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**2023 Continuum of Care Funding Round**

**Application Instruction Manual**

**for**

**Long Island (NY-603)**

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www.addressthehomeless.org

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**TO:** All Parties Interested in Applying for HUD Continuum of Care (CoC) Funding (new)

**FROM:** Greta Guarton, Executive Director, LICH, NY-603 CoC Collaborative Applicant

**RE:** Submission of Applications for Ranking in the 2023 CoC Local Funding Round

**DATE:** August 2, 2023

The purpose of this memorandum is to formally announce that the local application process for NY-603 (Nassau and Suffolk) Continuum of Care funds is now available. The full application process is outlined in the local instruction manuals for new and renewal applications.

The majority of funds are available to programs already operating and approved for funding with CoC dollars to continue to operate on Long Island (renewals). A smaller portion of funds is being made available by HUD and through this local application process (new).

CoC dollars can be used for permanent housing projects serving households experiencing homelessness, Coordinated Entry referral system, Homeless Management Information System data tracking. CoC dollars cannot be used for temporary housing programs/shelters or support services only programs other than Coordinated Entry and HMIS.

CoC projects currently funded: <https://www.lihomeless.org/programs-funded-through-the-coc>

**All completed applications (renewal and new) will be due by August 25, 2023, by 5:00pm.**

The application process for HUD CoC funds is as followed:

* HUD releases a Notice of Funding Opportunity (NOFO)
* Each local CoC creates guiding principles and a local review tool for applicants
* Applications are submitted to LICH for local review
* Applications are ranked/ordered for priority of funding
* Program applications and a regional application is submitted to HUD
* HUD reviews all applications and approves or denies requests

**Local Application Schedule:**

August 9, 2023: Local funding round training from 9:00am-10:15am via Zoom (will be recorded)

**August 25, 2023: Applications due for submission in esnaps and then emailed**

August 28- September 8, 2023: Ranking Committee meets

**September 8, 2023: Ranking Committee Recommendations are published**

September 8, 2023: Corrections sent to applicants

September 13, 2023: Vote on recommendations due (via email)

September 13, 2023: Applications with corrections must be submitted to LICH via esnaps.

September 15, 2023- LICH returns final corrections to applications.

**September 20, 2023- Final submission by agencies in esnaps.**

September 22, 2023- Regional application publicly posted for CoC review

**September 26, 2023: Local applications and regional applications sent to HUD for review**

Local applications must be submitted in esnaps and then emailed to LICH with additional required local documents as outlined in the local application instruction manuals. Esnaps is currently open for applicants. New applicants without access to ensaps will need to make an account, as instructed in the manuals.

**Completed Application due Date: Friday, August 25, 2023, by 5:00pm**

This deadline must be at least 30 days prior to the regional application deadline of 9/28/2023 per HUD.

All applications for HUD must be completed directly into esnaps.

Additionally, there are external documents that must be submitted as part of the local application process.

**Completed esnaps applications should then be sent as a PDF file to:**

**Greta Guarton** [**gguarton@addressthehomeless.org**](mailto:gguarton@addressthehomeless.org)

**Mike Giuffrida** [**mgiuffrida@addressthehomeless.org**](mailto:mgiuffrida@addressthehomeless.org)

**Additional Documents Checklist to be Emailed:**

* Completed esnaps application- exported from esnaps as a PDF
* 2023 NY-603 Coordinated Entry MOU
* USICH Housing First Checklist
* 2023 NY-603 Anti-Discrimination Policy
* DV Safety Planning documents
* Local DEI Narrative Responses
* Leveraging Narrative and Checklist (PSH only)
* RRH Outcomes Template (RRH or TH-RRH only)
* APR 1/1/22-12/31/22 (DV only)

**It is the applicants’ responsibility to ensure applications are received and seen. We suggest sending the applications with a read receipt to ensure that they are sent to correct emails and acknowledged.**

**NY-603 Funding Round Guiding Principles 2023**

These principles will be used by the Ranking Committee in reviewing applications and making Ranking Recommendations.

The following are the guiding principles agreed upon by the CoC:

* Under the 2023 local funding round, there will be no mandatory reallocation of funds. However, reallocation is available through voluntary givebacks.
* All projects seeking funding under the 2023 CoC Funding Round must operate under a **Housing First Model**, adhere to current CoC Prioritization Policy adopted by the CoC and accept referrals only through Coordinated Entry (no side door referrals). LICH and The Safe Center Long Island for DV, are the CE management and referral entities for the local Coordinated Entry System (CES). Those projects that have unresolved findings with Coordinated Entry participation will not be eligible to apply for 2023 funding round.
* **Increasing PSH capacity** with CoC funds has been identified locally as the greatest priority.
* All new projects must **leverage housing or healthcare** to ensure regional competitiveness and increase likelihood of gaining regional funding.
* There is a local emphasis on **involving people with lived experience** in the development of projects, in training and ongoing feedback, and within all levels of power within agencies.
* There is a local emphasis on better ensuring **access** to housing and resources and **equity** in outcomes by **serving underserved communities, those overrepresented within the local homeless system, and/or those with the least access to resources and supports.**
* There is a local emphasis on improving assistance for LGBTQ+ individuals through housing and services that are culturally competent.
* Projects that prioritized the following underserved populations will be prioritized:
  + Re-entry
  + Aging adults
  + People with disabilities
* HMIS renewal is guaranteed to be placed in Tier I as it is mandatory, supports all programs and covers 80% of license fees for all projects. Similarly, Coordinated Entry and DV CES will be placed in Tier I as they are projects that must be in place within all CoCs.
* Funding available through reallocation (voluntary givebacks) and CoC Bonus funding will be awarded to new or expansion PSH projects dedicated to serve chronically homeless households (Dedicated PLUS), RRH projects, or TH-RRH projects. The Ranking Committee has the authority to rank programs and designate whether they will be considered under Bonus and/or Reallocation funding.

**How to Register for HUD esnaps Application Portal:**

<https://files.hudexchange.info/resources/documents/how-to-access-the-project-application.pdf>

**Esnaps is an online application portal** used by HUD for different grant opportunities, including CoC funding applications.

