

Buffalo and Erie County Continuum of Care Guidelines 2007



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Introduction

The Homeless Alliance of Western New York has led a community process which coordinates the Erie County, New York application to the U.S. Department of Housing and Urban Development's Continuum of Care Program since 1998. Continuum of Care dollars are competitive dollars that communities may only access if their community scores among the best in the country when compared to other communities. HUD establishes a dollar value that represents the maximum amount of money that a community may compete for based upon census and poverty data.

Since 2000, Erie County's effort has been coordinated by the Homeless Alliance of Western New York which has been successful in five of six competitions bringing over 45 million federal dollars into our community.

This policy guidebook is an effort to codify many of the policies as they have been developed since that time. These policies were developed with the help of a committee of Homeless Alliance members and were then approved by the Homeless Alliance Board of Directors.

Continuum of Care Overview

A Continuum of Care Plan is a community plan to organize and deliver housing and services to meet the specific needs of people who are homeless as they move to stable housing and maximum self-sufficiency. It includes action steps to end homelessness and prevent a return to homelessness.

Key Characteristics in the Design of a Continuum of Care

- Long range
- Comprehensive and collaborative
- Strategic
- Based on an assessment of community needs and priorities

HUD Homeless Definition

HUD states that a person is considered homeless only when he or she resides in one of the following:

- in places not meant for human habitation, such as cars, parks, sidewalks, and abandoned buildings;
- an emergency shelter;
- transitional or supportive housing for homeless persons who originally came from the streets or emergency shelter;
- any of the above places but is spending a short time (up to 30 consecutive days) in a hospital or other institution;
- is being evicted within a week from a private dwelling unit and no subsequent residence has been identified and the person lacks the resources and support networks needed to obtain housing; or
- is being discharged within a week from an institution in which the person has been a resident for more than 30 consecutive days and no subsequent residence has been identified and he or she lacks the resources and support networks needed to obtain housing. **Please note that HUD does not fund programs specifically designed for persons being discharged from institutions.**

Common Question: "Can a project serve a person being discharged from a state mental health institution in a state that requires housing to be provided upon the person's release?"

HUD does not consider those persons eligible for assistance since they will be placed in housing arranged by the state. Please note that projects cannot be structured to target individuals being discharged from these institutions.

As a condition for award in the competition, any governmental entity serving as an applicant must agree to develop and implement, to the maximum extent practicable and where appropriate, policies and protocols for the discharge of persons from publicly funded institutions or systems of care (such as health care facilities, foster care or other youth facilities, or correction programs and institutions) in order to prevent such discharge from immediately resulting in homelessness for such persons. This condition for award, required by law, is intended to emphasize that states and units of general local government are primarily responsible for the

care of these individuals, and to forestall attempts to use scarce McKinney-Vento Act funds to assist such persons in lieu of state and local resources.

HUD Chronic Homeless Definition

A person who is “chronically homeless” is an unaccompanied homeless individual with a disabling condition who has either been continuously homeless for a year or more OR has had at least four (4) episodes of homelessness in the past three (3) years. In order to be considered chronically homeless, a person must have been sleeping in a place not meant for human habitation (e.g., living on the streets) and/or in an emergency homeless shelter.” A disabling condition is defined as “a diagnosable substance use disorder, serious mental illness, developmental disability, or chronic physical illness or disability, including the co-occurrence of two or more of these conditions.” A disabling condition limits an individual’s ability to work or perform one or more activities of daily living. An episode of homelessness is a separate, distinct, and sustained stay on the streets and/or in an emergency homeless shelter. A chronically homeless person must be unaccompanied and disabled during each episode.

Common Question: *“The definition of a person who is chronically homeless indicates that the person must have been continuously homeless for a year or more or has had at least four episodes of homelessness in the past three years. If the person has had four episodes of homelessness in the last three years but is currently in transitional housing, does he/she meet the definition of chronically homeless?”*

No. To be defined as chronically homeless, a person must be living on the street or in emergency shelter at the time of the count or eligibility determination. The definition does not include those currently in transitional housing.

