

LONG ISLAND COALITION FOR THE HOMELESS

Long Island COC

HUD Continuum of Care / Long Island Process
Training

July 20, 2021

Continuum of Care Program

- **The GOALS of the COC Program:**
 - *Ending homelessness*
 - **Quickly rehouse homeless persons (reduce LOH)**
 - **increase income from all sources**
 - **Optimize self-sufficiency among those experiencing homelessness (reduce returns to homelessness).**

HUD's Policy and Program Priorities

- *Create a systemic response to homelessness*
 - Includes Coordinated Entry
 - Funded agencies must participate in CE
 - Regional priorities established by GB and COC
 - Funded agencies must participate in HMIS
- *Strategically reallocate resources*
- *End Homelessness for various populations*
- *Using a Housing First Approach*

Program Funding Available for 2021

Funding for Reallocation Programs: \$1.5 million (this includes RRH subs)

Funding for New Programs: anticipated \$650K in regular bonus PLUS
\$1.2 million DV bonus ***Based on 2019***

We expect that HUD will tier funding awards. In previous years, Tier I was cut off at between 93 – 95% (meaning that 93-95% of Annual Renewal Demand is basically secure)

**All RENEWAL programs will be ranked above new programs

Regional Funding Categories

- Funding categories for NEW/Expansion programs include:
 - Permanent Supportive Housing for CH, disabled persons
 - Permanent Housing /Rapid Rehousing (DV only, Bonus)
 - Transitional to Permanent RRH (DV bonus, youth pilot only)
 - Coordinated Entry
 - HMIS
 - Planning (CoC Lead only – not competitive)

CHRONIC HOMELESSNESS

- Homeless individual or family with a **DISABILITY** (expected to be indefinite and of a long duration) who has either:
 - been **CONTINUALLY HOMELESS** for one year; **OR**
 - Had at least 4 **EPISODES** of homelessness in the past 3 **YEARS** (combined duration must be at least one year)

For CH, homeless is defined as living in a place not meant for human habitation or in an emergency shelter

HUD will fund/COC will support

- Leasing
- Rental Assistance
- Operations
- Support Services
- HMIS
- Project Administration (up to 7%)

Eligible Costs by Component Type

- Leasing programs can include Support Services, Operations, Admin. PSH, TH portion of TH-PH RRH)
- Rental Assistance programs can include Support Services and Admin. (PSH, RRH, PH portion of TH-PH RRH)
- the only SSO projects allowed are for CE

Leasing Vs. Rental Assistance

- Programs where the lease is between the recipient of funds and the landlord are categorized as LEASING. Programs cannot charge participants more than 30% of their income.
- Programs where the lease is between the sub-recipient (for former S+C projects) or the program participants and the landlord are categorized as RENTAL ASSISTANCE. HUD awards for RA are based on current FMR (renewals can request less).

Eligible Costs: Supportive Services

- Assistance with moving costs
- Case management
- Child care
- Education services
- Employment assistance and job training
- 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
- Victim Services (if specifically provided to victims of domestic violence, dating violence, sexual assault and stalking)

If it is not listed on the left, it is not eligible under Supportive Services

REQUIREMENTS

- Applicants must:
- -be 501c(3) or gov't entity
- Applicants must have DUNS # (www.dnb.com) and be registered with www.SAM.gov
- Must register and complete profile in esnaps
- Must submit Code of Conduct to HUD in esnaps

Relevant Documents for FY 2021 Funding Round

- Interim Rule published August 30, 2012
- CH Final Rule, published January 15, 2016
- Notice of Funding Availability for FY 2021 (when published)
- 2021 Instruction Manual, incl. applications and Ranking Criteria

(these are available @ lihomeless.org)

Also see HUD.gov, HUDexchange.info and endhomelessness.org for info on specific models/best practices

*Use a Housing First Approach (Threshold)

- Use data to quickly and stably house homeless persons
- Engage landlords and property owners
- *Remove barriers to entry*
- *Adopt client-centered service methods*
- *As part of the region's prioritization and the implementation of Coordinated Entry, all programs seeking HUD COC funding must follow a HF model and certify to same.*

Low Barrier Question (threshold)

- Does the program move participants quickly into permanent housing?
- **Low Barrier** (all four must be true to be considered low barrier):
 - Applicants are not screened out due to:
 - having too little or no income -
 - active or history of substance abuse
 - history of domestic violence
 - criminal record with the exception for state-mandated restrictions

Housing First Question (threshold)