**The criteria the Ranking Committee will be scoring on for each question is identified under the heading “Local Focus.”**

Full 2023 CoC NOFO attached with this email and available on grants.gov through this link:

<https://www.grants.gov/web/grants/view-opportunity.html?oppId=349091>

2023 Project Applicant Detailed Instructions: [FY-2023-CoC-RENEWAL-Application-Detailed-Instructions.pdf (hud.gov)](https://addressthehomeless.sharepoint.com/Shared%20Documents/NSCH%20Share/CoC/CoC%202023/2023%20Funding%20Round/FY-2023-CoC-RENEWAL-Application-Detailed-Instructions.pdf)

Below, you will find the outlined process for local application for **renewal** projects to be considered under the 2023 CoC Funding Round. To expedite the application process, all applications are currently available and submitted directed through the esnaps portal.

The Ranking Committee has approved and published the local CoC renewal scorecard that will be used to measure/rank applicants competitively.

As threshold requirements, all applicants must sign and date the Coordinated Entry MOU, USICH Housing First checklist, Anti-Discrimination Policy and include written policies and procedures that ensure program participant safety.

Renewal RRH applicants must additionally complete the RRH Outcomes Template.

Renewal PSH applicants must additionally complete the PSH Leveraged Support Services form.

Renewal DV applicants must additionally submit an APR report for 1/1/22- 13/31/22.

Please note that there have been several changes to the Renewal Scorecard from the 2022 Funding Round include, as determined by the Ranking Committee:

* All providers must submit written safety plan policies and procedures.
* Updated regional gaps scoring based on 2023 local homeless data/trends.
* For PSH, the percentage of households served that were chronically homeless was removed from scoring.
* Projects will be scored on the level of vulnerability of households served based on average length of time homeless, percentage of households coming directly from unsheltered living situations, percentage of households actively fleeing DV, and percentage of successful enrollments into programs.
* Bonus points for serving both counties and/or Nassau county.
* Average days until PH move-in is now scored for both RRH and PSH projects.
* For PSH, cost effectiveness will be measured based on the percentage of support services that are leveraged by the project.
* For RRH, cost effectiveness will be measured based on the number of households served within the date range, compared to the grant amount.
* For PSH, the benchmarks for percentage of increases to income uses the local SPM average unless the local average is below the national average, then the national average in set as the benchmark.
* Regional Net Impact compares how many households served by each project exited homelessness, remained housed and returned to homelessness.
* Diversity, Equity, and Inclusion (DEI) narratives have been expanded to include professional development, feedback compensation, and peer certifications for people with lived experience of homelessness. Applicants are also asked to identify barriers and solutions towards increased participation of people with lived experience.

The renewal project scorecard is based on HUD thresholds and local values and priorities. This includes meeting the greatest local unmet needs, involving persons with lived experience, creating effective plans to help individuals obtain and sustain permanent housing, and support services (direct and leveraged), unit configurations and other considerations to meet the needs of those most vulnerable.

\*After initial applications are submitted, LICH will review the applications and may make recommendations for corrections or additions that the applicant will need to incorporate into the application. Additional information may be requested by the Ranking Committee as part of their review of applicants meeting thresholds and how each application will be competitively ranked.

Each applicant will receive individual ranking scores, confirmation whether the application met the threshold, and final ranking of all projects will be published to the CoC. LICH, as the Collaborative Applicant, will submit the proposed projects, in Ranking order, to HUD on or before September 28, 2023, for HUD review and approval or denial. Typically, HUD announces funding awards between December and March, following the fall application submissions.

We have developed this instruction manual to assist applicants with this year’s NOFO submission process. If you are interested in applying for a grant under the 2023 funding round, please review the following instructions and deadlines. If applying for an expansion project, renewal and new project applications must be submitted. Refer to the New Application Manual for the new project application.

Applicants are strongly encouraged to download and read the Interim Rule, HUD-CPD-17-01, NOFO requirements and General Section in preparation for this year’s funding round, as well as the HUD Coordinated Entry Notice and record keeping requirements related to documenting homelessness.  These and other resources can be found at <https://www.hudexchange.info/training-events/> (use the search bar on left to filter for “Programs” and then “CoC”) and <http://www.endhomelessness.org/pages/training>. Many of these webinars can be helpful to those planning to design new programs or modify existing program models.

***FINAL AWARD AMOUNTS AND FUNDING SOURCE WILL BE DETERMINED BY THE RANKING COMMITTEE.***

We invite and encourage applications from organizations that have previously been funded through the CoC, as those who have not been funded through the CoC in the past but have been active in CoC activities and meetings, and all other local partners dedicated to serving those that experience homelessness on Long Island.

If an agency is applying for a project type that they have not previously operated it is strongly encouraged the agency research, on HUD website - [www.hudexchange.info](file:///C:\Users\Greta%20Guarton\AppData\Local\Microsoft\Windows\INetCache\Content.Outlook\H9GETNE5\www.hudexchange.info), the criteria for design of that project model prior to completing the application. LICH will also provide training which will give applicants an opportunity to learn more about program types and ask questions prior to application submission. See Dates & Deadlines section below.

This instruction manual is intended to provide guidance to applicants on the Nassau and Suffolk region’s local process, meetings, and internal deadlines. The manual also provides links to web sites and technical guidance manuals provided by HUD.

Relevant HUD manuals and guides, as well as other materials necessary for this year’s process, can be downloaded from the CoC website at [www.lihomeless.org](http://www.lihomeless.org) or LICH website at [www.addressthehomeless.org](http://www.addressthehomeless.org) under the CoC Resources Page. HUD guidebooks and other relevant information on CoC programs can also be found on HUD’s web site: <https://www.hudexchange.info/programs/coc/>

**Webcasts and Online Trainings**

* e-snaps: To access e-snaps training modules, go to: <https://www.hudexchange.info/programs/e-snaps/>
* HUD: To access HUD webcasts or other HUD guidance, go to: <https://www.hudexchange.info/programs/coc/>
* Please check these web sites often for updates and new training modules.

\*\*\*Applications are due by ***August [8/25/23] by 5:00pm\*\*\****

***Please make note of the following information, as it will be required throughout your application:***

|  |  |
| --- | --- |
| ***Geographic Codes*** | |
| *Area* | *Code* |
| Nassau County | 369059 |
| Suffolk County Consortium | 369103 |
| Babylon Town | 360352 |
| Huntington Town | 363088 |
| Brookhaven Town | 360744 |
| Islip Town | 363160 |

NEW FUNDING AVAILABLE THROUGH THE 2023 COC NOFO FUNDING ROUND FOR LEVERAGED HOUSING OR HEALTHCARE PERMANENT HOUSING PROJECTS

**For new applicants, please refer to the new applicant instruction manual for full application detailed instructions.**

**$1,274,249** [7% of PPRN]will be available through CoC Bonus funds.

**$1,820,356** [10% of PPRN] will be available competitively through DV Bonus funds.

<https://www.hud.gov/sites/dfiles/CPD/documents/CoC/FY-2022-CoC-Estimated-ARD-Report-rev.pdf>

All applicants will be responsible for a 25% match on all awarded funds (other than leasing dollars).

