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**2023 Continuum of Care Funding Round**

**Application Instruction Manual**

**for**

**Long Island (NY-603)**

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

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

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

**DATE:** August 2, 2023

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

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

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

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

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

The application process for HUD CoC funds is as followed:

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

**Local Application Schedule:**

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

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

August 28- September 8, 2023: Ranking Committee meets

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

September 8, 2023: Corrections sent to applicants

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

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

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

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

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

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

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

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

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

All applications for HUD must be completed directly into esnaps.

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

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

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

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

**Additional Documents Checklist to be Emailed:**

* Completed esnaps application- exported from esnaps as a PDF
* 2023 NY-603 Coordinated Entry MOU
* USICH Housing First Checklist
* 2023 NY-603 Anti-Discrimination Policy
* DV Safety Planning documents
* Local DEI Narrative Responses
* Leveraged Housing or Healthcare Narrative and Documentation

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

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

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

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

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

Funding available through reallocation (voluntary givebacks) and CoC Bonus funding will be awarded to new or expansion PSH projects dedicated to serve chronically homeless households (Dedicated PLUS), RRH projects, or TH-RRH projects. The Ranking Committee has the authority to rank programs and designate whether they will be considered under Bonus and/or Reallocation funding.

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

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

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

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

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

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

2023 New Project Applicant Detailed Instructions: <https://www.hud.gov/sites/dfiles/CPD/documents/CoC/FY-2023-CoC-NEW-Application-Detailed-Instructions.pdf>

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

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

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

All applicants must also submit a leveraging narrative and supporting documentation. Projects that are not able to leverage any housing or healthcare will not be considered. Leveraged funds may be used for the required match.

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 if the information provided in the application is not sufficient to make determinations about thresholds or ranking criteria.

Each applicant will receive individual ranking scores, confirmation whether the application met threshold, and final ranking of all projects will be published to the CoC.

LICH, as the Collaborative Applicant, will submit the proposed projects, in Ranking order, to HUD on or before September 28, 2023, for HUD review and approval or denial. Typically, HUD announces funding awards between December and March, following the fall application submissions.

We have developed this instruction manual to assist applicants with this year’s NOFO submission process. If you are interested in applying for a grant under the 2023 funding round, please review the following instructions and deadlines.

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.

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

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

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

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

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

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

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

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

Any individual or family who—

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

(2) has no other safe residence; and

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

**Project Types Eligible**

All projects must leverage housing or healthcare

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

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

NY-603 CoC will accept applications for the following **new** projects, with the highest priority being to add PSH capacity in the region:

* **New Permanent Supportive Housing (PSH)** projects with leveraged housing or health and dedicated to serve households experiencing chronic homelessness. Includes expansions of renewal projects.
* **New Rapid Rehousing (RRH)** projects with leveraged housing or healthcare and dedicated to serve households experiencing literal homelessness or households actively fleeing DV (if applying through DV set aside process). Includes expansions of renewal projects.

\*NY-603 applies the Dedicated PLUS definition of chronic homelessness to be more inclusive of highly vulnerable households for limited housing opportunities.

Expansion Projects: Renewal projects may apply for expansion of their existing program by submitting a **renewal and project application**. The expansion much leverage housing or healthcare for a percentage of their budget, with full points for leveraging 25% of the expansion.

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

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

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

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

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

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

Threshold Criteria

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

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

All new projects must effectively adopt the Housing First model.

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

All new projects must leverage housing or healthcare.

Required Documents Checklist - Renewals

* Signed Housing First Checklist and Certification (attached)
* Signed CES MOU (attached)
* Signed Anti-Discrimination Certification (Attached)
* Proof of 501(c) 3 status (if not funded through CoC previously)
* Proof of Faith-based entity (if applicable)
* Proof of tribal designation (if applicable)
* Proof of current SAM Registration
* Leveraging Letters from Housing or Healthcare source(s)
* Copy of most recent annual report (APR or similar) for a state- or federally funded program operated by applicant agency if applicable
* Completed local CoC Application

**HUD Leveraged Housing Requirements**

**New applications without any plan and documentation demonstrating the ability to leverage housing or healthcare will not be considered 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.

