



Request for Letters of Intent

The Montana Continuum of Care is seeking **Letters of Intent** for **New Projects** for possible inclusion in the Montana Continuum of Care’s FY2023 Consolidated Application for the U.S. Department of Housing and Urban Development’s (HUD) Continuum of Care (CoC) Program, also known as the Notice of Funding Opportunity (NOFO).

Each year the Montana Continuum of Care competes with other CoCs across the country to secure federal funds to help end homelessness through HUD’s Continuum of Care Program. HUD allows new projects to be funded through either CoC and DV bonus funds, or reallocation funds. The total funds available for new projects will be determined based on the final new bonus amounts, as set by HUD, plus any funds approved for reallocation by the Montana Continuum of Care Board of Directors (reallocated funds are those funds designated by the Board of Directors to be redistributed from existing projects to new projects).

Bonus funding is **NOT** guaranteed. HUD determines the amount of bonus funding available each year.

Please note that estimated ARD values may differ from the values reflected in the GIW report because of changes to GIWs that were approved after the GIWs were posted.

CoC Number and Name	PPRN	Estimated ARD	Tier 1	CoC Bonus	DV Bonus	CoC Planning
MS-501 - Mississippi Balance of State CoC	\$6,800,402	\$3,131,124	\$2,974,568	\$340,020	\$680,040	\$204,012
MS-503 - Gulf Port/Gulf Coast Regional CoC	\$1,430,036	\$1,858,576	\$864,525	\$92,929	\$143,004	\$55,757
MT-500 - Montana Statewide CoC	\$2,665,884	\$4,594,050	\$2,838,576	\$229,703	\$266,588	\$137,822
NC-500 - Winston-Salem/Forsyth County CoC	\$2,233,958	\$2,607,200	\$2,476,840	\$130,360	\$223,396	\$78,216

<https://www.hud.gov/sites/dfiles/CPD/documents/CoC/FY-2022-CoC-Estimated-ARD-Report-rev.pdf>

In the above example, the maximum amount of CoC Bonus funds available for the Montana Continuum of Care in FY2022 was \$229,703 and the maximum for DV Bonus Projects was \$266,588. **Both CoC and DV Bonus amounts for FY2023 have not yet been determined by HUD.** Due to the limited amount of bonus funds available, new projects are selected through a multi-tiered ranking and review process with criteria approved by the Montana Continuum of Care Board of Directors. If a new project is ultimately selected to be included in the FY2023 NOFO Consolidated Application, this is still not a guarantee that the new project will receive the

requested funding as final CoC Competition Awards are determined by HUD. Grants awarded in the FY2023 NOFO Competition will begin sometime in FY2024.

The Montana Continuum of Care encourages proposals from applicants that have never previously received CoC funds as well as from applicants that are currently receiving or have in the past received CoC funds.

Letters of Intent are due by May 26, 2023 – Letters of Intent will be reviewed and projects that meet the **Minimum Threshold Criteria** and included **Eligible Component Types** set by the Montana Continuum of Care Board of Directors will be scored by the Grants Review Panel, with selection of those invited to move forward in the local competition and submit a project application in **e-snaps** determined by the Board of Directors. Those invited to move forward in the local competition will not necessarily be included in the Montana Continuum of Care FY2023 NOFO Consolidated Application. Final project selection will be determined by the funding available, and the priorities set by the Board of Directors. Notification of Final Project Selection and Ranking will be announced on a date to be determined **after** HUD releases the FY2023 NOFO.

Instructions for setting up an **e-snaps** Applicant Profile can be found here:
<https://files.hudexchange.info/resources/documents/Project-Applicant-Profile-Navigational-Guide.pdf>

Minimum Threshold Criteria

Before proceeding, an applicant should determine whether it meets basic eligibility requirements for funding.