\*For DV Bonus applicants, please note changes to the HUD DV definition, outlined as follows in the 2023 NOFO:

Any individual or family who—

(1) is experiencing trauma or a lack of safety related to, or fleeing or attempting to flee, domestic violence, dating violence, sexual assault, stalking, or other dangerous, traumatic, or life-threatening conditions related to the violence against the individual or a family member in the individual's or family's current housing situation, including where the health and safety of children are jeopardized;

(2) has no other safe residence; and

(3) lacks the resources to obtain other safe permanent housing.

**Project Types Eligible**

All projects must leverage housing or healthcare

* **Permanent Supportive Housing (PSH) Expansion** projects dedicated to serve households experiencing chronic homelessness\*.
* **New/Expansion Permanent Supportive Housing (PSH)** projects dedicated to serve households experiencing chronic homelessness\*.
* **New/Expansion Rapid Rehousing (RRH)** projects dedicated to serve households experiencing literal homelessness (could include households actively fleeing DV if applying through DV set aside process).

\*Our CoC applies the Dedicated PLUS definition of chronic homelessness to be more inclusive of highly vulnerable households for limited housing opportunities.

Threshold Criteria

On April 4, 2022, the unique entity identifier used across the federal government changed from the DUNS Number to the Unique Entity ID (generated by SAM.gov).

* The Unique Entity ID is a 12-character alphanumeric ID assigned to an entity by SAM.gov.
* As part of this transition, the DUNS Number has been removed from SAM.gov.
* Entity registration, searching, and data entry in SAM.gov now require use of the new Unique Entity ID.
* Existing registered entities can find their Unique Entity ID by following the steps [here](https://nam12.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.fsd.gov%2Fgsafsd_sp%3Fid%3Dkb_article_view%26sysparm_article%3DKB0041254&data=05%7C01%7Cmgiuffrida%40addressthehomeless.org%7Cac05edb6f5434ba86b5e08da6e59fc07%7Cf51f2c5ee8a74a2e83b60dcd7fc3081f%7C0%7C0%7C637943630002257119%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=h%2B7ZZ3%2FaMwVckhUptQonfYtQtXYi3j9voKCDqy8Pc1c%3D&reserved=0).
* New entities can get their Unique Entity ID at SAM.gov and, if required, complete an entity registration.

All new projects must effectively adopt the Housing First model.

All new projects must use HMIS or an HMIS comparable database for DV projects.

All new projects must leverage housing or healthcare.

Required Documents Checklist - Renewals

* Signed Housing First Checklist and Certification (attached)
* Signed CES MOU (attached)
* Signed Anti-Discrimination Certification (Attached)
* Copy of most recent annual report (APR or similar) for a state- or federally funded program operated by applicant agency if applicable
* Local narratives that are not part of HUD esnaps application
* DV safety plan policies and procedures
* Completed local CoC Application

**2023 CoC Renewal Scorecard Categories\***

\*Max Scores and Applicable Scores will vary by Project Type as shown on the full renewal scorecard document.

* Safety planning (threshold)
* HMIS Data Quality
* Regional Gaps
  + Project Type
  + Serving vulnerable populations
* Project performance (varies by project type)
* Diversity, Equity, & Inclusion

**RENEWAL APPLICATIONApplication Questions - RENEWAL**

**Part A: General Project Information** (fill out in esnaps)

|  |  |  |  |
| --- | --- | --- | --- |
| 4. HUD-Defined CoC Name: Nassau/Suffolk COC | | | 5. CoC Number: NY-603 |
| 6. Applicant’s Organization Name (Legal Name from SF-424) | | | 8. Applicant’s DUNS Number |
| 7.  Check box if Applicant is a Faith-Based Organization | | |
| 9. Project Applicant’s Address (From SF-424)  Street:  City: State: Zip: | | | 10. Applicant’s Employer Identification Number (EIN) (From SF-424): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| 11. Contact person of Project Applicant: (From SF-424) | | | 12.  Check box if Project Applicant is  the same as Project Sponsor |
| Name:  Title: | Phone number:  Fax number:  Email Address: | |
| 13. Project Name: | | | 14. Project’s location 6-digit  Geographic Code: |
| 15. Project Address (LIST ALL ADDRESSES – add pages as necessary):  Street:  City: State: Zip:  16.  Check box if project is in a Rural Area  17. If project contains housing units, are these units:  Leased?  Owned? | | | 18.  Check box if Energy Star is used in this project |
| 19. Project Congressional District(s): |
| 20. Project Sponsor’s Organization Name (If different from Applicant) | | | 22. Sponsor’s DUNS Number: |
| 21.  Check box if Project Sponsor is a Faith-Based Organization  Check box if Project Sponsor has ever received a federal grant, either directly from a federal agency or through a state/local agency | | |
| 23. Project Sponsor’s Address (if different from Applicant)  Street:  City: State: Zip: | | | 24. Sponsor’s Employer Identification  Number (EIN): |
| 25. Contact person of Project Sponsor (if different from Applicant) | | | |
| Name: Title: | | Phone number:  Fax number:  Email Address: | |

**Part B: Project Summary Budget**

**Continuum of Care Program**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **a. Component Types (Check only one box)**    **PSH-CH Dedicated/Plus RRH** | | **b. Grant Term**  ***ONLY ONE YEAR TERMS MAY BE REQUESTED***  ***(AS PER HUD)*** | | |
| *Proposed CoC Activities* | **c. CoC Dollars**  **Request** | | **d. Total Match (Min. 25% except leasing)** | **e. Totals**  **(Col. c + Col. d)** |
| 1. **Real Property Leasing** |  | |  |  |
| 1. **Rental Assistance** |  | |  |  |
| 1. **Supportive Services** |  | |  |  |
| 1. **Operations** |  | |  |  |
| 1. **HMIS** |  | |  |  |
| 1. **CoC Request**   **(Subtotal lines 1 through 5)** |  | |  |  |
| 1. **Administrative Costs**   **(Up to 7% of line 6; no more than GIW maximum allowed amount)**  **\*Threshold** |  | |  |  |
| 1. **Total CoC Request**   **(Total lines 6 and 7)**  **\*\*\*CANNOT EXCEED COC-APPROVED AMOUNT\*\*\*** |  | |  |  |