**2023 CoC New Project Scorecard Categories\***

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

* Applicant Experience

|  |
| --- |
| Experience working with population community intended to serve |
| Experience operating program model proposing |
| Experience HUD or other federal grant |
| Financial management experience and/or infrastructure |
| Experience implementing housing first |

* Project Type (PSH or RRH)
* Project Implementation Plans

|  |
| --- |
| Overall Program Description and Implementation Plan (point breakdown from esnaps chart) |
| Strategy for providing supportive services to those with the highest service needs (outreach strategy, aligning staff with population served, service mobility, languages available, program advertisement) |
| Project leverages housing or healthcare. Full points for 25% leverage |

* Assistance for Participants and Supportive Services Available

|  |
| --- |
| How project participants will be assisted to obtain permanent housing |
| How project participants will be assisted to remain in permanent housing |
| How the project will refer clients to programs such as mainstream health & social services |
| How will the project assist participants access and maintain employment, and provide access to employment services and/or vocational training |
| Range of Support Services Offered/Leveraged |
| Transportation Services Available |
| Annual benefits follow up for annual renewals |
| Access to SSI/SSDI |
| SOAR certified staff |
| Will the project have outreach services (mobile case management) |
| Will the project have dedicated housing search staff? (Full points for PSH with fixed units) |

* Appropriateness of Program Design

|  |
| --- |
| Appropriateness of Budget for Program Model (sufficient funding in PH components and/or support services to meet needs of population) |
| Demonstrates effort/plan to align staff with marginalized population(s) that are disproportionately impacted by homelessness (people of color, people with disabilities, re-entry) served in program design (establishing trust in community, languages available) |
| Degree to which unit configurations meet participant needs (ie private rooms, first floor, close to public transportation and/or walkable resources, etc.) |

* Equity

|  |
| --- |
| Has dedicated DEI (diversity, equity, and inclusion) staff and/or committee |
| Involvement of people with lived experience (PLEs) on staff / PLE recruitment strategy |
| PLE involved in program design |
| PLE involved in program feedback |
| PLE involved in staff training |
| Improves assistance to LGBTQ+ individuals |
| Project serves and/or improves assistance for individuals from marginalized communities over-represented in the homeless system |

* Bonus for serving Nassau or both counties

**Application Questions – NEW APPLICATION**

**Part A: General Project Information (answer in esnaps)**

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

**1A. New Project Type** (answer here for local threshold and in esnaps):

CoC Bonus:

\_\_\_ New PSH with leveraged housing (CH Dedicated)

\_\_\_ New PSH with leveraged healthcare (CH Dedicated)

\_\_\_ New RRH with leveraged housing (Literal Homelessness)

\_\_\_ New RRH with leveraged healthcare (Literal Homelessness)

DV Bonus\*:

\_\_\_ New RRH with leveraged housing (Actively Fleeing)

\_\_\_ New RRH with leveraged healthcare (Actively Fleeing)

\*Please note changes to the HUD DV definition, outlined as follows in the 2023 NOFO:

Any individual or family who—

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

(2) has no other safe residence; and

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

\*Leveraged applications applying under DV Bonus must answer additional narrative questions shown below (pages 26-31).

**The following will be considered for ranking:**

Whether the project increases PSH capacity

Whether the project leverages housing or healthcare

Please note that TH-RRH is not an eligible program model for new projects this funding round, as leveraging housing or healthcare cannot apply.

**1B. Leveraging housing & healthcare** (answer here and in esnaps)

**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 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 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 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:

2A. Project Subrecipients (answer in esnaps)

Are there any subrecipients on this grant?

If so, please identify the organization and how much funding (specific dollar amount) is being sub-granted.

2B. Experience of Applicant, Subrecipient(s), and

Other Partners (answer in esnaps)

1. Describe your organization’s (and subrecipient(s) if applicable) experience in

effectively utilizing federal funds and performing the activities proposed in the

application.

2. Describe your organization’s (and subrecipient(s) if applicable) experience in

leveraging Federal, State, local and private sector funds.

3. Describe your organization’s (and subrecipient(s) if applicable) financial

management structure.

4. Are there any unresolved HUD monitoring or

OIG audit findings for any HUD grants (including

ESG) under your organization? (Yes/No)

**For ranking purposes, make sure your responses cover the following areas:**

|  |
| --- |
| Experience working with population community intended to serve |
| Experience operating program model proposing |
| Experience HUD or other federal grant |
| Financial management experience and/or infrastructure |
| Experience implementing housing first |

3B. Project Description (answer in esnaps)

1. Provide a description that addresses the entire scope of the proposed

project.

