



# 2023 Call for Renewal Projects & Notice of Proposal Submission Requirements

Initial Release: 3/20/2023 Revised 7/17/23 with additional competition deadlines to comply with the U.S. Department of Housing and Urban Development Notice of Funding Opportunity FR-6700-N-25. Changes highlighted in **YELLOW**.

Note: A Call for New Projects is released separately.

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This Call for Projects advises all potential renewal project applicants of the general requirements that must be met in any project application for consideration of submission to HUD through the River Valleys Continuum of Care (CoC) Local Competition.

The U.S. Department of Housing and Urban Development (HUD) has issued its CoC Registration Notice (CPD-22-02) for the 2023 Continuum of Care Program Competition(s). River Valleys Continuum of Care (Rochester/Southeast Minnesota CoC, MN-502) has registered as a CoC applicant for HUD Continuum of Care Program competition(s).

As a CoC applicant, River Valleys CoC is seeking project applicants for FY2023 funding in the following geographic area of Minnesota: Blue Earth County, Brown County, Dodge County, Faribault County, Fillmore County, Freeborn County, Goodhue County, Houston County, LeSueur County, Martin County, Mower County, Nicollet County, Olmsted County, Rice County, Sibley County, Steele County, Wabasha County, Waseca County, Watonwan County, Winona County, City of Mankato, City of Rochester. This area does not include the Prairie Island Indian Community in Minnesota unless an agreement is reached with the Community to do so.

Purpose of the Continuum of Care Program: 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.

**Renewal Project Notification of Intent to Apply is due by April 25, 2023.**

Application submissions in *e-snaps*, the required online application system for the HUD CoC Program national competition, will be due at a date to be determined by and dependent on HUD National Competition timelines. Any remaining Local Competition materials described in this document, including notice of intent to consolidate projects, will also be due at that time.

This document and all information for the River Valleys CoC Local Competition is posted on the CoC website at <https://www.rivervalleyscoc.org/local-competition-for-projects.html>.

## A. Funding Available

Projects applicants seeking renewal funding within the Continuum of Care Program may request up to the current approved funding amount posted on the CoC's Grant Inventory Worksheet (GIW). The GIW will be posted on the CoC Local Competition site when it is available from HUD. If the GIW is not available during the Local Competition, project applicants should refer to the budget included in the current approved funding agreement with HUD.

All renewal funding is for grant terms of one year.

Projects seeking renewal funding may not exceed the allowed funding levels by line item or in total. Projects may reduce budget line items, which would be considered voluntary reallocation and made available for other projects in the region. The CoC may also reduce funding for renewal projects (involuntary reallocation) in accordance with the CoC's reallocation policy. Such changes create a reallocation fund which can be used to fund certain types of new projects.

## B. Threshold Requirements for Applicants and Projects

Applicant and project thresholds apply for the Local Competition and the HUD national CoC Program Competition.

### Applicant Eligibility

Eligible project applicants for the CoC Program Competition are, under 24 CFR 578.15, nonprofit organizations, States, local governments, instrumentalities of State and local governments, Indian Tribes, and TDHEs (as defined in Section 4 of the Native American Housing Assistance and Self-Determination Act of 1996 (25 U.S.C. 4103)). For-profit entities are ineligible to apply.

As required in the Code of Federal Regulations (CFR) at 2 CFR 25.200 and 24 CFR Part 5 Subpart K, all applicants for financial assistance must have a Unique Entity Identification (UEID) number and have an active registration in the System for Award Management (SAM) ([www.sam.gov](http://www.sam.gov)) before submitting an application.

Per HUD's most recent Notice of Funding Availability for Discretionary Programs, applicants must submit application(s) in English and funding requests in U.S. dollars.

Applicants must also ensure that the applicant's financial management system is sufficient to meet Federal standards as described at 2 CFR 200.302, resolve any outstanding civil rights matters and outstanding delinquent Federal debt, and disclose all violations of Federal criminal law involving fraud, bribery, or gratuity violations. No award of Federal funds may be made to debarred to suspended applicants or those proposed to be debarred or suspended. False statements made in an application are grounds for denial or termination of an award and possible punishment.

