

Before Starting the Project Application

To ensure that the Project Application is completed accurately, ALL project applicants should review the following information BEFORE beginning the application.

Things to Remember:

- Only Collaborative Applicants may apply for CoC Planning funds using this application, and only one CoC Planning application may be submitted during the FY 2019 CoC Program grant competition.
- Additional training resources can be found on the HUD Exchange at <https://www.hudexchange.info/e-snaps/guides/coc-program-competition-resources/>
- Program policy questions and problems related to completing the application in e-snaps may be directed to HUD via the HUD Exchange Ask A Question.
- Project applicants are required to have a Data Universal Numbering System (DUNS) number and an active registration in the Central Contractor Registration (CCR)/System for Award management (SAM) in order to apply for funding under the Continuum of Care (CoC) Program Competition. For more information see the FY 2019 CoC Program Competition NOFA.
- To ensure that applications are considered for funding, applicants should read all sections of the FY 2019 CoC Program Competition NOFA.
- Detailed instructions can be found on the left menu within e-snaps and on the HUD Exchange. They contain comprehensive instructions and should be used in tandem with the navigational guides, which are also found on the HUD Exchange.
- Before completing the project application, all project applicants must complete or update (as applicable) the Project Applicant Profile in e-snaps, particularly the Authorized Representative and Alternate Representative forms as HUD uses this information to contact you if additional information is required (e.g., allowable technical deficiency).
- HUD reserves the right to reduce or reject any new or renewal project that fails to adhere to 24 CFR Part 578 and application requirements set forth in the FY 2019 CoC Program NOFA.

1A. SF-424 Application Type

1. Type of Submission:

2. Type of Application: CoC Planning Project Application

If Revision, select appropriate letter(s):

If "Other", specify:

3. Date Received: 09/18/2019

4. Applicant Identifier:

5a. Federal Entity Identifier:

5b. Federal Award Identifier:

6. Date Received by State:

7. State Application Identifier:

1B. SF-424 Legal Applicant

8. Applicant

a. Legal Name: CARES of NY, Inc.

b. Employer/Taxpayer Identification Number (EIN/TIN): 14-1731746

c. Organizational DUNS:	070919852	PLUS 4	
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d. Address

Street 1: 200 Henry Johnson Blvd. Suite 4

Street 2:

City: Albany

County: Albany

State: New York

Country: United States

Zip / Postal Code: 12210

e. Organizational Unit (optional)

Department Name:

Division Name:

f. Name and contact information of person to be contacted on matters involving this application

Prefix: Mrs.

First Name: Michelle

Middle Name:

Last Name: Sandoz-Dennis

Suffix:

Title: Continuum of Care Coordinator

Organizational Affiliation: CARES of NY, Inc.

Telephone Number: (518) 489-4130

Extension: 102

Applicant: Corporation for AIDS Research, Education and Services, Inc.

070919852

Project: Rensselaer CoC Planning Project (2019)

174194

Fax Number: (518) 489-2237

Email: msandozdennis@caresny.org

1C. SF-424 Application Details

9. Type of Applicant: M. Nonprofit with 501C3 IRS Status

10. Name of Federal Agency: Department of Housing and Urban Development

11. Catalog of Federal Domestic Assistance Title: CoC Program

CFDA Number: 14.267

12. Funding Opportunity Number: FR-6300-N-25

Title: Continuum of Care Homeless Assistance Competition

13. Competition Identification Number:

Title:

1D. SF-424 Congressional District(s)

14. Area(s) affected by the project (state(s) only): New York
(for multiple selections hold CTRL+Key)

15. Descriptive Title of Applicant's Project: Rensselaer CoC Planning Project (2019)

16. Congressional District(s):

a. Applicant: NY-020

b. Project: NY-019, NY-020

(for multiple selections hold CTRL+Key)

17. Proposed Project

a. Start Date: 08/01/2020

b. End Date: 07/31/2021

18. Estimated Funding (\$)

a. Federal:

b. Applicant:

c. State:

d. Local:

e. Other:

f. Program Income:

g. Total:

1E. SF-424 Compliance

19. Is the Application Subject to Review By State Executive Order 12372 Process? b. Program is subject to E.O. 12372 but has not been selected by the State for review.

If "YES", enter the date this application was made available to the State for review:

20. Is the Applicant delinquent on any Federal debt? No

If "YES," provide an explanation:

1F. SF-424 Declaration

By signing and submitting this application, I certify (1) to the statements contained in the list of certifications** and (2) that the statements herein are true, complete, and accurate to the best of my knowledge. I also provide the required assurances** and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 218, Section 1001)

I AGREE:

21. Authorized Representative

Prefix: Mrs.

First Name: Nancy

Middle Name:

Last Name: Chiarella

Suffix: MSW

Title: Executive Director

Telephone Number: (518) 489-4130
(Format: 123-456-7890)

Fax Number: (518) 489-2237
(Format: 123-456-7890)

Email: nchiarella@caresny.org

Signature of Authorized Representative: Considered signed upon submission in e-snaps.

Date Signed: 09/18/2019

1G. HUD 2880

Applicant/Recipient Disclosure/Update Report - form HUD-2880
U.S. Department of Housing and Urban Development
OMB Approval No. 2506-0214 (exp.02/28/2022)

Applicant/Recipient Information

1. Applicant/Recipient Name, Address, and Phone

Agency Legal Name: CARES of NY, Inc.

Prefix: Mrs.

First Name: Nancy

Middle Name:

Last Name: Chiarella

Suffix: MSW

Title: Executive Director

Organizational Affiliation: CARES of NY, Inc.

Telephone Number: (518) 489-4130

Extension: 105

Email: nchiarella@caresny.org

City: Albany

County: Albany

State: New York

Country: United States

Zip/Postal Code: 12210

2. Employer ID Number (EIN): 14-1731746

3. HUD Program: Continuum of Care Program

4. Amount of HUD Assistance Requested/Received: \$102,990

(Requested amounts will be automatically entered within applications)

5. State the name and location (street address, city and state) of the project or activity: Rensselaer CoC Planning Project (2019) 200 Henry Johnson Blvd. Suite 4 Albany New York

Refer to project name, addresses and CoC Project Identifying Number (PIN) entered into the attached project application.

Part I Threshold Determinations

1. Are you applying for assistance for a specific project or activity? Yes
(For further information, see 24 CFR Sec. 4.3).

2. Have you received or do you expect to receive assistance within the jurisdiction of the Department (HUD), involving the project or activity in this application, in excess of \$200,000 during this fiscal year (Oct. 1 - Sep. 30)? For further information, see 24 CFR Sec. 4.9. Yes

Part II Other Government Assistance Provided or Requested/Expected Sources and Use of Funds

Such assistance includes, but is not limited to, any grant, loan, subsidy, guarantee, insurance, payment, credit, or tax benefit.