1a. Describe how the proposed project is consistent with the plan described by

the CoC in response to Section VII.B.4 of this NOFO?

2. For each primary project location, or structure, enter the number of days from

the execution of the grant agreement that each of the following milestones will

occur if this project is selected for conditional award (not all activities will be applicable to all projects)

|  |  |
| --- | --- |
| **Activity** | **Days to complete** |
| **Begin hiring staff or expending funds** |  |
| **Begin program participant enrollment** |  |
| **Program participants occupy leased or rental assistance** |  |
| **units or structure(s), or supportive services begin** |  |
| **Leased or rental assistance units or structure, and** |  |
| **supportive services near 100% capacity** |  |
| **Closing on purchase of land, structure(s), or execution of structure lease** |  |
| **Start rehabilitation** |  |
| **Complete rehabilitation** |  |
| **Start new construction** |  |
| **Complete new construction** |  |

**The following parts of your response will be considered for ranking:**

|  |
| --- |
| Overall Program Description and Implementation Plan (point breakdown from esnaps chart) |
| Strategy for providing supportive services to those with the highest service needs (outreach strategy, aligning staff with population served, service mobility, languages available, program advertisement) |
| Project leverages housing or healthcare. Full points for 25% leverage |

**Is there a specific subpopulation focus? (“X” all that apply):**

\_\_\_\_ Chronic Homeless Single Adults

\_\_\_\_ Chronically Homeless Families

\_\_\_\_ Domestic Violence (DV Bonus RRH)

\_\_\_\_ Re- Entry

\_\_\_\_ Aging Adults

\_\_\_\_ Youth (under 25)

\_\_\_\_ Substance Use

\_\_\_\_ Mental Illness

\_\_\_\_ Project serves literal homeless families (CoC RRH)

\_\_\_\_ Project serves literal homeless single adults (CoC RRH)

\_\_\_\_ Project serves literal homeless families and single adults (CoC RRH)

\_\_\_\_Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Whether the project serves populations identified as underserved by the CoC Regional Gaps Analysis and Community Survey will be scored and ranked. These populations include chronically homeless single adults, chronically homeless families, re-entry (from jail or prison), aging adults, and people with disabilities.

4A. Supportive Services for Participants (answer in esnaps)

1. Describe how program participants will be assisted to obtain and remain in

permanent housing.

2. Describe the specific plan to coordinate and integrate with other mainstream

health, social services, and employment programs for which program

participants may be eligible.

For each supportive service being provided to project participants, please indicate who will be providing the support services (either applicant or outside partner to be named specifically), as well as the frequency that each support service will be offered to all project participants (ie monthly):

|  |  |  |
| --- | --- | --- |
| **Service** | **Frequency** | **Provided by whom?** |
| Assessment of Service Needs |  |  |
| Assistance with Moving Costs |  |  |
| Case Management |  |  |
| Child Care |  |  |
| Education Services |  |  |
| Employment Assistance and Job Training |  |  |
| Food |  |  |
| Housing Search and Counseling Services |  |  |
| Legal Services |  |  |
| Life Skills Training |  |  |
| Mental Health Services |  |  |
| Outpatient Health Services |  |  |
| Outreach Services |  |  |
| Substance Abuse Treatment Services |  |  |
| Transportation |  |  |
| Utility Deposits |  |  |
|  |  |  |

**Identify whether this project will provide the following specific services (Yes/No):**

4. Transportation assistance to clients to attend mainstream benefit appointments, employment training, jobs, or other leveraged services?

5. Annual follow-ups with program participants to ensure mainstream benefits are received and

renewed?

6. Will program participants have access to SSI/SSDI technical assistance provided by this

project the applicant, a subrecipient, or partner agency?

6a. Has the staff person providing the technical assistance completed SOAR training in the past 24 months?

