



2024 NYC Continuum of Care (CoC) Local Competition New Project Application Instructions

Published May 1, 2024

Thank you for your interest in applying for Continuum of Care funding through the NYC CoC’s 2024 NOFO Local Competition. This document outlines required steps and key information in the new project application process and will help ensure you submit a competitive proposal that aligns with our local community priorities and HUD expectations. We appreciate your commitment to addressing and ending homelessness and we look forward to receiving your application.

Table of Contents

Background Information	2
Applicant Eligibility.....	2
Universal Requirements.....	3
Application Timeline	3
Participant Eligibility and HUD Homelessness Definitions	4
Application Required Components	5
Long Answer Appendix Questions	5
New Project Scoring Rubric.....	7
Additional Resources	7

Background Information

The Continuum of Care (CoC) program is a key component of the United States government's efforts to combat homelessness. Established by the U.S. Department of Housing and Urban Development (HUD), the CoC program provides funding to communities nationwide to promote a coordinated, comprehensive approach to addressing homelessness. The CoC program focuses on long-term solutions for individuals and families experiencing homelessness through a combination of housing assistance and supportive services. The CoC program encourages collaboration among various stakeholders, including nonprofit organizations, local government agencies, and community members, to develop and implement strategies tailored to the unique needs of each community. Through an annual Notice of Funding Opportunity (NOFO), HUD allocates funding to CoCs across the country, enabling them to implement evidence-based practices, expand supportive housing options, and improve access to vital services for vulnerable populations.

The NYC Department of Social Services (DSS) is the lead agency for the NYC CoC and serves the role of collaborative applicant in the NOFO process. As the NYC CoC's collaborative applicant, DSS is responsible for submitting a joint application on behalf of the entire continuum, including applications for both renewal projects and new project proposals. The NYC CoC team at DSS also plays a central role in coordinating the application process, facilitating collaboration among various stakeholders within the CoC, and ensuring compliance with HUD requirements.

As part of the NOFO process, HUD requires that each CoC facilitate a fair and equitable local competition to determine which proposals will be included in the collaborative application submitted to HUD. The goal of the local competition is to produce high quality project proposals from capable applicants that meet identified community needs while facilitating equitable access to CoC funds.

For more information about the NYC CoC, [visit our website](#).

Applicant Eligibility

Eligible project applicants include:

- Nonprofit organizations*
- [States](#)
- Local governments
- Instrumentalities of [State](#) or local governments

Eligible project applicants for the CoC Program Competition are found at [24 CFR 578.15](#). **For-profit entities are ineligible to apply** for grants and are prohibited from being subrecipients of CoC Program grant funds. Public housing agencies, as defined in 24 CFR 5.100, are eligible without limitation or exclusion.

***Note:** Non-profit organization must have a Unique Entity Identifier (UEI) to be eligible. A UEI functions as a means of entity identification for federal awards. For more information, visit the [DUNS to UEI Transition Page](#). If your organization does not have a UEI, you must immediately take steps to obtain a UEI, as it will be required prior to final submission to HUD. Applicants without a UEI that cannot demonstrate steps taken towards obtaining one may be disqualified from the local competition.

Universal Requirements

The following requirements apply to all applicants regardless of project type or intended service population.

- **Applicant Eligibility:** All applicants must adhere to the requirements referenced in the [Applicant Eligibility](#) section, including the Unique Entity Identifier requirement
- **Operation within New York City:** Projects must operate within the five boroughs of NYC, the geographic area of the NYC CoC
- **HMIS Participation*:** Projects must have the ability to upload client data into an HMIS-compliant system and submit required reports to HUD using their HMIS data
- **CAPS Participation*:** Projects must receive referrals through CAPS, NYC's Coordinated Entry system
- **Housing First*:** Projects must adhere to Housing First principles.
- **Matching Funds*:** Grantees must meet HUD's 25% match requirement (excluding leasing funds)

*See [Additional Resources](#) for more information

Application Timeline

May	
5.01.24	New project application period begins
5.07.24	Information session for applicants: Register Here!
5.14.24	Information session for applicants: Register Here!
5.22.24	Early submission deadline*
5.27-5.31	Early applicants receive CoC feedback and suggested changes
June	
6.12.24	Final submission deadline
July	
7.15.24 (estimated)	Applicants notified of conditional application results

*Applicants who submit prior to the early submission deadline will receive targeted feedback and suggestions from the CoC team, followed by the opportunity to re-submit their application in advance of the final submission deadline. First-time CoC applicants are strongly encouraged to take advantage of this opportunity.

Applicants who submit after 11:59pm on May 22 will not be provided additional assistance prior to reviewing and scoring by the New Project Review Committee.

No new project proposals will be accepted after 11:59pm on June 12, 2024.

Projects conditionally selected for inclusion in the NYC CoC submission to HUD will be notified on or around July 15th. Upon the release of the 2024 HUD NOFO, selected projects may be asked to revise and/or adjust their proposals to meet competition guidelines. Applicants whose projects are selected for inclusion in the NYC CoC collaborative application will receive support from the NYC CoC team in entering required information into HUD's online portal, *E-snaps*. Inclusion in the NYC CoC's collaborative application to HUD is not a guarantee of funding success.

