**2024 HUD Continuum of Care Funding Round**

**Local CoC Application Instruction Manual**

**New Projects (including Expansions)**

**for**

**Nassau County and Suffolk County, NY**

**CoC Number: NY-603**



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**MEMORANDUM FOR IMMEDIATE RELEASE**

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

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

**RE: Submission of Applications for Ranking in the 2024 CoC Local Funding Round**

**DATE: August 14, 2024**

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 open to applicants.

CoC Applicants can find all forms and guidance needed to complete the local application process here:

CoC Local Funding Round Landing Page: <https://www.lihomeless.org/coc-nofo>

CoC Planning Contacts for Local Funding Round support:

Greta Guarton   gguarton@addressthehomeless.org

Mike Giuffrida   mgiuffrida@addressthehomeless.org

HUD has released the FY 2024-2025 CoC NOFO and esnaps is now open.

Renewals with contracts ending in 2025 and new applicants seeking new or expansion funds/projects can now apply for projected CoC bonus, DV bonus, and reallocation funds by taking the outlined steps below.

All applicants are expected to complete all questions directly in esnaps and export a PDF sent with other needed documents via email to gguarton@addressthehomeless.org and mgiuffrida@addressthehomeless.org by the deadline. There are also additional external narratives and local documents that must be completed by the deadline.

<https://esnaps.hud.gov/sm-esnaps/login>

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 (bonus funds) and through this local application process (new).

CoC dollars can be used for permanent housing projects serving households experiencing homelessness, Coordinated Entry referral system and Homeless Management Information System data tracking by designated CE and HMIS entities.

CoC dollars cannot be used for standalone temporary housing programs/shelters or support services only programs other than Coordinated Entry and HMIS.

All applicants must complete and include the following documents with their applications:

Completed E-snaps Application Export

Signed NY-603 Anti-Discrimination Policy

Signed NY-603 Coordinated Entry MOU

Signed Housing First Checklist

Completed DEI / PLE External Narratives

Completed Leveraged Supports External Chart and Narratives

Commitment Letters or Other Documents for New Leveraged Housing / Healthcare Applications

Lease Documents for Housing First Review (renewals)

Other Program / House Rules or Documents (renewals)

Policies and Procedures on Ensuring Participant Safety (renewals)

CoC Renewal Applicants:

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

For renewal applicants, all HMIS or comparable database data is already under review. Renewal applicants must additionally submit a completed and exported e-snaps application and external narrative questions related to DEI/Involving People with Lived Experience and demonstrated leveraging of supports.

CoC New Applicants:

ARD: $14,850,568

PPRN: $23,476,351

CoC Bonus: 12% of PPRN or $2,817,162

Estimated Reallocation: TBD based on voluntary givebacks

Local priority for CoC Bonus funds and/or relocation is PSH.

PSH, RRH, and TH-RRH projects are eligible for CoC Bonus. PSH that leverages housing and/or healthcare and/or expansion projects are encouraged.

Domestic Violence Bonus: 15% of PPRN or $3,521,453

RRH and TH-RRH projects that are specifically to serve households that are actively fleeing domestic violence are eligible for DV Bonus. RRH or TH-RRH that leverages housing and/or healthcare and/or expansion projects are encouraged.

All completed applications (renewal and new) will be due by September 13, 2024, by 5:00pm.

The application process for HUD CoC funds is as followed:

* HUD released the CoC Notice of Funding Opportunity (NOFO)
* Our local CoC Governance Board created guiding principles and the CoC Ranking Committee created local ranking scorecard review tools for applicants
* Local CoC training on the CoC funding round process conducted- 8/13/2024
* Applications to be submitted to LICH for local review- due 9/13/2024
* Applications to be ranked/ordered for priority of funding and tiering
* Program applications and a regional application to be submitted to HUD by 10/30/2024
* HUD reviews all applications and approves or denies requests

Local Application Schedule\*:

August 13, 2024: Local CoC Funding Round training

Training Recording: https://app.usebubbles.com/nuTMVv42oA8Pux1S2Udhk9/co-c-funding-round-training-calendar-hold

August 14, 2024: Local CoC applications publicly posted

September 13, 2024: Applications due for submission in esnaps and then emailed

September 16-27, 2024: Ranking Committee meets

September 27, 2023: Ranking Committee Recommendations are published

October 4, 2023: Vote on Ranking recommendation/Priority Listing due (via email)

October 4, 2023: Corrections sent to applicants

October 11, 2023: Applications with corrections must be submitted to LICH via esnaps

October 18, 2023- LICH returns final corrections to applications

October 18, 2023- Regional application publicly posted for CoC review

October 25, 2024- Final submission by agencies in esnaps

October 25, 2024: Local applications and regional applications sent to HUD for review

\*Local applications and dates are subject to changes based on NOFO release and review as needed and appropriate.

**NY-603 Funding Round Guiding Principles 2024**

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

Guiding Principles for the 2024 CoC Funding Round were developed by the CoC-elected Governance Board, on behalf of the full CoC.

Governance Board members were informed on the 2024 HUD NOFO, HUD Guiding Principles, Regional Gaps Analysis, Community Unmet Needs Survey, PLE Advisory Board feedback.

Guiding Principles are represented by the following six pillars:

1. **Improving HUD Systems Performance Measures / Data-Driven Outcomes**
2. **Embracing Key Approaches and Strategies**
3. **Ensuring Access and Equity**
4. **Meeting Local Unmet Needs**
5. **Maximizing Capacity, Funds and Local Impact**
6. **Ensuring HUD Compliance and Integral Systems**
7. **Effectively Tracking Progress Towards Ending Homelessness using HUD Systems Performance Measures (SPM)**

The CoC seeks to accurately and objectively determine local progress towards ending homelessness, and make informed decisions related to local strategies and the use of scarce resources. These objective measures are emphasized throughout the local CoC application process and objectively determines individual project performance and how each project impacts progress towards ending homelessness overall within the region (i.e. net impact ranking score).