Further details and additional rules that apply to applicants selected for award are described in detail on [HUD's Funding Opportunity Page](#).

### **Project Eligibility & Quality Thresholds**

In accordance with the applicable Appropriations Acts for this program, CoCs must make decisions based on how projects improve system performance in the CoC region. As such, projects must meet both eligibility and quality thresholds for the HUD CoC Program national competition as well as the Local Competition. At a minimum, all applicants must ensure that:

- All proposed program participants will be eligible for the program component type selected,
- All information provided in the project application and proposed activities are eligible and consistent with program requirements at 24 CFR 578,
- Each project narrative is fully responsive to the question being asked and that it meets all the criteria for that question as required by HUD and the local CoC,
- All data provided in various parts of the project application are true and consistent, AND
- All required attachments correspond to those required by the CoC and to the list of attachments in *e-snaps* that must contain accurate and complete information dated within the allowable time period.

Please review the HUD CoC Program Competition NOFO when available and the River Valleys CoC Local Competition Guide for further details.

### **List of Eligible Renewal Projects**

All renewal projects that meet eligibility and quality standards in the Local Competition will be included in a List of Eligible Renewal Projects posted to the CoC website. Projects on this list will be included in the CoC's application to HUD in the CoC Program National Competition.

## **C. Eligible Project Component Types and Activities**

For renewal projects, eligible project component types are those defined for each renewal project through contracts with HUD and summarized in the Grant Inventory Worksheet process. Projects seeking renewal funding may not change project component type or exceed the allowed funding levels by line item or in total.

Eligible activities and expenses within each component type are defined in 24 CFR 578 and summarized in the [HUD Exchange Virtual Binders for CoC](#).

## D. Matching Funds

HUD homeless program funding through the CoC Program Competition is limited and can provide only a portion of the resources needed to successfully address the needs of homeless families and individuals. HUD requires recipients or subrecipients to use supplemental resources as match to address homeless needs.

Under the HEARTH Act, projects funded through the CoC Program competition follow a new, simplified match requirement that includes both cash and in-kind contributions. All eligible funding costs except leasing (which requires no match) must be matched with no less than a **25% cash or in-kind match**. Match must be used for eligible activities as defined by the CoC Program Interim Rule, 24 CFR Part 578, subpart D. Match excludes participant mainstream benefits.

## E. Project Applicant Submissions

### Intent to Apply

Notification of intent to apply is required for renewal project applicants. For all applicants, notifications of intent to apply must be submitted before the CoC-established deadline and in accordance with the method or format defined by the CoC. Renewal project review submissions are due by 4:00pm on Tuesday, April 25, 2023.

Renewal projects' performance data and documentation submitted for preliminary review is considered the project's notification of intent to apply. Applicants should pay careful attention to the forms, instructions, and reference materials provided on the [CoC Local Competition webpage](#).

### Process

1. To submit documents for review, renewal project applicants must first complete the online Project Contact form linked on the [CoC Local Competition webpage](#). Once the Project Contact form is complete, a Google drive folder will be set up for the project to upload documents for review.
2. Complete forms for the project type as provided on the [CoC Local Competition webpage](#).
3. Gather documentation as required and clearly name all documents as instructed.
4. Upload all forms and documentation to the assigned Google drive folder.

### Submittals

Required submittals for all renewal projects:

- [Updated Project Contact form](#) (online)

- Self-scored Project Rating Tool
- Signed 2023 Project Applicant Assurances
- HUD Monitoring Report received since January 2022, if any
- eLOCCS screenshots of draw dates
- Training & development report
- Advancing equity report
- *For projects renewed at least once previously:* Budget Review form

For housing renewals:

- *With one or more years of operation:* APR for Calendar Year 2022
- *With less than one year of operation:* Project performance and development narrative
- Equal Access Self-Assessment, with attachments
- Coordinated Entry Review
- *For housing projects serving families with children < 18, including youth households:* K-12 and Early Childhood Supplement, with attached documentation

For non-housing renewals:

- Most recently submitted APR (from Sage system)
- Narrative of project outcomes or improvement efforts

Optional submittals:

- Alternative Performance Measures Data Request

### **Timelines**

Renewal project review submissions (Intent to Apply) are due by 4:00pm on Tuesday, April 25, 2023. Renewal projects will be scored during the intent to apply stage to select the List of Eligible Renewal Projects to be included in the CoC Local Program Competition.

