

Columbia Greene Housing Coalition (CGHC) CE-HMIS RFP 2024 (Expansion and/or Bonus Projects)

Please note: Being selected through the Rank & Review process does not guarantee funding; rather it allows the project to apply to HUD for CoC funding, which is a competitive process.

Applicant/Agency Name:

Agency Point of Contact:

Proposed Project Name:

Which of the below eligible project types are you applying for?

HMIS

CE

What type of project are you applying for?

New project

Expansion of an existing project

1. Will the project be able to begin within 12 months? **Yes 5 pts** **No 0 pts**

2. Is the agency applying a current CoC funded grantee?

Yes 0 pts **No 5 pts**

3. Is the applicant a current member of the CGHC Continuum of Care (CoC)?

Yes - 10 points **No - 0 points**

4. **Community Need:** Please explain the need for this project within your CoC.
(0-20 pts.)

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5. Agency Staffing: Do you have the proper staffing to administer this program if funded?

- Yes-10 pts No-0 pts

6. Racial Equity and Barriers to Participation (0-5 pts)

Has your project identified any barriers to participation (e.g., lack of outreach) faced by persons of different races and ethnicities, particularly those over-represented in the local homelessness population? What steps have you taken or will take to eliminate the identified barriers?

Some Barriers might include: language, consistent access to transportation, access to the Coordinated Entry process, lack of consistent communication from provider agencies, etc.

- **2 pts** if the applicant describes barriers to participation faced by those over-represented in the homelessness population
- **3 pts** if the applicant describes tangible actions taken at the agency and/or project level to eliminate identified barriers

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7. Diversity and Inclusion: (0-5 pts)

Please tell us what your agency has done over the last year to promote Diversity, Equity, and Inclusion (DEI) at the program and agency level. Check out the [HUD Fair Housing Toolkit](#) as a resource.

- ***3 pts** for providing a specific example of an action or initiative taken to promote DEI and/or a specific example of an action or initiative taken to support the LGBTQIA+ Community.*
- ***2 pt** for participating in outside committees or workgroups that promote DEI in the CoC.*

8. Feedback from Clients and Persons with Lived Experience (0-5 pts)

What proactive processes does your agency have to receive and incorporate feedback from people with lived experience?

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- *3 pts if the agency has a formal process to incorporate feedback about their programs and services.*
- *2 pts if applicant describes how agencies incorporate those with **lived experience** in any decision-making and/or policy creation.*

Coordinated Entry Projects Only Please Complete This Section

9. What % of ARD funds are already dedicated to CE?
(CARES will answer this question on your behalf) _____

0%-2%=25 pts. 2.1%-3%=20 pts. 3.1%-4%=10 pts. 4.1%-5%= 5 pts >5%=0 pts.

10. Does your currently funded CE project ensure the following required data elements are entered into HMIS or a comparable database: (if not currently funded skip to Q10a.)

All Yes-5 pts Any No's-0 pts

- CE Assessment Element
- CE Event Element
- Current Living Situation Element

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10a. If your agency is not a currently funded CE project, please explain the staffing plan and training your agency will provide to accomplish the above required data elements are entered into HMIS or a comparable database? **(up to 5 pts)**

11. Please list the following entities for your project's CE system:

Policy Oversight Entity: _____

Management Entity: _____

Evaluation Entity: _____

In 3-5 sentences please describe how your program will work with each to ensure program compliance. **(0-10 pts)**

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12. Does your CE System have a data privacy policy? **Yes=5 pts** **No=0 pts**

HMIS Projects Only Please Complete This Section

13. What % of ARD funds are already dedicated to HMIS? (CARES will answer this question on your behalf) _____

0%-2%=25 pts. 2.1%-3%=20 pts. 3.1%-4%=10 pts. 4.1%-5%= 5 pts >5%=0 pts.

