2023 Call for New Projects
& Notice of Proposal Submission Requirements
Release: 7/17/2022

Note: A Call for Renewal Projects was released separately in March 2023.

This Call for Projects advises all potential new project applicants of the general requirements that must be met for selection through the River Valleys Continuum of Care (CoC) Local Competition and submission to HUD for funding.

New Project Notifications of Intent to Apply are due by 4:00pm on Thursday, August 3, 2023. Full project applications are due by 4:00pm on Wednesday, August 23, 2023.

Technical assistance is available to aid applicants in preparing materials and meeting competition due dates.

Please review this document for:

This document and all information for the River Valleys CoC Local Competition is posted on the CoC website at https://www.rivervalleyscoc.org/hud-coc-program-competition.html.

A. Background

The Continuum of Care (CoC) Program (24 CFR part 578) is a federally funded program 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 U.S. Department of Housing and Urban Development (HUD) issued its CoC Registration Notice for the FY2023 Continuum of Care Program Competition and has opened the competition with a [Notice of Funding Opportunity (FR-6700-N-25).](#)

River Valleys Continuum of Care (Rochester/Southeast Minnesota CoC, MN-502) is registered as a CoC applicant for HUD Continuum of Care Program FY2023 competitions. The CoC's designated Collaborative Applicant to submit funding applications is Institute for Community Alliances.

As a registered CoC applicant, River Valleys CoC is seeking project applicants for FY2023 funding in the following geographic areas 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, and City of Rochester. This does not include the geographic area of Prairie Island Indian Community in Minnesota.

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The River Valleys CoC Contact Person for this Call for Projects is Jennifer Prins, CoC Coordinator jennifer.prins@rivervalleyscoc.org.

B. Funding Available

Funding is available for new projects in River Valleys CoC through two sources.

1. Notice of Funding Opportunity (NOFO) for FY2023 Continuum of Care Competition (FR-6700-N-25)

Nationwide, funding of approximately $3,134,000 is available through the HUD CoC Program NOFO published July 5, 2023. Per HUD guidelines, River Valleys CoC is eligible to apply for up to an estimated **$2,927,007** for new and renewal projects. This includes

- $2,420,453 in Annual Renewal Demand for new and renewal projects,
- $169,431 in CoC Bonus funds for new projects to serve eligible populations,

- $216,000 (estimated) in DV Bonus funds specifically to serve survivors of domestic violence, dating violence, sexual assault, or stalking that are defined as homeless under 24 CFR 578.3, and
- $121,022 for CoC Planning.

All funding is for grant terms of one year except projects that include acquisition, rehabilitation, or construction, which may have longer terms as allowed within the NOFO. New projects may also request up to an 18-month grant period for the initial award.

2. River Valleys CoC Local Pool Funds
Within River Valleys CoC, funds already allocated to existing projects may be reallocated to new projects during the Local Competition. As a result of reallocation during the FY2023 competition, a minimum of **$120,606** is available for new projects serving any eligible population. Grant terms and other requirements set in the NOFO will apply to projects receiving CoC Local Pool Funds. Local Pool Funds may be combined with CoC Bonus or DV Bonus Funds within a project proposal.

C. Threshold Requirements for Applicants and Projects

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

1. 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 not eligible 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 an active Unique Entity ID (UEID) and have an active registration in the System for Award Management (SAM) (www.sam.gov) before submitting an application.

Per HUD's most recent Notice of Funding Opportunity 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 (scroll to 2023 and click on Eligibility Requirements for Applicants of HUD Grant Programs).

2. Project Eligibility & Quality Thresholds

In accordance with the applicable Appropriations Acts for this program, CoCs must make project selection 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 questions 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/or HUD and must contain accurate, complete information dated within the allowable period.

Please review the HUD CoC Program Competition NOFO Section C.5.c. and the River Valleys CoC Local Competition Guide for further details.