**Total Cash Match: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Total In-Kind Match: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Total Match: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (25% minimum threshold requirement)**

**Please indicate which areas your program will (or may) operate in. This includes rental housing.**

|  |  |
| --- | --- |
| ***Geographic Codes*** | |
| *Area* | *Check if this program will operate in this area* |
| Nassau County - 369059 |  |
| Suffolk County Consortium 369103 |  |
| Babylon Town 360352 |  |
| Huntington Town 363088 |  |
| Brookhaven Town 360744 |  |
| Islip Town 363160 |  |

**Part B: PSH-Point in Time Housing and Participants Chart   
RRH-Year-long projection of Housing and Participants Chart**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 1. *Housing Type\* (Check all that apply)* | **a.  Multi-family**  **Single-family** | | **b**.  **Scattered Site** | |
| **2. Units, Bedrooms, Beds** | **a. Current**  **Level**  **(Point-in-Time)** | **b. New Effort or Change in Effort**  **(If Applicable)** | | **c. Projected**  **Level**  **(column a + col. b)** |
| Number of Units |  |  | |  |
| Number of Bedrooms |  |  | |  |
| Number of Beds |  |  | |  |
| **3. Participants** | | | | |
| a. Number of Families with Children  (Family Households) |  |  | |  |
| i. Number of adults in families |  |  | |  |
| ii. Number of children in families |  |  | |  |
| iii. Number of disabled in families |  |  | |  |
| iv. Number of chronically homeless families |  |  | |  |
| b. Number of Single Individuals and Other Households w/o Children |  |  | |  |
| i. Number of disabled individuals |  |  | |  |
| ii. Number of chronically homeless |  |  | |  |
| \*Housing Types: Multi-family (apartments, duplexes, SROs, other buildings with 2 or more units); Single-family; Congregate Facility (dormitory, barracks, shared-living). | | | | |

**Part C: Renewal Performance** (All Renewal Projects)

|  |  |
| --- | --- |
| **1.**  Yes  No | Are there any unresolved HUD monitoring findings, or outstanding audit findings related to this project? If “Yes,” briefly describe. |
| **2.**  Yes  No | Are there any significant changes that you propose in the project since the last funding approval? Check all that apply:  Number of persons served: from \_\_\_\_\_\_\_ to \_\_\_\_\_\_\_.  Number of units: from \_\_\_\_\_\_\_ to \_\_\_\_\_\_\_.  Location of project sites.  Line item or cost category budget changes more than 10%.  Change in target population.  Change in project sponsor.  Change in component type.  Other:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Please explain changes:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

**Supportive Service Leveraging for PSH (new Ranking criteria for 2023)**

Please describe the support services available to program participants that are not billed to HUD on this CoC contract, using the following chart.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Service/Support Type** | **Provided by whom?** | **Number of Program Participant Households Support Type is Available for** | **Estimated Value of Support not charged to CoC contract (one occurrence)** | **Frequency of Support (per year)** | **Total Value per Year** |
| Assessment of Service Needs |  |  |  |  |  |
| Assistance with Moving Costs |  |  |  |  |  |
| Case Management |  |  |  |  |  |
| Child Care |  |  |  |  |  |
| Education Services |  |  |  |  |  |
| Employment Assistance and Job Training |  |  |  |  |  |
| Food |  |  |  |  |  |
| Housing Search and Counseling Services |  |  |  |  |  |
| Legal Services |  |  |  |  |  |
| Life Skills Training |  |  |  |  |  |
| Mental Health Services |  |  |  |  |  |
| Outpatient Health Services |  |  |  |  |  |
| Outreach Services |  |  |  |  |  |
| Substance Abuse Treatment Services |  |  |  |  |  |
| Transportation |  |  |  |  |  |
| Utility Deposits |  |  |  |  |  |
| Other- |  |  |  |  |  |
| Other- |  |  |  |  |  |
| Other- |  |  |  |  |  |
| Other- |  |  |  |  |  |
| Other- |  |  |  |  |  |

Please explain how these leveraged supports have better assisted program participants obtain and maintain permanent housing:

**PSH Leveraging Narratives:**

* Activities that you can provide confirmation
* Other services available to program participants
* Estimated values of leveraged services

**Other Local CoC Questions related to DEI to be Considered in Ranking/Review (answer here only):**

These questions are not in esnaps, therefore please complete these questions separately, using this external Word document (save a PDF once completed), to be emailed along with the completed esnaps application as a PDF). Please also remember to email an executed CE MOU and signed Housing First Checklist.

Use the Narrative Responses to demonstrate the above local focus areas:

* Please describe the process of involving people with lived experience in program design, implementation, and improvement.
* Please describe PLEs opportunities for professional development/employment, compensation, and PLE certifications.
* Please identify barriers and solutions to better involving PLEs.
* Is a current staff member(s) associated with this specific CoC-funded project peer certified?
  + Yes/No
  + Role/Position within CoC-funded project
  + If Yes, documentation required for confirmation.
* Please describe the ways in which the applicant includes persons with lived experience in program design, staffing, training/improvement, and other feedback.

**Local Focus considered in ranking:**

* Diversity, Equity, and Inclusion / Involving Persons with Lived Experience (PLE)
* Involving PLEs in program design
* Involving PLEs in program implementation
* Involving PLEs in program improvement
* Professional development and employment opportunities or PLEs
* PLE feedback compensation
* Certified Peer Specialist staff
* Identifying and planning around barriers for greater PLE involvement

**\*Additional scoring data will be pulled directly from HMIS.**

**\*\*Please be sure to include required attachments in your application. Refer to the application checklist in this packet.**

**FOR RENEWAL APPLICATIONS, PLEASE EXPLORE THE “SUBMIT WITHOUT CHANGES” OPTION AVAILABLE IN ESNAPS FOR RENEWAL APPLICANTS, IN ORDER TO STREAMLINE THE PROCESS GIVENT HE SHORT TURNAROUND TIME. THIS SHOULD ONLY BE USED IF NO CHANGES ARE BEING MADE TO THE APPLICATION FROM THE YEAR PRIOR. THERE MAY BE SOME INFORMATION THAT STILL NEEDS TO BE UPDATED, BUT IT WILL BE SIGNFICANTLY LESS INFORMATION NECESSARY FOR INPUT.**

**Required Attachments**

**Housing First Checklist And Certification**

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, As President/CEO/Executive Director of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, certify that the program known as \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ will include (new programs only)/has included (existing programs) all of the following into written program policy:

🞏 Access to programs is not contingent on sobriety, minimum income requirements, lack of a criminal record, completion of treatment, participation in services, or other unnecessary conditions.