At Risk Populations

By law, only those persons who are homeless may be served by the programs under the NOFA. If your organization wants to serve persons at risk of becoming homeless, persons who are “doubled up,” or persons who are “near homelessness,” it would need to use another source. HUD administers the Emergency Shelter Grants (ESG) program that can fund homelessness prevention activities. A variety of other programs, such as Section 8, Community Development Block Grant (CDBG) and HOME, serve low-income persons who may be at risk of becoming homeless due

to poor housing conditions, overcrowding or other reasons. Contact your local HUD field office for more information on these and other programs.

Other Eligibility Questions

1) Can a project serve a homeless youth after he/she becomes a ward of the state, or serve runaway youths?

Project funding may not substitute for the assistance a state is required to provide a youth while in foster care. Youth who run away from home are considered homeless if they meet the criteria in Question #1 of this section, are without resources and support, and are not considered wards of the state.

2) Can a homeless person moving into permanent housing receive services under SHP for an extended period of time?

A person living in McKinney-Vento SHP Permanent Housing may receive supportive services for the entire time he/she is living in the project. Upon leaving the program and moving into housing not subsidized by McKinney-Vento, they are no longer eligible to receive our supportive services. A person living in Transitional Housing, is eligible to receive supportive services for up to six months after leaving and moving into permanent housing not subsidized by McKinney-Vento.

Continuum of Care Programs

The funds available through HUD's Continuum of Care can be used under any of the three programs that assist in creating community systems for combating homelessness.

A person must be homeless in order to receive assistance under these programs.

(1) **Supportive Housing Program** - Funds may be used to acquire, rehabilitate, construct, or lease facilities for transitional housing and for permanent housing for persons with disabilities, pay operating costs of the housing, and provide a range of supportive services. SHP projects may be funded for three years or two years. Eligible applicants include units of government, nonprofits, tribes, and public housing authorities.

(2) **Shelter Plus Care** - Funds may be used for rental assistance for homeless persons with chronic disabilities in connection with supportive services funded

from outside sources. Rental assistance can be tenant-based, sponsor-based or project-based or for Single Room Occupancy (SRO) units. Eligible applicants are states, units of general local government, and public housing authorities.

(3) Section 8 Moderate Rehabilitation for Single Room Occupancy Dwellings for Homeless Individuals - Funds may be used for rental assistance for homeless people who will live in moderately rehabilitated SRO housing. The rental assistance covers operating expenses of the housing plus the debt service for the rehabilitation financing. SRO Moderate Rehabilitation Projects are funded for 10 years. A public housing authority (PHA) is the only eligible applicant; private nonprofits must subcontract with a PHA to administer rental assistance. SRO renewals are not included in this competition.

Emergency shelter, homeless prevention activities, and support for permanent housing for non-disabled persons are not eligible activities under these programs.

Be aware that the Shelter Plus Care Program and the Permanent Housing Component of the Supportive Housing Program may only serve people who are homeless and have a disability. A disability may be physical, mental, developmental, or emotional impairment, and includes impairment due solely to alcohol or drug abuse. Persons living with HIV/AIDS are considered disabled for purposes of these programs.

Federal Eligibility

Supportive Housing Program

States, local governments, other governmental entities, Indian tribes, private nonprofits, and community mental health associations that are public nonprofits are eligible to compete for grant funds through HUD's Continuum of Care process.

Shelter Plus Care

States, local governments, tribes, and public housing agencies are eligible. Nonprofits are eligible sub recipients. Sub recipients will apply for renewals as an independent agency.

Local Eligibility

In the past, the decision was made at the community level to allow any agency serving the homeless to enter the federal competition through Erie County's continuum as long as dollars were available under the pro-rata need share allocated for Erie County. This process changed in 2006 and in 2007 the Homeless Alliance will continue to target specific need areas and types of programs for inclusion in the application process for the annual HUD competition.

