

**Schenectady County (NY-507)**  
**Homeless Services Planning Board**  
**New Project 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 for CoC funding to HUD, which is a nationally competitive process.**

1. Applicant/Agency Name:
2. Agency Point of Contact:
3. Proposed Project Name:
4. Physical Agency Address:
5. Address of proposed project (if applicable):
6. Total number of units and beds being applied for (if applicable):
7. Total number of households/clients project proposes to serve:
8. Which of the below eligible project types are you applying for?
  - Permanent Supportive Housing (must be DedicatedPlus or 100% dedicated to chronically homeless)
  - Rapid Rehousing
  - Joint Transitional Housing-Rapid Rehousing
9. What type of project are you applying for?
  - New project
  - Expansion of an existing project
10. Will the project be able to begin within 12 months?  Yes  No
11. Is the agency applying a current CoC funded grantee?  
 Yes  No

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**12. A.** Is the applicant a current member of the HSPB (NY-507) Continuum of Care (CoC)?

Yes - 10 points    No - 0 points

**B.** If the applicant is not currently a member of the HSPB CoC, do you agree to join the CoC and regularly attend membership meetings if your application moves forward?

Yes - 5 points    No - 0 points

**13.** Does your agency have any unresolved monitoring or audit findings from HUD or the CoC?

Yes - 0 points    No - 6 points

If yes, please explain:

**14.** Is your agency an active participant in the HSPB Coordinated Entry?

Yes - 5 pts    No - 0 pts

**15.** Does your agency currently report in the CoC's HMIS system?

Yes - 5 pts    No - 0 pts

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**16. Housing First**

Housing First is a recovery-oriented approach to end homelessness by rapidly housing individuals **without** screening out or terminating consumers based on any of the criteria below. The HSPB CoC prioritizes projects that have a Housing First approach. Will your project screen out or terminate consumers based on any the following?

*Note that if your project is selected for funding, your agency will be held accountable for operating the project in this manner by HUD and the CoC.*

- Having too little or no income
- Active or history of substance abuse
- Criminal record with exceptions for state-mandated restrictions
- Failure to participate in supportive services
- Failure to make progress on a service plan
- Loss of income or failure to improve income
- Being a victim of domestic violence
- Any other activity not covered in a lease agreement typically

*No- 25 pts*     *Yes- 0 pts*

**17. Please provide a brief project description that addresses the scope of your project.**

Please include the target population that will be served and reason why this project is being proposed. **(2 points)**

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- 18.** Please provide a detailed description of the agency's experience in administering projects dedicated to serving an underserved population (i.e. your target population). **(0-10 points)**
- *4 pts for detailing past experience serving an underserved population;*
  - *3 points for explaining how you have connected clients to supportive services necessary to maintain stable housing;*
  - *3 points for detailing other funding sources the agency uses/has used in the past to serve HUD-Defined Homeless populations.*
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- 19.** What gap in services or need in the community will this project address or fill? Please provide any anecdotal or quantitative evidence of this gap and how your project would address it. **(0-10 pts)**
- *2 points for identifying local priority populations served through proposed project;*
  - *2 points for identifying the service gap or need in the community;*
  - *2 points for detailing data/evidence of the service gap or need in the community;*
  - *4 points for explaining how the proposed project will address the need (including how the project type (i.e. PSH, RRH) and budget (i.e. amount of support services) will support participants in maintaining housing stability.*

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**20. Community Priorities (8 pts)**

The CoC consistently has people with serious mental illness and substance use diagnoses on the Coordinated Entry waitlist for longer periods of time, on average, than other population types. Those with an SMI make up 53% of the Continuum’s waitlist and those with substance use disorders make up 44% of the Continuum’s waitlist. These populations are on the CE waitlist for over 193 days, on average, and agencies have reported that these populations have much more significant & severe service needs than other/past persons served.