Participant Eligibility and HUD Homelessness Definitions

PSH projects are required to serve participants who meet the [HUD definition of chronic homelessness](#).

Participant eligibility for RRH is typically limited to individuals and families that meet HUD homeless definition **1, 2 or 4** (see below). Projects committed to serving survivors of domestic and gender-based violence may be required to exclusively serve participants who meet the category 4 definition.

All RRH applicants are encouraged to review the four categories of HUD's definition of homelessness, which are as follows:

1. [Literally Homeless](#)

An individual or family who lacks a fixed, regular, and adequate nighttime residence, meaning:

1. Has a primary nighttime residence that is a public or private place not meant for human habitation; **or**
2. 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 and local government programs); **or**
3. 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. [Imminent Risk of Homelessness](#)

An individual or family who will imminently lose their primary nighttime residence, provided that:

1. Residence will be lost within 14 days of the date of application for homeless assistance;
2. No subsequent residence has been identified; *and*
3. The individual or family lacks the resources or support networks needed to obtain other permanent housing.

3. [Homeless Under Other Federal Statutes](#)

(Projects funded through the NYC CoC are unauthorized to serve participants under this category)

4. [Fleeing/Attempting to Flee Domestic Violence](#)*

An 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

*The Category 4 definition was amended through the 2022 reauthorization of the Violence Against Women Act (VAWA).

Application Required Components

All three components of the application are required. Incomplete applications will not be considered.

1. New Project Application (Survey Monkey)

Submission method: through Survey Monkey online platform

2. Long Answer Appendix

Submission method: submit as a PDF attachment in Survey Monkey application

3. Budget Appendix

Submission method: email to nyc.coc@dss.nyc.gov as an Excel attachment

Note: Please review this entire document before beginning your application in Survey Monkey. We recommend preparing and saving all answers outside of Survey Monkey, as it will not allow you to save and return to your answers at a later time.

Long Answer Appendix Questions

You will upload a PDF attachment of your *Long Answer Appendix* at the end of your Survey Monkey application form. Please save your attachment using the format **OrgName_ProjectName_Long Answers_NOFO2024_date** and clearly label your responses for each question (it is not necessary to include the full text of each question). Your attachment is limited to 10 pages, single-spaced, Calibri font, size 12 with one-inch margins.

L1:

- a. Provide a description that addresses the entire scope of the proposed project, including:
 - the target population(s) to be served
 - project plan for addressing the identified housing and supportive service needs
 - anticipated project outcome(s)
 - coordination with other organizations (e.g., federal, state, nonprofit)
 - how the CoC Program funding will be used
 - a general outline of your staffing plan
- b. 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.
- c. *For proposed expansions of existing CoC-funded projects – if applicable:* Describe your project's current need and how the additional resources will be used to further the project's impact.

L2. Describe experience relevant to operating the project type (PSH/RRH) you are applying for and the population you intend to serve. If you have never operated a project of this type before or have never served the intended population, explain your motivation for applying and why you feel prepared to do so successfully.

L3: Describe your organization's current approach to [Housing First as defined by HUD](#). How do you envision implementation of Housing First in the proposed project?

L4: How does your organization center cultural responsiveness, non-discrimination, language access, religious/spiritual needs and accessibility? How do you plan to practice these values in the context of the proposed project?

L5: CoC grantees are expected to foster an organizational culture based in mutual respect and an appreciation for the agency and autonomy of all clients/participants. Describe your organization's current approach to these values and how you will implement a participant-driven, strengths-based approach in the proposed project.

L6: Describe your organization's current approach to trauma-informed care and how it will be integrated into the proposed project. Please note that all projects should have the capacity to support survivors of domestic and gender-based violence, including projects focused on serving other populations (i.e. youth, families, chronically homeless, etc.).

L7:

- a. Describe your organization's existing mechanism(s) for involvement from persons with lived experience of homelessness in any and all facets of program operations (i.e. paid staff, advisory committee, participant feedback, participation on the organization's board, etc.) and how their involvement is valued and applied.
- b. The NYC CoC strongly encourages roles with a lived experience requirement at multiple levels of your organization to ensure successful program design and implementation. This may involve accepting lived experience in lieu of degree requirements and creating opportunities for professional development and advancement for employees with lived experience. Please describe your organization's current approach to this priority.
- c. Describe how you envision the role of persons with lived experience in designing and implementing this new project

(continues on next page)

New Project Scoring Rubric

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 quality 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 those 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 clearly and fully described • Addresses anticipated challenges • Presents a clear social service and staffing plan for successful implementation 	50%
Total		100%

*The NYC CoC and the New Project Review Committee reserve the right to also consider other information when determining the overall strength of a new project

Additional Resources

[Eligible Costs and Activities: HUD Exchange](#)

[Housing First](#)

[Coordinated Access and Placement System \(CAPS\)](#)

[Homeless Management Information System \(HMIS\) Requirements](#)

[HUD CoC NOFO Archive](#)

[RRH Toolkit: National Alliance to End Homelessness](#)

[RRH Resources: HUD Exchange](#)

[Matching Requirements](#)