

# Ulster County Continuum of Care (UCCC)

## New Project RFP 2024

### (Reallocation and/or Bonus Projects)

Please note: if your project is selected to move forward in applying for CoC funding, you will need to apply in Esnaps. 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 competitive process.

Applicant/Agency Name:

Agency Point of Contact:

Proposed Project Name:

Number of Beds and Units for the Proposed Project:

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

- Permanent Supportive Housing (**must be DedicatedPlus or 100% Dedicated Chronically Homeless**)
- Rapid Rehousing
- Joint Transitional Housing-Rapid Rehousing

Is the project you are applying for an expansion project?       **Yes**       **No**

Name of the project being expanded:

Is the project you are applying for a new project?       **Yes**       **No**

# Ulster County Continuum of Care (UCCC) New Project RFP 2024 (Reallocation and/or Bonus Projects)

1. Is the applicant a current member of Ulster County Continuum of Care (CoC)?

- Yes – 10 points       No – 0 points

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

- Yes - 0 points     No - 5 points

**Current HUD Funded Agencies Only:**

3a. If yes, are there any unresolved monitoring or audit findings from HUD or the CoC?

- Yes - 0 points     No - 5 points

3b. Has the agency drawn down all HUD Contracted funds over the two previous contract years? Only consider the same project type that is being applied for. **Please attach your last 2-years eLOCCS closeouts.**

- Yes - 5 points**  **No - 0 points**

4. Will the project be able to start within 12 months?

- Yes - 5 points**  **No - 0 points**

## 5. Coordinated Entry

5a. Does your agency attend 50% of Case Conference Meetings in the UCCC Coordinated Entry program?

**Participation in CE is a requirement for HUD funded projects.**

- Yes - 5 points**  **No - 0 points**

5b. If you currently do not participate in Coordinated Entry Case Conference Meetings, please provide details on how the agency will assign staff to attend. (0-5 pts)

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#### 6. Homeless Management Information System (HMIS) Participation.

6a. Does your agency report a minimum of 85% of all HUD funded units in the CoC's Homeless Management Information System (HMIS) system?

Yes - 5 points  No - 0 points

6b. If not, Please detail how HMIS implementation will be accomplished for this project?

(0-5 pts)

#### 7. Housing First ( 0- 25 Points )

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. Does your project screen out or terminate consumers based on any the following?

Having too little or no income

Active or history of substance abuse

Criminal record with exceptions for state-mandated restrictions

History of domestic violence

Failure to participate in supportive services

Failure to make progress on a service plan

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Loss of income or failure to improve income

Being a victim of domestic violence

Any other activity not covered in a lease agreement typically

Any Yes - 0

All No - 25 points

#### 8. Project Description (0-5 pts)

Please provide a brief description that addresses the scope of your project. Please include the target population that will be served and the reason why this project is being proposed.

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#### 9. Agency Experience (0- 10 Pts)

Please provide a detailed description of the agency's experience in administering projects dedicated to serving an underserved population (i.e your target population).

- **4 pts** for detailing experience serving an underserved population
- **3 pts** for explaining how you have connected clients to supportive services necessary to maintain stable housing.
- **3 pts** for detailing other funding sources the agency uses/ has used in the past to serve HUD Defined Homeless Persons.

#### 10. Gaps In Services

What gap in services or need in the community will this project address or fill? Please provide anecdotal or quantitative evidence of this gap and how your project would address it.

( 0-10 Pts )

- **2 pts** for identifying local priority populations served through proposed projects
- **2 pts** for identifying the service gap or need in the community

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- **2 pts** for detailing data/evidence of the service gap or need in this community
- **4 pts** for explaining how the proposed project will address the need, including how the project type (PSH, RRH) and budget (i.e. amount of support services) will support participants in maintaining housing stability.

#### **11. Community Priorities**

**(0-10 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 66% of the county's waitlist and those with a SUD make up 35% of the county's waitlist. These populations are on the CE waitlist for over 550+ days, on average, and agencies have reported that these populations have much more significant & severe service needs than other/past persons served.

**Up to 5 pts** for describing how your project will address the needs of those most prevalent on the CE Waitlist

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**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.

**12.** The CoC consistently has people with serious mental illness and substance use diagnoses on the Coordinated Entry waitlist for longer periods of time than other population types. 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 (**2 pts 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.

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Linkages with a Substance Use Disorder provider to provide outpatient substance use services

Linkages with a Mental Health provider to outpatient mental health services

#### **13. Length of Time Homeless**

How will this project plan to reduce the average length of time homeless for project participants? (0-2pts)

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

#### **14 Diversity and Inclusion (0-5 pts)**

Describe 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 within your program or agency.

**2 pts** for providing a specific example DEI staff development within your agency.

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#### **15. Racial Equity and Barriers to Participation (0-10) Points**

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 homeless population? What steps have you taken or will take to eliminate the identified barriers?

*Examples of barriers might include language barriers, consistent access to transportation, access to the Coordinated Entry process, lack of consistent communication from provider agencies, etc.*

**4 pts** if the applicant describes barriers to participation faced by those over-represented in the homeless population.

**6 pts** if the applicant describes tangible actions taken at the agency and/or project level to eliminate identified barriers.

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**New Project RFP 2024**  
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**16. Feedback from Program Participants/Persons with Lived Experience & Decision-Making (0-5 pts)**

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.

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#### 17. Leveraging Housing and Healthcare Agreements

The CoC will receive 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

**17a.** 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?, or can you procure one by September 1<sup>st</sup> if your project is chosen to move forward\*?

- 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
- 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 documentation with your application to receive full points.**

Yes- 10 points     No – 0 points

***\*Please note, this commitment will be submitted with the CoC's full CoC Application so the CoC is awarded additional points.***

**17b.** If you checked PHAs, local housing organizations, or other non-CoC/ESG funding streams, will your project utilize housing subsidies or subsidized housing unites 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 documentation with your application to receive full points.

Yes- 10 points     No – 0 points

***\*Please note, this commitment will be submitted with the CoC's full CoC Application so the CoC is awarded additional points.***

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### (Reallocation and/or Bonus Projects)

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

ACTIVITY	CoC FUNDS REQUESTED	NOTES
<b>A. Rental Assistance</b> (80% total budget less Admin)	\$	
<b>B. Support Services</b> (20% total budget less Admin)	\$	
1. Salaries	\$	
2. Benefits	\$	
3. Other	\$	
<b>C. VAWA (New Eligible Activity)</b>	\$	
<b>D. Rural Costs (New Eligible Activity)</b>	\$	
<b>E. Operating</b>	\$	
<b>F. Admin</b>	\$	
<b>G. Total Project Costs</b>	\$	
MATCH	AMOUNT	SOURCE
<b>H. 25% Match Requirement</b>	\$	

Please attach:

- 501c3 documentation
- If applicable: Formal Housing leveraging commitments (contracts, MOU with PHA, etc.)
- If applicable: Formal Healthcare leveraging commitments (MOUs, service agreements, etc.)

**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.

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### **Checklist for New CoC Project Applicants that are Leveraging Healthcare Resources**

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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

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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:*