Department/Local Agency Name and Address	Type of Assistance	Amount Requested / Provided	Expected Uses of the Funds

Part III Interested Parties

You must disclose:

1. All developers, contractors, or consultants involved in the application for the assistance or in the planning, development, or implementation of the project or activity and
2. any other person who has a financial interest in the project or activity for which the assistance is sought that exceeds \$50,000 or 10 percent of the assistance (whichever is lower).

Alphabetical list of all persons with a	Financial Interest	Financial Interest
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reportable financial interest in the project or activity (For individuals, give the last name first)	Social Security No. or Employee ID No.	Type of Participation	in Project/Activity (\$)	in Project/Activity (%)
Albany Housing Authority 200 S Pearl St, Albany, NY 12202	0206602367	Subrecieipient	\$1,349,088.00	22%
Albany Housing Coalition, Inc. 278 Clinton Ave, Albany, NY 12210	781158605	Subrecieipient	\$324,077.00	5%
Capital Area Peer Services 354 Central Ave, Albany, NY 12206	784602471	Subrecieipient	\$111,482.00	2%
Equinox, Inc. 500 Central Ave, Albany, NY 12206	170322101	Subrecieipient	\$693,451.00	11%
Homeless Action Committee, Inc. 393 N Pearl St, Albany, NY 12207	874218647	Subrecieipient	\$76,854.00	1%

Certification

Warning: If you knowingly make a false statement on this form, you may be subject to civil or criminal penalties under Section 1001 of Title 18 of the United States Code. In addition, any person who knowingly and materially violates any required disclosures of information, including intentional nondisclosure, is subject to civil money penalty not to exceed \$10,000 for each violation.

I certify that the information provided on this form and in any accompanying documentation is true and accurate. I acknowledge that making, presenting, submitting, or causing to be submitted a false, fictitious, or fraudulent statement, representation, or certification may result in criminal, civil, and/or administrative sanctions, including fines, penalties, and imprisonment.

I AGREE:

Name / Title of Authorized Official: Nancy Chiarella, Executive Director

Signature of Authorized Official: Considered signed upon submission in e-snaps.

Date Signed: 09/18/2019

1H. HUD 50070

HUD 50070 Certification for a Drug Free Workplace

Applicant Name: CARES of NY, Inc.

Program/Activity Receiving Federal Grant Funding: CoC Program

Acting on behalf of the above named Applicant as its Authorized Official, I make the following certifications and agreements to the Department of Housing and Urban Development (HUD) regarding the sites listed below:

I certify that the above named Applicant will or will continue to provide a drug-free workplace by:	
a. Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the Applicant's workplace and specifying the actions that will be taken against employees for violation of such prohibition.	e. Notifying the agency in writing, within ten calendar days after receiving notice under subparagraph d.(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to every grant officer or other designee on whose grant activity the convicted employee was working, unless the Federal agency has designated a central point for the receipt of such notices. Notice shall include the identification number(s) of each affected grant;
b. Establishing an on-going drug-free awareness program to inform employees --- (1) The dangers of drug abuse in the workplace (2) The Applicant's policy of maintaining a drug-free workplace; (3) Any available drug counseling, rehabilitation, and employee assistance programs; and (4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace.	f. Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph d.(2), with respect to any employee who is so convicted --- (1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or (2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;
c. Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph a.;	g. Making a good faith effort to continue to maintain a drugfree workplace through implementation of paragraphs a. thru f.
d. Notifying the employee in the statement required by paragraph a. that, as a condition of employment under the grant, the employee will --- (1) Abide by the terms of the statement; and (2) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;	

Sites for Work Performance.

The Applicant shall list (on separate pages) the site(s) for the performance of work done in connection with the HUD funding of the program/activity shown above: Place of Performance shall include the street address, city, county, State, and zip code. Identify each sheet with the Applicant name and address and the program/activity receiving grant funding.)

Workplaces, including addresses, entered in the attached project application. Refer to addresses entered into the attached project application.

I certify that the information provided on this form and in any accompanying documentation is true and accurate. I

X

acknowledge that making, presenting, submitting, or causing to be submitted a false, fictitious, or fraudulent statement, representation, or certification may result in criminal, civil, and/or administrative sanctions, including fines, penalties, and imprisonment.

Warning: HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802)

Authorized Representative

Prefix: Mrs.

First Name: Nancy

Middle Name

Last Name: Chiarella

Suffix: MSW

Title: Executive Director

Telephone Number: (518) 489-4130
(Format: 123-456-7890)

Fax Number: (518) 489-2237
(Format: 123-456-7890)

Email: nchiarella@caresny.org

Signature of Authorized Representative: Considered signed upon submission in e-snaps.

Date Signed: 09/18/2019

CERTIFICATION REGARDING LOBBYING

Certification for Contracts, Grants, Loans, and Cooperative Agreements

The undersigned certifies, to the best of his or her knowledge and belief, that:

(1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure of Lobbying Activities," in accordance with its instructions.

(3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly. This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Statement for Loan Guarantees and Loan Insurance

The undersigned states, to the best of his or her knowledge and belief, that:

If any funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this commitment providing for the United States to insure or guarantee a loan, the undersigned shall complete and submit Standard Form-LLL, "Disclosure of Lobbying Activities," in accordance with its instructions. Submission of this statement is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file

the required statement shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

I hereby certify that all the information stated herein, as well as any information provided in the accompaniment herewith, is true and accurate:

X

Warning: HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802)

Applicant's Organization: CARES of NY, Inc.

Name / Title of Authorized Official: Nancy Chiarella, Executive Director

Signature of Authorized Official: Considered signed upon submission in e-snaps.

Date Signed: 09/18/2019

1J. SF-LLL

DISCLOSURE OF LOBBYING ACTIVITIES

Complete this form to disclose lobbying activities pursuant to 31 U.S.C. 1352.

Approved by OMB0348-0046

HUD requires a new SF-LLL submitted with each annual CoC competition and completing this screen fulfills this requirement.

Answer "Yes" if your organization is engaged in lobbying associated with the CoC Program and answer the questions as they appear next on this screen. The requirement related to lobbying as explained in the SF-LLL instructions states: "The filing of a form is required for each payment or agreement to make payment to any lobbying entity for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with a covered Federal action."

Answer "No" if your organization is NOT engaged in lobbying.

Does the recipient or subrecipient of this CoC grant participate in federal lobbying activities (lobbying a federal administration or congress) in connection with the CoC Program? No

Legal Name: CARES of NY, Inc.

Street 1: 200 Henry Johnson Blvd. Suite 4

Street 2:

City: Albany

County: Albany

State: New York

Country: United States

Zip / Postal Code: 12210

11. Information requested through this form is authorized by title 31 U.S.C. section 1352. This disclosure of lobbying activities is a material representation of fact upon which reliance was placed by the tier above when this transaction was made or entered into. This disclosure is required pursuant to 31 U.S.C. 1352. This information will be available for public inspection. Any person who fails to file the required disclosure shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

I certify that this information is true and complete.

