



# 2024

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

**NY-508**

Erie | Niagara | Genesee | Orleans | Wyoming Counties



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## 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: August 30, 2024, at 4 PM EST.

**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.

All projects that pass the thresholds will be scored based on [Appendix III New Project Scoring Criteria](#) in this document by a non-biased Project Selection Committee, following the 2024 Funding Guide. Once scored, projects will be ranked. Based on funding availability, HAWNY will announce projects that are accepted to be advanced into the national competition.

## Key Dates:

- **July 30, 2024:** Local New and Expansion Project RFP release.
- **August 7, 2024, 2 PM EST:** New Project Q&A Session (via Zoom).



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- **August 28, 2024, 4 PM EST:** Local Application Deadline.
- **September 11, 2024:** Announcement of local project rankings and results.
- **September 20, 2024:** Deadline for selected new projects to complete applications through eSnaps for the national competition.
- **Spring 2025:** HUD announcement of selected projects.
- **Summer-Fall 2025:** Contract signing with HUD and project implementation begins.

### Funding Types

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

1. New or expansion DV Bonus Projects
2. New or expansion CoC Bonus projects
3. Reallocation dollar project
4. Coordinated Entry Project

**\*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.**

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

Each application/project shall not exceed \$500,000. 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.

#### Eligible project types include:

- Rapid Re-housing (RRH)
- Joint Transitional-Rapid Re-housing (TH-RRH)



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### **Any proposal applying for this funding MUST:**

- Utilize the Coordinated Entry (CE) system, and
- Adopt a [Housing First approach](#).
- [Victim service providers](#) **must** use a [comparable database](#) to record all required data elements.
- Non-victim service providers could use HMIS to record information.

### **Bonus points will be given for projects that:**

#### **1)serve *one or more* of the following counties:**

- Niagara
- Genesee
- Orleans
- Wyoming

#### **2) serve all DV populations and do not limit referrals for certain subpopulations.**

## **2. CoC Bonus**

Each application/project shall not exceed \$500,000.

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 include:**

- Rapid Re-housing (RRH)
- Permanent Supportive Housing (PSH)



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Clients served must meet category 1 of the [homeless definition](#).

Bonus points will be given for projects that:

- 1) **serve two or more of the following counties:**
  - Erie
  - Niagara
  - Genesee
  - Orleans
  - Wyoming
- 2) **serve all populations and do not limit referrals for certain subpopulations.**

### 3. Reallocation Dollars

A maximum of \$709,028 has been made available to this competition to create a new Rapid ReHousing project or expanding an existing RRH project. Priority will be given to Rapid Re-housing Projects that could serve all populations who are experiencing homelessness within Erie County.

Project must demonstrate the ability to serve harder to serve populations, such as people with disabilities. Bonus points will be given to projects that do not limit their population and are able to serve both families and singles. If the applicant is willing to serve more than Erie County, but within our CoC. It will be allowed, but no additional bonus points will be given for this category.

### 4. Coordinated Entry (CE)

The purpose of the Coordinated Entry system is through a community-wide collaborative process to efficiently match homeless individuals and families with existing housing and services based on their needs and priorities.

Request shall not exceed \$400,000. The proposed project must provide the following services:

- Managing the coordinated entry system, including maintaining the by-name list and making referrals.
- Providing training on the CE process and conducting assessments.
- Participating in HMIS and reporting gaps in the community to the CoC lead.
- Engaging in CoC CE-related committees and discussions.
- Offering access points for CE assessments, both virtually and in-person, and



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referring clients to mainstream resources.

- The program prioritizes the most vulnerable individuals based on established criteria, ensuring timely and appropriate support to achieve housing stability.

### **Eligible project types include:**

- Supportive Service Only-Coordinated Entry

**Priority will be given to applicants that can cover all 5 counties.**



## **Eligible Project Types**

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

### **Joint Transitional Housing (TH) & Permanent Housing-Rapid Re-housing (PH-RRH)**

This project type provides a new way to meet some of the pressing challenges that communities are facing. These projects provide a safe place for people to stay – transitional housing – with financial assistance and wrap around supportive services determined by program participants to help them move to permanent housing as quickly as possible. Recipients or subrecipients must be able to provide both components, including the units supported by the transitional housing component and the tenant-based rental assistance and services provided through the PH-RRH component, to all program participants for up to 24 months as needed by the program participants. The proposed project will provide enough Rapid Re-housing assistance to ensure that at any given time a program participant may move from TH to RRH. This may be demonstrated by identifying a budget that has twice as many resources for the Rapid Re-housing portion of the project as the TH portion, by having twice as many PH RRH units at a point in time as TH units, or by demonstrating that the budget and units are appropriate for the population being served by the project.