14. Do 100% of required projects participate in your HMIS project? **Yes-5 pts** **No-0 pts**

14a. If your HMIS does not currently have 100% required participation what is your plan for engagement? Please explain. **(0-5 pts.)**

15. Has your HMIS project submitted all required reports on time within the last fiscal year? (ex: LSA, SPM and HMIS Grantee APR) **Yes=10 pts** **No=0 pts**

16. Does your HMIS System have a data privacy policy? **Yes=5 pts** **No=0 pts**

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CE & HMIS Projects-Please provide a 12-month budget proposal (required for review)

ACTIVITY	CoC FUNDS REQUESTED	NOTES
A. Support Services	\$	
1. Salaries	\$	
2. Benefits	\$	
3. Other	\$	
B. HMIS	\$	
C. VAWA (New eligible activity)	\$	
D. Rural Costs (New eligible activity)	\$	
E. Admin	\$	
F. Total Project Costs	\$	
MATCH	AMOUNT	SOURCE
G. 25% Match Requirement	\$	

**Documentation Checklist & Template for New CoC Project Applicants:
Leveraging Healthcare Resources**

Background Information

Leveraging Healthcare Resources. These points are available for CoCs that apply for at least one **new** permanent supportive housing or rapid re-housing project that utilizes healthcare resources to help individuals and families experiencing homelessness. Sources of health care resources include:

- Direct contributions from a public or private health insurance provider to the project (e.g., Medicaid) and
- Provision of health care services by a private or public organization (e.g., Federally Qualified Health Centers) tailored to the program participants of the project.

Eligibility for the project must comply with HUD program and fair housing requirements. Eligibility criteria cannot be restricted by the eligibility requirements of the health care service provider.

CoCs must demonstrate through a **written commitment** from a health care organization that:

- a. in the case of a substance abuse treatment or recovery provider, it will provide access to treatment or recovery services for all program participants who qualify and choose those services; or
- b. in the case of non substance abuse treatment or recovery provider, the value of assistance being provided is at least an amount that is equivalent to **25 percent of the funding** being requested for the new CoC project, which will be covered by the healthcare organization.

Acceptable forms of commitment are formal written agreements and must include:

- the name of the project
- the value of healthcare resources
- dates the healthcare resources will be provided
- for substance abuse treatment or recovery providers, the written commitment must include all of the above and demonstrate the providers will provide access to treatment or recovery for all program participants who qualify and choose the services.

In-kind resources must be valued at the local rates consistent with the amount paid for services not supported by grant funds. CoCs can receive less than full points for demonstrating commitments less than the threshold described above.

Checklist for New CoC Project Applicants that are Leveraging Healthcare Resources

You have indicated that your proposed project will be able to **leverage healthcare resources**. You must submit to CARES (1) the below checklist and (2) a contract, letter of commitment, or other formal commitment that includes the following:

The name of the project

Project name:

Amount of assistance to be provided by the healthcare organization:

The value (dollar amount) of the healthcare commitment being provided (must be at least 25% of the total funding requested)

OR

If the partner agency is a substance abuse and/or recovery program, a guarantee that the services will be provided to all eligible participants of this project.

Calculation showing the amount of healthcare resources committed in the written commitment, and that this is at least 25% of funding requested through the proposed New CoC Project Application, OR confirm the substance abuse and/or recovery program will offer services to all eligible participants.

The date** that the services and/or committed funding will be available is on the written commitment (must run concurrently with the new project)

***Must be dated between May 1, 2023 and September 28, 2023.*

Date of healthcare commitment:

Affirmation that project eligibility for program participants in the new PH-PSH or PH-RRH project will be based on CoC Program fair housing requirements and will not be restricted by the health care service provider.

Example Documentation for New CoC Project Applicants that are Leveraging Housing Resources

Example letter excerpts from a local hospital:

“It is my pleasure to provide this letter of support to the *<project name (should match New CoC Project Application name)>* for funds on behalf of *<X agency in X city>*. The relationship between *<X healthcare program and X agency>* was designed to address the medical needs of individuals regardless of insurance, schedules or treatment compliance. We are excited about the possibilities to continue to support *<X agency through proposed project>*.

We commit to this collaboration for the *<proposed project>* starting in *<proposed project start date>* and will review and renew the commitment annually. *<The estimated value of the collaboration is established at \$30,000 per year* to provide medical consultation OR if working with substance abuse provider state the healthcare agency will serve all households in the housing program>*.

