**HHC 2023 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 11, 2023, 5pm**

ALL APPLICATION MATERIALS MUST BE SUBMITTED TO [HHC@UNITEDWAY-CNY.ORG](mailto:HHC@UNITEDWAY-CNY.ORG) BY THE APPLICATION DUE DATE. MISSING APPLICATION MATERIALS WILL NOT BE ACCEPTED AFTER THE DUE DATE.

**A. FY2023 HUD Funding Availability- *Will be updated once released***

|  |  |
| --- | --- |
| *Total Annual Renewal Demand (ARD)* | $11,195,938 |
| *Bonus* | $783,716 |
| *Domestic Violence Bonus* | $846,978 |
| *Tier 1(93% ARD)* | $10,412,222 |
| *Reallocation* | To Be Determined 8/29/2023 |

**B. Request for Proposals**

There are three separate funding applications for Continuum of Care funding. Please ensure you are using the correct form for your application type.

**Funding Application Types:**

**1. New Project Funding**- This application is for projects applying for new (non-DV bonus) funding. The funding pot listed above as ‘bonus’. This includes applications for expansions for existing CoC funded projects that are requesting GREATER than $150,000 that want to be considered for the bonus funding pot. Details on completing the new project application can be found in Section D.

**2. Domestic Violence Bonus Funding-** This application is specific for agencies wishing to apply for a project serving survivors of domestic violence, the funding pot listed above as ‘DV Bonus’. Details on completing the DV Bonus application can be found in Section E.

**3. Expansion-** This application is to expand an existing CoC funded project using reallocation dollars, listed above as “Reallocation”. Only projects eligible for expansion, as detailed in the CoC’s Ranking and Reallocation protocol are able to submit these applications. Details on completing the Expansion application can be found in Section F.

Agencies can apply for either of the “Bonus” or “DV Bonus” pots but cannot use both pots to fund one project. Agencies are able to put in an application for more than one project but will need to submit a separate application for each project.

**C. Eligible Project Component Types**

For the FY2023 funding competition, the HHC is accepting new applications of the following component types for funding priority:

1. Rapid Rehousing (RRH)- Rapid Rehousing is a medium-term rental assistance program with a case management requirement. Rental assistance can be provided for up to 24 months. Projects are encouraged to budget to support participants for a full 24 months.
2. Permanent Supportive Housing (PSH)- only for projects partnering with affordable housing providers as detailed in section V of the application structure below. Permanent Supportive Housing is a long-term subsidy program for people with disabilities.
3. Transitional to Rapid Rehousing (Th-RRH)- Transitional to Rapid Rehousing is a joint component project that supports participants in transitional housing as well as moving into permanent housing through subsidy.

For more information about project types, please see the HUD CoC NOFO Application Website: <https://www.hudexchange.info/programs/e-snaps/fy-2023-coc-program-nofa-coc-program-competition/>

**D. New Project Application**

**Structure**

1. **Threshold Requirements**
2. **Narrative (40 points)**
3. **Performance Measures (30 points)**
4. **Budget Questions (20 points)**
5. **Special Project Questions (10 points)**
6. **Attachments**
7. **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.

1. **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.

1. **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.

1. **Budget**

This year the HHC is asking agencies to apply for a minimum funding request of $150,000 to ensure that a project is funded at a level to provide adequate supportive services and rental assistance.

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.

All budget items must follow the HUD required Budget Line Items, provided on the sample budget. Agencies should use line items to provide descriptions of how each budget line item will be used as described below.

**Eligible Line Items[[1]](#footnote-1):**

**Leasing**[[2]](#footnote-2)- Where the recipient or subrecipient is leasing the structure, or portions thereof, grant funds may be used to pay for 100 percent of the costs of leasing a structure or structures, or portions thereof, to provide housing or supportive services to homeless persons for up to 3 years. Leasing funds may not be used to lease units or structures owned by the recipient, subrecipient, their parent organization(s), any other related organization(s), or organizations that are members of a partnership, where the partnership owns the structure, unless HUD authorized an exception for good cause.

**Rental Assistance**- Used for rental assistance for homeless individuals and families. Rental assistance cannot be provided to a program participant who is already receiving rental assistance, or living in a housing unit receiving rental assistance or operating assistance through other federal, State, or local sources.

