



2023 NYC Continuum of Care (CoC) Local Competition Request for Qualifications and Proposals (RFQ+P) Submission Instructions

This document provides guidance and instructions to apply for new and expansion funding from U.S. Department of Housing and Urban Development (HUD) for Rapid Rehousing and Permanent Supportive Housing projects through the NYC CoC local funding competition. The HUD CoC Program Notice of Funding Opportunity (NOFO) competition occurs annually. Last year, NYC CoC applicants received over \$147 million in grant funding from HUD.

Your RFQ+P submissions will be received by NYC CoC via [Survey Monkey](#). **Before opening Survey Monkey, you must read this document and prepare your answers in advance. Survey Monkey will not allow you to save and return to your entry later.**

April

04.03.2023	New project RFQ+P announced and posted
04.13.2023	Information session for applicants
04.14.2023	Information session for applicants

May

05.15.2023	Submission deadline
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June

06.01.2023	Projects notified of decision
Mid-late June	Selected projects upload into HUD online portal (esnaps)

**See full RFQ+P timeline at the end of this document for more key dates and deadlines.*

The six-week submission period for new project qualifications and proposals beginning on April 3, 2023 will close on May 15, 2023. The NYC CoC will hold identical info sessions for interested applicants in April. If you submit your RFQ+P between April 3 and May 1, the early submission period, you will have the opportunity to make revisions and/or resubmit your RFQ+P based on feedback from the NYC CoC team. Submissions received on or after May 1 will not be provided additional assistance. No new project proposals will be accepted after May 15, 2023.

Projects will be reviewed from May 15 to May 30. Projects conditionally selected for inclusion in the NYC CoC submission to HUD will be notified on or around June 1. Upon the release of the 2023 HUD NOFO, selected projects may be asked to revise and/or adjust their proposals (to meet competition guidelines).

Special consideration will be given to:

- I. Permanent Supportive Housing projects that
 - bolster existing services
 - serve medically frail or older adults who meet HUD Chronic Homelessness definition
 - leverage other housing funding
- II. Rapid Rehousing projects that
 - serve families with children, especially young children
 - serve young adults formerly in foster care
 - serve persons with criminal justice involvement
 - leverage other housing funding

Please contact the NYC CoC Team at nyc.coc@dss.nyc.gov for questions about the form or process.

RFQ Short Answer Questions: Survey Monkey Questions 16-27

These questions **must be entered directly into Survey Monkey!** ***Do not*** include your response to these questions in your attachment responding to Long Answer Questions LI-LIII. The questions and their character limits are listed below for your convenience, if you would like to prepare ahead of time.

- SM16. Describe in brief your organization's (and subrecipient(s) if applicable) experience effectively utilizing federal funds. If no experience with federal funds, describe your organizational experience utilizing state, local or private sector funding. (Answer must be between 100 and 2000 characters)
- SM17. Please provide a dollar-value range of funding you need for your project and describe in brief how the funding will be allocated, including details about staffing levels and supportive services. Note: RRH projects are asked to limit their estimated project funding to a maximum of \$1 million. This limit may be subject to change upon release of HUD's NOFO. (Answer must be between 100 and 2000 characters)
- SM18. Briefly describe your organization's (and subrecipient(s) if applicable) financial management structure. (Answer must be between 100 and 1000 characters)
- SM19. Describe relevant experience to operate the project type (Permanent Supportive Housing, Rapid Rehousing) you are applying for. If you have never operated a project of this type before, explain your motivation for applying and why you feel prepared to operate this type of project. (Answer must be between 100 and 2000 characters)
- SM20-21. Is your agency participating in or prepared to participate in/accept referrals through NYC's [coordinated entry system](#), CAPS (Coordinated Assessment and Placement System)? (Y/N)
 - If no, Explain. (Answer must be between 50 and 2000 characters)
- SM22. Please describe the process you expect to utilize if you do not expect to immediately receive referrals through CAPS. (Answer must be between 50 and 2000 characters)
- SM23-24. Has your organization used Homeless Management Information System (HMIS) data to implement a project-based performance measurement system focused on continuous quality improvement? (DV projects do not upload their data to the HMIS Data Warehouse, but must maintain a comparable system, be HIPAAA compliant, and like all other projects, submit an Annual Performance Report to HUD.) (Y/N)
 - Explain. (Answer must be between 15 and 1000 characters)
- SM25. Please explain your organization's approach to Continuous Quality Improvement (CQI). (Answer must be between 15 and 1000 characters)
- SM26. Describe your organization's existing mechanism(s) for involvement of persons with lived experience of homelessness in any or all facets of the project operations (an advisory committee, participant feedback, participation on the organization's board) and how their involvement is valued and applied. Describe how you envision the role of persons with lived experience in shaping this new project. (Answer must be between 100 and 3000 characters)
- SM27. The NYC CoC encourages organizations to provide employment opportunities to clients they serves, if appropriate. Please describe your organization's approach to this priority. (Answer must be between 100 and 2000 characters)

Long Answer Questions L-I, L-II, and L-III

Please prepare a **.pdf** attachment responding to the following questions. You will be asked to upload said attachment at the end of the [RFQ+P Survey Monkey form](#). Please save your attachment using the format **Orgname _Projectname_ "Proposal" _"NOFO2023" _date**. Your attachment is limited to 12 pages of Calibri size 11 font with one-inch margins.

L-I: Project Plan and Scope

- a. Please provide a detailed description of your project.
 - i. Address the full scope of your project as it pertains to your project type (RRH/PSH).
 - ii. Please include a general outline of your staffing plan the social services you intend to provide.
 - iii. What is the need your project will address?
- b. If applicable, answer the following.
 - i. *For expansions of existing CoC-funded projects:* Please explain how the additional resources will be used to further the current project's impact. Examples of permissible expansions include but are not limited to, salaries for more case managers, on-site psychiatry, etc.
 - ii. *For expansion of supportive services only:* Describe your current resources for providing supportive services and explain why you are currently not utilizing other government funded supportive services resources (DOHMH, OASAS, OMH, etc.). Why is your organization seeking CoC funds for services?

