

4B. Attachments Screen For All Application Questions

We prefer that you use PDF files, though other file types are supported. Please only use zip files if necessary.

Attachments must match the questions they are associated with.

Only upload documents responsive to the questions posed—including other material slows down the review process, which ultimately slows down the funding process.

We must be able to read the date and time on attachments requiring system-generated dates and times, (e.g., a screenshot displaying the time and date of the public posting using your desktop calendar; screenshot of a webpage that indicates date and time).

Document Type	Required?	Document Description	Date Attached
1C-14. CE Assessment Tool	Yes	CE Assessment Tool	11/12/2021
1C-7. PHA Homeless Preference	No	PHA Homeless Pref...	10/22/2021
1C-7. PHA Moving On Preference	No	PHA Moving On Pre...	10/22/2021
1E-1. Local Competition Announcement	Yes	Local Competition...	11/08/2021
1E-2. Project Review and Selection Process	Yes	Project Review an...	11/03/2021
1E-5. Public Posting—Projects Rejected-Reduced	Yes	Public Posting - ...	10/29/2021
1E-5a. Public Posting—Projects Accepted	Yes	Public Posting—Pr...	11/08/2021
1E-6. Web Posting—CoC-Approved Consolidated Application	Yes	Web Posting—CoC-A...	11/08/2021
3A-1a. Housing Leveraging Commitments	No	Housing Leveragin...	11/08/2021
3A-2a. Healthcare Formal Agreements	No	Healthcare Formal...	11/12/2021
3C-2. Project List for Other Federal Statutes	No		

Attachment Details

Document Description: CE Assessment Tool

Attachment Details

Document Description: PHA Homeless Preference

Attachment Details

Document Description: PHA Moving On Preference

Attachment Details

Document Description: Local Competition Announcement

Attachment Details

Document Description: Project Review and Selection Process

Attachment Details

Document Description: Public Posting - Projects Rejected - Reduced

FY2021 CoC Application	Page 2	11/12/2021
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Attachment Details

Document Description: Public Posting–Projects Accepted

Attachment Details

Document Description: Web Posting–CoC-Approved Consolidated Application

Attachment Details

Document Description: Housing Leveraging Commitments

Attachment Details

Document Description: Healthcare Formal Agreements

Attachment Details

Document Description:

1C-14: Centralized or Coordinated Entry System–Assessment Tool.

This attachment details the Coordinated Entry (CE) Intakes for NY-501. It includes the following:

1. CE Intake: This is the CE Assessment and Intake Form used by NY-501.
2. CE Policies and Procedures: This document governs the CE program, including the prioritization and outreach plan to reach those persons least likely to apply.
3. NY-501's Written Standards, Coordinated Entry Prioritization Section: This document details how the CE program prioritizes people most in need of assistance.

1C-14: Centralized or Coordinated Entry System-Assessment Tool.

1. **CE Intake:** This is the Individual CE Assessment and Intake Form used by NY-501.

Appendix B: NY 501 CoC
Coordinated Entry Assessment Tool

Are you seeking housing services? ☐ Yes ☐ No				
Have you previously completed an application for assistance through Coordinated Entry? ☐ Yes ☐ No				
Date of interview:				
Staff member completing assessment			Agency name	
Staff email	Phone #		Fax #	
Were you referred? ☐ Yes ☐ No If yes, by whom:				
How did you find out about where to access homeless services?				
HEAD of HOUSEHOLD PRESCREENING INFORMATION				
Are you currently homeless? ☐ Yes ☐ No Are you at risk of becoming homeless? ☐ Yes ☐ No				
I understand that the information on this form may be shared with agencies funded through the NY 501 Continuum of Care (CoC) and Emergency Solutions Grant (ESG).				
Signature of head of household			Date	
HEAD of HOUSEHOLD HMIS DATA ELEMENTS				
1. First name		Last name		
Other names (including nicknames):				
2a. Address: Is this a ☐ current or ☐ previous or ☐ no address			City	State Zip
Mailing address: If same as above check box ☐ or ☐ no mailing address			City	State Zip
2b. Contact number () -Alternate contact # () -				
3. Date of birth MM/DD/YYYY / /		How old are you?		
4. Social Security number / /				
5. Ethnicity ☐ Non-Hispanic/Non-Latino ☐ Hispanic/Latino				
6. Gender ☐ Male ☐ Female ☐ Trans Female (MTF or Male to Female) ☐ Trans Male (FTM or Female to Male) ☐ Gender Non-Conforming (not exclusively male or female)				
7. Race ☐ American Indian/Alaskan Native ☐ Asia ☐ Black/African American ☐ Native Hawaiian/Pacific Islander ☐ White				
8. Can person easily provide the following? Social Security card ☐ Yes ☐ No Birth certificate ☐ Yes ☐ No Driver's license ☐ Yes ☐ No Picture or non-driver ID ☐ Yes ☐ No				
9. Have you ever received assistance from a local agency or been a past resident? ☐ Yes ☐ No If yes, which agency:				
10. Do any of the following apply to you? ☐ Currently a victim of domestic violence ☐ Previous victim of domestic violence				
11. Do you need a confidential location to stay? ☐ Yes ☐ No				

DOMESTIC VIOLENCE INSTRUCTIONS—STOP!

If client is a current or previous victim of domestic violence and answers Yes to Question 11, this assessment should end. Contact domestic violence agency.

Name of staff member accepting the referred: _____ Date of referral: _____

If client answers N/A to Question 10 and No to Question 11, then proceed to Question 12.

HEAD of HOUSEHOLD VETERANS STATUS

12. Have you served one day of active military duty? (Veteran Status) ☐ Yes ☐ No

If yes, which branch of the military ☐ Army ☐ Navy ☐ Coast Guard ☐ Air Force ☐ Marines

13a. Do you know your discharge status? ☐ Yes ☐ No Can you provide documentation? ☐ Yes ☐ No

13b. Discharge status ☐ Honorable ☐ General under honorable discharge ☐ Under other than honorable conditions
☐ Dishonorable ☐ Uncharacterized ☐ Bad conduct

HEAD of HOUSEHOLD HOMELESS/HOUSING HISTORY (CHRONIC STATUS)

14. From the following choices below, explain why you are currently homeless

☐ Benefits loss/reduction	☐ Released from hospital	☐ Asked to leave shared residence
☐ Job income loss/reduction	☐ Released from Psych Facility	☐ Drug/alcohol abuse
☐ Eviction	☐ Illness	☐ Sex industry work
☐ Relocation	☐ Injury	☐ Trafficking
☐ Released from prison/jail	☐ Domestic violence	☐ Other: _____

14a. Do you have documentation of current housing status? ☐ Yes ☐ No

If yes, indicate type of documentation:

14b. How many months have you been homeless (this time)?

15. Have you been living in a place not meant for human habitation or in an emergency shelter continuously for at least one year? ☐ Yes ☐ No

16. Were you homeless on at least 4 separate occasions in the last 3 years where the combined length of time homeless on those occasions equals 12 months or more? ☐ Yes ☐ No

17. Where did you sleep last night?

18. Where are you going to sleep tonight?

19. Do you have friends or a family member who you can stay with for a short period, or who can lend you money for housing purposes? ☐ Yes ☐ No

19a. List your previous 2 places of residence

Address	County	Approx. move-in date	Approx. move-out date	Reason for move

HEAD of HOUSEHOLD DISABLING CONDITION

20. Have you ever been diagnosed with a disabling condition (physical disability, developmental disability, chronic health condition, HIV/AIDS, mental health problem or substance abuse)? ☐ Yes ☐ No

20a. If yes to Question 20, please choose all disabling conditions you have been diagnosed for below:

☐ physical disability ☐ chronic health condition ☐ developmental disability
☐ HIV/AIDS ☐ mental health problem ☐ alcohol abuse ☐ drug abuse

21. Are you currently or have you ever participated in treatment for your diagnosis? ☐ Yes ☐ No

21a. If yes to Question 21, please choose all disabling conditions you have received treatment for ☐ physical disability ☐ chronic health condition ☐ developmental disability ☐ HIV/AIDS ☐ mental health problem ☐ substance abuse	
22. If answered Yes to question 20 and No to question 21, are you willing to participate in a program for your diagnosis? ☐ Yes ☐ No	
23. Do you know your HIV/AIDS status? ☐ Yes ☐ No	
24. For family households: Are there members within the household that have been diagnosed with a disabling condition (physical or developmental disability, chronic health condition, HIV/AIDS, mental health problem or substance use)? ☐ Yes ☐ No	
HEAD of HOUSEHOLD LEGAL STATUS/INFORMATION	
25. Have you ever been arrested? ☐ Yes ☐ No	
26. Do you or any member of the household have a history of any of the following: ☐ Arson ☐ Illegal drugs ☐ Assault ☐ Sex offence	
27. Have you or any member of the household ever been convicted for any of the above? ☐ Yes ☐ No If Yes, briefly explain.	
28. Are you or any member of the household currently on probation or parole? ☐ Yes ☐ No Name of person on probation/parole _____ Name of probation/parole officer _____ What was the conviction? _____	
29. Is there a current order of protection against you or that you have on another person? ☐ No ☐ Yes, on me. ☐ Yes, on someone else.	
29a. What type of order of protection? ☐ Stay Away ☐ Refrain From	
HEAD of HOUSEHOLD HEALTH CONDITIONS	
30. Are you pregnant? ☐ No ☐ Yes, If yes, due date: ____ / ____ / ____	
31. Are you covered by health insurance? ☐ Yes ☐ No	
32. If answered Yes in question 31, specify type of insurance (for Medicaid, Medicare include ID number) ☐ Medicaid ID# _____ ☐ State Children's Health Insurance Program ☐ Employer – Provided Health Insurance ☐ Private Pay Health Insurance ☐ Indian Health Services Program ☐ Medicare ID# _____ ☐ Veteran's Administration (VA) Medical Services ☐ Health Insurance obtained through COBRA ☐ State Health Insurance for adults (or use local name) ☐ Other (please specify): ☐ CDPHP ☐ Fidelis ☐ Empire ☐ MVP ☐ Other:	
32a Do you have a Health Home Medicaid care manager? ☐ Yes ☐ No If yes, specify agency and contact information for care manager _____ _____	
If no, would you like a Medicaid care manager? ☐ Yes ☐ No	

33. Special conditions I have no special conditions ☐	
Mobility impairment ☐ Yes ☐ No	Specify
Medication assistance needed ☐ Yes ☐ No	Specify
Wheelchair accessibility needed ☐ Yes ☐ No	Specify
Direct supervision needed ☐ Yes ☐ No	Specify
Other:	Specify

HEAD of HOUSEHOLD INCOME & EMPLOYMENT			
34. Are you currently employed? ☐ Yes ☐ No			
If yes, where are you currently employed?		Hours per week?	
35. Sources of income for head of household:			
\$ _____ Earned income (i.e. employment)	\$ _____	Private disability insurance	
\$ _____ SSI	\$ _____	TANF	
\$ _____ Veteran's disability payment	\$ _____	Retirement income from SSA	
\$ _____ SSDI	\$ _____	Pension from a former job	
\$ _____ Public assistance	\$ _____	Alimony or other spousal support	
\$ _____ Veteran's pension	\$ _____	VA service connected disability compensation	
\$ _____ Child support	\$ _____	VA non-service-connected disability pension	
\$ _____ Unemployment benefits	\$ _____	Worker's compensation	
	\$ _____	Other	
Total income for household \$			

36. Sources of Non-Cash Benefits for head of household:						
☐ Food stamps ☐ Special Supp. Nutrition Program for Women, Infants and Children (WIC) ☐ TANF Child Care services ☐ Other TANF Funded services ☐ Temporary Rental Assistance				☐ TANF Transportation services ☐ Section 8, public housing, or other ongoing rental assistance ☐ Other source		
37. Information on individuals who will live with the head of household.						
Full Name and SS#	Relation to head of household	Date of Birth	Sources of income	Monthly Income	Annual Income	Disability diagnosis?
1. SS#				\$	\$	☐ Yes ☐ No
2. SS#				\$	\$	☐ Yes ☐ No
3. SS#				\$	\$	☐ Yes ☐ No
4. SS#				\$	\$	☐ Yes ☐ No
5. SS#				\$	\$	☐ Yes ☐ No

6.	\$	\$	☐ Yes ☐ No
SS#			
7.	\$	\$	☐ Yes ☐ No
SS#			
8.	\$	\$	☐ Yes ☐ No
SS#			
9.	\$	\$	☐ Yes ☐ No
SS#			
10.	\$	\$	☐ Yes ☐ No
SS#			
11.	\$	\$	☐ Yes ☐ No
SS#			
38. Total family income (head of household plus and others in household) \$			
39. Based on the responses above, head of household is eligible for homeless housing ☐ Yes ☐ No			

PRIORITY INDEX SCORING Those with the highest scores will be housed first.		SCORING	
		Points	Explanation
A	Individual/head of household is chronically homeless and has been homeless for 24 months or longer in total over the last three years Score 15 points		
B	Individual/head of household is chronically homeless and has been homeless for 18-23 months in total over the last three years Score 12 points		
C	Individual/head of household is chronically homeless and has been homeless for 12-17 months in total over the last three years Score 10 points		
D	Individual/head of household has been homeless for 12 months or longer in total over the last three years Score 3 points		
E	Individual/head of household is living in a place not meant for habitation, such as an abandoned building or anywhere outside Score 3 points		
F	Individual/head of household is currently living in an emergency shelter, DSS-funded motel, or institutional placement Score 2 points		
G	Family size is greater than 4, Score 2 points (See Question 37)		
H	Individual or household member has limitations on where they can live due to sex offender status, probation/parole, domestic violence or handicap disability, then Score 2 points		
I	Individual/head of household is currently living in a transitional housing or rapid re-housing project Score 1 point		
J	Individual/head of household is under 24 years old, Score 1 point (See Question 3)		
K	Individual/head of household has served at least one day of active military service, Score 1 point (See Question 12)		
L	Individual/head of household has currently or previously have been diagnosed with one or more disabling condition, Score 1 point (See Question 20 – 21a.)		
M	Individual/head of household is currently pregnant, Score 1 point (See Question 30)		
N	Individual living with head of household has a disability Score 1 point (See Question 24, See Question 37)		
O	Individual/family is living at or below 30% AMI: Score 2 points <u>OR</u> Individual/family is living at or below 50% AMI: Score 1 points		
P	Individual or household member has a history of being trafficked or a history of work in the sex industry Score 1 point (see Question 14)		
	TOTAL NUMBER OF POINTS		

Appendix C

Coordinated Entry Housing Referral Denial Form

1. If a client is ineligible for your agencies program, please fill out this form after initial screening and e-mail to Coordinated Lead within five business days of client interview.
2. The following is a list of agreed upon reasons for client ineligibility for a COC housing opportunity.
 - History of violence against staff or residents at referral agency
 - Does not meet program criteria (i.e. not chronically homeless, no history of substance abuse, dishonorable discharge from military)
 - Needs a higher level of support
3. It will be explained to the client why they are not eligible for your agencies housing opportunity and that they will be contacted by the next available and appropriate agency.