Projects that do not submit notification on time or in accordance with the prescribed method will be subject to scoring penalties as follows: Project notifications received between 4:01pm on Tuesday, April 25, 2023 through 4:00pm on Wednesday, April 26 will be assessed a 10% penalty on the project's weighted score. Project notifications received between 4:01pm on Wednesday, April 26 and 4:00pm on Thursday, April 27 will be assessed a 20% penalty on the project's weighted score. Project notifications submitted after 4:00pm on Thursday, April 27, 2023 will not be reviewed and will not be considered for funding.

Applicants with extenuating circumstances must communicate with the CoC Coordinator as early as possible before the deadline to request an extension. No extension will be allowed beyond noon on Monday, May 1, 2023. No grace period is allowed if an extension is granted.

## Project Application

Project applicants are required to submit project application materials for both the Local CoC Program Competition and for the National Competition.

### Local Competition Submittals

Required submittals for projects with conditions placed on them during initial reviews:

- Documented resolution of any conditions
- Confirmation or correction of Grant Inventory Worksheet (GIW) information

No other project application requirements for the Local Competition are anticipated at this time, but items may be requested if HUD changes requirements for CoCs.

### National Competition Submittals

Application in the national competition requires project applicants to register with the *e-snaps* online application system. CoC program applications for the national competition are submitted via *e-snaps* online application system and must include a current applicant profile and all required certifications and attachments. NOTE: Because the CoC Program Competition uses *e-snaps*, registration at Grants.gov is not required for project applicants.

*E-snaps* is available at <https://esnaps.hud.gov/grantium/frontOffice.jsf>. See the resources section for further guidance. Project applications with all attachments must be submitted electronically in *e-snaps* for consideration for the FY2022 CoC Program national competition. Applicants must print a copy of the Submission Summary form from the CoC Project Application before closing their internet browser after the CoC Project Application has been submitted in *e-snaps*. This is the Applicant's receipt of submission and proof of compliance with the application deadline.

The CoC may not give funding consideration to any project whose application is determined to be late and that is unable to provide the CoC with a record of submission that verifies the Project Application was submitted prior to the application deadline date and time.

Required HUD national competition application (*e-snaps*) elements:

- Updated and complete Applicant Profile
- Complete, correct, and consistent Project Application
- HUD required forms and attachments (in *e-snaps* applicant profile and application)
- Match Letters dated within required time period
- Project data as needed to complete the regional CoC Collaborative Application

### Timelines

Timelines for the National Application process depend on information yet to be released by HUD for the FY2023 CoC Program Competition. Due to tight timelines during the National Competition phase, project applications must be received on time. Renewal projects have a hard deadline of 4:00pm on **August 23, 2023** to submit a complete *e-snaps* application. For

renewal projects that do not meet the *e-snaps* deadline, funding previously approved during the Preliminary Review stage will be subject to reallocation.

## F. Selections and Award Notifications

### River Valleys CoC Local Competition

The River Valleys CoC Performance Review and Rating Committee (or a non-conflicted subset of the Committee) will review renewal project performance data and documentation in May 2023 using the CoC Project Rating Tool.

On or before ~~May 30, 2023~~ **July 11, 2023 (postponed due to delay in release of Grant Inventory Worksheet from HUD)** accepted renewal projects will be notified in writing of the acceptance and any conditions applied to the project proposal. Acceptance in the Local Competition does not guarantee funding. Acceptance indicates that a project will be included in the CoC's Consolidated Application to HUD.