X

Authorized Representative

Prefix: Mrs.

First Name: Nancy

Middle Name:

Last Name: Chiarella

Suffix: MSW

Title: Executive Director

Telephone Number: (518) 489-4130
(Format: 123-456-7890)

Fax Number: (518) 489-2237
(Format: 123-456-7890)

Email: nchiarella@caresny.org

Signature of Authorized Official: Considered signed upon submission in e-snaps.

Date Signed: 09/18/2019

2A. Project Detail

1a. CoC Number and Name: NY-512 - Troy/Rensselaer County CoC

1b. Collaborative Applicant Name: CARES of NY, Inc.

2. Project Name: Rensselaer CoC Planning Project (2019)

3. Component Type: CoC Planning Project Application

2B. Project Description

1. Provide a description that addresses the entire scope of the proposed project and how the Collaborative Applicant will use grant funds to comply with the provisions of 24 CFR 578.7.

Funding through this project will be used to coordinate the implementation of a housing and service system to prevent and end homelessness within the Rensselaer County CoC. Proposed planning activities fall within four categories: 1) coordination; 2) project evaluation, monitoring and CoC compliance; 3) professional development and training; and 4) CoC application development. Coordination activities will focus on engaging key systems partners noted within the Rensselaer County Strategic Plan to End Homelessness. Planning staff will conduct client focus groups, track outcomes and milestones noted within the Plan and develop an annual progress report for community review. Activities focused on project evaluation, monitoring, and CoC compliance will include the review/realignment of CoC program performance targets, system performance measures, and written standards to ensure a systemic response to homelessness. Grant funds will be used to allow staff to work directly with the Data and Goals Committee to monitor and evaluate CoC and ESG programs and provide technical assistance; ensuring each program is meeting community developed outcomes. Planning staff will also review and monitor system performance measures to assess progress in meeting the needs of people experiencing homelessness in the community and will coordinate and submit the annual PIT and HIC reports. Specific CoC compliance activities will include staff coordination with the CoC to ensure the coordinated entry (CE) system is operating within the parameters of the CE policy and procedure manual. Additional compliance activities will include facilitating CoC Board selection, scheduling and facilitating Board meetings, ensuring public invitations for CoC Membership meetings, encouraging representation at the Board, Membership and Committee levels that reflect the community served, and facilitating the annual review of CoC By-Laws. Under the third category, professional training and development, staff will continue to plan and host trainings and workshops on topics such as addressing racial inequity in homelessness, Housing First, Trauma-Informed Care, landlord engagement and safety planning for survivors of domestic violence. Within activities under the fourth category, CoC application development, planning funds will be used to coordinate and submit the annual CoC application. Staff will ensure completion of the consolidated application and will work with the NOFA Committee/Board to establish annual priorities for funding projects and will work with key community stakeholders to ensure a collaborative process for developing, approving, and submitting project applications in response to the NOFA is conducted.

2. Describe the estimated schedule for the proposed activities, the management plan, and the method for assuring effective and timely completion of all work.

The proposed schedule, management plan, and method for assuring effective and timely completion of work is based on the current successful structure. The

goal of the project is to ensure the CoC is compliant with regulations, and is steadily on the path to ending homelessness. Activities focused on coordination, specifically coordination focused on the implementation of the Rensselaer Strategic plan, will begin immediately and will continue throughout the grant. Coordination activities noted in the Strategic Plan are key in coordinating the implementation of a housing and service system that will prevent and end homelessness within the CoC. Activities focused on compliance will continue from the current grant and will occur on a quarterly basis as review of system performance data, APRs and peer monitoring occur. Activities focused on professional development and trainings will begin immediately and will continue throughout the grant. Activities focused on preparing the application for CoC funds will begin immediately but will mainly occur during the time period directly after the NOFA is released. The management plan in place will ensure timely start/continuation of the project if awarded. All proposed activities are overseen by the CoC Unit Director who reports to CARES Executive Director and the CoC Board of Directors. Proposed funding will support a portion of six staff positions (1.4 FTE) in order to complete the proposed activities. These positions will be dedicated to community outreach and strategic planning, monitoring and compliance, system performance and coordinated entry. The management plan will include regular oversight of documented proposed activities by the Board. The Planning staff will report quarterly at Board Meetings on progress. In order to ensure accountability, the Collaborative Applicant's Scope of Work is reviewed annually, documenting anticipated activities and is available to full membership on CARES' website. In addition, semi-annually the Director will report to full membership detailing completed activities as well detail upcoming activities; which will be posted on the website. This reporting will ensure effective and timely completion of all work.

3. How will the requested funds improve or maintain the CoC's ability to evaluate the outcome of CoC and ESG projects?

Requested funds will continue to improve the CoC's ability to evaluate outcomes of CoC and ESG projects by allowing planning staff to continue to work collaboratively with the Data and Goals Committee and the City of Troy. Current Planning funds allow dedicated staff to play an intricate role coordinating and implementing the Data Quality Plan (DQP) and CoC/ESG peer monitoring process. Project funding will allow staff to further implement and facilitate the monitoring and evaluation process. The project evaluation involves four main components: Annual Performance Report (APR) Reviews, HMIS Data Memos, On-Site Technical Assistance Reviews, and program impact on Systems Performance. Project evaluation requires programs to annually submit APRs for review to the Continuum of Care Committee at least 60 days prior to submitting the APR to HUD to ensure data quality. In terms of HMIS Data Memos, Planning staff and the HMIS Lead collaboratively review HMIS data quality reports and provide joint technical assistance. Staff create Data Memos summarizing any issues related to Data Quality and Systems Performance, including data completeness, length of stay, successful destinations, housing stability, and client income development. Staff provide technical assistance to projects utilizing the Data Memos in coordination with the Data and Goals Committee to ensure corrective action as necessary. In addition, project operations are evaluated via peer review conducted annually. Data and Goals Committee members and Planning staff conduct administrative monitoring of important project areas such as HMIS compliance, equal access to housing

regardless of gender identity, housing quality standards, financial management, match use and documentation, and homeless status and disability documentation. Planning staff draft a report on behalf of the Data and Goals Committees and develop a Corrective Action Plan if necessary. All reports are available to the Board for review. Planning staff also support ESG monitoring by providing CAPER data to the City of Troy and sharing this data with the Data and Goals Committee. With the proposed funding, dedicated staff will continue to implement the Plan and will develop next steps to ensure systems level performance monitoring and improvement. Staff will work to ensure effective and efficient evaluation of program outcomes, shifting the focus of outcomes from project specific to system-wide. In order to ensure systems level change and improvement, Planning staff will continue to work to educate the community on Systems Performance Measures and will monitor systems level performance for CoC and ESG funded programs.