**Supportive Services-** Grant funds may be used to pay the eligible costs of supportive services that address the special needs of the program participants. If the supportive services are provided in a supportive service facility not contained in a housing structure, the costs of day-to-day operation of the supportive service facility, including maintenance, repair, building security, furniture, utilities, and equipment are eligible as a supportive service.

**Operating[[3]](#footnote-3)-** Grant funds may be used to pay the costs of the day-to-day operation of transitional and permanent housing in a single structure or individual housing units.

**VAWA-** Facilitating and coordination activities to ensure compliance with the Emergency Transfer Plan.

**Rural-** Activities that address barriers to transitioning families in rural areas to permanent housing.

**Administration (10%)-** recipient or subrecipient may use up to 10 percent of any grant awarded under this part, excluding the amount for Continuum of Care Planning Activities and UFA costs, for the payment of project administrative costs related to the planning and execution of Continuum of Care activities.

**Rental Assistance Calculation**

If an agency is using the “Rental Assistance” budget line item, the agency must use the FMR calculator tab to determine the Rental Assistance line. The agency will multiply the number of units in each unit size needed BY the Fair Market Rent for that unit size BY 12 months. This will give the project the correct number total Rental Assistance line to serve all households.

Rental Assistance Formula: Units X Fair Market Rent X 12 months

**Scaled Funding**

It is encouraged that projects submit budgets that can be scaled up or down[[4]](#footnote-4), 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.

**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.

1. **Special Projects (Optional)**

The Special Projects questions are specific for agencies seeking DV Bonus dollars, or projects that are partnering with Healthcare or Housing programs.

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

*Housing Resource Projects*

These projects are RRH or PSH projects that utilize housing subsidies or subsidized housing units not funded through the CoC or ESG, units may be funded by the following sources:

* Private organizations;
* State or local government
* Public Housing Authorities
* Faith-based organizations;
* Federal Programs other than CoC or ESG

The project must demonstrate that these housing units will:

(i) in the case of a PSH project, provide at least 25 percent of the units included in the project; or

(ii) in the case of a RRH project, at least 25 percent of the program participants anticipated to be served by the project.

CoCs must attach letters of commitment, contracts, or other formal written documents that demonstrate the number of subsidies or units being provided to support the project.

*Healthcare Resource Projects*

Project must demonstrate that healthcare resources are being used to help participants, sources of healthcare resources include:

* Direct contributions from a public or private health insurance provider to the project (e.g., Medicaid), and
* Provision of health care services by a private or public organization (e.g., Ryan White funded organization) tailored to the program participants of the project.
* Eligibility for the project must comply with HUD program and fair housing requirements. Eligibility criteria cannot be restricted by the eligibility requirements of the health care service provider.

**Projects** must demonstrate through a written commitment from a health care organization that:

(i) in the case of a substance use disorder treatment or recovery provider, it will provide access to treatment or recovery services for all program participants who quality and choose those services; or

(ii) the value of assistance being provided is at least an amount that is equivalent to 25 percent of the funding being requested for the project, which will be covered by the healthcare organization.

Acceptable forms of commitment are formal written agreements must include:

* value of the commitment, and
* dates the healthcare resources will be provided. In-kind resources must be valued at the local rates consistent with the amount paid for services not supported by grant funds.

**VI. Required Attachments**

* Management Letter from the agency’s most recent fiscal audit
* HHC Memorandum of Understanding, if not already established
* Match Documentation
* Program Budget, including rental assistance budget if applicable
* Housing First Attestation
* MOUs for Healthcare or Housing investment, if applicable
* Indirect Cost Rate, if applicable

**E. Domestic Violence Project Application**

**Structure**

**I. Threshold Requirements**

**II. Narrative (50 points)**

**III. Performance Metrics (30 points)**

**IV. Budget (20 points)**

**V. Attachments**

**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 through the provided form.

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, trauma informed services, ensuring safety and experience serving survivors of domestic violence. 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 commitment to serving survivors.

**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 administers is strongly encouraged.

**IV. Budget**

This year the HHC is asking agencies to apply for a minimum funding request of $150,000 to ensure that a project is funded at a level to provide adequate supportive services and rental assistance.

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.

