is necessary to continue to prioritize serving the most vulnerable. PSH has a lower unmet need. Due to the lack of shelter in portions of our region CH status is hard to document. State Housing Supports is targeted to expand to meet need as well.
HMIS expanded services to assist Victim Service Providers with an alternative.	Expansion or Reallocation	1	HMIS is required for CoC, funder and CES compliance. VAWA requires Victim Service Providers to use an alternative HMIS.

SCORING & RANKING PROCESS

The following describes the CoC process to score and rank projects for 2021 CoC funding. It should be noted that the CoC uses “scoring”, “reallocation”, and “ranking” as three distinct steps. Scoring informs, but does not dictate, the final ranking decisions. Where ranking and scoring do not correlate, the Ranking Committee may recommend adjustments. The Committee will indicate in comments why the project is ranked in their position versus directly following scoring.

For the 2021 HUD CoC NOFO projects that have been awarded through the Youth Homelessness Demonstration Project will not be ranked. They will essentially be automatically included in Tier 1 and renewed.

RANKING CRITERIA

The CoC Ranking Committee is responsible for developing and distributing Ranking Criteria to the CoC Membership for review and approval each year. The process utilizes non-biased criteria based on the HUD ranking tool, established CoC priorities and project performance. The CoC uses an objective Ranking Score Card that incorporates both self and committee scores.

Specifically, the tool assesses threshold and scores on criteria in the following seven categories

1. Threshold Eligibility: General, HMIS, Coordinated Entry, CoC Participation and Policy Compliance, Financial/Administration, New Project Experience & Alignment
2. CoC Priorities & Need
3. HUD Priorities
4. CoC Participation
5. Service Quality
6. Performance
7. HMIS

REVIEW AND RANKING PROCESS

1. The CoC solicits Pre-application and Project Threshold Assessments. Solicitation is sent to renewal applicants and an open invite for new projects the CoC email list and at other regional meetings or public notices.
2. Ranking and Application documents are posted on the CoC website once NOFO is released.
3. The CoC Coordinator follows-up with new applicants or renewal applicants interested in or targeted for reallocation.
4. Ranking process, criteria, submitted pre-applications and timeline are presented at first CoC meeting after NOFO release.
5. The CoC hosts a NOFO application lab to provide support to new and renewal applicants.
6. Project applicants must submit application Score Card and supporting documentation to the CoC by deadline to be eligible for ranking.
7. The CoC Ranking Committee Reviews the Score Card, Draft application, and supporting documentation. The Committee Ranking includes:
 - a. Review projects for eligibility.

- b. Review and validation of applicant self-score, noting any discrepancies or questions.
 - c. Identification of specific feedback for applicant (score discrepancies, missing information, or clarifications).
 - d. Recommended score and rank.
 - e. When ties exist, the Committee shall rank with the following preferences: the project with higher housing stability and the project with the least returns to homelessness. Projects with existing clients shall also be ranked higher if scores are identical or within 1 point.
8. The CoC Coordinator emails individual scores and feedback to each applicant and invites applicants to respond by CoC deadline (usually 4-7 days).
 9. Updated information is then reviewed and scoring may be adjusted if supporting documentation or appropriate clarification is provided. If needed, the CoC Ranking Committee meets to deliberate scores adjustments.
 10. The CoC Ranking Committee presents final applicant scores and 1-2 Tiering options to the CoC membership. Members may propose other options as well. The membership votes on proposed score and rank.
 11. Projects are notified of Rank, Tier, and inclusion/exclusion in the Collaborative Application. Projects not accepted or Ranked in Tier 2 are also notified of their ability to appeal to the CoC and HUD.
 12. Approved Priority Listing placed on CoC website and mailed to CoC mailing list and Project Applicant.

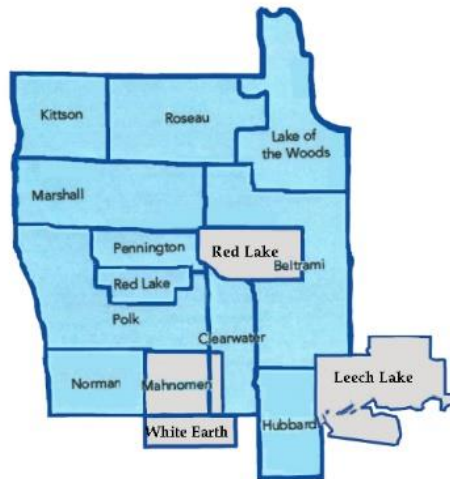
Northwest Minnesota Continuum of Care

2021 Application

For Notice of Funding Opportunity

Northwest Minnesota Continuum of Care (NWCoC or CoC)
Northwest Minnesota Collaboration on
Housing & Homelessness

2021 NWCoC NOFO Application Form
New and Renewal Projects



Please submit the 2021 CoC Application Form to the NWCoC Coordinator, at coryb@nwmf.org. This application form will not be submitted to HUD. The CoC Application Form is used to gather information for our Continuum of Care project review process. **Please read this form in its entirety before you start to complete it.** See additional instructions on final page of this form and on the [NWCoC's website](#).

Text should resize based on the length of your answer. **Please make sure that text is readable.**

Because HUD may issue additional information the NWCoC reserves the ability to add to this application to collect necessary information to complete the consolidated application.

The Scoring Criteria can be found on the NWCoC website. Use the Scoring Criteria to help guide your responses.

Please submit this application as a PDF file.

Lead Agency Information – Applicant/Recipient

Agency Name:			
Agency Address:			
City, State, Zip:			
Contact Name & Title:			
Contact Phone (W):		Cell:	
Contact Email:			
Agency Director:		Tel:	
AGENCY TYPE			
<input type="checkbox"/> Nonprofit with 501c3 <input type="checkbox"/> Local Unit of Government <input type="checkbox"/> Other: _____ Please describe			
<input type="checkbox"/> State government <input type="checkbox"/> Public Housing Authority			
SAM Current Registration (required). Attach a screenshot of your registration status from the SAM website			
Please indicate Yes if your SAM registration is current or No if it is not.	Is your registration current? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Screenshot attached?		

Project Information

Name of Project:				
If you are a DV provider, do you have an approved comparable database?				<input type="checkbox"/> Yes <input type="checkbox"/> No
Primary Population(s): Indicate if 25% or more of beds/slots are reserved for, or are serving, any of the following groups. Select all that apply		<input type="checkbox"/> Unaccompanied youth ages 24 & Under <input type="checkbox"/> Families ages 25+ with school-age children <input type="checkbox"/> Veterans <input type="checkbox"/> Chronic Homeless <input type="checkbox"/> DV Survivors <input type="checkbox"/> Singles ages 25+		
Total Units: _____	Total Beds: _____	Total HHs: _____	Singles: _____	Families: _____
How many beds are dedicated to chronic homeless & how many CH total persons were served in 2020?				Dedicated Beds: _____ Actually Served '20: _____
Project Address, if applicable (indicate N/A for scattered sites, do not answer for DV):				
Amount requested:				
HUD grant number (from GIW):				

Dates of current HUD grantcontract:	Start ____/____/____ End ____/____/2022	
Indicate if the project is applying as a:	<input type="checkbox"/> Renewal Project <input type="checkbox"/> Consolidated Project <input type="checkbox"/> New Project: <input type="checkbox"/> Expansion Project <input type="checkbox"/> Bonus <input type="checkbox"/> DV Bonus <input type="checkbox"/> YHDP Renewal Project <input type="checkbox"/> YHDP Expansion Project	
Has this program been monitored by HUD since 7/1/2016?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, list the date: ____/____/____
Discuss any findings from that monitoring and actions your agency has taken or plans to take to address any concerns:		
Please provide a short project description:		

Program Type Detail (Check one):	
<input type="checkbox"/>	Permanent Supportive Housing (PSH)/ Leasing (scattered apartments)
<input type="checkbox"/>	Permanent Supportive Housing (PSH) / Rental Assistance (scattered site apartments)
<input type="checkbox"/>	Permanent Supportive Housing (PSH)/ Project-Based (one site/building)
<input type="checkbox"/>	Permanent Housing / Rapid Re-Housing (PH-RRH)
<input type="checkbox"/>	Transitional Housing / Scattered Site apartments (leavers may stay)
<input type="checkbox"/>	Transitional Housing/Leasing–Temporary (scattered apartments; leavers must move)
<input type="checkbox"/>	Transitional Housing/Project-Based (one-site/building; leavers must move out)
<input type="checkbox"/>	Supportive Services Only (Housing Navigation or Coordinated Entry)
<input type="checkbox"/>	HMIS

**COC Needs, Priorities Questions, and Project Budget
(58 Points – review scoring criteria for each question value)**

Is this a new project?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
How does your projects chosen type and the scale of your project meet the needs of your local community? (200 word limit)		
Explain what services are offered to your clients, and the linkage to additional services, and how you determine the appropriate resource: (200 word limit)		
Why is this project needed in your geographical service area? (200 word limit)		
What is the Target Population of your project? What is your project doing differently to ensure services are designed for this population? (200 word limit)		
What was your total budget of last completed grant? (If you have not completed a grant put N/A)	\$ _____	
What was the total amount expensed?	\$ _____	% Expensed _____

Has your project made drawdowns from eloccs at least quarterly? (Attach a screenshot form eLoccs for documentation)	<input type="checkbox"/> Yes <input type="checkbox"/> No Screenshot Attached? <input type="checkbox"/>
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Were any funds recaptured by HUD in the past 3 years due to under-spending? Please list amounts and percentage of total project recaptured: Yes No

2017: Amount Recaptured	2018: Amount Recaptured	2019: Amount Recaptured
_____ Total Project Award _____ % Recaptured _____	_____ Total Project Award _____ % Recaptured _____	_____ Total Project Award _____ % Recaptured _____

Please explain any contributing factors to this recapture history, including why the recapture occurred and what steps were taken so that the future recapture average will be below 2%.