Local Systems Performance/ Key Performance Indicators (KPI)













1. **Key Approaches**

**Housing First**

All projects seeking funding under the 2024 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 2024 funding round.

**Trauma-Informed Care**

Our CoC acknowledges the correlation between those that experience trauma and those that experience homelessness, the importance of safety, and values the unique needs of persons that experience trauma. As a CoC and through Coordinated Entry, we seek to minimize the traumas and burdens of seeking housing and services, and actively connect households to all available support networks to cope with trauma. The PLE Advisory provided feedback to acknowledge childhood trauma and ACEs (discussed during 7/16/24 PLE meeting and 7/17/24 GB meeting).

* HUD Trauma-Informed Reference Guide: <https://files.hudexchange.info/resources/documents/Trauma-Informed-Design-Quick-Reference-Guide.pdf>

**Domestic Violence HUD Category 4 Definition:**

Any individual or family who:

* + is experiencing trauma or a lack of safety related to 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;
	+ has no other safe residence; and
	+ lacks the resources to obtain other safe permanent housing.

**Ensuring Safety**

The CoC emphasizes the need to ensure participant safety through training, developed policies and procedures, feedback from survivors of domestic violence, locally developed domestic violence emergency transfer plan, and the use of VAWA and other funds as needed to protect the imminent safety risk of participants.

**Cultural Competency**

The CoC welcomes and celebrates the unique ways that culture shapes the way that people see the world and carry beliefs. All CoC members are encouraged to openly embrace learning from others and see differences as a strength. CoC members can achieve this by:

* Valuing diversity
* Conducting self-assessment
* Managing the dynamics of difference
* Acquiring and institutionalizing cultural knowledge

CoC Practice Standards: <https://www.lihomeless.org/coc-policies-standards>

1. **Access and Equity**

**Underserved/overrepresented Communities**

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. The CoC’s Coordinated Entry System affirmatively outreaches those least likely to be connected to resources and/or least likely to exit homelessness on their own. This includes targeted street outreach and housing navigation for those experiencing chronic homelessness on the street or in emergency shelter.

**Race Equity**

Within the CoCs jurisdiction, those that identify as Black, Brown, African American, or other persons of color are significantly overrepresented in who experiences homelessness, despite making up a small percentage of those that experience poverty, and the overall population. This is most exacerbated locally with families experiencing homelessness. The CoC uses a locally developed Coordinated Entry phased assessment that identifies length of time homeless and barriers to housing as heavily weighted factors. This includes acknowledgement of disparate outcomes of households that identify as Black, Brown, African American, or other persons of color such as housing discrimination, evictions leading to homelessness, housing retention, criminal history, employment, and lack of equitable access to healthcare and education.

**Involving People with Lived Experience**

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. All CoC applicants must provide detailed plans on how they will involve people with lived experiences in their work, including feedback, program development and improvement, compensation, and professional development opportunities. As part of the CoC restructure process, persons with lived experience had increased voting membership on the CoC Board, and a PLE Advisory group holds regular meetings to solicit feedback on CoC-related goals.

**Improving Assistance to LGBTQ+ Individuals**

There is a local emphasis on improving assistance for LGBTQ+ individuals through housing and services that are culturally competent. The LBGT Network, as part of a LGBT Health Access Initiative, offers tiered certifications for agencies that embrace LBGT diversity, equity, inclusion, and belonging (DEIB) efforts and community involvement in support of their employees, customers, and participants.

LGBT Health Access Initiative: <https://lgbtnetwork.org/health-access-initiative/>

The CoC provides local training on LGBTQ+ rights, HUD Equal Access Rule, appropriate language, use of pronouns, visual cues for safe spaces, agency assessments, policies and procedures, and gender-based violence.

**Language Access**

The CoC recognizes that importance of access and equity to all persons, including those that have limited English proficiency.

HUD Language Access Plan: <https://www.hud.gov/sites/dfiles/FHEO/documents/HUD_Language_Access_Plan.pdf>

CoC Practice Standards: <https://www.lihomeless.org/coc-policies-standards>

1. **Meeting Local Community Needs**

**Increasing PSH capacity** with CoC funds has been identified locally as the greatest priority where applicable and permissible (CoC Bonus funds can be funded for PSH, RRH, TH-RRH, or CE or HMIS SSO Projects. DV Bonus funds can be funded for RRH, TH-RRH, DV CE).

* This was identified as the greatest unmet need by program type of the 2024 Regional Gaps Analysis.
* Based on local prioritization, most CoC-funded PSH beds are used for referrals of persons unsheltered that are moving directly from the street into permanent housing.
* The CoC also acknowledges the low local PSH turnover rates and will seek to enhance CoC move-on strategies and guidance, as well attempts to leverage and prioritize as many local housing vouchers as possible for stably housed households in PSH that are interested in moving on to less intensive interventions that allow them to maintain housing long term.

CoCBuilds: <https://www.hud.gov/program_offices/cfo/gmomgmt/grantsinfo/fundingopps/CoCBuilds>

* The CoC will also continue to explore state and local funds, private funding, and the CoCBuilds opportunity to increase PSH capacity. A large portion of PSH beds within our CoC are dedicated for Veteran households, however, non-Veteran populations face significant gaps in local PSH capacity.

