

TO: Interested Agencies
FROM: Human Services Coalition of Tompkins County
DATE: July 25, 2017
SUBJ: Continuum of Care New Project Local Request for Proposal

U.S. Department of Housing and Urban Development (HUD)'s Continuum of Care (CoC) competition is a national competition for funding to projects providing housing and support services to the homeless. This is a two-step process. First, a local application is submitted in response to the Request for Proposal (RFP) released by the Human Services Coalition of Tompkins County, the CoC lead agency of the Ithaca/Tompkins County CoC. Projects that make the selection list will advance to the federal application process, which will be submitted to HUD no later than **8 p.m. on September 28th**. Applicants are responsible for the preparation of both the local application and the eventual electronic submission of their project application if the project is approved by the CoC for submission. This document is a request for proposals in preparation of the local application process.

Project applications will be due no later than **4 p.m. on August 25th**. Applicants will be notified no later than **September 11th** if their project has been accepted for inclusion in the HUD Consolidated Application.

Matching funds of 25% from other funding sources or in-kind contributions is required for a project to be considered.

Total amount of funds available: \$209,139

2017 HUD Priority and CoC New Project Request

HUD's Priority:

1. End chronic homelessness by 2017.
2. Prevent and end homelessness among families, children, and youth by 2020.

New CoC Project Request:

1. Housing First/Low Barrier/ No Barrier Permanent Supportive Housing (PSH) for chronically homeless individuals and families. Permanent supportive housing projects provide program participants with indefinite leasing or rental assistance paired with supportive services to assist participants in achieving housing stability.
2. Rapid Rehousing projects that provide short- and medium- term rental assistance to move homeless individuals and families, including youth coming directly from the streets or emergency shelters, or fleeing domestic violence situations, as rapidly as possible into permanent housing.
3. Transitional Housing projects that facilitate the transition of individuals and families into permanent housing within 24 months. To be considered transitional housing, project participants must have a signed lease or occupancy agreement that is for a term of at least one month and that ends in 24 months.
4. Joint transitional/rapid re-housing/permanent supportive housing projects that provides low-barrier temporary housing while individuals and families are being quickly and seamlessly connected to permanent housing through a rapid re-housing intervention. The project must encompass all three of these elements.

All projects will be required to use HMIS (Homeless Management Information System) and the [Coordinated Entry](#) System. If you have question about participating in HMIS and Coordinated Entry, please contact Continuum of Care Coordinator, Tierra Labrada, 607-273-8686 ext. 241 or tlabrada@hsctc.org

APPLICATION MATERIALS

All the application materials listed below can be found on the HSC website (hsctc.org) → Support for Non-Profits→Continuum of Care. Please share this information with any organization you think may be interested.

NEW PROJECT APPLICATION SUBMISSION REQUIREMENTS

1. All completed electronic applications should be submitted to Tierra Labrada, tlabrada@hsctc.org. All applications must be submitted by **4 p.m. on August 25th** unless otherwise instructed.
2. We highly recommend all applicants meet with HSC/CoC staff to discuss the project design and target population. Contact [Tierra Labrada](#) to schedule a meeting.

PROJECT QUALITY THRESHOLDS

Any *new* permanent housing, permanent supportive housing or rapid re-housing project must meet at least 3 out of the 4 criterion listed below to be considered for funding (renewal projects are considered to have already met these thresholds):

1. Whether the type of housing, number and configuration of units will fit the needs of the program participants (e.g., two or more bedrooms for families)
2. Whether the type of supportive services that will be offered to program participants will ensure successful retention or help to obtain permanent housing- this includes all support services, regardless of funding source
3. Whether the specific plan for ensuring that program participants will be individually assisted to obtain the benefits of of the mainstream health, social and employment programs for which they are eligible to apply meets the needs of the program participant (e.g., Medicaid, Medicare SSI, Food Stamps, local Workforce office, early childhood education); and
4. Whether program participants are assisted to obtain and maintain permanent housing in a manner that fits their needs (e.g., provides the participant with some type of transportation to access needed services, safety planning, case management, additional assistance to ensure retention of permanent housing)

Any new joint transitional housing/rapid re-housing/permanent housing project must meet 3 out of the 5 below listed criterion to be considered for funding:

1. Whether the type of housing, number and configuration of units will fit the needs of the program participants (e.g., two or more bedrooms for families)
2. Whether the type of supportive services that will be offered to program participants will ensure successful retention or help to obtain permanent housing- this includes all support services, regardless of funding source
3. Whether the specific plan for ensuring that program participants will be individually assisted to obtain the benefits of of the mainstream health, social and employment programs for which they are eligible to apply meets the needs of the program participant (e.g., Medicaid, Medicare SSI, Food Stamps, local Workforce office, early childhood education); and
4. Whether program participants are assisted to obtain and maintain permanent housing in a manner that fits their needs (e.g., provides the participant with some type of transportation to access needed services, safety planning, case management, additional assistance to ensure retention of permanent housing)
5. Whether the project adheres to a housing first model