**The following parts of your response will be considered for ranking:**

|  |
| --- |
| How project participants will be assisted to obtain permanent housing |
| How project participants will be assisted to remain in permanent housing |
| How the project will refer clients to programs such as mainstream health & social services |
| How will the project assist participants access and maintain employment, and provide access to employment services and/or vocational training |
| Range of Support Services Offered/Leveraged |
| Transportation Services Available |
| Annual benefits follow up for annual renewals |
| Access to SSI/SSDI |
| SOAR certified staff |
| Will the project have outreach services (mobile case management) |
| Will the project have dedicated housing search staff? (Full points for PSH with fixed units) |

4B. Housing Type and Location (answer in esnaps)

The following list summarizes each housing site in the project. For each site, please list:

Housing Location (address):

Total Units:

Total Beds:

Total Dedicated CH Beds: [all PSH units/beds must be CH dedicated]

**The following parts of your response will be considered for ranking:**

* Whether the project adds permanent supportive housing units/beds to the CoC
* Whether the project serves both counties or Nassau County
* Whether the units/bed configuration meets participant needs

5A. Program Participants – Households Served (answer in esnaps)

**\_\_\_\_ # Households with at**

**Least One Adult and**

**One Child**

**\_\_\_\_ # Households**

**without Children**

**\_\_\_\_ # Total Households**

**The following will be considered for ranking:**

* Cost effectiveness of project will be reviewed

6C. Leased Units (if applicable) (answer in esnaps)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Size of Units** | **Number of Units** | **FMR or Actual Rent** | **Number of Months** | **Total** |
| SRO | x | x | 12= | $ |
| 0 Bedroom | x | x | 12= | $ |
| 1 Bedroom | x | x | 12= | $ |
| 2 Bedrooms | x | x | 12= | $ |
| 3 Bedrooms | x | x | 12= | $ |
| 4 Bedrooms | x | x | 12= | $ |
| 5 Bedrooms | x | x | 12= | $ |
| 6 Bedrooms | x | x | 12= | $ |
| Other: ­­­­­\_\_\_\_ | x | x | 12= | $ |
| **Totals:** | x | x | 12= | $ |

***Please be advised that the actual FMRs used in calculating your grant will be those in effect at the time the grants are approved, which may be higher or lower than the FMRs listed above.***

**The following will be considered for ranking:**

* PSH only: Degree to which unit configurations meet local needs (ie private rooms, first floor, close to public transportation and/or walkable resources, etc.)

6E. Rental Assistance Budget (if applicable) (answer in esnaps)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Size of Units** | **Number of Units** | **FMR or Actual Rent** | **Number of Months** | **Total** |
| SRO | x | x | 12= | $ |
| 0 Bedroom | x | x | 12= | $ |
| 1 Bedroom | x | x | 12= | $ |
| 2 Bedrooms | x | x | 12= | $ |
| 3 Bedrooms | x | x | 12= | $ |
| 4 Bedrooms | x | x | 12= | $ |
| 5 Bedrooms | x | x | 12= | $ |
| 6 Bedrooms | x | x | 12= | $ |
| Other: ­­­­­\_\_\_\_ | x | x | 12= | $ |
| **Totals:** | x | x | 12= | $ |

***Please be advised that the actual FMRs used in calculating your grant will be those in effect at the time the grants are approved, which may be higher or lower than the FMRs listed above.***

**The following will be considered for ranking:**

* PSH only: Degree to which unit configurations meet local needs (ie private rooms, first floor, close to public transportation and/or walkable resources, etc.)

6F. Supportive Services Budget (answer in esnaps)

A quantity AND description must be entered for each requested cost.

**CoC Supportive Services Budget** (All CoC Projects as Applicable)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| *Supportive Services Costs* | *CoC Dollars Requested* | | | | |
| **DESCRIPTION** | | | **Total** | |
| **1. Assessment of Service Needs**  Quantity: |  | | |  | |
| **2. Assistance with moving costs**  Quantity: |  | | |  | |
| **3. Case Management**  Quantity: |  | | |  | |
| **4. Child Care**  Quantity: |  | | |  | |
| **5. Education Services**  Quantity: |  | | |  | |
| **6. Employment Assistance**  Quantity: |  | | |  | |
| **7. Food**  Quantity: |  | | |  | |
| **8. Housing/Counseling Services**  Quantity: |  | | |  | |
| **9. Legal Services**  Quantity: |  | | |  | |
| **10. Life Skills**  Quantity: |  | | |  | |
| **11. Mental Health Services**  Quantity: |  | | |  | |
| **12. Outpatient Health Services**  Quantity: |  | | |  | |
| **13. Outreach Services**  Quantity: |  | | |  | |
| **14. Substance Abuse Treatment Services**  Quantity: |  | | |  | |
| **15. Transportation:**  Quantity: |  | | |  | |
| **16. Utility Deposits:**  Quantity: |  | | |  | |
| **Total Assistance Requested:** | |  |  | |