Were any funds cut from the project in the 2016, 2017, and 2018 competitions? Please list. Yes No

2017:	2018:	2019:
What was your projects utilization rate for most recent completed grant? This is typically found on your APR or within SAGE.	_____ %	
What was your projects most recent QDQ Total Score percentage?	_____ %	

PROJECT BUDGET
Please complete the chart

Project Activities	CoC Program Funds	Cash or In-Kind Match	Total Estimated Project Budget
Leasing			
Rental Assistance			
Supportive Services			
Operations			
HMIS			
<i>Subtotal</i>			
Project Administration			
Total			

Leverage & Match			
<p>Match: 25% match is required. Match may be cash <u>or in-kind</u>. Grantees may use the value of any real property, equipment, goods or services contributed as match so long as they are for eligible lineitems under the grant. See 24 CFR, part 578.73.</p>			
<p>Cash Match: Written commitments are required for cash match. Commitment letters must be dated within 60 days of the CoC Application deadline and submitted with each project application in e-snaps. They must be documented on organizational letterhead, signed by an authorized representative, dated, and in your possession at time of the application submission. Letters must indicate the name of the donor organization, the type of contribution, value, name of the project and sponsor organization to which the contribution will be given, and dates for period of use for the matching contribution.</p>			
<p>Leverage: 200% leverage is recommended. For example, if your funding request is \$100,000 for the full leveraging points during scoring your leveraging should be \$200,000 or more. If you have no leveraging, you will receive no points for leveraging. Leverage may include cash, buildings, equipment, materials, services (i.e. transportation, health care and mental health counseling), general volunteer time (at \$17/hour), specific volunteer at market rate (for instance, attorney time at the market rate)</p>			
Percent of Leverage:		Total Leverage Funds:	\$
% of Cash Match:		Total Cash Match:	\$
% of In-Kind Match		Total In-Kind Match:	\$
Total % Match		Total Match	\$

Please describe sources of match, amounts, and dates available for use in project:	
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**For Renewal projects the CoC Program Funding column must match the Grant Inventory Worksheet (GIW), minus any funds being cut for reallocation*

HUD Priorities (20 Points)

Low Barrier and Housing First Eligibility Criteria (Select all that apply):	
<input type="checkbox"/>	Program accepts clients with no current source of income.
<input type="checkbox"/>	Program accepts clients with active substance use issues.
<input type="checkbox"/>	Program accepts clients with history of chronic substance use issues.
<input type="checkbox"/>	Program accepts clients with untreated or treated with symptoms of mental illness.
<input type="checkbox"/>	Program accepts clients with a felony conviction.
<input type="checkbox"/>	Within the <i>current year</i> (e.g. last 12 months), the program housed or is housing a person that was convicted of arson or sex offenses.
Along with checking the above boxes that apply to your project, please also share how your agency ensures these best practices are followed. (250 word limit)	
<input type="checkbox"/>	The applicant agrees to follow Low Barrier and Housing First principles in the administration of homeless programs. Note: Housing First is a Requirement of the 2021 NOFO.

Describe the extent to which this project has adopted a Housing First approach, defined as 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. What are some best practices your agency implemented to engage with clients once they are housed? (250 word limit)

How many beds are dedicated to chronic homeless and how many total Chronic Homeless persons were served in 2019/2020?	Dedicated Beds: _____ Actually Served 19/20:_____
Is your project increasing the amount of beds dedicated to Chronic Homeless?	New # of Dedicated Beds: _____

Describe how your agency coordinates with or will coordinate with agencies to offer basic health care assistance to clients in your project. (100 word limit)

Describe how your agency implemented protocols to protect the safety of clients for this project throughout the COVID-19 pandemic. How did you ensure clients had access to COVID-19 vaccinations? (300 word limit)

Continuum of Care Participation (14 Points)

Is the applicant or sub-applicant a member of a sub-regional homeless planning committee, FHPAP Cte., or Minnesota Tribal Collaborative?	<input type="checkbox"/> Yes <input type="checkbox"/> No
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To which do you belong?	<input type="checkbox"/> MAHUBE-OTWA <input type="checkbox"/> TVOC <input type="checkbox"/> Minn. Tribal Collaborative <input type="checkbox"/> BI-CAP
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CoC Participation and Agreement to Follow Guidelines and Written Standards

- The applicant agrees to regularly attend CoC meetings and participate on a committee.
- The applicant agrees to participate in any required training to improve program and system performance.
- The applicant agrees to follow all CoC policies, including Written Standards for the Administration of ESG and CoC Assistance.

