



SMAC MN

Suburban Metro Area Continuum of Care

Support Services Only-Coordinated Entry New Project Application FY2018 Competition

OVERVIEW

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

Currently SMAC funds LSS Streetworks Collaborative and The Salvation Army to provide Priority List Management for SMAC's Coordinated Entry system. Both providers have been great partners in getting SMAC Coordinated Entry centralized Priority List management up and running. SMAC has identified a need to build additional infrastructure to support the CES. During this NOFA competition, SMAC will be reallocating both grants to one central provider and expanding the scope of what the funding will do.

The SMAC Governing Board will consider applications for a supportive services only (SSO-CE) project to operate the CoC's coordinated entry system. Please review the information below to determine if your agency is an eligible candidate to apply for this funding.

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

DUE DATE

Applications are due by **July 24, 2018** to abby@mesh-mn.org . Please submit your application as a PDF file.

SELECTION PROCESS

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

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

Technical assistance for completing the project application can be provided.

Note:

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



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FUNDING AVAILABLE

- Total SSO-CE funding available: \$231,197

REQUIREMENTS

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

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

- Must be a non-profit agency or unit of local government (county, city or housing authority)
- Must be capable of submitting an electronic application
- Administrative costs are limited to 10% of total funding requested from HUD
- Must be able to provide the HUD required match of 25% of the funding request
- Participation in Homeless Management Information System (HMIS)
- Must be able to submit Annual Progress Report through Sage
- Must provide evidence of ability to manage federal grants and compliance including quarterly draws of funding and Annual Progress Reports
- Must attend 50% of local and/or Regional Suburban Metro Area Continuum of Care meetings annually
- Must have DUNS number and be up to date on CCR

PROJECT QUALITY THRESHOLD

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

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

- Project applicants and potential sub-recipients must have satisfactory capacity, drawdowns, and performance for existing grant(s) that are funded under the CoC Program, as evidenced by timely reimbursement of sub-recipients, regular drawdowns, and timely resolution of any monitoring findings;
- Project applicants must demonstrate they will be able to meet all timeliness standards per 24 CFR 578.85. Project applicants with existing projects must demonstrate they have met all project renewal threshold requirement of the FY2018 NOFA.
- HUD reserves the right to deny the funding request for a new project, if the request is made by an existing recipient that HUDs finds to have significant issues related to capacity, performance,



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unresolved audit or monitoring findings related to one or more existing grants, or does not routine drawdown funds from eLOCCS at least once per quarter.

- HUD reserves the right to withdraw funds if no APR is submitted on the prior grant.

SMAC requires new Coordinated Entry projects to meet the following criteria:

1. Adherence to HUD’s Homeless Policy and Program Priorities: Project applicants are required to comply with HUD’s homeless policy and program priorities as listed in the NOFA FY2018, Section II, A.

2. Suburban Metro Area CoC: Project applicants are required to comply with the SMAC bylaws, governance charter, and other policy and procedure manuals as approved by the Board or membership. This includes, but is not limited to:

- Committee participation
- Actively involved in the Point-in-Time overnight street/known location count twice a year
- Active involvement in their local continuum of care
- Attendance at annual SMAC Governing Board meetings

Expectations for scope of work in the CES project:

Access

Access Points

- Evaluating access capacity across each region of the CoC
- Onboarding new Access Points
- Collaborating with local homeless planning groups to address gaps in access
- Ensuring existing access aligns with the Racial Equity policy recommendations

Access Monitoring

- Regular HMIS data quality checks on assessment data
- Keeping updated contact information on all active assessors
- Ensuring all assessors receive training on an annual basis
- Annual face to face check in with each Access Point

Assessor Training

- Collaboratively developing metro wide assessor training content
- Ensuring metro wide trainings happen monthly rotating between the 3 metro CoCs (rotating quarterly through the SMAC region)

Assessor Support

- Ensuring assessors have the tools needed to administer accurate assessments
- Regular email updates with “Did you know” information for all assessors
- Fielding assessor questions on a day to day basis



