

**NY-501 Regional Continuum of Care  
City of Elmira, Steuben, Allegany, Livingston, Chemung, Schuyler Counties**

**FY2013 CoC Application Process Plan and Timeline**

**Background and Introduction**

*Organization of the NY-501 Regional Continuum of Care*

The NY-501 Regional Continuum of Care is comprised of five predominantly rural counties and the City of Elmira in the Southern Tier/Finger Lakes region of New York State, and represents diverse populations, needs, and capabilities. The Institute for Human Services, Inc. (IHS), and Catholic Charities of Chemung & Schuyler Counties serve as the lead agencies for the CoC and HMIS, respectively. Representatives from a mix of homelessness service agencies form a CoC Board that guides the planning and implementation efforts of the Continuum which are then executed through full time Administrators at each of the Lead Agencies. For details about the roles and responsibilities of the various NY-501 Regional CoC committees and workgroups, please refer to the CoC Operating Policies manual.

**HUD's Continuum of Care Homeless Assistance Program and the Continuum of Care Application**

Every year, the U.S. Department of Housing and Urban Development (HUD) provides federal resources for homeless programming through its Continuum of Care (CoC) Homeless Assistance Program. Continuums access these funds by completing an annual Continuum of Care (CoC) application on behalf of all the federally funded homeless programs in their community. IHS and the CoC Administrator coordinate the process and prepare the consolidated application for funding for the Continuum; also serving as the Collaborative Applicant. Any organization located within the 5 counties of the NY-501 Regional CoC that wishes to access CoC funds must be a member of the Continuum; participate in local homeless planning efforts and the HMIS System; and coordinate with the annual NY-501 Regional CoC Application process to do so.

**Purpose of this Document**

This document is intended to provide NY-501 Regional CoC members with basic information about the NY-501 Regional CoC process and priorities for the submission of the FY2013 consolidated CoC application. It also meets the requirements set forth in the FYFY2013 CoC Program NOFA.

## **FYFY2013 NY-501 Regional CoC Application Overview**

### *Goals for FY2013 NY-501 CoC Application*

The NY-501 CoC Lead Agency has identified the following goals for the FY2013 NY-501 Regional CoC application for HUD CoC funding:

- Submit an application that meets threshold and maximizes available funding
- Investigate wherever possible reallocation of existing TH projects to RRH
- Continue projects that meet community needs in underserved areas
- Fund projects that utilize best practices
- Fund projects that contribute to *reducing* homelessness

### **Key Changes in the FY2013 CoC Program NOFA**

- The FY2013 CoC Program competition is the first to have a combined NOFA which will also apply to FY2014 submissions.
- Any leverage demonstrated in the Project Applications must have an executed MOU attached to the application at time of submission.
- All CoC project applications will be ranked within two funding tiers. The HUD certified ARD (regular ARD minus 5%) forms the ceiling for Tier I and roll-off point to Tier II.
- Except for recapture to be distributed according to Collaborative Application debriefing scores, it is unlikely that any Tier II programs will be funded this round.
- Due to sequestration cuts, no new or bonus projects will be considered—only reallocation of existing projects to new RRH projects.

### **NY-501 Consolidated CoC Application Submission**

The consolidated application is comprised of two primary parts. The first part is the CoC Application which includes information about how the Continuum is organized, how well it is performing, and its plans to continue reducing/ending homelessness. The CoC application is completed and submitted by the CoC Lead Agency, IHS on behalf of the NY-501 Regional CoC. The second part of the consolidated application includes all Continuum member new and renewal project applications. Grantees/applicants complete these project applications and submit them to the Collaborative Applicant, via HUD e-snaps. Submitted projects are ranked by priority and need by an internal Project Priority and Ranking Team. The results of this ranking are presented to the full CoC

body comprised of the executive Board and the General Membership. The CoC body then votes to accept or reject the ranking list. If accepted, IHS then submits a Project Priority Listing via eSNAP on behalf of the NY-501 Regional CoC and project applicants.

***All CoC program grantees within the NY-501 Regional CoC are responsible for submitting their individual project applications to e-snaps, and immediately providing the CoC Director with an exported PDF of the project. In addition, applicants must submit along with their applications to the Lead Agency a Project Summary Sheet and a Leveraging worksheet. NY-501 projects must use the process and timeframe laid out in this document to submit their project applications. NY-501 project applications will be due to IHS via e-snaps well before the consolidated application is due to HUD..***

HUD released the Notice of Funding Availability (NOFA) for the CoC Program, which includes the consolidated application, on November 22, 2014. There is a CoC deadline for submission of all CoC Project applications by January 3, 2014. The NY-501 Regional CoC consolidated application is due to HUD with a deadline of February 3<sup>rd</sup>, 2014. The NOFA announcement and related other materials can be found here:

<https://www.onecpd.info/news/the-fy-FY2013-fy-2014-coc-program-competition-is-now-open/>

#### *Project Application Submission*

HUD released and will continue to issue guidance for the FY2013 application on the OneCPD CoC Program Competition page, and announce important items on the OneCPD mailing list. This includes all handbooks, guidance, FAQ's, and webinar materials. The Competition page is to be found here:

<https://www.onecpd.info/e-snaps/fy-FY2013-coc-program-nofa-coc-program-competition/>

#### *New CoC Project Applications*

New projects are allowable in FY2013 if they are a reallocation of existing projects into a new Rapid Rehousing project (RRH). All such projects being considered must confer with the CoC Lead Agency and their field officer at the Buffalo HUD field office prior to preparing a grant submission.

## **CoC Application Training and Technical Assistance**

### *CoC Application Training & Webinar*

IHS will host several classroom trainings on the updated CoC application process, FY2013 NOFA requirements, Leveraging, and completing the grant submission. Trainings will be held on Monday, December 9, 2013 at 9AM and 1PM. Location is the Institute of Human Services conference room in Bath, NY. The class will be repeated as an interactive webinar on Friday, December 13<sup>th</sup> at 1PM via an interactive GoToMeeting webinar. Please contact the CoC Director to register for this webinar if you are unable to attend an on-site training.

It is critical that all organizations submitting a new or renewal project application participate in this webinar. **Please note, only project applicants that have participated in one of these trainings will be considered for submitting applications to the Continuum.**

### *Project Application Technical Assistance*

In addition to participating in the November 9<sup>th</sup> training or webinar, NY-501 grantees are encouraged to read all relevant guidance materials available at the HUD OneCPD website. HUD has created numerous documents to help grantees learn about e-snaps and successfully submitting project applications. In addition, organizations such as the [National Alliance to End Homelessness](#) and the [U.S. Interagency Council on Homelessness](#) may offer technical guidance materials and webinars that are of critical importance in understanding NOFA requirements and programmatic changes.

NY-501 grantees/applicants can contact Patrick Thrush, CoC Director, at [coc@ihsnet.org](mailto:coc@ihsnet.org) with any questions about project applications or the NY-501 FY2013 CoC application process. The CoC Lead Agency is unable to provide technical assistance that would constitute direct participation in any applicant's project submission, or lend unfair advantage to any single applicant.

Grantees/applicants should review all relevant HUD guidance prior to contacting Mr. Thrush for assistance—and per HUD Buffalo Field Office request, file all technical assistance questions with the HUD HRE Helpdesk prior to contacting IHS or the Field Office directly. If sufficient interest is expressed by applicants in a particular facet of completing their applications, specialized trainings may be provided and made available to all applicants.

### *Project Application Submission Process*

The following application submission process applies to all renewal and approved new CoC projects in the NY-501 Regional CoC. Late submission of project applications could result in exclusion from the NY-501 Project Priority Listing submission to HUD.

### *Submit Project Application in e-snaps*

NY-501 Regional CoC grantees MUST complete their project applications in e-snaps and email a PDF of the submitted application, a Project Summary sheet, and Project Leveraging Worksheet to Patrick Thrush, CoC Director at [coc@ihsnet.org](mailto:coc@ihsnet.org) by 7:59PM, Friday, December 3<sup>rd</sup>, 2014. This involves properly completing all sections of the project application and hitting the 'submit' button on the submission summary page of the project application.

### *Correct Project Application and Re-Submit*

The Lead Agency will review each project application and notify grantees by email of any discrepancies, omissions, or needed corrections by Friday, January 10<sup>th</sup>, 2014. Mr. Thrush will release relevant project applications back to grantees for corrections at that time as well. If no corrections are needed, grantees will be notified via email that their project application was acceptable—these grantees have completed their project application at this point.

All grantees must submit their corrected project application in e-snaps and email a PDF of the application along with updated Summaries and Worksheets to [coc@ihsnet.org](mailto:coc@ihsnet.org) by 11:30PM, Wednesday, January 15<sup>th</sup> 2014. The submissions will then be readied for ranking by the Project Priority Ranking Team on Friday, January 17<sup>th</sup>, 2014.

### *Supplementary Information*

In addition to the project application, some additional information/documents may need to be provided to IHS or kept on file for the project. The following section identifies the various supplementary items that grantees and applicants must attend to.

