



# 2025

## Request for Proposal for Continuum of Care Homeless Assistance Program Funding

**NY-508**

Erie | Niagara | Genesee | Orleans | Wyoming Counties



## RFP CoC Homeless Assistance Program Funding NY-508: Erie, Niagara, Genesee, Orleans, Wyoming Counties

---

### Table of Contents

|  |          |
|--|----------|
| <b>Table of Contents</b>                         | <b>2</b> |
| Introduction                                     | 2        |
| <b>Key HUD Requirements for All New Projects</b> | <b>3</b> |
| Funding Types                                    | 4        |
| Eligible Project Types                           | 5        |
| Submission Requirements and Timeline             | 5        |
| Appendix I: Terms and Definitions                | 6        |
| Appendix II: Eligible Cost                       | 10       |
| Appendix III: Match Requirement                  | 13       |

### Introduction

The U.S. Department of Housing and Urban Development (HUD)'s Continuum of Care (CoC) fund is a nationwide competition for homeless funding. This competition involves two main steps:

- 1. Local Application Process:**
  - Applicants must submit a local application in response to this Request for Proposal (RFP) released by the Homeless Alliance of Western New York (HAWNY), the CoC lead agency for NY-508 (Buffalo Niagara Falls/Erie, Niagara, Genesee, Orleans, and Wyoming Counties).
  - Deadline: December 12, 2025 4PM
- 2. Federal Application Process:**
  - Projects that make the selection list will advance to the federal application process through HUD's electronic program application and grants management system, e-snaps.

Applicants are responsible for preparing both the local application and, if approved, the subsequent federal electronic submission of their project application in e-snaps.

Based on funding availability and the requirements of the FY2025 HUD CoC NOFO, HAWNY will announce which projects are selected to advance into the national competition. **HAWNY reserves the right to modify or postpone local project selection if HUD withdraws, revises, or reissues the FY2025 NOFO due to legal or policy actions.**

### Key Dates:

- **December 1, 2025** Local New and Expansion Project RFP release.
- **December 12, 4 PM EST:** Local Application Deadline.



## RFP CoC Homeless Assistance Program Funding NY-508: Erie, Niagara, Genesee, Orleans, Wyoming Counties

---

- **Before December 29:** Announcement of local project rankings and results.
- **January 7:** Deadline for selected new projects to complete applications through eSnaps for the national competition.

### Key HUD Requirements for All New Projects

All new projects must be able to meet the following federal requirements:

#### A. Service Participation

Projects must require participant engagement in required services as a condition of stay and must use a written **Service Participation Agreement**.

#### B. Substance Use Disorder Integration

Projects must demonstrate alignment with HUD's behavioral health focus, including:

- On-site or formal partnered access to Substance Use Disorder services
- Clear pathways to treatment
- Staff capacity to support engagement

#### C. Prohibition on Safe Consumption Site Activities

Applicants must not:

- Operate drug injection or "safe consumption" sites
- Knowingly distribute drug paraphernalia
- Permit drug use/distribution on program property

#### D. No Racial or Sex-Binary Eligibility Restrictions

#### E. HMIS & Coordinated Entry

All applicants must:

- Participate in HMIS (or Victim service provider approved comparable database)



## RFP CoC Homeless Assistance Program Funding NY-508: Erie, Niagara, Genesee, Orleans, Wyoming Counties

---

- Accept CE referrals and follow prioritization requirements

### F. Timely Implementation

Projects must be able to begin operations within **12 months** of award.

**G. The project must demonstrate to have a 25% match in cash or in-kind (see Appendix IV for what qualifies for the match)**

**H. Admin requests cannot exceed 10% of the total request**

## Funding Types

There are **four funding opportunities\*** included in this RFP:

1. Transition Grant and/or YHDP replacement project
2. DV Bonus
3. New CoC projects

**\*HUD will conditionally select new project applications created through these funds. It is a highly competitive grant. It is unlikely that HUD will fund all projects that are submitted from each CoC. HUD may reduce the award amount based on funding availability.**

---

### 1. Transition Grant

Transition Grant is an existing renewal application applying as new CoC project through the reallocation process to transition an eligible CoC renewal project from one program component to another eligible component over a 1- year period. For existing YHDP projects, please select YHDP replacement project as project type.

