

**2016 CONTINUUM OF CARE  
REQUEST FOR PROPOSALS**

**ALL RFP SUBMITTALS MUST BE COMPLETED IN TIMES NEW ROMAN (SIZE 12) FONT. PLEASE  
NOTE THAT HMIS MONITORING WILL BE SUBMITTED FOR REVIEW AS PART OF THE APPLICATION.**

**Responses required from all applicants**

1. State agency's mission. (character limit 1500)

2. Describe program's goals and outcomes, including number of people to be served,  
ability to reduce barriers and impediments, etc. (character limit 1500)

(This should be based on your Project Application for this program and questions 36-36a from APR)

### **Responses required from applicants with renewal projects**

1. Identify your programs Unit Utilization Rate. Explain success and/or obstacles in meeting average daily bed and/or unit utilization goals. (character limit 1500)

2. Identify the average length of stay for you program. Explain successes and/or obstacles in meeting goals to retain persons in permanent supportive housing for over six months. (character limit 1500)  
(This question should be based on APR questions 36-36a)

3. Identify % of clientele that gained or increased other income and % of clientele that gained or increased earned income. Explain successes and/or obstacles in assisting clients with maintaining or increasing income upon leaving program. (character limit 1500) (This question should be based on APR questions 36a and 36b)

4. Explain the agency's current status and progress with clearing open findings with HUD. (character limit 1500)

5. Explain issues that impacted agency's ability to timely expend CoC funds within the past 12 months. (character limit 1500) (Please attach LOCCS draw down documentation)

**Responses required from applicants with new permanent supportive housing projects**

1. Explain how your program meets a CoC priority need. (character limit 1500)

2. Provide a schedule timeline for project implementation. (character limit 1500)

3. Explain and provide documentation of resources that will be leveraged for project.  
(character limit 1500)

4. Provide proposed budget and budget narrative (limit 2 pages)

**TO:** Local  
**FROM:** NY-511  
**DATE:** 8/10/2016  
**SUBJ:** Continuum of Care New Project Local Request for Proposal

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U.S. Department of Housing and Urban Development (HUD)'s Continuum of Care (CoC) competition is a national competition for funding to projects providing housing and support services to the homeless. Usually it is a two-step process. First, a local application is submitted in response to the Request for Proposal (RFP) released by NY-511 - Binghamton, Union Town/Broome, Otsego, Chenango, Delaware, Cortland Counties CoC, the CoC lead agency. Projects that make the selection list will advance to the federal application process, which will be submitted to HUD no later than September 14<sup>th</sup>, 2016. Applicants are responsible for the preparation of both the local application and the eventual electronic submission of their project application if the project is approved by the CoC for submission. This document is a request for proposals in preparation of the local application process.

Project applications will be due no later than **August 29<sup>th</sup>**. Applicants will be notified no later than **August 30<sup>th</sup>** if their project has been accepted for inclusion in the HUD Consolidated Application.

**Matching funds of 25% from other funding sources or in-kind contributions is required. Applicants who have 150% of leverage funds or in-kind contributions will receive bonus points.**

## **2016 HUD Priority and CoC New Project Request**

### **HUD's Priority:**

1. End chronic homelessness by 2017.
2. Prevent and end homelessness among families, children, and youth by 2020.

### **New CoC Project Request:**

1. Housing First/Low Barrier/ No Barrier Permanent Supportive Housing (PSH) for chronically homeless persons:  
CoC will only accept applications for Permanent Supportive Housing dedicated to prioritizing the chronically homeless, including projects who serve singles and families. If there is no chronically homeless person found when a bed is available, the PSH program will take clients based on Order of Priority stated in CoC Written Standards (<http://southerntierhomeless.com>)
2. Rapid Rehousing project serving homeless individuals and families, including youth coming directly from the streets or emergency shelters, or fleeing domestic violence situations and other persons meeting the criteria of category(4) of the definition of homeless (see page 3)

All projects will be required to use HMIS (Homeless Management Information System) and the [Coordinated Entry](#) System. If you have question about participating in HMIS and Coordinated Entry, please contact Jim Hulse [jhulse@ncreations.us](mailto:jhulse@ncreations.us)

## **APPLICATION MATERIALS**

All the application materials listed below can be found on the CoC website <http://southerntierhomeless.com>→ Support for Non-Profits→Continuum of Care. Please share this information with any organization that you think may be interested.

### **NEW PROJECT APPLICATION SUBMISSION REQUIREMENTS**

1. All completed electronic applications should be submitted to
2. All applications must be submitted by August 12<sup>th</sup> unless otherwise instructed.
3. We highly recommend all applicants meet with /CoC staff to discuss the project design and target population. Contact Jim Hulse to schedule a meeting.

### **DEFINITIONS:**

#### **HOUSING FIRST/LOW BARRIER:**

Ensures that potential program participants are not screened out based on the following items:

- Having too little or no income
- Active history or current substance abuse
- Criminal records, with the exceptions for state-mandated restrictions
- History of domestic violence

Projects must ensure that participants are not terminated from the program for the following reasons:

- Failure to participate in supportive service plan
- Failure to make progress on service plan
- Loss of income or failure to improve income
- Being a victim of domestic violence

#### **PERMANENT SUPPORTIVE HOUSING:**

Permanent housing with indefinite leasing or rental assistance paired with supportive services to assist homeless persons with a disability or families with an adult or child member with a disability achieve housing stability.

#### **RAPID RE-HOUSING:**

Housing search and relocation services and short- and medium-term rental assistance to move homeless persons and families (with or without a disability) as rapidly as possible into permanent housing.

#### **CHRONICALLY HOMELESS:**

An unaccompanied homeless individual with a disabling condition, or an adult member of a homeless family who has a disabling condition, who has either been continuously homeless for a year or more, OR has had at least four (4) occasions of homelessness in the past 3 years, where all combined occasions has to total a length of time of at least 12 months. Each period separating the occasions must include at least 7 nights of living in a situation other than a place not meant for human habitation in an emergency shelter, or in a safe haven. The term "homeless," in this case, means a person sleeping in a place not

meant for human habitation (e.g., living on the streets), in an emergency homeless shelter, or in a Safe Haven as defined by HUD.

**DISABLING CONDITION:**

A disabling condition is defined as: (1) a disability as defined in Section 223 of the Social Security Act; (2) a physical, mental, or emotional impairment which is expected to be of long-continued and indefinite duration, substantially impedes an individual's ability to live independently, and of such a nature that the disability could be improved by more suitable conditions; (3) a developmental disability as defined in Section 102 of the Developmental Disabilities Assistance and Bill of Rights Act; (4) the disease of acquired immunodeficiency syndrome or any conditions arising from the etiological agent for acquired immune deficiency syndrome; or (5) a diagnosable substance abuse disorder. A disabling condition limits an individual's ability to work or perform one or more activities of daily living.

**HOMELESS:**

The New Homeless Definition (effective 1/4/2012 under the HEARTH act) has four categories:

- (i) **Category 1 – (Homeless) Literally Homeless:** An individual or family who lacks a fixed, regular, and adequate nighttime residence, meaning: An individual or family with a primary nighttime residence that is a public or private place not designed for, or ordinarily used as, a regular sleeping accommodation for human beings, including a car, park, abandoned building, bus or train station, airport, or camping ground;
- (ii) An individual or family living in a supervised publicly or privately operated shelter designated to provide temporary living arrangements (including congregate shelters, transitional housing, and hotels and motels paid for by charitable organizations or by federal, state, or local government programs for low-income individuals); or
- (iii) An individual who is exiting an institution (e.g., jail, hospital)
  - a. where he or she resided for 90 days or less **AND**
  - b. resided in an emergency shelter or place not meant for human habitation immediately before entering the institution

**Category 2 – (Homeless) Within 14 days of losing home:** An individual or family who will imminently lose their primary nighttime residence, provided that:

- (i) The primary nighttime residence will be lost within 14 days of the date of application for homeless assistance;
- (ii) No subsequent residence has been identified; **AND**
- (iii) The individual or family lacks the resources or support networks, e.g., family, friends, faith-based or other social networks needed to obtain other permanent housing

**Category 3 – (Homeless) Youth/Children:** Unaccompanied youth under 25 years of age, or families with children and youth, who do not otherwise qualify as homeless under this definition, but who:

- (iv) Meet the homeless definition under another federal statute; **AND**
- (v) Have not had a lease, ownership interest, or occupancy agreement in permanent housing at any time during the 60 days immediately preceding the date of application for homeless assistance; **AND**



- (vi) Have experienced persistent instability as measured by two moves or more during the sixty day period immediately preceding the date of application for homeless assistance; **AND**
- (vii) Can be expected to continue in such status for an extended period of time because of chronic disabilities, OR chronic physical health or mental health conditions, OR substance addiction, OR histories of domestic violence or childhood abuse (including neglect), OR the presence of a child or youth with a disability, OR two or more barriers to employment, which include the lack of a high school degree or General Education Development (GED), illiteracy, low English proficiency, a history of incarceration or detention for criminal activity, and a history of unstable employment

**Category 4 – (Homeless) Fleeing Domestic Violence:** Any individual or family who:

- Is fleeing or attempting to flee, domestic violence, dating violence, sexual assault, stalking, or other dangerous or life-threatening conditions that relate to violence against the individual or family member, including a child, that has either taken place within the individual's or family's primary nighttime residence or has made the individual or family afraid to return to their primary nighttime residence;
- Has no other residence; **AND**
- Lacks the resources or support networks, e.g., family, friends, faith-based or other social networks, to obtain other permanent housing.

**RESOURCES:**

If you have questions regarding HUD regulations or eligible costs/activities, please refer to HEARTH Act Interim Rules <https://www.onecpd.info/resource/2033/hearth-coc-program-interim-rule/> or you may Ask a Question on the OneCPD Resource Exchange website: <https://www.hudexchange.info/> COC website <http://southerntierhomeless.com/>

If you have any other questions or need further information, please contact:

*Adopted from Homeless Alliance of Western NY Continuum of Care 2016*