<input type="checkbox"/>	<p>The applicant agency agrees to provide project level data to the CoC by:</p> <ul style="list-style-type: none"> a) Participating in the annual point-in-time sheltered and unsheltered count; b) Submitting program reports to the CoC in a timely manner; c) Participating in an annual CoC Planning, Gaps Analysis and Needs Assessment; d) Submitting required AHAR, HIC, Pulse, SPMs and GIW reports by CoC deadlines; e) Giving the Local System Administrator administrative access to your all programs reported in the HIC or providing necessary waiver request to CoC and submitting required data in a timely manner; and f) Completing an annual performance evaluation in SAGE with a PDF to the CoC.
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Staff have completed all CES trainings for renewal projects and new projects agree to complete.	<input type="checkbox"/> Yes <input type="checkbox"/> No
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Applicant agrees to participate in Coordinated Entry:

No The applicant does **NOT** agree to participate in Coordinated Entry.

Yes The applicant agrees to participant in Coordinated Assessment & Referral including:

- Filling all beds/units through the central prioritization list & process
- Abiding by CoC Coordinated Assessment policies & practices

Applicant agrees to participate in NWCoC Case Conferencing meetings.

No The applicant does **NOT** agree to participate in Case Conferencing.

Yes The applicant agrees to participate in case conferencing and attend at a minimum once per month.

Service Quality (20 Points)

Describe how you project utilizes core principles and best practices for case management (i.e. harm reduction, trauma informed care, person centered, cultural humility) or plans to improve and enhance the use of these practices. (200 word limit)
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Describe how your project works with local Public Housing Authorities to gain clients access to Section 8 Housing Choice Vouchers. How does your agency ensure clients have access to Move On from supportive housing to a housing subsidy? (200 word limit)

Promotion of fair housing and equal opportunity. Describe the procedures used to market housing and supportive services to eligible persons regardless of gender identity, sexual orientation, color, national origin, religion, race, sex, age, familial status, or disability who are least likely to request housing or services in the absence of special outreach. Explain what steps have been taken to improve access to program services for persons with Limited English Proficiency (LEP). (200 word limit)

How does your agency coordinate to ensure linkage to mainstream resources are available to all clients in your project? (200 word limit)

How does your agency reduce barriers to accessing mainstream resources caused by limited transportation resources in rural communities? (200 word limit)

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How will your project coordinate with schools and school district liaisons to ensure children remain in school and families are not separated? Does your agency follow the NWCoC administrative policy? (200 word limit)

Yes No

--

How does your agency ensure the safety and support for victims fleeing as part of your service plan? (200-word limit)

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How will your project ensure that clients will have an increase to their income while being served in your project? (250 word limit)

**Performance Review
(Renewal projects only)**

- **Please submit an APR for your most recently completed grant year. Include a PDF of the data from the ServicePoint as well as the .CSV export.**
- Your APR data will be put into the NWCoC NOFO Project scoring tool for scoring by NWCoC staff. A copy of this will be sent to the applicant for review prior to final ranking and scoring. At this time the amount of time that can be allocated for review is unknown, please anticipate a very short turnaround time for review and resubmission.

Project Document Checklist

- Documentation of Applicant and Subrecipient Eligibility. All nonprofit project applicants must attach eligibility documentation to the Project Applicant Profile. If nonprofit sub-recipients are included in a project application, sub-recipient eligibility documentation must be attached to the project application. (i.e. 501c3 Letter)
- Code of Conduct that complies with the requirements of 2 CFR part 200 and is on file with HUD at https://www.hud.gov/program_offices/spm/gmomgmt/grantsinfo/conduct If the organization's Code of Conduct does not appear on HUD's website, the project applicant Page 54 of 92 must attach its Code of Conduct that includes all required information to its Project Applicant Profile in e-snaps.
- The following HUD required forms are built into e-snaps and must be fully completed and electronically signed before project applicants have access to the project application:
 - ✓ SF-424 Application for Federal Assistance;
 - ✓ SF-424 Supplement, Survey on Ensuring Equal Opportunities for Application required for nonprofit applicants only where completion and submission of this survey is voluntary;
 - ✓ Form HUD-2880, Applicant/Recipient Update/Disclosure;
 - ✓ SF LLL, Disclosure of Lobbying Activities (if applicable);
 - ✓ Form HUD-50070, Certification for Drug-Free Workplace;
 - ✓ Disclosure of Lobbying Activities; and
 - ✓ Applicant Certifications.

- 2021 NWCoC NOFO Application Form submitted.
- PDF and .CSV of Most Recently Submitted HUD APR for the project from SAGE.
- PDF of Completed HUD Project Application from e-snaps. Choose 'Export to PDF' from the submission summary screen.

Anticipating further guidance from HUD will be released, applicants have until October 29th, 2021 to finalize e-snaps submissions. This date is subject to change upon the possibility of guidance being released later than this date.