### 2. Domestic Violence, Dating Violence, Sexual Assault, & Stalking Bonus (DV Bonus)

This proposal must serve survivors of domestic violence, dating violence, sexual assault, or stalking. HUD supports that persons who are fleeing or attempting to flee human trafficking may qualify as homeless under paragraph (4) of the [homeless definition](#). However, a DV Bonus project may not exclusively serve people fleeing or attempting to flee human trafficking. The proposed project could be a new project or an expansion project.



## RFP CoC Homeless Assistance Program Funding NY-508: Erie, Niagara, Genesee, Orleans, Wyoming Counties

---

### 3. CoC bonus

The proposed project could be a new project or an expansion project. The amount we will possibly receive depends on the CoC's performance as well as the proposed project ranking. The Project Review Committee reserves the right to change the funding amount from the proposal to better fit into our competition.

### Eligible Project Types

Below are definitions of all eligible project types in this RFP:

#### Transitional Housing (TH)

**Transitional Housing (TH)** is a short-term, service-intensive housing model designed to help people stabilize before moving into permanent housing. TH provides **temporary housing (generally up to 24 months)** combined with **structured, customized services** such as case management, behavioral health supports, skill-building, employment assistance, and treatment engagement.

Under the FY2025 NOFO, TH is expected to:

- Require **participant engagement in services**
- Offer **40 hours per week** of structured services and supports
- Provide or coordinate **behavioral health and substance use treatment**
- Serve a clearly defined target population for whom TH is an appropriate intervention
- Focus on helping participants **stabilize, engage in treatment**, and transition to permanent housing

#### Supportive Service Only

Project applicants may apply for SSO projects consistent with 24 CFR 578.37 and 578.53, including projects with the outreach service activity described at 24 CFR 578.53(e)(13) to individuals and families primarily residing in places not meant for human habitation.

---

## Submission Requirements and Timeline



## RFP CoC Homeless Assistance Program Funding NY-508: Erie, Niagara, Genesee, Orleans, Wyoming Counties

---

### Program Requirements/Thresholds

Applicants must be a nonprofit organization, local/state government, Indian Tribe and Tribally Designated Housing Entity, or public housing agency. For profit entities are ineligible to apply or to be subrecipients of the grant funds.

### Submission Requirements

- **Deadline:** 12/12/2025 4 PM
- Please complete this Google Form using the link below to submit your application. If multiple submissions are made, only the most recent submission will be considered.

<https://docs.google.com/forms/d/e/1FAIpQLSeTkGYuiY2s6lTo5cWwaSpZZyq0U4YGJB-Bz7-KQblaBRDpvCg/viewform?usp=sharing&ouid=103451435067477167514>

## Disclaimer

Submission of an application does not guarantee inclusion in the CoC Priority Listing. HUD may:

- Choose not to fund any submitted project
- Fund only a portion
- Reissue the NOFO
- Determine that no project meets federal requirements

By applying, applicants acknowledge that **final award decisions rest solely with HUD.**

## Appendix I: Terms and Definitions

### HOMELESS DEFINITION

*Category 1 –Literally Homeless:* An individual or family who lacks a fixed, regular, and adequate nighttime residence, meaning:

- (i) They have a primary nighttime residence that is a public or private place not meant for human habitation;
- (ii) They are living in a publicly or privately operated shelter designated to

- provide temporary living arrangements (including congregate shelters, transitional housing, and hotels and motels paid for by charitable organizations or by federal, state, and local government programs); or
- (iii) They are exiting an institution where (s)he has resided for 90 days or less and who resided in an emergency shelter or place not meant for human habitation immediately before entering that institution

*Category 2 – Imminent Risk of homelessness: An individual or family who will imminently lose their primary nighttime residence, provided that:*

- (i) The primary nighttime residence will be lost within 14 days of the date of application for homeless assistance;
- (ii) No subsequent residence has been identified; AND
- (iii) The individual or family lacks the resources or support networks, e.g., family, friends, faith-based or other social networks needed to obtain other permanent housing

*Category 3 – Homeless under other federal status: Unaccompanied youth under 25 years of age, or families with children and youth, who do not otherwise qualify as homeless under this definition, but who:*

- (i) Are defined as homeless under the other listed federal statutes;
- (ii) Have not had a lease, ownership interest, or occupancy agreement in permanent housing during the 60 days prior to the homeless assistance application;
- (iii) Have experienced persistent instability as measured by two moves or more during the preceding 60 days; and
- (iv) Can be expected to continue in such status for an extended period of time due to special needs or barriers

*Category 4 – Fleeing Domestic Violence: Any individual or family who:*

- (i) is experiencing trauma or a lack of safety related to, or fleeing or attempting to flee, domestic violence, dating violence, sexual assault, stalking, or other dangerous, traumatic, or life-threatening conditions related to the violence against the individual or a family member in the individual's or family's current housing situation, including where the health and safety of children are jeopardized;
- (ii) has no other safe residence; and
- (iii) lacks the resources to obtain other safe permanent housing.