4. How will the planning activities continue beyond the expiration of HUD financial assistance?

The community is hopeful that after six years of direct funding for the Rensselaer Planning project that HUD recognizes the value of continuing to fund this important project. However, if HUD financial assistance would expire, the Rensselaer County Coalition on Homelessness would utilize the cooperative relationships that has been established and request private and public funds in order to support the continued advancement of a well-developed, defined, and organized Continuum. Entities that could be approached are local philanthropic foundations, local financial institutions as well as local and county government. All of these entities have been involved within Coalition work, including participating in the strategic planning process, and are aware of the importance of continued systems planning and evaluation in order to end homelessness.

3A. Governance and Operations

1. How often does the CoC conduct meetings of the full CoC membership? Monthly

2. Does the CoC include membership of a homeless or formerly homeless person? Yes

2a. For members who are homeless or formerly homeless, what role do they play in the CoC membership? (Select all that apply)

Participates in CoC meetings:	<input checked="" type="checkbox"/>
Votes, including electing Coc Board:	<input checked="" type="checkbox"/>
Sits on CoC Board:	<input checked="" type="checkbox"/>
None:	<input type="checkbox"/>

3. Does the CoC's governance charter incorporate written policies and procedures for each of the following

a. Written agendas of CoC meetings? Yes

b. Coordinated Entry? (Also known as centralized or coordinated assessment) Yes

c. Process for monitoring outcomes of ESG recipients? Yes

d. CoC policies and procedures? Yes

e. Written process for board selection? Yes

f. Code of Conduct for board members that includes a recusal process? Yes

g. Written standards for administering assistance? Yes

4. Were there any written complaints received by the CoC in relation to project review, project selection, or other items related to 24 CFR 578.7 or 578.9 within the past 12 months? No

3B. Committees

Provide information for up to five of the most active CoC-wide planning committees, subcommittees and/or workgroups, to address homeless needs in the CoC's geographic area that recommend and set policy priorities for the CoC, including a brief description of the role and the frequency of the meetings. Only include committees, subcommittees and/or workgroups, that are directly involved in CoC-wide planning and not the regular delivery of services.

Name of Group	Role of the Group (max 750 characters)	Meeting Frequency	Name of Individuals and/or Organizations Represented
Systems Committee	This Committee is responsible for conducting an annual Point-In-Time Count, assisting the Collaborative Applicant in preparing and submitting the Continuum of Care application, conducting homeless awareness activities, participate in local planning, and any other activities identified and voted on by the membership.	Bi-Monthly	Joseph's House and Shelter, Unity House, St. Paul's Center, Catholic Charities, YWCA, Nassau Community Center, Rens. Co. Office of Mental Health, Youth Bureau, The Roarke Center, Educational Opportunity Center, Commission on Economic Opportunity
Strategic Planning Committee	The Strategic Planning Committee is responsible for the review, preparation, and formulation of the Rensselaer County plan to end homelessness with respect to system planning, review of data, needs, and gaps in the overall implementation and coordination of the housing and service system.	Monthly	Joseph's House and Shelter, Unity House, YWCA, Catholic Charities, St. Paul's Center, Rens. Co. Office of Mental Health
Data and Goals Committee	This committee is responsible for the review and discussion of HMIS data quality issues, while working with the HMIS System Administrator to ensure proper and effective HMIS policies and procedures; the review of program performance; the review the previous year's Continuum of Care application (NOFA), annual Housing Inventory, and the Continuum of Care's performance relative to its goals. Two representatives from this Committee will take part in the quarterly HMIS Advisory Committee meetings.	Quarterly	YWCA, Joseph's House and Shelter, CARES, Inc.
Youth Committee	This committee is responsible for bringing homeless services and youth providers together to identify ways to reduce youth homelessness.	Quarterly	Joseph's House and Shelter, Unity House, CARES, Inc, Vanderheyden, Rens. County Mental Health
NOFA/Applications Committee	This committee is responsible for is engaging, collaborating, and developing communication protocols with system partners to reduce homelessness and/or improve transitions from other systems of care, such as health, mental health, foster care, criminal justice, first responders, and the Department of Social Services.	Monthly	Joseph's House and Shelter, Unity House, St. Paul's Center

4A. Sources of Match

The following list summarizes the funds that will be used as Match for the project. To add a Matching source to the list, select the  icon. To view or update a Matching source already listed, select the  icon.

Summary for Match

Total Value of Cash Commitments:	\$26,011
Total Value of In-Kind Commitments:	\$0
Total Value of All Commitments:	\$26,011

1. Does this project generate program income as described in 24 CFR 578.97 that will be used as Match for this grant? No

Match	Type	Source	Contributor	Date of Commitment	Value of Commitments
Yes	Cash	Government	City of Troy Grant	08/02/2019	\$21,011
Yes	Cash	Private	Technical Assista...	09/16/2019	\$5,000

Sources of Match Details

- 1. Will this commitment be used towards Match?** Yes
- 2. Type of commitment:** Cash
- 3. Type of source:** Government
- 4. Name the source of the commitment:** City of Troy Grant
(Be as specific as possible and include the office or grant program as applicable)
- 5. Date of Written Commitment:** 08/02/2019
- 6. Value of Written Commitment:** \$21,011

Sources of Match Details

- 1. Will this commitment be used towards Match?** Yes
- 2. Type of commitment:** Cash
- 3. Type of source:** Private
- 4. Name the source of the commitment:** Technical Assistance Services
(Be as specific as possible and include the office or grant program as applicable)
- 5. Date of Written Commitment:** 09/16/2019
- 6. Value of Written Commitment:** \$5,000

4B. Funding Request

1. Will it be feasible for the project to be under grant agreement by September 30, 2021? Yes

2. Does this project propose to allocate funds according to an indirect cost rate? No

3. Select a grant term: 1 Year

A description must be entered for Quantity. Any costs without a Quantity description will be removed from the budget.

Eligible Costs:	Quantity AND Description (max 400 characters)	Annual Assistance Requested (Applicant)
1. Coordination Activities	Staff Time and Benefits (.42 FTE) and Travel	\$30,898
2. Project Evaluation	Staff Time and Benefits (.35 FTE) and Travel	\$25,748
3. Project Monitoring Activities	Staff Time and Benefits (.28 FTE) and Travel	\$20,598
4. Participation in the Consolidated Plan	Staff Time and Benefits (.07 FTE) and Travel	\$5,149
5. CoC Application Activities	Staff Time and Benefits (.21 FTE) and Travel	\$15,448
6. Determining Geographical Area to Be Served by the CoC		
7. Developing a CoC System		
8. HUD Compliance Activities	Staff Time and Benefits (.07 FTE) and Travel	\$5,149
Total Costs Requested		\$102,990
Cash Match		\$26,011
In-Kind Match		\$0
Total Match		\$26,011
Total Budget		\$129,001

Click the 'Save' button to automatically calculate the Total Assistance

5A. Attachment(s)

Document Type	Required?	Document Description	Date Attached
1. Other Attachment(s)	No	RCHSC Planning 50070	08/14/2019
2. Other Attachment(s)	No	FY19 Match	09/18/2019

Attachment Details

Document Description: RCHSC Planning 50070

Attachment Details

Document Description: FY19 Match

5B. Certification

A. For all projects:

Fair Housing and Equal Opportunity

It will comply with Title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000(d)) and regulations pursuant thereto (Title 24 CFR part I), which state that no person in the United States shall, on the ground of race, color or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity for which the applicant receives Federal financial assistance, and will immediately take any measures necessary to effectuate this agreement. With reference to the real property and structure(s) thereon which are provided or improved with the aid of Federal financial assistance extended to the applicant, this assurance shall obligate the applicant, or in the case of any transfer, transferee, for the period during which the real property and structure(s) are used for a purpose for which the Federal financial assistance is extended or for another purpose involving the provision of similar services or benefits.