For questions on completing this application, please contact Cory Boushee, NWCoC Coordinator at coryb@nwmf.org.

Northwest Minnesota Continuum of Care

2021 Scoring Criteria

For Notice of Funding Opportunity Application

**Northwest Minnesota Continuum of Care (CoC)
Northwest Minnesota Collaboration on
Housing & Homelessness**

**Northwest Minnesota Continuum of Care (NWCoC)
2021 Project Applicant Scorecard
(Prepared by Review Committee)**



Annually, CoC program applicants will be ranked and tiered per CoC policy and HUD guidance. The purpose is to ensure that HUD funded programs are providing the highest quality housing and services and that the programs are focused on achieving outcomes to end homelessness.

PROJECT PERFORMANCE

To provide both project-specific outcome information and CoC-wide contributions, each program will be evaluated based on data entered into HMIS, the HUD Annual Performance Report (APR), the Project Application submitted for the CoC proposal, and other requested supporting documentation to assure quality and accurate evaluation. The APR scoring criteria assess outcomes that directly relate to goals set by the HEARTH Act. The performance measures now comprise HUD's performance measures against which every Continuum will be assessed.

The APR period is the last grant period ending in 2019 or 2020, whichever is most recent.

NOTES

CoC-funded HMIS and Coordinated Entry Supportive Services Only projects use separate review processes for evaluation and scoring. The CoC Planning Project is not scored.

THRESHOLD INSTRUCTIONS

For any eligibility criteria not met, please provide notes explaining deficiency. Note that CoC policy states that project applications submitted not meeting the eligibility threshold will not be eligible to be included in the CoC Project Listing.

THRESHOLD ELIGIBILITY CRITERIA		VERIFICATION AND DOCUMENTATION REQUIRED	CoC NOTES	SOURCE
General Eligibility:		<ul style="list-style-type: none"> o Agency submitted Project Application Threshold Assessment was in e-snaps and via PDF by 10/4/2021 including all required certifications. o Project Applicant completed Intent to Apply form by 9/10/2021. 	Need copy of DUNS in ESnaps Submission	CoC Coordinator Verification based on SAM Registration provided.
<ul style="list-style-type: none"> ✓ Project Type ✓ Eligible Applicant Type ✓ Target Population ✓ DUNs# and SAM Registration 	<ul style="list-style-type: none"> ✓ Certifications ✓ Applicant has no debarments ✓ Disclosure of Violations or suspensions 			
HMIS Participation		<ul style="list-style-type: none"> o ICA/CoC verification report from agency visits. 	Need ICA/CoC Verification	CoC Coordinator Verification
<ul style="list-style-type: none"> ✓ 100% of beds entered into HMIS unless waived DV program ✓ Responsive to data clean-up ✓ HMIS policy & security assurances 				
Coordinated Entry Participation:		<ul style="list-style-type: none"> o CES Staff verification report. 	Need CES Staff Verification	CoC Coordinator Verification
<ul style="list-style-type: none"> ✓ 100% beds fill through CES ✓ All CES agreements signed ✓ Required trainings attended 				
CoC Participation & Policy Compliance:		<ul style="list-style-type: none"> o Project Applicant submitted required Threshold Assessment by 10/4/2021. o CoC Coordinator verification. o Agency completed Housing First assessment o CoC Digital Chalk report and/or other certification. o Housing First questions on Threshold Form answered. 	Need Coordinator Verification Need Housing First Assessment Need CoC Digital Chalk Report or other Certification	CoC Coordinator Verification
<ul style="list-style-type: none"> ✓ Utilizes Housing First principles ✓ Membership Agreement ✓ Written Standards ✓ Provide timely required data ✓ Follows Housing First principles ✓ Required Trainings completed ✓ Educational Policy ✓ Service Assurances 				

<p>Financial/Administration Management:</p> <ul style="list-style-type: none"> ✓ eLoccs draws at least quarterly ✓ APR timely submission/pre-review ✓ No significant or outstanding findings (APR, site visit, audits) ✓ No delinquent depts or arrears ✓ Fair Housing/EO compliant ✓ Match provided ✓ Budget reasonable ✓ No history of financial mismanagement. 	<ul style="list-style-type: none"> ○ Documentation of Match by 10/4/21. ○ Agency submitted Project Application was in eSnaps and via PDF by 10/4/21 including all required certifications. ○ Fair Housing/EO training complete & assurance on file with CoC. 	<p>Meets Eligibility pending August submittals</p>	<p>CoC Coordinator Verification</p>
<p>NEW PROJECTS ONLY:</p> <ul style="list-style-type: none"> ✓ Experience effectively operating state/federal grant. ✓ Project meets regional need. ✓ DV BONUS only: Population/design meet Bonus criteria. 	<ul style="list-style-type: none"> ○ Project Applicant submitted required Threshold Assessment by 10/24/21. ○ Agency submitted Project Application was in eSnaps and via PDF by 10/4/2021 including all required certification. 	<p>Threshold form. ESNAPs Submission.</p>	<p>CoC Coordinator Verification</p>

