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**Onondaga/Oswego/Cayuga Counties Continuum of Care 2017 Local Application**

**APPLICATION INSTRUCTIONS**

**Introduction**

The Onondaga/Oswego/Cayuga Continuum of Care (CoC), representing the City of Syracuse, County of Onondaga, City of Auburn, County of Cayuga and the County of Oswego (NY-505), will submit a CoC Program Consolidated Application for funding from the U.S. Department of Housing and Urban Development (HUD) in the upcoming FY 2017 Continuum of Care Homeless Assistance Program Competition. These instructions describe the local application submission and review process.

The CoC will accept Renewal grants for Permanent Supportive Housing (PSH), Rapid Rehousing (RRH) and Homeless Management Information System (HMIS).

The CoC will also accept new applications for projects created through reallocation dollars for PSH for Chronically Homeless Individuals and Families, and RRH for Individuals and Families, Joint Transitional Housing and Rapid Rehousing (TH-RRH), HMIS, Support Services Only to develop or operate a new centralized or coordinated assessment system, and Expansion projects for existing eligible renewal projects that will increase the number of units in the project, or allow the recipient to serve additional persons.

The CoC will also accept new projects created through bonus funding for PSH that meet the requirements of DedicatedPLUS as defined in Section III.A.3.d. of the NOFA or PSH projects where 100% of the beds are dedicated to chronic homelessness, RRH to serve individuals, families and unaccompanied youth, Joint TH-RRH), and Expansion projects as mentioned in the previous paragraph.

A CoC Planning Grant and HMIS grant will be accepted as non-competitive. All applications will be scored together according to CoC Local Priorities, HUD Goals, Policies and Performance Measures.

CoC Local Priorities:

**Priority 1 Chronically Homeless**

**Priority 2 Families**

**Priority 3 Youth**

**Priority 4 Re-Entry**

**Priority 5 Veterans – Declared Functional Zero per United States Interagency Council on Homelessness in November 2015**

HUD Goals as articulated in its Strategic Plan and *Opening Doors: Federal Strategic Plan to Prevent and End Homelessness,* are as follows:

1. Meet the Need for Quality Affordable Rental Homes: End homelessness and substantially reduce the number of families and individuals with severe housing needs
2. End chronic homelessness
3. End veteran homelessness
4. End family and youth homelessness
5. End all homelessness

HUD Policy Priorities

1. Ending homelessness for all persons
2. Create a systemic response to homelessness
3. Strategically allocate resources
4. Using a housing first approach

HUD Performance Measures

1. Average length of time homeless

2. Rates of returns to homelessness

3. Number of homeless persons

4. Employment and income growth

5. First time homeless

6. Stabilizing people in homelessness (category 3)

7. Successful placement and retention of housing

# Timeline

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| --- | --- |
| **Friday, July 14, 2017** | HUD CoC NOFA Application Available |
| **Thursday, July 27, 2017, 10am** | Rating and Ranking Committee Meeting to review Local Application (New and Renewal) and Instructions as well as preliminary renewal rankings. (United Way) |
| **Tuesday, August 1, 2017, 2pm** | NOFA Workgroup Meeting 2pm (United Way) Mandatory- *Applicant rep must attend one Application Workshop*  (Additional Workshops may be announced depending on interest to the RFP – please contact mmarrone@unitedway-cny.org or 315-428-2216 for more information) |
| **Monday, August 14, 2017 5pm** | Local Applications Due (Renewals and New) to HHC Director for Ranking and Rating Committee to Review |
| **Wednesday, August 16, 2017, 3pm** | NOFA Workgroup meeting (United Way)  Purpose: To review Consolidated Application as well as assign reviewers for Renewal Applications |
| **Tuesday, August 8, 2017, 1:30pm** | HHC Advisory Board Meeting (United Way) Discussion around the NOFA |
| **Monday, August 21, 2017, 10am** | Rating and Ranking Committee Meeting (United Way) ‘Renewal/Re-Allocation/Bonus Funding *Amount* Locally Approved to Apply For in ESNAPS’ Notification |
| **Wednesday, August 23, 2017, 2pm** | NOFA Workgroup Meeting (United Way)  Purpose: To review Consolidated Application as well as assign reviewers for New Applications |
| **Friday, August 25, 2017, 5pm** | All Projects Submitted in E-SNAPS (to allow time to review and amend for any changes) |
| **Monday, August 28, 2017 10am** | Rating and Ranking Committee Meeting (United Way) All projects ranked and notification from Committee to projects |
| **Wednesday, August 30, 2017, 2pm** | NOFA Workgroup Meeting (United Way) – To review Consolidated Application and any last final edits  Deadline to Appeal – See page 58 of NOFA for instructions. <https://www.hudexchange.info/resources/documents/FY-2017-CoC-Program-Competition-NOFA.pdf> |
| **Thursday, September 28, 2017** | NOFA Application due to HUD – submitted on E-SNAPS |