**Identified Unmet Needs:** Our local CoCUnmet Needs Survey identified persons with disabilities, re-entry, mental health, aging adults, youth, DV, families with children. PLE Advisory group added feedback that persons with disabilities and families with children, including families with disabled children face additional challenges in exiting homelessness on their own (discussed during 7/16/24 PLE meeting and 7/17/24 GB meeting).

**Unsheltered Homelessness**- Unsheltered homelessness has increased steadily since COVID-19, as the percentage of single adults willing or able to access emergency shelter continues to rise, along with national precedent for criminalization of homelessness, which could put unsheltered households at further risk for harassment, enforcement, displacement and other traumatization.

1. **Maximization of Funding and Resources to End Homelessness**

**Leveraging Housing and Healthcare**

The CoC will continue to prioritize partnerships and/or opportunities to leverage existing housing and health resources in order to maximize the number of resources and the types of services that can be offered to CoC program participants. New CoC applicants that effectively demonstrate that they meet the HUD established thresholds for leveraged housing and/or leveraged healthcare, will be prioritized over new applications that cannot effectively leverage housing and/or healthcare. The CoC will continue to provide inclusive spaces and outreach to new potential partners committed to ending homelessness.

**Increasing Affordable Housing**

Lack of affordable housing is the leading cause of homelessness. The CoC seeks to dismantle long standing inequities in access to home ownership and rental housing and to address the overall shortfall of affordable housing options. CoC members participate on several committees such as the Long Island Housing Coalition, which brings together various stakeholders to improve access to affordable housing and overall capacity.

While CoC funds are limited, they can be used in development projects, including for supportive services or operations or directly for capital expenses. CoCBuilds, a new capital funding source, is another option for such projects.

CoCBuilds: <https://www.hud.gov/program_offices/cfo/gmomgmt/grantsinfo/fundingopps/CoCBuilds>

**CoC Bonus**

The CoC will seek to maximize the use of CoC bonus funds for PSH, leveraged housing/healthcare projects, and other projects that meet local needs.

**DV Bonus**

The CoC will seek to maximize the use of DV bonus funds for rapid rehousing and DV CE as able and appropriate based on local needs.

**Reallocation**

The CoC carefully considers reallocation after many years of extensive reallocation and acknowledgement of local challenges to produce applications for all eligible funds, most significantly through DV bonus. For 2024, as all renewal projects meet local needs and performance standards, reallocation will be voluntary by the applicant. If voluntary reallocation occurs, the applicant must work with the CoC to ensure housing transitions for all households being served in the project. The CoC will more likely explore reallocation strategies in 2025 when no bonus funds will be available.

**Staff Compensation**

The CoC is in support of HUD’s efforts to apply cost of living adjustments in the future to conditionally awarded CoC grants to sustain staffing. Please note that these adjustments do not take immediate effect and will only go into effect for applicants that are approved through the 2024 Funding Round and continue to maintain awards thereafter. HUD language below:

***Building an Effective Workforce*.** Homeless assistance providers need effective, well-supported staff to provide high quality assistance. Unfortunately, recruiting and retaining qualified staff for programs to assist persons experiencing homelessness has proven difficult due to low pay and the challenging nature of the work. To address this issue, HUD is applying cost of living adjustments to supportive service activities and other staffing-focused budget lines to allow CoC budgets to better keep up with rising costs. HUD also encourages CoCs to work with their funders and other community stakeholders to improve pay and support for people who work in the homelessness sector.

-2024 HUD CoC NOFO

1. **Ensuring HUD Compliance and Integral Systems**

Our CoC acknowledges the requirements and local importance of having a Coordinated Entry System that better ensures access and equity for those that are most in need, as well as the effective administration of the Homeless Management Information System (HMIS) to generate HUD reports, track progress towards ending homelessness, identify trends, challenges and opportunities, and further efforts to reduce local disparities for who experiences homelessness on Long Island. To ensure that these vital systems remain in place, CE-SSO projects and HMIS-SSO project will be placed in Tier 1.

**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.

Full 2024-2025 CoC NOFO: <https://www.hud.gov/sites/dfiles/CPD/documents/FY2024_FY2025_CoC_and_YHDP_NOFO_FR-6800-N-25.pdf>

2024 Project Applicant Detailed Instructions: <https://www.hud.gov/sites/dfiles/CPD/documents/CoC/FY-2024-CoC-NEW-Application-Detailed-Instructions-7-31-2024.pdf>

Below, you will find the outlined process for local application for **new** projects to be considered under the 2024 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, and Anti-Discrimination Policy.

New applicants must additionally complete the DEI / PLE External Narrative questions.

Please note that there have been several changes to the New Scorecard from the 2024 Funding Round, as determined by the Ranking Committee:

* Leveraged Housing and/or Leveraged is no longer required but remains strongly encouraged.
* DEI/PLE Narratives-New applicants must identify whether their program will offer professional development opportunities for persons with lived experience.
* LGBT Assistance- New applicants must describe how they will seek to improve assistance for the LGBTQ+ community.
* Coordination with Early Intervention- New applicants must describe how they will coordinate with early intervention programs, such as HeadStart, to ensure that families with children have access to educational support.

The new 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. Incomplete or late applications or other applications that do not meet HUD thresholds may not be considered for funding.

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 October 30, 2024, 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 new application submission process. If you are interested in applying for a grant under the 2024 funding round, please review the following instructions and deadlines. If applying for an expansion project, renewal and new project applications must be submitted separately. Refer to the Renewal Application Manual for the renewal portion 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 well 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%3A/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). 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 ***September 13, 2024 by 5:00pm\*\*\****

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

|  |
| --- |
| ***CoC Number: NY 603 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 2024 COC NOFO FUNDING ROUND

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

**$2,160,000** [12% of PPRN]is projected to be available through CoC Bonus funds.

$[TBD] will be available through reallocation funds. Of that, $[TBD] must be used to serve households actively fleeing domestic violence.