🞏 Programs or projects do everything possible not to reject an individual or family on the basis of poor credit or financial history, poor or lack of rental history, minor criminal convictions, or behaviors that are interpreted as indicating a lack of “housing readiness.”

🞏 People with disabilities are offered clear opportunities to request reasonable accommodations within applications and screening processes and during tenancy, and building and apartment units include special physical features that accommodate disabilities.

🞏 Programs or projects that cannot serve someone work through the coordinated entry process to ensure that those individuals or families have access to housing and services elsewhere.

🞏 Housing and service goals and plans are highly tenant-driven.

🞏 Supportive services emphasize engagement and problem-solving over therapeutic goals.

🞏 Participation in services or compliance with service plans are not conditions of tenancy, but are reviewed with tenants and regularly offered as a resource to tenants.

🞏 Services are informed by a harm-reduction philosophy that recognizes that drug and alcohol use and addiction are a part of some tenants’ lives. Tenants are engaged in non-judgmental communication regarding drug and alcohol use and are offered education regarding how to avoid risky behaviors and engage in safer practices.

🞏 Substance use in and of itself, without other lease violations, is not considered a reason for eviction.

🞏 Tenants in supportive housing are given reasonable flexibility in paying their share of rent on time and offered special payment arrangements for rent arrears and/or assistance with financial management, including representative payee arrangements.

🞏 Every effort is made to provide a tenant the opportunity to transfer from one housing situation, program, or project to another if a tenancy is in jeopardy. Whenever possible, eviction back into homelessness is avoided.

🞏 CE Manager is made aware of any program participant that is at risk of returning to homelessness or that has returned to homelessness.

***I understand that failure to comply with the regulations set forth by the COC related to Coordinated Entry (CES) and Housing First will result in the agency’s forfeiture of future funding for this program.***

\*\*Applicants must provide documentation from program supporting the use of a Housing First approach, specifically:

* leases
* subleases
* any “house rules” or “participant responsibilities”
* Any other documents participants must sign for entry into or continued participation in the program

NAME (PRINT):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

SIGNATURE:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DATE:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Long Island (NY-603) Continuum of Care**

**Coordinated Entry System**

**Memorandum of Understanding**

Memorandum of Understanding (MOU) between the NY-603 Continuum of Care

and

[Agency Name]:

1. **BACKGROUND/HUD COORDINATED ENTRY REQUIREMENTS**

Provisions of HUD’s Continuum of Care (CoC) Program and Emergency Solutions Grant (ESG) Program interim rules require that all CoCs establish a Coordinated Entry system (CES). The NY-603 CoC has adopted the CES requirements as outlined in HUD Notice CPD 17-01 for all CoC and ESG grantees. Coordinated Entry on Long Island has been piloted (voluntary vacancy reporting and referrals) since February 2017 and officially launched (mandated vacancy reporting and referrals) on August 1, 2017. Coordinated Entry policies are reviewed and updated by the CoC Governance Board. Coordinated Entry procedures are regularly reviewed by the CE Steering Committee. CE projects participate in CoC monitoring, including a review of policies and procedures and focus groups in consultation with technical assistance.

The core components of coordinated entry are Access, Assessment, Prioritization, and Referral. Coordinated Entry represent a CoC-wide process for management of a By-Name List that identifies all homeless households through various system access points and outreach, assesses the living situations, vulnerabilities and needs of persons experiencing homelessness, streamlines the connection of homeless persons to the most appropriate and available housing and services based on client needs and preferences. Coordinated Entry will ensure that scarce available housing resources in the region are prioritized/offered to households with the most severe service needs and least likely to exit homelessness on their own, using a person-centered approach, and in the most equitable ways possible, as well as target designated resources to those actively fleeing domestic violence, youth, unsheltered homeless, and those with a diagnosed mental illness.

1. **GUIDING PRINCIPLES OF THE NY-603 COORDINATED ENTRY SYSTEM**

The NY-603 Continuum of Care will adopt all requirements of the *CoC Interim Rule* *24 CFR 578.7(a)(8),* and additional requirements outlined in *HUD Notice CPD-17-01*. As approved by the CoC Governance Board, Long Island Coalition for the Homeless (LICH), will act as the CES management entity for NY-603, including the assessment of presenting homeless and at-risk persons and coordination of referrals to CoC-funded, ESG-funded programs, and other housing alternatives and supports based on prioritization, eligibility and client needs and preferences. ESG Homeless Prevention programs will also act as CES access points for persons at risk of becoming homeless. Additionally, as of 7/1/2019, The Safe Center of Long Island (TSCLI) will act as the CES management entity for persons fleeing or attempting to flee domestic violence for NY-603, including the assessment of presenting persons experiencing domestic violence, safety planning, and coordination of referrals to CoC-funded, ESG-funded programs, and other housing alternatives and supports based on prioritization, eligibility and client needs and preferences. The CoC Governance Board is the policy-making entity for CE prioritization and other policies, while the CE Steering Committee works with persons with lived experience to continue to evaluate and update CE procedures and operations to best serve people experiencing homelessness locally. The CoC also utilizes technical assistance and other trainings and cohorts available to evaluate best practices.

1. **PRIORITIZATION OF PERSONS EXPERIENCING HOMELESSNESS FOR PERMANENT HOUSING OPPORTUNITIES\* (including those experiencing literal homelessness and/or actively fleeing or attempting to flee domestic violence)**

The NY-603 CES will prioritize referrals to permanent housing programs in the following ways based on the current local CE prioritization policy:

CoC PSH: Dedicated Plus beds for those experiencing chronic homelessness for the greatest lengths of time.