## **CHRONICALLY HOMELESS**

An unaccompanied homeless individual with a disabling condition, or an adult member of a homeless family who has a disabling condition, who has either been continuously homeless for a year or more, OR has had at least four (4) occasions of



homelessness in the past three years, where all combined occasions have to total a length of time of at least 12 months. Each period separating the occasions must include at least seven nights of living in a situation other than a place not meant for human habitation in an emergency shelter or a safe haven. In this case, the term “homeless” means a person sleeping in a place not meant for human habitation (e.g., living on the streets), in an emergency homeless shelter, or in a Safe Haven as defined by HUD.

### **COMPARABLE DATABASE**

Victim Services Providers (VSP) that are recipients or subrecipients under HUD’s Continuum of Care (CoC) and Emergency Solutions Grant (ESG) Programs are required to collect client-level data consistent with [Homeless Management Information Systems \(HMIS\)](#) data collection requirements. The [Violence Against Women Act \(VAWA\)](#) and the [Family Violence Prevention and Services Act \(FVPSA\)](#) contain strong, legally codified confidentiality provisions that limit Victim Service Providers from sharing, disclosing, or revealing victims’ personally identifying information (PII), including entering information into shared databases like HMIS. To protect clients, VSPs must enter required client-level data into a comparable database that is comparable to and complies with all HMIS requirements. For additional information, please refer to the [HUD Exchange HMIS Comparable Database Manual](#).

### **COORDINATED ENTRY**

The primary goals for coordinated entry processes are that assistance be allocated as effectively as possible and that it be easily accessible no matter where or how people present. Most communities lack the resources needed to meet all of the needs of people experiencing homelessness. This combined with the lack of well-developed coordinated entry processes can result in severe hardships for people experiencing homelessness. They often face long waiting times to receive assistance or are screened out of needed assistance.

Locally, our community prioritizes people who are most vulnerable/have the most barriers to housing as well as have been homeless the longest. More information can be found on our website: <https://wnyhomeless.org/continuum-of-care/coordinated-entry/>

### **DISABLING CONDITION**

A disabling condition is defined as: (1) a disability as defined in Section 223 of the Social Security Act; (2) a physical, mental, or emotional impairment that is expected to be of long-continued and indefinite duration, substantially impedes an individual’s ability to live independently, and of such a nature that the disability





## RFP CoC Homeless Assistance Program Funding NY-508: Erie, Niagara, Genesee, Orleans, Wyoming Counties

---

could be improved by more suitable conditions; (3) a developmental disability as defined in Section 102 of the Developmental Disabilities Assistance and Bill of Rights Act; (4) the disease of acquired immunodeficiency syndrome or any conditions arising from the etiological agent for acquired immune deficiency syndrome; or (5) a diagnosable substance abuse disorder. A disabling condition limits an individual's ability to work or perform one or more activities of daily living.

### **EXPANSION**

The process used by renewal project applicants to submit a new project application to add funds to a project to expand its current operations by adding units, beds, persons served, services provided to existing program participants, or in the case of HMIS, increase the current HMIS activities within the CoC's geographic area.

### **PSH DEDICATEDPLUS**

A DedicatedPLUS project is a PSH project where the entire project serves individuals and families that meet at least one of the following criteria at project entry:

- Experiencing chronic homelessness
- Residing in Rapid rehousing for over a year but were unable to maintain a housing placement and prior to entering the project, met the definition of chronically homeless
- Residing and has resided in a place not meant for human habitation, Safe Haven, or emergency shelter for at least 12 months in the last three years, but has not done so on four separate occasions and the individual or head of household meets the definition of 'homeless individual with a disability

### **VICTIM SERVICE PROVIDERS**

HUD defines a victim service provider to mean a private nonprofit organization whose primary mission is to provide direct services to victims of domestic violence.