In advance of the annual HUD competition, the Homeless Alliance will issue a local request for proposals (RFP) that clearly identifies current community gaps. Projects that do not address these gap areas will not be forwarded to the HUD competition under the Buffalo/Erie County Continuum.

Renewal projects will be assumed to be meeting gap areas, as a loss of funding may jeopardize a program and create gaps in service. The Homeless Alliance should avoid the creation of gaps in service whenever possible, unless a program has been put on probation for poor performance.

Capital construction or rehab projects that meet identified gap areas will be included in the process along with all other applicants. However, if there are HUD-identified pro-rata need share monies left over after the initial project prioritization process; the Homeless Alliance will consider requests for capital construction or rehab projects that do not address specified community gaps. These projects will not be allowed to apply for renewal dollars.

Organizations seeking capital construction dollars that do not meet identified priority need areas must submit an application at the same time as all other applications, but should understand that their project will only be submitted to HUD should there be dollars available after the initial project prioritization.

Local Prioritization Process

HUD requires communities to make specific recommendations as to how projects should be prioritized locally. A committee of non-interested persons will prioritize projects to be submitted to HUD.

Project Selection and Priority Placement Process

(1) The local RFP is released in December of the year prior to the competition for which proposals are sought. The RFP is written in anticipation of an announcement by HUD of available funds. The RFP is released on the web and distributed through e-mail and traditional mail. Information-sharing agreements are in place with the County of Erie Department of Environment and Planning, City of Buffalo Planning Division, and the United Way of Buffalo and Erie County, and several area coalitions including the Western New York Coalition for the Homeless, The Multi-Disciplinary Coordinating Council on Elder Abuse, The Erie County Coalition Against Family Violence, and the Homeless Alliance of Western New York.

The organizations that receive information about funding availability include: governmental agencies; homeless and non-homeless service providers; non-governmental organizations; churches and other religious groups; medical providers; and agencies that target subpopulations such as veterans, mentally ill, domestic violence, AIDS/HIV, and substance abusers.

To ensure the widest possible circulation of information, the Alliance invites groups to share information with any group not included in the original mailing and posts the Local and Federal RFP and application; local process timeline; community priorities information; and rating criteria on the Alliance website. The Alliance also engages in special outreach efforts to individuals and nonprofit organizations at community meetings and presentations. Finally, advertisements about the funding competition are placed in several community newsletters and bulletins. Any organization has an opportunity to submit a proposal to the Homeless Alliance of Western New York for the Continuum of Care funding competition.

(2) Applicants are required to submit copies of the local and federal HUD application by the respective deadlines. In addition, new applicants are required to submit a pre-application which outlines the project and includes a general budget. The local application includes a cover sheet and a brief summary of organizational experience; project design; performance measurement; description of how the project addresses community needs; budget, match and leveraging; and project implementation timeline. In addition, applicants must specifically indicate how the proposed project will forward HUD's goals of permanent housing and self-sufficiency as well as participation in the Energy Star program.

Renewal applications are instructed to include a copy of their most recent HUD Annual Progress Report for review by the committee. Committee members review performance on HUD-established criteria including movement of clients into permanent housing, maintaining clients in transitional housing, and mainstream resources.

Members of the Continuum of Care Priorities Committee are asked to review each of the projects and to determine their rank for the Continuum of Care Project Priorities Chart. To do so, they draw on input from the BAS-Net (HMIS) Advisory Committee and PRISM 10-Year Plan Steering Committee.

During the review process, Continuum of Care Priorities committee members are supplied with a great deal of information and committee members are asked to draw on their own expertise and knowledge of the community while filling out a specially developed Continuum of Care Application Evaluation Form.

The Continuum of Care Application Evaluation Form was designed to help reviewers determine project priorities in an objective manner. Scored out of 110 possible points, the form has included six evaluation criteria: organizational experience (10), project design (25), performance measurement (20), addressing community needs (25), budget (20), and project implementation (10). Space has also provided for notes and other subjective comments. This scoring criterion can be changed on a yearly basis.

Additionally, respondents are asked to identify specific collaborations with the Homeless Alliance of Western New York and other homeless-related community activities to determine their connection to Continuum of Care activity. A copy of the examination questions and suggested point values are included below.

Organization Experience (10)	
Length of time providing assistance to homeless clients.	(0,1,3, or 5 Pts)
Length of time providing assistance to target population.	(0,1,3, or 5 Pts)
Project Design (25)	
Applicant has clearly defined the target population.	(Up to 5 Pts)
Applicant program is using a program design proven to address priority need areas	(Up to 5 Pts)
Applicant has a well-developed plan to locate clients.	(Up to 5 Pts)
Applicant provides appropriate housing/services on-site or through referral.	(Up to 5 Pts)
Applicant's additional funding has been secured.	(Up to 5 Pts)
Measurement (25)	
Applicant project focuses on moving homeless persons toward self-sufficiency.	(Up to 5 Pts)
Applicant project focuses on moving homeless persons toward permanent housing.	(Up to 5 Pts)
Applicant has a reasonable plan to measure individual client success.	(Up to 5 Pts)
Applicant has a reasonable plan to measure project success.	(Up to 5 Pts)
Applicant will evaluate performance on a timely basis.	(Up to 5 Pts)
Addressing Community Needs (25)	
Applicant clearly addresses Alliance-identified or other community need	(Up to 15 Pts)
Applicant is aware of other providers offering similar services in the area.	(Up to 5 Pts)
Applicant has demonstrated involvement with homeless-collaborative efforts.	(Up to 5 Pts)

Budget (15)	
Applicant has developed a reasonable, cost-effective budget.	(Up to 5 Pts)
Applicant has documented ability to access needed match funds for the project.	(Up to 5 Pts)
Applicant has identified appropriate leverage funds for the project.	(0, 1,3, or 5 Pts)
Project Implementation (10)	
Applicant has established a reasonable implementation timeline.	(Up to 5 Pts)
Applicant will be able to serve clients within one year of notification.	(Up to 5 Pts)

For each section, reviewers are asked to assign a score that reflected the current status and perceived potential for meeting various homeless needs in the community. As noted above, the application targets specific homeless subpopulations as well as needed housing/services. This is consistent with the Alliance’s efforts to focus its efforts on populations most in need and the types of programs most needed in Erie County to address the community’s goals of ending homelessness. Total scores for each project are determined by adding up points in each section.

In addition to the evaluation form, Continuum of Care Priorities Committee members also conduct site visits with new applicants.

(3) During the final vote, all projects are judged against similar projects (i.e., new projects were compared with other new projects). The scores for each of the projects are added and an average score is computed for each project. By taking an average score, the group is able to take advantage of all available data and reduce the influence of outlier scores. After computing the average score, a list is generated from highest to lowest average score.

In addition, the Continuum of Care Priorities Committee also calculates a threshold score which is two standard deviations below the mean for each grouping (i.e., Supportive Housing renewal projects, new projects, Shelter Plus Care renewal projects). Committee members engage in additional conversation around projects that fall below the threshold score and determine whether or not applications should be forwarded or if special assistance is required.

Renewal projects that fall below the threshold or who are placed on probation due to performance concerns are allowed to apply for only one year of additional funding support as a probationary measure. Applicants are also required to meet with Homeless Alliance staff and members of the Continuum of Care Priorities Committee to discuss concerns and to improve the quality of the application/program before projects submit the next year’s application. Renewal projects that fall below the threshold score are subject to additional site visits over the one year period. Following the one year probationary period, these projects on probation will be judged and ranked in the following year’s competition against new projects as opposed to the other renewal applications. In other words, there is no guaranteed placement above new projects in the ranking order for programs on probation.

