



HHC LOCAL COMPETITION NEW PROJECT APPLICATION INSTRUCTIONS

The Housing and Homeless Coalition of Central New York is opening its local competition for Continuum of Care funding.

Due: August 26, 2022 at 5pm

ALL APPLICATION MATERIALS MUST BE SUBMITTED TO HHC@UNITEDWAY-CNY.ORG BY THE APPLICATION DUE DATE. MISSING APPLICATION MATERIALS WILL NOT BE ACCEPTED AFTER THE DUE DATE.

Funding Requests

Agencies will submit funding requests based on the number of people served or units the project will be supporting. Projects will submit applications for Bonus or DV Bonus pots.

New projects can apply for any percentage of the “Bonus” or “DV Bonus” pots but cannot use both pots to fund one project.

It is encouraged that projects submit budgets that can be scaled up or down, with the understanding that the number of people served would scale alongside the funding. If the project is selected for funding, the funding amount will be communicated immediately with the project making the decision of whether to accept the new funding amount.

Eligible Project Types

For the FY2022 funding competition, the HHC is accepting applications of the following component types for funding priority:

1. Rapid Rehousing (RRH)
2. Supportive Services Only (SSO)- Coordinated Entry
3. Permanent Supportive Housing (PSH)
4. Homeless Management Information System (HMIS)
5. Transitional to Rapid Rehousing (Th-RRH)



Application Structure

- I. Threshold Requirements**
- II. Narrative**
- III. Performance Measures**
- IV. Budget Questions**
- V. Special Project Questions**

I. Threshold Requirements

Applicants must meet all threshold requirements to be selected for funding. Applicants must be a non-profit organization with active 501C3 status. The applicant must agree to use HMIS, or a comparable database if serving survivors of domestic violence, to capture project data. The applicant organization must agree to become a voting member of the HHC as evidenced by an MOU. the agency must agree to filling 100% of projects beds through the Coordinated Entry System and agree to operate project under a Housing First model.

The agency must also provide the Management Letter from its most recent fiscal audit to prove the agency is in good financial standing.

II. Narrative

Applicants must answer all narrative questions regarding program design, implementation, capacity, and program delivery. Each narrative question is worth 5 points. Narrative questions are designed to use objective criteria to assess the agency's capacity to administer the project, as well as assess service delivery and the cultural competency of the agency.

III. Performance Measures

Performance Measure questions are narrative questions structured to assess how well agencies are at specific HUD System Performance Measures. Using data from projects the agency currently administer is strongly encouraged.

IV. Budget



The CoC budget and questions are designed to assess the fiscal responsibility of the agency, the feasibility of the project, as well as the cost effectiveness.

Budget line items must comply with the Continuum of Care Code of Federal Regulations (24 CFR 578) which can be found at: <https://www.govinfo.gov/content/pkg/CFR-2017-title24-vol3/xml/CFR-2017-title24-vol3-part578.xml#seqnum578.99>

Matching Requirements:

Cash or in-kind match must equal 25% of total program budget. Projects using the leasing line can exclude this line from the match calculation.

Letters of match commitment must be attached. If match is an in-kind service provided by another organization, agency must submit an MOU with a valuation of services.

V. Special Projects

The Special Projects questions are specific for agencies seeking Coordinated Entry projects or projects that are partnering with Healthcare or Housing programs.

MOU or Commitment for Healthcare or Housing investment must be attached.

Required Attachments

- Management Letter from the agency's most recent fiscal audit
- Match Documentation
- Program Budget
- MOUs for Healthcare or Housing investment, if applicable