Projects will be required to adopt a Housing First Approach and commit to housing people as soon as possible without any pre-conditions. More information see [SNAPS In Focus: The New Joint Transitional Housing and Rapid Re-Housing Component](#).

### **Rapid Re-housing (RRH)**

Rapid Re-housing (RRH) is a program that intends to help individuals and families quickly exit homelessness and return to permanent housing by providing housing search, ongoing case management, and short-to-medium-term rental assistance (up to 2 years). This program can serve individuals and families, including youth coming directly from the streets, emergency shelters, or fleeing domestic violence situations and other persons meeting the criteria of category (4) of the definition of homelessness. Individuals who are about to become homeless and living with family or friends will not be eligible.

Recommended caseload per caseworker is 25-30 in this project type or 10-15 for the youth population.





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### **Permanent Supportive Housing (PSH)**

Permanent Supportive Housing (PSH) is permanent housing in which housing assistance (e.g., long-term leasing or rental assistance) and supportive services are provided to assist households with at least one member (adult or child) with a disability in achieving housing stability. CoC will only accept PSH applications dedicated to chronically homeless individuals and those who fit the [DedicatedPlus](#) definition. However, if there are no chronically homeless persons found at any point in time when a bed is available, the PSH program will take clients based on the order of priority stated in the Coordinated Entry Policy and Procedure.

### **Supportive Service Only- Coordinated Entry Project (SSO-CE)**

Supportive Services Only (SSO) - Coordinated Entry provides essential services to individuals and families experiencing homelessness, without offering direct housing assistance. The program connects eligible households to resources and services through a coordinated entry system, prioritizing the most vulnerable based on established criteria. Under the Continuum of Care (CoC) framework, SSO ensures that those in need receive timely and appropriate support to achieve housing stability.

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## **Submission Requirements and Timeline**

### **Application**

Applicants must fill out one of these applications according to the description above. If a project meets the criteria to be classified as a DV bonus, applicants should submit it as a DV bonus.

Click the link(s) below to download the appropriate application:

- [New/Expansion Project Application for CoC Bonus/Reallocation dollar – RRH/PSH](#)
- [New/Expansion Project Application for DV bonus- RRH/TH-RRH-FY2024](#)
- [Coordinated Entry Project Application](#)

Please refer to [Appendix II](#) for Eligible Costs

### **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.





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- The grant term for all proposals will be 1 year
- Projects must agree to use Housing First Approach
- Projects must agree to use Coordinated Entry
- Projects must agree to use HMIS or a comparable database
- The project must demonstrate to have a 25% match in cash or in-kind (see [Appendix IV](#) for what qualifies for the match)
- Admin requests cannot exceed 10% of the total request

### Submission Requirements

- **Deadline:** August 28, 2024, at 4 PM EST.
- **Format:** Email as a Word document (.docx file). No scanned files or hard copies will be accepted.
- **File Naming:** Use the format: OrganizationName\_ProjectName\_TypeOfDocument (e.g., Application, OrgChart, etc.).
- **Instructions:** Do not alter the question numbers or order of the application. It may result in losing points in the application.

For projects that are not applying for Coordinated Entry, please submit the following materials via email to Ashley Matrassi ([matrassi@wnyhomeless.org](mailto:matrassi@wnyhomeless.org)), CoC Program Director.

For projects that are applying for Coordinated Entry, please submit the following materials to "Starks, Jessica L." <[jstarks@buffalony.gov](mailto:jstarks@buffalony.gov)> and "Szewc, Daniel" <[Daniel.Szewc@erie.gov](mailto:Daniel.Szewc@erie.gov)>.

- Completed application form
- Proof of 501(c)(3) status
- Most recent audited financial statement, 990, and CHAR 500
- Commitment letter for match
- List of Board Members, including names, positions, organization or business affiliation, and years on the board
- Organizational Chart, highlighting staff/positions proposed to be funded through CoC

If you have any questions regarding this RFP or if you are unsure if your proposed project will be eligible, please email both Kexin Ma ([kexinma@wnyhomeless.org](mailto:kexinma@wnyhomeless.org)), Executive Director, and Ashley Matrassi ([matrassi@wnyhomeless.org](mailto:matrassi@wnyhomeless.org)), CoC Program Director.



