HUD 2022 Continuum of Care Program
Notice of Funding Opportunity (NOFO)

Introduction and Overview
New Project Request for Proposal (RFP)

Published on August 1, 2022

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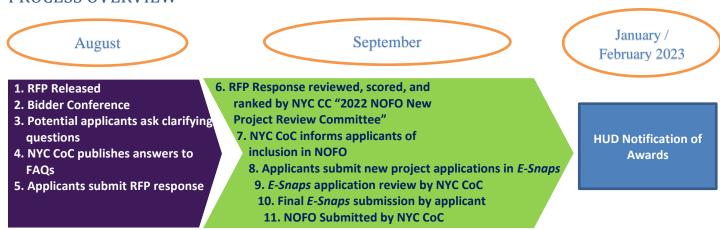# Table of Contents

SECTION 1: Introduction

BACKGROUND

The New York City Continuum of Care (NYC CoC) is seeking applications **– in the form of a response to a Request For Proposal (RFP) –** for housing projects for inclusion in the CoC's 2022 application for the U.S. Department of Housing and Urban Development's (HUD) Continuum of Care (CoC) program, also known as the Notice of Funding Opportunity (NOFO).

Each year the NYC CoC competes with other CoCs across the country to secure federal funds to help end homelessness through HUD's CoC Program NOFO.

HUD allows each individual new project to be funded through either bonus <u>or</u> reallocation funds. The total funds available for new projects will be determined based on the final new bonus amount, as set by HUD, plus the amount of reallocated funding that the NYC CoC Steering Committee[1] decides shall be redistributed from existing renewal projects.

The NYC CoC encourages applications from applicants that have never previously received CoC funds as well as from applicants that are currently receiving or have in the past received CoC funds. The NYC CoC – through the Federal Homeless Policy & Reporting Unit (FHPR) at the NYC Department of Social Services (NYC DSS), which oversees the NOFO application process – provides technical assistance to ensure that the process is accessible to all eligible applicants, including those who have not received CoC funds in the past.

PROCESS OVERVIEW

August

September

January / February 2023

1. RFP Released
2. Bidder Conference
3. Potential applicants ask clarifying questions
4. NYC CoC publishes answers to FAQs
5. Applicants submit RFP response

6. RFP Response reviewed, scored, and ranked by NYC CC "2022 NOFO New Project Review Committee"
7. NYC CoC informs applicants of inclusion in NOFO
8. Applicants submit new project applications in *E-Snaps*
9. *E-Snaps* application review by NYC CoC
10. Final *E-Snaps* submission by applicant
11. NOFO Submitted by NYC CoC

HUD Notification of Awards

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[1] The NYC CoC is led by a Steering Committee comprised of representatives of a variety government agencies, provider coalitions and people who have experienced homelessness. For more information about the NYC CoC visit: www.nychomeless.com

[2] HUD makes funds available to support development of new projects. CoCs compete nationally to secure these funds. This process is known as the "Permanent Housing Bonus."

[3] Through each annual competition, CoCs can reduce or eliminate funding from existing projects in order to fund new projects. This process is known as "reallocation."

TIMELINE OF ACTIVITIES AND EVENTS

August and September 2022

Activity	Date(s)
NOFO New Project RFP Released	Mon. August 1
Applicant questions submitted via email to nyc.coc@dss.nyc.gov	Mon. August 1 – Fri. August 12
Bidders Conference	Mon. August 15; 11-12:30pm (all) and 2:30 - 4pm (new orgs)
Frequently Asked Questions (FAQ) document published on NYC CoC website and emailed to known new project applicants	Wed. August 17
RFP Responses Due	Tues. August 23
NYC CoC (FHPR Unit) reviews RFP Responses for Threshold standards	Wed. August 24 – Thurs. August 25
RFP Responses reviewed & scored by NYC CoC (NOFO New Project Review Committee)	Wed. August 31 – Thurs. September 1
Applicants informed of application status (accepted for NOFO inclusion or denied)	Fri. September 2
Accepted applicants given permission by NYC CoC (FHPR Unit) to enter applications into *E-Snaps*	Fri. September 2
Deadline for applicants to enter applications in *E-Snaps*	Wed. September 14
FHPR Unit reviews new project applications in *E-Snaps* and provides feedback and technical assistance	Wed. September 14 – Wed. September 21
Final new project applications due in *E-Snaps*	Fri. September 23
NOFO SUBMITTED TO HUD	Thurs. Sept. 29
NOFO DUE	Fri. Sept. 30

SECTION 2: MISSION AND PURPOSE

The mission of the NYC CoC is to provide a leadership role in local planning and coordination to prevent and eradicate homelessness in New York City, while effectively implementing the U.S. Department of Housing and Urban Development's (HUD) Continuum of Care program.

The CoC is a broad-based coalition of housing and homeless service providers, persons with lived experience of homelessness, advocates, and government representatives who work together to shape citywide planning and decision-making around housing and homelessness. The CoC acts as a steward for HUD McKinney-Vento Homeless Assistance Grants in New York City. The duties of the NYC CoC are to:

a) Fulfill the responsibilities of the Continuum of Care outlined in 24 CFR 578.7 in an equitable, inclusive, and transparent way;

b) Participate in the process of prioritizing local, state, and federal funding to promote community stabilization and prevent returns to homelessness;

c) Coordinate citywide applications for homeless housing and service funding, including but not limited to, New York City's annual application for HUD McKinney-Vento funding;
d) Fulfill annual HUD-reporting requirements on behalf of New York City;

e) Work together to maximize federal funding to meet the needs of homeless and at-risk New Yorkers;

f) Streamline and improve the assessment, prioritization, housing matching, and placement system for homeless and at-risk households through a coordinated community-informed process;

g) Review and monitor project and system performance to improve effectiveness, identify and fill gaps of service, and inform strategic decision making for the CoC;

h) Identify the gaps in the system for persons experiencing homelessness and to focus resources and/or implement policies to address these gaps in New York City;

i) Promote access to, and effective use of, mainstream programs to optimize self-sufficiency for persons who are homeless, at risk of homelessness or formerly homeless;

j) Ensure that policies are housing first, fair, equitable, and free of bias;

k) Minimize the trauma that homelessness causes among individuals, families, and communities by promoting trauma-informed, strength-based, and culturally sensitive best practices;

l) Manage CoC planning activities with the Emergency Solutions Grant (ESG) recipient as a part of the Consolidated Plan.