D. Eligible Project Types and Activities

All projects selected by the CoC must advance the CoC's Plan to end homelessness and be an eligible project type within the competition. CoC priorities are addressed in Section D of this document. Eligible project components depend on the source of funds for the project, as detailed below. Eligible activities and expenses within each component type are defined in 24 CFR 578 and summarized in the HUD Exchange Virtual Binders for CoC.

1. New projects created from Domestic Violence, Dating Violence, Sexual Assault, and Stalking Bonus (DV Bonus funds).

New projects in this category may be proposed as standalone projects or expansions of existing CoC-funded projects, including projects that do not currently and specifically target the populations to be served with these bonus funds. These projects have one-year terms unless otherwise allowed in the NOFO.

Eligible component types for new projects created with DV Bonus funds are:
- Rapid Rehousing (RRH) projects dedicated to serving survivors of domestic violence, dating violence, or stalking that are defined as homeless under paragraph 4 of 24 CFR 578.3

- Joint Transitional/Rapid Rehousing (TH-RRH) projects dedicated to serving survivors of domestic violence, dating violence, or stalking that are defined as homeless under paragraph 4 of 24 CFR 578.3
- Support Services (SSO) Coordinated Entry System project to implement policies, procedures, and practices that equip the CoC's Coordinated Entry System to better meet the needs or survivors of domestic violence, dating violence, or stalking, ONLY with recommendation of the CoC's Coordinated Entry Committee and commitment to enter agreement with the CoC regarding SSO activities

Per HUD guidelines for the DV Bonus funds, new DV Bonus project applications may not request less than $50,000. In addition, victim service providers are required to use or create an Alternate Database comparable to HMIS (Homeless Management Information System) to produce reports and aggregate unduplicated count data for HUD and for CoC planning.

NOTE: Section 605 of the VAWA (Violence Against Women Act) reauthorization act has expanded the definition of homeless as applicable to projects created with these Bonus funds and has established new categories of eligible expenses related to VAWA compliance. Review the HUD CoC Program Competition NOFO Sections 1.A.3.f. and III.B.4.a.(3) for details.

2. New projects created from CoC Bonus funds or Reallocated Local Pool funds.

New projects in this category may be proposed as standalone projects, expansions of existing CoC-funded projects seeking renewal in the current funding round, or transitions from an existing renewal project to a new project type. These projects have one-year terms unless otherwise allowed in the NOFO.

Eligible new project component types for projects created from reallocated funds and CoC Bonus funds are:

- Permanent Supportive Housing for participants who meet qualifications for DedicatedPLUS or chronic homelessness at entry
- Rapid Rehousing for participants who qualify under paragraphs 1, 2, or 4 of 24 CFR 578.3
- Joint Transitional Housing/Rapid Rehousing for participants who qualify under paragraphs 1, 2, or 4 of 24 CFR 578.3
- Support Services Only - Coordinated Entry for participants who qualify under paragraphs 1, 2, or 4 of 24 CFR 578.3
- Homeless Management Information System (HMIS)

NOTE: Section 605 of the VAWA 2022 reauthorization act has expanded the definition of homeless as applicable to projects created with these funds and has established new categories of eligible expenses related to VAWA compliance. Review the HUD CoC Program Competition NOFO Sections 1.A.3.d.(1) and III.B.4.a.(3) for details.

NOTE: Section 5707 of the James M Inhofe National Defense Authorization Act for Fiscal Year 2023 amended the authorizing legislation for the Continuum of Care program to include activities that address barriers to housing in rural areas. Review the HUD CoC Program Competition NOFO Sections 1.A.3.d.(2) and III.B.4.a.(4) for details.

As a result, expansion applications may also be used for existing projects to request funds for new eligible activities and costs (budget line items) with the CoC Program Competition.