Client Name _____ Date _____

Agency Name _____ Staff Name _____

Email _____ Telephone _____

Location _____

Telephone _____

Reason client is not eligible (please explain)

For County CE Lead

Date received _____

Case Conference meeting? Yes or No

Updated team _____

Outcome:

Appendix D

NY-501 Coordinated Entry Grievance Policy

It is the NY-501 Continuum of Care's Coordinated Entry (CE) policy to make every effort to settle difficulties and problems which may occur during the CE process.

Every client who participates in the CE process is entitled to file a grievance if they have a complaint regarding the CE process including

- 1) barriers/difficulties accessing the county Point of Entry for homeless services
- 2) issues regarding the CE assessment that gathers client data
- 3) issues regarding referrals to appropriate homeless housing and services

We would encourage every client to first attempt to resolve problems directly with the agency or staff that they are working with during the CE process. If, after addressing concerns with the agency/staff, the client is not satisfied with the outcome, then the client should proceed with the grievance procedure.

The **NY-501 Coordinated Entry Grievance Form** will be available at each

- 1) Point of Entry for homeless housing services
- 2) homeless housing agency
- 3) and from each CE County Lead

There are two levels of review available for each grievance filed:

Level 1:

- The first person to review the grievance will be the CE County Lead
- Once the grievance is received, the CE County Lead will contact and meet with the client within three (3) business days
- After the meeting, the CE County Lead will complete Part II of the grievance form and inform the client of the outcome
- The client will complete Part III and sign and date the form
- If client agrees with the outcome, the process ends and the resolution is implemented
- If client disagrees they move to the next level of grievance

Level 2:

- The NY-501 CE Committee will review grievance and complete Part IV of grievance form. If committee member is employed by agency involved in grievance, member will excuse him/herself
- After this meeting the CE County Lead will contact the client to convey possible resolutions
- The client will complete Part V of the **NY-501 Coordinated Entry Grievance Form**
- If client agrees the process ends and the resolution is implemented
- If client disagrees, client may bring grievance to the NY-501 Board of Directors

NY-501 Coordinated Entry (CE) Grievance Form

If there is a problem or concern, we want to know about it. You will not be treated badly or disrespected for doing this. If needed, someone can help you write information on the form using your own words.

Part I: To be completed by the client

Print Name:

Date:

Phone where you can be reached: _____

Address or place where you can be reached: _____

Agency or staff person involved in complaint:

Explain what happened *(use back of form, if you need more space)*:

What do you want done to resolve the problem?

Your Signature:

Date:

Send-this Grievance Form to your CE County Lead:

Chemung County - Ellen Topping - Catholic Charities of Chemung/Schuyler
Ellen.Topping@dor.org

Livingston County - Andrew Timm - Livingston County DSS
atimm@co.livingston.ny.us

Schuyler County - Debra MacDonald - Catholic Charities of Chemung/Schuyler
Debra.MacDonald@dor.org

Steuben County - Heather Hargraves - Arbor Housing and Development
hhargraves@arbordevelopment.org

Allegany County - Patty Graves - ACCORD
pgraves@accordcorp.org

Part II: To be completed by the CE County Lead

CE County Lead Name:

Date Grievance Received:

Recommended Grievance Solution:

CE Lead Signature:	Date:
Part III: : To be completed by client	
☐ I am satisfied with the recommended grievance solution.	
☐ I am not satisfied with the recommended grievance solution.	
Signature of Client:	Date:
Part IV: To be completed by the CE Committee	
CE Committee Representative Name:	
Date Grievance Received:	
Date of Committee Review:	
Final Grievance Solution:	
Date Discussed with Client:	
CE Committee Representative Signature:	Date:
Part V: To be completed by client	
☐ I am satisfied with the recommended grievance solution.	
☐ I am not satisfied with the recommended grievance solution.	
Signature of Client:	Date:
If client is not satisfied with the grievance solutions; this form should be sent to the NY-501 CoC Board of Directors.	

Appendix E

Transfer from Permanent Supported Housing Policy

If a client currently housed in CoC permanent supported housing would be better served by another program in the CoC, the following guidelines should be observed. Transfers should be avoided unless necessary to serve the client better and should not be initiated by the agency. Reasons to initiate a transfer include:

- Change in household composition requiring a larger unit
- Change in supportive services needed
- Safety concern
- Other extenuating circumstances

Guidelines

1. The current “home” agency identifies potential housing programs, with assistance from the CE County Lead or CE Committee as needed. All attempts should be made to stay within the same county.
2. The home agency contacts potential agencies to discuss the appropriateness of the referral, program openings, and any documentation required by the receiving agency to process the transfer.
3. The home agency meets with client to share potential housing programs, fill out the Transfer Request (including housing preferences) and verify legitimate reason for request
4. If in-county housing programs are available, the transfer should be discussed at the County case meeting. If there is a waiting list, placement ~~vulnerability~~ on the Priority List should be determined. The home agency will schedule and facilitate transfer with new housing provider.
5. If a cross-county transfer is being sought
 - a) The transfer should go through the new county’s SPOE if appropriate
 - b) The transfer should be discussed and resolved at a meeting of the involved counties’ CE County Leads, current and potential housing program coordinators and CoC DSS representatives
 - c) Attention should be paid to the transfer of residency/temporary assistance from one county to another
6. Documentation and results of all transfers should be maintained by the CE County Leads and shared with the CE Committee

Appendix F
NY501 Transfer from Permanent Supported Housing Request Form

The agency currently providing permanent supported housing is expected to have contacted potential new housing providers PRIOR to submission of this request. Please submit this form to the current CE County Lead and potential county CE County Leads.

Client Name: _____ Date: _____

Date of initial CE assessment: _____ Date of admission to current program: _____

Reason for transfer:

- ☐ Change in household composition (explain needs)

- ☐ Change in supportive services needed (explain needs)

- ☐ Safety concern (explain needs)

- ☐ Other extenuating circumstances (explain needs))

Agencies/programs to receive transfer request by order of preference:

1. _____

2. _____

3. _____

Current Housing Program Staff Signature

Date

Client Certification

I understand that a transfer to a different permanent supportive housing program has been requested on my behalf. I understand that transfer requests can only be granted for good cause and will be reviewed by CoC Coordinated Entry County Leads, housing agencies and county DSSs. I understand that if a transfer is approved, the agency I currently receive housing services from is responsible for my housing until a successful transfer has been made.

Client Signature

Date

7. Agency Agreement for all Homeless Housing Providers

As representatives of _____, we have reviewed the Coordinated Entry Policies and Procedures Manual and agree to comply and adhere to the guidelines at an agency level as defined therein.

1) _____
Please print name and title of authorized participating agency representative

Authorized participating agency representative signature

Date

2) _____
Please print name of designated agency CE Coordinator

Designated agency CE Coordinator signature

Date

Once signed, please return this form to your CE County Lead.

1C-14: Centralized or Coordinated Entry System–Assessment Tool.

2. **CE Policies and Procedures:** This document governs the CE program, including the prioritization and outreach plan to reach those persons least likely to apply.

1. About this Coordinated Entry (CE) Policy and Procedure Manual

This Manual governs the policies, procedures, implementation, roles and responsibilities of Coordinated Entry (CE) in the NY-501 Continuum of Care (CoC). All homeless housing programs receiving HUD or Emergency Solutions Grant (ESG) funding are required to adhere to the CE policies and procedures in this Manual. The CoC strongly encourages all Empire State Supported Housing Initiative (ESSHI) projects, Solutions to End Homelessness Program (STEHP) permanent housing and non-HUD funded homeless or domestic violence housing agencies to align their programs and processes with the key components in this Manual.

Required Agreement

Each participating HUD/ESG/other funded homeless housing agency must have their CE coordinator and an authorized agency representative sign and return the Agency Agreement located at the end of this document. The form should be signed and returned to their CE County Lead on an annual basis.

Changes to this Manual, including the CE Assessment Tool and prioritization criteria, require the approval of the CoC Board of Directors.

CE County Leads:

Allegany County: Patty Graves, ACCORD, pgraves@accordcorp.org

Chemung County: Ellen Topping, Catholic Charities of Chemung/Schuyler, Ellen.Topping@dor.org

Livingston County: Andrew Timm, Livingston County DSS, ATimm@co.livingston.ny.us

Schuyler County: Debra MacDonald, Catholic Charities of Chemung/Schuyler, Debra.MacDonald@dor.org

Steuben County: Heather Hargraves, Arbor Housing and Development, hhargraves@arbordevelopment.org

Frequently used abbreviations in this Manual

CE: Coordinated Entry

CoC: Continuum of Care

DV: Domestic Violence

ESG: Emergency Solutions Grant (includes Solutions to End Homelessness Program grants)

ESSHI: Empire State Supported Housing Initiative

HHTF: Homeless Housing Task Force

HMIS: Homeless Information Management System

HUD: US Department of Housing and Urban Development

STEHP Solutions to End Homelessness Program

2. Purpose and Goals

CE is a HUD-mandated approach to the coordination and management of a CoC's homeless crisis response system. CE ensures homeless housing and supportive service providers make consistent decisions from available information to most efficiently and effectively connect people to interventions that will rapidly end their homelessness.

The goals of CE and this CE Manual are to:

- Articulate a common CoC-wide homeless services response system
- Provide fair, equal and low barrier access to homeless housing and services
- Serve the most vulnerable clients first
- Provide person-centered services that respond to a range of needs
- Reduce the length of time people are homeless
- Reduce new entries into homelessness through diversion and prevention efforts
- Improve collaboration among agencies and prevent duplication of services

3. Four Core Components of NY-501 CE Access, Assessment, Prioritization and Referral

3a. Access

Fair, Equal and Low Barrier Access

The CE process will not “screen out” anyone from assistance. The CE process must provide fair and equal access for all clients regardless of actual or perceived race, color, religion, national origin, age, gender identity, pregnancy, citizenship, familial status, household composition, disability, veteran status, sexual orientation, or domestic violence status. All populations must be provided with equal access regardless of the characteristics, attributes or perceived barriers to housing or services, including, but not limited to, lack of employment or income, drug or alcohol use, or having a criminal record. Individuals with disabilities, physical and communication accessibility barriers must be provided with appropriate accommodation within each county’s CE System. Clients will not be denied services if they do not participate in the CE Assessment or refuse to disclose specific information. If confidentiality is an issue; a non-identifying placeholder may be used instead of names.

Points of Entry and 24/7 Access

Each CoC county will identify homeless housing service Points of Entry within their county. Point of Entry sites, addresses, and phone numbers covering 24/7 access will be affirmatively communicated to communities, agencies, and organizations. Points of Entry must be accessible to individuals with disabilities. As needed, service provider staff may go to the client or meet elsewhere to facilitate access to services.

CE Access Communication Plan

The CE Committee will maintain an up-to-date NY-501 CE flier identifying all five counties’ Points of Entry with 24/7 addresses, phone numbers and contact information for accessing emergency shelter and services. CE County Leads and county Homeless Housing Task Forces (HHTF) will use flier as appropriate.

Each county HHTF and CE County Lead will implement a CE Access Communication Plan within their county. The Plan should target populations least likely to know how to access needed homeless services 24/7 and clearly identify CE Points of Entry. Each HHTF will review and renew communication efforts at least annually. The Plan should make fliers/posters available:

- on websites of homeless service providers, behavioral health providers and other relevant organizations
- at DSS, libraries, schools, behavioral health providers, health care facilities, churches, police stations and other public areas. Use of relevant community list serves is encouraged.

Decision Tree/Work Flow

Each County CE Lead and HHTF will annually update a Decision Tree that diagrams the work flow from a client’s first contact through referral to housing. It should include:

- Key referral sources (211, SPOA, DSS, agencies, outreach, walk-ins, etc.)
- Designated Points of Entry for accessing CE and homeless services
- Providers and services for diverting clients who are not literally homeless
- Providers and services for diverting clients who are experiencing domestic violence
- Veteran service providers and services
- Homeless housing providers including emergency shelter

Safety Planning/Domestic Violence

People fleeing domestic violence (DV) should immediately access domestic violence services without a CE Assessment. CE must ensure that people fleeing domestic violence have safe and confidential access to the CE process and domestic violence services, and that any data collection adheres to the Violence Against Women Act (VAWA). A person may decide not to access DV services and to go through the CE process and be entered into the CoC Homeless Information Management System (HMIS) if they chose to do so.

If an individual/family is receiving DV services, the DV provider will maintain a parallel, confidential list of people needing homeless housing assistance. The DV provider will contact the CE County Lead and let her/him know that they have someone needing housing, the type/size of housing needed and the eligibility of household for various housing programs. The CE County Lead will add a placeholder on the Priority List (see 3c) that does not use the initials or any other identifying information for the client. When housing becomes available, the CE County Lead will contact the DV provider.

3b Standardized CE Assessment

Please see the NY-501 CE Assessment in Appendices. All HUD and ESG funded homeless housing providers must follow the policies and procedures in this Manual including the use of the CE Assessment to collect client data for homeless clients who are potentially eligible for CoC or ESG projects (except for those fleeing DV). Non-HUD homeless housing providers such as STEHP permanent housing and ESSHI housing are strongly encouraged to follow suit. HUD encourages, but does not require, CoCs to complete CE Assessments for homeless clients who are not eligible for supported homeless housing.

The CE Assessment is developed/revised by the CE Committee and must be approved by the CoC Board of Directors. The Assessment includes data required by HUD, housing and service needs, program eligibility elements and criteria to determine a client's priority score (see 3c).

Each CE County Lead must identify who will administer the CE Assessment. All CE Assessments should be entered directly into the HMIS system. Paper copies of the Assessment are for information purposes only. All staff administering the assessment must be trained on an annual basis. Those administering the CE Assessment must ensure effective communication with individuals with disabilities.

Person-Centered

The CE process is driven by what the client needs and incorporates participant choice, which may be facilitated by questions or through other methods. Choice can include location and type of housing, level of services, and/or other options.

3c Standardized Prioritization

NY-501 follows the guidelines set forth in HUD's CPD-16-11. The CE Committee determines (and the Board approves) a score/ranking system for targeting those with the greatest need and who are most difficult to serve. The scoring/ranking is part of the CE Assessment. Individuals and families with the highest priority score are housed first. If two or more clients in the same county are identically prioritized for referral to the same available unit, the client that presented first will be served first. The Priority List is maintained only in the HMIS. Copies of the list are only for information purposes, and such copies may be out of date. Housing providers must have access to the HMIS system in order to view the Priority List and accept the highest scoring eligible client.

Priority List

Every individual/family receiving a CE Assessment is placed on a county's Priority List which is ranked by their priority score. Those with the highest score are given priority for eligible housing vacancies. All HUD and ESG homeless housing vacancies must be filled from the CE Priority List. Others are strongly encouraged to follow suit.

The Priority List identifies which housing programs each client is eligible for and which ones they prefer. Each CE County Lead is responsible for maintaining the Priority List, facilitating placements of the most vulnerable clients first, and documenting progress (referrals, refusals, barriers, etc.) until a client is permanently housed.

3d Referral to Housing and Services

Homeless housing providers must fill all vacancies through referrals from the CE Priority list. Each CE County Lead maintains a Priority List and will facilitate county case conference meetings with homeless housing providers at least

monthly. Homeless housing providers will identify clients who are eligible for their programs from the Priority List; eligible clients with the highest priority score must be served first.

Clients will have equal access to information and advice about housing assistance for which they are eligible to assist them in making informed choices about services that best meet their needs. Participating housing providers will work collaboratively to achieve responsive and streamlined access to services and cooperate to use available resources to achieve the best possible housing outcomes, particularly for those with high, complex or urgent needs. Agencies who administer the CE Assessment will be the primary contact for clients who require assistance until another provider assumes that role.

Gender Identity

Individuals should be accommodated based on their self-identified gender. If this creates challenging dynamics among residents, the host program should make every effort to locate accommodations that are appropriate and responsive to the individual's needs.

Denial/Rejection

CoC housing providers may deny referrals from the CE process. Service denials should be infrequent and well-documented. Allowable criteria for denying an eligible client referral for housing must be shared with the CE County Lead and clients. The NY-501 criteria for housing program denials include:

- History of violence against staff or residents
- Does not meet program eligibility criteria
- Needs a higher level of support.

Please see the Housing Referral Denial Form in the Appendices.

4. Roles and Responsibilities

4a. CoC Board of Directors

The CoC Board is the designated entity for the annual CoC CE evaluation. Responsibilities include

- Planning the annual CE evaluation
- Collecting data
- Evaluating the CE implementation process for effectiveness and efficiency
- Identifying policy and process improvements

CoC Board of Directors members are responsible for assuring their county follows the policies and procedures in this Manual, that they have a designated CE County Lead and that they have a functional HHTF. The Board will review quarterly Priority List Housing Outcome reports from the CE County Leads. The Board is responsible for reviewing and approving revisions to this Manual.

4b. CE Committee

All CE County Leads must actively participate on the CE Committee and their HHTF. Other provider organizations, Departments of Social Services and interested parties are encouraged to participate. The CE Committee will meet at least four times a year.

The CE Committee is designated by the CoC Board of Director to function as the

- 1) CE Policy Oversight Entity with the following responsibilities
 - Establish participation expectations
 - Determine local data collection and data quality expectations
 - Define data sharing protocols
- 2) CE Management Entity with the following responsibilities
 - Establish day-to-day management structures through the County CE Leads
 - Establish a clear, accessible communication plan
 - Promote standardized screening and assessment processes

Ensure CE training exists through the County CE Leads
Conduct monitoring

The CE Committee is also responsible for

- Annually reviewing and recommending CE Policy and Procedure Manual revisions to the CoC Board
- Annually reviewing county Decision Trees and CE Access Communication Plans
- Annually reviewing the CE Committee's meeting participation, strengths/weaknesses and strategies for improvement
- Facilitating the CE grievance and appeal process

4c. CE County Leads

Each of the five CoC counties will identify a CE County Lead who will oversee their county's resolution to permanently house those who are homeless. The CE County Lead:

- Is the point of contact for their county CE questions and/or concerns
- Is responsible for overseeing the CE process in their county from the time a client presents as homeless to being stably housed
- Will communicate regularly with all homeless housing providers to get updates on vacancies and referrals; county case conference meetings will be held at least monthly
- Will identify and train those who administer the CE Assessment in their county
- Will assure individuals with disabilities, physical and communication accessibility barriers are provided with appropriate accommodations
- Will enter all homeless clients receiving a CE Assessment on the Priority List to track and document client activity until they are permanently housed
- Should be familiar with homeless prevention services/providers and encourage their participation on the County HHTF
- Will be an active participant on the CoC CE Committee
- Will inform, lead and assist the HHTF in meeting their CE responsibilities

4d. County Homeless Housing Task Forces (HHTF)

Each of the five CoC Counties must have a county Homeless Housing Task Force (HHTF). Membership on the Task Force should include housing providers, homeless service providers, Departments of Social Services, domestic violence housing/service providers, veteran service providers, and representatives from schools, healthcare facilities, behavioral health providers, legal services, law enforcement, an individual who is or was formerly homeless, and other interested parties. Inclusion of mainstream housing and services are crucial tools for reducing homelessness and should be included on the HHTF and in the CE process as much as possible.

Each county HHTF will:

- Be familiar with this Manual
- Review and/or update their county Decision Tree annually
- Review and implement a CE Access Communication Plan in their county on an annual basis
- Assist their CE County Lead in running an effective and efficient CE process

4e. DV Housing Providers

Those fleeing DV will not receive a CE Assessment and will be referred directly to a DV Safe House. DV housing providers should contact the CE County Lead within five days if an individual or family will be in need of homeless housing services after they leave a Safe House. The DV provider will maintain its own parallel, confidential list of those needing homeless housing services and will notify the CE County Lead in order to create a placeholder for the client with the type and size of housing needed and client eligibility information. No identifying information may be used on the Priority List placeholder. The DV provider and CE County Lead will communicate regarding potential vacancies and opportunities.

5. Other

5a. Street Outreach

The NY-501 CoC encourages employment of street outreach workers to ensure that people on the streets are engaged and supported in seeking assistance and that the CoC prioritizes people on the street for assistance. Outreach workers should offer ongoing engagement with those not able or willing to access housing services on their own. Outreach workers provide immediate support, intervention, connections with homeless assistance programs/social services and follow up with the clients while the client transitions to housing. Outreach workers may complete CE Assessments and should participate in SPOA meetings.

5b. Proactive and Prevention Services

CoC homeless housing providers will provide proactive/prevention services that facilitate the client applying for assistance or accessing services from other providers to best meet their needs. Homeless prevention service information is available through the CE County Leads.

5c. Emergency Services Access

Emergency Shelter providers should actively participate in CoC CE Committee meetings. County Departments of Social Services (DSSs) place families and singles at emergency shelters and hotel/motels throughout the CoC NY-501. The CE process will not delay access to emergency services such as shelter.

5d. Grievance/Appeal Process

The NY-501 CoC provides fair, equal and low barrier access to homeless housing. The CE Committee is responsible for documenting and addressing grievances/appeals while embracing a person-centered and easily navigable approach. Clients who feel they did not receive fair treatment, were denied resources or given an inappropriate referral may contact the CE County Lead and/or appeal these decisions or actions by filing a formal complaint through the CE County Lead. See the CE Grievance Policy and Form in the Appendices.

5e. Evaluation

The NY-501 Board of Directors is the designated entity for annually evaluating CE with the cooperation on the CE Committee, CE County Leads and HHTFs. CE Evaluation includes collecting data, evaluating the CE implementation process for effectiveness and efficiency and identifying policy and process improvements

5f. Transfers from Permanent Supported Housing

If a client currently housed in CoC permanent housing would be better served by another program in the CoC, the NY501 Transfer Policy in the Appendices should be followed. Transfers should be avoided unless necessary to serve the client better and should not be initiated by the agency.

Appendix A: Homeless Definitions

HUD Criteria For Defining Homeless

Category 1: Literally Homeless

Individual or family who lacks a fixed, regular, and adequate nighttime residence, meaning: (i) Has a primary nighttime residence that is a public or private place not meant for human habitation; (ii) Is 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) Is 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

Individual or family who will imminently lose their primary nighttime residence, provided that: (i) 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 needed to obtain other permanent housing

Category 3: Homeless under other Federal statutes

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 in the preceding 60 days; and (iv) Can be expected to continue in such status for an extended

Category 4: Fleeing/ Attempting to Flee DV

Any individual or family who: (i) Is fleeing, or is attempting to flee, domestic violence; (ii) Has no other residence; and (iii) Lacks the resources or support networks to obtain other permanent housing

HUD Chronic Homelessness Definition

Client has been continuously homeless for one (1) year or more OR has had four (4) or more episodes of homelessness in the last three (3) years where the combined length of time homeless on those occasions equals 12 months or more AND has a documented disabling condition

ESSHI Criteria For Defining Homeless

To be considered homeless an individual must meet one of the following criteria:

- (1) be an un-domiciled person (whether alone or as a member of a family) who is unable to secure permanent and stable housing without special assistance. This includes those who are inappropriately housed in an institutional facility and can safely live in the community and those young adults, survivors of domestic violence, and individuals with I/DD who are at risk of homelessness;
- (2) be a youth or young adult who left foster care within the prior five years and who was in foster care at or over age 16, and who is without permanent and stable housing;
- (3) be an adult or young adult reentering the community from incarceration or juvenile justice placement, who was released or discharged, and who is without permanent and stable housing; or
- (4) be a young adult between the ages of 18 and 25 years of age without a permanent residence, including those aging out of a residential school for individuals with an intellectual or developmental disability.

Appendix B: NY 501 CoC
Coordinated Entry Assessment Tool

Are you seeking housing services? ☐ Yes ☐ No				
Have you previously completed an application for assistance through Coordinated Entry? ☐ Yes ☐ No				
Date of interview:				
Staff member completing assessment			Agency name	
Staff email	Phone #		Fax #	
Were you referred? ☐ Yes ☐ No If yes, by whom:				
How did you find out about where to access homeless services?				
HEAD of HOUSEHOLD PRESCREENING INFORMATION				
Are you currently homeless? ☐ Yes ☐ No Are you at risk of becoming homeless? ☐ Yes ☐ No				
I understand that the information on this form may be shared with agencies funded through the NY 501 Continuum of Care (CoC) and Emergency Solutions Grant (ESG).				
Signature of head of household			Date	
HEAD of HOUSEHOLD HMIS DATA ELEMENTS				
1. First name		Last name		
Other names (including nicknames):				
2a. Address: Is this a ☐ current or ☐ previous or ☐ no address			City	State Zip
Mailing address: If same as above check box ☐ or ☐ no mailing address			City	State Zip
2b. Contact number () -Alternate contact # () -				
3. Date of birth MM/DD/YYYY / /		How old are you?		
4. Social Security number / /				
5. Ethnicity ☐ Non-Hispanic/Non-Latino ☐ Hispanic/Latino				
6. Gender ☐ Male ☐ Female ☐ Trans Female (MTF or Male to Female) ☐ Trans Male (FTM or Female to Male) ☐ Gender Non-Conforming (not exclusively male or female)				
7. Race ☐ American Indian/Alaskan Native ☐ Asia ☐ Black/African American ☐ Native Hawaiian/Pacific Islander ☐ White				
8. Can person easily provide the following? Social Security card ☐ Yes ☐ No Birth certificate ☐ Yes ☐ No Driver's license ☐ Yes ☐ No Picture or non-driver ID ☐ Yes ☐ No				
9. Have you ever received assistance from a local agency or been a past resident? ☐ Yes ☐ No If yes, which agency:				
10. Do any of the following apply to you? ☐ Currently a victim of domestic violence ☐ Previous victim of domestic violence				
11. Do you need a confidential location to stay? ☐ Yes ☐ No				

DOMESTIC VIOLENCE INSTRUCTIONS—STOP!

If client is a current or previous victim of domestic violence and answers Yes to Question 11, this assessment should end.
Contact domestic violence agency.

Name of staff member accepting the referred: _____ Date of referral: _____

If client answers N/A to Question 10 and No to Question 11, then proceed to Question 12.

HEAD of HOUSEHOLD VETERANS STATUS

12. Have you served one day of active military duty? (Veteran Status) ☐ Yes ☐ No

If yes, which branch of the military ☐ Army ☐ Navy ☐ Coast Guard ☐ Air Force ☐ Marines

13a. Do you know your discharge status? ☐ Yes ☐ No Can you provide documentation? ☐ Yes ☐ No

13b. Discharge status ☐ Honorable ☐ General under honorable discharge ☐ Under other than honorable conditions
☐ Dishonorable ☐ Uncharacterized ☐ Bad conduct

HEAD of HOUSEHOLD HOMELESS/HOUSING HISTORY (CHRONIC STATUS)

14. From the following choices below, explain why you are currently homeless

☐ Benefits loss/reduction	☐ Released from hospital	☐ Asked to leave shared residence
☐ Job income loss/reduction	☐ Released from Psych Facility	☐ Drug/alcohol abuse
☐ Eviction	☐ Illness	☐ Sex industry work
☐ Relocation	☐ Injury	☐ Trafficking
☐ Released from prison/jail	☐ Domestic violence	☐ Other: _____

14a. Do you have documentation of current housing status? ☐ Yes ☐ No

If yes, indicate type of documentation:

14b. How many months have you been homeless (this time)?

15. Have you been living in a place not meant for human habitation or in an emergency shelter continuously for at least one year? ☐ Yes ☐ No

16. Were you homeless on at least 4 separate occasions in the last 3 years where the combined length of time homeless on those occasions equals 12 months or more? ☐ Yes ☐ No

17. Where did you sleep last night?

18. Where are you going to sleep tonight?

19. Do you have friends or a family member who you can stay with for a short period, or who can lend you money for housing purposes? ☐ Yes ☐ No

19a. List your previous 2 places of residence

Address	County	Approx. move-in date	Approx. move-out date	Reason for move

HEAD of HOUSEHOLD DISABLING CONDITION

20. Have you ever been diagnosed with a disabling condition (physical disability, developmental disability, chronic health condition, HIV/AIDS, mental health problem or substance abuse)? ☐ Yes ☐ No

20a. If yes to Question 20, please choose all disabling conditions you have been diagnosed for below:

☐ physical disability ☐ chronic health condition ☐ developmental disability
☐ HIV/AIDS ☐ mental health problem ☐ alcohol abuse ☐ drug abuse

21. Are you currently or have you ever participated in treatment for your diagnosis? ☐ Yes ☐ No

21a. If yes to Question 21, please choose all disabling conditions you have received treatment for ☐ physical disability ☐ chronic health condition ☐ developmental disability ☐ HIV/AIDS ☐ mental health problem ☐ substance abuse			
22. If answered Yes to question 20 and No to question 21, are you willing to participate in a program for your diagnosis? ☐ Yes ☐ No			
23. Do you know your HIV/AIDS status? ☐ Yes ☐ No			
24. For family households: Are there members within the household that have been diagnosed with a disabling condition (physical or developmental disability, chronic health condition, HIV/AIDS, mental health problem or substance use)? ☐ Yes ☐ No			
HEAD of HOUSEHOLD LEGAL STATUS/INFORMATION			
25. Have you ever been arrested? ☐ Yes ☐ No			
26. Do you or any member of the household have a history of any of the following: ☐ Arson ☐ Illegal drugs ☐ Assault ☐ Sex offence			
27. Have you or any member of the household ever been convicted for any of the above? ☐ Yes ☐ No If Yes, briefly explain.			
28. Are you or any member of the household currently on probation or parole? ☐ Yes ☐ No Name of person on probation/parole _____ Name of probation/parole officer _____ What was the conviction? _____			
29. Is there a current order of protection against you or that you have on another person? ☐ No ☐ Yes, on me. ☐ Yes, on someone else.			
29a. What type of order of protection? ☐ Stay Away ☐ Refrain From			
HEAD of HOUSEHOLD HEALTH CONDITIONS			
30. Are you pregnant? ☐ No ☐ Yes, If yes, due date: ____ / ____ / ____			
31. Are you covered by health insurance? ☐ Yes ☐ No			
32. If answered Yes in question 31, specify type of insurance (for Medicaid, Medicare include ID number) <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; vertical-align: top;"> ☐ Medicaid ID# _____ ☐ State Children's Health Insurance Program ☐ Employer – Provided Health Insurance ☐ Private Pay Health Insurance ☐ Indian Health Services Program </td> <td style="width: 50%; vertical-align: top;"> ☐ Medicare ID# _____ ☐ Veteran's Administration (VA) Medical Services ☐ Health Insurance obtained through COBRA ☐ State Health Insurance for adults (or use local name) ☐ Other (please specify): ☐ CDPHP ☐ Fidelis ☐ Empire ☐ MVP ☐ Other: </td> </tr> </table>		☐ Medicaid ID# _____ ☐ State Children's Health Insurance Program ☐ Employer – Provided Health Insurance ☐ Private Pay Health Insurance ☐ Indian Health Services Program	☐ Medicare ID# _____ ☐ Veteran's Administration (VA) Medical Services ☐ Health Insurance obtained through COBRA ☐ State Health Insurance for adults (or use local name) ☐ Other (please specify): ☐ CDPHP ☐ Fidelis ☐ Empire ☐ MVP ☐ Other:
☐ Medicaid ID# _____ ☐ State Children's Health Insurance Program ☐ Employer – Provided Health Insurance ☐ Private Pay Health Insurance ☐ Indian Health Services Program	☐ Medicare ID# _____ ☐ Veteran's Administration (VA) Medical Services ☐ Health Insurance obtained through COBRA ☐ State Health Insurance for adults (or use local name) ☐ Other (please specify): ☐ CDPHP ☐ Fidelis ☐ Empire ☐ MVP ☐ Other:		
32a Do you have a Health Home Medicaid care manager? ☐ Yes ☐ No If yes, specify agency and contact information for care manager _____ _____ If no, would you like a Medicaid care manager? ☐ Yes ☐ No			

33. Special conditions I have no special conditions ☐	
Mobility impairment ☐ Yes ☐ No	Specify
Medication assistance needed ☐ Yes ☐ No	Specify
Wheelchair accessibility needed ☐ Yes ☐ No	Specify
Direct supervision needed ☐ Yes ☐ No	Specify
Other:	Specify

HEAD of HOUSEHOLD INCOME & EMPLOYMENT			
34. Are you currently employed? ☐ Yes ☐ No			
If yes, where are you currently employed?		Hours per week?	
35. Sources of income for head of household:	\$		
\$ _____ Earned income (i.e. employment)	\$	Private disability insurance	
\$ _____ SSI	\$	TANF	
\$ _____ Veteran's disability payment	\$	Retirement income from SSA	
\$ _____ SSDI	\$	Pension from a former job	
\$ _____ Public assistance	\$	Alimony or other spousal support	
\$ _____ Veteran's pension	\$	VA service connected disability compensation	
\$ _____ Child support	\$	VA non-service-connected disability pension	
\$ _____ Unemployment benefits	\$	Worker's compensation	
	\$	Other	
Total income for household \$			

36. Sources of Non-Cash Benefits for head of household:						
☐ Food stamps ☐ Special Supp. Nutrition Program for Women, Infants and Children (WIC) ☐ TANF Child Care services ☐ Other TANF Funded services ☐ Temporary Rental Assistance				☐ TANF Transportation services ☐ Section 8, public housing, or other ongoing rental assistance ☐ Other source		
37. Information on individuals who will live with the head of household.						
Full Name and SS#	Relation to head of household	Date of Birth	Sources of income	Monthly Income	Annual Income	Disability diagnosis?
1. SS#				\$	\$	☐ Yes ☐ No
2. SS#				\$	\$	☐ Yes ☐ No
3. SS#				\$	\$	☐ Yes ☐ No
4. SS#				\$	\$	☐ Yes ☐ No
5. SS#				\$	\$	☐ Yes ☐ No

6.	\$	\$	☐ Yes ☐ No
SS#			
7.	\$	\$	☐ Yes ☐ No
SS#			
8.	\$	\$	☐ Yes ☐ No
SS#			
9.	\$	\$	☐ Yes ☐ No
SS#			
10.	\$	\$	☐ Yes ☐ No
SS#			
11.	\$	\$	☐ Yes ☐ No
SS#			
38. Total family income (head of household plus and others in household) \$			
39. Based on the responses above, head of household is eligible for homeless housing ☐ Yes ☐ No			

PRIORITY INDEX SCORING Those with the highest scores will be housed first.		SCORING	
		Points	Explanation
A	Individual/head of household is chronically homeless and has been homeless for 24 months or longer in total over the last three years Score 15 points		
B	Individual/head of household is chronically homeless and has been homeless for 18-23 months in total over the last three years Score 12 points		
C	Individual/head of household is chronically homeless and has been homeless for 12-17 months in total over the last three years Score 10 points		
D	Individual/head of household has been homeless for 12 months or longer in total over the last three years Score 3 points		
E	Individual/head of household is living in a place not meant for habitation, such as an abandoned building or anywhere outside Score 3 points		
F	Individual/head of household is currently living in an emergency shelter, DSS-funded motel, or institutional placement Score 2 points		
G	Family size is greater than 4, Score 2 points (See Question 37)		
H	Individual or household member has limitations on where they can live due to sex offender status, probation/parole, domestic violence or handicap disability, then Score 2 points		
I	Individual/head of household is currently living in a transitional housing or rapid re-housing project Score 1 point		
J	Individual/head of household is under 24 years old, Score 1 point (See Question 3)		
K	Individual/head of household has served at least one day of active military service, Score 1 point (See Question 12)		
L	Individual/head of household has currently or previously have been diagnosed with one or more disabling condition, Score 1 point (See Question 20 – 21a.)		
M	Individual/head of household is currently pregnant, Score 1 point (See Question 30)		
N	Individual living with head of household has a disability Score 1 point (See Question 24, See Question 37)		
O	Individual/family is living at or below 30% AMI: Score 2 points <u>OR</u> Individual/family is living at or below 50% AMI: Score 1 points		
P	Individual or household member has a history of being trafficked or a history of work in the sex industry Score 1 point (see Question 14)		
	TOTAL NUMBER OF POINTS		

Appendix C

Coordinated Entry Housing Referral Denial Form

1. If a client is ineligible for your agencies program, please fill out this form after initial screening and e-mail to Coordinated Lead within five business days of client interview.
2. The following is a list of agreed upon reasons for client ineligibility for a COC housing opportunity.
 - History of violence against staff or residents at referral agency
 - Does not meet program criteria (i.e. not chronically homeless, no history of substance abuse, dishonorable discharge from military)
 - Needs a higher level of support
3. It will be explained to the client why they are not eligible for your agencies housing opportunity and that they will be contacted by the next available and appropriate agency.

Client Name _____ Date _____

Agency Name _____ Staff Name _____

Email _____ Telephone _____

Location _____

Telephone _____

Reason client is not eligible (please explain)

For County CE Lead

Date received _____

Case Conference meeting? Yes or No

Updated team _____

Outcome:

Appendix D

NY-501 Coordinated Entry Grievance Policy

It is the NY-501 Continuum of Care's Coordinated Entry (CE) policy to make every effort to settle difficulties and problems which may occur during the CE process.

Every client who participates in the CE process is entitled to file a grievance if they have a complaint regarding the CE process including

- 1) barriers/difficulties accessing the county Point of Entry for homeless services
- 2) issues regarding the CE assessment that gathers client data
- 3) issues regarding referrals to appropriate homeless housing and services

We would encourage every client to first attempt to resolve problems directly with the agency or staff that they are working with during the CE process. If, after addressing concerns with the agency/staff, the client is not satisfied with the outcome, then the client should proceed with the grievance procedure.

The **NY-501 Coordinated Entry Grievance Form** will be available at each

- 1) Point of Entry for homeless housing services
- 2) homeless housing agency
- 3) and from each CE County Lead

There are two levels of review available for each grievance filed:

Level 1:

- The first person to review the grievance will be the CE County Lead
- Once the grievance is received, the CE County Lead will contact and meet with the client within three (3) business days
- After the meeting, the CE County Lead will complete Part II of the grievance form and inform the client of the outcome
- The client will complete Part III and sign and date the form
- If client agrees with the outcome, the process ends and the resolution is implemented
- If client disagrees they move to the next level of grievance

Level 2:

- The NY-501 CE Committee will review grievance and complete Part IV of grievance form. If committee member is employed by agency involved in grievance, member will excuse him/herself
- After this meeting the CE County Lead will contact the client to convey possible resolutions
- The client will complete Part V of the **NY-501 Coordinated Entry Grievance Form**
- If client agrees the process ends and the resolution is implemented
- If client disagrees, client may bring grievance to the NY-501 Board of Directors

NY-501 Coordinated Entry (CE) Grievance Form

If there is a problem or concern, we want to know about it. You will not be treated badly or disrespected for doing this. If needed, someone can help you write information on the form using your own words.

Part I: To be completed by the client

Print Name:

Date:

Phone where you can be reached: _____

Address or place where you can be reached: _____

Agency or staff person involved in complaint:

Explain what happened *(use back of form, if you need more space)*:

What do you want done to resolve the problem?

Your Signature:

Date:

Send-this Grievance Form to your CE County Lead:

Chemung County - Ellen Topping - Catholic Charities of Chemung/Schuyler
Ellen.Topping@dor.org

Livingston County - Andrew Timm - Livingston County DSS
atimm@co.livingston.ny.us

Schuyler County - Debra MacDonald - Catholic Charities of Chemung/Schuyler
Debra.MacDonald@dor.org

Steuben County - Heather Hargraves - Arbor Housing and Development
hhargraves@arbordevelopment.org

Allegany County - Patty Graves - ACCORD
pgraves@accordcorp.org

Part II: To be completed by the CE County Lead

CE County Lead Name:

Date Grievance Received:

Recommended Grievance Solution:

CE Lead Signature:	Date:
Part III: : To be completed by client	
☐ I am satisfied with the recommended grievance solution.	
☐ I am not satisfied with the recommended grievance solution.	
Signature of Client:	Date:
Part IV: To be completed by the CE Committee	
CE Committee Representative Name:	
Date Grievance Received:	
Date of Committee Review:	
Final Grievance Solution:	
Date Discussed with Client:	
CE Committee Representative Signature:	Date:
Part V: To be completed by client	
☐ I am satisfied with the recommended grievance solution.	
☐ I am not satisfied with the recommended grievance solution.	
Signature of Client:	Date:
If client is not satisfied with the grievance solutions; this form should be sent to the NY-501 CoC Board of Directors.	

Appendix E

Transfer from Permanent Supported Housing Policy

If a client currently housed in CoC permanent supported housing would be better served by another program in the CoC, the following guidelines should be observed. Transfers should be avoided unless necessary to serve the client better and should not be initiated by the agency. Reasons to initiate a transfer include:

- Change in household composition requiring a larger unit
- Change in supportive services needed
- Safety concern
- Other extenuating circumstances

Guidelines

1. The current “home” agency identifies potential housing programs, with assistance from the CE County Lead or CE Committee as needed. All attempts should be made to stay within the same county.
2. The home agency contacts potential agencies to discuss the appropriateness of the referral, program openings, and any documentation required by the receiving agency to process the transfer.
3. The home agency meets with client to share potential housing programs, fill out the Transfer Request (including housing preferences) and verify legitimate reason for request
4. If in-county housing programs are available, the transfer should be discussed at the County case meeting. If there is a waiting list, placement ~~vulnerability~~ on the Priority List should be determined. The home agency will schedule and facilitate transfer with new housing provider.
5. If a cross-county transfer is being sought
 - a) The transfer should go through the new county’s SPOE if appropriate
 - b) The transfer should be discussed and resolved at a meeting of the involved counties’ CE County Leads, current and potential housing program coordinators and CoC DSS representatives
 - c) Attention should be paid to the transfer of residency/temporary assistance from one county to another
6. Documentation and results of all transfers should be maintained by the CE County Leads and shared with the CE Committee

Appendix F
NY501 Transfer from Permanent Supported Housing Request Form

The agency currently providing permanent supported housing is expected to have contacted potential new housing providers PRIOR to submission of this request. Please submit this form to the current CE County Lead and potential county CE County Leads.

Client Name: _____ Date: _____

Date of initial CE assessment: _____ Date of admission to current program: _____

Reason for transfer:

☐ Change in household composition (explain needs)

☐ Change in supportive services needed (explain needs)

☐ Safety concern (explain needs)

☐ Other extenuating circumstances (explain needs))

Agencies/programs to receive transfer request by order of preference:

1. _____

2. _____

3. _____

Current Housing Program Staff Signature

Date

Client Certification

I understand that a transfer to a different permanent supportive housing program has been requested on my behalf. I understand that transfer requests can only be granted for good cause and will be reviewed by CoC Coordinated Entry County Leads, housing agencies and county DSSs. I understand that if a transfer is approved, the agency I currently receive housing services from is responsible for my housing until a successful transfer has been made.

Client Signature

Date

7. Agency Agreement for all Homeless Housing Providers

As representatives of _____, we have reviewed the Coordinated Entry Policies and Procedures Manual and agree to comply and adhere to the guidelines at an agency level as defined therein.

1) _____
Please print name and title of authorized participating agency representative

Authorized participating agency representative signature

Date

2) _____
Please print name of designated agency CE Coordinator

Designated agency CE Coordinator signature

Date

Once signed, please return this form to your CE County Lead.

1C-14: Centralized or Coordinated Entry System–Assessment Tool.

3. NY-501's Written Standards, Coordinated Entry Prioritization Section: This document details how the CE program prioritizes people most in need of assistance.

NY-501's Coordinated Entry Policies and Procedures is to be referenced per assistance type as it relates to accessing assistance. The Policies and Procedures outline the standardized access, assessment, prioritization, and referral process for housing and other services across agencies in a county. This process is not intended to determine acceptance into a program; it is meant to prioritize community services based on need.

Coordinated Entry assesses the person's housing needs, preferences, and vulnerability. During assessment, the person's needs and level of vulnerability may be documented for purposes of determining prioritization. Prioritization helps the CoC manage its inventory of community housing resources and services, ensuring that those persons with the greatest need and vulnerability receive the supports they need to resolve their housing crisis. Following prioritization, persons are captured on a county Priority List with eligibility criteria and their priority score. When a vacancy occurs in a housing program, the highest eligible person/household for that vacancy must be selected for potential acceptance into the program, ensuring the most vulnerable people are served first. The goal of Coordinated Entry is to provide a consistent approach to assuring access, assessment, prioritization and referral of homeless individuals/households to available homeless housing providers. Each NY-501 county has a Coordinated Entry County Lead responsible for implementing the Coordinated Process throughout each county, maintaining the Priority List and tracking each person on the Priority List until they are permanently housed.

HUD Required Fundamentals

- Full coverage - The Coordinated Entry Process must cover the CoC's entire geographic area with access points that are accessible and well-advertised to the people living there.
- Outreach - Any street outreach efforts must be linked to the Coordinated Entry Process.
- Emergency Services – The Coordinated Entry Process must allow people experiencing a housing crisis to access emergency services with as few barriers as possible.
- Standardized Access and Assessment – The Coordinated Entry Process must use the same assessment process at all access points.
- Marketing and Non-Discriminatory Access – CoC's and recipients of HUD Coc and ESG Programs are required to affirmatively market their housing and supportive services projects to eligible persons who are least likely to apply in the absence of special outreach.
- Safety Planning – The CoC's access must ensure the safety of persons who are fleeing, or attempting to flee, domestic violence (as well as dating violence, sexual assault, trafficking, or stalking).
- Privacy – The Coordinated Entry Process must ensure adequate privacy protections are extended to and enforced for all participants from the first point of access, through assessment and prioritization, and after participants have been offered permanent housing and even exited CoC projects.

The *Coordinated Entry Policies and Procedures* can be found on NY-501's website:

https://caresny.org/wp-content/uploads/2019/05/NY501-CE_PolicyProcedure-Revised9.6.2018.pdf

Prioritization Standards

Project participants must always meet eligibility criteria. As prescribed in the *Coordinated Entry Policies & Procedures*, each county must ensure that people who need assistance the most can receive it in a timely manner. All CoC- and ESG-funded programs accept referrals only through each County's Priority List that is created through the CoC's Coordinated Entry process, which is also informed by the CoC's street outreach.

The CoC's *Coordinated Entry Policies & Procedures* and process are in alignment with HUD guidance and notices, namely:

- [24 CFR Part 578 – Homeless Emergency Assistance and Rapid Transition to Housing: Continuum of Care Program \(specifically: 578.3 and 578.7\(a\)\(8\)\)](#)
- [CPD-016-11- Notice on Prioritizing Persons Experiencing Chronic Homelessness and Other Vulnerable Homeless Persons in Permanent Supportive Housing](#)
- [CPD-017-01- Notice Establishing Additional Requirements for a Continuum of Care Centralized Coordinated Assessment System](#)
- [CPD-20-08 – Waives and Alternative Requirements for the Emergency Solutions Grants \(ESG\) Program Under the CARES Act](#)

The CoC will refer to and implement guidance based on any subsequent notices that update or replace prior notices and guidance. In accordance with these notices and guidance, populations and households prioritized for assistance are listed in the Coordinated Entry Policy and Procedure Manual.

Housing First is a proven approach, applicable across all elements of systems for ending homelessness, in which people experiencing homelessness are connected to permanent housing swiftly and with few to no treatment preconditions, behavioral contingencies, or other barriers. Programs ensure that no potential clients are screened out or terminated based on any criteria outlined below.

- Access to programs is not contingent on sobriety, minimum income requirements, lack of a criminal record, completion of treatment, participation in services, or other unnecessary condition
- Programs or projects do everything possible not to reject an individual or family on the basis of poor credit or financial history, poor or lack of rental history, minor criminal convictions, or behaviors that are interpreted as indicating a lack of “housing readiness”
- Acceptable reasons for denial include:
 - History of violence against staff or residents at referral agency
 - Does not meet program criteria (i.e. not chronically homeless, no history of substance abuse, dishonorable discharge from military)
 - Needs a higher level of support
 - If housing is denied to a household, a Coordinated Entry Housing Referral Denial Form must be completed and reviewed with the client. A Coordinated Entry Grievance Policy and Process is available in the Policy and Procedures Manual if needed.
- People with disabilities are offered clear opportunities to request reasonable accommodations within applications and screening processes and during tenancy and building and apartment units includes special physical features that accommodate disabilities
- Programs or projects that cannot serve someone work through the Coordinated Entry Process to ensure that those individuals or families have access to housing and services elsewhere
- Housing and service goals and plans are highly tenant – driven
- Supportive services emphasize engagement and problem- solving over therapeutic goals
- Participation in services or compliance with service plans are not conditions of tenancy but are reviewed with tenants and regularly offered as a resource to tenants
- Services are informed by a harm-reduction philosophy that recognizes that drug and alcohol use and addiction are part of some tenants’ lives. Tenants are engaged in non-judgmental communication regarding drug and alcohol use are offered education regarding how to avoid risky behaviors and engage in safer practices.

- Substance use in and of itself, without other lease violations, is not considered a reason for eviction
- Tenants in supportive housing are given reasonable flexibility in paying their share of rent on time and offered special payment arrangements for rent arrears and/or assistance with financial management, including representative payee arrangements
- Every effort is made to provide a tenant the opportunity to transfer from one housing situation, program, or project to another if a tenancy is in jeopardy. Whenever possible, eviction back into homelessness is avoided
- People at severe risk of contracting coronavirus will be prioritized for projects utilizing ESG-CV funding, per CPD-20-08, p. 6. They will subsequently be prioritized based on the factors listed above.

Anti-Discrimination Policy

Anti-Discrimination Policy in Administering Housing and Service Assistance

All CoC and ESG Program-funded projects within the CoC shall market to and serve all eligible persons regardless of race, color, national origin, religion, sex, age, familial status, or disability who are least likely to apply in the absence of special outreach or accommodation and without regard to actual or perceived sexual orientation, gender identity, or marital status.

It shall be the policy of the Continuum of Care (CoC) to maintain and promote a safe environment for all persons in all CoC- and ESG-funded programs and beyond. All staff, volunteers, and contract providers are prohibited from engaging in any form of discrimination against or harassment of persons on the basis of actual or perceived race, ethnicity, immigration status, national origin, sex, disability, sexual orientation, gender identity, or gender expression. The CoC is committed to providing a healthy and accepting setting for all persons accessing services through its programs by hosting a mandatory training for all CoC- and ESG-funded agencies annually. Any discrimination against or harassment of staff or clients within a CoC- and ESG-funded program will not be tolerated. The provision of services to lesbian, gay, bisexual, transgender, and gender nonconforming persons in CoC- and ESG-funded programs shall be free of institutional and personal bias. CoC- and ESG-funded programs shall recognize and address the individual needs of each client and shall apply policies and practices fairly to all clients. If you have experienced harassment or discrimination in violation of this policy, please file a grievance according to facility policy. All grievances will be reviewed and investigated immediately.

All CoC and ESG Program-funded projects within CoC shall also comply with all State of New York and Federal statutes relating to nondiscrimination. These include but are not limited to:

- *Fair Housing Act (Title VIII of the Civil Rights Act of 1968)*, which prohibits discriminatory housing practices based on race, color, religion, sex, national origin, disability, or familial status.
- *Title VI of the Civil Rights Act of 1968*, (P.L. 88-352, 42 U.S.C. § 2000d, and implementing regulations) which prohibits discrimination on the grounds of race, creed, color, sex, religion, ancestry, age, condition of physical handicap, marital status, political affiliation, or national origin in programs and activities receiving federal financial assistance.
- *24 CFR 5.105(a)(2) – Equal Access to HUD-Assisted or -Insured Housing*, which states housing assisted by HUD or subject to a mortgage insured by HUD shall be made available without regard to actual or perceived sexual orientation, gender identity, or marital status.
- *Equal Access to Housing in HUD Programs Regardless of Sexual Orientation or Gender Identity Final Rule (2012)*, which ensures that HUD programs are open to all eligible individuals and

1C-7: Public Housing Agencies within Your CoC's Geographic Area – New Admissions – General/Limited Preference

This attachment contains the following:

1. **NYS Homes & Community Renewal (HCR)** - HCV Administrator
 - a. Administrative Plan - Highlighted Section: Homeless Preference
2. **Elmira Housing Authority (EHA)** - PHA
 - a. Administrative Plan – Highlighted Section: Homeless Preference

1C-7: Public Housing Agencies within Your CoC's Geographic Area – New Admissions – General/Limited Homeless Preference

1. **NYS Homes & Community Renewal (HCR)** - HCV Administrator
 - a. Administrative Plan - Highlighted Section: Homeless Preference



Homes and Community Renewal

STATEWIDE SECTION 8 VOUCHER PROGRAM

Section 8 Housing Choice Voucher Administrative Plan

Effective April 26, 2021

Version 2021 - 1

INTRODUCTION

The overall mission of the New York State Homes and Community Renewal (HCR) is Partnering to Improve and Preserve our Homes and Communities.

The New York State Homes and Community Renewal comprises all the State's major housing and community renewal agencies, among which are the Division of Housing and Community Renewal (DHCR) and the Housing Trust Fund Corporation (HTFC), a subsidiary public benefit corporation of the NYS Housing Finance Agency (HFA). HTFC contracts with DHCR to administer some of the activities of the Section 8 program.

Within the overall mission of the agency, this Administrative Plan serves as the HCR operational handbook for implementing the U. S. Department of Housing and Urban Development's (HUD) Section 8 Housing Choice Voucher (HCV) Program, including Enhanced and Project-based Vouchers). This Plan has been prepared in such a manner as to ensure compliance with all requirements set forth in 24 CFR §982.54 (Administrative Plan).

In the implementation of the Section 8 Housing Choice Voucher (HCV) Program, HCR acts as the Public Housing Agency (PHA) for all local programs under its purview. In this capacity as PHA, HCR has full responsibility for the satisfactory completion of all contractual obligations with HUD. The Section 8 tenant-based assistance programs are federally funded and administered for the State of New York by HCR through its Statewide Section 8 Voucher Program Office.

To effectively and efficiently implement the program over its entire Statewide jurisdiction, HCR has contracted with Local Administrators (LAs) to undertake necessary field activities. Day-to-day responsibility for local administration of the HCV Program in the field is assumed by each LA in its designated local area of operation. The divisions of responsibilities are detailed in a contract between HCR and each of its LAs.

The NYS HCR/Statewide Section 8 Voucher Program is authorized to administer the Section 8/Housing Choice Voucher Program statewide, currently in the following NYS jurisdictions: Allegany, Cattaraugus, Cayuga, Chautauqua, Chemung, Chenango, Clinton, Columbia, Delaware, Dutchess, Essex, Franklin, Fulton, Genesee, Greene, Hamilton, Herkimer, Jefferson, Lewis, Livingston, Madison, Nassau, New York (*Bronx, Brooklyn, Manhattan, Queens, Staten Island*), Niagara, Oneida, Ontario, Orange, Orleans, Oswego, Otsego, Putnam, Rockland, Saratoga, Seneca, Schuyler, Steuben, St. Lawrence, Suffolk, Sullivan, Tioga, Tompkins, Ulster, Washington, Wayne, Westchester, Wyoming and Yates Counties. HCR is also authorized to administer a mobility counseling program in Westchester County.

Administration of the Section 8 Program and the functions and responsibilities of the HCR staff will be in compliance with the HCR Personnel Policy and HUD's Section 8 Regulations as well as all Federal, State and local Fair Housing Laws and Regulations.

rules and regulations and HCR's Administrative Plan. The standards and policies currently used to safeguard the privacy and confidentiality of tenant information and tenant files should apply equally to the employee. Special efforts should be taken to assure that the employee/applicant is not receiving preferential treatment. This policy also applies to relatives of employees.

The word "relative" as used in this section pertains to parent, child, grandparent, grandchild, sister, or brother of any employee.

1.03 Preferences

HCR has established local preferences for tenant-based vouchers within the Housing Choice Voucher Program to further objectives towards improved residential stability, expanding housing opportunities and alleviating homelessness within New York State.

Each LA must give preference to applicants on their general tenant-based waiting list for the Housing Choice Voucher Program, as described below:

First priority shall be given to the following:

Households defined as Homeless.

A qualified household must fall under one of the two categories listed below as defined by HUD (10% of each LA's general allocation of regular vouchers must be dedicated to this preference - additional information below):

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

- a. An individual or family with a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings, including a car, park, abandoned building, bus or train station, airport, or camping ground; ***or***
- b. An individual or family living in a supervised 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, or local government programs for low-income individuals); ***or***
- c. An individual who is exiting an institution where he or she 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 4: Any individual or family who:

- a. Is ***fleeing, or is attempting to flee, domestic violence, dating violence, sexual assault, stalking***, or other dangerous or life-threatening conditions that relate to violence against the individual or a family member, including a child, that has either taken place within the individual's or family's primary nighttime residence or has made the individual or family afraid to return to their primary nighttime residence; ***and***

b. Has no other residence; *and*

c. Lacks the resources or support networks, e.g., family, friends, and faith-based or other social networks, to obtain other permanent housing.

In addition to identifying as one of the categories listed above, **HCR requires** the applicant provide or obtain written verification from a coordinating shelter, housing provider, service agency or institution (for those being discharged) confirming the same.

Second priority will be given to the following (No limitation):

Households identified as Elderly and/or Disabled (as defined by HUD) or Families with Dependent Children.

Third priority (No limitation):

All applicants who do not meet the criteria to claim one of the preferences described above but meet all other eligibility criteria as described in HUD regulations and this Administrative Plan.

As allowed under HUD regulations, HCR has exercised its' discretion to limit the number of applicants that may qualify for a local preference, therefore, 10% of each LA's general allocation of regular vouchers, not including those programs with a separate project number (i.e., Mainstream, VASH), must be designated for the above stated homeless preference. As long as the maximum threshold of 10% for each LA has not been reached, the homeless preference remains active within their jurisdiction. Once an LA has reached the maximum allowable participants for this preference, all remaining applicants will be chosen in order of remaining priorities and by position on the waiting list. Once a participant's voucher, that was initially qualified for assistance under the homeless preference has been terminated or relinquished, the LA must re-activate the homeless preference until the maximum allowable threshold is reached. Each LA will be responsible for maintaining their tenant-based waiting list in accordance with these requirements.

For the PBV program, while the homeless preference stated above is not applicable, each project sponsor is encouraged to consider a homeless preference for their project as allowed by and through the competitive selection process, funding requirements and any additional programmatic requirements applicable at the time of award.

All LA's with closed waiting lists must first offer current applicants on the waiting list who qualify to receive the benefit of the preference to move up on the waiting list accordingly. The notice to applicants must include how to successfully apply and establish themselves with the homeless preference status which would include the same format we implement for new applicants including contacting the partnering agencies for referrals and/or determination of preference eligibility. If a closed waiting list is opened to establish homeless applicants, the LA should specify on any public notice that current waiting list applicants will also be given the benefit of the preference.

1C-7: Public Housing Agencies within Your CoC's Geographic Area – New Admissions –
General/Limited Preference

1. **Elmira Housing Authority (EHA) - PHA**
 - a. Administrative Plan – Highlighted Section: Homeless Preference

4-III.B. SELECTION METHOD

PHAs must describe the method for selecting applicant families from the waiting list, including the system of admission preferences that the PHA will use.

Local Preferences [24 CFR 960.206]

PHAs are permitted to establish local preferences and to give priority to serving families that meet those criteria. HUD specifically authorizes and places restrictions on certain types of local preferences. HUD also permits the PHA to establish other local preferences, at its discretion. Any local preferences established must be consistent with the PHA plan and the consolidated plan, and must be based on local housing needs and priorities that can be documented by generally accepted data sources [24 CFR 960.206(a)].

PHA Policy

Homeless living in a shelter

Veterans

Living within the limits of the County of Chemung for at least one year.

In order to bring higher income families into public housing, the PHA will establish a preference for “working” families, where the head, spouse, cohead, or sole member is employed at least 20 hours per week. As required by HUD, families where the head and spouse, or sole member is a person age 62 or older, or is a person with disabilities, will also be given the benefit of the working preference [24 CFR 960.206(b)(2)].

Income Targeting Requirement [24 CFR 960.202(b)]

HUD requires that extremely low-income (ELI) families make up at least 40 percent of the families admitted to public housing during the PHA’s fiscal year. ELI families are those with annual incomes at or below the federal poverty level or 30 percent of the area median income, whichever number is higher [*Federal Register* notice 6/25/14]. To ensure this requirement is met, the PHA may skip non-ELI families on the waiting list in order to select an ELI family.

If a PHA also operates a housing choice voucher (HCV) program, admissions of extremely low-income families to the PHA’s HCV program during a PHA fiscal year that exceed the 75 percent minimum target requirement for the voucher program, shall be credited against the PHA’s basic targeting requirement in the public housing program for the same fiscal year. However, under these circumstances the fiscal year credit to the public housing program must not exceed the lower of: (1) ten percent of public housing waiting list admissions during the PHA fiscal year; (2) ten percent of waiting list admissions to the PHA’s housing choice voucher program during the PHA fiscal year; or (3) the number of qualifying low-income families who commence occupancy during the fiscal year of PHA public housing units located in census tracts with a poverty rate of 30 percent or more. For this purpose, qualifying low-income family means a low-income family other than an extremely low-income family.

PHA Policy

The PHA will monitor progress in meeting the ELI requirement throughout the fiscal year. ELI families will be selected ahead of other eligible families on an as-needed basis to ensure that the income targeting requirement is met.

1C-7: Public Housing Agencies within Your CoC's Geographic Area Moving On Strategy

This attachment contains the following:

1. NY-501's Written Standards excerpt that details the CoC's Moving On Strategy.

MOVE ON STRATEGY FOR RECOGNITION OF TENANT INDEPENDENCE

NY-501 Continuum of Care (NY-501 CoC, the Continuum of Care for Allegany, Chemung, Livingston, Schuyler, and Steuben Counties) has created a Move On Strategy to transition households in Supportive Housing (including Permanent Supportive Housing (PSH) and Rapid Rehousing (RRH)) who no longer need intensive services to affordable housing. This strategy is broken into Phase I and Phase II, and sets out the actions NY-501 CoC will take to ensure the community has suitable long-term, affordable housing options for tenants ready to move on, and that tenants have the skills and are empowered to make this decision. The fundamental goal of the Move On Strategy is to promote the highest levels of independence and choice for tenants, as well as to create flow in supportive housing units to ensure these units are available for currently homeless families and individuals with disabilities who need housing combined with services. Promoting economic mobility and self-sufficiency, the Move On Strategy is first and foremost about celebrating growth, recovery and tenant success, and ensures all services are provided using strengths-based language and a recovery-focused model. Below details the CoC's process for identifying tenants who are eligible to move on; documentation needed to request ideal candidates for the strategy; and providing guidance for tenants on safety and security while prioritizing resources where they are most needed. The plan is based on a model Move On strategy discussed by the U.S. Department of Housing and Urban Development (HUD) and the Corporation for Supportive Housing. The NY-501 CoC Homeless Housing Task Forces and Governance Committee will be responsible for providing regular trainings, resources, relationship building, and outcome tracking to support implementation of and monitor the Moving On Strategy.

Recruiting Affordable Housing Providers

The Move On Strategy targets existing tenants in supportive housing who are stable and require only minimal supportive services. These tenants are, with client choice, assisted to transition to a mainstream rent subsidy (typically the Housing Choice Voucher program) or an affordable housing unit, which frees up their subsidy for someone who is chronically homeless and needs the intensive services and long-term subsidies offered in supportive housing. The mainstream rent subsidy may include programs like Public Housing Authorities (PHAs), multifamily assisted housing owners, Low Income Tax Credit (LIHTC) developments, and local low-income housing programs. Phase I of the Move On Strategy has been implemented with Arbor Housing and Development, who supports clients in PSH with accessing Section 8 vouchers as appropriate. Phase II of the Move On Strategy will include recruiting local PHAs and other affordable housing providers to participate in the program, by setting preferences for tenants moving on from supportive housing.

Identifying Households for Moving On

Housing providers identify households in supportive housing that may be ready to move on through ongoing case management with tenants. Specifically, program staff meet with tenants on an ongoing basis to establish tenant goals and set a plan towards meeting those goals, utilizing strengths-based language and a recovery-focused model. Program staff implement a client-choice model by ensuring tenants know there is a voluntary option to move on. Program staff ensure tenants interested in moving on (1) have demonstrated the ability to live stably and maintain housing, (2) will meet PHA or other affordable housing providers screening criteria, and (3) understand the decision to move on from supportive housing is voluntary. During Phase II of this strategy, a standardized assessment for moving on will be developed and implemented.

Program staff work with tenants to create a formal and comprehensive transition plan that identifies tenant strengths, living skills and the supports necessary to help them meet transition goals. Pre-transition plans are individualized to meet the specific needs of each household. Some common resources or supports

tenants often need and are connected to include: employment supports, benefits counseling, activities of daily living skills, community living skills, and connection to community-based services. As households volunteer, housing providers make referrals to the PHA or other affordable housing providers.

Eligibility Considerations for Tenants

Individuals are identified by housing provider program staff who work directly with clients in the housing programs. Clients should meet four basic criteria in order to be recommended to move on: 1) a good rental history of on-time payments, 2) evidence of “good neighbor” behavior without any complaints or property management conflicts, 3) supported progress of quantitative areas and 4) low service needs. Housing providers identify households in supportive housing who may be candidates for moving on by analyzing observations (interviews/survey’s, demonstrated ability to live stably and maintain housing or any other mitigating circumstances) combined with quantitative key areas for assessing tenant capacity, motivation, confidence and emotional readiness. These key quantitative areas include:

- Emotional independence (interest and confidence in moving on),
- Financial Capacity (employment, income, savings, budgeting skills),
- Housing history (housing tenure, rent arrears, past evictions, neighbor/landlord relationships)
- Intensity of service use (need for on-site services),
- Health/behavioral health (substance use, mental health, medication management, treatment engagement, mobility),
- Connection to mainstream resources (rental supports if needed),
- Connection to family or other natural supports,
- Community living skills (self-managing behavior, limit setting relating to drugs, etc.),
- Activities of daily living skills (ability to get meals, keep apartment clean, follow lease), and
- Housing goals (location, size, affordability, live with family/friends).

Transition Services

Housing Providers are required to provide: assistance with locating and securing a housing unit; case management to support transition including but not limited to assistance building linkages to community supports and services, such as mental and physical health services, substance use treatment, stores for groceries and other necessities, recreational activities and public transportation options; and support with landlord negotiations. Services offered may also include: providing funds to cover moving services, utility deposits/arrears and furniture/household items; and assistance with family reunification.

Aftercare Supports

NY-501 CoC recommends housing providers offer voluntary aftercare services to individuals who have moved on for at least six months after their move-out, and track types of supports provided and outcomes of those supports. It is recommended housing providers provide a minimum of two check-ins per month that can be in-person, by phone or by email.

Creating a Culture of Moving On

NY-501 CoC believes a programmatic reward/incentive structure for Moving On can assist in further promoting a culture of independence and self-sufficiency. The CoC will develop a variety of strategies to publicize and build interest in Moving On opportunities, including providing trainings on and working

with providers to: post fliers in highly visible locations; host community meetings on Moving On; conducting one-on-one outreach to tenants; and encourage Moving On peers to talk about their experiences and engage tenants.

Moving on Timing and Availability

NY-501 CoC understands a Move On request may not be able to be satisfied immediately due to a variety of variables. However, the housing program will act as quickly as possible with community partners to move a tenant into appropriate affordable housing.

Ongoing CoC Assessment of Move On Strategy

Once annually NY-501 CoC will assess the success of this Move On Strategy, reviewing number/percentage of persons who have moved on and rate of retention in affordable housing destinations. NY-501 CoC will also discuss strengths/weaknesses related to the strategy's recommendations for recruiting affordable housing providers, identifying households for moving on, eligibility considerations for tenants, transition services, aftercare supports, and creating a culture of moving on.

1E-1: Announcement of 30-Day Local Competition Deadline – Advance Public Notice of How Your CoC Would Review, Rank, and Select Projects.

1. Screen shot of a website posting that demonstrates your CoC announced it was accepting project applications.
 - (a) Email and website screen shot announcing the final Rank & Review **Renewal Part 1 Tool** is ready for completion
 - (b) Email and website screen shot announcing the final Rank & Review **Renewal Part 2 Tool** is ready for completion
 - (c) Email announcing the final Rank & Review **Renewal Part 3 Tool** is ready for completion
 - (d) Email and website screen shot announcing the final Rank & Review **DV Bonus Tool** is ready for completion
 - (e) Email and website Screenshot announcing the final Rank & Review **New Project Tool** is ready for completion
2. A copy of the document posted in advance that included point values for objective criteria your CoC would use to review and rank projects.

For the Renewal (Parts 1, 2, and 3), New Application, and DV Bonus Rank & Review Tools, the CoC collected public comments on the drafts (evidenced by email announcements and website screenshots). For each Rank & Review tool, a blank tool is attached below exemplifying the point values for objective criteria the CoC would use to review and rank projects.

- a) Email announcement and screen shot of public comment period for NY-501's draft Rank & Review **Renewal Part 1 Tool**
- b) Blank Rank & Review **Renewal Part 1 Tool**
- c) Email announcement and screen shot of public comment period for NY-501's draft Rank & Review **Renewal Part 2 Tool**
- d) Blank Rank & Review **Renewal Part 2 Tool**
- e) Email announcement for NY-501's Rank & Review **Renewal Part 3 Tool**
- f) Blank Rank & Review **Renewal Part 3 Tool (interview questions)**
- g) Email announcement and screen shot of public comment period for NY-501's draft Rank & Review **New Application Tool**
- h) Blank Rank & Review **New Application Tool**
- i) Email announcement and screen shot of public comment period for NY-501's draft Rank & Review **DV Bonus Tool**
- j) Blank Rank & Review **DV Bonus Tool**

1E-1: Announcement of 30-Day Local Competition Deadline – Advance Public Notice of How Your CoC Would Review, Rank, and Select Projects.

1. Screen shot of a website posting that demonstrates your CoC announced it was accepting project applications.

(a) Email and website screen shot announcing the final Rank & Review **Renewal Part 1 Tool** is ready for completion

Nicholas Cassaro

From: Nicholas Cassaro
Sent: Wednesday, June 16, 2021 2:40 PM
To: Amy Patterson; Diane Deane (ddeane@co.livingston.ny.us); Heather Hargraves (hhargraves@arbordevelopment.org); Jeff Eaton (jeaton@arbordevelopment.org); Bull, Susan; Jeff Stager (jstager@accordcorp.org); Karen Tremmer (ktremmer@chancesandchanges.org); Patty Graves (pgraves@accordcorp.org); Nicholas Cassaro; Randy Parker - Salvation Army (Randy.Parker@use.salvationarmy.org); Nancy Koons (Nancy.Koons@dor.org)
Cc: Paula Howard (paula.howard@dor.org); Samantha Barnaby
Subject: Released for Completion R&R Part 1 Tool: Deadline Tuesday, June 22, 2021
Attachments: 2021-STEPS-Rank-and-Review-Part-1-Tool-Final-with-rubrics.docx; Final HMIS Data Attachments 2019.pdf; Final HMIS Data Attachments 2020.pdf; STEPS-Rank-Review-2021-Part-1-Checklist.pdf
Importance: High

Dear Continuum of Care Applicants,

Please see attached:

- Rank and Review Attachments Checklist
- Part 1 Tool
- Final HMIS Data Attachments 2019
- Final HMIS Data Attachments 2020

The application is also available on the CARES website:

[CoC Resource Planning – 2021 | CARES of NY, Inc. \(caresny.org\)](https://caresny.org)

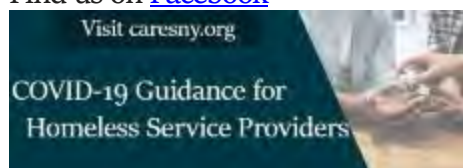
The application must be completed by COB 6/22/2021 and submitted in one PDF attachment. Please include the Rank and Review Attachments Checklist, completed Part 1 Tool, and supporting Data Attachments as specified on the checklist. Applications should be submitted to ncassaro@caresny.org using your agency name/project name as the subject line.

Sincerely,

Nicholas Cassaro
Planning Associate – CARES of NY, Inc.
200 Henry Johnson Blvd., Albany, NY 12210
(518)489-4130 x716



Find us on [Facebook](https://www.facebook.com/caresny)



Rank & Review

NY 501 STEPS

NY 503 ACCH

NY 507 HSPB

NY 511 STHC

NY 512 RCHSC

NY 519 CGHC

NY 520 FEHC

NY 522 PNHC

NY 523 SNC

NY 606 RCCC

NY 608 UCCC

Southern Tier Entry to Programs & Services (STEPS)

STEPS Home Page

2021 RANK & REVIEW DOCUMENTS

FINAL:  [2021 NY 501 Rank & Review Written Process](#)

DRAFT: [2021 NY 501 Rank & Review Part 2 Tool](#)

Public Comment Period: June 15, 2021 – June 21, 2021

Submit Comments to [Nicholas Cassaro](#)

2021 RENEWAL PROJECTS

All currently funded projects that are looking to be funded again must complete Rank and Review application materials below

Part 1 Application

 [NY-501 Rank and Review Part 1 Attachments Checklist](#)

 [NY-501 Rank and Review Part 1 Tool](#)

Release Date: **June 16, 2021** Due Date: **June 22, 2021**

View Rank & Review Archives

+ 2020 Rank & Review: STEPS

Not syncing

2:01 PM
6/16/2021

1E-1: Announcement of 30-Day Local Competition Deadline – Advance Public Notice of How Your CoC Would Review, Rank, and Select Projects.

1. Screen shot of a website posting that demonstrates your CoC announced it was accepting project applications.

(b) Email and website screen shot announcing the final Rank & Review **Renewal Part 2 Tool** is ready for completion

Nicholas Cassaro

From: Nicholas Cassaro
Sent: Tuesday, June 29, 2021 8:42 AM
To: Amy Patterson; Diane Deane (ddeane@co.livingston.ny.us); Bull, Susan; Jeff Stager (jstager@accordcorp.org); Karen Tremmer (ktremmer@chancesandchanges.org); Lesley Christman (lchristman@accordcorp.org); Nancy Koons (Nancy.Koons@dor.org); Ashley Kerrick (Ashley.kerrick@dor.org); Liz Wetherby (ewetherby@arbordevelopment.org); Nicholas Cassaro; Randy Parker - Salvation Army (Randy.Parker@use.salvationarmy.org)
Cc: Samantha Barnaby
Subject: Released for Completion R&R Part 2 Tool: Deadline Friday, July 2, 2021
Attachments: NY-501-RR-2021-Part-2-Final.docx
Importance: High

Continuum of Care Applicants,

Please see attached:

- Rank and Review Part 2 Tool

The application is also available on the CARES website:

[CoC Resource Planning – 2021 | CARES of NY, Inc. \(caresny.org\)](#)

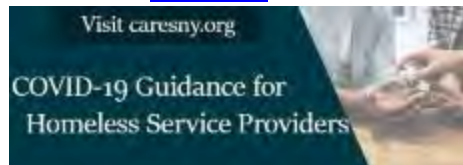
The application must be completed by COB **Friday, July 2, 2021** and submitted as a PDF attachment. Applications should be submitted to ncassaro@caresny.org using your agency name/project name as the subject line. Reminder 1 PDF application per project.

Thank you!

Nicholas Cassaro
Planning Associate – CARES of NY, Inc.
200 Henry Johnson Blvd., Albany, NY 12210
(518)489-4130 x716



Find us on [Facebook](#)



These forms allow programs to enter DV data to be considered in the Rank and Review Process, submit requests to combine programs in the Rank and Review Data Attachments, and to confirm participating the Data Attachment process.

To learn more about these forms and the over process, please download this [Rank and Review Online Form Submission Procedures document](#).

 DV HMIS Data Submission

 Data Attachments Confirmation

- Rank & Review
- NY 501 STEPS
- NY 503 ACCH
- NY 507 HSPB
- NY 511 STHC
- NY 512 RCHSC
- NY 519 CGHC
- NY 520 FEHC
- NY 522 PNHC
- NY 523 SNC

Southern Tier Entry to Programs & Services (STEPS)

 STEPS Home Page

2021 RANK & REVIEW DOCUMENTS

FINAL:  [2021 NY 501 Rank & Review Written Process](#)

2021 RENEWAL PROJECTS

All currently funded projects that are looking to be funded again must complete Rank and Review application materials below

Part 1 Application

 [NY-501 Rank and Review Part 1 Attachments Checklist](#)
 [NY-501 Rank and Review Part 1 Tool](#)
Release Date: **June 16, 2021** Due Date: **June 22, 2021**

Part 2 Application

 [NY-501 Rank and Review Part 2 Tool](#)
Release Date: **June 29, 2021** Due Date: **July 2, 2021**

1E-1: Announcement of 30-Day Local Competition Deadline – Advance Public Notice of How Your CoC Would Review, Rank, and Select Projects.

1. Screen shot of a website posting that demonstrates your CoC announced it was accepting project applications.

(c) Email announcing the final Rank & Review **Renewal Part 3 Tool** is ready for completion (sent individually to each applicant)

Haleigh Schmidhamer

Subject: Reminder: NY-501/STEPS Renewal Project Interview- ACCORD
Location: [https://us06web.zoom.us/j/88058744823?](https://us06web.zoom.us/j/88058744823?pwd=RmtXRkxOdFM5clhxWlhMbUFyNXpHUT09)
pwd=RmtXRkxOdFM5clhxWlhMbUFyNXpHUT09

Start: Thu 9/30/2021 3:30 PM
End: Thu 9/30/2021 4:00 PM

Recurrence: (none)

Meeting Status: Meeting organizer

Organizer: Haleigh Schmidhamer
Required Attendees: Nicholas Cassaro; Jeff Stager
Optional Attendees: Kelsey Addy; CARES Planning Team

Good Afternoon,

Thank you for signing up for a Renewal Project Interview slot on **Thursday, September 30th at 3:30 pm**. This invitation contains the Zoom link you will use to access your interview.

Attached to this invitation are the interview questions for 2021. These questions were created as a direct response to HUD priorities outlined in the 2021 NOFO and allow for up to 5 total points. Please review the questions and additional information about scoring criteria included in the attachment and come prepared to address these questions during your interview.

Note that Question #3 requires agencies to respond using data provided by CARES. Attached to this email is the HMIS Data referenced in Question #3.

Feel free to reach out to myself (hschmidhamer@caresny.org) or Nick Cassaro (ncassaro@caresny.org) if you have any questions or concerns ahead of these interviews.

Haleigh Schmidhamer, MCRP
She, her, hers
Planning Associate – CARES of NY, Inc.
200 Henry Johnson Blvd., Albany, NY 12210
518-489-4130 ext. 729
<http://www.caresny.org>



Haleigh Schmidhamer

Subject: Reminder: NY-501/STEPS Renewal Project Interview- Arbor Development
Location: [https://us06web.zoom.us/j/88058744823?](https://us06web.zoom.us/j/88058744823?pwd=RmtXRkxOdFM5clhxWlhMbUFyNXpHUT09)
pwd=RmtXRkxOdFM5clhxWlhMbUFyNXpHUT09

Start: Thu 9/30/2021 3:00 PM
End: Thu 9/30/2021 3:30 PM

Recurrence: (none)

Meeting Status: Meeting organizer

Organizer: Haleigh Schmidhamer
Required Attendees: Nicholas Cassaro; Liz Wetherby; Susan Bull
Optional Attendees: Kelsey Addy; jwilcox@arbordevelopment.org; CARES Planning Team

Good Afternoon,

Thank you for signing up for a Renewal Project Interview slot on **Thursday, September 30th at 3:00 pm**. This invitation contains the Zoom link you will use to access your interview.

Attached to this invitation are the interview questions for 2021. These questions were created as a direct response to HUD priorities outlined in the 2021 NOFO and allow for up to 5 total points. Please review the questions and additional information about scoring criteria included in the attachment and come prepared to address these questions during your interview.

Note that Question #3 requires agencies to respond using data provided by CARES. Attached to this email is the HMIS Data referenced in Question #3.

Feel free to reach out to myself (hschmidhamer@caresny.org) or Nick Cassaro (ncassaro@caresny.org) if you have any questions or concerns ahead of these interviews.

Haleigh Schmidhamer, MCRP
She, her, hers
Planning Associate – CARES of NY, Inc.
200 Henry Johnson Blvd., Albany, NY 12210
518-489-4130 ext. 729
<http://www.caresny.org>



Haleigh Schmidhamer

Subject: NY-501/STEPS Renewal Project Interview- Catholic Charities of Chemung/ Schuyler
Location: [https://us06web.zoom.us/j/88058744823?](https://us06web.zoom.us/j/88058744823?pwd=RmtXRkxOdFM5clhxWlhMbUFyNXpHUT09)
pwd=RmtXRkxOdFM5clhxWlhMbUFyNXpHUT09

Start: Thu 9/30/2021 2:30 PM
End: Thu 9/30/2021 3:00 PM

Recurrence: (none)

Meeting Status: Meeting organizer

Organizer: Haleigh Schmidhamer
Required Attendees: Nicholas Cassaro; Nancy Koons; Ashley Kerrick; Paula Howard (paula.howard@dor.org)
Optional Attendees: Kelsey Addy; CARES Planning Team

Good Afternoon,

Your Renewal Project Interview will occur on **Thursday, September 30th at 2:30 pm**. This invitation contains the Zoom link you will use to access your interview.

Attached to this invitation are the interview questions for 2021. These questions were created as a direct response to HUD priorities outlined in the 2021 NOFO and allow for up to 5 total points. Please review the questions and additional information about scoring criteria included in the attachment and come prepared to address these questions during your interview.

Note that Question #3 requires agencies to respond using data provided by CARES. Attached to this email is the HMIS Data referenced in Question #3.

Feel free to reach out to myself (hschmidhamer@caresny.org) or Nick Cassaro (ncassaro@caresny.org) if you have any questions or concerns ahead of these interviews.

Haleigh Schmidhamer, MCRP
She, her, hers
Planning Associate – CARES of NY, Inc.
200 Henry Johnson Blvd., Albany, NY 12210
518-489-4130 ext. 729
<http://www.caresny.org>



Haleigh Schmidhamer

Subject: NY-501/STEPS Renewal Project Interview- Chances and Changes
Location: <https://us06web.zoom.us/j/88058744823?pwd=RmtXRkxOdFM5clhxWlhMbUFyNXpHUT09>
Start: Thu 9/30/2021 1:30 PM
End: Thu 9/30/2021 2:00 PM
Recurrence: (none)
Meeting Status: Meeting organizer
Organizer: Haleigh Schmidhamer
Required Attendees: Nicholas Cassaro; Heather Burgio; Karen Tremer
Optional Attendees: Kelsey Addy; CARES Planning Team

Good Afternoon,

Thank you for signing up for a Renewal Project Interview slot on **Thursday, September 30th at 1:30 pm**. This invitation contains the Zoom link you will use to access your interview.

Attached to this invitation are the interview questions for 2021. These questions were created as a direct response to HUD priorities outlined in the 2021 NOFO and allow for up to 5 total points. Please review the questions and additional information about scoring criteria included in the attachment and come prepared to address these questions during your interview.

Note that Question #3 requires agencies to respond using data provided by CARES. Attached to this email is the HMIS Data referenced in Question #3.

Feel free to reach out to myself (hschmidhamer@caresny.org) or Nick Cassaro (ncassaro@caresny.org) if you have any questions or concerns ahead of these interviews.

Haleigh Schmidhamer, MCRP
She, her, hers
Planning Associate – CARES of NY, Inc.
200 Henry Johnson Blvd., Albany, NY 12210
518-489-4130 ext. 729
<http://www.caresny.org>



Haleigh Schmidhamer

Subject: NY-501/STEPS Renewal Project Interview- Salvation Army
Location: [https://us06web.zoom.us/j/88058744823?](https://us06web.zoom.us/j/88058744823?pwd=RmtXRkxOdFM5clhxWlhMbUFyNXpHUT09)
pwd=RmtXRkxOdFM5clhxWlhMbUFyNXpHUT09

Start: Thu 9/30/2021 2:00 PM
End: Thu 9/30/2021 2:30 PM

Recurrence: (none)

Meeting Status: Meeting organizer

Organizer: Haleigh Schmidhamer
Required Attendees: Haleigh Schmidhamer; Nicholas Cassaro; Andrew Newton; Randy Parker
Optional Attendees: Kelsey Addy; CARES Planning Team; Haley Youngs

Good Afternoon,

Thank you for signing up for a Renewal Project Interview slot on **Thursday, September 30th at 2:00 pm**. This invitation contains the Zoom link you will use to access your interview.

Attached to this invitation are the interview questions for 2021. These questions were created as a direct response to HUD priorities outlined in the 2021 NOFO and allow for up to 5 total points. Please review the questions and additional information about scoring criteria included in the attachment and come prepared to address these questions during your interview.

Note that Question #3 requires agencies to respond using data provided by CARES. Attached to this email is the HMIS Data referenced in Question #3.

Feel free to reach out to myself (hschmidhamer@caresny.org) or Nick Cassaro (ncassaro@caresny.org) if you have any questions or concerns ahead of these interviews.

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She, her, hers
Planning Associate – CARES of NY, Inc.
200 Henry Johnson Blvd., Albany, NY 12210
518-489-4130 ext. 729
<http://www.caresny.org>



1E-1: Announcement of 30-Day Local Competition Deadline – Advance Public Notice of How Your CoC Would Review, Rank, and Select Projects.

1. Screen shot of a website posting that demonstrates your CoC announced it was accepting project applications.

(d) Email to Membership and website screen shot announcing the final Rank & Review **DV Bonus Tool** is ready for completion

Nicholas Cassaro

From: Nicholas Cassaro
Sent: Monday, September 13, 2021 12:51 PM
To: Amy Christensen (achristensen@lawny.org); Charles Nocera - Catholic Charities of Chemung/Schuylers (chuck.nocera@dor.org); City of Elmira Community Development (communitydevelopment@cityofelmira.net); Debra MacDonald (dmacdonald@dor.org); Diane Deane (ddeane@co.livingston.ny.us); Haleigh Schmidhamer; Heather Bradley-Geary; Jeff Stager (jstager@accordcorp.org); Jennifer Stimson (jstimson@co.chemung.ny.us); Jim Cantrill - Catholic Charities Chemung-Schuylers (Jim.cantrill@dor.org); Karen Tremer (ktremer@chancesandchanges.org); Keri Slusser (kslusser@chancesandchanges.org); Kim Scutt (ScuttK@alleganyco.com); Lesley Christman (lchristman@accordcorp.org); Linda Couchon (Linda.couchon@dor.org); Lisa Baker (lisa.baker@co.steuben.ny.us); Liz Wetherby (ewetherby@arbordevelopment.org); Marsha Mitchell (MMitchell@co.livingston.ny.us); Michelle Cinque-Gurglia - Bath VAMC (Michelle.Cinque-Guarglia@va.gov); Nancy Koons (Nancy.Koons@dor.org); Rachel Yanda - St. James Mercy Hospital (rachel_yanda@urmc.rochester.edu); Susan Bull; Suzanne Krull (suzanne@cubaculturalcenter.org); Suzanne Krull (suzannekrull@gmail.com); William Brown
Subject: Released for Completion CoC Funding Opportunities for New Projects: Deadline September 20, 2021
Attachments: 2021 NY 501-New Project Application.docx; DV Bonus RFP 2021 NY-501.docx
Importance: High
Follow Up Flag: Follow up
Flag Status: Completed

Dear STEPS CoC Members,

The **FY21 CoC New and DV Bonus applications** for Rank & Review are now open for completion, are attached to this email, and can be found on the [CARES](#) website. Please feel free to extend this information broadly as New Project proposals will be considered from all eligible applicants regardless of whether an organization has previously received CoC Program funding.