NWCoC 2021 NOFO Eligibility Checklist

- ✓ E-mail indicating intent to apply submitted to CoC Coordinator
- ✓ NWCoC Project Application submitted to CoC Coordinator
- ✓ APR submitted as PDF and as Zip Drive download to COC Coordinator (Renewal Only)
- ✓ PDF of Complete eSnaps Project Application including all required attachments exported from eSnaps and submitted to CoC Coordinator
- ✓ SF-424 Application for Federal Assistance;
- ✓ SF-424 Supplement, Survey on Ensuring Equal Opportunities for Application required for nonprofit applicants only where completion and submission of this survey is voluntary;
- ✓ Form HUD-2880, Applicant/Recipient Update/Disclosure;
- ✓ SF LLL, Disclosure of Lobbying Activities (if applicable);
- ✓ Form HUD-50070, Certification for Drug-Free Workplace;
- ✓ Disclosure of Lobbying Activities; and
- ✓ Applicant Certifications.

- 2021 NWCoC NOFO Application Form submitted.
- PDF and .CSV of Most Recently Submitted HUD APR for the project from SAGE.
- PDF of Completed HUD Project Application from e-snaps. Choose 'Export to PDF' from the submission summary screen.

Anticipating further guidance from HUD will be released, applicants have until October 29th, 2021 to finalize e-snaps submissions. This date is subject to change upon the possibility of guidance being released later than this date.

For questions on the scoring criteria, please contact Cory Boushee, NWCoC Coordinator at coryb@nwmf.org.

NWCoC - 2021 Project Applicant Scorecard (Prepared by Review Committee)

Applicant Name: _____

Project Name: _____

Renewal DV Bonus CoC Traditional Bonus

Expansion YHDP Expansion YHDP Replacement

Project Component Type: TH RRH TH-RRH PSH

<input type="checkbox"/>	Intent to Apply form completed by September 10 th , 2021
<input type="checkbox"/>	NWCoC Project Application submitted to CoC Coordinator in accordance with instructions by October 4 th , 2021
<input type="checkbox"/>	APR submitted as PDF and as Zip Drive .CSV download to COC Coordinator (Renewal Only) by October 4 th , 2021
<input type="checkbox"/>	PDF of Complete eSnaps Project Application including all required attachments exported from eSnaps and submitted to CoC Coordinator by October 4 th , 2021

**CoC Need & Priorities and Project
Budget: 58 POINTS**

ELIGIBLE POINTS	SCORING SECTIONS	LOW CRITERIA	MEDIUM CRITERIA	HIGH CRITERIA	INFORMATION SOURCE	REVIEWER SCORE
2	Project Type/ Scale	NOT ELIGIBLE – Applicant did not justify the need for the project type or scale.	(1) Applicant demonstrated the need for the project type, but not the scale.	(2) Applicant justified the need for the project type and scale to meet community need.	Reviewers Judgement of Project Application	
4	CoC Priorities – NEW PROJECT BONUS ONLY	(2) New THP-RRH	(3) NEW PSH	(4) NEW RRH, NEW SSO CES, NEW DV BONUS, NEW BONUS	Application Project Type	
4	Project Services	NOT ELIGIBLE if services donot provide housing stability or intensity is not appropriate for project.	(1-2) Offered services are adequately described butshould include more description and/or increased supports and linkage.	(3-4) Offered services are well described & include housing stability, linkageto mainstream & community services, income focused, and are at right level of intensity for population.	Reviewers Judgement of Project Application	
4	Geographical Location	NOT ELIGIBLE if applicant does not demonstrate a need.	(1-2) Applicant demonstrates a reasonable need for the project in their community.	(3-4) Applicant demonstrates there is strong need for this project type in the service area.	Reviewers Judgement of Project Application	
4	Target Population	NOT ELIGIBLE if Target population is not a priority and/or design does not fit population.	(1-2) There is a low need forserving population and design fits population.	(3-4) There is a strong need for serving population and design fits population.	Reviewers Judgement of Project Application	
8	Budget Expenditure	(0) Spent 89% or less of grant award.	(4) Spent 90-94% of grant award.	(8) Spent 95% or more of grant award.	Submitted application	