**$2,700,000** [15% of PPRN] is projected to be available competitively through DV Bonus funds.

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

Official funding amounts will be confirmed once HUD releases the 2024 Funding Round report, which confirms CoC funding amounts.

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

**Project Types Eligible for New Applications**

* **New or Expansion Permanent Supportive Housing (PSH)** projects dedicated to serve households experiencing chronic homelessness\*. Eligible with CoC Bonus and/or Reallocation funds.
* **New or Expansion Rapid Rehousing (RRH)** projects dedicated to serve households experiencing literal homelessness, or households actively fleeing domestic violence if applying under DV Bonus. Eligible with CoC Bonus, Reallocation, or DV Bonus. DV projects will only be considered under DV Bonus.
* **Transitional Housing to Rapid Rehousing Joint Component (TH-RRH)** projects dedicated to serving vulnerable populations with rapid rehousing with an available option to enter low barrier crisis housing first if needed. Eligible with CoC Bonus, Reallocation, or DV Bonus. DV projects will only be considered under DV Bonus.

\*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 project applicants must agree to effectively operate using the Housing First model.

New project applicants must agree to use HMIS or an HMIS comparable database for DV projects. Please note that DV projects must identify their plan to use a comparable database and ensure the safety and confidentiality of program participants.

Required Documents Checklist – Renewals

* Completed E-snaps Application Export
* Signed NY-603 Anti-Discrimination Policy
* Signed NY-603 Coordinated Entry MOU
* Signed Housing First Checklist
* Completed DEI / PLE External Narratives
* Leveraged Housing / Healthcare documentation as needed

**2024 CoC New Scorecard Categories**

**Applicant Experience**

**Project Type**

**Project Implementation Plan**

**Support Services Offered**

**Project Design**

**Access and Equity**

**Bonus points for serving both counties or Nassau County**

**Review full Ranking Committee New Scorecard here:**

[**https://www.lihomeless.org/coc-nofo**](https://www.lihomeless.org/coc-nofo)

**NEW APPLICATIONExample E-snaps Application Questions – NEW**

(fill out in esnaps)

**Part A: General Project Information**

|  |  |
| --- | --- |
| 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 UEI 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 isthe same as Project Sponsor |
| Name: Title:  | Phone number:Fax number:Email Address: |
| 13. Project Name: | 14. Project’s location 6-digitGeographic 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 IdentificationNumber (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 TH-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:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

**DEI External** **Narrative Instructions and Guidance**

Local CoC Questions related to Diversity, Equity and Inclusion (DEI) to be Considered in Local Ranking/Review for the 2024 CoC Funding Round

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 review the full checklist of documents that must be submitted as part of the application, outlined in the instruction manual.

1. **Does the applicant agency have dedicated DEI (diversity, equity, and inclusion) staff or a committee that will be directly involved with this project?**

Please explain and clarify yes/no to DEI staff and yes/no to DEI committee.

1. **Please describe the ways in which the applicant will include (new) person with lived experience.**
2. in program design
3. in staffing
4. in training and program improvement
5. other feedback
6. **Please describe how applicants will seek to ensure that professional development (e.g. internships, continuing education, skill-based training) and employment opportunities are provided to individuals with lived experience of homelessness either within the CoC or by CoC membership organization.**
7. **Please describe how the applicant will provide assistance to LGBT+ individuals and how the applicant plans to work to improve assistance to LGBT+ individuals.**
8. **Please describe identified any barriers to participation (e.g., lack of outreach) faced by persons of different races and ethnicities, particularly those over-represented in the local homelessness population, and has taken or will take steps to eliminate the identified barriers.**

Defined: Racial Equity is the elimination of racial disparities, and is achieved when race can no longer predict opportunities, distribution of resources, or outcomes – particularly for Black and Brown persons, which includes Black, Latino, Indigenous, Native American, Asian, Pacific Islander, and other persons of color. efforts to obtain input and include persons of different races and ethnicities, particularly those overrepresented in the local homelessness population, have impacted how the CoC has determined the rating factors used to review project applications; and it includes persons of different races and ethnicities, particularly those over-represented in the local homelessness population, in the review, selection, and ranking process.

-HUD 2023 NOFO

**NOFO References to involving Persons with Lived Experience:**

**Involving Persons with Lived Experience**. The people who know best what solutions will effectively end homelessness are those who are experiencing homelessness. HUD expects CoCs to include people with lived homeless expertise and experience in their local planning and decision-making process. People with lived experience should determine how local policies may need to be revised and updated to improve the effectiveness of homelessness assistance programs, including participating in planning and oversight activities, and developing local competition processes. CoC leaders and stakeholders should prioritize hiring people who have experienced homelessness in areas where their expertise is needed.

**Addressing the Needs of Victims of Domestic Violence, Dating Violence, Sexual Assault, and Stalking**. Addressing the Needs of Survivors of Domestic Violence, Dating Violence, Sexual Assault, and Stalking. Coordinate with survivors and people with lived experience, victim service providers, and operators of coordinated entry to address the unique needs for housing and safety that prioritize housing defined as safe by survivors. The CoC must identify the current efforts to increase access to housing and services defined as safe by survivors of domestic violence, dating violence, sexual assault, and stalking, adopting survivor-centered practices that maximum client choice while maintaining safety and confidentiality.