## RFP CoC Homeless Assistance Program Funding

NY-508: Erie, Niagara, Genesee, Orleans, Wyoming Counties

---

### Appendix II: Eligible Cost

Eligible cost includes:

- Leasing
- Rental assistance
- Supportive Services
- Operating Costs(only eligible for leasing project), and
- Administrative Cost

For detail of each eligible cost please refer to [CoC Interim rules](#), sections:

- 578.49 Leasing
- 578.51 Rental Assistance
- 578.53 Supportive Services
- 578.55 Operating Costs
- 578.59 Project Administrative cost

## **Leveraging Housing and Healthcare Resources**

Project will receive points for demonstrating the ability to leverage housing or healthcare resources.

### **Housing Resources**

To meet the criteria of leveraging **Housing Resources**, the application must:

1. Be a Rapid Re-housing or Permanent Supportive Housing project
2. At least 25% of the program participants/units will be utilizing housing subsidies or subsidized housing units not funded through the CoC or ESG programs. Partial points will be given if the commitment is less than 25%. For example, if you are requesting to serve 20 households, you will request only 15 units through leasing or rental assistance and 5 units will come from other sources.
3. Examples of other subsidized vouchers or units could be:
  - a. Private organizations;
  - b. State or local government, including through the use of HOME funding provided through the American Rescue Plan;
  - c. Public Housing Agencies, including through the use of a general or limited preference; Faith-based organizations; or Federal programs other than the CoC or ESG programs.
4. A written commitment must be submitted with the application. The commitment must include the following information:
  - a. The number of subsidies or units being provided to support the project;
  - b. The date the subsidies/units will be available for households experiencing homelessness.
  - c. Letters must be on the partnering housing provider's letterhead. Contracts or other formal written agreements such as Memorandums of Understanding/Agreement must be signed by both parties.
5. Sample letters or MOU could be provided upon request.

### Healthcare Resources

To meet the criteria of leveraging **Healthcare Resources**, the application must

1. Be a PSH or RRH project
2. Utilize healthcare resources to help program participants
3. Submit a written commitment from a healthcare organization that:
  - (i) in the case of a substance use disorder treatment or recovery provider, it will provide access to treatment or recovery services for all program participants who qualify and choose those services; or
  - (ii) the value of assistance being provided is at least an amount that is equivalent to 25 percent of the funding being requested for the project, which will be covered by the healthcare organization. So for example, if your total request is \$500,000, you will show the healthcare provider will provide \$125,000 worth of healthcare related services to the proposed program participants.
4. Example of healthcare resources:
  - a. Health Care for the Homeless (HCH) providers
  - b. Mental health and recovery treatment programs
  - c. Local hospitals
  - d. State and local health departments
  - e. If the applicant is a healthcare provider, a commitment letter could come from the applicant agency
5. Project applicants must submit a letter of commitment on the health care provider's letterhead, a signed contract, or other formal written document that clearly includes:
  - a. The dollar value of the commitment. In-kind resources must be valued at the local rates consistent with the amount paid for services not supported by grant funds.
  - b. The dates the health care resources will be provided.
  - c. In the case of a substance abuse treatment or recovery provider, regardless of the dollar amount committed, the provider must agree to and clearly state in the written commitment that it will provide access to treatment for 100% of program participants who are eligible and choose the service.
6. Sample letters or MOU could be provided upon request.

## Appendix III: Match Requirement

### What is Match?

Match is a statutory requirement of the McKinney-Vento Homeless Assistance Act. HUD and the CoC will not pay 100% of your program's expenses, meaning CoC grant recipients must "match" a portion of the CoC funds they receive. Recipients or subrecipients must match at least 25% of the total CoC Program grant funds expended, except for leasing funds (no match requirement). Match may be from cash or in-kind contributions.

### Overall Match Requirements

Recipients and subrecipients are responsible for:

- Meeting the 25% requirement over the grant term;
- Securing match contributions for the project;
- Documenting match sources;
- Tracking match expenditures; and
- Developing procedures and reporting formats to collect/compile match information.

### Sources of Match

Match resources may be from any federal, state, local, or private source (excluding Continuum of Care

Program funds) as long as the source of the funds is not statutorily prohibited from being used as a match. (Note: the recipient is responsible for determining this.)