3. New CoC Planning Grant Funds

Only one CoC Planning Grant may be submitted by the Collaborative Applicant for the CoC. The Collaborative Applicant for River Valleys CoC is the Institute for Community Alliances. CoC Planning Grant funds are not included in project ranking and the project does not compete with projects placed on the CoC's list of projects for funding. An estimated $121,022 is available for the CoC Planning project.

E. Prioritized Project Types and Activities

Priorities for project types and geographic service areas within each funding pool are identified in the attached Funding Summary.

Project Type	Priorities
Permanent Supportive Housing (PSH)	**Priority 1:** Projects that create new housing opportunities for Single Adults/ Single Youth 18-24 in Olmsted County **Priority 2:** Projects that create new housing opportunities for Single Adults/Single Youth 18-24 in Blue Earth, Steele, or Rice/Goodhue County areas. Rural focused projects in Mower, Freeborn, and Waseca County areas will also be included in Priority 2. **NOTE:** Except for expansions to include newly eligible VAWA and rural costs, projects that request services or support without serving more households will be considered only after all projects creating new housing opportunities are prioritized.
Rapid Rehousing or Joint Component RRH-TH (non-DV)	**Priority 1:** Projects that create new housing opportunities for Single Adults/Single Youth in Olmsted County **Priority 2:** Projects that create new housing opportunities for Single adults/single youth in Blue Earth, Steele, or Rice Counties. Rural focused projects in Mower, Freeborn, and Waseca County areas will also be included in Priority 2. **NOTE:** Except for expansions to include newly eligible VAWA and rural costs, projects that request services or support without serving more households will be considered only after all projects creating new housing opportunities are prioritized.

Rapid Rehousing or Joint Component RRH-TH DV (Domestic Violence)	**Priority 1:** Projects that create new housing opportunities in Olmsted, Blue Earth, or Rice/Steele County areas (no household type priority) **Priority 2:** Multi-county projects that create new housing opportunities anywhere else in region (no household type priority) **NOTE:** Except for expansions to include newly eligible VAWA and rural costs, projects that request services or support without serving more households will be considered only after all projects creating new housing opportunities are prioritized.
Homeless Management Information System (HMIS)	One project to advance statewide HMIS Governing Board funding goals for potential software replacement.

The CoC is not prioritizing new Support Services Only for Coordinated Entry (SSO-CE) projects in FY2023.

F. 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. Documentation of match commitment is required at application.

Under the HEARTH Act, projects funded through the CoC Program competition follow a 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 direct-to-participant mainstream benefits.

Sources of match strongly encouraged for applicants are:

- Healthcare services or cash from a healthcare provider or insurer
- Child health and development services
- Adult education and employment services, and
- Rental assistance from non-CoC sources.

G. Project Applicant Submissions

1. Notice of Intent to Apply

Notification of intent to apply is required for new project applications, including expansion applications. 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.

Submittals & Process

To submit notice of intent to apply, new project applicants must complete the online Notice of Intent form linked on the [CoC Local Competition webpage](). Once the form is complete, a Google drive folder will be set up for the project to upload documents for review.

Timeline

New Project Intent to Apply notices are due by **4:00pm on Thursday, August 3. 2023**. 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 Thursday, August 10, 2023.

2. Project Application

Project applicants are required to submit project application materials for review. For all applicants, application materials must be submitted before the CoC-established deadline and in accordance with the method or format defined by the CoC.

Process

To submit a project application, new project applicants must submit materials to the CoC in two ways.

- Documents unique to River Valleys CoC review are submitted via upload to a Google Drive folder, set up for applicants upon receipt of Notice of Intent to Apply.
- Documents used for both River Valleys CoC and HUD review are submitted using the online application system called *e-snaps*. NOTE: Because the CoC Program Competition uses *e-snaps*, registration at Grants.gov is <u>not</u> 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 FY2023 CoC Program national competition. Applicants must keep 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.