# Application Review

The Ranking and Rating Committee is the entity that will review, score, and recommend to the Board the rank of proposals. It consists of individuals without conflicts of interest who either sit on the Advisory Board or are representatives of the community at large. Members of the Ranking and Rating Committee Committee are not employees, owners, stakeholders, directors, officers, or board members of, or independent contractors to, any organization that submits or will benefit from a local application that is being reviewed, scored, and ranked.

The Ranking and Rating Committee will evaluate the application based on the attached Scoring Rubric. The Scoring Rubric was designed by a review process committee made up of non-CoC funded Housing and Homeless Coalition of Central New York (HHC) Board and HHC staff members, and formerly homeless representatives. The Ranking and Ratings Committee brought the recommended Rubric to the Board and after a rigorous review and discussion, the following recommendations were approved:

1. The process shall be transparent and fair.
2. The process will include the right to appeal.
3. The Renewal and New applications will be scored using the Scoring Rubric (attached).
4. The reallocation amount should be based on efficiency of programs (up to 70% of unused funds over a three-year period average are eligible for reduction and reallocation to funded new programs).

The Committee reserves the right to make decisions that are aligned with the HUD principles, guidelines, and funding limitations outlined in the NOFA subsequent to the local application process.

The following assurances shall be required by all applicants:

1. Chronically homeless prioritization (Chronically homeless persons must be given priority whenever there is a turnover bed. This policy is required across the Continuum and is a prerequisite to funding.)
2. Match of 25% is required by every project.
3. Renewal Applicants must report on drawdown funds expended in FY 2013-2015.

# Application Scoring

## The Scoring Rubric used by the Rating and Ranking Committee will score all applications by specific criteria and a point allocation system guided by the following HUD Policy Priorities.

|  |  |
| --- | --- |
| Housing First | 10 points |
| Measuring System Performance, Ending Youth, Vet, Family, and All Homelessness | 25 points |
| Ending Chronic Homelessness | 9 points |
| Local Priorities | 15 points |
| Systemic Response to Homelessness | 18 points |
| Strategically Allocating Resources | 18 points |
| Narrative, Coordinated Entry Questions | 10 points |

**105 total possible points**

* **Allowable New Applications**

Allowable new projects (created through reallocation dollars) in Onondaga/Oswego/Cayuga Counties Continuum of Care (NY-505) (all programs are defined in the HUD CoC NOFA in Section III.A.):

a. CoCs may create new permanent supportive housing projects that meet the requirements of DedicatedPLUS or new permanent supportive housing projects where 100% of the beds are dedicated to chronic homelessness.

b. CoCs may create new rapid rehousing projects that will serve homeless individuals and families coming directly from places not meant for human habitation or emergency shelters, and include persons fleeing domestic violence situations and other persons meeting the criteria of paragraph (4) of the definition of homelessness. c. CoCs may create a new Supportive Services Only project specifically for a centralized or coordinated assessment system.

d. CoCs may create a new dedicated Homeless Management Information System (HMIS) project for the costs at 24 CFR 578.37(a)(2) that can only be carried out by the HMIS Lead, which is the recipient or subrecipient of an HMIS grant, and that is listed on the HMIS Lead form in the CoC

Applicant Profile in e-snaps. See <https://www.hudexchange.info/resources/documents/FY-2017-CoC-Program-Competition-NOFA.pdf> at point (4) on page 10-11.

e. CoCs may create a new Joint Transitional Housing and Permanent Housing-Rapid Rehousing component project to better serve homeless individuals and families, including individuals and families fleeing or attempting to flee domestic violence.

* **HUD will continue the Permanent Housing Bonus**

 CoCs may create new projects through the permanent housing bonus up to 6 percent of the CoC's

FPRN for the following types of new projects:

a. CoCs may create new permanent supportive housing projects that meet the requirements of DedicatedPLUS or new permanent supportive housing projects where 100 percent of the beds are dedicated to chronically homelessness.

b. CoCs may create new rapid rehousing projects that will serve homeless individuals and families coming directly from the streets or emergency shelters, and include persons fleeing domestic violence situations and other persons meeting the criteria of paragraph (4) of the definition of homelessness, including persons fleeing or attempting to flee domestic violence situations. See <https://www.hudexchange.info/resources/documents/FY-2017-CoC-Program-Competition-NOFA.pdf> at point b(2) on page 11.

c. CoCs may create new Joint TH and PH-RRH component projects to better serve homeless individuals and families, including individuals and families fleeing or attempting to flee domestic violence.