It will comply with the Fair Housing Act (42 U.S.C. 3601-19), as amended, and with implementing regulations at 24 CFR part 100, which prohibit discrimination in housing on the basis of race, color, religion, sex, disability, familial status or national origin.

It will comply with Executive Order 11063 on Equal Opportunity in Housing and with implementing regulations at 24 CFR Part 107 which prohibit discrimination because of race, color, creed, sex or national origin in housing and related facilities provided with Federal financial assistance.

It will comply with Executive Order 11246 and all regulations pursuant thereto (41 CFR Chapter 60-1), which state that no person shall be discriminated against on the basis of race, color, religion, sex or national origin in all phases of employment during the performance of Federal contracts and shall take affirmative action to ensure equal employment opportunity. The applicant will incorporate, or cause to be incorporated, into any contract for construction work as defined in Section 130.5 of HUD regulations the equal opportunity clause required by Section 130.15(b) of the HUD regulations.

It will comply with Section 3 of the Housing and Urban Development Act of 1968, as amended (12 U.S.C. 1701(u)), and regulations pursuant thereto (24 CFR Part 135), which require that to the greatest extent feasible opportunities for training and employment be given to lower-income residents of the project and contracts for work in connection with the project be awarded in substantial part to persons residing in the area of the project.

It will comply with Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794), as amended, and with implementing regulations at 24 CFR Part 8, which prohibit discrimination based on disability in Federally-assisted and conducted programs and activities.

It will comply with the Age Discrimination Act of 1975 (42 U.S.C. 6101-07), as amended, and implementing regulations at 24 CFR Part 146, which prohibit discrimination because of age in projects and activities receiving Federal financial assistance.

It will comply with Executive Orders 11625, 12432, and 12138, which state that program participants shall take affirmative action to encourage participation by businesses owned and operated by members of minority groups and women.

If persons of any particular race, color, religion, sex, age, national origin, familial status, or

disability who may qualify for assistance are unlikely to be reached, it will establish additional procedures to ensure that interested persons can obtain information concerning the assistance.

It will comply with the reasonable modification and accommodation requirements and, as appropriate, the accessibility requirements of the Fair Housing Act and section 504 of the Rehabilitation Act of 1973, as amended.

1-Year Operation Rule.

For applicants receiving assistance for CoC planning: the project will be operated for the purpose specified in the application for any year for which such assistance is provided.

D. Explanation.

Where the applicant is unable to certify to any of the statements in this certification, such applicant shall attach an explanation behind this page.

Name of Authorized Certifying Official: Nancy Chiarella

Date: 09/18/2019

Title: Executive Director

Applicant Organization: CARES of NY, Inc.

PHA Number (For PHA Applicants Only):

I certify that I have been duly authorized by the applicant to submit this Applicant Certification and to ensure compliance. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties . (U.S. Code, Title 218, Section 1001).

X

6A. Submission Summary

Page	Last Updated
1A. SF-424 Application Type	No Input Required
1B. SF-424 Legal Applicant	No Input Required
1C. SF-424 Application Details	No Input Required
1D. SF-424 Congressional District(s)	08/13/2019
1E. SF-424 Compliance	08/05/2019
1F. SF-424 Declaration	08/05/2019
1G. HUD 2880	08/05/2019
1H. HUD 50070	08/05/2019
1I. Cert. Lobbying	08/05/2019
1J. SF-LLL	08/05/2019
2A. Project Detail	08/05/2019

2B. Description	08/13/2019
3A. Governance and Operations	08/05/2019
3B. Committees	09/13/2019
4A. Match	09/18/2019
4B. Funding Request	08/05/2019
5A. Attachment(s)	09/18/2019
5B. Certification	08/14/2019

**HUD 50070 Certification for a Drug Free Workplace Attachment
Place of Performance Information- Rensselaer CoC Planning Project
(2019)**

Applicant Name: CARES Inc.

Applicant Address:
200 Henry Johnson
Suite 4
Albany, New York 12210

Program Activity: Continuum of Care

Project Name: Rensselaer CoC Planning Project (2019)

Place of Performance:
200 Henry Johnson
Suite 4
Albany, New York 12210

September 16, 2019

RE: Match Letter for Rensselaer CoC Planning Grant Match

CARES of NY, Inc. will provide a cash match for the FY2019 Planning Grant for Rensselaer CoC in the amount of \$26,011 from funds provided by the two below contracts for the time period of 8/1/2020 to 7/31/2021.

1. Cash match - City of Troy ESG Contract in the amount of \$21,011
2. Cash match – Technical Assistance contract for CoC planning services from Ulster County/RUPCO in the amount of \$5,000.



Nancy Chiarella

Executive Director



Scope of Work
Between
RUPCO on behalf of the Ulster Continuum of Care (CoC) and CARES of NY,
Inc. (CARES) for Planning Activities in Support of the Requirements of the
FY2019 NOFA

May 1, 2019-Consolidated Application Submission

This Scope of Work (SOW) describes the tasks to be performed by CARES of NY, Inc. in assisting both the Collaborative Applicant for and membership of the CoC NY-608 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: CoC Program (CoC). The purpose of the CoC program is to:

- 1) Promote community wide 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 RUPCO on behalf of the Continuum (NY-608) and CARES. CARES will provide technical assistance and administrative support to the designated Collaborative Applicant. Specifically to support the **Collaborative Applicant** to submit applications for projects on behalf of the CoC and apply for a grant to carry out planning activities on behalf of the CoC.

At the direction of the Collaborative Applicant, CARES will conduct the following activities under four topic areas: 1) Governance, Engagement & Coordination and Project Review, 2) Homeless Management Information System (HMIS), 3) Evaluation of System Performance and Mainstream Benefits, 4) Completion of the annual HUD CoC application.