Likewise, new projects that fall below the threshold score are typically held out of the competition. These projects may request that the Alliance assemble a team to assist in the development of budget, necessary collaborations, and helps organizations better address community concerns for the following year's competition. This process ensures that only projects that meet community needs and are well-designed and organized move into the HUD Competition.

Following initial ranking and threshold scoring, Committee members are then asked to share their findings from site visits. Committee members are also given an opportunity to discuss the proposed rankings before making final decisions. Subjective evaluations of projects and their applicants give Committee members a more complete understanding of each program.

There are important exceptions to the ranking process. For example, Congress has directed HUD to use 30% of funds nationwide for permanent housing, including (1) new Shelter Plus Care projects (2) Section 8 Single Room Occupancy (SRO) projects and (3) new and renewal projects designated as permanent housing for homeless persons with disabilities under the Supportive Housing Program. Therefore, non-permanent housing project applicants may be disregarded by HUD in order to fund lower ranked permanent housing projects. This congressionally mandated activity has greatly affected regional funding awards in the past.

Priorities Committee Selection

The Homeless Alliance Executive Director as local convener of the Continuum of Care process assembles the members of the priorities committee. Members include all members of the PRISM steering committee unless they specifically recuse themselves because of a conflict of interest or if they deem themselves unable to serve. Other members of the Committee are selected by the Continuum of Care convener to ensure proper representation in the process.

There are four inclusion criteria for Continuum of Care Committee service.

In order to ensure that all homeless individuals receive the same representation in the process, there is only one representative from each homeless subpopulation.

Homeless subpopulations include:

- Homeless families
- Persons dealing with substance abuse
- Persons living with HIV/AIDS
- Persons with mental illness
- Homeless veterans
- Homeless youth
- Homeless elderly persons
- Persons with disabilities
- Homeless individuals

Representatives from all aspects of homeless service provision will be included on the Committee.

Homeless service provision includes:

- Prevention
- Outreach
- Emergency Housing
- Transitional Housing
- Permanent Supportive Housing

The Committee will include one representative from each of the municipalities which make-up the HUD pro-rata need share monetary pool.

These municipalities include:

- County of Erie
- City of Buffalo

- Town of Amherst
- Town of Cheektowaga
- Town of Tonawanda
- Town of Hamburg

Finally, the Committee shall include community representatives from local interests, including:

- Business community
- Foundation community
- Banking community
- Homeless or formerly homeless

Priorities Committee Members will serve terms that run from the evaluation of new projects in February through the review of renewal projects that following December. As necessary, committee members will remove themselves from the committee should a conflict of interest arise.

This priority selection process develops a true community practice and ensures that particular groups are unable to protect funding or revenue streams. The process has been highly successful in Erie County and has led to a greater understanding of the needs of the local homeless population.

Members of the Continuum of Care Priorities Committee need not be members of the Homeless Alliance. However, attempts will be made to use Homeless Alliance Members whenever possible.

Members of the Continuum of Care Priorities Committee should not be involved with applicant projects at ANY level.

Involvement includes:

- Participation in the planning, development, or solicitation of a project for the HUD Continuum of Care SuperNOFA.
- Providing technical assistance in the preparation of a project application in either a paid or volunteer capacity.
- Active involvement with or work for any agency that has a proposal pending.
- Perceived advocacy for a project can also disqualify an individual from serving on the priorities committee.

The Homeless Alliance will endeavor to avoid even the appearance of impropriety when selecting committee members.

The Committee will use an evaluation sheet to determine a score for each application. Additional points will be awarded to projects which will provide services that were determined to be of highest need by the Homeless Alliance Community Needs Committee. Additional points will also be awarded to applicants that fulfill HUD-identified goals.

The Homeless Alliance Executive Director will facilitate the priority selection process, but will not vote except in the event that a tie score is achieved.