Please check all services/supports that your proposed project will provide **(1 pt per service checked)**:

- Supporting and accompanying clients to apartment searches to attain housing;
- Providing dedicated case management that is offered 2x per week;
- Providing a connection to peer support services;
- Providing a connection to professional/clinical support services;
- Incorporating a move-on strategy for each client into individual service plans;
- Project will provide services to clients who may have been denied from projects previously.
- An MOU or letter of support with a SUD provider to provide treatment services, case management and/or support services.

*Please identify the provider you would partner with\_\_\_\_\_*

- An MOU or letter of support with a Mental Health provider to provide treatment services, outpatient case management and/or support services.

*Please identify the provider you would partner with\_\_\_\_\_*

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**21. Community Priorities cont. (0-10 pts)**

- A. How will your project support these populations in gaining and maintaining housing and supporting them toward their goals?
- **Up to 5 pts** for describing how your project will address the needs of those most prevalent on the CE Waitlist **OR** if you are not serving client populations identified above, please provide your rationale for the need to prioritize those clients with new/expanded services.
  - **Up to 5 pts** for outlining the program model and support services that will be available for clients to assist them in their housing and personal goals **OR** how this program will result in positive outcomes for your proposed population.

**22. How will this project reduce the average length of time homeless for project participants? (0-4pts)**

- **Up to 4 pts** if applicant describes how their project will serve those with the longest lengths of time homeless and strategies for reducing length of time homeless.

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- 23.** The CoC will receive up to 14 points for successfully demonstrating that agencies are leveraging Healthcare and Housing partnerships to bolster CoC programs. Does your agency have relationships/partnerships with any of the below? Check all that apply.

[Public/Private Healthcare Organizations](#)

[PHAs, local housing organizations, or other non-CoC/ESG funding streams](#)

No eligible partnerships at this time

- 24.** If you checked Public/Private Healthcare Organizations, does your agency have a written commitment from a health care organization with the value of the commitment and the date(s) the healthcare resources will be provided?
- a. *For Substance abuse programs the commitment must include language that the agency 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, the value of assistance being provided is at least an amount that is equivalent to 25% of the funding being requested for the new CoC project, which will be covered by the healthcare organization.*

**Please include this documentation with your application to receive full points.**

Yes- 10 points  No - 0 points

- 25.** If you checked PHAs, local housing organizations, or other non-CoC/ESG funding streams, will your project utilize housing subsidies or subsidized housing units not funded through the CoC or ESG by: **providing at least 25 percent of the units** included in the project; or 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\*?

**Please provide this documentation with your application to receive full points.**

Yes- 10 points  No - 0 points

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

*(only respond if you are not currently CoC-funded)*

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 barriers, 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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**27. Diversity and Inclusion: (0-5 pts)**

***(only respond if you are not currently CoC-funded)***

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.

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**28. Feedback from Program Participants/Persons with Lived Experience & Decision-Making (0-5 pts)**

*(only respond if you are not currently CoC-funded)*

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

- 3 pts if applicant specifies how often **participants** will be asked for feedback about their programs and services and explains how feedback will be used to implement programmatic changes.
- 2 pts if agency describes how **employees** with lived experience are involved in decision-making and/or policy creation.

Please provide a 12-month Budget Proposal (required for review):

ACTIVITY	CoC FUNDS REQUESTED	NOTES
A. Rental Assistance	\$	
B. Support Services	\$	
1. Salaries	\$	
2. Benefits	\$	
3. Other	\$	
C. VAWA (New eligible activity)	\$	
D. Rural Costs (New eligible activity)	\$	
E. Operating	\$	
F. Admin (up to 10%)	\$	
G. Total Project Costs	\$	
MATCH	AMOUNT	SOURCE
H. 25% Match Requirement	\$	

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Please attach:

- If applicable: Formal Housing leveraging commitments (contracts, MOU with PHA, etc.)
- If applicable: Formal Healthcare leveraging commitments (MOUs, service agreements, etc.)