**Note: ensure this is at least 25% of the total funds requested by the proposed New CoC Project Application.*

Template of documentation

Partnering Healthcare Agency Letterhead

Date (must be between X and X)

Agency Contact

Agency Name

Address

City, NY, Zip

RE: *<Health Care>* Commitment

It is my pleasure to provide this letter of support to the submitted application for funds on behalf of *<X agency in X city>*.

The relationship between *<X healthcare program>* and *<X agency>* was designed to *<insert brief explanation of the partnership and services provided>*.

We are excited about the possibilities to continue to support *<X agency through proposed project (should match New CoC Project Application name)>*.

We commit to this collaboration for the proposed project starting in *<proposed project start date>* and will review and renew the commitment *annually*. The estimated value of the collaboration is established at *<dollar amount>* per year to provide *<X service>*.

OR

We commit to this collaboration for the proposed project starting in *<proposed project start date>* and will review and renew the commitment *annually*. As a *<substance abuse and/or recovery program>*, we guarantee that the services we provide in partnership with *<X agency>* will be available to all eligible participants of this project.

Sincerely,

Partner Agency Representative

Representative Title

Checklist for New CoC Project Applicants that are Leveraging Healthcare Resources

You have indicated that your proposed project will be able to **leverage healthcare resources**.

***You must submit to CARES (1) the below checklist and (2) a contract, letter of commitment, or other formal commitment that includes the following:**

- The name of the project

Project name:

Amount of assistance to be provided by the healthcare organization:

- The value (dollar amount) of the healthcare commitment being provided (must be at least 25% of the total funding requested)

OR

- If the partner agency is a substance abuse and/or recovery program, a guarantee that the services will be provided to all eligible participants of this project. Evaluation cost \$200 per person

Calculation showing the amount of healthcare resources committed in the written commitment, and that this is at least 25% of funding requested through the proposed New CoC Project Application, OR confirm the substance abuse and/or recovery program will offer services to all eligible participants.

- The date** that the services and/or committed funding will be available is on the written commitment (must run concurrently with the new project)

***Must be dated between May 1, 2024 and September 30, 2024.*

Date of healthcare commitment:

- Affirmation that project eligibility for program participants in the new PH-PSH or PH-RRH project will be based on CoC Program fair housing requirements and will not be restricted by the health care service provider.

Documentation Checklist & Template for New CoC Project Applicants: Leveraging Housing Resources

Background Information

Leveraging Housing Resources. These points are available for CoCs that apply for at least one new permanent supportive housing or rapid re-housing project that utilizes housing subsidies or subsidized housing units not funded through the CoC or ESG programs. Housing subsidies or subsidized housing units may be funded through any of the following sources:

- Private organizations;
- State or local government, including through the use of HOME funding provided through the American Rescue Plan;
- Public Housing Agencies, including through the use of a set aside or limited preference;
- Faith-based organizations; or
- Federal programs other than the CoC or ESG programs.

CoC's will receive full (7) points by demonstrating that they have applied for at least one **new** permanent supportive housing or rapid re-housing project that utilizes housing subsidies or subsidized housing units not funded through the CoC or ESG programs. The CoC must demonstrate that these housing units will:

(i) in the case of a permanent supportive housing project, **provide at least 25 percent of the units** included in the project (reference 4B in your new project PSH application); or (ii) in the case of a rapid re-housing project, **serve at least 25 percent of the program participants** anticipated to be served by the project (reference 5A in your new project RRH application).

CoCs must attach letters of commitment, contracts, or other formal written documents that demonstrate the number of subsidies or units being provided to support the project. CoCs can receive less than full points for demonstrating commitments less than the threshold described above.

Checklist for New CoC Project Applicants that are Leveraging Housing Resources

You have indicated that your proposed project will be able to **leverage housing resources**. You must submit to CARES (1) the below checklist and (2) a contract, letter of commitment, or other formal written documents from the funding body that includes:

- Project name should be listed in the commitment documentation

Project name:

- Source of commitment should be listed in the commitment documentation (i.e. private organizations, state or local government, PHAs, faith-based organizations, federal programs other than CoC or ESG programs)

Source of Commitment:

- Amount of funding committed per the following:

- PSH: the number of housing units for a PSH project that are not funded through the CoC or ESG Programs. The number of units must be at least 25% of the total units to be provided by the proposed new CoC project application for full points.