Continuum of Care Priorities Committee members will also review the HUD application, conduct site visits, and have access to HUD APRs for renewal projects. **Neither Continuum of Care Priorities Committee members nor the Homeless Alliance staff is responsible for reporting any errors or missing information.** However, they will endeavor to identify any found errors, missing information, or areas in need of clarification.

In most years HUD identifies priority areas for which bonus dollars are available. These bonus dollars are applied to the entire continuum, usually allowing for more projects to be funded. The Priorities Committee must review HUD priorities, local gaps, and submitted applications and is empowered to make decisions on modifying a project or ranking a project outside of its score to qualify for a HUD bonus based on what they perceive to be best for the community.

Pre-application

New applicants are required to submit a pre-application. The requirements of the pre-application will be released on the first Friday of December.

The pre-application is required to take part in the competition. If an organization does not submit the pre-application on time, their application will not be reviewed by the committee and will not be allowed into the competition.

The purpose of the pre-application will be to identify the target population, what the program will look like, list out potential partners, and submit a preliminary budget. Another purpose of the pre-application is to allow Homeless Alliance staff and the Priorities Committee members the opportunity to review potential projects early on to identify potential problems in applications before applications are actually submitted when it is too late to correct these issues.

Suggestions for amending a project can be provided by the Priorities Committee and applicants may make necessary changes as long as the project pre-application was submitted on time.

Pre-applications for new applicants will be due on the last Friday in January.

Local Application

All applicants are required to submit a local application. Copies of the local application will be available on the Homeless Alliance website (www.wnyhomeless.org) -shortly after the release of the RFP in December. Applicants will be scored on items included in the local application. Items included in the local application include: budget, project description, services, housing, population served, and collaboration.

In order to allow more time for renewal projects to be scored and ranked and to provide more time for renewal applicants to prepare their HUD applications, renewal projects will submit an application by the last Friday in January.

The final Friday in March shall be the deadline for the submission of a local application by new projects.

Federal Application

All applicants are responsible for completing the HUD federal application as outlined in the HUD SuperNOFA (Notice of Funding Application). The Homeless Alliance may offer limited technical assistance. The deadline for submission of this document will be finalized after the release of the SuperNOFA by HUD.

Renewal Projects – Scoring

Renewal applications will be scored and ranked along with other applications on the basis of performance measures and the strength of the local application. Other factors in the rank of renewal projects will include community involvement, site visits, client satisfaction surveys, and community needs. Renewal applications will continue to be ranked at the top of the scoring list so as not to create gaps in service in 2007. As in past years, a scoring threshold will be determined which is two standard deviations from the mean score of renewal applications.

Unlike new applications which fall below this mean score, the Homeless Alliance will forward low-scoring renewal applications to the HUD Competition so as not to create gaps in service. However, low-scoring projects will be placed on probation and only allowed to apply for minimum renewal period.

A program on probation will not be automatically ranked above new projects in the following CoC competition cycle. It will compete with new projects for funding, and will need to demonstrate considerable improvement over the course of the year to remain competitive.

A system of monitoring and feedback for all renewal projects will be established by the PRISM Project Steering Committee. This system will enable the local Continuum of Care to provide assistance to under-performing programs or to identify new providers to better meet client needs.

To “rate” renewal projects, The Homeless Alliance currently uses the HUD Annual Performance Report (APR) to understand program performance when compiling its Annual Report.

Going forward, the Homeless Alliance and Continuum of Care Review Committee will also use the HUD APR to evaluate the performance of renewal programs as well as client satisfaction surveys. In particular, at least three HUD-identified performance measures and several locally determined measures will be used.

As HMIS continues to grow in scope, additional performance measures will be identified and reviewed by the PRISM Project Steering Committee.

HMIS Requirement

All projects funded under the HUD Continuum of Care will be required to participate in the Homeless Management Information System (HMIS) operating within the Continuum area. Applicants are also strongly encouraged to participate in the Alliance’s regular data collection efforts. Contact Laila Bondi-Marschner at the Alliance office (853-1101) for more information.

