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**Onondaga/Oswego/Cayuga Counties Continuum of Care 2018 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 2018 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 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. The CoC will also accept new applications for projects created through the DV Bonus funding for RRH for individuals and families, and joint TH-RRH for individuals and families, specifically for projects serving victims and survivors of domestic violence, dating violence and stalking.

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 | Youth |
| Priority 3 | Re-entry |
| Priority 4 | Families |
| 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

Wednesday, June 20, 2018	HUD CoC NOFA Application Available
Thursday, July 12, 2018, 2pm	NOFA Workgroup meeting (United Way) Purpose: Introduction to NOFA changes and process, <i>mandatory</i> for one representative of any agency planning to submit a local application
Thursday, July 19, 2018, 2pm	Performance Evaluation and Selection Committee Meeting to review Local Application (New and Renewal) and Instructions as well as preliminary renewal rankings. (United Way)
Friday, July 20, 2018, 5pm	Local applications sent to all interested parties. (via email)
Friday, August 3, 2018, 5pm	Local Applications Due (Renewals and New) to HHC Director for Ranking and Rating Committee to Review
Thursday, August 9, 2018, 2pm	Performance Evaluation and Selection Committee Meeting (United Way) 'Renewal/Re-Allocation/Bonus Funding <i>Amount</i> Locally Approved to Apply For in ESNAPS' Notification
Thursday, August 16, 2018, 2pm	NOFA Workgroup Meeting (United Way) Purpose: To review Consolidated Application as well as assign reviewers for New Applications
Friday August 17, 2018	All Projects Submitted in E-SNAPS (to allow time to review and amend for any changes)
Wednesday, August 22, 2018	Performance Evaluation and Selection Committee Meeting (United Way) All projects ranked and notification from Committee to projects
Thursday, August 30, 2018	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/F

	Y-2017-CoC-Program-Competition-NOFA.pdf
September 18, 2018	NOFA Application due to HUD – submitted on E-SNAPS

Application Review

The Performance Evaluation and Selection Committee is the entity that will review, score, recommend and rank applications. It consists of individuals without conflicts of interest who sit on the Advisory Board. Members of the Performance Evaluation and Selection 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 Performance Evaluation and Selection Committee will evaluate the application based on the attached **Scoring Rubric**, with the following considerations in mind:

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.

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.

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**)
 - a. Policies A,B,C,D,E, F (**New**)
 - A: Housing First Policy
 - B: Chronic Homeless Prioritization Policy
 - C: Discharge Policy
 - D: Equal Access Policy
 - E: Client Centered Policy
 - F: Access to Permanent Housing Policy
 - b. Policies A, B (**Renewals**)
 - A: Client-Centered Policy
 - B: Efficiency Corrective Plan

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

❖ **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.

New Applications

Narrative, Project Implementation, Supportive Services	35 points
Housing First	20 points
Client Centered Practices & HMIS	15 points
Retention	10 points
Local Priorities	15 points
Financial Feasibility & Strategically Allocating Resources	35 points
Coordinated Entry & CoC participation	10 points
Total Application Score	140

Renewal Applications*

Client Centered Policy	5 points
HMIS Data Quality	10 points
Local Priorities	15 points
Cost Effectiveness & Strategically Allocating Resources	40 points
CoC Involvement	5
Total Application Score	75
System Performance Measures	40
Monitoring Score**	135
Total Renewal Score	250

*Renewal applications are scored and ranked using three documents: Renewal Applications, Monitoring Score, & System Performance Measures. Renewal and New project scores are weighted to 100.

**Any renewal projects that received a significant finding during FY15 monitoring must submit a Project Improvement Plan with the renewal application. This plan must contain detailed action steps to resolve the significant finding.

Application Submission

To be reviewed and considered for funding, completed applications, including all required documentation, must be submitted electronically by **5:00pm on Friday, August 3, 2018**.

All components of an application must be transmitted at the same time via email at mstuart@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 Megan Stuart at mstuart@unitedway-cny.org, or 315-428-2224.

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
- *FY 2018 CoC Program Registration*
<https://www.hudexchange.info/resources/documents/FY-2018-CoC-Program-Registration-Notice.pdf>
- ***The 2018 CoC Program Notice of Funding Availability:***
<https://www.hudexchange.info/resources/documents/FY-2018-CoC-Program-Competition-NOFA.pdf>
- FY2018 NOFA Resource Landing Page:
<https://www.hudexchange.info/programs/e-snaps/fy-2018-coc-program-nofa-coc-program-competition/#nofa-and-notices>
- <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>