



# NY-510 2024–25 LOCAL COMPETITION RENEWAL AND NEW PROJECT APPLICATION INSTRUCTIONS

**Due: December 15, 2025, 5pm**

**ALL APPLICATION MATERIALS MUST BE SUBMITTED TO [lbargar@hsctc.org](mailto:lbargar@hsctc.org) BY THE APPLICATION DUE DATE. MISSING APPLICATION MATERIALS WILL NOT BE ACCEPTED AFTER THE DUE DATE.**

---

## **A. FY2025 HUD Funding Availability**

**Local NY-510 Estimated Amounts (replacing previous Section A numbers):**

- **Estimated ARD:** \$1,557,290
  - **Tier 1:** \$467,187
  - **CoC Bonus:** \$311,458
  - **DV Bonus:** \$66,730
- 

## **B. Eligible Project Component Types for New Projects**

For the FY2025 funding competition, Human Services Coalition 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.

---

## C. Renewal Applications

Projects currently funded through the Continuum of Care grant may submit renewal project applications. All renewal projects will receive an application with the local competition report that must be submitted back to [lbargar@hsctc.org](mailto:lbargar@hsctc.org) by **December 15, 2025**. Projects must also submit corresponding applications in HUD's e-snaps platform before **January, 6th 12:00PM 2025**.

### Structure

- I. Project Information
  - II. Competition Report
- 

#### I. Project Information

Projects must complete required Project Information. New elements this year:

- A. Select one renewal option:
  - a. Renew project as-is.
  - b. Request a **transition grant** to switch to Transitional Housing.\*
  - c. Request reallocation of funds.

\*Transition grant applicants must also submit a new TH application in e-snaps.

- B. Supportive Services

Projects must describe supportive service delivery and whether service agreements will be required.

---

#### II. Competition Reports

Renewal applicants will be scored on:

- Utilization
  - Data Quality
  - Permanent Housing Placement & Retention
  - Employment Income Growth
  - Returns to Homelessness
  - APR Submission
  - Monitoring Outcomes
-

## D. New Project Applications

New project applicants, including those applying for DV bonus, must submit:

1. Local new project narrative application
2. HUD project application in e-snaps

### Structure

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

### I. CoC Threshold Requirements

Applicants must::

- 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
    - Priority will be given to active members
- 

### II. Narrative

Answer all narrative questions regarding:

- Program design

- Implementation
- Capacity
- Service delivery

Each narrative question = 5 points.

---

### III. Performance Measures

Narrative questions assessing performance on HUD System Performance Measures. Using current project data is strongly encouraged.

---

### IV. Budget

Budgets must be submitted in HUD's e-snaps system. Allowable line items include:

- Leasing
- Rental Assistance
- Supportive Services
- Operating
- VAWA
- Rural
- Administration (10%)

Rental Assistance Formula:

**Units × FMR × 12 months**

Scaled funding is encouraged (can scale up or down).

**Match Requirement:**

25% of total project budget (leasing line excluded).

---

### V. Required Attachments

- Management Letter from most recent audit
- **HSC Memorandum of Understanding** (if not already established)

---

## **VI. E-SNAPS**

All projects must submit a complete application in E-SNAPS **January, 6th 12:00PM 2025** .