**Advance Racial Equity in the Local CoC Process**: projects are rated and ranked based on the degree to which their project has identified any barriers to participation (e.g., lack of outreach) faced by persons of different races and ethnicities, particularly those over-represented in the local homelessness population, and has taken or will take steps to eliminate the identified barriers.

**Involving Individuals with Lived Experience of Homelessness in Service Delivery and Decision-Making and Provide Professional Development and Employment Opportunities**. The CoC has included persons with lived experience of homelessness in the CoC’s decision-making process, and the CoC encourages CoC members to provide professional development and employment opportunities to people experiencing homelessness.

• outreach efforts (e.g., social media announcements, targeted outreach) to engage those with lived experience of homelessness in leadership roles and decision-making processes;

• individuals with lived experience of homelessness participate in CoC committees, subcommittees, or workgroups;

• individuals with lived experience of homelessness are routinely included in decision-making processes of the CoC related to addressing homelessness (e.g. minutes from CoC or CoC Subcommittee meetings show people with lived experience are involved in decision-making);

• individuals with lived experience of homelessness are included in the development, or revision, of the local competition rating factors;

• individuals with lived experience of homelessness are included in the development of the CoC’s coordinated entry process;

• professional development (e.g. internships, continuing education, skill-based training) and employment opportunities are provided to individuals with lived experience of homelessness either within the CoC or by CoC membership organizations; and • feedback is routinely gathered from people experiencing homelessness and people who have received assistance through the CoC or ESG program on their experience receiving assistance and the steps the CoC takes to address challenges raised by people with lived experience of homelessness.

**Effectively Count Youth.** Implement specific measures to identify youth in the CoC's PIT count. Demonstrate that for the 2023 PIT count, the CoC:

• engaged youth serving organizations and youth experiencing homelessness (including unaccompanied youth) in your most recent PIT count planning process;

• worked with youth serving organizations and youth with lived experience of homelessness to select locations where youth experiencing homelessness are most likely to be identified; and

• involved youth experiencing homelessness in the actual count.

**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 and program access

Narrative Scoring Rubric for Completeness:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Total Score- Point Ranges | Incomplete | Elementary | Satisfactory | Thoughtful and Complete |
| 3 points | 0% = 0 points | 50 = 1.5 points | 75 = 2.25 points | 100 = 3 points |
| 2 points | 0% = 0 points | 50 = 1 points | 75 = 1.5 points | 100 = 2 points |
| 1 point | 0% = 0 points | 50 = .5 points  | 75 = .75 points  | 100 = 1 point |
| **Evaluation****Criteria** | Applicant provides an incomplete response to the question. The submitted answer is incomplete, and does not incorporate HUD/CoC training, practice standards or specific examples. Applicant does not demonstrate ability to identify areas of DEI work and/or an emphasis on including people living experience and those marginalized.  | Applicant provides an elementary response to the question. The answer is incomplete but shows a basic ability to integrate HUD/CoC training, practice standards or specific examples. Applicant demonstrates basic ability to identify areas of DEI work and/or an emphasis on including people living experience and those marginalized. | Applicant provides a satisfactory response to the question. The answer fulfills the requirements of the question and shows an ability to integrate HUD/CoC training, practice standards or specific examples. Applicant demonstrates ability to identify areas of DEI work and/or an emphasis on including people living experience and those marginalized. Applicant is developing the ability to integrate DEI knowledge into practice. | Applicant provides a thoughtful and complete response to the question. Applicant can clearly integrate Student can integrate HUD/CoC training, practice standards or specific examples. Applicant demonstrates strong ability identify areas of DEI work and/or an emphasis on including people living experience and those marginalized. Applicant successfully able to integrate DEI knowledge into practice. |

1. **MOUs with Early Education (projects serving families and/or youth only)**

a. Does the proposed project have a specific plan for ensuring that families and youth households are assisted with connecting to early childhood education programs? If yes, describe.

b. Has the proposed project agency identified early childhood education in the area(s) where they will provide housing to project participants? If yes, please list.

c. Has the proposed project taken steps towards executing MOUs with early education programs? If yes, please provide outreach letters/emails to local early education programs. Examples of Early Education Programs: Public Pre-K, Head Start, Child Care (Child Care and Development Fund), and home visiting (including Maternal, Infant and Early Childhood Home and Visiting or MIECHV).

1. **Ensuring Participant Safety and DV Transfers**

a. What policies and procedures will the applicant put in place to ensure that program participants remain safe?

b. How will the applicant plan to use VAWA funds or other leveraged funds/resources to ensure that households can be relocated to a different unit and/or transferred to another program as necessary to remain safe? Please identify the specific funding and resources that will be used for this purpose if needed.

(3) Section 605(a)(2) of VAWA 2022 amends section 423(a) of the McKinney-Vento Homeless Assistance Act to add the following eligible activity to the CoC program: “Facilitating and coordinating activities to ensure compliance with the emergency transfer plan requirement in 34 U.S.C. 12491(e) and monitoring compliance with the confidentiality protections in 34 U.S.C. 12491(c)(4).” HUD has determined that this new eligible activity category is not subject to the CoC program’s spending caps on administrative costs under section 423(a)(10), (11), and (12).

This activity may be included in new project applications. It may also be added to eligible renewal projects through expansion or added to eligible renewal projects by shifting up to 10 percent of funds from one eligible activity to the VAWA costs line item.

1. Examples of eligible costs for emergency transfer facilitation include the costs of assessing, coordinating, approving, denying and implementing a survivor’s emergency transfer which includes:

(i) Assistance with moving costs. Reasonable moving costs to move survivors for an emergency transfer.