**The following parts of your response will be considered for ranking:**

|  |
| --- |
| How project participants will be assisted to obtain permanent housing |
| How project participants will be assisted to remain in permanent housing |
| How the project will refer clients to programs such as mainstream health & social services |
| How will the project assist participants access and maintain employment, and provide access to employment services and/or vocational training |
| Range of Support Services Offered/Leveraged |
| Transportation Services Available |
| Annual benefits follow up for annual renewals |
| Access to SSI/SSDI |
| SOAR certified staff |
| Will the project have outreach services (mobile case management) |
| Will the project have dedicated housing search staff? (Full points for PSH with fixed units) |

6I. Sources of Match (answer in esnaps)

The following list summarizes the funds that will be used as Match for this

project.

Total Amount of Cash Commitments: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Source (Private or Government)\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Total Amount of In-Kind Commitments: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Source (Private or Government)\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Total Amount of All Commitments: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Threshold criteria for ranking: 25% match of total budget, excluding leasing. Leveraged funds may be used for the match.

6J. Summary Budget (answer in esnaps)

**Part B: Project Summary Budget**

**Continuum of Care Program**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **a. Component Types (Check only one box)**    **PSH-CH Dedicated/Plus RRH** | | **b. Grant Term**  ***ONLY ONE YEAR TERMS MAY BE REQUESTED***  ***(AS PER HUD)*** | | |
| *Proposed CoC Activities* | **c. CoC Dollars**  **Request** | | **d. Total Match (Min. 25% except leasing)** | **e. Totals**  **(Col. c + Col. d)** |
| 1. **Real Property Leasing** |  | |  |  |
| 1. **Rental Assistance** |  | |  |  |
| 1. **Supportive Services** |  | |  |  |
| 1. **Operations** |  | |  |  |
| 1. **HMIS** |  | |  |  |
| 1. **CoC Request**   **(Subtotal lines 1 through 5)** |  | |  |  |
| 1. **Administrative Costs**   **(Up to 7% of line 6; no more than GIW maximum allowed amount)**  **\*Threshold** |  | |  |  |
| 1. **Total CoC Request**   **(Total lines 6 and 7)** |  | |  |  |

**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.**

**The following will be considered for ranking:**

* Appropriateness of Budget for Program Model (sufficient funding in PH components and/or support services to meet needs of population)

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

**Please describe the ways in which the applicant will include persons with lived experience in program design, staffing, training/improvement, and other feedback.**

**Does the applicant agency have dedicated DEI (diversity, equity, and inclusion) staff or a committee?**

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

**Describe how the applicant is currently providing assistance to LGBTQ+ individuals and how the applicant plans to work to improve assistance to LGBTQ+ individuals.**

**Describe how this project will serve underserved communities, those overrepresented within the local homeless system, and/or those with the least access to resources and supports**

**The following parts of your response will be considered for ranking:**

|  |
| --- |
| Has dedicated DEI (diversity, equity, and inclusion) staff and/or committee |
| Involvement of people with lived experience (PLEs) on staff / PLE recruitment strategy |
| PLE involved in program design |
| PLE involved in program feedback |
| PLE involved in staff training |
| Improves assistance to LGBTQ+ individuals |
| Project serves and/or improves assistance for individuals from marginalized communities over-represented in the homeless system |

**Additional DV Bonus-Specific Questions: (submit to LICH for esnaps submission)**

Within the regional NOFO, HUD requires the following information/responses from each individual applicant of DV Bonus funds. These questions are directly reviewed and scored by HUD and may lead to funding approval or denial based on the responses. (Questions 4A-4a to 4A-4e)

**4A-4a. Calculating the Rate of Housing Placement and the Rate of Housing Retention– Project Applicant Experience.**

Describe in the field below:

1. how the project applicant calculated the rate of housing placement and rate of housing retention reported in question 4B-4; and
2. the data source (e.g., comparable database, other administrative data, external data source, HMIS for non-DV projects).