All budget items must follow the HUD required Budget Line Items, provided on the sample budget. Agencies should use line items to provide descriptions of how each budget line item will be used as described below.[[5]](#footnote-5)

**Eligible Line Items[[6]](#footnote-6):**

**Rental Assistance-** Used for rental assistance for homeless individuals and families. Rental assistance cannot be provided to a program participant who is already receiving rental assistance, or living in a housing unit receiving rental assistance or operating assistance through other federal, State, or local sources.

**Supportive Services-** Grant funds may be used to pay the eligible costs of supportive services that address the special needs of the program participants. If the supportive services are provided in a supportive service facility not contained in a housing structure, the costs of day-to-day operation of the supportive service facility, including maintenance, repair, building security, furniture, utilities, and equipment are eligible as a supportive service.

**Operating[[7]](#footnote-7)-** Grant funds may be used to pay the costs of the day-to-day operation of transitional and permanent housing in a single structure or individual housing units.

**VAWA-** Facilitating and coordination activities to ensure compliance with the Emergency Transfer Plan.

**Rural-** Activities that address barriers to transitioning families in rural areas to permanent housing.

**Administration (10%)-** recipient or subrecipient may use up to 10 percent of any grant awarded under this part, excluding the amount for Continuum of Care Planning Activities and UFA costs, for the payment of project administrative costs related to the planning and execution of Continuum of Care activities.

**Rental Assistance Calculation**

If an agency is using the “Rental Assistance” budget line item, the agency must use the FMR calculator tab to determine the Rental Assistance line. The agency will multiply the number of units in each unit size needed BY the Fair Market Rent for that unit size BY 12 months. This will give the project the correct number total Rental Assistance line to serve all households.

Rental Assistance Formula: Units X Fair Market Rent X 12 months

**Scaled Funding**

It is encouraged that projects submit budgets that can be scaled up or down[[8]](#footnote-8), 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.

**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. Required Attachments**

* Management Letter from the agency’s most recent fiscal audit
* HHC Memorandum of Understanding, if not already established
* Match Documentation
* Program Budget, including rental assistance budget if applicable
* Housing First Attestation
* Indirect Cost Rate, if applicable

**F. Expansion Project Application**

**Structure**

**I. Explanation of Expansion Request**

**II. Competition Score (75 points)**

**III. Narrative Score (25 points)**

**IV. Unspent Funds (Up to -15 points)**

**V. Updated Project Budget**

**Eligible Applications**

Only currently funded CoC projects that meet the requirements outlined in the Ranking and Reallocation Protocol can submit expansion applications. Expansion applications are designed to expand CoC projects through potential reallocation dollars. If there are reallocation dollars available, agencies will be awarded expansions based on score. If there are no reallocation dollars available, no agencies will be awarded expansions under this application type.

**I. Explanation**

Agencies are asked to explain the use of expansion funds including the increase in people/units and other line-item increases.

**II. Competition Score**

The project’s competition score will be taken directly from the renewal and added into the expansion application after submission.

**III. Narrative Score**

The project’s narrative score will be taken directly from the renewal application for the corresponding project and added into the expansion application after submission.

**IV. Unspent Funds**

The project score will be docked points based on the percentage of unspent funds from the project’s last full program year.

**V. Budget**

Agencies are asked to attach the budget form provided to note any new line items and updated BLI amounts. The first column should contain the current total funding for the BLI. The second column should capture the amount being requested for the specific BLI. The third column should reflect the total of the original BLI and the requested increase.

1. Eligible activities 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> [↑](#footnote-ref-1)
2. Leasing and Rental Assistance are mutually exclusive. Projects cannot use both the leasing and rental assistance line items UNLESS that project is a Th-RRH project using leasing to operate the transitional housing units. ONLY PSH projects can use the Leasing Line. [↑](#footnote-ref-2)
3. Operating lines can only be used in conjunction with leasing lines. [↑](#footnote-ref-3)
4. Projects at the minimum funding request will not be asked to scale lower. [↑](#footnote-ref-4)
5. Please note that Sample Budget may have line items not applicable to project type. Please use only line items outlined below for DV Bonus projects. [↑](#footnote-ref-5)
6. Eligible activities 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> [↑](#footnote-ref-6)
7. Operating lines can only be used in conjunction with leasing lines. [↑](#footnote-ref-7)
8. Projects at the minimum funding request will not be asked to scale lower. [↑](#footnote-ref-8)