Performance Measures

Performance measures are a HUD requirement in determining the overall strength of local Continuums, but also helps the Buffalo and Erie County community to better understand the nature of local homelessness. As we continue to move towards full implementation of the Buffalo Area Shelter Network (BAS-Net), our community's Homeless Management Information System (HMIS), this information will be both easier to collect and of more use to our community in planning Erie County's overall homeless strategy.

APR-Based Performance Measurement

Local Goals Around Performance Measurement:

- Objective Evaluation of Current Program Performance
- Awareness of Continuum Progress on HUD/Locally-Specified Measures
- Limited Burden on Providers
- Easily Calculated Measures
- Use in Continuum of Care Competition
- Review of APR – Technical Assistance

HUD Targets:

- End chronic homelessness
- Help move homeless individuals and families to permanent housing
- Promote appropriate level of self-sufficiency

HUD-Specified Performance Measures (*According to Proposed Homeless GPRA Measures '07*):

- Stabilize clients in permanent housing (at least 72% for six months or more)
- Successfully move clients from transitional housing to permanent housing (at least 62% of homeless persons in transitional housing will move to permanent housing)
- Increase the employment rate of homeless persons (employment rate of persons exiting HUD homeless assistance will be 12% higher than those entering HUD homeless Assistance)
- Increase HMIS participation (93% of all HUD continua will be operating HMIS)

Local-Specified Performance Measures:

- Increase the financial resources of homeless persons (rate of persons with no financial resources at program exit will be 13% less than the rate of persons with no financial resources at program entry).
- Increase use of general mainstream resources among homeless persons (food stamp participation rate of persons exiting the program will be 13% greater than the food stamp participation rate of those entering).

Population-Specific Performance Measures:

- Programs serving specific homeless sub-populations will increase use of at least one appropriate targeted mainstream resource for their population by 5% between program entry and exit.
 - Programs serving veteran populations will increase use of Veterans Benefits or Veterans Health Care by 5%.
 - Programs serving disabled populations (i.e., mental health, substance abuse, HIV/AIDS) will increase use of SSI, SSDI, or Medicaid by 5%.
 - Programs serving homeless families will increase use of TANF or SCHIP by 5%.
- Each program will identify an appropriate targeted mainstream resource for the population they serve. These mainstream resources include:
 - SSI
 - SSDI
 - Social Security
 - General Public Assistance
 - TANF
 - SCHIP
 - Veterans Benefits
 - Veterans Health Care
 - Unemployment Benefits
 - Medicaid
 - Other

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Policy Guidebook**

**Erie County
Continuum of Care
2006/2007 Timeline
(For Projects to be funded beginning in January 2008)**

**Please note that all dates regarding the federal application are subject to change
dependant on the HUD SuperNOFA**

	Staff Activities	New Projects	Renewal Projects
August	Annual Data Collection Begins (Includes APRs)		
September	Annual Surveys Due (15 th); Analysis of Surveys/APRs		
October	Annual Report Writing Meeting regarding Gaps		Schedule Site Visits; Review Client Survey
November	Release Annual Report; Results Presentation at November Monthly Meeting		Renewal Site Visits; Client Surveys
December	Release RFP for New and Renewal Projects (DEC 1) Workshops for New And Renewal Projects	December 11th New Application Workshop 9-4pm Required	Renewal Site Visits and Client Surveys December 12th Renewal Application Workshop 9-4 pm Required
January	Prepare Packets for Reviewers	Pre-application Due (last Friday in Jan) January 26th	Renewal Application Due (last Friday in Jan) January 26th
February	Summarize Renewal Site Visit/Client Survey Results	Conversations with New Project Applicants	Renewal Decisions Made
March	Prepare New Project Packets for Reviewers Logic Model Training	Local Application Due (Last Friday in March) March 30th	Reviewer Comments Logic Model Training

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		Logic Model Training	
April	Summarize New Project Site Visit Results	New Project Decisions; Reviewer Comments	
May	HUD Continuum of Care Application	HUD Application and Paperwork Due	HUD Application and Paperwork Due
June	Follow-up with Agencies on Probation and Non-Forwarded Projects		
July	Follow-up with Agencies on Probation and Non-Forwarded Projects		

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Continuum of Care Successful Application Fee

The Board of Directors of the Homeless Alliance has established the following policies in regard to the payment of fees related to successful HUD Continuum of Care applications.