Limit 1,000 Characters

**4A-4b. Providing Housing to DV Survivor– Project Applicant Experience.**

Describe in the field below how the project applicant:

1. ensured DV survivors experiencing homelessness were assisted to quickly move into safe affordable housing;
2. prioritized survivors–you must address the process the project applicant used, e.g., Coordinated Entry, prioritization list, CoC’s emergency transfer plan, etc.;
3. connected survivors to supportive services; and
4. moved clients from assisted housing to housing they could sustain–address housing stability after the housing subsidy ends

Limit 2,000 Characters

**4A-4c. Ensuring DV Survivor Safety– Project Applicant Experience.** Describe in the field below examples of how the project applicant ensured the safety of DV survivors experiencing homelessness by:

1. training staff on safety planning;

2. adjusting intake space to better ensure a private conversation;

3. conducting separate interviews/intake with each member of a couple;

4. working with survivors to have them identify what is safe for them as it relates to scattered site units and/or rental assistance;

5. maintaining bars on windows, fixing lights in the hallways, etc. for congregate living spaces operated by the applicant; and

6. keeping the location confidential for dedicated units and/or congregate living spaces set aside solely for use by survivors.

**4A-4c.1. Evaluating Ability to Ensure DV Survivor Safety– Project Applicant Experience.**

Describe in the field below how the project evaluated its ability to ensure the safety of DV survivors the project served.

Limit 2,000 Characters

**4A-4d. Trauma-Informed, Victim-Centered Approaches– Project Applicant Experience.**

**Guidance–Though you can provide examples of experience not listed, you must address elements 1 through 7.**

Describe in the field below examples of the project applicant’s experience in using trauma-informed, victim-centered approaches to meet needs of DV survivors in each of the following:

1. prioritizing program participant choice and rapid placement and stabilization in permanent housing consistent with participants’ preferences;

2. establishing and maintaining an environment of agency and mutual respect, e.g., the project does not use punitive interventions, ensures program participant staff interactions are based on equality and minimize power differentials;

3. providing program participants access to information on trauma, e.g., training staff on providing program participants with information on trauma;

Hotline volunteers and staff are trained on the impact of trauma on survivors of domestic violence.

4. emphasizing program participants’ strengths, e.g., strength-based coaching, questionnaires and assessment tools include strength-based measures, case plans include assessments of program participants strengths and works towards goals and aspirations;

5. centering on cultural responsiveness and inclusivity, e.g., training on equal access, cultural competence, nondiscrimination;

6. providing opportunities for connection for program participants, e.g., groups, mentorships, peer-to-peer, spiritual needs; and

7. offering support for parenting, e.g., parenting classes, childcare.

Limit 5,000 Characters

**4A-4e. Meeting Service Needs of DV Survivors–Project Applicant Experience. NOFO Section II.B.11.**

Describe in the field below:

1. supportive services the project applicant provided to domestic violence survivors experiencing homelessness while quickly moving them into permanent housing and addressing their safety needs; and

2. provide examples of how the project applicant provided supportive services to domestic violence survivors.

**Required Attachments**

**Housing First Checklist And Certification**

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

**Coordinated Entry System**

**Memorandum of Understanding**

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

and

[Agency Name]:

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

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

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

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

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

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

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

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

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

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

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

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

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

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

1. **HOUSING FIRST APPROACH**

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

1. **UNIVERSAL ASSESSMENTS**

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

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

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

1. **COORDIANTED ENTRY REFERRALS**

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

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

[Agency name] will:

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

**TERMS OF AGREEMENT**

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

[Agency name]

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

Signature of Program CEO/Executive Director

Print Name:

Title:

Date:

NY-603 Continuum of Care- DV CES Management Entity

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

Signature of CES Lead Agency Executive Director/CEO

Print Name: Greta Guarton, LMSW

Title: Executive Director

Date:

NY-603 Continuum of Care – DV CES Management Entity

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

Signature of DV-CES Lead Agency Executive Director/CEO

Print Name: Cynthia Scott

Title: Executive Director

Date:

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

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

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

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

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

**Federal Requirements**

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

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

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

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

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

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

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

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

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

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

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

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

**State Requirements**

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

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

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

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

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

**Reasonable Accommodations and Modifications**

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

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

**Transparency in Handling Allegations of Discrimination**

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

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

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

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

**Nassau County Human Rights Commission**

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

**(516) 573-7360**

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

**Suffolk County Human Rights Commission**

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

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

**Long Island Housing Services**

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

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

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

**Trainings Available to CoC**

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

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

**Resources for Further Information**

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

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

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

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

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CoC Affiliated Organization

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

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

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