

**TO:** Interested Agencies  
**FROM:** Human Services Coalition of Tompkins County  
**DATE:** July 21, 2023  
**SUBJ:** Continuum of Care New Project Request for Proposal 2023

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U.S. Department of Housing and Urban Development (HUD)'s [Continuum of Care Competition](#) is an annual, competitive funding opportunity for CoC's nationwide to support projects serving homeless individuals, families and unaccompanied youth. The Human Services Coalition acts as the Collaborative Applicant and is responsible for submitting the collaborative application for funding, reviewing renewal projects and determining eligibility of new project applications.

This document is a request for new and renewal project proposals that will follow the CoC and HUD project priorities outlined below. Expansions to renewal projects will be considered new projects, and will be scored and ranked based on new project criteria. As per HUD guidelines, all projects, new and renewal, must be scored and ranked based on objective scoring criteria.

Project applicants can review the local application rubrics available on the HSCTC website ([RENEWAL PROJECT RUBRIC](#)) ([NEW PROJECT RUBRIC](#)) and [FY2023 Rank and Review Process Document](#).

For FY2023, the CoC is requiring all project applicants to submit a local application which can be found on the HSCTC website ([RENEWAL APPLICATION](#)) ([NEW APPLICATION](#)). Following the rank and review process outlined above, successful applicants will be required to submit an application in e-snaps. Project applicants should register for and familiarize themselves with e-snaps as soon as possible.

Details on accessing E-snaps can be found [here](#).

Selected projects will be ranked and included as part of the FY2023 Project Priority listing in the Collaborative Application. Final decisions regarding awards will be made by HUD via the national competition.

**THE HUMAN SERVICES COALITION OF TOMPKINS COUNTY MUST RECEIVE LOCAL APPLICATIONS ON OR BEFORE 5PM ON MONDAY AUGUST 21ST 2023. APPLICATIONS SUBMITTED AFTER THIS DEADLINE WILL NOT BE CONSIDERED FOR FUNDING. APPLICANTS WILL BE NOTIFIED NO LATER THAN SEPTEMBER 12TH IF THEY WILL BE SELECTED FOR FUNDING.**

FY2023 Annual Renewal Demand Amounts will be announced and posted when available.

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

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## FY2023 HUD Priority and CoC Eligible New Project Types

Application could be a new project, or expansion to an existing project of the following types:

### **Permanent Supportive Housing (PH-PSH) primarily serving chronically homeless persons.**

CoC will only accept PSH applications dedicated to chronically homeless persons, including projects who serve singles and families. However, if there are no chronically homeless persons found at any point in time when a bed is available, the PSH program will take clients based on Order of Priority stated in Coordinated Entry Policy and Procedure found [here](#). Applicants must demonstrate how they will implement a Housing First model, and how they will monitor and respond to program participant outcomes with an equity lens.

**Rapid Rehousing (PH-RRH).** This is a program that intends to help individuals and families quickly exit homelessness and return to permanent housing by providing housing search, ongoing case management, and short term to medium term rental assistance. This program can serve individuals and families, including youth, coming directly from the streets or emergency shelters, or fleeing domestic violence situations and other persons meeting the criteria of category (4) of the definition of homeless. Individuals served under this program must be literally homeless. Applicants must demonstrate how they will implement a Housing First model, and how they will monitor and respond to program participant outcomes with an equity lens.

**Joint Transitional Housing (TH) and Permanent Housing-Rapid Rehousing (PH-RRH).** This project is required to combine TH and PH-RRH into a single project to serve individuals and families experiencing homelessness; Project will be required to adopt Housing First Approach and commit to housing people as soon as possible without pre-conditions. Applicants must also demonstrate how they will monitor and respond to program participant outcomes with an equity lens. The Transitional Housing component should be used as interim housing/bridge for youth who cannot obtain their own housing because they are under 18 years of age. Program participants are not required to use both components. If funded, HUD will limit eligible costs as follows:

- leasing of structure or units, and operating costs to provide transitional housing;
- short-or medium-term tenant-based rental assistance on behalf of program participants to pay for RRH;
- supportive services;
- HMIS; and
- project administrative costs

**SSO- Coordinated Entry (Support Services Only).** Assess, divert and prioritized clients based on the CoC coordinated assessment. (This category can only be funded through reallocation. Reallocation amount will not be available until after reviewing all renewal projects.)

**Homeless Management Information System (HMIS).** Dedicated HMIS projects can only be carried out by the HMIS Lead, which is the recipient or subrecipient of an HMIS grant and is listed on the HMIS Lead form in the CoC Applicant Profile in e-snaps. Victim service providers may request HMIS funds for a comparable database. The HMIS Lead should apply for funds consistent with any needs for the current HMIS to better accommodate emergency shelter, street outreach, homelessness prevention, and other federal programs, or to increase current HMIS activities within the CoC's geographic area in response to these needs.