CoC/OMH PSH: Dedicated Plus beds for those experiencing chronic homelessness for the greatest lengths of time and approved by SPA Long Island for OMH supported housing.

CoC RRH: Households experiencing homelessness for the greatest lengths of time.

CoC DV RRH: Households actively fleeing violence and experiencing homelessness for the greatest lengths of time.

CoC DV TH-RRH: Households actively fleeing violence and experiencing street homelessness, living with their abuser and attempting to flee, and households timing out of DV shelter with nowhere to go.

CoC Youth TH-RRH: Households 18-24 years old experiencing street homelessness, youth timing out of youth shelter with nowhere to go, and youth experiencing homelessness for the greatest lengths of time.

Full Prioritization Policy and Chart: <https://www.lihomeless.org/coordinated-entry-prioritization>

1. **HOUSING FIRST APPROACH**

All programs funded through the NY-603 competitive funding round are required to operate using a Housing First approach, outlined in the *Housing First in Permanent Supportive Housing HUD Brief*. Housing First removes barriers for homeless households accessing housing and services and ensures that every effort is made for clients to remain in housing and services.

1. **UNIVERSAL ASSESSMENTS**

All homeless households seeking assistance through the CoC will be assessed for housing and services in the same way, regardless of where in the region they present using the following process:

1. CES staff will confirm living situation to meet the HUD homeless definition and verify household type.
2. Persons/Households who are determined to be HUD homeless will work with CES staff on housing placement. Persons/Households presenting as actively fleeing will work with CES staff and be provided safety planning support by TSCLI. At risk of homeless clients will be assessed by CES and CES HP access points and referred to other community resources.
3. Persons/Households will complete the local CE phased assessment tool or local targeted homeless prevention assessment.
4. CES staff will verify program eligibility for clients with HUD approved documentation (such as disability documentation, verification of length of time HUD homeless, SPA acceptance for OMH programs, etc.)
5. Persons/Households will be placed on a housing waitlist by the CES Manager for appropriate housing resources in prioritized order based on length of time homeless and level of service needs.
6. PSH transfers approved by CE for available units, including DV transfers as part of the DV Emergency Transfer Policy

Please note that households presenting as actively fleeing or attempting to flee a domestic violence situation will not have data entered in HMIS by CES. DV CES uses a comparable secure database. Further, households can choose which CE system they want to connect with (CE, DV CE, or both).

1. **COORDIANTED ENTRY REFERRALS**

A CES, as mandated by HUD (*HUD Notice CPD-17-01*) requires that all CoC-funded programs and all ESG-funded rapid rehousing receive 100% of client referrals to from LICH or TSCLI (no side door referrals).

1. Persons/Households will be offered available housing and services for which they are eligible. Persons/Households can choose to accept or decline the housing and services based on their preferences. Persons/Households are not penalized for rejecting housing and services offered to them.
2. Providers are only to review referrals based on meeting project eligibility. Once confirmed that the household is eligible, a CE acceptance form should be completed. This is not a review of whether the household is a “good fit” or “appropriate” for referral, or whether a households “level of care” can be met by the program.
3. The intention of Coordinated Entry and Housing First is to screen in, not screen out. Often locally, households experience ongoing homelessness and trauma because of strict program eligibility criteria, being screened out of other programs, or expectations such as sobriety which are not put on households that are not experiencing homelessness in their housing situations. This, in part, has led to more households locally experiencing chronic homelessness.
4. Permanent housing programs must accept eligible clients who are offered their housing and services; declining referrals is only permissible in limited circumstances that can be discussed with CES on a case-by-case basis upon referral to fully assess each situation. Reasons permissible for denial are outlined in the CES Manual and outlined with each referral and must be documented and submitted to CES, using the CE referral decline form.
5. **RESPONSIBILITIES OF PARTICIPATING PERMANENT HOUSING PROVIDERS**

[Agency name] will:

1. Establish clearly written policies and procedures with program eligibility requirements
2. Operate using a Housing First model, as demonstrated by the acceptance of eligible client referrals with low barriers to program entry, confirmed and indicated on all CoC funding applications, with language used in and carried out according to program documentation (intake forms, program rules, leases, subleases, program manuals) and CoC monitoring
3. Report all vacancies/program availability to the CE Manager
4. Receive 100% of referrals from the CES, which will be referred following the CoC Prioritization Order
5. Only make lateral transfers of households from a permanent supportive housing unit to another unit, for household that have been assessed by the CES, with adherence to procedures outlined in the NY-603 PSH Transfer Policy with CES approval and/or DV emergency transfer plan
6. Resolve any errors regarding referrals or admissions in a timely manner
7. Provide feedback to CoC on how to better serve homeless households through the CES, including but not limited to CoC focus group participation
8. Participate in trainings (required annually by HUD) on the CES and staff trainings provided in areas determined by CoC focus groups as regional best practices
9. Notify the CE Manager if there are staffing changes with established CES program points of contact
10. Enter all data on clients in HMIS in a timely and complete manner and maintain a standard level of data quality, as determined by the HMIS lead (excluding DV providers);
11. Uphold all fair housing regulations, as outline in the *Fair Housing Act*
12. Ensure client confidentiality, in accordance with all Federal and State regulations
13. Actively seek and encourage feedback from people with lived experience
14. Contact CE if any program participant is at-risk of returning to homelessness or returns to homelessness to prevent returns to homelessness whenever possible and deploy street outreach to persons that returned to unsheltered living situations.

**TERMS OF AGREEMENT**

This MOU shall be effective upon adoption by each signatory agency and entity. Annually, this MOU will be reviewed and updated to incorporate changes and clarifications of roles and responsibilities. Agencies and entities that do not agree to the terms mentioned above in this MOU will not be eligible to apply for funding through the CoC and would be out of compliance with HUD policies which mandate CES participation of CoC-funded and ESG-funded programs. Please work with ESG jurisdictions to ensure compliance with CES and other associated HUD mandates.