Applications that are accepted are expected to submit full applications as required in *e-snaps* when the system is opened for project applications. Rejected renewal projects (subject to involuntary reallocation) will receive written notification of that status and are not advised to submit application in *e-snaps*. Renewal projects subject to voluntary or involuntary reallocation (partial or complete) as a result of preliminary reviews will also receive written notification of the amount reallocated and the amount still available to the project, along with any conditions applied to the project proposal.

The List of Eligible Renewal Projects will be published on the CoC website and distributed to CoC members and partners via listserv. This notice will also include the minimum amount of reallocated funds available for new projects.

~~Later in the Competition period, at a date yet to be determined based on National Competition timelines~~ **On September 11, 2023,** the CoC Committee (via the CoC Coordinator) will provide all renewal project applicants final notice of project acceptance/rejection, any funding changes, score, rank, Tier 1/Tier 2 status, and source of funds expected for the project (e.g. reallocated funds, CoC Bonus, or DV Bonus). The notification will also include any required changes applicants must make in *e-snaps* to meet project quality thresholds described above. All corrections in *e-snaps* must be made and the *e-snaps* project application resubmitted by 4:00pm on **September 20, 2023** to be ranked and included in the project list submitted for review in the national CoC Program Competition.

### HUD CoC Program National Competition

HUD will conduct a threshold review of ranked projects for all CoCs that submit the CoC Consolidated Application by the application deadline. Projects and applicants that do not meet threshold eligibility and capacity requirements will be rejected. HUD may issue more than one conditional funding announcements, which have generally occurred between January and March following the CoC Collaborative Application deadline. HUD will score the FY2023 CoC Application portion of the CoC Collaborative Application as well as individual



project applications in accordance with the criteria set forth in the FY2023 Notice of Funding Opportunity (NOFO).

Projects with rental assistance, leasing, or operations may be adjusted by HUD during the review process to reflect changes in Fair Market Rents (FMRs) for the project area.

Following the evaluation process, HUD will notify CoCs of projects selected for funding. Notification of project awards will be posted on the HUD website and distributed via the HUD Homeless Assistance Listserv.

## G. Resources

Resources are available to assist project applicants with both Local Program Competition and national competition processes. These resources include:

### River Valleys Continuum of Care Resources and Technical Assistance

All Local Competition guidance and materials are posted on the [CoC Local Competition page](#) website of the website.

- General notifications are distributed via the CoC list serv. >> [Sign-up for the listserv](#)
- Applicant Information Session – Thursday, March 30 at 10:30am. >> [Register](#)
- 1:1 Technical Assistance – Times available and sign-up instructions posted on the CoC Local Competition page.
- For other questions regarding this Call for Projects, please contact CoC Coordinator Jennifer Prins at [jennifer.prins@rivervalleyscoc.org](mailto:jennifer.prins@rivervalleyscoc.org).

### HUD Resources and Technical Assistance

- Notice of Funding Availability for FY2023 HUD CoC Program Competition (not yet released)
- [HUD CoC Program Rule \(24 CFR 578\)](#)
- [HUD E-snaps guides](#)
- Other Training and Resources. Project applicants that need assistance competing the applications in e-snaps or understanding the program requirements may access the Rule, training materials, and program resources via the [HUD Exchange](#).
- HUD Homeless Assistance Listserv. HUD may provide Collaborative Applicants and Project Applicants with additional information through HUD websites located at [www.hud.gov](http://www.hud.gov) and [www.hudexchange.info](http://www.hudexchange.info) and via the CoC Program email-based listserv. To join the listserv, visit [www.hudexchange.info/maillinglist](http://www.hudexchange.info/maillinglist). This additional information will not change the selection criteria or selection process in this NOFO but may include items such as updates on the status of e-snaps and reminders of impending deadlines. This listserv will also include information only applicable to Collaborative Applicants (not project applicants), and project applicants are encouraged to contact Jennifer Prins if questions arise from list serv posts.
- Other resources will be posted to the [CoC Competition page](#) as they become available.