Please refer to the NYC CoC Bylaws and the NYC CoC Governance Charter for additional details.

SECTION 3: OVERVIEW OF ELIGIBLE PROJECT TYPES

Agencies may submit proposals for multiple project types but must complete separate applications for each. The NYC CoC is currently seeking applications for the following project types:

☐ **Permanent Supportive Housing (PSH)** New PSH projects must dedicate 100% of units and/or provide services exclusively to chronically homeless individuals and/or families as defined by HUD. (See Appendix). New PSH projects will be creating **new units** to serve homeless households. PSH applicants must demonstrate that they will first serve people experiencing chronic homelessness according to the order of priority established in the NYC CoC Written Standards as determined by the Coordinated Assessment and Placement System (CAPS).

☐ **Rapid Re-Housing (RRH)** provides assistance to individuals and families, including unaccompanied youth and survivors of domestic violence (DV).

All RRH projects serve 100% homeless families and/or individuals who meet the criteria of the HUD homelessness definition under category 1 (literally homeless, including people coming from TH), or category 4 (fleeing/attempting to flee DV) of the HUD definition of homelessness.

Additionally, any youth-serving provider funded under this NOFO may serve unaccompanied youth age 24 or under (or families headed by youth aged 24 and under) who have an unsafe primary nighttime residence and no safe alternative to that residence.

RRH projects typically request funds for Tenant-based Rental Assistance (which follows the client(s) who receive it. The participant/organization locates qualified housing of their choice and can take the rental assistance with them to a unit should they move.

Proposals may also utilize housing subsidies or subsidized housing units not funded through the CoC or ESG programs funds worth up to 25 percent of the requested CoC funding, as necessary, to help a homeless individual or families who meet the category 1 or 4 (24 CFR 578.3) definitions, with or without disabilities, to move into permanent housing.

☐ **EXPANSION**

  o NEW UNITS - Applicants that have an <u>existing</u> CoC-funded project that wish to create new units that will be added to that current PSH or RRH project must be submitted as an <u>expansion</u> project. *Applicants for expanding PSH or RRH will be required to submit two (2) separate applications in E-Snaps: a renewal application for the existing PSH or RRH project, and a NEW project application with the expansion information. Projects requesting an expansion must respond to the PSH or RRH RFP as well.*

  o ADDITIONAL SERVICES – Applicants that have an <u>existing</u> CoC funded PSH or RRH project that will provide new (for PSH; RRH projects already have existing support services as part of their model) or additional (for PSH and RRH) support services to residents in the current project must be submitted as an <u>expansion</u> project. For PSH, additional services funded through this RFP must be used to serve 100 percent individuals or families who meet the HUD definition of chronically homeless. *Applicants for the PSH expansion project or RRH expansion project will be required to submit two (2) separate applications in E-Snaps: a renewal application for the existing project, and a NEW project application with the expansion information.*

*PSH or RRH Applicants wishing to add **both** new units (expansion), and, also provide additional services (also an expansion), will submit two (2) separate applications in E-Snaps: a renewal application for the existing project, and a NEW project application with the expansion units and services information.*

SECTION 4: APPLICATION REQUIREMENTS

New PSH Applications must demonstrate:

I. A plan for **rapid implementation** of the program. The project narrative must document how and when the project will be ready to begin housing the first program participant, when the project will achieve full occupancy, and a detailed plan for how the project will ensure timely implementation.

II. Experience in operating a successful **Housing First** program and a program design that meets the definition of Housing First as adopted by the NYC CoC (see "Housing First Practices" in the Appendix).

III. That the project is **cost-effective**, including costs of construction, operations, and supportive services, with such costs not deviating substantially from the norm in that locale for the type of structure or kind of activity.

PSH or RRH Expansion of Supportive Services and/or Additional Units/Beds Applications must demonstrate:

I. How the services component and/or additional units/beds will improve the effectiveness of the existing project. Explain what new value is now added and how this will affect project performance. What key performance measures and indicators should increase/decrease, and by how much, as a result of the expansion?

II. A plan for **rapid implementation** of the supportive services element of the program – within 12 months of the award; the project narrative must document how, and when, the project will begin utilizing the services funding, and a detailed plan for how the project will ensure timely implementation.

III. Experience in operating a successful **Housing First** program and a program design that meets the definition of Housing First as adopted by the NYC CoC (see "Housing First Practices" in the Appendix).

New RRH Applications must demonstrate:

I. A plan for **rapid implementation** of the program. The project narrative must document how and when the project will be ready to begin housing the first program participant, when the project will achieve full occupancy, and a detailed plan for how the project will ensure timely implementation.

II. An understanding of the three (3) main components identified by HUD with respect to RRH:

(1) Housing Identification

(a) Recruiting landlords to provide housing opportunities for individuals and families experiencing homelessness.

(b) Address potential barriers to landlord participation such as concern about the short-term nature of rental assistance and tenant qualifications.

(c) Assist households to find and secure appropriate rental housing.

* Application scoring will place emphasis on the project's ability to place persons into housing, which is a more challenging aspect (as proven by current RRH projects), and equally if not more important, than meeting the services component.

(2) Financial Assistance - Rent and Move-in Costs

(a) Provide assistance to cover rental payments, one-time move-in costs, and/or security deposits necessary to allow individuals and families to move immediately out of homelessness and to stabilize in permanent housing.

(3) Case Management and Services

(a) Help individuals and families experiencing homelessness identify and select among various permanent housing options based on their unique needs, preferences, and financial resources.

(b) Help individuals and families experiencing homelessness address issues that may impede access to housing (such as credit history, arrears, and legal issues). (For complete explanation of eligible supportive services expenses, see 24 CFR § 578.53.)