Submittals

Submit via e-snaps (HUD online application system):
- Applicant profile, with attachments
- Complete project application, with attachments

Submit via Google Drive folder
- Signed Project Applicant Assurances
- Preparation and Performance Narrative
- New Project Impact Statement, with attachments
- DV Narrative Supplement, if applicable to the project
- PDF of submitted project application in *e-snaps*, including attachments
- For new applicant agencies only: Acknowledgement of Federal Requirements, with attachments. (New applicant agencies are those which are not currently direct recipients of HUD CoC funds in the River Valleys CoC region.)

Timeline

New Project Applications are due by **4:00pm on Wednesday, August 23, 2023**. 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, August 28, 2023.

Please review Section G to identify timelines for making application final corrections in *e-snaps* after project selections.

H. 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 project capacity and performance data and documentation in accordance with the CoC Project Rating Tool.

On or before September 11, 2023, applicants will be notified in writing of project acceptance/rejection, any funding changes, project score, project rank, Tier 1/Tier 2 status (if applicable), and source of funds for the project (e.g., Bonus or reallocated funds). All projects accepted will be ranked in the CoC's project list and submitted to HUD for possible funding.

The notification will also include any required changes applicants must make in *e-snaps* to meet project quality thresholds. All corrections in *e-snaps* must be made and the *e-snaps* project application resubmitted by **4:00pm on Wednesday, September 20, 2023.**

This final e-snaps deadline also serves as the final deadline for letters of commitment described in the New Project Impact Statement.

HUD CoC Program National Competition

After receiving all CoC-level applications for the NOFO, 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 announcement, which generally occur between January and March following the CoC Consolidated Application deadline. HUD will score the CoC Application portion of the CoC Consolidated Application as well as individual project applications in accordance with the criteria set forth in the applicable 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 successful applicants of their selection for funding. Notification of project awards will be posted on the HUD website and distributed via the HUD Homeless Assistance Listserv. The CoC will re-post this notification using the CoC email listserv. HUD will notify all other applicants, whose applications were received by the deadline, that have not been chosen for award by email. Award information will be sent by mail to the authorized representative(s) named in *e-snaps.*

I. Resources & Support

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

1. River Valleys Continuum of Care Resources and Technical Assistance

All Local Competition guidance and materials are posted on the [CoC Local Competition page](#) of the website. Applicants will receive direct email communications about the competition after submitting Notice of Intent to Apply. General notifications are distributed via the CoC list serv as well. [>> Sign-up for the CoC listserv](#).

Scheduled times for applicant assistance:

- **New Project Information Session**
  Thursday, July 20 at 11:00am via Zoom. [>> Register](#)
- **New Project Open Q&A Times** for any questions.
  Fridays July 21 - August 18, 2023 at 11:30am-12:30pm via Zoom.
  Access from the [CoC Local Competition page](#).
- **E-snaps Lab Times** to complete application forms in e-snaps.
  Fridays August 4, 11, and 18, 2023 at 1-2pm via Zoom.
  Access from the [CoC Local Competition page](#).
- **1:1 Sessions via Zoom**
  By appointment on Wednesdays between July 26 and August 16, 2023.
  Sign up from the [CoC Local Competition page](#).

For other questions regarding this Call for Projects, please contact CoC Coordinator Jennifer Prins at jennifer.prins@rivervalleyscoc.org.

2. HUD Resources and Technical Assistance

- Notice of Funding Opportunity for FY2023 HUD CoC Program Competition (FR-6700-N-25)
- HUD CoC Program Rule (24 CFR 578)
- HUD E-snaps guides. Guides are available for adding users, completing the applicant profile, and accessing the application. Application specific guides are also available to navigate the software and provide detailed instructions for each application question.
- Other Training and Resources. Project applicants that need additional assistance competing the applications in *e-snaps* or understanding the program requirements under the CoC Program may access 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 and www.hudexchange.info and via the CoC Program email-based listserv. To join the listserv, visit www.hudexchange.info/mailinglist. The additional information provided 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. NOTE: This listserv will also include information only applicable to Collaborative Applicants (not to 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.