

HHC 2024-25 LOCAL COMPETITION RENEWAL AND NEW PROJECT APPLICATION INSTRUCTIONS

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

Due: December 15, 2025, 5pm

ALL APPLICATION MATERIALS MUST BE SUBMITTED TO info@hhccny.org BY THE APPLICATION DUE DATE. MISSING APPLICATION MATERIALS WILL NOT BE ACCEPTED AFTER THE DUE DATE.

A. FY2025 HUD Funding Availability

<i>Total Annual Renewal Demand (ARD)</i>	\$ 13,304,701
<i>Bonus</i>	\$ 2,660,940
<i>Domestic Violence Bonus</i>	\$ 1,239,124
<i>Tier 1(30% ARD)</i>	\$ 3,991,410

B. Eligible Project Component Types for New Projects

For the FY2025 funding competition, the HHC is accepting new applications of the following component types for funding priority:

1. Transitional Housing (Th)
2. Supportive Services Only
3. Supportive Services Only- Street Outreach

For more information about project types, please see the HUD CoC NOFO Application Website:
<https://www.hud.gov/hud-partners/community-coc>

C. Renewal Applications

Projects currently funded through the Continuum of Care grant may submit renewal project applications. All renewals projects will receive an application with the local competition report that will need to be submitted back to the HHC by the application deadline of December 15, 2025. Projects must also submit their corresponding applications in HUD's e-snaps platform by the due date.

Structure

- I. Project Information
- II. Competition Report

I. Project Information

Projects must complete the required Project Information. The following are new elements to the renewal application this year:

A. Projects must make a selection regarding their renewal project:

- a. Applicant would like to submit the renewal project as it exists now for rank and review in the local competition.
- b. Applicant would like to request a transition grant* to switch component type to Transitional Housing.
- c. Applicant no longer can or wants to operate the project and requests that the funds are reallocated.

*Please note that any applicant requesting a transition grant must submit an accompanying new application for transitional housing in e-snaps. Transition grants will be scored based on the renewal project's competition report.

- B. Supportive Services-** projects must indicate how they will provide supportive services and if they plan to require service agreements with their participants.

II. Competition Reports

Renewal Applicants will be scored based on the following metrics (for a comprehensive score breakdown, please refer to the Renewal Rubric):

- Utilization
- Data Quality
- Permanent Housing Placement & Retention

- Employment Income Growth
- Returns to Homelessness
- APR Submission
- Monitoring Outcomes

D. New Project Applications

All applicants requesting new projects, including projects applying for DV bonus funding, must complete the local new project narrative application and submit HUD's project application through the e-snaps platform. Details on how to access e-snaps can be found in Section VI.

Structure

- I. Threshold Requirements**
- II. Narrative (15 points)**
- III. Performance Measures (30 points)**
- IV. Budget Questions (5 points)**
- V. Attachments**
- VI. E-SNAPS**

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.

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.

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 will be using budgets submitted in e-snaps, HUD's grant system, to submit program budgets.

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 Items¹:

Leasing²- 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,

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>

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.

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.

Operating³- 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 down⁴, with the understanding that the number of people served would scale alongside the funding. If the project

³ Operating lines can only be used in conjunction with leasing lines.

⁴ Projects at the minimum funding request will not be asked to scale lower.

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

VI. E-SNAPs

All projects must submit a full application in e-snaps along with the local application by the December 15 due date.

To access e-snaps and associated training manuals for its use, please use this link:
<https://www.hudexchange.info/programs/e-snaps/>