### *Annual Performance Reports*

All CoC program grantees are required to submit Annual Performance Reports (APRs) to HUD and the NY-501 Regional Continuum of Care. The process for NY-501 grantees to complete and submit APRs is laid out in the NY-501 Regional CoC Policies and Procedures, '*Annual Performance Reports: Review and Submission.*'

Some grantees in the NY-501 Regional CoC will need to complete a Certification of Consistency with their local Consolidated Plan. Currently this includes Allegany & Steuben Counties, and the City of Elmira. If your community this, you will be provided the necessary forms to complete the certification by your county official and email a scanned copy of the Certifications to [coc@ihsnet.org](mailto:coc@ihsnet.org) by January 15<sup>th</sup>, 2014.

The original Certification(s) must also be mailed to:

Patrick Thrush  
CoC Director  
6666 County Road 11  
Bath, NY 14810

### **Documentation of Project Leverage**

In FY2013, HUD will award greater points to CoC consolidated applications that have at least 150% leverage across all project applications. To this end, NY-501 Regional CoC grantees and applicants are strongly encouraged to demonstrate at least 150% leverage (cash and in-kind) for their projects. Renewal projects that document at least 150% leverage will receive 5 points for this item when scored (scoring method is described in more detail below) for Priority Ranking. Additional bonus points are awarded for higher leveraging amounts.

NY-501 grantees and applicants are required to have on file match and leverage commitment letters by the time project applications are submitted. Per the FY2013 NOFA, match and leverage MOU letters cannot be signed prior to the issuance of the NOFA (November 22, 2014) nor later than the close of the NOFA submission deadline (February 3<sup>rd</sup>, 2014). These commitment letters do NOT need to be submitted to IHS at this time. However, copies of commitment letters may be requested at a later point, and are required to be submitted if a project application is funded.

### *Education Policies*

All projects serving homeless families are required to ensure that their program policies and procedures are consistent with the laws related to providing education services to homeless individuals and families. Additionally projects serving families are required to have a designated staff person to ensure that children are enrolled in school and receive educational services as appropriate. These written policies do NOT need to be submitted to IHS at this time. However, copies may be requested at a later point—and

IHS and the CoC Director will provide proper guidance for submitting this documentation.

### *Funding Availability for FY2013 NY-501 CoC Projects*

In the FY2013-14 CoC NOFA, HUD announced that \$1.7 billion is available to fund renewal and new projects through reallocation nationally. This amount will not be enough to fund all renewal projects at their full annual renewal demand (ARD) amounts, as identified in the FY2013 Grant Inventory Worksheet (GIW), and will not be enough to fund typical new or bonus projects. This is due to the 5% sequestration that Congress imposed on many federal funding programs including the FY2013 Transportation, Housing & Urban Development (THUD) budget.

The NY-501 Regional CoC has \$1,461,592 apportioned to it after the sequestration cut for renewal projects ranked in Tier I. More information on Tier 1 and Tier 2 is below. To fully fund all renewal projects at the full amounts listed in the FY2013 GIW, the NY-501 Regional CoC would need \$1,538,518 (our initial ARD amount). This represents a \$76,926 shortfall.

Because of funding shortfalls, HUD is requiring all CoCs to rank projects within two funding tiers. Tier 1 is set by ceiling, the sum of all ranked projects up to the sequestration adjusted ARD apportionment of \$1,461,592. Tier II is any project that exceeds the Tier I ceiling, as well as any applications for CoC planning costs. Projects which straddle Tier I & Tier II are automatically deprecated to Tier II. Applicants should consider a variety of strategies for reducing or reallocating their budgets this round.

### *Renewal Project Funding*

To preserve all renewal projects, the Lead Agency (IHS) is recommending ranking all applicants to consider a variety of individual and collaborative strategies for reducing or reallocating their budgets this round. It is certain that guidance will be made available by HUD and national TA providers on how to best strategize approaches.

### *New Project Funding*

HUD has announced that new project applications for FY2013 will be limited to the reallocation of existing Transitional Housing (TH) programs into Rapid Rehousing model (RRH) only. Those considering the reallocation process should contact their HUD field officer for more details.

### *CoC Planning Costs Funding*

HUD is again making available limited funds for CoC planning costs. HUD has established a maximum NY-501 Regional CoC request up to \$19,231. Only the Collaborative Applicant can apply for the CoC planning costs and, as mentioned above, IHS is the Collaborative Applicant for the NY-501 Regional CoC.

The NY-501 Regional CoC Board has decided to have IHS submit an application for available CoC planning costs. The application will be included in Tier 2 in accordance with HUD guidance in the NOFA.