(ii) Assistance with travel costs. Reasonable travel costs for survivors and their families to travel for an emergency transfer.

(iii) Security Deposits. Grant funds can be used to pay for security deposits of the safe units the survivor is transferring to via an emergency transfer.

(iv) Utilities. Grant funds can be used to pay for costs of establishing utility assistance in the safe unit the survivor is transferring to.

(v) Housing Fees. Fees associated with getting survivor into a safe unit via emergency transfer, includes but not limited to application fees, broker fees, holding fees, trash fees, pet fees where the person believes they need their pet to be safe, etc.

(vi) Case management. Grant funds can be used to pay staff time necessary to assess, coordinate and implement emergency transfers.

(vii) Housing navigation. Grant funds can be used to pay staff time necessary to identify safe units and facilitate moves into housing for survivors through emergency transfers.

(viii) Technology to make an available unit safe. Grant funds can be used to pay for technology that the individual believes is needed to make the unit safe, including but not limited to doorbell cameras, security systems, phone and internet service when necessary to support security systems for the unit, etc.

**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 may result in the required training or if unresolved and continue may result in 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

[INSERT NAME OF COC-FUNDED, ESG-FUNDED, OR ESSHI-FUNDED PROVIDER AGENCY]

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, ESSHI-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. **COORDINATED 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.\*

\*ESSHI-funded programs are required to accept all CE referrals for review and encouraged to carry out all housing first principles, however, are not bound to the CoC-funded requirements.

1. **RESPONSIBILITIES OF PARTICIPATING PERMANENT HOUSING PROVIDERS**

[INSERT LOCAL COC OR ESG PROVIDER 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.

\* ESSHI-funded programs are required to report all vacancies to CE, however, does not need to exclusively accept referrals only from CE, particularly in cases where program eligibility significantly restricts the number of eligible applicants and/or where not all households may be presenting within the homeless response system and identified by CE.

**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.

[INSERT PROVIDER 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: Joshua Hanson

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-2)[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-3)[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-4)[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-5)[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-6)[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        [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

humanrights@suffolkcountyny.gov

**Long Island Housing Services**

631-567-5111

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

**HUD Leveraged Housing Requirements**

**Please first review the requirements to document leveraged applications.**

**New applications that demonstrate the ability to leverage housing or healthcare will be prioritized for new funds through this process. Leveraged housing or healthcare applications can be for permanent supportive housing (PSH) or rapid rehousing (RRH).**

PSH or RRH project that utilizes housing subsidies or subsidized housing units not funded through the CoC or ESG programs.

Housing subsidies or subsidized housing units may be funded through any of the following sources:

* Private organizations;
* State or local government, including through the use of HOME funding provided through the American Rescue Plan;
* Housing Agencies, including through the use of a general or limited preference;
* Faith-based organizations; or Federal programs other than the CoC or ESG programs.

PSH or RRH project that utilizes housing subsidies or subsidized housing units not funded through the CoC or ESG programs. The CoC must demonstrate that these housing units will:

* (i) in the case of a PSH project, provide at least 25 percent of the units included in the project; or
* (ii) in the case of a RRH project, serve at least 25 percent of the program participants anticipated to be served by the project.
* CoCs must attach letters of commitment, contracts, or other formal written documents that demonstrate the number of subsidies or units being provided to support the project.

**HUD Leveraged Healthcare Requirements**

PSH or RRH project that utilizes healthcare resources to help individuals and families experiencing homelessness.

Sources of health care resources include:

* Direct contributions from a public or private health insurance provider to the project (e.g., Medicaid), and
* Provision of health care services by a private or public organization (e.g., Ryan White funded organization) tailored to the program participants of the project.
* Eligibility for the project must comply with HUD program and fair housing requirements.

Eligibility criteria cannot be restricted by the eligibility requirements of the health care service provider.

Applicants must demonstrate through a written commitment from a health care organization that:

* (i) in the case of a substance use disorder treatment or recovery provider, it will provide access to treatment or recovery services for all program participants who quality and choose those services; or
* (ii) the value of assistance being provided is at least an amount that is equivalent to 25 percent of the funding being requested for the project, which will be covered by the healthcare organization.
* Acceptable forms of commitment are formal written agreements and must include:

value of the commitment and dates the healthcare resources will be provided.

* In-kind resources must be valued at the local rates consistent with the amount paid for services not supported by grant funds.

**Please Chose the Leveraging Options that Apply to this Application:**

 Leveraged Housing

\_\_\_ Leveraged Healthcare

 Both Leveraged Housing and Leveraged Healthcare

**Estimated Value of Leveraged Housing\* (dollar amount): \_\_\_\_\_\_\_\_\_\_\_\_\_**

**Total CoC Budget Request (dollar amount): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Please identify the source(s) of leveraged housing:**

Housing subsidies or subsidized housing units may be funded through any of the following sources:

\_\_\_Private organizations;

\_\_\_State or local government, including through the use of HOME funding provided through the American Rescue Plan;

\_\_\_Housing Agencies, including through the use of a general or limited preference;

\_\_\_Faith-based organizations; or Federal programs other than the CoC or ESG programs.

List specific source by name entities here\*: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**\*The applicant must attach letters of commitment, contracts, or other formal written documents that demonstrate the number of subsidies or units being provided to support the project.**

**Estimated Value of Leveraged Healthcare\* (dollar amount): \_\_\_\_\_\_\_\_\_\_\_\_**

**Total CoC Budget Request (dollar amount): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**\*Please note that while any value or leveraged housing or healthcare will be considered for Ranking Committee review, applicants that demonstrate a plan to leverage 25% or more for housing or healthcare will be prioritized first for new available funding.**

**Please identify the source(s) of leveraged healthcare:**

Sources of health care resources include:

\_\_\_Direct contributions from a public or private health insurance provider to the project (e.g., Medicaid), and

\_\_\_Provision of health care services by a private or public organization (e.g., Ryan White funded organization) tailored to the program participants of the project.