## FY2023 DV Bonus Eligible Project Types

HUD has announced a DV Bonus set-aside for CoC's. This program is designed specifically for survivors of domestic violence, although DV-specific agencies are not the only agencies that can apply. The CoC encourages project applicants to confer with local DV providers prior to submitting an application. This application should include how the organization will work with the current coordinated entry system and provide specifics on which HMIS comparable database they are using and will use for this program. Applicants must demonstrate how they will implement a Housing First model, and how they will monitor and respond to program participant outcomes with an equity lens. The CoC can create up to (3) three new DV/RRH projects under this set-aside. The following project types can be considered:

- *PH-RRH* projects dedicated to serving survivors of domestic violence
- *Joint TH & PH-RRH* component projects dedicated to serving survivors of domestic violence
- *SSO (support services only)* -coordinated entry projects to implement policies, procedures and practices that equip the CoC's coordinated entry (CAT) to better meet the needs of survivors of domestic violence.

## FY2023 YHDP Renewal and Replacement Eligible Project Types

- 1. Permanent Housing, including PH-PSH and PH-RRH projects.**
- 2. Joint TH/PH-RRH Component.**
- 3. TH or Crisis Residential Transitional Housing (Replacement projects only).** A form of transitional housing that is short-term, low-barrier, using a congregate living setting, and provides access to the following supportive services in particular: family engagement and unification, case management, emergency triage services and other supportive services whose purpose is to move youth rapidly into stable housing.
- 4. SSO Support Services Only (Replacement projects only).** including, but not limited to, housing search and placement services, case management, drop-in centers which are a physical location that offers a variety of services to individuals and families experiencing homelessness that can be funded through the drop-in center grant or through another grant, legal services, or street outreach.
- 5. SSO-CE Support Services Only- Coordinated Entry.**
- 6. SSO - Host Home and Kinship Care.** A model in which a family agrees to permit a youth to reside with them. Recognizing that the addition of another person in the home may increase costs to the family, HUD will entertain applications that propose to house youth with families and to subsidize the additional costs attributable to housing the youth. The residence is in a community-based setting. The family could be related to the youth and the length of stay may be time-limited or without time limits. YHDP funds may be used to subsidize the increased costs to the family that are attributable to housing the youth. An example of eligible costs would be additional food or transportation costs, which are eligible supportive services under 24 CFR 578.53(e)(7) or 24 CFR 578.53(e)(15). Recipients must keep records related to this determination by the recipient for HUD review upon request.
- 7. HMIS.**

TH and SSO projects other than SSO-CE are only available to replacement YHDP project applications, no other project applicant is allowed to submit new project applications with these components; and if received, will be rejected.

## FY2023 Threshold Requirements

All new project applicants must meet threshold requirements to be considered for funding. New project applicants are strongly encouraged to read the complete Notice of Funding Opportunity found on the CoC's webpage. Ranking tools, process for reallocation and prior NOFOs are also available on the CoC's webpage. The following pages contains new project threshold requirements, and relevant definitions:

### GRANT TERMS:

- Grant terms are generally (1) one year
- New projects requesting new construction, acquisition or rehabilitation must request a minimum of a (3) three year grant term
- Any new project requesting DV/RRH may only request a (1) one year grant term, regardless of project type

### COC THRESHOLD REQUIREMENTS:

- Projects must agree to use Housing First Approach
- Projects must agree to use Coordinated Entry
- Project must agree to participate in HMIS
- Project must demonstrate a 25% match in cash or in-kind
- Project is financially feasible
- Documented financial stability of applicant as per agency budget
- Project has reasonable costs
- Application is complete and data is consistent
- Applicant is an active member of the CoC or agrees to become an active member
  - preference will be given to active members

### HUD THRESHOLD REQUIREMENTS:

1. **Applicant has active SAM registration with current information.**
2. **Applicant has valid DUNS number in application.**
3. **Applicant has no Outstanding Delinquent Federal Debts.** It is HUD policy, consistent with the purposes and intent of 31 U.S.C. 3720B and 28 U.S.C. 3201(e), that applicants with outstanding delinquent federal debt will not be eligible to receive an award of funds, unless: (a) A negotiated repayment schedule is established and the repayment schedule is not delinquent, or (b) Other arrangements satisfactory to HUD are made before the award of funds by HUD.
4. **Applicant has no Debarments and/or Suspensions.** In accordance with 2 CFR 2424, no award of federal funds may be made to debarred or suspended applicants, or those proposed to be debarred or suspended from doing business with the Federal Government.
5. **Applicant has an Accounting System.** HUD will not award or disburse funds to applicants that do not have a financial management system that meets federal standards as described at 2 CFR 200.302. HUD may arrange for a survey of financial management systems for applicants selected for award who have not previously received federal financial assistance or where HUD Program officials have reason to question whether a financial management system meets federal standards, or for applicants considered high risk based on past performance or financial management findings.
6. **Disclosed any violations of Federal criminal law.** Applicants must disclose in a timely manner, in writing

to HUD, all violations of Federal criminal law involving fraud, bribery, or gratuity violations potentially affecting the Federal award. Failure to make required disclosures can result in any of the remedies described in 2 CFR §200.338, Remedies for noncompliance, including suspension or debarment. This mandatory disclosure requirement also applies to subrecipients of HUD funds who must disclose to the pass-through entity from which it receives HUD funds.