### *Project Application Listing in the Consolidated Application*

In FY2013, HUD is requiring that CoCs rank ALL project applications within two funding tiers (Tier 1 and Tier 2). As mentioned previously, the CoC Program appropriation is only enough to fund projects ranked within Tier 1. However, as HUD recaptures unspent funds from current CoC projects, additional money may be identified to fund some projects within Tier 2. Allocation of these funds will be based upon the score received by each state CoC on its Collaborative Application. Because of this possibility of some projects losing funding, HUD is requiring that CoCs develop their own process for ranking projects within the two funding tiers—subject to HUD priority project areas. The NY-501 Regional CoC Lead Agency has determined that in order to appropriately rank renewal project applications, all applications must first be scored on some key items.

### **Scoring and Ranking of Project Applications**

#### *Renewal Project Scoring and Ranking*

The NY-501 Regional CoC Lead Agency has determined to score projects in three categories of evaluation. Prior to scoring, projects will be grouped into like types, as shown at the bottom of the criteria list. Two project priority groupings are shown. The first will be used in the case of the total ARD for projects exceeding the Tier I threshold; the second and aligned with HUD project type priorities if all projects fall within the Tier I ranking. The CoC Project Planning Grant application will be placed in Tier II in either case.

Performance data for all goals (except for leverage) will be pulled from APR submissions and HMIS data. Performance on the leverage goal will be obtained from renewal project applications. The scoring as follows for a maximum of 75 points:



## RENEWAL PROJECT SCORING CRITERIA

### A. Business & Reporting Operations

1. Project met FY2012 APR benchmarks—5 Points
2. Project drew down funds in a timely manner—5 Points
3. Project has no outstanding HUD findings—5 Points
4. Project HMIS Data Quality at or above 90%--5 Points
5. Project renewal application submitted by internal deadline—5 Points
6. Renewal grantees elected budget strategies to preserve projects—5 Points

### B. Project Characteristics

1. Total units priority designated for chronically homeless 85% or more—5 Points
2. Total project leverage meeting a 150% threshold—5 Points
3. Bonus—Leverage and additional in-kind is 250% or more—5 Points
4. Bonus—Leverage and additional in-kind is 500% or more—5 Points
5. Project size greater than 20 units/beds—5 Points
6. Project specifically targets disabled persons as a served population as specified in the grant application—5 Points
7. Project fills critical housing need where no alternative resource is available—5 Points

### C. Project Performance

1. If permanent housing, percent at or above 75% projected to remain housed longer than 6 months—5 Points
2. If transitional housing, percent at or above 80% projected to move to permanent housing—5 Points

**Maximum Points=75**

Priority if Tier II Contains Projects	Priority if Tier II Does Not Contain Projects
<p><i>Project Ranking Priority Groups—Tier I</i></p> <ol style="list-style-type: none"> <li>1. Permanent Supportive Housing</li> <li>2. HMIS</li> <li>3. Transitional Housing</li> </ol>	<p><i>Project Ranking Priority Groups—Tier I</i></p> <ol style="list-style-type: none"> <li>1. Permanent Supportive Housing</li> <li>2. Transitional Housing</li> <li>3. HMIS</li> </ol>
<p><i>Project Ranking Priority Groups—Tier II</i></p> <ol style="list-style-type: none"> <li>1. CoC Planning</li> <li>2. Transitional Housing</li> </ol>	<p><i>Project Ranking Priority Groups—Tier II</i></p> <ol style="list-style-type: none"> <li>1. CoC Planning</li> <li>2. Transitional Housing</li> </ol>

Highest scoring projects will be ranked at the top of the list within Tier 1, and lowest scoring projects toward the bottom. When projects' scores are tied, projects will be elevated based upon critical community need and project size.

### *New Project Scoring and Ranking*

New reallocation projects will receive the same scoring points—carrying performance metrics over from the original projects.

### *Project Priority Ranking Team Scoring & Appeal Process*

The Project Priority Ranking Team will meet on Tuesday, January 21, 2014 to score and certify a Project Rank List. Applicants will be notified in writing of the scoring results immediately following the Team meeting.

Any application rejected from the list may be appealed by the applicant any time before January 27, 2014 by notifying the CoC Director in writing of their objection, and the reasons they believe the application should be reconsidered. A review decision will be made no later than January 29, 2014 and the applicant notified of the findings in writing. The decision rendered at that time is final.

### *Final Submission of the NY-501 CoC Consolidated CoC Application*

The Priority List shall be approved by the CoC Board and General Membership at a meeting to be held on Friday, January 31, 2014. If approved by that body, the HUD Priority Listing will be electronically submitted via e-snaps to HUD. The Collaborative Application will be submitted via e-snaps to HUD on or before the NOFA closing date of February 3, 2014 at 7:59PM EST.

Any questions about the FY2013 CoC Application Process Plan or Timeline can be directed to:

Patrick Thrush, CoC Director, at [coc@ihsnet.org](mailto:coc@ihsnet.org) or 607-438-3400.