(c) Help individuals and families negotiate manageable and appropriate lease agreements with landlords.

(d) Make appropriate and time-limited services and supports available to families and individuals to allow them to stabilize quickly in permanent housing.

(e) Monitor participant's housing stability and be available to resolve crises.

(f) Provide or assist the household with connections to resources that help them improve their safety and well-being and achieve their long-term goals.

(g) Ensure that services provided are client-oriented, respectful of individual's right to self-determination, and voluntary.

(h) Case management meets with program participants not less than once per month.

III. Experience in operating a successful **Housing First** program and a program design that meets the definition of Housing First as adopted by the NYC CoC (see "Housing First Practices" in the Appendix).

IV. A plan for outreach to the eligible population.

V. That the project is cost-effective, including operations, and supportive services, with such costs not deviating substantially from the norm in that locale for the type or kind of activity. Please see section below on Cost Framework for additional information.

It is highly recommended that the Applicant review the following resources on Rapid Re-Housing to ensure thorough understanding of this project type before proceeding.

- HUD Exchange – Rapid Re-Housing Brief

- USICH – *Rapid Re-Housing*

- NAEH – Rapid Re-Housing Overview

- NAEH – *Rapid Re-Housing*: What is RRH? How RRH Can End Homelessness? Related Content

- NAEH – *Rapid Re-Housing Toolkit*

- HUD Exchange - *Rapid Rehousing Roundtable Discussion Series*: **Equity as a Foundation**

- HUD Exchange - *Rapid Rehousing Roundtable Discussion Series*: **Assertive Engagement in Practice**

- HUD Exchange - *Rapid Rehousing Roundtable Discussion Series*: **Landlord Engagement and Unit Acquisition**

- HUD Exchange - *Rapid Rehousing Roundtable Discussion Series*: **Rapid Resolution/Rapid Exit**

- HUD Exchange - *Rapid Rehousing Roundtable Discussion Series*: **Innovation in RRH**

SECTION 5: ADDITIONAL REQUIREMENTS

- Projects must upload client data into the NYC CoC HMIS Data Warehouse. (Check with the NYC DSS FHPR Unit's HMIS Team if your current system/organization has this capacity.) Only victim service providers as defined by HUD, such as DV projects, do not have to upload their data into the NYC HMIS to maintain client confidentiality. They must, however, enter data into a comparable database in order to be able to submit an Annual Performance Report (APR) to HUD.

- All projects are required to participate in and accept referrals through the CoC's coordinated entry/referral system, CAPS. For projects that are not yet incorporated into the CAPS system (currently RRH only), projects must follow HUD CoC Prioritization guidelines to fill vacancies.

- Projects will follow referral and eligibility guidance set forward by the CoC when filling projects and selecting participants.

- Term – All new projects must request 12 months of funding. The NYC CoC reserves the right to change the maximum allowable term for final applications submitted to HUD based on NOFO requirements and/or   strategic priorities such as those aimed at

maximizing federal funding.[2] Projects then renew their funding annually as long as the need to serve homeless persons exists. In other words, this is a long-term commitment being made by the organization operating the project.

- Applicants must plan accordingly and only submit applications that can start operations in a timely manner: Units must be ready for occupancy no later than 12 months after the award of funds, and should strive for earliest possible occupancy – 6-9 months ideally.

- Projects should have a plan for helping participants to obtain and stabilize in permanent housing, increase income, and access mainstream resources.

- Projects must demonstrate that they can meet the 25% match requirement of the funds requested from HUD. Match is actual cash or in-kind resources that are eligible under the CoC Program. All grant funds, except leasing, must be matched with an amount no less than 25% of the awarded grant amount. Match resources may be from public or private resources. Bear in mind that documentation requirements for in-kind match are significantly more onerous.

SECTION 6: ADDITIONAL PRIORITIES

- Projects that plan to employ homeless and/or formerly homeless individuals are highly encouraged.

- Projects that plan to ensure meaningful participation of traditionally marginalized populations (such as racial and ethnic minorities and persons with disabilities) in the planning process are highly encouraged.

- Projects that have established partnerships for rental assistance or supportive services with other organizations (even if they are not CoC-funded) that provide mainstream health and social services, are highly encouraged, so that they do not have to rely exclusively on HUD grant funding.

- RRH projects that demonstrate a viable plan to housing eligible participants within 6 months of award and to achieve full occupancy within 12 months of award are highly encouraged.

* PLEASE NOTE: Project size – u n i t s / b e d s a n d / o r b u d g e t – does not impact a project's review score or likelihood of selection by the NYC CoC for inclusion in the NOFO. The NYC CoC is looking for quality projects and an organization's response to this RFP should be based on the project they plan to implement.

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[2] After the NOFO is released, HUD may allow for new projects to request a grant term of up to 18 months to allow for additional start-up time. Projects requesting capital costs may be required to conditionally accept a longer grant term.

SECTION 7: ACTIVITIES AND COSTS

ELIGIBLE COSTS

The [CoC Program Interim Rule](#) sets forth the costs eligible under each program component in [Section 578.37(a)](#). The chart below summarizes the eligible costs allowed under each program component.

Eligible Costs	Program Components	
	Permanent Housing	
	PSH	RRH
Acquisition	X	
Rehabilitation	X	
New Construction	X	
Leasing	X	
Rental Assistance	X	X **TBRA Only**
Supportive Services	X	X
Operating Costs	X	
HMIS	X	X
Project Administration	X	X

ELIGIBLE COSTS – Restrictions

Projects cannot combine the following types of assistance in a single structure or housing unit:
- o Rental assistance and operating
- o Rental assistance and leasing
- o Leasing and acquisition, rehabilitation, or new construction
- o Tenant-based rental assistance and acquisition, rehabilitation, or new construction
- o Short or medium-term rental assistance and acquisition, rehabilitation, or new construction

Additional restrictions include the following:

- Construction, acquisition, and rehabilitation are 1x costs i.e., are non-renewable, and the NYC CoC reserves the right to prioritize applications that include funding for renewable activities.