List specific source by name entities here\*: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**\*The applicant must attach letters of commitment, contracts, or other formal written documents that demonstrate the number of subsidies or units being provided to support the project.**

**Please explain, in detail, the specific housing or healthcare resources that will be made available to program participants, including the resources provided, the percentage of total program participants/households that will be connected to these supports, and how these supports will enhance the ability of this project to obtain and maintain permanent housing for program participants.**

ORGANIZATION LETTER HEAD

Memorandum of Understanding between

(GRANTEE) and (DONOR}

## Third Party In-Kind Services

PROJECT ID (Name and Number - CA+ 4 number of the project)

Purpose: This Memorandum of Understanding or MOU is made and entered into by the (Grantee) and (Donor) to outline their ongoing partnership and formal commitment to provide services to eligible clients served by (Program or Project Name) funded through the U.S. Department of Housing and Urban Development (HUD) Continuum of Care (CoC) Program supported by federal and local partners. In this project, the agency serves the (describe population).

This MOU represents the commitment of (donor/ donor organization name] to provide support to the (Agency *I* Project Name). The *donor agrees to provide (identify what is being contributed)*

The *donor agrees to provide (identify what will be provided by (person/ agency) for support of homeless, based on eligibility.*

Services will be provided by (identify personnel/role and qualifications) valued at per hour, number of hours, total value. This value is based on (fill in appropriate detail, such as local market rate, established value of professional services offered by the provider to other clients).

The duration of this Agreement is the effective term of the grant which include (the dates must align with or at least overlap with the grant operating period.

Statement of Authority: The undersigned is authorized to obligate the agency/project resources as identifies and agrees to the terms of this MOU.

Date Executive **Name:** Title:

**Donor** Organization

ORGANIZATION LETTER HEAD

Memorandum of Understanding between (GRANTEE) and (IN-KIND DONOR}

## Mutual Benefit Agreement

PROJECT ID (Name and Number - CA+ 4 number of the project)

Purpose: This Memorandum on Understanding is entered into by (Grantee Organization) and (In-kind donor name) to outline the ongoing partnership, including mutual commitments to the (project name) and the clients served in the project.

The Program, supported by the U.S. Department of Housing and Urban Development (HUD) and local partners serve [Describe clients or services).

This MOU represents the commitment of (donor/ donor organization name] to provide support to the (Agency *I* Project Name). The *donor agrees to provide (identify what is being contributed)*

The donor agrees to provide (identify what will be provided by (person/ agency) for support of homeless, based on eligibility.

The project Grantee agrees to provide (describe who will be served (55 individuals / families with (describe services or other resources).

The contributions result in mutual benefit to the parties in this agreement. The active term of the agreement is: (date to date)*.*

Statement of Authority: The undersigned is authorized to enter into the mutual benefit agreement ad to obligate the agency/project resources as identifies and agrees to the terms of this MOU.

Date Executive **Name:** Title:

**Donor** Organization

AGENCY LETTERHEAD

## Grantee Letter of Match Commitment

This letter confirms the (Organization's Name} commitment of match resources for the (Project Name and Grant #) which is supported by the U.S. Department of Housing and Urban Development (HUD) Continuum of Care (CoC) funds.

1 . The undersigned organization {Grantee name) will provide the resources listed below to (P r o j ec t N a me a n d N u m ber) as i d e n t i f i e d b e l o w for Fiscal Year (dates) as match to the HUD COC funds awarded.

The resources are allowable under the grant rules as match and Include: (Describe items in Chart)

,

|  |  |  |  |
| --- | --- | --- | --- |
| Item committed | Quantity and Unit Value |  | Total Value |
|  |  |  |
|  |  |  |
|  |  |  |

*Duration*

The resources listed will be available beginning {specific date) and remain available through (date).

Restriction

The identified resources are not concurrently committed to other grants but may represent an allocated portion of more extensive resources. Allocation to this match commitment to the (project name} represents (identify % or other allocation) of the total value of the available resource.

It is recognized that the full value of commitments of land, buildings and equipment are one-time only and are not being claimed by more than one project or by the same project in another year.

*Certification*

I certify that I am authorized to commit the (0rganization Name) resources as identified for use in the CoC-funded (Project **Name).**

Date: \_

Signature of person

Typed name and Title

## LETTERHEAD

***(PHA identification)***

Collaborative (APPLICANT)

## PHA Commitment for Partnership

2024 Continuum of Care Application

Date MM/DD/YYYY:

The Housing Authority of (jurisdiction) commits to partner with the Continuum of Care (CoC) by pairing vouchers available through the agency’s housing resources with CoC-funded supportive services to serve persons who are homeless, or at imminent risk of homelessness.

The Housing Authority of (jurisdiction) commits to work with the (Collaborative Applicant) and other stakeholders to develop a prioritization plan for a potential allocation of Stability Vouchers or a preference for general admission to Housing Choice Voucher Program through the coordinated entry process for individuals and families experiencing homelessness, at risk of homelessness, or fleeing or attempting to flee domestic violence, dating violence, sexual assault, or stalking.

**OR if there is already an agreement:** The partnership between the (PHA) and the (CoC) has developed a prioritization plan for use of (Housing Choice, EHV, etc) to assist persons experiencing homelessness.

