

Proposal for Collaborative Applicant Services in Support of Continuum of Care – NY-503

This Scope of Work (SOW) describes the tasks to be performed by the Collaborative Applicant in assisting the Continuum of Care NY-503 in fulfillment of the requirements of Department of Housing and Urban Development's 24 CFR Part 578 - Homeless Emergency Assistance and Rapid Transition to Housing: Continuum of Care Program (CoC). The purpose of the CoC program is to:

- (1) Promote communitywide commitment to the goal of ending homelessness;
- (2) Provide funding for efforts by nonprofit providers, States, and local governments to quickly rehouse homeless individuals (including unaccompanied youth) and families, while minimizing the trauma and dislocation caused to homeless individuals, families, and communities by homelessness;
- (3) Promote access to and effective utilization of mainstream programs by homeless individuals and families;
- and
- (4) Optimize self-sufficiency among individuals and families experiencing homelessness.

This Scope of Work formalizes the relationship between the Continuum (NY-503) and CARES, Inc. The latter will provide technical assistance and administrative support as the designated as the Collaborative Applicant. **Collaborative Applicant** is defined as the eligible applicant designated by the Continuum of Care to apply for a grant for Continuum of Care planning funds on behalf of the Continuum. As the Collaborative Applicant, CARES shall be the entity designated to apply for projects on behalf of the Continuum and shall apply for a grant to carry out planning activities on behalf of the Continuum of Care.

Specifically as the Collaborative Applicant, CARES, Inc. will complete the following:

- **Continuum of Care Board, Membership and Committee Coordination**
 1. CARES shall coordinate with the Board and membership the facilitation of CoC Board selection.
 2. CARES shall coordinate with the Board Co-Chairs to schedule and facilitate Board meetings.
 3. CARES shall coordinate with the Board to ensure public invitations for CoC Membership meetings are properly distributed throughout the CoC geographic area.
 4. CARES shall track attendance, agendas and meeting minutes at board, membership and committee meetings.
 5. CARES shall assist the CoC with policy and procedure development as it relates to HEARTH including review of current Bylaws and Written Standards. Written Standards shall be developed in consultation with recipients of Emergency Solutions Grants program funds to coordinate service delivery across the geographic area.
 6. CARES shall provide CoC funded agencies assistance with HUD APR and CoC Project Application review and submission.
 7. CARES shall provide updates regarding HUD requirements for the Continuum of Care.
- **The 2018 Housing Inventory/Point-in-Time Count**
 1. CARES shall provide technical assistance in analyzing locally collected data in order to inform HUD of any changes that occurred within each project type and subpopulations.
 2. CARES shall provide technical assistance in preparing for the Point in Time count.
 3. CARES will assist with completion of the Housing Inventory Chart (HIC).
 4. CARES will submit both items into the HUD HDX.
- **Submit the 2018 Grant Inventory Worksheet**
 1. CARES shall work collaboratively with CoC funded agencies to complete and submit to HUD the Grant Inventory Worksheet.
- **Coordinate and Facilitate the 2018 Rank and Review Process**
 1. CARES shall provide an overview of the Rank and Review process with programs and the full CoC in preparation for the FY18 APPLICATION.
 2. CARES will work with the community to develop a Rank and Review Tool for the FY18 APPLICATION.

3. CARES will work with the community to coordinate the Rank and Review process including the selection of reviewers, dates to review agency forms/tool, scoring each tool, and reporting findings back to the full CoC.
 4. The date that final ranking is due to CARES will be determined once the NOFA is released.
 5. CARES shall host debriefings with any applicants who choose in alignment with the Rank and review process.
 6. CARES will assist the ranking committee with process to make final recommendations to present to the Board for adoption for inclusion in the FY18 APPLICATION.
 7. CARES will assist in the Tiering and ARD confirmation that is part of the FY18 APPLICATION.
- **Coordinated Entry**
 1. CARES will provide updates regarding HUD coordinated assessment requirements to the CoC.
 - **Strategic Planning**
 1. CARES shall review committee progress towards completing *The Albany County Strategic Plan to Prevent, Reduce and Combat Homelessness* goals and provide quarterly updates to the Strategic Planning Committee.
 2. CARES shall collaborate with the CoC to update *The Albany County Strategic Plan to Prevent, Reduce and Combat Homelessness* as necessary.
 - **Guide the FY2018 Consolidated Application Process**
 1. CARES shall complete the registration process.
 2. CARES shall provide technical assistance to CoC-funded agencies on their Project Applications.
 3. CARES shall assist with coordination of a Rank and Review subcommittee.
 4. CARES shall write and submit on time the Consolidated Application.
 - **Post Submission of the FY2018 Application**
 1. CARES will provide to the CoC a debriefing of the CoC Awards and CoC Scores.
 2. CARES will provide the CoC with areas for improvement consideration based on the HUD feedback post awards and the CoC score.

Scope of Work
Between
CARES, Inc.
and
Albany County Coalition on Homelessness – NY 503

The CoC membership shall, for the term of the 2018 Planning Grant, complete the following tasks:

- **The 2018 Housing Inventory/Point-in-Time Count**
 1. Coordinate a Housing Inventory/Point-In-Time date.
 2. Complete the PIT and Housing Inventory Chart using CARES provided forms.
 3. Collect data forms and verify data from each participating provider, both CoC funded and non-CoC funded agencies and make any necessary corrections.
 4. Send report to CARES by designated due date – report includes each agency’s Housing Inventory and Point-In-Time data, including subpopulation data.

- **Rank and Review Process**
 1. Adopt local community priorities to embed in the Rank and Review tool.
 2. Adopt and approve the Rank and Review tool.
 3. Collaborate with CARES to finalize the Rank and Review process including the selection of reviewers, dates to review agency forms/tool, and reporting findings back to the full CoC.
 4. Educate Membership on the 2018 Rank and Review process including the tool and due dates for completion of the tool.

- **Coordinated Entry**
 1. Implement a coordinated entry system which provides a comprehensive assessment of the needs of individuals and families for housing and services; is designed to be easily accessed by individuals and families seeking housing or services; is well advertised; includes a comprehensive and standardized assessment tool; and is designed to coordinate program participation intake, assessment and provision of referrals.

- **Strategic Planning**
 1. The CoC will work towards implementing the goals, strategies and action items outlined in *The Albany County Strategic Plan to Prevent, Reduce and Combat Homelessness*.

- **Continuum of Care Board, Membership and Committee Collaboration**
 1. The Board shall maintain Bylaws and Written Standards in concert with the HEARTH act. Written Standards shall be developed in consultation with recipients of Emergency Solutions Grants program funds to coordinate service delivery across the geographic area.
 1. There are five (5) standing Committees that must meet report to the Executive Board: Governance Committee, Continuum of Care Operations Committee, System Collaboration Committee, NOFA Committee, Strategic Planning Committee.
 2. Each Committee is responsible for the tasks defined within the Bylaws.

CARES is proposing to provide these services for the full amount of FY 2017 Planning Grant; excluding match (\$150,205). This funding amount will cover CARES’ costs including staffing. CARES will contribute in-kind non personnel costs related to the work including phone, internet, and supplies and donate Executive Director Supervision time for CARES’ staff working with the CoC.

CARES, Inc.

Date

Continuum of Care Board Chair

Date