[Agency name]

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of Program CEO/Executive Director

Print Name:

Title:

Date:

NY-603 Continuum of Care- DV CES Management Entity

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of CES Lead Agency Executive Director/CEO

Print Name: Greta Guarton, LMSW

Title: Executive Director

Date:

NY-603 Continuum of Care – DV CES Management Entity

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of DV-CES Lead Agency Executive Director/CEO

Print Name: Cynthia Scott

Title: Executive Director

Date:

**NY-603 Nassau-Suffolk CoC  
Non-discrimination and Equal Opportunity Policy**

The Nassau-Suffolk CoC is committed to providing housing and services in an environment in which all individuals are treated with respect and dignity, can participate fully in programs free of discrimination, and have equal opportunities. The CoC’s Non-Discrimination Policies and Procedures ensure all people experiencing homelessness in the CoC have equal access to housing and services necessary to end homelessness. Organizations within the CoC who make a commitment to the CoC’s non-discrimination policy operate in compliance with federal, state, and local non-discrimination and equal opportunity laws.

The Long Island CoC Non-Discrimination and Equal Opportunity Policy apply to staff, volunteers, and contractors at all partner agencies, including agencies that receive CoC and ESG funding. All providers in the CoC are committed to complying with all non-discrimination and equal opportunity policies.

**The objectives of this Policy are to:**

* Ensure the rights of all minoritized and protected groups. Ensure safety, dignity, and well-being of all individuals and families served by the CoC
* Ensure that organizations affiliated with the CoC agree to uphold federal, state, local and CoC policies regarding non-discrimination and equal opportunity.

**Federal Requirements**

All CoC affiliated organizations must abide by the CoC Interim Rule and observe all requirements outlined in 24 CFR 5.105(a). *These laws include, but are not limited to, The Equal Opportunity in Housing Programs, Civil Rights Act of 1964, Age Discrimination Act of 1975, Rehabilitation Act of 1973, Americans with Disabilities Act, Non-discrimination Based on Handicap in Federally Assisted Programs and Activities, Equal Employment Opportunity Program, and most importantly, the Fair Housing Act.*

The Fair Housing Act identifies protected classes of people and prohibits discrimination of people minoritized by any of the following grounds, and any combination of these grounds:

* Race
* Color
* Religion
* Sex (including pregnancy and breastfeeding)
* Familial Status (such as being in a parent-child relationship)
* National Origin

Additional consideration should be made for these protected classes as identified locally by the CoC:

* Disability (including mental, physical, developmental, or learning disabilities)
* Gender identity
* Gender expression
* Sexual orientation
* Citizenship
* Ethnic origin
* Record of offences (criminal conviction or for an offence for which a pardon has been received)
* Association or relationship with a person identified by one of the above grounds
* Perception that one of the above grounds applies

**Equal Access to Housing in HUD Programs Regardless of Sexual Orientation or Gender Identity[[1]](#footnote-1)[1]**

On February 3, 2012, HUD published its final rule expanding protections in housing for the LGBTQA+\* community. This rule further prohibits discrimination based on:

* Actual or perceived sexual orientation
* Actual or perceived gender identity, where gender identity means “actual or perceived gender-related characteristics”
* Actual or perceived marital status

CoC affiliated organizations will ensure equal access to programs for all individuals and their families; provide housing, services, and/or accommodations in accordance with a clients’ gender identity; and determine eligibility without regard to actual or perceived sexual orientation, gender identity, or marital status.

The CoC will continue to develop partnerships with organizations that can provide expertise around providing services to transgender and gender nonconforming individuals in a manner consistent with federal, state, and local laws. All CoC affiliated organizations affirm commitment to providing equal access for all transgender and gender nonconforming individuals in a manner consistent with the equal access rule and provide services to transgender and gender nonconforming individuals in a manner consistent with the equal access rule.

Furthermore, CoC-program funded projects that provide single-sex accommodations must follow guidelines set forth by HUD in Notice CPD-15-02 when inquiring about sex and gender with regard to placement, safety, and privacy which indicates that: [[2]](#footnote-2)[2]

* Participants should be asked which accommodations best align with their gender identity and placed in the corresponding accommodation type
* Providers must not inquire about anatomy and medical history when determining which accommodations are appropriate

**State Requirements**

All member agencies must abide by the New York State Human Rights Law[[3]](#footnote-3)[3], which protects all the previously listed classes of people and further prohibits discrimination of people minoritized by:

* Creed (religion)
* Age
* Sexual Orientation[[4]](#footnote-4)[4], which is also protected further under the Sexual Orientation Non-discrimination Act (SONDA)
* Marital Status
* Military Status

**Ensuring Equal Access and Effective Service   
to People with Disabilities**

**Promoting Effective Communication[[5]](#footnote-5)[5]**

CoC Program projects must: take steps to ensure effective communication with current and prospective participants, and the public, with communication disabilities; ensure that their application and admissions process and services are accessible/understandable by persons with disabilities.

**Reasonable Accommodations and Modifications**

All member agencies will make reasonable accommodations to their rules, policies, practices, or services when necessary for people with disabilities to have equal opportunity to access services. Further, member agencies will allow reasonable modifications to housing facility structures so that people with disabilities have the equal opportunity to utilize and enjoy all aspects of their housing.

**Integrated Service Delivery**All member agencies will provide services in the most integrated setting appropriate to the needs of people with disabilities.

**Transparency in Handling Allegations of Discrimination**

The CoC encourages the prompt reporting of all incidents of discrimination and non-compliance with this policy. This Policy also prohibits retaliation for reporting or opposing discrimination or cooperating with an investigation of a discrimination complaint. All CoC member agencies will operate with patience, respect, and transparency when handling allegations of discrimination. Upon program intake, all CoC affiliated organizations are responsible for advising program participants of their legal rights, including an explanation of this policy, the various ways that complaints can be filed (e.g., report to program staff, LIHS, local Division of Human Rights, etc.) and must be given the written policy and instructions to file a complaint with relevant federal, state, and local authorities, including, but not limited to:

**U.S. Department of Housing and Urban Development   
Fair Housing Enforcement Center**   
26 Federal Plaza, Room 3532   
New York, NY 10278-0068   
212-264-1290 (voice)  212-264-0927 (TTY)  
[http://portal.hud.gov/hudportal/HUD?src=/program\_offices/fair\_housing\_equal\_opp/complaint-process](https://nam12.safelinks.protection.outlook.com/?url=http%3A%2F%2Fportal.hud.gov%2Fhudportal%2FHUD%3Fsrc%3D%2Fprogram_offices%2Ffair_housing_equal_opp%2Fcomplaint-process&data=05%7C01%7Calicata%40addressthehomeless.org%7Cdc935f566b4f4c3ec93e08da92a27eaf%7Cf51f2c5ee8a74a2e83b60dcd7fc3081f%7C0%7C0%7C637983523845847018%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=zR9Iwopgfe1c6B0Efyh5oMXy9vfxhDQlTKiep%2BZ3sa8%3D&reserved=0)