1) Governance, Engagement & Coordination, and Project Review

Governance Tasks

CoC Board, Membership and Committee Coordination

- a. CARES will assist the CoC with policy and procedure development as it relates to HEARTH, including review of current Bylaws and Written Standards. Written Standards will be developed in consultation with recipients of Emergency Solutions Grants (ESG) program funds to coordinate service delivery across the geographic area.
 - i. CARES will review existing governance charter and written standards. CARES will provide a list with sample templates for additional language for both the governance charter and written standards to conform with HUD



requirements. This includes an annual revision of the CoC's Move-On Strategy. CARES will provide updates regarding HUD requirements for the CoC

- ii. CARES will facilitate the development and annual revision of a Move-On Strategy

Coordination Tasks and Engagement

- b. CARES will work with the Collaborative Applicant to create agendas at Board and Membership meetings
 - i. CARES will be responsible to review agendas and provide the CA with HUD required items on the agenda.
 - ii. CARES will provide access to CoC members to web based trainings on CoC related topics.
 - iii. CARES, upon request from the CA, will attend up to three meetings by phone.
- c. The Collaborative Applicant and the Board will be responsible for creating agendas for board, membership, and sub-committee meetings.

Project Review Tasks

- d. CARES will assist the Collaborative Applicant in coordinating and facilitating the yearly Rank and Review process
 - i. CARES will provide an overview of the Rank and Review process with programs and the full CoC in preparation for the CoC Application
 - ii. CARES will assist the Collaborative Applicant in working with the community to develop a Rank and Review Tool for the CoC Application. CARES will ensure the tool and process adopts local community priorities
 - iii. CARES will assist the Collaborative Applicant in providing the following technical assistance to the CoC Project Review Team:
 - a. Provide training on the Rank and Review process
 - b. Finalize scoring post-interviews
 - c. Assist in the presentation of the ranking to the NOFA Committee.
 - iv. CARES will assist the Collaborative Applicant in providing the following technical assistance to Project Applicants:
 - a. Disseminate the Tool
 - b. Provide on-going technical assistance
 - c. Gather information to send to Reviewers
 - d. Schedule interviews with Reviewers
- e. CARES will provide debriefings on agency scores upon request and ensure all project budgets.

2) CARES' Role with Homeless Management Information

- a. CARES will maintain a relationship with the CoC HMIS provider.
 - i. CARES will work with HMIS Lead and programs through the Data Committee to ensure data quality for HMIS reports.

3) System Performance (Including System Performance Measures tracked within HMIS and Strategic Planning)



ENDING HOMELESSNESS

CARES staff will:

- i. Work with HMIS Lead to pull System Performance data and review with the CoC

4) Assist with Completion of the Annual HUD Continuum of Care Application

- a. CARES will review the narrative sections of the Consolidated Application. Tasks that will be accomplished while reviewing the application include:
 - i. Ensuring that all public posting requirements for CoC application are completed and posted to CARES website.
 - ii. Summarize HUD Notices of Funding Availability (NOFA) CoC materials for potential and actual applicants
 - iii. Create a timeline for CoC submission of the NOFA
 - iv. Develop schedule of activities, including project milestones
 - v. Continually monitor HUD communications for instructions and deadlines
 - vi. Review and provide analysis updates of the NOFA webcasts and other materials and resources applicable to the CoC Program
 - vii. Provide a community presentation about the NOFA for interested applicants
 - viii. Lead the review, rating, and ranking process to score and rank order renewal projects
 - ix. Review written community section of the CoC Community Application.
 - x. Review data and materials included in the Application and ensure that the overall community application is accurately completed in E-Snaps
 - xi. Review the Bonus Request for Proposals and facilitate the Bonus Project Ranking Process
 - xii. Ensure the submission of renewal, new, and bonus applications
 - xiii. Provide an overview session on NOFA process and recommendations to improve the application
 - xiv. Develop a timeline for the project application submission process
 - xv. Develop community presentations for Renewals, New Projects, and Bonus Projects
 - xvi. Facilitate independent Review Team sessions to rank/rate Project Applications
 - xvii. Facilitate Bonus Project Bidders Conference
 - xviii. Will work with Collaborative Applicant to assist in timely submission of the CoC Consolidated Application and Priority Listing
- b. The CA will provide a link on the county website for publicly posted information and CARES will post a link to the county website.



200 Henry Johnson Boulevard, Suite 4 • Albany, New York 12210
Phone: (518) 489-4130 • Fax: (518) 489-2237 • <http://www.caresny.org>

This Contract expires when the FY2019 Application is successfully submitted to HUD. CARES will charge \$30,000 for the services noted above.

Nancy Charrell

CARES, Inc. Date

[Signature]

~~CSC Board Chair~~ Date
RUPCO, CEO

Catalog of Federal Domestic Assistance (CFDA) # 14.231

AGREEMENT

THIS AGREEMENT, entered into this **1st day of July 2019** by and between the **City of Troy, New York**, hereinafter referred to as “the City”, and CARES, Inc., hereinafter referred to as “the Subrecipient”, with regard to the project (or continuation of ongoing program) named **CARES Admin** and effective **July 1, 2019**,

WITNESSETH THAT:

WHEREAS, the Subrecipient has applied to the City for financial assistance in the form of funds from the federal Emergency Solutions Grant (CFDA # 14.231), hereinafter referred to as “ESG”; and

WHEREAS, the City Council of the City has approved the subrecipient’s application; and

WHEREAS, the City has applied for ESG funds to the United States Department of Housing and Urban Development, hereinafter referred to as “HUD”; and

WHEREAS, HUD has accepted the City’s application, and has entered into an agreement with the City to fund projects under the federal ESG program;

NOW, THEREFORE, the parties do mutually agree as follows, and the Subrecipient accepts the federal ESG funds, pursuant to the following terms and conditions:

I. Scope of Services.

- A. The Subrecipient shall, in a satisfactory and proper manner, perform the duties described in the attached Statement of Work (SOW).
- B. The Subrecipient shall submit to the City a quarterly HMIS performance report detailing the services provided during the grant period, shortly after the end of each quarter.
- C. The Subrecipient shall complete all of the work described in the Statement of Work, and incur all eligible expenses which it plans to submit to the City for reimbursement, no later than June 30, 2019.

II. ESG-specific stipulations:

- A. Matching Funds: In accordance with 42 U.S.C. 11374 and 24 CFR Part 576, the ESG grant shall comprise no more than 50 % of the project’s total funding, meaning that at least 50% of the

ESG-funded project must be a funded by non-ESG sources, a fact which must be documented by the Subrecipient.

B. Intake Evaluations: Subrecipients must conduct intake evaluations of all homeless, potential homeless prevention and rapid re-housing assistance clients, in order to determine their eligibility for assistance, in accordance with the requirements set forth under §576.400(d) and the written standards established under §576.400(e).

C. Income Determination Methodology: In determining client households' annual income, Subrecipients must make use of the standard method prescribed under 24 CFR 5.609.

D. Eligibility Documentation: Subrecipients who serve clients directly should keep detailed documentation of clients' intake assessments, reassessments (if applicable), assistance received, and justification for assistance received.

E. Homeless Management Information System: All Subrecipients who serve clients directly must enter client data into the HMIS (Homeless Management Information System) administered by CARES (Corporation for AIDS Research, Education, and Services) and utilized throughout the Rensselaer County Homeless Services Collaborative. Projects that specifically serve domestic violence victims, or that specifically provide legal services, are exempt from the HMIS requirement, but if their executors choose to avail themselves of the exemption, they are required to institute comparable databases and submit data to CARES' HMIS data administrator during the funding year.