DEFINITIONS:

HOUSING FIRST/LOW BARRIER:

Ensures that potential program participants are not screened out based on the following items:

- Having too little or no income
- Active history or current substance abuse
- Criminal records, with the exceptions for state-mandated restrictions
- History of domestic violence

Projects must ensure that participants are not terminated from the program for the following reasons:

- Failure to participate in supportive service plan
- Failure to make progress on service plan
- Loss of income or failure to improve income
- Being a victim of domestic violence

CHRONICALLY HOMELESS:

An unaccompanied homeless individual with a disabling condition, or an adult member of a homeless family who has a disabling condition, who has either been continuously homeless for a year or more, OR has had at least four (4) occasions of homelessness in the past 3 years, where all combined occasions has to total a length of time of at least 12 months. Each period separating the occasions must include at least 7 nights of living in a situation other than a place not meant for human habitation in an emergency shelter, or in a safe haven. The term "homeless," in this case, means a person sleeping in a place not meant for human habitation (e.g., living on the streets), in an emergency homeless shelter, or in a Safe Haven as defined by HUD.

DISABLING CONDITION:

A disabling condition is defined as: (1) a disability as defined in Section 223 of the Social Security Act; (2) a physical, mental, or emotional impairment which is expected to be of long-continued and indefinite duration, substantially impedes an individual's ability to live independently, and of such a nature that the disability could be improved by more suitable conditions; (3) a developmental disability as defined in Section 102 of the Developmental Disabilities Assistance and Bill of Rights Act; (4) the disease of acquired immunodeficiency syndrome or any conditions arising from the etiological agent for acquired immune deficiency syndrome; or (5) a diagnosable substance abuse disorder. A disabling condition limits an individual's ability to work or perform one or more activities of daily living.

HOMELESS:

The New Homeless Definition (effective 1/4/2012 under the HEARTH act) has four categories:

- (i) Category 1 – (Homeless) Literally Homeless: An individual or family who lacks a fixed, regular, and adequate nighttime residence, meaning: An individual or family with a primary nighttime residence that is a public or private place not designed for, or ordinarily used as, a regular sleeping accommodation for human beings, including a car, park, abandoned building, bus or train station, airport, or camping ground;
- (ii) An individual or family living in a supervised publicly or privately operated shelter designated to provide temporary living arrangements (including congregate shelters, transitional housing, and hotels and motels paid for by charitable organizations or by federal, state, or local government programs for low-income individuals); or
- (iii) An individual who is exiting an institution (e.g., jail, hospital)
 - a. where he or she resided for 90 days or less and
 - b. resided in an emergency shelter or place not meant for human habitation immediately before entering the institution

Category 2 – (Homeless) Within 14 days of losing home: An individual or family who will imminently lose their primary nighttime residence, provided that:

- (i) The primary nighttime residence will be lost within 14 days of the date of application for homeless assistance;
- (ii) No subsequent residence has been identified; and
- (iii) The individual or family lacks the resources or support networks, e.g., family, friends, faith-based or other social networks needed to obtain other permanent housing

Category 3 – (Homeless) Youth/Children: Unaccompanied youth under 25 years of age, or families with children and youth, who do not otherwise qualify as homeless under this definition, but who:

- (iv) Meet the homeless definition under another federal statute; and
- (v) Have not had a lease, ownership interest, or occupancy agreement in permanent housing at any time during the 60 days immediately preceding the date of application for homeless assistance; and
- (vi) Have experienced persistent instability as measured by two moves or more during the sixty day period immediately preceding the date of application for homeless assistance; and
- (vii) Can be expected to continue in such status for an extended period of time because of chronic disabilities, OR chronic physical health or mental health conditions, OR substance addiction, OR histories of domestic violence or childhood abuse (including neglect), OR the presence of a child or youth with a disability, OR two or more barriers to employment, which include the lack of a high school degree or General Education Development (GED), illiteracy, low English proficiency, a history of incarceration or detention for criminal activity, and a history of unstable employment

Category 4 – (Homeless) Fleeing Domestic Violence: Any individual or family who:

- Is fleeing or attempting to flee, domestic violence, dating violence, sexual assault, stalking, or other dangerous or life-threatening conditions that relate to violence against the individual or family member, including a child, that has either taken place within the individual's or family's primary nighttime residence or has made the individual or family afraid to return to their primary nighttime residence;
- Has no other residence; and
- Lacks the resources or support networks, e.g., family, friends, faith-based or other social networks, to obtain other permanent housing.

RESOURCES

If you have questions regarding HUD regulations or eligible costs/activities, please refer to [HEARTH Act Interim Rules](#) or you may Ask a Question on the [HUD Exchange website](#), or visit the [Human Services Coalition website](#)

If you have any other questions or need further information, please contact:

Tierra Labrada, Continuum of Care Coordinator 607-273-8686 ext. 241 or tlabrada@hsctc.org

Kathy Schlather, Executive Director 607-273-8686 ext. 228 or kschlather@hsctc.org