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Assessment

Assessment tool evaluation

- Ensure SMAC is in compliance with state-wide assessment tool
- Providing feedback on state-wide assessment tool to the state CES work group

Supplemental Questions

- Ensuring paper forms and HMIS are aligned
- Collaborating with Ramsey County when changes need to be made to questions

Assignment

Case consultation staffing

- Ensuring case consultation groups are meeting regularly for each population
- Facilitating case consultation groups
- Filling vacancies through case consultation process
- Ensuring case consultation practices are following HUDs recommendations regarding dynamic prioritization

Tracking vacancies

- Receiving vacancy reports from all SMAC providers who fill units through the CES process
- Tracking and reporting on vacancy trends to CES work group and SMAC Governing Board

Troubleshooting

- Facilitating the CES Advisory group to work through client concerns such as scoring adjustments housing placement concerns, etc.

Other Responsibilities

CES Work Group

- Collaborating with CES work group chair(s) to set monthly agenda
- Working with chairs to develop and monitor progress on CES annual work plan
- Attending monthly work group meeting

CES Communication

- Ensuring the SMAC CES and Safe Home MN websites are kept up to date
- Sending regular communications to community stakeholders regarding CES

CES Data analysis

- Running CES reports on a regular basis
- Analyzing data and sharing with CES work group and SMAC Governing Board quarterly at minimum

Regular Provider support and monitoring

- Meeting with each provider receiving referrals annually at a minimum



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- Troubleshooting with providers as needed
- Monitoring provider compliance with CES and denials
- Communicating with CES work group and SMAC Governing Board regarding providers that are out of compliance
- Recommending action for providers that are out of compliance
- Implementing recommended actions and reporting on progress

Client Engagement

- Implementing strategies to incorporate client feedback into SMAC CES in a meaningful way

Outreach

Outreach for youth that serves Washington, Scott, Carver and rural Dakota counties. Outreach must provide CES assessments.

Navigation

Outreach and engagement

- Receiving referrals from case consultation teams
- Outreaching to clients referred from case consultation teams and engaging with them to learn more about their current status

Obtaining documentation

- Working with clients to get vital documents, homeless verifications, disability verifications, etc.

Maintaining contact

- Keeping in touch with clients until they are housed
- Attending all relevant case consultation meetings to provide updates on client status

The staff funded through this project will be accountable to the CES work group and the SMAC Governing Board. Collaboration and coordination with the CoC Coordinator are required.

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



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COORDINATED ENTRY PROJECT APPLICATION

Agency Name: _____

Project Name: _____

Grant Amount Requesting: _____

Grant Period: _____

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

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

1. Describe the experience of the applicant and potential sub-recipients (if any), in effectively utilizing federal funds and performing the activities proposed in the application, given funding and time limitations.

2. Describe why the applicant, sub-recipients and partner organizations (e.g. developers, key contractors, sub-contractors, service providers) are the appropriate entities to receive funding.

3. Describe the basic organization and management structure of the applicant and sub-recipients (if any). Include evidence of internal and external coordination and an adequate financial accounting system that will be utilized to administer the grant. Include a description of internal and external coordination and the financial accounting system that will be used to administer the grant.

Are there any unresolved monitoring or audit findings for any HUD grants (if any): YES NO

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

4. Describe the applicant's understanding and experience working within SMAC.



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B. PROJECT DESCRIPTION

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

2. Describe how the project will ensure the CES the advertisement strategy is designed to reach those with the highest barriers to accessing assistance.

3. Provide a description that addresses the entire scope of the proposed project, including all the elements outlined above as expectations for the scope of the project. Responses should address all the following: Access, Assessment, Assignment, Other responsibilities, Outreach, and Navigation.

4. Describe how staff will collaborate and coordinate with the SMAC Governing Board, the CES work group, and the CoC Coordinator.

5. The three metro CoCs are working to align CES processes where possible. Describe how the project will collaborate and advocate for alignment with Hennepin and Ramsey Coordinated Entry Systems.

C. FUNDING REQUEST

1. Will it be feasible for the project to be under grant agreement within 6 months of the grant award?:
YES NO

If no, explain:

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

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