III. Terms of Agreement. Expenses necessary for the provision of services rendered pursuant to the Statement of Work between July 1, 2019 and June 30, 2019 are eligible for reimbursement. No payment shall be made for eligible work completed before July 1, 2019 or after June 30, 2019, unless an extension has been granted by the Mayor of the City.

IV. Compensation and Method of Payment.

A. Compensation

1. The Subrecipient shall be compensated an amount not to exceed **\$11,180** in the performance of the terms of this Agreement. The Subrecipient shall not be compensated for services not described in the Statement of Work, nor shall it be compensated for expenses which significantly deviate from those listed in the Budget, without first obtaining an Approval of Budgetary Modification from the Mayor of the City. Minor (less than 10 %) deviations of

expenses from the Budget are usually acceptable at the discretion of the City's Department of Housing and Community Development, without a formal budgetary modification.

2. Payments will be released by the City to the Subrecipient for payment only after the Subrecipient presents to CARES Inc. on behalf of the City in writing the following:
 - a. Proof that the services to be performed per the Statement of Work under Section I above have been performed satisfactorily. Please see the attached Vouchering Procedures for methodology to voucher.
 - b. Proof that the Subrecipient has given all notices required by, has submitted all performance reports required by, and has complied with all the laws, ordinances, and regulations of HUD applicable to the work to be done under this Agreement.
 - c. Proof that quarterly reports have been submitted to the City and contain performance data by which the City can determine the efficacy of the project.

B. Method of Payment.

1. Partial Payment. The Subrecipient shall submit vendor claims (requisitions) for partial payment (payment of a portion of the expenses of this project) to CARES, Inc. on behalf of the City only after the appropriate amount of work is completed or services rendered in accordance with the terms of this agreement, and accompanied by adequate documentation as directed by the City's Housing and Community Development Department. No partial payment shall be made until the Subrecipient has submitted all required HMIS performance reports by the due date. Vendor claims for partial payment should include documentation of matching funds as required by ESG regulations.
2. Final Payment. The Subrecipient shall submit to CARES, Inc. on behalf of the City its final vendor claim (requisition for payment), along with its final HMIS performance report, and all other necessary documentation certifying the completion of work or services. The final payment shall consist of payment for the total eligible work done or services rendered under this Agreement, minus all previous payments to the Subrecipient. The final payment shall not be processed by the City's Department of Housing and Community Development before all required quarterly reports have been submitted to the City. Requests for final payment shall be made before August 1, 2020, unless the Subrecipient has submitted a request for an extension before July 15, 2020 and received approval of said extension. If the City denies a

request for an extension, the Subrecipient shall submit a request for final payment before August 1, 2020, or within 15 days after receiving notification of the denial, whichever is later.

V. Unspent Funds and Request for Extension. If on June 30, 2020, the expenses incurred for all eligible services performed (including expenses not yet reimbursed) are less than the total amount of this grant (Section IV-A-1), the Subrecipient may apply to the City for an extension of the grant, for a period of up to one year. Requests for extensions shall be accepted only if the Subrecipient can demonstrate to the City a legitimate justification(s) for the extension. The City reserves the right to reject or deny all extension requests at its discretion. Denials of requests for extensions cannot be appealed. No extension of time shall be given or made without written approval from the Mayor of the City. Absent a request for an extension submitted before July 15, 2020, the City may elect to transfer the entire balance remaining in the project's account to another ESG project, effective August 1, 2020.

VI. Establishment and Maintenance of Records. The Subrecipient shall maintain records in accordance with requirements prescribed by HUD and/or the City, with respect to all matters and services covered by this Agreement.

VII. Reports and Information. At such time and in such forms as HUD or the City directs, the Subrecipient shall submit to the City any statements, records, reports, data, and information required by HUD or the City pertaining to matters and services covered by this Agreement and incorporated into the Statement of Work and/or Budget.

VIII. Audits and Inspections.

- A. At any time during normal business hours, and as often as the City may deem necessary, the Subrecipient shall make available to the city and/or HUD all of its records with respect to matters covered by this Agreement. The Subrecipient shall permit the City to audit, examine, and make excerpts or transcripts from such records, to interview personnel associated with the Subrecipient, and to make copies of all contracts, invoices, materials, reports of personnel, conditions of employment, and other data relating to all matters covered by this Agreement and incorporated into the Statement of Work and/or Budget.
- B. When \$500,000 or more of federal financial assistance is provided to the Subrecipient in the fiscal year(s) covered by this agreement, the Subrecipient shall retain an independent auditor to

meet requirements under OMB Circulars 110 and A133, and shall submit a copy of the A133 audit to the City. Through said independent audit, the City shall determine whether the Subrecipient spent federal assistance funds in accordance with applicable rules and regulations and, if non-compliance exists, the City shall ensure that appropriate corrective action is taken within six months after receipt of an audit report. The Subrecipient shall permit independent auditors to have access to its records and financial statements as necessary to comply with this paragraph.

- C. Subrecipients that receive less than \$ 500,000 of federal financial assistance in a fiscal year shall make all financial records available to the City for the purpose of having the City Comptroller's office audit the Subrecipient at such time as the City directs.

IX. Assignment by Subrecipient. The Subrecipient certifies that its rights, obligations, and duties under this Agreement shall not be assigned in whole or in part.

X. Facilities and Personnel. The Subrecipient certifies that it has and shall continue to have proper facilities and personnel to perform the work and services enumerated in the Statement of Work. The Subrecipient further certifies that it will terminate and dismiss from further performance of work and services under this Agreement any officer, employee, agent, contractor, or other personnel as the City reasonably finds necessary for the Subrecipient to dismiss and/or replace, in order to meet its obligations under this Agreement. It is expressly understood that nothing in this Article shall relieve the Subrecipient from meeting its obligations regarding the terms and conditions of this Agreement.

XI. Notices. Any action, notice, or request by the City's Department of Housing and Community Development or such other entities as the City may, by written notice to the Subrecipient, designate for such purpose hereunder, shall be deemed to be duly and properly given or made if mailed (postage prepaid) to the Subrecipient, delivered personally to the Subrecipient or one of its employees, or electronically mailed to the Subrecipient or one of its employees. All notices or other papers from the Subrecipient shall be deemed sufficiently given or made to the City if either mailed (postage prepaid) or personally delivered to the Department of Housing and Community Development at City Hall (453 River Street, 5th Floor, Troy, NY 12180), or electronically mailed to

a current employee of the City (domain: troyny.gov), as predesignated by the City in previous correspondence to the Subrecipient.