- **Housing First** (all above and below must be true):
- Does the project ensure that participants are not terminated from the program for the following reasons?
- Failure to participate in supportive services
- Failure to make progress on a service plan
- Loss of income or failure to improve income
- Being a victim of domestic violence
- Any other activity not covered in a lease agreement typically found in the project's geographic area

Match Requirements

- All eligible funding costs (except leasing) must be matched with no less than a 25% cash or in-kind match. (matches do not need to be BLI matches). For in-kind, only expenses/activities that HUD *would have* paid for to support the program can be included as match
- Program income CAN be used as part of Match
- *We can anticipate that HUD will be more strict in the documentation required to prove in-kind matches than they have been for SHP programs.*

HUD Project Eligibility Threshold

- Applicants must meet eligibility requirements and provide evidence of eligibility
- Must demonstrate financial and management capacity and experience to carry out the project as detailed in the application and administer Federal funds.
- Must submit required certifications
- Population serviced must meet program eligibility requirements

Quality threshold criteria for new projects

- Type of housing and #/configuration of units will fit the needs of participants
 - Do support services offered ensure successful retention or help obtain PH (regardless of funding source)?
 - Whether participants are assisted to obtain/remain in PH in a manner that fits their needs
 - *All referrals for programs must come through CES, which uses the adopted prioritization order*
- **applicant agencies must meet capacity threshold standards as well

Project Thresholds - Renewals

HUD will measure renewals on a Pass/Fail scale on each of the following, and may reject or reduce a funding request on their basis:

- Performance against established goals
- Timeliness standards (including expenditures)
- Performance in assisting participants maintain independent living
- Unwillingness to accept TA, history of inadequate financial accounting practices, project mismanagement, drastic reduction in population served, program changes without HUD approval, or lost a site
- HUD has the right to reject or reduce a funding request for failure to meet various threshold standards

Common Mistakes

All Applications

- Different authorized signatories on different forms**
- Incomplete applications (NEW will be rejected; renewals will lose pts for unanswered questions)
- Insufficient matches
- Not reading all instructions and training materials
- Incomplete or insufficient responses

**If this occurs in esnaps, you may not be able to submit your application! Make sure all forms in esnaps have the same signatory

Common Mistakes

Renewal Applications

- Incorrect renewal funding amount
- Incorrect grant number indicated
- Incorrect math – Failure to include Admin
- Discrepancies in capacity and persons served from one year to the next
- Incorrect/inappropriate outreach strategies indicated

All CoC Renewal Programs

- AGENCIES MAY REQUEST ONLY 1 YEAR RENEWALS
- Budget modifications (moving funds from one line to another) of more than 10% per category must receive prior approval from HUD
- Activities include:
 - Leasing (grantee holds lease)
 - Rental Assistance (program participant or subrecipient holds lease) – based on FMR; cannot increase # units requested
 - Supportive Services
 - Operations
 - HMIS
- Regionally, we will only allow up to 7% in admin

Anticipated HUD Submission Process for 2021

- Electronic Submission for CoC application through <https://www.hudexchange.info/programs/e-snaps/>
- CoC LEAD registers CoCs prior to the start of competition (this has been completed)
- Two-part online process for Applicants:
 - Applicant registration
 - Application submission

This Year's Process – HUD (cont'd)

- HIC and PIT counts submitted via HDX
- Continuum of Care Lead Entity registered CoC online and included Lead Agency, Contact Info, 2nd Contact, Geo Area/s
- GIW submitted electronically, reviewed and agreed upon by local CoC and HUD office
- E-snaps automatically calculates PRN and ARD (approx. \$13.9 million) as well as maximum amount available for planning, bonus, DV set aside (if applicable)

This Year's Process - HUD

First Steps:

- Register your Agency with DUNS/CCR (CCR registrations must be renewed periodically – <https://www.sam.gov/portal/public/SAM/>) To get DUNS#: 866-705-5711 or www.dnb.com
- Register your Agency with E-SNAPS @ <https://www.hudexchange.info/programs/e-snaps/> - at this time, only an agency profile may be created/updated. No CoC application data can be submitted.
- Look for online application at <https://www.hudexchange.info/programs/e-snaps/>

This year's process – HUD (cont'd)

- Training manual for applicant agencies to register, become acquainted with esnaps, SAM And DUNS available at

<https://www.onecpd.info/resource/1245/dun-and-bradstreet-duns-number-guide/>

HUD will open esnaps for this funding round shortly.

This Year's Process - LI

- One standardized instruction manual – streamlined renewal paper application, including Rating Criteria
- Criteria based upon measurable, objective standards, consistent with HUD's priorities and goals. *Significant changes have been made to criteria and scoring values – beginning in 2020, NEW applications have a complete, measurable set of ranking criteria*

This year's process (cont'd)

- Data for renewals is pulled directly from HMIS when available. Applicants must only report on data that is not available to LICH.
- Timeframe used will be 5/1/20 – 4/30/21 for most reports. Data/reports pulled from HMIS will be time-stamped

Review of Criteria

- Scoring:
 - Benchmarks and sliding scale
 - *failure to meet benchmark results in loss of points
- Scores will be presented as percentages of the Maximum Points a given applicant *could have* scored.

IMPORTANT DEADLINES

- August 13– Submission deadline for Selection Committees...5 copies to LICH, 600 Albany Avenue, Suite 2, Amityville, NY 11701
- Aug 14-27– Ranking Committee meets
- Aug 30: Recommendations are published
- September 3: Vote on Recommendations due
- September 10: corrections sent to applicants
- TBD: applications (with corrections) due in esnaps
- TBD: LICH returns final corrections to applications
- TBD: Final submission by agencies in esnaps



Items to be submitted to Selection/Ranking Committee

- Completed Application – 5 copies
- ***1 original*** Housing First Certification, signed by the agency CEO/Executive Director must be submitted with all applications (for new or renewal funding).



Submit All Applications (5 copies)
for Review by Ranking Committees
to:

Greta Guarton, Executive Director
Long Island Coalition for the Homeless
600 Albany Avenue, Suite 2
Amityville, NY

***It is recommended that pkgs be hand
delivered or mailed via Fed Ex or UPS***

SUBMISSION DEADLINE:
AUGUST 13, 2021

For more information go to:

www.addresssthehomeless.org and www.lihomeless.org for local process and relevant HUD documents

<https://www.hudexchange.info/programs/coc/> for important training materials, HUD documents and resources

For technical issues re: Esnaps, go to

<https://www.hudexchange.info/program-support/my-question/>

Contact LICH

Greta Guarton at gguarton@addresssthehomeless.org

Mike Giuffrida at mgiuffrida@addresssthehomeless.org

Supplementary
Materials
And
Information

Relevant OMB Circulars

- 2 CFR Part 200 Uniform Admin Requirements A-110 (Uniform Administrative Requirements for Grants/Agreements w/ NP)
- 24 CFR part 578 (for eligible costs, see 578.37 – 578.63)
- A-122 (Cost principles for NP's)
- A-102 (for grants/agreements w/ state and local gov't)
- A-87 (Cost principles for state/local gov't)

Code of Conduct

- Code of Conduct must be submitted for all APPLICANTS who have not already done so, or have had any significant agency changes (name change, change in address).
- Go to:
<http://www.hud.gov/offices/adm/grants/codeofconduct/cc-ny.cfm> to see if your agency's code is already on file.

The Code of Conduct:

- Must prohibit the solicitation and acceptance of gifts or gratuities by officers, employees, and agents for their personal benefit in excess of minimal value;
- Outline administrative and disciplinary actions available to remedy violations of such standards;
- Describe the method to be used to ensure that all officers, employees and agents of the organization are aware of the Code of Conduct;
- Must be written on company letterhead that provides a mailing address, authorized official name, and telephone number.

- **General TH-RRH Links:**

- <https://www.hudexchange.info/faqs/reporting-systems/e-snaps-homeless-assistance-application-and-grants-management-system/nofasnotices/fy-2017-nofa/what-is-a-joint-th-and-ph-rrh-component-project/>

- <https://files.hudexchange.info/course-content/joint-th-rrh-component-projects/Joint-Component-Presentation-Slides.pdf>

- <https://www.hudexchange.info/trainings/courses/joint-th-rrh-component-projects/2941/>

- **NAEH RRH Toolkit:** <https://endhomelessness.org/resource/rapid-re-housing-toolkit/>

- Youth TH-RRH Links:

- <https://endhomelessness.org/the-joint-component-is-for-homeless-youth-too/>

- <https://files.hudexchange.info/resources/documents/YHDP-TH-RRH-Joint-Component-Project.pdf>

- <https://www.youtube.com/watch?v=wCKMucxDJqg>

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- DV TH-RRH Links:

- <https://www.nationalallianceforsafehousing.org/wp-content/uploads/2019/02/FAQ-JointComponentProject-Survivors-9-2018-FINAL.pdf>

- <https://www.youtube.com/watch?v=DgGGIpaBtPk>

HUD-Defined Name and Number

NY603 – Nassau, Suffolk Counties/Babylon/Islip/ Huntington
CoC

Geographic Codes

Nassau:	369059
Babylon:	360352
Huntington:	363088
Islip:	363160
Brookhaven:	360744
Suffolk (balance):	369103