- Acquisition, Rehabilitation, HMIS, Leasing, Supportive Services, and Project Administration are the only costs allowed under 24 CFR 578.53 **for expansion** projects

Information regarding Project Administrative Costs

- HUD establishes a maximum rate of 10% for project administrative costs (i.e., admin costs may not exceed 10% of the aggregated amount requested for all other budget line items.)

    o For example, a project that requests $500,000 annually for rental assistance and supportive services can request up to $50,000 additional for administrative costs. Total CoC budget = $550,000 in this example.

- The CoC reserves the right to limit administrative fund requests to a level below 10% based on NOFO requirements, and/or strategic priorities such as those aimed at maximizing direct assistance.

- Providers must adhere to the HUD Administrative Cost Recordkeeping Requirements (see CFR 24 § 578.103).

- Project Administrative Costs do <u>not</u> include staff time and overhead directly related to carrying out CoC Program eligible activities, because those costs are eligible on the relevant budget line item, not on the project administrative costs line. For example, the cost of conducting Housing Quality Standards (HQS) inspections and determining rent reasonableness are eligible on the Rental Assistance line NOT the Project Administrative Costs line. The costs of office supplies and supervision for case managers are eligible on the Supportive Service line NOT the Administrative Costs line.

- Applicants should note that though administrative costs are budgeted as a percentage of the total amount requested for the other CoC project budget line items, it cannot be billed that way, Project Admin costs are billed as direct costs. They must be billed based on actual costs incurred and be supported by backup documentation for staff hours/fringe and reimbursable expenses. It is recommended that organizations utilize a "Personnel Activity Log" as a form of backup documentation for all staff-related direct costs, such as Project Admin, Rental Assistance, Supportive Services, and Operating expenses especially for staff working on more than one project or multiple activities/budget line items

- P**roject Admin costs must be allocated only to these eligible activities as defined in the CoC Program Interim Rule:**

General Management Oversight and Coordination
Salaries, wages, and related costs of recipient staff, sub recipient staff, or other staff engaged in program administration including:
- Preparing program budgets and schedules and amendments to those budgets and schedules   - Monitoring program activities for progress and compliance   - Coordinating the resolution of audit and monitoring findings   - Evaluating program results against stated objectives   - Developing systems for assuring compliance with program requirements   - Preparing reports and other documents directly   - Managing or supervising persons whose primary responsibilities with regard to the program include such assignments
Travel costs incurred for monitoring of sub recipients
Administrative services performed under third-party contracts or agreements, including general legal services, accounting services, and audit services
Other costs for goods and services required for administration of the program, including rental or purchase of equipment, insurance, utilities, office supplies, and rental and maintenance (but not
Costs of providing training on CoC requirements and attending HUD-sponsored CoC trainings
Costs of carrying out the HUD required environmental review responsibilities

Information Regarding Indirect Costs

Indirect costs are those that cannot be relatively easily and with a high degree of accuracy directly assigned to an eligible CoC activity (e.g., project administrative costs, rental assistance, leasing, operating, or supportive services). Rather, indirect costs are incurred for common or joint purposes benefitting multiple projects and cannot be readily associated with a particular CoC project. Salaries for IT staff who maintain the agency's network, or costs associated with payroll management are examples of indirect costs. There is no separate budget line item for indirect costs in a CoC project. Indirect costs are budgeted on other budget line items (e.g., supportive services). For an up-to-date toolkit on indirect costs in the CoC program please see this resource: https://www.hudexchange.info/news/new-indirect-cost-toolkit-for-coc-and-esg-programs/

There are also two types of indirect rates: Negotiated Indirect Cost Rate Agreement (NICRA) and the 10% de minimis rate. Agencies that have a NICRA must use that rate; Agencies that have never had a NICRA may elect to charge the de minimis 10% of Modified Total Direct Costs - information on calculating MTDC is here: https://files.hudexchange.info/resources/documents/Indirect-Cost-Toolkit-for-CoC-and-ESG-Programs.pdf NOTE: the 10% de minimis rate is not 10% of the total HUD grant award. Please see the guidance from HUD which lists all CoC eligible costs which must be excluded when calculating the MTDC base on which the 10% is charged. If an agency elects to charge the 10% de minimis rate, they must consistently apply this to all Federal grants and contracts.

To charge more than the 10% de minimis indirect cost rate, the agency must have an indirect cost rate proposal that is in accordance with Federal OMB requirements. If HUD conditionally awards the grant, agencies will be required to maintain the rate proposal and related documentation for audit requirements according to 2CFR §200. Applicants with an approved indirect cost rate must submit a copy of the approval with their application to the CoC and must attach the approval to their project application in *E-Snaps*. Unlike Project Admin, Indirect costs are not budgeted on a separate line item. Rather, Indirect costs are applied to each budget line (e.g., Supportive Services) not on the project administrative costs line. For example, projects claiming the 10% de minimis rate would include that 10% indirect rate on their CoC budget line items (e.g., supportive services, leasing). Projects with an approved federal indirect rate of 19% would include that 19% indirect rate on their CoC budget line items.

Match Requirements

Sources of match: Per the CoC Program Interim Rule (24 CFR 578.73), match must equal **25 percent of the total grant request including project administrative costs but excluding leasing costs** (i.e., any funds identified for Leased Units and Leased Structures). For example, if the 'total assistance requested' is $100,000, and the project applicant did not request costs for Leased Units or Leased Structures, then the project applicant must secure commitments for match funds equal to no less than $25,000. In another example, if the 'total assistance requested' is $100,000, of which $50,000 is for Leased Units or Leased Structures, then the project applicant must secure commitments for match funds equal to no less than $12,500 (i.e. (100K-50K)*.25).

   i. The total match requirement can be met through **cash, in-kind, or a combination** of the two.

   ii. Match – whether cash, in-kind, or both, must be used for **eligible costs** for the program component you are applying for, as set forth in the HEARTH Interim Rule (Subpart D of 24 CFR part 578). This is not limited to approved budget line items for the particular project. For example, case management is an eligible CoC Program cost and can be used as Match if being provided through another source even if the project has not requested CoC funds for supportive services.

   iii. **Cash sources.** A recipient or sub-recipient may use funds from any source, including any other federal sources (excluding Continuum of Care program funds), as well as State, local, and private sources, provided that funds from the source are not statutorily prohibited to be used as a match. The recipient must ensure that any funds used to satisfy the matching requirements of this section are eligible under the laws governing the funds in order to be used as matching funds for a grant awarded under this program. Organizations providing the match using paid staff time should

indicate this as **cash match** and list the source of the funds used to pay for those staff salaries. Building utilities not covered by the CoC grant are paid by the organization and funded through private sources are considered **cash match**. Since eligible project administrative costs are capped by HUD at 10% of the grant awarded, if your application includes project administrative costs of less than 10% of the grant awarded, you may use, as **cash match**, funds that support staff time for eligible project administrative costs up to the difference between the allowable and the claimed level of project administrative costs. You may not use, as match, funds that support staff time for administrative costs that exceed the 10% cap established by HUD. Similarly, since eligible indirect costs are also capped by HUD, if your application includes indirect costs that are less than the applicable cap, you may use, as **cash match**, funds that support staff time for eligible indirect costs up to the difference between the allowable and the requested level of indirect costs. You may not use, as match, funds that support staff time for indirect costs that exceed the allowable indirect costs of 10% of MTCD or the NICRA applied to the appropriate cost base.

iv. The recipient may use the value of any real property, equipment, goods, or services contributed to the project as match, provided that if the recipient had to pay for them with grant funds, the costs would have been eligible. Any such value previously used as match, may not be used again.

v. Match is only **in-kind** if it is a donation of services, goods, materials, or equipment. If match is provided through **in-kind** sources from a third party, it must be documented by an   **MOU** between the recipient or sub-recipient and the third party that will provide the services. Services provided by individuals must be **valued at rates consistent** with those ordinarily paid for similar work in the recipient's or sub-recipient's organization. If the recipient or sub-recipient does not have employees performing similar work, the rates must be consistent with those ordinarily paid by other employers for similar work in the same labor market. The MOU must establish the **unconditional commitment**, except for selection to receive a grant, by the third party to provide the services, the **specific service** to be provided, the **profession** of the persons providing the service, and the **hourly cost** of the service to be provided. Organizations providing the required match using volunteer time should indicate this as **in-kind match**. Since the documentation requirements for **in-kind** match are significantly more onerous than for cash match, the NYC CoC recommends use of **cash** match sources whenever possible.

vi. **To qualify as match, funds must come to and be disbursed by the grantee.** If benefits are paid directly to program participants, the funding is not going through the agency's books and it cannot be counted as match. For example, rent paid directly to a private landlord does not come to the grantee and so cannot qualify as match. Benefits received by tenants such

as SSI, GA do not go to the grantee and cannot be used as match.

vii. During the term of the grant, the recipient or sub-recipient must keep and make available, for inspection, **records documenting the service hours provided**.

SECTION 8: MINIMUM THRESHOLD CRITERIA

Before proceeding, an applicant should determine whether it meets basic eligibility requirements for funding.

All final threshold reviews are completed by the NYC DSS FHPR Team. Providers should contact the NYC DSS FHPR Team nyc.coc@dss.nyc.gov *if they have any questions before submitting a response to this RFP.*

	Threshold Criteria
1	Project must operate in the five Boroughs of NYC.
2	Project is/lists the correct legal entity/agency name on the application and provides a Unique Entity Identifier.
3	Project applicants must meet organizational eligibility requirements as described in the CoC Program Interim Rule (i.e., only nonprofit organizations, States, local governments, and instrumentalities of State or local governments are eligible to apply) and be able to provide evidence of eligibility (e.g., nonprofit documentation).
4	The population served must meet program eligibility requirements, as stated in Section 2 and Section of this RFP.
5	Project applicants must demonstrate the financial management capacity and organizational experience to carry out the project and administer Federal funds (e.g., by demonstrating experience with similar projects and with successful administration of other federal/state/local funds).
6	Projects must administer their programs in the most integrated setting appropriate to the needs of qualified homeless people with disabilities (i.e., enabling participants to interact with others without disabilities to the fullest extent possible).
7	**HMIS Data Warehouse**
	7a. Projects must have the ability to upload client data into a HMIS compliant system, generate statistical reports that support stated program results, and use data to drive decision-making around program goals and outcomes.
	7b. Victim Service Provider projects (exclusively serving survivors of domestic violence, dating violence, sexual assault, or stalking) must adhere to 7a. and demonstrate the ability to maintain confidentiality of their client-level data while being able to report program outcomes at the aggregate level
8	Project applicants must be in good standing with HUD, which means that the applicant does not have any open monitoring or audit findings, history of slow expenditure of grant funds,

	outstanding obligation to HUD that is in arrears or for which a payment schedule has not been agreed upon, expending funds on ineligible costs, failing to expend funds within statutorily established timeframes, or history of serving ineligible program participants. Organizations with a current or past history of one or more of the above must submit a separate explanatory statement
9	Applications must meet HUD's 25% match requirement as defined in the CoC Program Interim Rule (i.e., match must equal a minimum of 25 percent of the total grant request including administrative costs but excluding leasing costs.)
10	**For projects serving families with dependent children and single adults 24 years old or younger with minor children**
	a. Does the applicant/sponsor have policies and practices that are consistent with, and do not restrict the exercise of rights provided by the education subtitle of the McKinney-Vento Act, as updated by the Every Student Succeeds Act (ESSA), and other laws relating to the provision of educational and related services to individuals and families experiencing homelessness?
	b. Does the applicant/sponsor have a designated staff person responsible for ensuring that children are enrolled in school and connected to the appropriate services within the community, including early childhood education programs such as Head Start, Part C of the Individuals with Disabilities Act, and McKinney-Vento education services?

SECTION 9: APPLICATION EVALUATION AND SCORING

Each project application will be independently scored by at least three reviewers who are part of the NOFO New Project Review Committee. Final scores and selection decisions will be confirmed through joint discussion among reviewers as needed.

In order to be scored, applications must first pass a threshold review (see above) to ensure that required information and characteristics are met. Applications that do not pass threshold review will not be further evaluated/scored.

Reviewers will use the following criteria:

Application Review Scoring Matrix	
Criteria	**Points Allotted**
Program Design *Does the applicant show understanding of CoC and HUD priorities? Does application demonstrate an understanding of guiding principles, Including but not limited to:* - *Housing First* - *Rapid Implementation* - *PWLEx participation in decision making* - *PWLEx employment opportunities* - *Leveraging community resources/meeting community need*	50

Program Readiness - *Is there evidence the program will be prepared to begin within the stated amount of time?*	10
Performance - *As a current CoC member, are your projects meeting or exceeding current HUD and CoC standards?* - *As a project applicant new to the CoC, what examples can you provide of projects that you have operated that demonstrate that you are serving the population intended, that there are limited returns to homelessness, positive exits, and that clients are increasing their income?* - *Use of HMIS and/or data-driven performance management system*	15
Coordinated Assessment and Placement System Participation - *If applying for PSH funds, does the program participate in the CAPS system?* - *If applying for other CoC funds, does the organization demonstrate understanding and preparedness to utilize CAPS?* - *Does the organization understand that participating in coordinated entry is mandatory?*	unscored
Program Budget/Cost Efficiency - *Project Budget is cost-efficient and comparable to other projects of the same type, size, and population served.* i.e., The Project Budget demonstrates an understanding of the model and typical program expenses	25
Total Points Possible	**100**

SECTION 10: TERMS AND CONDITIONS

1. Submission of a proposal shall constitute acknowledgment and acceptance of all terms and conditions contained in the RFP, including the introduction and instructions as well as the application itself.

2. The NYC CoC reserves the right to amend the RFP after the release of the HUD Notice of Funding Opportunity (NOFO) so that it reflects any new or additional HUD priorities outlined therein. Additional revisions may also occur at the request of the NYC CoC Steering Committee based on local priorities. Changes to the RFP will be outlined and communicated to prospective applicants.

3. The NYC CoC reserves the right to extend the RFP submission deadline should such action be in the best interest of NYC CoC. The NYC CoC may allow Proposers to revise and resubmit their proposal in the event the deadline is extended.

4. The NYC CoC reserves the right to reject any and all proposals received in response to this RFP if it is deemed incomplete, fails to comply with RFP requirements.

5. The NYC CoC reserves the right to negotiate services and costs with Proposers, including revision of program design and project budget as necessary to better meet NYC CoC needs or HUD requirements.

6. A Proposer shall not be recommended for funding, regardless of the merits of the proposal submitted, if it has a history of contract non-compliance, suspension, and/or termination with/by HUD, and demonstrates a disregard for NYC CoC policies and

procedures.

7. **The NYC CoC reserves the right to disqualify organizations requesting new CoC funding for a term determined by the Steering Committee in consultation with the Co-Chairs if such entities previously returned a CoC funded project without providing sufficient notice to the CoC of their intent and the action resulted in the loss of funding to the NYC CoC.**

SECTION 11: NYC CoC ANNUAL PROJECT EVALUATION

All CoC Program funded projects must comply with all HUD regulations and NOFO requirements under which they initially applied. HUD regulations may be found at:

After projects are awarded (typically during the first Quarter of the calendar year), they are expected to be operational by the end of the calendar year. If HUD delays notification of awards and/or provision of grant agreements, or there are mitigating circumstances (e.g., a national pandemic), projects have until September 30th of the next year to be operational.

In response to HUD performance-related requirements, the NYC CoC annually evaluates all HUD CoC-funded projects. The purpose of this evaluation is to ensure adherence to current HUD priorities and standards and provide a detailed review of project level performance. Evaluation activities include review of quantitative project data submitted in the HMIS system and responses to qualitative information contained in the CoC Local Priorities Survey. Projects are not evaluated during their 1st year of operation. Note: The NYC CoC Annual Performance Evaluation is separate from the submission of an Annual Performance Report (APR) to HUD at the end of a contract year via the SAGE system – although some of the performance metrics are identical. The Evaluation is also not synonymous with a HUD audit/monitoring, whereby the HUD Field Office conducts an on-site visit and assesses a project's compliance with HUD rules, regulations, and policies as set forth in **24 CFR 578**)

Though not exclusive, the following outcome measures illustrate the data collected through the HMIS system. Note that applicants are encouraged to develop their own outcome measures, and additional outcome measures may be developed by the N Y C CoC Performance Management Committee over time. HMIS outcome measures include:

- Daily unit utilization rate
- Percent of newly entering participants that are literally homeless
- Average length of stay
- Percent of participants that maintained or increased earned income
- Percent of participants with sources of non-cash benefits
- Percent of participant that exit/leave to permanent housing
- Rate of return to homelessness of those exiting with a successful discharge

The following material is posted on our CoC website and will give projects a sense of how performance is assessed for projects.

- **NYC CoC Annual Evaluation**
- **NYC CoC 2022 Annual Evaluation Results**
- **HMIS Evaluation Tool - General**
- **HMIS Evaluation Tool – DV Projects**
- **NYC CoC Local Priorities Survey**

The Evaluation is completed prior to HUD's CoC Program c o m p e t i t i o n (a / k / a t h e N O F O) . Project performance on the Evaluation has a strong correlation with subsequent successful renewal of HUD funding in future NOFO competitions. While Evaluation results are used to inform project selection and ranking in the NOFO, they are also a gauge to identify any performance issues that may need to be addressed. When a performance issue is identified, a provider may be referred to the CoC's performance and quality improvement (PQI) committee for follow-up assistance and support in creating a plan to improve performance. Severe and persistent performance issues, including issues related to compliance with CoC standards and chronic underspending, may negatively impact a project's ability to continue to receive CoC Program funding.

SECTION 12: APPLICATION COMPLETION AND SUBMISSION

Applicants will complete and submit a separate fillable PDF P S H o r R R H a p p l i c a t i o n for each project for which they choose to apply. Applicants can apply for a single project or multiple projects. Applicants will electronically submit each application by A u g u s t 2 3 , 2022, at 5:00 PM EST to n y c . c o c @ d s s . n y c . g o v . Applications received after this deadline will not be considered. When electronically submitting the application package for each project, use the f o l l o w i n g file naming convention: 2022 CoC New Project RFP_NAME OF ORGANIZATION_PROJECT NAME. Please devise an interesting name for your project. For example, do not name it "CoC RRH Project".

SECTION 13: APPENDIX

DEFINITIONS OF KEY TERMS:

HUD Homeless Definition: HUD defines four categories under which individuals and families may qualify as homeless. **Only Categories 1 and 4 are relevant for this RFP**.

1. Category 1: Literally homeless. An Individual or family who lacks a fixed, regular, and adequate nighttime residence, meaning:
    i. Has a primary nighttime residence that is a public or private place not meant for

human habitation;

    ii.   Is living in a 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; or

    iii.   Is exiting an institution where (s)he has resided for 90 days or less and who resided in an emergency shelter or place not meant for human habitation immediately before entering that institution.

2. <u>Category 2</u>: Imminent risk of homelessness

3. <u>Category 3</u>: Homeless under other Federal statutes

4. <u>Category 4</u>: Fleeing/attempting to flee Domestic Violence DV, dating violence, sexual assault, stalking, or other dangerous conditions. An individual or family who:

    i.   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 a 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;

    ii.   Has no other residence; and

    iii.   Lacks the resources or support networks to obtain other permanent housing.

Chronically Homeless: The definition of "chronically homeless" currently in effect for the CoC Program is that which is defined in the CoC Program interim rule at 24 CFR 578.3, which states that a chronically homeless person is:

1. **(a)** A "homeless individual with a disability," as defined in section 401(9) of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11360(9)), who:

    i.   lives in a place not meant for human habitation, a safe haven, or in an emergency shelter; and

    ii.   Has been homeless and living as described in paragraph (a)(i) continuously for at least 12 months or on at least four separate occasions in the last 3 years, as long as the combined occasions equal at least 12 months and each break in homelessness separating the occasions included at least 7 consecutive nights of not living as described in paragraph (a)(i). Stays in institutional care facilities for fewer than 90 days will not constitute as a break in homelessness, but rather such stays are included in the 12-month total, as long as the individual was living or residing in a place not meant for human habitation, a safe haven, or an emergency shelter immediately before entering an institutional care facility;

(b) An individual who has been residing in an institutional care facility, including a jail, substance abuse or mental health treatment facility, hospital, or other similar facility, for fewer than 90 days and met all of the criteria in paragraph (a) of this definition, before entering the facility;

(c) A family with an adult head of household (or if there is no adult in the family, a minor head of household) who meets all of the criteria in paragraph (a) or (b) of this definition, including a family whose composition has fluctuated while the head of household has been homeless.

Disabling Condition: Defined by HUD as a condition that

1.

    i.   Is expected to be long-continuing or of indefinite duration;

    ii.   Substantially impedes the individual's ability to live independently;

    iii.   Could be improved by the provision of more suitable housing conditions; and

    iv.   Is a physical, mental, or emotional impairment, including an impairment caused by alcohol or drug abuse, post-traumatic stress disorder, or brain injury;

2. A developmental disability, as defined in section 102 of the Developmental Disabilities Assistance and Bill of Rights Act of 2000 (42 U.S.C. 15002); OR

3. The disease of acquired immunodeficiency syndrome (AIDS) or any condition arising from the etiologic agent for acquired immunodeficiency syndrome, including infection with the human immunodeficiency virus (HIV).

Permanent Housing:
Permanent housing means community-based housing without a designated length of stay and includes both permanent supportive housing and rapid rehousing. To be permanent housing, the program participant must be the tenant on a lease for a term of at least one year, which is renewable for terms that are a minimum of one month long and is terminable only for cause.

Permanent Supportive Housing:
Permanent supportive housing means housing which combines rental assistance with supportive services to address the needs of chronically homeless individuals or households.

Permanent Supportive Housing projects must also follow the NYC CoC written standards available at www.nychomeless.com. Programs funded through the CoC are required to meet HUD defined housing first standards as described here: https://www.hudexchange.info/resources/documents/Housing-First-Permanent-Supportive-Housing-Brief.pdf

Rapid Re-Housing:

Rapid Rehousing is the provision of supportive services, and/or short-term (up to 3 months) and/or medium-term (for 3 to 24 months) tenant-based rental assistance necessary to help a homeless individual or family, with or without disabilities, move as quickly as possible into permanent housing and achieve stability in that housing. For more information on program requirements and eligible costs please refer to the [Rapid Re-Housing ESG vs CoC](#) document located on the HUD Exchange.

Rental Assistance:

- Tenant-based Rental Assistance (TBRA) follows the program participant. The participant locates qualified housing of their choice. If the participant moves, they can take the rental assistance to a new unit.

- Project-based rental assistance (PRA) stays with the unit. The recipient of grant funds would contract with the building owner. The owner would agree to lease the subsidized unit to program participants. If the participant moves out of the unit, the unit is rented to another eligible participant sponsor based rental assistance.

- Sponsor-based rental assistance (SBA): Program participants reside in housing owned or leased by a sponsor organization and arranged through a contract between the recipient and the sponsor organization.

SECTION 14: PROJECT COST FRAMEWORK

The NYC CoC has provided sample budgets below for PSH and RRH projects to ensure that all new project applications included in the 2022 NOFO are cost-effective, maximize the creation of new units and services provided, to assist applicants in crafting an appropriate budget – including the "right" funding request of HUD, and that eliminates the potential for shortfalls/gaps in funding and surpluses with a portion of the grant being unspent. Applicants with project budgets that deviate substantially from the cost framework will be contacted by the NOFO New Project Review Committee and asked to provide a justification explaining the difference in costs.