XII. Indemnification. In consideration of receiving the grant herein, the Subrecipient hereby assumes responsibility and liability for any and all property damage and/or personal injury of any kind, including death resulting therefrom, to all persons and parties, including third parties, whether employees or officers of the Subrecipient or otherwise, whether being caused by the negligence of the Subrecipient, its officers, employees, contractors, subcontractors, or otherwise, arising out of or in connection with the execution of the work provided for in this Agreement. Furthermore, the Subrecipient agrees to indemnify and hold harmless the City and its officers, employees, and agents for any liability resulting from any claims made by contractors, subcontractors, and any other person, firm, or corporation for property damage or personal injury that occurs in connection with this Agreement.

XIII. Uniform Administrative Requirements. The Subrecipient shall comply with applicable uniform administrative requirements as described in 24 CFR Sections 576.57(b) and 576.61.

XIV. Suspension and Termination. The City may suspend or terminate the award if the Subrecipient fails to comply with any term of this agreement, Statement of Work, or Budget. Also, the award may be terminated for convenience in accordance with federal regulations.

XV. Reversion of Assets. Upon expiration of this Agreement, the Subrecipient shall transfer to the City any ESG funds on hand and any accounts receivable attributable to the use of ESG funds. Any real property under the Subrecipient's control that was acquired or improved in whole or in part with ESG funds in excess of \$ 25,000 shall be either:

- A. used to satisfy one or more ESG objectives until at least five years after expiration of the Agreement or for a longer period as determined by the City, or;
- B. disposed of in a manner that results in the City being reimbursed in the amount of the current fair market value less any portion of the value attributable to expenditures of non-ESG funds for

acquisition of, or improvement to, the property. Reimbursement is not required after the period of time specified in paragraph (A).

XVI. Other Program Requirements and Provisions of Law. The Subrecipient agrees to comply with all Federal laws described in the ESG regulations (24 CFR Part 576) and Title 42 of the U.S. Code (42 U.S.C. 11375), except for those provisions relating to the City's environmental responsibilities (24 CFR Section 576.57(e)) and the Intergovernmental Review of Federal Programs (24 CFR Section 576.61). Applicable provisions include, but are not limited to, requirements regarding: Affirmative Action and Equal Opportunity, Fair Housing, the National Flood Insurance Program, Lead-Based Paint, Uniform Administrative Requirements and Cost Principles, OMB Circular A-122, and Conflict of Interest. The Subrecipient furthermore agrees to comply with all applicable State, City, and other local laws, rules, and regulations in performing the project funded by this Agreement.

IN WITNESS WHEREOF, the City of Troy and CARES, Inc. have executed this Agreement as of the date first above written but effective July 1st, 2019.

CITY OF TROY

by: _____ Date: _____

Patrick Madden, Mayor

by: _____ Date: _____

Nancy Chiarella, Executive Director

City of Troy ESG Project
Statement of Work (SOW) for Year 45/July 1, 2019 to June 30, 2020

1. Agency: CARES, Inc.
2. ESG Project Name: CARES Admin
3. Project Category: ___ Rapid Rehousing ___ Prevention ___ Emergency Shelter
4. Program Year: Year 45/July 1, 2019 to June 30, 2020
5. Money received: *ESG*: \$ 11,180
6. Match Funds-Match must be equal to 100% of the ESG award
 - Source of Match Funds: HUD Grant
 - Dates of Match commitment: 8/1/2019-7/30/2020
 - Match backup attached. X Yes ___ No
 - Attach a cover letter on agency letterhead stating the match amount, match source, and dates of match and include a photo copy of the proof of match.
7. Description of ESG Project:

8. Performance Targets for ESG Projects:

ESG Program Type	Performance Requirements
Emergency Shelters	Reduce Rates of Homelessness for City of Troy Residents <ol style="list-style-type: none"> 1. Shelter Guests will exit shelter at 20 days 2. At least 30% of households in program will exit to permanent housing destinations at end of Year 42.
Homeless Prevention Projects	Reduce the Number of City of Troy Homeless Households Seeking Emergency Shelter. <ol style="list-style-type: none"> 1. At least 80% of households served will maintain permanent housing for 90 days post discharge. 2. Programs will produce at least a 20% increase in diversion for homeless households within the City of Troy
Rapid Rehousing Projects	Reduce the Length of Homelessness for Homeless Households in the City of Troy. At least 80% of households served must meet the below requirements: <ol style="list-style-type: none"> 1. Households served will be placed in permanent housing within 60 days of intake into program. 2. Households placed in permanent housing will remain stably housed 90 post discharge.

- 9. Verification of Performance: ESG projects will be responsible for entering all ESG client information required for the ESG Project, as prescribed by U.S. Department of Housing and Urban Development into the CARES' Regional Homeless Management Information System (HMIS).

CITY OF TROY SIGNATURES:

by: _____ Date: _____
Patrick Madden, Mayor

by: _____ Date: _____
Agency Director Signature

PROGRAM OPERATING BUDGET for Year 45

Agency: CARES, Inc. | **Project:** ESG Program Administration
Program Year: Year 45 - July 1, 2019 to June 30, 2020

Activity	ESG	Other Funding	Total
A. PERSONNEL	\$9,105	\$11,180	\$22,022
1. Salaries	\$6,695	\$8,494	\$15,189
2. Benefits- 36% Statutory & Non-statutory: FICA, worker's compensation, disability insurance, Holiday, accrued vacation, sick and personal time, SEP, health, dental and life insurances	\$2,410	\$2,686	\$5,096
3. Other (i.e. consultant)	\$	\$	\$
TOTAL PERSONNEL COSTS	\$9,105	\$11,180	\$20,285
B. NON-PERSONNEL			
1. Office supplies		\$	\$
2. Rent & Utilities		\$	\$
3. Advertising/Marketing	\$	\$	\$
4. Other:	\$		
a. Professional Fees	\$2,075	\$	\$
	\$	\$	\$2,075
	\$	\$	\$
			\$
TOTAL NON-PERSONNEL COSTS	\$2,075	\$0	\$
TOTAL PROJECT COSTS	\$ 11,180	\$ 11,180	\$22,360

City of Troy

by: _____ Date: _____
 Patrick Madden, Mayor

CARES, Inc.

by: _____ Date: _____
 Nancy Chiarella, Executive Director



200 Henry Johnson Boulevard, Suite 4 • Albany, New York 12210
Phone: (518) 489-4130 • Fax: (518) 489-2237 • <http://www.caresny.org>

July 1, 2019

Dept. of Housing & Community Dev.
City of Troy
City Hall
453 River St
Troy, NY 12180

Dear Mr. Doyle,

This letter is to certify that CARES, Inc. will provide the following as 100% match for our two (2) YR 45 Troy ESG Grants:

- ESG Program Administration \$11,180 Match: HUD CoC Planning Grant NY1208L2C121800, service dates 8/1/2019-7/30/2020 – see attached copy.
- HMIS Program \$10,000 MATCH: HUD HMIS Grant NY0147L2C121811, service dates 1/1/2020-12/31/2020 – see attached copy.

Sincerely,

Kirstin Jones
Grants and Contracts Manager