4	Quarterly Drawdowns	(0) Drawdowns not made quarterly		(4) Drawdowns completed quarterly	Attached documentation	
4	Recaptured Funds	(0) HUD Recaptured Funds all three past years	(2) HUD Recaptured funds twice in the last three years	(4) HUD recaptured funds once or less in the last three years	Submitted application	
4	HUD cut Funds	(0) HUD cut funding all three past years.	(2) HUD cut funding two times or less in the last three years.	(4) Funding was not cut in last three years.	Submitted application	
8	Data Quality	(0) Most recent total QDQ Score below 80%	(4) Most recent total QDQ Score Between 81 -90%	(8) Most recent total QDQ Score above 90%	QDQ Reports / CoC Coordinator Verify	
8	Budget Reasonableness and Match Documentation	(0) Budget is unreasonable and match is insufficient.	(1-4) Budget seems unclear and match documentation is insufficient.	(5-8) Budget and match documentation is clear and reasonable. To get maximum points Match needs to be a minimum of 25% of total project.	Reviewers Judgement of Project Application	
8	Leverage Documentation	(0) No leverage documentation was provided.	(4) Applicant meets recommended 200% leverage.	(8) Applicant exceeds 225% leverage documentation.	CoC Coordinator Verify	
8	Bed Utilization	(0) Less than 85% of project beds.	(4) 85-90% of project beds	(8) More than 90% of project beds	CoC Coordinator Verify	

HUD Priorities: 20 POINTS

ELIGIBLE POINTS	SCORING SECTIONS	LOW CRITERIA	MEDIUM CRITERIA	HIGH CRITERIA	INFORMATION SOURCE	CoC SCORE
2	Increase dedicated CH Beds(PSH ONLY)	NOT ELIGIBLE: 80% of beds are dedicated or dedicated plus	(1) Agency increases dedicated CH beds	(2) 100% of beds are dedicated or dedicated plus CH beds	Project application question.	
4	Housing First Approach	NOT ELIGIBLE: Did not demonstrate or complete Housing First documentation	(2) Applicant agrees to follow Housing First principles in administration of homeless programs.	(3-4) Applicant agrees to follow Housing First principles demonstrates and understanding of housing first and has implemented best practices to best serve clients.	Reviewers Judgement of Project Application	
2	Healthcare Partnerships	(0) Does not partner with healthcare agencies.	(1) Applicant has healthcare partners, but access and coordination are not clear.	(2) Applicant demonstrates a clear pathway for clients to access healthcare.	Reviewers Judgement of Project Application	
4	Removing Barriers to Housing:	NOT ELIGIBLE: NOT Barrier Free	(2) Applicant agrees to follow low barrier principles	(3-4) Applicant demonstrated a clear plan to ensure programs remain low barrier.	Reviewers Judgement of Project Application	
8	Protocols for COVID-19	(0) No changes for COVID-19	(1-4) Agency implemented protocols to protect clients.	(5-8) Agency implemented protocols to protect clients and removed barriers for clients wishing to be vaccinated. .	Reviewers Judgement of Project Application	

CoC Participation: 14 POINTS

ELIGIBLE POINTS	SCORING SECTIONS	LOW CRITERIA	MEDIUM CRITERIA	HIGH CRITERIA	INFORMATION SOURCE	CoC SCORE
2	General Membership Meeting Attendance	(0) less than 50%	(1) Agency attended 1 meeting in 2021	(2) Agency attended all meetings in 2021	CoC Coordinator Verify	
2	Participation in sub-regional homeless planning	(0) did not participate or provide data.		(2) Participated in meetings		
2	CoC Policies	NOT ELIGIBLE: Agency does not agree to follow NWCoC Guidelines and Written Standards		(2) Agency agrees to Follow Guidelines and Written Standards		
2	Agency staff participation in CoC Committees	(0) no staff participating on CoC Committee in last year.	(1) Assignment of staff to at least 1 committee with 75% attendance	(2) Assignment of staff to more than one COC Committee with 75% attendance		
2	CES Training	(0) Staff did not participate in all required trainings.		(2) Staff participated in required CES trainings by and passed tests.		
2	Participation in Coordinated Entry	(0) Does not agree to participate in coordinated entry.		(1) Agrees to participate in Coordinated Entry		
2	Participate in Case Conferencing	(0) does not agree to attend.		(4) agrees to attend case conferencing		

Service Quality Plan: 20 POINTS

ELIGIBLE POINTS	SCORING SECTIONS	LOW CRITERIA	MEDIUM CRITERIA	HIGH CRITERIA	INFORMATION SOURCE	CoC SCORE
4	Understanding of core principles and best practices for case management	(0) No training or plan demonstrated. Repeat concerns reported by partners and/or consumers.	(1-2) Demonstrates partial understanding and usage of best practices	(3-4) Demonstrates clear understanding of principles and has a plan to improve and enhance these services.	Reviewers Judgement of Project Application	
2	Coordination with Public Housing Authorities (PHA)	(0) Agency does not coordinated with PHA.	(1) Agency coordinates with PHA's, but unclear how clients will access vouchers.	(2) Agency has a clear and executable plan to ensure clients have access to Section 8 HCV's to Move On from supportive housing.	Reviewers Judgement of Project Application	
2	Fair housing and Equal Opportunity for Access	(0) No plan to promote housing to everyone identified.	(1) Agency has a clear and executable plan to promote fair housing and equal opportunity	(2) Agency has a clear and executable plan to promote fair housing and equal opportunity and assist persons with limited English.	Reviewers Judgement of Project Application	