## 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 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.

### **HOUSING FIRST AND LOW BARRIER APPROACH**

Housing First is a homeless assistance approach that prioritizes providing permanent housing to people experiencing homelessness, thus ending their homelessness and serving as a platform from which they can pursue personal goals and improve their quality of life. This approach is guided by the belief that people need basic necessities like food and a place to live before attending to anything less critical, such as getting a job, budgeting properly, or attending to substance use issues. Additionally, Housing First is based on the theory that client choice is valuable in housing selection and supportive service participation and that exercising that choice is likely to make a client more successful in remaining housed and improving their life.

The Housing First Approach offers individuals and families experiencing homelessness immediate access to permanent supportive housing without unnecessary prerequisites. Examples include:

- a. Admission/tenant screening and selection practices do not require abstinence from substances, completion of or compliance with treatment, or participation in services.
- b. Applicants are not rejected on the basis of poor or lack of credit or income, poor or lack of rental history, minor criminal convictions, or other factors that



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might indicate a lack of “housing readiness.”

- c. Blanket exclusionary criteria based on more serious criminal convictions are not applied, though programs may consider such convictions on a case-by-case basis as necessary to ensure the safety of other residents/ staff.
- d. Generally, only those admission criteria that are required by funders are applied, though programs may also consider additional criteria on a case-by-case basis as necessary to ensure the safety of tenants and staff. Application of such additional criteria should be rare and may include, for example, denial of an applicant who is a high-risk registered sex offender by a project serving children or denial of an applicant who has a history of domestic violence involving a current participant.

### **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.



## **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



### **Appendix III: New Project Scoring Criteria**

New Projects that do not meet threshold criteria or submit after the deadline stated in the local Request for Proposal (RFP) will not be reviewed or scored by a non-bias Project Selection Committee. The Project Selection Committee includes 7 or more members from the community that are familiar with the services provided and the goals of the CoC fund but are not affiliated with any of the projects that are applying for the funding. This year, a special Project Selection Committee will be created to review the Coordinated Entry applications. Jessica Starks from the City of Buffalo, Office of Contract Administration and Dan Szewc from Erie County Department of Social Services will be chairing for this CE Project Selection Committee.

#### **Threshold Criteria**

Project applicants and potential subrecipients must meet the eligibility requirements of the CoC Program as described in the [HUD's Grants Programs](#) and provide evidence of eligibility required in the application (e.g., nonprofit documentation).

Additionally, projects must commit to the following:

1. Only take referrals from CoC Coordinated Entry
2. Use a Housing First and low barrier approach
3. Demonstrate secured minimum match
4. Using no more than 10% of program expense budget for administrative costs
5. Use of HMIS, or a comparable database for Victim Service Providers
6. Acceptable organization audit/financial review

New projects must meet the thresholds outlined above as well as score over 70% of the points (70 pts) on the scoring rubric to be considered to move forward in the national application.

Projects may be rejected for the following reasons:

- Doesn't meet one of the thresholds.
- Doesn't meet the eligibility outline in the local RFP.





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- Didn't score over 70% of the total points available.
- Maxed out of the funding available for the CoC to apply and not able to move a program forward to the federal process.

New project scoring criteria		
Organization Capacity and Experience	<ul style="list-style-type: none"> <li>• Experience with proposed population and activities</li> <li>• Connections to partners and other entities</li> <li>• Experience with grant management</li> <li>• Presents a staffing plan for successful implementation</li> </ul>	30
Project Design	<ul style="list-style-type: none"> <li>• Program Design meet the target populations</li> <li>• Program outcome align with local and HUD expectations</li> <li>• Provide sufficient supports to ensure clients obtain and remain in housing</li> <li>• Assist participants to obtain mainstream benefits(Health, social, employment, childcare)</li> </ul>	30
Cost	<ul style="list-style-type: none"> <li>• Cost are reasonable and feasible</li> </ul>	5
Racial Equity		10
Housing: Leveraging Housing and HealthCare resources CE: Partnership with non-CoC/ESG housing		10
Bonus Point- see each funding type description in this RFP		15
<b>Total Points</b>		<b>100</b>



## **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 IV: 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



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- 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



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- 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

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