THRESHOLD CRITERIA	
1	Project must operate with the State of Montana
2	Proposal includes the correct legal entity/agency name
3	Project applicants must meet organizational eligibility requirements as described in the CoC Program Interim Rule (i.e., only nonprofit organizations, States, local governments, and instrumentalities of State or local governments are eligible to apply) and be able to provide evidence of eligibility (e.g., nonprofit documentation).
4	The population served must meet CoC Program eligibility requirements.
5	Project applicants must demonstrate the financial management capacity and organizational experience to carry out the project and administer Federal funds (e.g., by demonstrating experience with similar projects and with successful administration of other federal/state/local funds).
6	Projects must administer their programs in the most integrated setting appropriate to the needs of qualified homeless people with disabilities (i.e., enabling participants to interact with others without disabilities to the fullest extent possible).
7	HMIS Participation
7a	Projects must have the ability to upload client data into a HMIS compliant system, generate statistical reports that support stated program results, and use data to drive decision-making around program goals and outcomes.

7b	Victim Service Provider projects (exclusively serving survivors of domestic violence, dating violence, sexual assault, or stalking) must adhere to 7a. and demonstrate the ability to maintain confidentiality of their client-level data while being able to report program outcomes at the aggregate level
8	Project applicants must be in good standing with HUD, which means that the applicant does not have any open monitoring or audit findings, history of slow expenditure of grant funds, outstanding obligation to HUD that is in arrears or for which a payment schedule has not been agreed upon, expending funds on ineligible costs, failing to expend funds within statutorily established timeframes, or history of serving ineligible program participants. Organizations with a current or past history of one or more of the above must submit a separate explanatory statement
9	Applications must meet HUD's 25% match requirement as defined in the CoC Program Interim Rule (i.e., match must equal a minimum of 25 percent of the total grant request including administrative costs but excluding leasing costs.)
10	For projects serving families with dependent children and single adults 24 years old or younger with minor children
10a	Does the applicant/sponsor have policies and practices that are consistent with, and do not restrict the exercise of rights provided by the education subtitle of the McKinneyVento Act, as updated by the Every Student Succeeds Act (ESSA), and other laws relating to the provision of educational and related services to individuals and families experiencing homelessness?
10b	Does the applicant/sponsor have a designated staff person responsible for ensuring that children are enrolled in school and connected to the appropriate services within the community, including early childhood education programs such as Head Start, Part C of the Individuals with Disabilities Act, and McKinney-Vento education services?
11	Applicant agrees to participate in the Montana CoC Coordinated Entry System , including attending training, completing CES assessments and receiving referrals through Coordinated Entry as outlined in the Montana CoC Coordinated Entry Policies and Procedures. (CE Participation not applicable for HMIS or SSO Coordinated Entry Projects)

Overview of Eligible Component Types

Agencies may submit proposals for multiple component types but must complete separate applications for each. The Montana Continuum of Care is currently seeking applications for the following component types:

- **Permanent Supportive Housing (PSH) – MUST serve Chronically Homeless**
- **Rapid Re-Housing (RRH)**
- **Support Services Only**
- **Support Services Only – Coordinated Entry**
- **Expansion Projects:**
 - **New Units** - Applicants that have an existing CoC-funded project that wish to create new units that will be added to that current PSH or RRH project must be submitted as an expansion project. Applicants for expanding PSH or RRH will be required to submit two (2) separate applications in E-Snaps: a renewal

application for the existing PSH or RRH project, and a NEW project application with the expansion information.

- **Additional Services** – Applicants that have an existing CoC funded PSH or RRH project that will provide new (for PSH; RRH projects already have existing support services as part of their model) or additional (for PSH and RRH) support services to residents in the current project must be submitted as an expansion project. For PSH, additional services funded through this RFP must be used to serve 100 percent individuals or families who meet the HUD definition of chronically homeless. Applicants for the PSH expansion project or RRH expansion project will be required to submit two (2) separate applications in E-Snaps: a renewal application for the existing project, and a NEW project application with the expansion information.

NOTE: PSH or RRH Applicants wishing to add both new units (expansion), and also provide additional services (also an expansion), will submit two (2) separate applications in E-Snaps: a renewal application for the existing project, and a NEW project application with the expansion units and services information.

Component descriptions can be found here: <https://www.hudexchange.info/homelessness-assistance/coc-esg-virtual-binders/coc-program-components/coc-program-components-overview/>

Letter of Intent Evaluation and Scoring

Each Letter of Intent will be independently scored by at least three reviewers who are part of the Grants Review Panel. Final scores will be determined through joint discussion among reviewers. Final project selection is determined by the Board of Directors.