OR

- RRH or TH-RRH: The number of program participants to be provided RRH or TH-RRH that is not funded through the CoC or ESG Programs. The number of program participants to be served must be at least 25% of the total participants to be served in the proposed CoC new project application for full points.

Calculation showing the amount of non-CoC/ESG resources committed in the written commitment, and that this is at least 25% of units (for PSH) or participants (for RRH) to be served through the proposed New CoC Project Application:

- The date** that the funding (outside of CoC or ESG programs) will be available is on the written commitment (should run concurrently with the new project).

***Must be dated between May 1, 2023 and September 28, 2023.*

Dates of housing commitment:

Example Documentation for New CoC Project Applicants that are Leveraging Housing Resources

Example from an ESSHI Award letter:

“On behalf of the NYS Empire State Supportive Housing Initiative (ESSHI) Interagency Workgroup, I am pleased to inform you that your agency has met the requirement of the conditional ESSHI award by demonstrating that the capital funds necessary to develop the proposed supportive housing project have been secured.

Therefore, this letter will serve as notification of the commitment of ESSHI funds in support of <# units to be developed (for PSH) or # participants to be served (for RRH)>* as described in application <enter name of project, which should match name of CoC New Project>. The project site will be located at XXX Your Agency Street, Your City, NY (Your County). The approved award provides \$25,000 per unit or \$650,000 annually. The ESSHI award will increase by a two (2) percent escalation factor, subject to the availability of State funds.

The projected funding need of the project is 04/01/2024. The ESSHI contract is designed to be a multi-year contract with an initial 5-year term, intended to be renewable for additional 5-year terms.”

**Note: ensure this is at least 25% of the units (for PSH) or participants (for RRH) to be served by the proposed New CoC Project Application.*

Template of documentation

Awarding Agency Letterhead

Date (must be between X and X)

Agency Contact

Agency Name

Address

City, NY, Zip

RE: <Funding Type (i.e. NYS ESSHI, HOME)> Award Commitment

Dear <Funding Type> Awardee,

This letter confirms the commitment of <Award type (i.e. PSH, RRH)> funds in the support of <number units (for PSH) or number participants (for RRH)>, to be *developed or supported* as described in the application <#Application number or other award identifier, project name (which should match name of New CoC Project)>. The project site will be located at <Agency site address, City, State, County>.

The award provides <\$Dollar Amount> per unit, or <\$Dollar Amount> annually. The project is slated to begin on <Project start date>. This contract is a _____-year contract.

Sincerely,

Funding Agency Representative

Representative Title

Checklist for New CoC Project Applicants that are Leveraging Housing Resources

You have indicated that your proposed project will be able to **leverage housing resources**.

***You must submit to CARES (1) the below checklist and (2) a contract, letter of commitment, or other formal written documents from the funding body that includes:**

Project name should be listed in the commitment documentation

Project name:

Source of commitment should be listed in the commitment documentation (i.e. private organizations, state or local government, PHAs, faith-based organizations, federal programs other than CoC or ESG programs)

Source of Commitment:

Amount of funding committed per the following:

PSH: the number of housing units for a PSH project that are not funded through the CoC or ESG Programs. The number of units must be at least 25% of the total units to be provided by the proposed new CoC project application for full points.

OR

RRH or TH-RRH: The number of program participants to be provided RRH or TH-RRH that is not funded through the CoC or ESG Programs. The number of program participants to be served must be at least 25% of the total participants to be served in the proposed CoC new project application for full points.

Calculation showing the amount of non-CoC/ESG resources committed in the written commitment, and that this is at least 25% of units (for PSH) or participants (for RRH) to be served through the proposed New CoC Project Application:

The date** that the funding (outside of CoC or ESG programs) will be available is on the written commitment (should run concurrently with the new project).

****Must dated between May 1, 2024 and September 30, 2024.**

Dates of housing commitment: