

## 2016 Continuum of Care Pre-Application & Threshold Assessment

Any new or renewal project wishing to apply for Department of Housing and Urban Development (HUD) Continuum of Care (CoC) funding in the 2016 FY HUD CoC competition must completed the following information and submit to the CoC by the deadline. Your project will not be eligible to apply in the FY16 competition if you do not submit this form by the deadline. Please complete the proposed project overview and review each of the following ranking categories, marking those questions that apply to your project. **Deadline to submit this Intent for current and new applicants is July 22, 2016 – [laura.derosier@co.ramsey.mn.us](mailto:laura.derosier@co.ramsey.mn.us)**

Name of Agency \_\_\_\_\_ Name of Project \_\_\_\_\_

Primary Contact \_\_\_\_\_ Contact Email \_\_\_\_\_

DUNS# \_\_\_\_\_ SAM# \_\_\_\_\_

Agency  is applying for 2016 NOFA funds  is not applying for 2016 NOFA funds

### **Project Description:**

1. Type of funding requested:

New:

What type of new project?  BONUS  Reallocation

Renewal:

Are you interested in reducing your renewal grant for reallocation?  Yes  No

If yes, please explain why?

If yes, by what amount? \_\_\_\_\_

If yes, describe how participants will not become homeless as a result:

2. The project component is:  PSH: Chronic/Not Chronic  RRH  HMIS  TH  CES

3. Target Population:

**Singles** # \_\_\_ units/ \_\_\_ beds  **Families** # \_\_\_ units/ \_\_\_ beds  Youth # \_\_\_ units/ \_\_\_ beds

4. Proposed Start Date: \_\_\_\_\_, 2017 Proposed End Date: \_\_\_\_\_, 2018/19

5. Amount of funding requested: \$ \_\_\_\_\_

Brief Project Description (**NEW projects ONLY**):

**Coordinated Assessment & Referral**

- The applicant does NOT agree to participate in the CoC.
- 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

**CoC Participation**

- The applicant agrees to regularly attend CoC meetings and participate on a committee.
- The applicant agency agrees to provide project level data to the CoC by:
  - 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, and GIW reports by CoC deadlines; and
  - 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.

**HMIS**

- Applicant does NOT currently utilize HMIS and does not intend to if funded. (Note this will affect your eligibility if not a VAWA funded agency)
- Applicant does NOT currently utilize HMIS, but agrees to utilize if funded.
- Applicant currently utilizes HMIS and assures compliance with:
  - Unique user name and password
  - Secure location for equipment
  - Locking Screen Savers
  - Virus protection with auto update
  - Individual or network firewalls
  - Restrictions on access to HMIS via public forums
  - Compliance with HMIS policy and procedures manual
  - Validation of off-site storage of HMIS data

**Energy Star and Green Development (TH, RRH, and PSH Applicants ONLY):**

- Project does incorporate Energy Star and/or Green Development
  - If fixed site utilizes incorporates Energy Star and/or Green Dev. in project.

- If scattered site, encourages participants to seek applicable buildings/units.
- Does NOT incorporate Energy Star and/or Green Development

**Services (TH, RRH and PSH Applicants ONLY):**

Please check ALL that apply to your program:

- Applicant assures that program will have and follow policies that ensure all children are enrolled in school and connected to appropriate services within the community
- Applicant assures that case managers will systematically assist and support clients in completing applications for mainstream benefits.
- Applicant assures that transportation assistance is provided to clients to attend mainstream benefit appointments, employment training, or job when appropriate.
- Homeless assistance providers use a single application form for four or more mainstream programs.
- Applicant agrees that all participants will come from the streets, emergency shelter, transitional housing (entering as homeless), institution, or place not meant for human habitation.
- Applicant incorporates known best practices models into project policies and practices.

Check all that apply:

- Housing First
- Client Centric
- Barrier Free
- Harm Reduction

**Chronic Homeless Preference (New and Renewal PSH Projects ONLY!)**

- Applicant agrees to give preference to Chronic Homeless when filling vacant units.
- Applicant does NOT agree to give preference to Chronic Homeless when filling vacant units.

**Annual Progress Report: (RENEWAL Projects ONLY!)**

HUD and the CoC require that CoC funded projects submit an Annual Progress Report (APR)

- Applicant did NOT submit an APR for the most recent grant year.
- Applicant submitted an APR for the most recent grant year.

Date of APR: \_\_\_\_\_

Are there any outstanding findings still unresolved?  Yes  No

If yes, explain:

**Project Quality Threshold: (RENEWAL applicants ONLY!)**

Please check ALL of the following thresholds that apply to your program/agency:

- Draws down from eLOCCS at least quarterly
- Submitted annual APR to CoC and HUD by deadline
- Assists participants achieve and maintain independent living (Does not apply to HMIS)
- NO: Audit findings, history of financial mismanagement, untimely expenditures, major capacity issues affecting program outcomes, history of ineligible persons, or spending.
- Compliant with Fair Housing and Equal Opportunity

- NO: HUD resolutions of outstanding suspension
- NO: Delinquent federal debts or outstanding arrears to HUD.
- Applicant demonstrates all timeliness standards for grants being renewed, including that standards for the expenditure of grant funds have been met;

**Project Quality Threshold: (NEW HMIS applicants ONLY!)**

Please check ALL of the following thresholds that apply to your program/agency:

- Evidence the HMIS will effectively be integrated into current CoC HMIS
- HMIS project implementation is described in application
- At least 50% of beds in HIC are included in CoC HMIS
- HMIS applicant collects all Universal Data Elements
- HMIS applicant un-duplicates client records
- HMIS applicant produced all HUD-required reports

**Project Quality Thresholds: (NEW PH Applicants ONLY!)**

Please check ALL of the following thresholds that apply to your program/agency:

- Type, scale and location fit needs of participants
- Type, scale and location of supportive services fits needs and transportation for participants
- Participants are given individual and specific assistance to obtain mainstream benefits
- Applicant has assessed that project is needed in geographic location
- Participants helped to obtain and remain in PH
- Participants are assisted to both increase income and live independently using mainstream housing and services
- At least 75% of proposed participants will come from street or other locations not meant for human habitation, emergency shelters, safe havens, or transitional housing (if originally from the streets or emergency shelters).
- Services and housing is accessible to amenities (grocery, pharmacies, etc.)
- Program/activities will be administered in most integrated setting appropriate for persons with disabilities. Persons with disabilities interact with person w/out disabilities; and
- Applicant has the history/capacity to complete timely and accurate drawdowns, performance reports.

**Leveraging & Cash Match**

% of Leverage _____	Total Leverage \$ _____
% of Cash Match _____	Total Cash Match \$ _____

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. 25% Cash match is required.

Eligible Leverage Contributions:

- Cash
- Buildings (the value of commitments of land, buildings and equipment are one-time only and cannot be claimed by more than one project (e.g., the value of donated land, buildings or equipment claimed in 2005 or prior years for a project cannot be claimed as leveraging by that project or any other project in subsequent competitions.)
- Equipment
- Materials
- Services such as transportation, health care and mental health counseling
- General volunteer time (at \$10 per hour)
- Specific volunteer time at market rate (for example, an attorney who is volunteering legal services to clients in the program for their legal issues. If the attorney’s normal fee is \$100 per hour then you can record the volunteer time at \$100 per hour.)

Sources of Contributions:

- CDBG
- HOME
- United Way
- Fannie Mae
- Federal Home Loan Bank
- Local or State general revenue funds
- Mainstream housing programs
- Social service programs

Written Commitments:

- Must be documented on letterhead stationary
- Signed by an authorized representative
- Dated
- In your possession at the time of application submission
- Must contain the following:
  - Name of the organization providing the contribution
  - Type of contribution
  - Value of the contribution
  - Name of project and sponsor organization to which the contribution will be given
  - Date the contribution will be available

**Written commitments are required for all project applicants. Commitment letters must be dated within 60 days of the CoC application deadline. Commitment letters must be submitted with each project application.**

***WARNING:*** HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties (18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802)

Print Name of Agency Approved Signatory:	Signature of Agency Approved Signatory
Title	Date