



Housing and Homeless Coalition of Central New York Housing Development Letter of Support Request

The Housing and Homeless Coalition of Central New York (HHC) is able to provide letters of support for agencies applying for new or rehabilitation housing development projects. The HHC is the Continuum of Care lead for Cayuga, Onondaga, and Oswego counties. Agencies must submit the attached request form along with a draft letter of support to Megan Stuart, at mstuart@unitedway-cny.org. **Please allow 5 business days for the letter of support submission process.**

HHC Priorities

The HHC is recommending projects attempt to serve the following populations, based on HHC data that can be found here: <http://www.hhccny.org/stats-resources/>

- 1. Literally Homeless* Households with minor children**
- 2. Literally Homeless Households of any kind, with the head of household having a disabling condition**

*Literally Homeless: The household resides in emergency shelter or in a place not meant for human habitation.

HHC Preferred Project Models

The HHC recommends that projects use the following evidence-based practices within their projects:

1. Housing First
2. Harm Reduction
3. Client Centered Practices

The HHC also requests that projects use its Coordinated Entry and HMIS when administering its project. Details on the HHC's Coordinated Entry System can be found at the end of this document. Projects serving the above-mentioned priorities with commitment to using Coordinated Entry and HMIS that are approved by the Executive Committee of the HHC Board, will be given priority status, which will be indicated in the letter of support.

Letter of Support Approval Process

1. Requests for letters of support are submitted to the HHC staff. HHC staff collects information from the requesting organization including, but not limited to the program's capacity and its ability to address community needs and promote HHC priorities. A request must be submitted at least five business days before it is needed. If a request is not submitted within this timeframe, the HHC cannot guarantee the letter will be approved in time.
2. The letter request and summary of information collected is sent to the Executive Committee of the HHC Board for a vote of approval. The Executive Committee has three business days to vote. A Board



www.hhccny.org
hhc@unitedway-cny.org
f facebook.com/hhccny
t @hhcofcny

member is able to seek clarification or additional information within this two business day window. HHC Staff will collect any additional information requested by the Board.

3. A letter of support is provided when at least two Board members have replied in favor of the letter and there are no votes of objection. If there is an objection to providing a letter of support, a majority vote from the Executive Committee is required.
4. Once letter has been approved, it is signed and returned to the requesting agency by the Director of the HHC. In the event that the Director is unable to sign, the Deputy Director or Chair of the Board of the HHC may provide a signature.



www.hhccny.org
hhc@unitedway-cny.org
f facebook.com/hhccny
t @hhcofcny

Fill out and return this form to Megan Stuart, at mstuart@unitedway-cny.org.

Agency Name	
Project Name	
Letter of Support Contact Name	
Letter of Support Contact Email	
Is this an ESSHI re-application for a project that has previously received a letter of support?	
Is the requesting organization a voting member of the HHC?	

Please briefly describe the project, including target population. Please indicate if the project has a site selected, development partner, and plans to secure capital funding, if needed.

--

Does this project have existing support of the locality (i.e. city/county) for development? If no, please describe the strategy to obtain approval.

--

How does this project address homelessness/housing instability? Does this project address the priority populations of the HHC?

--

Please describe how this project specifically or agency administering the project promotes racial equity. For example, agency having equity policies or how the project will deconcentrate poverty.

--



www.hhccny.org
hhc@unitedway-cny.org
f facebook.com/hhccny
t @hhcofcny

What data was used to support this project?

If applicable, will this project use the Coordinated Entry system? Please describe plan for implementation. (Please see next page for description of the Coordinated Entry System)

Will this project use the Homeless Management Information System (HMIS)? Please describe plan for implementation.

Additional Comments



What is Coordinated Entry?

Coordinated Entry is a system used by the Continuum of Care (CoC) to prioritize the most vulnerable individuals and families experiencing homelessness. The CoC is responsible for implementing the system to meet the needs of the population and subpopulations experiencing homelessness within the geographic area of Onondaga, Oswego and Cayuga Counties.

Why Coordinated Entry?

Coordinated entry is used to ensure that the community is prioritizing those experiencing chronic homelessness and other vulnerable individuals and families for housing by using a housing first/client centered approach. Persons experiencing homelessness who enter programs throughout the CoC will be given information and support to access and maintain permanent housing. The CoC is required to use the homeless management information system (HMIS) to comply with HUD's data collection, management, and reporting standards. The CoC uses ServicePoint to collect participant-level data and data on the provision of housing and services to homeless individuals and families and to persons at risk of homelessness.

Who uses Coordinated Entry?

All CoC and ESG funded housing providers are required to use the Coordinated Entry system to fill vacancies in order of community priority.

How does the Coordinated Entry process work?

All projects participating in Coordinated Entry will follow the assessment and triage protocols of the CE System.

Shelter and street outreach staff will assess clients using the Vulnerability Index Service Prioritization Decision Assistance Tool (VI-SPDAT). This tool is housed in HMIS and is used to aid in prioritizing program referral. Once the VI-SPDAT is complete, shelter and street outreach staff will put in a coordinated entry referral. Individuals and families will be referred to programs that would best fit their needs. Programs include ESG/STEHP, transitional housing, rapid rehousing, rental assistance program, and permanent supportive housing.

The CoC will check the quality of the referrals and organize referrals in order of priority. CoC staff will match individuals and families to appropriate program openings complying with prioritization policies. CoC staff will communicate match results by providing housing providers with the coordinated entry prioritization list on a weekly basis.

Housing providers will review the coordinated entry list and contact individuals and families who are matched to their program. Housing providers are required to close out coordinated entry referrals once individuals move into housing.