**New York State Office of the Attorney General   
Civil Rights Bureau**   
120 Broadway New York, New York 10271   
212-416-8250 (voice)   800-788-9898 (TDD)   
[civil.rights@ag.ny.gov](mailto:civil.rights@ag.ny.gov)        [www.ag.ny.gov](https://nam12.safelinks.protection.outlook.com/?url=http%3A%2F%2Fwww.ag.ny.gov%2F&data=05%7C01%7Calicata%40addressthehomeless.org%7Cdc935f566b4f4c3ec93e08da92a27eaf%7Cf51f2c5ee8a74a2e83b60dcd7fc3081f%7C0%7C0%7C637983523845847018%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=ibpYUfKO0U3d2VBdTE7cc0xpSghvXFTLbud6qj9sPPg%3D&reserved=0)

**New York State Division of Human Rights**   
One Fordham Plaza, 4th Floor Bronx, New York 10458   
718-741-8300 (voice) 718-741-8300 (TDD)   
[www.dhr.state.ny.us](https://nam12.safelinks.protection.outlook.com/?url=http%3A%2F%2Fwww.dhr.state.ny.us%2F&data=05%7C01%7Calicata%40addressthehomeless.org%7Cdc935f566b4f4c3ec93e08da92a27eaf%7Cf51f2c5ee8a74a2e83b60dcd7fc3081f%7C0%7C0%7C637983523845847018%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=PfLWfxb0pGHpdk%2BC47FYEEqRHmN8hli1y%2BXuavBcCKM%3D&reserved=0)

**Nassau County Human Rights Commission**

240 Old Country Road, 6th floor, Suite 606, Mineola, NY 11501

**(516) 573-7360**

<https://www.nassaucountyny.gov/414/Human-Rights-Commission>

**Suffolk County Human Rights Commission**

[631-853-5480](tel:%E2%80%8B631-853-5480)

[humanrights@suffolkcountyny.gov](mailto:humanrights@suffolkcountyny.gov)

**Long Island Housing Services**

[631-567-5111](tel:631-567-5111-312)

[info@lifairhousing.org](mailto:info@lifairhousing.org)

<https://www.lifairhousing.org/>

**Trainings Available to CoC**

The following trainings are available to CoC affiliated organizations to assist providers in their application of the above stated policies and further racial equity:

* EAR/Housing Discrimination
* Anti-Discrimination / LBGT / Gender Identity
* DEI Training Series
* Power sharing, power analysis and decision-making
* Facilitating the creation of a racial equity statement
* Setting the CoC’s goals mission, goals, and values for racial equity
* Action planning using the Theory of Change framework
* Centering people with lived experience within the governance structure and creating inclusive, empowering environments to promote retention and growth of members.

**Resources for Further Information**

For further guidance on this anti-discrimination policy and other CoC policies, visit: <https://www.lihomeless.org/coc-policies-standards>

ERASE Racism: <https://www.eraseracismny.org/>

Long Island Housing Services: <https://www.lifairhousing.org/>

**By signing below, you are indicating that you understand and agree to comply with all requirements set forth by the Non-discrimination and Equal Opportunity Policy. Compliance and best practices will be reviewed and evaluated as a part of CoC monitoring, HUD monitoring, and in response to reported incidents of non-compliance.**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
CoC Affiliated Organization

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_                                                \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
CoC Affiliated Organization Program Director                                                              Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_                                                \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
CoC Affiliated Organization Executive Director                                                            Date

1. [1]HUD LGBT Final Rule:  [http://portal.hud.gov/hudportal/documents/huddoc?id=12lgbtfinalrule.pdf](https://nam12.safelinks.protection.outlook.com/?url=http%3A%2F%2Fportal.hud.gov%2Fhudportal%2Fdocuments%2Fhuddoc%3Fid%3D12lgbtfinalrule.pdf&data=05%7C01%7Calicata%40addressthehomeless.org%7Cdc935f566b4f4c3ec93e08da92a27eaf%7Cf51f2c5ee8a74a2e83b60dcd7fc3081f%7C0%7C0%7C637983523846003241%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=QDXNCZEGmw952gu98P00SF9RSCryiPvz8TSQTPUXX0w%3D&reserved=0) [↑](#footnote-ref-1)
2. [2] <https://www.in.gov/ihcda/files/2015-transgender-single-sex-facilities.pdf> [↑](#footnote-ref-2)
3. [3] [http://www.ag.ny.gov/civil-rights/fair-housing](https://nam12.safelinks.protection.outlook.com/?url=http%3A%2F%2Fwww.ag.ny.gov%2Fcivil-rights%2Ffair-housing&data=05%7C01%7Calicata%40addressthehomeless.org%7Cdc935f566b4f4c3ec93e08da92a27eaf%7Cf51f2c5ee8a74a2e83b60dcd7fc3081f%7C0%7C0%7C637983523846003241%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=JGcVDWTAGpnPKDkskPhNmNTQclYank%2BDDbW%2FP8EMxQ4%3D&reserved=0) [↑](#footnote-ref-3)
4. [4] [http://www.ag.ny.gov/civil-rights/sonda-brochure](https://nam12.safelinks.protection.outlook.com/?url=http%3A%2F%2Fwww.ag.ny.gov%2Fcivil-rights%2Fsonda-brochure&data=05%7C01%7Calicata%40addressthehomeless.org%7Cdc935f566b4f4c3ec93e08da92a27eaf%7Cf51f2c5ee8a74a2e83b60dcd7fc3081f%7C0%7C0%7C637983523846003241%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=vSqI7iGPrGoISdlzCuIZW6yHjqV7PIzaoFGjCbp1THU%3D&reserved=0) [↑](#footnote-ref-4)
5. [5] [https://www.ada.gov/effective-comm.htm](https://nam12.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.ada.gov%2Feffective-comm.htm&data=05%7C01%7Calicata%40addressthehomeless.org%7Cdc935f566b4f4c3ec93e08da92a27eaf%7Cf51f2c5ee8a74a2e83b60dcd7fc3081f%7C0%7C0%7C637983523846003241%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=sQUhzZkVmNHnlpsbbLpFG3%2FoLdoVq96ussrwpdFDiEc%3D&reserved=0) [↑](#footnote-ref-5)