2	Collaboration with mainstream and key support services.	(0) Poor service access plan and linkage to mainstream resources.	(1) Agency has a plan for collaboration but it, is hard to follow.	(2) Agency has a clear and executable plan to utilizes Single mainstream application, or provides regular follow-up and instant referrals.	Reviewers Judgement of Project Application	
2	Reducing barriers for transportation	(0) Does not assist with transportation.	(1) provides services to assist with transportation such as gas vouchers.	(2) identified creative and outside the box solutions to reduce barriers to transportation	Reviewers Judgement of Project Application	
2	Educational Assurances & Non-separation (Family programs only)	(0) does not comply with policy or coordinate with schools.	(1) Agency complies with NWCoC policy.	(2) Agency demonstrates a clear and executable partnership with school district.	Reviewers Judgement of Project Application	
2	Safety and support for victims' part of services/plan.	(0) Applicant does not have a safely plan.	(2) Service plan includes linkage to safety services	(4) In addition to linkage to safety services the applicant and indicated the usage of client centered approaches and trauma informed practices	Reviewers Judgement of Project Application	
4	Increasing Income	(0) Applicant does not have a plan for increasing income.	(1-2) Applicant identifies some key strategies to connect clients to income resources.	(3-4) Applicant identifies creative and outside the box solutions to addressing the challenge of increasing someone's income.	Reviewers Judgement of Project Application	

SYSTEM PERFORMANCE: 40 POINTS

(Assessed on APR and Return reports)

ELIGIBLE POINTS	SCORING SECTIONS	LOW CRITERIA	MEDIUM CRITERIA	HIGH CRITERIA	INFORMATION SOURCE	CoC SCORE
8	Returns to Homelessness	(0) 15% or more of participants returned to homelessness within 12 months of exit to permanent housing	(4) 10-15% of participants returned to homelessness within 12 months of exit to permanent housing	(8) Less than 10% of participants returned to homelessness within 12 months of exit to permanent housing	CoC Coordinator Verify	
2	Earned Income-- Increase	(0) Less than 5% for PSH, Less than 15% for TH/RRH	(1) 5-9% for PSH, 15-19% for TH, RRH	(2) 10% or more increase for PSH, 20% or more for TH, RRH	CoC Coordinator Verify	
2	Earned Income-- Maintain/Increase	(0) Less than 10% for PSH, Less than 40% for TH/RRH	(1) <u>10-19% for PSH, 40-49% for TH, RRH</u>	(2) <u>20% or more for PSH, 50% or more for TH, RRH</u>	CoC Coordinator Verify	
2	Non-Employment Income--Maintain/ Increase	(0) Less than 50% for PSH, Less than 40% for RRH, Less than 5% for THH	(1) 50-74% for PSH, 40-49% for RRH, 5-9% for TH	(2) 75% or more for PSH, 50% or more for RRH, 10% or more for TH	CoC Coordinator Verify	
2	Increase Overall Income	(0) Less than 20%	(1) 20-29%	(2) 30% or more	CoC Coordinator Verify	
8	Entering from Homeless Situation	(0) Less than 75% coming from ES, Streets or Fleeing DV	(4) 75% coming from ES, streets or fleeing DV	(8) 95% coming from ES, and streets or fleeing DV	CoC Coordinator Verify	

8	Retention/Successful exits (PSH only)	(0) Under 85%	(4) 85-90%	(8) Over 90%	CoC Coordinator Verify	
8	Exits to permanent housing (non PSH Only, including RRH-PH)	(0) 80% or less of participants exited the program to permanent destinations.	(4) 81-90% of participants exited the program to permanent destinations.	(8) More than 90% of participants exited the program to permanent destinations.	CoC Coordinator Verify	

SCORING:

- CoC Need & Priorities and Project Budget: 56 POINTS = 38%
- HUD Priorities: 20 POINTS = 13%
- CoC Participation: 14 POINTS = 9%
- Service Quality Plan: 20 POINTS = 13%
- SYSTEM PERFORMANCE: 40 POINTS = 27%

Total points = 150

150 Possible Points	TOTAL SCORE/POINTS:			
<p>Please include any notes to explain low score or other feedback.</p>				
Adjustments				
<p>Adjustments plus or minus up to twenty percent of the total score may be made to accommodate for agency quality improvement plan, extenuating circumstances affecting program involvement or outcomes. These may include: Only agency serving target population, no other agency available in geographic area but need exits, agency has active performance improvement plan and has shown improvement and/or plan that should yield improvement, disaster, significant administrative staff change affecting organizational capacity. Please list adjustment and reason below.</p>				
20% +/-	Circumstance	Supporting reasons	Adjusted Score	