# WESTCHESTER COUNTY CONTINUUM OF CARE

# PARTNERSHIP FOR THE HOMELESS

**May 2013**

**TIMELINE of EVENTS and DESCRIPTION of PROCESS**

The following is a description of the current activities and events of the Westchester County Continuum of Care Partnership for the Homeless as it relates to the Open Forum on Priorities and the annual HUD Request for Proposals (RFP) application process.

**Glossary:**

***Recipient*** – formerly known as “grantees” – an applicant who signs a grant agreement with HUD

***Sub-recipient*** – formerly known as “sponsor” – a private, non-profit organization, State, local government that receives a sub-grant from the recipient to carry out a project.

**Timeline:**

***January-February***

Annual Meeting – Each year, the CoC will plan an event to “kick-off” the year. The event provides CoC members and the public an opportunity to learn about the CoC’s activities and their committees and for the annual selection of Board members. Usually included will be a review of the CoC’s activities during the prior year, and goals for the upcoming year.

PIT Count – The Point in Time (PIT) Count of the County’s sheltered and unsheltered homeless usually takes place the last week of January (as dictated by HUD). Homeless outreach and shelter staff work with the CoC to gather and tabulate this information for a mandatory report that is submitted to HUD. This data is also used for local planning.

***May-June***

Open Forum – This event is open to the public and gives all interested parties the opportunity to present data and perspectives on current unmet needs and suggested priority populations and strategies. The CoC Board reviews the information presented and compares it with other local homelessness data to determine county-wide priorities for that year’s HUD application as well as for other funding opportunities that may arise.

***June-July***

Grant Inventory Worksheet (GIW) review – HUD sends the CoC a worksheet listing all of the current projects. CoC recipients review the project information with Program Design and Development staff to make any revisions to the already-existing projects and re-submit the worksheet to HUD for approval. If HUD approves, this provides the preliminary framework for CoC RENEWAL projects to be submitted with that year’s application.

***August-October***

HUD Request for Proposals (RFP) Application release – The annual HUD application is released which prompts the following CoC activities:

* RFP Pre-App process/Public Vote – included in the HUD RFP are the parameters around funding amounts, populations and types of programming that will be considered by HUD for NEW projects and what cuts (if any) are expected for overall funding of new or renewed projects. A local CoC RFP “Pre-App” for new projects is composed and distributed based on this information as well as the results of the Open Forum on Priorities. A deadline is set for proposals and a vote is scheduled where applicants can present their pre-applications and CoC members vote on which ones should be included. (Note: only active members are eligible to vote. As per the CoC Guiding Principles, for membership to be considered active, a representative must have attended at least 1 General Membership meeting or 50% of a specific CoC committee’s meetings in the previous year.). Applicants chosen are invited to have their projects included in the CoC’s application that year.
* CoC Application Workgroup – when the RFP is released, a CoC application workgroup consisting of recipients and Board members is immediately formed to determine roles for responding to the RFP by the deadline outlined by HUD. As needed, additional CoC Board meetings may be called by the Co-Chairs to discuss allocation or re-allocation of funds for renewal or new projects. These decisions are heavily based on sub-recipient report cards completed by recipients (sample attached) as well as the priorities brought up at the Open Forum. These are matched to HUD’s parameters to determine what directions to take in terms of the application.

Please see below a description of 2012’s Open Forum results as an example.

**2012 Open Forum on Priorities Results**

The list of priorities generated from the Open Forum held on 6/22/12 was:

* + undocumented parents of documented children
  + formerly incarcerated single fathers
  + Safe Haven
  + Aging out youth
* people with physical disabilities
* supported housing in Northern Westchester
* substance abusers
* LGBTQ youth

When the HUD RFP, including HUD’s priorities/parameters was released, the CoC Board met on 9/12/12 and the Open Forum priority populations were reviewed again given HUD’s expected parameters. Because HUD’s priority is to serve Chronically Homeless in Permanent Housing and CoC’s could not apply for Safe Havens, some of the Open Forum priorities needed to be eliminated for the purpose of the application. This list of priorities has been maintained and reviewed regularly by CoC Board members when considering other funding opportunities. The remaining priorities that were included in the pre-app were:

* people with physical disabilities (as a new project)
* supported housing in Northern Westchester (as a new project)
* substance abusers
* LGBTQ youth (as a reallocated renewal project)

Of those above, projects specifically targeting 3 of the 4 priorities were asked to apply with the CoC in their FY2012 application We are awaiting HUD notification to see if we have been awarded funding/approval for these projects.

***October – December***

HUD application due – The CoC application workgroup submits the application within the deadline. Generally, the CoC is informed of the status of renewal projects within 8 weeks of the application deadline. New projects sometimes take months to receive a notification.

Any questions related to this information can be directed to Karl Bertrand at (914) 592-1272 or [kbertrand@programdesign.com](mailto:kbertrand@programdesign.com) or Annette Peters-Ruvolo at (914) 995-5278 or [apr5@westchestergov.com](mailto:apr5@westchestergov.com).