* **New Funding Available – per HUD Exchange Updated ARD Email**

The Annual Renewal Demand funding for our CoC is $8,590,511. Thus, there will be approximately **$515,431** available in the *6% bonus* noted in the 2017 HUD CoC Program Registration. There is **$103,675** available for new projects created through reallocation for Onondaga County only (per merger agreement – new funds created through reallocation will return to county of origin). Please be advised that this amount may increase by mid-August. There is **$34,560** available for new projects created through reallocation for Cayuga County only.

**Application Checklist**

The following checklist identifies the components that constitute a complete application for local ranking and allowable funding amount for the HUD CoC Program. **Incomplete applications will not be reviewed and will not be considered for funding.**

1. Renewal/New Local Application (All)
2. Match Documentation (All)
3. Budget Workbook (All)
4. Policies as outlined in Application (All)
   1. Policies B,C,D,F,G,H,O,N (New)

B: Housing First Policy

C: Chronic Homeless Prioritization Policy

D: Client-Centered Policy

F: HMIS policy

G: Exits to/ Remaining in PH policy

H: Mainstream Resources Policy

N: Efficiency Plan

* 1. Policies B,C, O,P (Renewals)

B: Housing First Policy

C: Chronic Homeless Prioritization Policy

D: Client-Centered Policy

P: Efficiency Corrective Plan

Applications should be submitted in **Word**. Budget Workbooks should be submitted in **Excel**. Match documentation, and Polices should be submitted in **Adobe PDF**. Policies can be submitted together as a single PDF with each Policy in the PDF labeled correctly.

# Application Submission

*To be reviewed and considered for funding, completed applications, including all required documentation, must be submitted electronically by* ***5:00pm on Monday, August 14, 2017.***

All components of an application must be transmitted at the same time via email at [mmarrone@unitedway-cny.org](mailto:mmarrone@unitedway-cny.org). For all renewal applications, projects may only be considered if a Grant Inventory Worksheet form was completed for the project. *Questions about the local application should be directed to Melissa Marrone at* [mmarrone@unitedway-cny.org](mailto:mmarrone@unitedway-cny.org) *or 315-428-2216.*

# HUD References

* All applicants must complete or renew their registration in the Central Contractor Registration (CCR)/System for Award Management (SAM) registration. Those project applicants who have not yet registered with Dun and Bradstreet (DUNS) must do so. In addition, each project applicant should begin verifying and updating the information in its *e-snaps* Project Applicant File. Taking these steps now will ensure that organizations are ready to apply for funding via *e-snaps* once the HUD application becomes available.
* *CoC Program Interim Rule (24 CFR part 578)*

[*https://www.hudexchange.info/resources/documents/CoCProgramInterimRule\_FormattedVersion.pdf*](https://www.hudexchange.info/resources/documents/CoCProgramInterimRule_FormattedVersion.pdf)

* *FY 2017 CoC Program Registration*

<https://www.hudexchange.info/resources/documents/FY-2017-CoC-Program-Registration-Notice.pdf>

* ***The 2017 CoC Program Notice of Funding Availability***: <https://www.hudexchange.info/resources/documents/FY-2017-CoC-Program-Competition-NOFA.pdf>
* FY2017 NOFA Resource Landing Page: <https://www.hudexchange.info/programs/e-snaps/fy-2017-coc-program-nofa-coc-program-competition/>
* <https://www.hudexchange.info/resources/documents/Housing-First-Permanent-Supportive-Housing-Brief.pdf>
* <https://www.hudexchange.info/resources/documents/Rapid-Re-Housing-Brief.pdf>
* <https://www.hudexchange.info/resource/2889/rapid-rehousing-esg-vs-coc/>
* <https://www.hudexchange.info/resources/documents/Notice-CPD-17-01-Establishing-Additional-Requirements-or-a-Continuum-of-Care-Centralized-or-Coordinated-Assessment-System.pdf>
* Chronic homelessness resources: <https://www.hudexchange.info/homelessness-assistance/resources-for-chronic-homelessness/>
* System Performance Measures Resources: <https://www.hudexchange.info/programs/coc/system-performance-measures/>
* United States Interagency Council on Homelessness Resources: <https://www.usich.gov/opening-doors>