1. A fee, to be known hereafter as the “Continuum of Care Successful Application Fee” is to be paid by successful applicants for HUD Continuum of Care funding, as described below, in order to reimburse the Homeless Alliance for the cost of work done to prepare, coordinate and complete the Continuum of Care application process.
2. Every applicant for Continuum of Care funding shall be notified in writing of the requirement to pay this fee, including a general explanation of the work done by Homeless Alliance staff and volunteers that justifies the imposition of this fee, the formula used to calculate the fee, and other payment rules, no later than 30 days prior to the date that such applications are due to the Homeless Alliance.
3. Fee Calculation: this fee owed shall be equal to 0.5% (zero point five percent) of the total award granted by HUD to the grantee. Where a multi-year award is granted, the fee will be calculated and due on the total award.
4. Payment Method: fees are to be paid by check or money order, and are to be made payable to “Homeless Alliance of WNY, Inc.”.
5. Payment Schedule: fees will be due and payable according to the following schedule:
 - a. No later than 90 days from the date that HUD officially announces Continuum of Care awards, the Homeless Alliance will calculate and send an invoice to each grantee which details the amount of the fee owed and date due.
 - b. Payment of this fee shall be due no later than 30 days after the execution of a contract with HUD for the award subject to the fee, or no later than 30 days after receipt of an invoice from the Homeless Alliance, whichever comes later.
 - c. For multi-year awards, the full fee will be invoiced, but the option of paying on an annual basis over the life of the award is available to the grantee upon request.

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6. Sub-Grantees: in the event that an agency applies for and receives an award on behalf of one or more sub-grantees, that agency (the “grantee”) is responsible for the fee covering the total amount awarded, and it is the grantee’s responsibility to collect from the sub-grantees, if they so choose. This policy does not apply to governmental entities.
7. Credits:
 - a. In the event that a grantee is required to pay to the Homeless Alliance membership dues for the same year in which a Continuum of Care Successful Application Fee has been paid, the amount of this fee actually paid will be credited toward the agency’s dues obligation for that year.
 - b. In the event that a grantee is required to pay to the Homeless Alliance a Continuum of Care Successful Application Fee for the same year in which membership dues has been paid, the amount of dues actually paid will be credited toward the agency’s fee obligation for that year.
 - c. In the event that a grantee has made an unrestricted financial contribution to the Homeless Alliance during the same year in which a Continuum of Care Successful Application Fee falls due, this contribution will be credited toward the agency’s fee obligation for that year.
8. Failure to Pay: the failure of a grantee to pay a Continuum of Care Successful Application Fee will be ranked as a significant factor in the evaluation of any future Continuum of Care applications the grantee submits to the Homeless Alliance.

The Board shall review the formula used to calculate the Continuum of Care Successful Application Fee on an annual basis. Any adjustments to this fee shall be made no later than November 1, and communicated to the Homeless Alliance members no later than December 1, to be effective the following year.

Electronic Submission

HUD may require an electronic submission of some or all federal application materials from agencies. More information regarding this possibility will be forthcoming with the release of the HUD SuperNOFA. **Should electronic submission be required, all agencies requesting funds will be required to come to the Alliance office to submit the information electronically.** This protocol is in place to ensure that all information is submitted correctly and in a timely manner.

**2007 HUD Continuum of Care
Policy Guidebook**

All questions regarding the Erie County Competition should be directed to Homeless Alliance Staff at 853-1101.

Visit www.wnyhomeless.org for more information.