Rates:

Leasing/Rental Assistance Costs:

- Combined costs for Leasing, Rental Assistance, and Operating budget line items are limited to the current federal Fair Market Rents (FMR):

Unit size	Fair Market Rent*
SRO	$1,513.50
Efficiency/Studio (0 BR)	$2,018

1 BR	$2,054
2 BR	$2,340
3 BR	$2,952
4 BR	$3,173

* The FMRs for unit sizes larger than four bedrooms are calculated by adding 15 percent to the four bedroom FMR, for each extra bedroom. For example, the FMR for a five-bedroom unit is 1.15 times the four-bedroom FMR, and the FMR for a six-bedroom unit is 1.30 times the four-bedroom FMR.

- HUD requires new CoC project application budgets for Rental Assistance and Leasing to be based on the HUD Fair Market Rate (FMR) or rent reasonableness determination. The CoC has no discretion on this matter and under no circumstances will proposals that are not in concert with this be accepted. If requesting Leasing funds, rent paid for an individual unit cannot exceed the applicable FMR or reasonable rent – whichever is less. If using Rental Assistance, rent paid cannot exceed the reasonable rent.
- Rents paid must be reasonable in relation to comparable space or units, and these may not be more than the owner charges others for comparable units.
- Utilities are not a leasing line item. If utilities are not provided by the landlord, utility costs are an operating cost.

- Grant funds may be used for security deposits in an amount not to exceed two months of rent, and may be used to pay for first and last month's rent.

- All RRH projects are required to apply for 12 months of rental assistance at FMR for each unit.
- Grant funds may be used to pay the costs of the day-to-day operation of PSH in a single structure or individual housing units. Eligible operating costs are: maintenance and repair of housing; property taxes and insurance; building security for a structure where more than 50% of the units or area is paid for with grant funds; electricity, gas, and water (includes sewer, water, trash); furniture; equipment

Supportive Services Costs

The eligible costs of supportive services that address the special needs of the project participants include:
- Annual assessment of service needs
- Reasonable one-time moving costs
- Case management
- Childcare
- Education services
- Employment assistance and job training
- Food – meals or groceries for project participants
- Housing search and counseling services

- Legal services
- Life skills training
- Mental health
- Outpatient health services
- Outreach services
- Substance abuse services
- Transportation
- Utility deposits (one-time fee, paid to utility companies)

If the service described in the above bullets is being directly delivered by the recipient, eligible costs for those services also include: 1) costs of labor, supplies, and materials; and 2) salary and benefit packages of service delivery staff.

PSH

- The CoC will use the following PSH supportive services rates established through the NYC 15/15 Initiative. Services may be on-site direct service or referral/linkages.

Population	Scattered-Sites Annual Rate per Household	Congregate Annual Rate per Household
Single Adults & Adult Families	$10,000	$17,500
Families with Children	$19,200	$28,738
Young Adult Singles	$20,669	$25,596
Young Adults (under 25) Pregnant or with Children	$30,091	$28,738

RRH

The CoC does not have established supportive services rates for RRH, however guidance on suggested costs can be found in the RRH Sample Budget provided.

HMIS Budget: Suggested Categories / Structure for budgeting

HMIS Budget		
Eligible Costs	**Description and Quantity**	**Annual Assistance Requested**
Equipment		
Software		
Services		
Personnel		
Space & Operations		
Total Annual Assistance Requested		$ -

Project Staffing and Salaries

Staff must have demonstrated experience relevant to serving homeless persons, including experience in service design, implementation, and/or administration.

Projects are expected to pay staff salaries at a living-wage. Specific salaries of staff should reflect the expected experience necessary to fulfill each role. The NYC CoC strongly recommends that salaries disincentivize frequent personnel turn-over and attrition, making successful project operation and performance more challenging. Application reviewers will consider staff compensation as part of application evaluations.

Personnel and Supportive Services				
Eligible Costs: Assessment of Service Needs, Assistance with Moving Costs, Case Management, Childcare, Education Services, Employment Assistance, Food, Housing/Counseling Services, Legal Services, Life Skills, Mental Health Services, Outpatient Health Services, Outpatient services, Substance abuse treatment services, transportation, utility deposits				
Item	**Description**	**Quantity**	**Annual Cost**	**Annual Assistance Required**
Personnel				

				$ -
[add additional rows as needed]				$ -
			Total Annual Personnel	$ -
Supportive Services				
				$ -
[add additional rows as needed]				$ -
			Total Annual Supportive Services	$ -
			Total Annual Personnel and Supportive Services	$ -

Other Relevant HUD requirements - Prohibition Against Double Dipping

The item described below is a HUD requirement. The CoC has no discretion on this item and proposals to waive will not be considered.

HUD prohibits combinations of certain types of assistance in a single structure or housing unit. For example a project receiving CoC rental assistance funds may not also receive a NY/NY operating subsidy for the same units. Similarly, a project receiving CoC operating funds may not also receive Project-based Section 8 for the same units.

Applicants will be required to certify that they will not accept any funds that violate this requirement.

Projects cannot combine the following types of assistance in a single structure or housing unit:
- o Rental assistance and operating
- o Rental assistance and leasing
- o Leasing and acquisition, rehabilitation, or new construction
- o Tenant-based rental assistance and acquisition, rehabilitation, or new construction

- o Short or medium-term rental assistance and acquisition, rehabilitation, or new construction

RRH *Sample* Budget

This budget models a staffing plan that reflects nation-wide best practices for RRH, including a case management ratio of 15:1 and specialized staff, such as a housing specialist, employment specialist, education/career counselor, and peer specialist. All applicants are expected to, at a minimum, include a housing specialist in their staffing plan and program budget.

Applicants are encouraged to leverage all available organizational and community wide resources and partnerships to build out an efficient and effective RRH program (e.g., partnership with community mental health services organization or workforce development program). The detailed budget example below reflects a typical staffing pattern of a RRH program. If the staffing plan included in the new project application varies substantially from the plan shown below, applicants should clearly describe their plan to leverage community partnerships and existing agency resources to provide the services that otherwise would have been administered by organizational staff. The OTPS portion of our sample budget reflects allowable costs by HUD that would be appropriate to plan for when building out an RRH program. Applicants are encouraged to use their own discretion when planning for OTPS costs.