7. **Demonstrated they are Eligible Project Applicants.** Eligible project applicants for the CoC Program Competition are, under 24 CFR 578.15, nonprofit organizations, States, local governments, instrumentalities of State and local governments, Indian Tribes and TDHE (as defined in section 4 of the Native American Housing Assistance and Self-Determination Act of 1996 (25 U.S.C. 4103) (TDHEs)). Public housing agencies, as such term is defined in 24 CFR 5.100, are eligible without limitation or exclusion. For-profit entities are ineligible to apply for grants or to be subrecipients of grant funds.
8. **Submitted the required certifications as specified in the NOFO** (i.e. certification the project is consistent with the local Consolidated Plan).
9. **Demonstrated the project is cost-effective**, including costs of construction, operations, and supportive services with such costs not deviating substantially from the norm in that locale for the type of structure or kind of activity.
10. **Demonstrated they participate in HMIS, or will be willing to.** Project applicants, except Collaborative Applicants that only receive awards for CoC planning costs must agree to participate in a local HMIS system. However, in accordance with Section 407 of the Act, any victim service provider that is a recipient or sub-recipient must not disclose, for purposes of HMIS, any personally identifying information about any client. Victim service providers must use a comparable database that complies with the federal HMIS data and technical standards. While not prohibited from using HMIS, legal services providers may use a comparable database that complies with federal HMIS data and technical standards, if deemed necessary to protect attorney client privilege.
11. **Demonstrated Project Meets Minimum Project Standards.** HUD will assess all new projects for the following minimum project eligibility, capacity, timeliness, and performance standards. Please note that these are minimum threshold criteria. To be considered as meeting project quality threshold, all new projects must meet all of the following criteria:
  - a. Project applicants and potential sub-recipients must have satisfactory capacity, drawdowns, and performance for existing grant(s) that are funded under the SHP, S+C, or CoC Program, as evidenced by timely reimbursement of sub-recipients, regular drawdowns, and timely resolution of any monitoring findings;
  - b. For expansion projects, project applicants must clearly articulate the part of the project that is being expanded. Additionally, the project applicants must clearly demonstrate that they are not replacing other funding sources; and,
  - c. Project applicants must demonstrate they will be able to meet all timeliness standards per 24 CFR 578.85. Project applicants with existing projects must demonstrate that they have met all project renewal threshold requirements of this NOFO. HUD reserves the right to deny the funding request for a new project, if the request is made by an existing recipient that HUD finds to have significant issues related to capacity, performance, unresolved audit or monitoring finding related to one or more existing grants, or does not routinely draw down funds from eLOCCS at least once per quarter. Additionally, HUD reserves the right to withdraw funds if no APR is submitted on the prior grant.
12. **Demonstrated Project is Consistent with Jurisdictional Consolidated Plan(s).** All projects must be consistent with the relevant jurisdictional Consolidated Plan(s). The CoC will be required to

submit a Certification of Consistency with the Consolidated Plan at the time of application submission to HUD.

## **DEFINITIONS:**

### **EQUITY:**

Equity refers to proportional representation (e.g., by race, class, or gender) of opportunities in housing, healthcare, employment, and all indicators of living a healthy life. When talking about equity, it is helpful to distinguish it from equality. Equality is typically defined as treating everyone the same and giving everyone access to the same opportunities. The assumption is that everyone will benefit from the same support and services. This is not true. Some populations are situated differently because of historical and current discrimination against them. Equity addresses those difference. Equality is about sameness; it focuses on making sure everyone gets the same thing. Equity is about fairness; it ensures that each person gets what the person/population needs. To achieve equity, policies and procedures may result in an unequal distribution of resources, but will lead to equitable outcomes for everyone.

### **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

### **PERMANENT SUPPORTIVE HOUSING:**

Permanent housing with indefinite leasing or rental assistance paired with supportive services to assist homeless persons with a disability or families with an adult or child member with a disability achieve housing stability.

### **RAPID RE-HOUSING:**

Housing search and relocation services and short- and medium-term rental assistance to move homeless persons and families (with or without a disability) as rapidly as possible into permanent housing.

### **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:

*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;
- 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
- An individual who is exiting an institution (e.g., jail, hospital)
  - where they resided for 90 days or less **AND**
  - 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:

- The primary nighttime residence will be lost within 14 days of the date of application for homeless assistance;
- No subsequent residence has been identified; **AND**
- 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:

- Meet the homeless definition under another federal statute; **AND**

- 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**
- 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**
- 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.