In order to be scored, Letters of Intent must first pass the initial review of Threshold Criteria and Component Eligibility to ensure that required information and characteristics are met. Those that do not pass the initial review will not be further evaluated/scored.

Reviewers will use the following Selection Criteria:

PROPOSAL SCORING MATRIX	
SELECTION CRITERIA	POINTS
<p>Project Design - Does the applicant show understanding of CoC and HUD priorities? Does the Letter of Intent demonstrate an understanding of guiding principles, including but not limited to:</p> <ul style="list-style-type: none"> ▪ Housing First and Low Barrier ▪ Rapid Implementation ▪ Leveraging community resources ▪ Meets community need 	10
<p>Addressing Inequities - Does the applicant address inequities in:</p> <ul style="list-style-type: none"> ▪ Accessing housing in the service area and what action steps is the project taking to address them? 	10

<ul style="list-style-type: none"> ▪ Integrating culturally specific or culturally responsive programming? 	
Project Readiness - Is there evidence the program will be prepared to begin within the stated amount of time?	5
Performance: <ul style="list-style-type: none"> ▪ As a current CoC member, are your projects meeting or exceeding current HUD and CoC standards? ▪ As a project applicant new to the CoC, what examples can you provide of projects that you have operated that demonstrate that you are serving the population intended, that there are limited returns to homelessness, positive exits, and that clients are increasing their income? ▪ Use of HMIS and/or data-driven performance management system 	10
Coordinated Entry – Applicant agrees to participate in the Montana Coordinated Entry System	NOT SCORED
Program Budget/Cost Efficiency - Project Budget is cost-efficient and comparable to other projects of the same type, size, and population served. i.e., The Project Budget demonstrates an understanding of the model and typical program expenses	10
Continuum of Care Participation – Does the applicant agree to actively participate in the Montana Continuum of Care?	5
TOTAL POINTS POSSIBLE	50

Timeline for the Montana Continuum of Care FY2023 NOFO

The release date of the FY2023 NOFO is determined by HUD. Many of the dates on the timeline below will be contingent on dates set forth in the FY2023 NOFO and as such, ***the timeline below is subject to change!*** An updated timeline will be distributed to project applicants, CoC Membership, and posted to the Montana Continuum of Care Coalition website following the release of the FY2023 NOFO.

It is important that project applicants read the FY2023 NOFO in its ***ENTIRETY*** once released.

- **Monday, February 6** – Intent to Renew forms distributed to current grantees
- **Monday, April 3** – Request for Letters of Intent and Letter of Intent form distributed via e-mail to CoC Membership and posted to the Montana Continuum of Care website
- **Friday, March 31** – Intent to Renew form ***DUE***
- **Wednesday, April 26 @ 1pm** – ***Workshop for Project Applicants - Zoom link below:*** <https://us06web.zoom.us/j/87066209788?pwd=M3oxOFQ5dU1WeXlWaGRRRXNESEl0Zz09>
- **Friday, May 26** – Letter of Intent forms ***DUE***
- **Tuesday, May 30** – Grants Review Panel begins initial review and ranking of Letters of Intent and submits a recommendation to the board for project(s) to advance to the Local NOFO Competition no later than ***Monday, June 19***
- **Friday, June 30** – Montana Continuum of Care Board of Directors’ selection of new project(s) moving forward in FY2023 Local NOFO Competition finalized; project applicant(s) notified

- **TBD – HUD releases FY2023 NOFO**
- **TBD** – Supplemental Applications for both Renewal and New Projects distributed to project applicants
- **TBD** – Supplemental Applications for both Renewal and New Projects **DUE**
- **TBD** – Renewal and New Project applications **DUE** into e-snaps (this date is determined by HUD and is typically several weeks prior to the submission date for the FY2023 Consolidated Application)
- **TBD** – Grants Review Panel and Scorecard Committee review and rank Renewal and New Project applications
- **TBD** – Per HUD requirements, the Montana Continuum of Care Board of Directors **MUST** finalize, approve, and notify project applicants of **FINAL** Project Selection and Ranking **15 days** prior to the submission deadline for the FY2023 NOFO
- **TBD** – Renewal and New Project applications **submitted** in e-snaps
- **TBD** – Montana Continuum of Care Consolidated Application **DUE**