L-II: Housing First

- a. Describe how project participants will be assisted to obtain and remain in permanent housing.
- b. Describe how your organization implements [Housing First principles as defined by HUD](#). See here for [more information on housing first](#).
 - i. Please describe how the practice is currently implemented at your agency, including within any existing CoC-funded projects
 - ii. If this would be your first CoC funded project, please explain your organization's approach to Housing First, and how Housing First will be approached in the project you are proposing.

L-III: Leveraging of Resources

- a. Outline your specific plan to coordinate and integrate with other mainstream health, social services, and employment programs for which project participants may be eligible. Describe how participants will be assisted to both increase their employment and/or income and to maximize their ability to live independently.
- b. Describe how your organization leverages community partnerships and draws upon all available resources, including non-HUD funding. How does your organization take advantage of all opportunities and resources, and provide the best possible housing and support services to the clients it serves?

New Project Scoring Guidelines for Applicants

New projects must meet basic criteria, including but not limited to:

- Project must operate in the five Boroughs of NYC.
- Project is/lists the correct legal entity/agency name on the submission and provides a [Unique Entity Identifier](#).

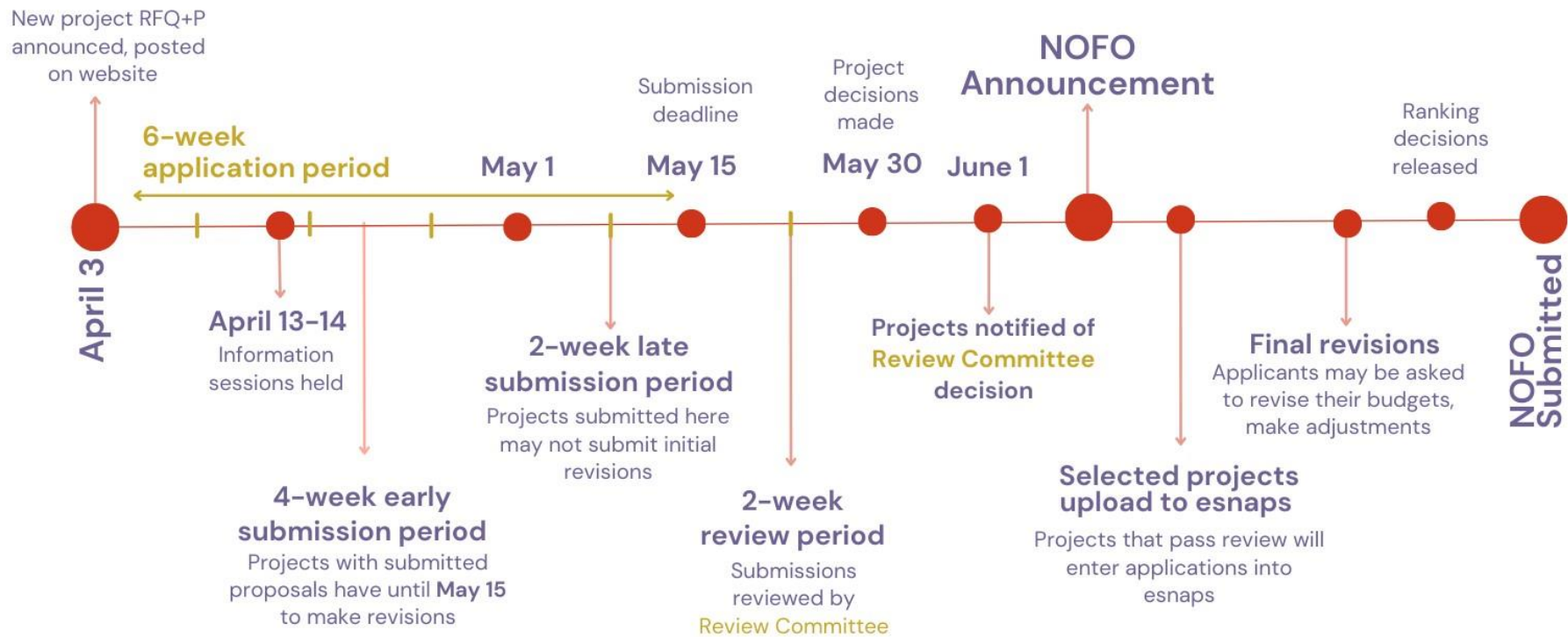
New project submissions will be scored by a review committee according to the following scoring matrix.*

Category	Details	Percentage
Organizational Capacity and Experience	Applicant demonstrates experience and competence in: <ul style="list-style-type: none"> • Serving stated target populations • Managing HUD and other state, federal, city, or private funds • Financial management and accounting • Connections to partners and other entities serving the target population • Data management and continuous performance improvement 	30%
Alignment with HUD and Local Priorities	Applicant conveys an understanding of: <ul style="list-style-type: none"> • HUD's policy priorities • NYC CoC's local priorities, and • How said priorities will be integrated into the new project 	20%
Project Design and Purpose	The project design: <ul style="list-style-type: none"> • Is appropriate for and fits the needs of the target population • Is fully described • Addresses anticipated challenges • Presents a clear social service and staffing plan for successful implementation. 	50%
Total		100%

***The NYC CoC reserves the right to also consider other information when determining the overall strength of a new project**

Please save a copy of this timeline for your records.

New Projects Request for Qualifications and Project Proposals Timeline



Legend: | Weeks ● Milestones