This commitment is applicable to the projects being submitted to the U.S. Department of Housing and Urban Development (HUD) for funding consideration under the 2022 CoC Notice of Funding Opportunity. The housing resources will be available during the operating period of the projects selected for funding, beginning (Date in 2023).

Currently the (name) Housing Authority serves persons experiencing homelessness as defined by HUD through (describe preference or program supports). These provisions will apply to the projects selected for funding under the 2022 CoC Notice of Funding Opportunity and the Supplemental Notice of Funding Opportunity for Unsheltered and Rural Homelessness beginning in 2023.

(In partnership on behalf of our community) Signature

Printed Name & Position Date

## LETTERHEAD

***PHA identification***

To: (Collaborative APPLICANT)

## RE: PHA Letter of Commitment General Homeless Preference or Set Aside Units

For: 2024 Continuum of Care Application Date MM/DD/YYYY:

1. The Housing Authority of #######) has two special local preferences that are specific to persons experiencing homelessness. They are:

* Eligible homeless applicants who have been referred by the (COLLABORATIVE APPLICANT or AUTHORIZED agency members who either meet the definition of homeless or who are exiting federally assisted, locally-assisted, or state-assisted (HOUSING AUTHORITY) administered housing programs with no other permanent housing placement options.
* Eligible (name the group such as non-elderly disabled applicants) who, (a) have been referred by the (example: Health and Human Services Division of the County Agency), and (b) who are homeless or who are exiting an institution or segregated setting

In FY 2021 % of our New Admissions (10/1/2020-9/30/21) were homeless at admission.

Special local preferences are rated higher than other ranking preferences and are capped at #### vouchers. Of the special local preference vouchers, #### are committed for use as (match or other commitment language as appropriate such as step-down vouchers) tied to the 2022 CoC Application projects anticipated to between MM/DD/YYYY and MM/DD/YYYY. The average value of a voucher (per month or over 12 months) is: $$$$$.

In addition to the special local preferences, the Housing Authority uses equally weighted local preferences that include families with dependent children, working families, elderly families, disabled families, veterans, and persons experiencing homelessness as defined by HUD.

(In partnership on behalf of our community) Signature

Printed Name & Position

Date

LETTERHEAD

Organization

Date

Addressed to Applicant or CoC as appropriate

## Written Commitment for Housing Support (non-PHA)

(Organization name) is committed to assisting (the CoC) or (Agency Name) in meeting the needs of homeless persons by providing the following housing resources for persons experiencing homelessness or fleeing domestic violence:

*Housing Resources Description*

Type of housing (scattered site, clustered units, shared housing, housing subsidy) # of Units or subsidies

*Eligibility Statement*

The commitment of housing is to the (agency name) (project name) beginning at (an appropriate) date in 2023.

In addition to the above understanding, the housing provider confirms that the eligibility criteria for our services will comply with the HUD program and fair housing rules, and we will not further restrict access to services through additional eligibility requirements.

*Value of Resources*

These resources will be available to project participants beginning (date that is in 2023).

The value of the resources is $ as estimated on the following housing value:

(number of units $$X average value; or #number of subsidies valued at $x each)

*Basis of Estimated Value*

The value of our services is based on actual housing costs or typical rental charges.

Our in-kind service contributions have been valued at a rate consistent with the amount paid for housing not supported by CoC funds.

*Concluding Statement*

This agreement is effective only upon selection of the named project for funding.

The signature below is an a representative of (Healthcare provider name) authorized to make the type of commitments identified in this letter.

Signature:

Printed name and Position Date

LETTERHEAD

Organization

Date

Addressed to Applicant or CoC as appropriate

## Written Commitment for Health Care Services

(Organization name) is committed to assisting (the CoC) or (Agency Name) in meeting the needs of homeless persons by providing the following resources for persons experiencing homelessness or fleeing domestic violence:

Resources/ Services to be provided:

for example:

Nursing support, to include in-home medical services (within

scope of licensure and practice), wound care, medication management, health education, and facilitation of warm hand-offs to other providers, as needed, including facilitation of telehealth introductions and appointments.

Provide medical supplies needed to render high quality health services to participants

Access to clinic services, as needed, on a scheduled (or as needed) basis for persons in the (CoC Project•

Provide access to treatment or recovery services at its existing clinic site for all program participants who quality and choose those services.

Provide health care intervention and education services to participants to address substance abuse or mental health needs,

In the case of substance abuse treatment or recovery services, the (health care organization name) commits to providing services for all program participants who qualify and choose services.

*Eligibility Statement*

The commitment of services is to the (agency name) project) beginning at an appropriate date in 2023.

In addition to the above understanding, the (health service provider) confirms that the eligibility criteria for our services will comply with the HUD program and fair housing rules, and we will not further restrict access to services through additional eligibility requirements.

*Value of Resources*

These resources will be available to project participants beginning (date that is in 2023).

The value of the resources is $ as estimated on the following values for services:

Nursing $$$ (per visit) or for ### participants medical supplies, estimated at $$$ per participant Clinic Services

Mental health Services at $$ per client for ## or % of participants

*Basis of Estimated Value*

The value of our services is based on actual average costs or typical charges.

Our in-kind health service contributions have been valued at a rate consistent with the amount paid for services not supported by CoC funds.

*Concluding Statement*

This agreement is effective only upon selection of the named project for funding.

The signature below is an a representative of (Healthcare provider name) authorized to make the type of commitments identified in this letter.

Signature:

Printed name and Position 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-2)
2. [2] <https://www.in.gov/ihcda/files/2015-transgender-single-sex-facilities.pdf> [↑](#footnote-ref-3)
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-4)
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-5)
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-6)