# Onondaga/Oswego/Cayuga Counties Continuum of Care 2016 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 2016 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 Housing (RRH) and Homeless Management Information System (HMIS). The CoC will also accept New Re-Allocation and Bonus Applications for Permanent Supportive Housing for Chronically Homeless Individuals and Families, and Rapid Re-Housing for Individuals and Families. 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. Create a systemic response to homelessness
2. Strategically allocate resources
3. End chronic homelessness
4. End family homelessness
5. End youth homelessness
6. End veteran homelessness
7. Using a housing first approach
8. Performance Measures

HUD Performance Measures

1. Length of Time Homeless

2. Returns to Homeless

3. Number of Homeless persons

4. Employment and income growth

5. Person homeless for the first time

6. Homeless prevention and housing placements (no data collected this year)

7. Successful placement for street outreach

8. Successful placement for RRH

# Time Line

|  |  |
| --- | --- |
| **Tuesday, June 28, 2016** | HUD CoC NOFA Application Available |
| **Monday, July 18, 2016, 11am** | Rating and Ranking Committee Meeting 11am (United Way) |
| **Wednesday, July 20, 2016, 10am** | NOFA Workgroup Meeting 10am (United Way) Mandatory- *Applicant rep must attend one Application Workshop*  (Additional Workshops may be announced depending on interest to the RFP – please contact [Melissa.Marrone@dfa.state.ny.us](mailto:Melissa.Marrone@dfa.state.ny.us) or 315-435-2985 ext. 7162 for more information) |
| **Monday, August 1, 2016, 5pm** | Local Applications Due (Renewals and New) to HHC Coordinator for Ranking and Rating Committee to Review |
| **Tuesday, August 2, 2016, 5pm** | NOFA Workgroup/Operations Committee meeting (United Way)  Purpose: To review Consolidated Application as well as assign reviewers for Renewal Applications |
| **Tuesday, August 9, 2016, 1pm** | HHC Advisory Board Meeting (United Way) Discussion around the NOFA |
| **Wednesday, August 10, 2016, 10am** | Rating and Ranking Committee Meeting 11am (United Way) ‘Renewal/Re-Allocation/Bonus Funding *Amount* Locally Approved to Apply For in ESNAPS’ Notification |
| **Thursday, August 11, 2016, 2pm** | NOFA Workgroup Meeting (United Way)  Purpose: To review Consolidated Application as well as assign reviewers for New Applications |
| **Monday, August 15, 2016, 5pm** | All Projects Submitted in E-SNAPS (to allow time to review and amend for any changes) |
| **Thursday, August 18, 2016 1:30pm** | Rating and Ranking Committee Meeting (United Way) All projects ranked and notification from Committee to projects |
| **Tuesday, August 30, 2016, 2pm** | NOFA Workgroup Meeting (United Way) – To review Consolidated Application and any last final edits  Deadline to Appeal – See page 31 of NOFA for instructions. <https://www.hudexchange.info/resources/documents/FY-2016-CoC-Program-NOFA.pdf> |
| **Wednesday, September 14, 2016** | 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 homeless service providers, CoC Board and staff members, Homeless Services Network representatives, and formerly homeless representatives. The Review process 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 for any non-funded agencies
3. The Renewal and New Applications will be scored using the Scoring Rubric (attached)
4. The Renewal and New applications should be reviewed and ranked together (example: a new application could score Tier 1, Number 1)
5. The Re-allocation 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 re-allocation to funded new programs).

Review Committee members 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 Grant Application Review 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, Pilot Questions  points | 5 points |

**100 total possible points**

* **Allowable New Applications**

Allowable new projects in Onondaga/Oswego/Cayuga Counties Continuum of Care (NY-505):

CoCs may create new permanent supportive housing projects where all beds will be dedicated for use by chronically homeless individuals and families, as defined in 24 CFR 578.3. 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. 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-2016-CoC-Program-NOFA.pdf> at point (3) on page 10.

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

 CoCs may create new projects through the permanent housing bonus up to 5 percent of the CoC's

FPRN for the following types of new projects:

a. CoCs may create new permanent supportive housing projects that will serve 100 percent chronically homeless individuals and families, and

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. See <https://www.hudexchange.info/resources/documents/FY-2016-CoC-Program-NOFA.pdf> at point 4 on page 10.

* **New Funding Available – Updated August 8, 2016 per HUD Exchange Updated ARD Email**

The Annual Renewal Demand funding for our CoC is $8,276,132. Thus, there will be approximately **$413,807** available in the *5% bonus* noted in the 2016 HUD CoC Program Registration. There is **$719,349** available for new projects created through reallocation (updated on August 10, 2016 after Rating and Rankings Committee meeting).

**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 1, 2016.***

All components of an application must be transmitted at the same time via email at [melissa.marrone@dfa.state.ny.us](mailto:melissa.marrone@dfa.state.ny.us). 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* [*melissa.marrone@dfa.state.ny.us*](mailto:melissa.marrone@dfa.state.ny.us) *or 315-435-2985 ext. 7162.*

# 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 2016 CoC Program Registration*

[*https://www.hudexchange.info/resources/documents/FY-2016-CoC-Program-Registration-Notice.pdf*](https://www.hudexchange.info/resources/documents/FY-2016-CoC-Program-Registration-Notice.pdf)

* ***The 2016 CoC Program Notice of Funding Availability*** has not yet been released, but all Renewal and New Applicants must also comply with the rules, regulations, and guidance in the NOFA once it is released.
* <https://www.hudexchange.info/resources/documents/Housing-First-Permanent-Supportive-Housing-Brief.pdf>
* <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/>