**Important:** Other HUD funds (e.g., ESG, HOME, and CDBG) may be used as a match as long as they haven't been committed as a match to another project.

### Match Types

**In-Kind:** The grant recipient may use the value of any real property, equipment, goods, or services contributed to the project as a match, provided that if the grant recipient had to pay for them with CoC funds, the costs would have been eligible.

**Cash:** Cash from a non-CoC funding source that goes into the applicant's bank account and is then used for CoC Project Eligible activity during the grant term. Real money spent by the grant recipient on CoC-eligible activity, used for eligible expenses during the grant's Period of Performance (grant term) can be considered match. This includes:

- Revenues from agency fundraising
- Cash from other sources, whether public or private; and

- Grants from private or governmental sources that aren't prohibited for the matching activity that you intend

#### **Funds Ineligible as Match**

- Volunteer services that are agency-wide, but not specific to the CoC program participants
- Public benefits that are available for the public who are eligible, but not specific to the program participants
- Anything that is ineligible for CoC funds will not be classified as a match. For example, furniture is not eligible under the Rental assistance program, so, purchasing furniture for participants cannot be counted toward a match. However, if the project is a leasing project, furniture will be eligible as a match because it is an eligible activity under leasing.

#### **Required Documentation for In-Kind**

- A written MOU between the recipient and third-party provider of the services being donated, before receiving the CoC contract;
- Documentation of the value of the services during the year, such as a tracking sheet or a match log. The provider could state services at the end of the commitment period to verify.

#### **Requirements for an MOU**

- Legal names of the agencies who are party to the agreement.
- Contact information for both agencies.
- Grant number and period of performance. An MOU is grant-specific.
- Scope of Services to be provided (i.e., case management, counseling, two dental visits per year, etc.)
- Qualifications of personnel providing the service (case manager, counselor, CPA, etc.)
- Length of time services will be provided/contract term
- Number of clients that will receive service, if it is client-specific (ex: 25 per year).
- Dated signatures by authorized representatives from both parties
- "Unconditional commitment" statement by the donor to provide the service

#### **Funds Ineligible for Cash Match**

- Mainstream benefits awarded to clients. Example: SSI/SSDI are available to all eligible applicants. Their eligibility is not based on their CoC participation
- CoC program funds



## RFP CoC Homeless Assistance Program Funding NY-508: Erie, Niagara, Genesee, Orleans, Wyoming Counties

---

- Match designated to another project
- Client savings
- Funds spent on CoC ineligible activity

### Required Documents for Cash Match

A letter of the committed funds is required on agency letterhead, signed and dated by an authorized representative. It must include:

- Amount of cash to be provided (copy of award letter, if available)
- Date(s) the cash will be available
- Grant number being matched (& fiscal year if applicable) e.g. NY1234L2C082103 - Year 2021)
- Time period – it should reflect the grant's period of performance
- Eligible expenses that will be paid with the cash match.

### Grant Life Cycle and Match

Recipients must do the following:

- Application: Typically the annual CoC Program NOFA requires securing written commitments of match and providing information about match type (cash or in-kind), source, and value.
- Grant execution: Document the match to HUD.
- APR: Document progress toward meeting match obligation.
- Conclusion of grant term: Document that matches was spent on eligible activities and met the requirement to match 25 percent of actual funds expended on the CoC Program grant (except leasing funds).
- HUD monitoring: When monitored by HUD, documentation to support all matches may be requested and reviewed.

### Resources

- CoC Match Funding at a Glance:  
<https://files.hudexchange.info/resources/documents/Virtual-Binders-At-A-Glance-Match.pdf>
- In-Kind Match Funding Documentation Required:  
<https://www.hudexchange.info/homelessness-assistance/coc-esg-virtual-binders/coc-match/in-kind-match/documentation/>
- Cash Match Documentation Required:  
<https://www.hudexchange.info/homelessness-assistance/coc-esg-virtual-binders/coc-match/cash-match/documentation/>
- Documentation FAQ:  
<https://www.hudexchange.info/faqs/1561/what-are-the-documentation-requirements-for-in-kind-services-as-match/>





## RFP CoC Homeless Assistance Program Funding

NY-508: Erie, Niagara, Genesee, Orleans, Wyoming Counties

---

- Federal Match Regulation Citation:  
<https://www.ecfr.gov/current/title-2/subtitle-A/chapter-II/part-200#200.306>