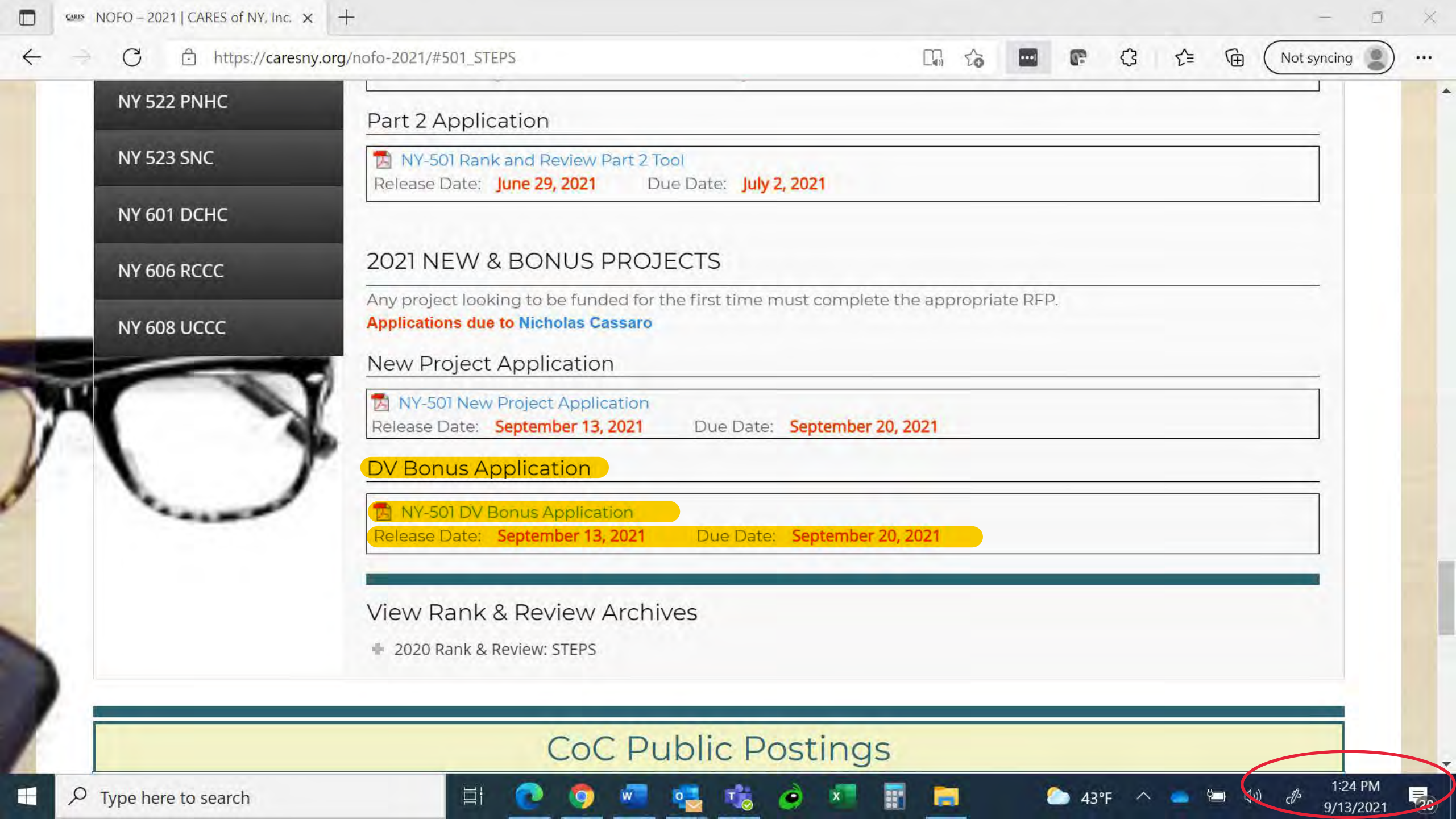
The application must be completed by **COB Monday, September 20th** and submitted as a PDF attachment. Applications should be submitted to [Nick Cassaro](#) using your agency name/project name as the subject line. Please be aware all new project applications are **due in Esnaps by October 1st** to meet HUD deadlines, even though scoring Rank and Review is not yet finalized.

If you have any questions, please do not hesitate to ask.

Thank you!

Sincerely,

Nicholas Cassaro
Emergency Housing Voucher Coordinator – CARES of NY, Inc.
200 Henry Johnson Blvd., Albany, NY 12210
(518)489-4130 x716



NY 522 PNHC

NY 523 SNC

NY 601 DCHC

NY 606 RCCC

NY 608 UCCC

Part 2 Application

 [NY-501 Rank and Review Part 2 Tool](#)

Release Date: **June 29, 2021**

Due Date: **July 2, 2021**

2021 NEW & BONUS PROJECTS

Any project looking to be funded for the first time must complete the appropriate RFP.

Applications due to Nicholas Cassaro

New Project Application

 [NY-501 New Project Application](#)

Release Date: **September 13, 2021**

Due Date: **September 20, 2021**

DV Bonus Application

 [NY-501 DV Bonus Application](#)

Release Date: **September 13, 2021**

Due Date: **September 20, 2021**

View Rank & Review Archives

+ 2020 Rank & Review: STEPS

CoC Public Postings

1E-1: Announcement of 30-Day Local Competition Deadline – Advance Public Notice of How Your CoC Would Review, Rank, and Select Projects.

1. Screen shot of a website posting that demonstrates your CoC announced it was accepting project applications.

(e) Email Membership and website screenshot announcing the final Rank & Review **New Project Tool** is ready for completion

Nicholas Cassaro

From: Nicholas Cassaro
Sent: Monday, September 13, 2021 12:51 PM
To: Amy Christensen (achristensen@lawny.org); Charles Nocera - Catholic Charities of Chemung/Schuyler (chuck.nocera@dor.org); City of Elmira Community Development (communitydevelopment@cityofelmira.net); Debra MacDonald (dmacdonald@dor.org); Diane Deane (ddeane@co.livingston.ny.us); Haleigh Schmidhamer; Heather Bradley-Geary; Jeff Stager (jstager@accordcorp.org); Jennifer Stimson (jstimson@co.chemung.ny.us); Jim Cantrill - Catholic Charities Chemung-Schuyler (Jim.cantrill@dor.org); Karen Tremer (ktremer@chancesandchanges.org); Keri Slusser (kslusser@chancesandchanges.org); Kim Scutt (ScuttK@alleganyco.com); Lesley Christman (lchristman@accordcorp.org); Linda Couchon (Linda.couchon@dor.org); Lisa Baker (lisa.baker@co.steuben.ny.us); Liz Wetherby (ewetherby@arbordevelopment.org); Marsha Mitchell (MMitchell@co.livingston.ny.us); Michelle Cinque-Gurglia - Bath VAMC (Michelle.Cinque-Guarglia@va.gov); Nancy Koons (Nancy.Koons@dor.org); Rachel Yanda - St. James Mercy Hospital (rachel_yanda@urmc.rochester.edu); Susan Bull; Suzanne Krull (suzanne@cubaculturalcenter.org); Suzanne Krull (suzannekrull@gmail.com); William Brown
Subject: Released for Completion CoC Funding Opportunities for New Projects: Deadline September 20, 2021
Attachments: 2021 NY 501-New Project Application.docx; DV Bonus RFP 2021 NY-501.docx
Importance: High
Follow Up Flag: Follow up
Flag Status: Completed

Dear STEPS CoC Members,

The **FY21 CoC New and DV Bonus applications** for Rank & Review are now open for completion, are attached to this email, and can be found on the [CARES](#) website. Please feel free to extend this information broadly as New Project proposals will be considered from all eligible applicants regardless of whether an organization has previously received CoC Program funding.

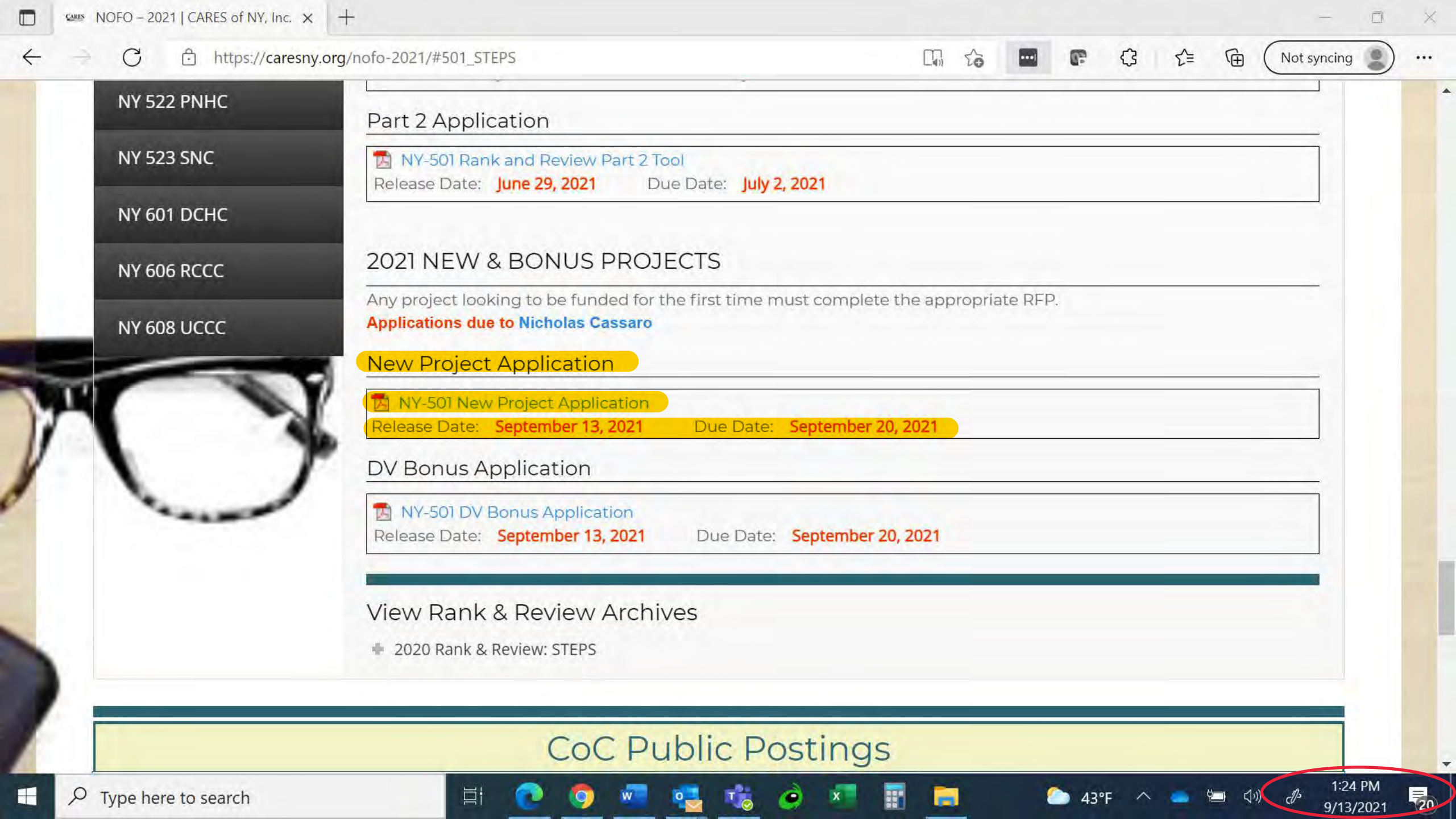
The application must be completed by **COB Monday, September 20th** and submitted as a PDF attachment. Applications should be submitted to [Nick Cassaro](#) using your agency name/project name as the subject line. Please be aware all new project applications are **due in Esnaps by October 1st** to meet HUD deadlines, even though scoring Rank and Review is not yet finalized.

If you have any questions, please do not hesitate to ask.

Thank you!

Sincerely,

Nicholas Cassaro
Emergency Housing Voucher Coordinator – CARES of NY, Inc.
200 Henry Johnson Blvd., Albany, NY 12210
(518)489-4130 x716



NY 522 PNHC

NY 523 SNC

NY 601 DCHC

NY 606 RCCC

NY 608 UCCC

Part 2 Application

 [NY-501 Rank and Review Part 2 Tool](#)

Release Date: **June 29, 2021**

Due Date: **July 2, 2021**

2021 NEW & BONUS PROJECTS

Any project looking to be funded for the first time must complete the appropriate RFP.

Applications due to Nicholas Cassaro

New Project Application

 [NY-501 New Project Application](#)

Release Date: **September 13, 2021**

Due Date: **September 20, 2021**

DV Bonus Application

 [NY-501 DV Bonus Application](#)

Release Date: **September 13, 2021**

Due Date: **September 20, 2021**

View Rank & Review Archives

+ 2020 Rank & Review: STEPS

CoC Public Postings

1E-1: Announcement of 30-Day Local Competition Deadline – Advance Public Notice of How Your CoC Would Review, Rank, and Select Projects.

2. A copy of the document posted in advance that included point values for objective criteria your CoC would use to review and rank projects.
 - a) Email announcement and screen shot of public comment period for NY-501's draft Rank & Review **Renewal Part 1 Tool**

Nicholas Cassaro

From: CARES Planning Team
Sent: Wednesday, April 14, 2021 12:42 PM
To: A Meunier (Ameunier@arbordevelopment.org); Alfred Housing (alfredhousing@verizon.net); Allyson Ryan; Anita Mattison (mattisa@alleganyco.com); Ashley Switzer (switzera@stel.org); Belinda Knight (bknight@accordcorp.org); Brenda Baker (brenbak123@gmail.com); Brenda Norton (bnorton@accordcorp.org); Candi Foster (candirecoveryguide@gmail.com); Carrie Whitwood (whitwoodc@ardentnetwork.org); Cherrie Feeman Macafee (MacafeeC@jmhny.org); Christine Todd (toddc@alleganyco.com); Danielle Delong (ddelong@homecare-hospice.org); Darlene Wells (darlene.wells@redcross.org); David Kagle (dkagle@lawny.org); David Lowe (lowedave54@hotmail.com); David Robinson (drobinson@alleganycouncil.org); Edna Kays (edna.kays@alleganyco.com); Ellen Lowry (lowrye@jmhny.org); Emma Waterman (ewaterman@accordcorp.org); Jeff Luckey (luckeyj@alleganyco.com); Jeff Stager (jstager@accordcorp.org); Joann McAndrew (jmcandrew@homecare-hospice.org); Jodi Fuller (jfuller@ccaction.org); John House (sttt1@verizon.net); Jonathan Placito (jplacito@lawny.org); Kate Lewis (klewis@araservices.com); Kathleen Neu (kathleen.neu@ccwny.org); Katie Carr (kcarr@accordcorp.org); Kim Scutt (ScuttK@alleganyco.com); Liz Randall (erandall@accordcorp.org); Louis Miller (lmiller@wlsv.org); Madison Seager (madisons97.ms@gmail.com); Major Evelyn Hopping (Evelyn.Hopping@use.salvationarmy.org); Mary Layman (m layman@lwny.org); Matt Wenke (matt.wenke@ccwny.org); Meadow McDowell (mmcdowell@wesoldieron.org); Michele Henry (henrym@stel.org); Michelle Cinque-Gurglia - Bath VAMC (Michelle.Cinque-Guarglia@va.gov); Mindy Herman (hermanm@alleganyco.com); Patty Graves (pgraves@accordcorp.org); Raymon Reed (ministerraymon@gmail.com); Rev. Jeffrey Nowak (rjefnowak@gmail.com); Robert Roth (rothr@stel.org); Robert Starks (starksrp@alleganyco.com); Robin Kasic (rkasic@arbordevelopment.org); Suzanne Krull (suzanne@cubaculturalcenter.org); Suzanne Krull (suzannefrkrull@gmail.com); Ted Seeley (ted.seeley@alleganyarc.org); United Way (acu@acu.com); Vicki Grant (grantv@alleganyco.com); A. J. Kircher (ajk@capabilities.org); Amanda Wandell (awandell@arbordevelopment.org); Amber Watson - VA Finger Lakes Healthcare System (Amber.watson2@va.gov); Andrea Ogunwumi (aogunwumi@cseop.org); Andrew Roby (aroby@lawny.org); Angeleen Trentanelli (atrentanelli@casa-trinity.org); Anita Lewis (alewis@cseop.org); Ann Domingos - CASA (adomingos@casa-trinity.org); Anthony Pace - Southern Tier Care Coordination (apace@stcares.org); Ashley Gleason (AGleason@arnohealth.org); Ashley Kerrick (Ashley.kerrick@dor.org); Babatunde Ayanfodun (B_ayanfodun@hotmail.com); Barbara Jenkins (bjenkins@elmirahousing.org); Becca Forsyth (bforsyth770@yahoo.com); Belinda Hoad (HoadB@ihsnet.org); Beth Beckwith (EBeckwith@co.chemung.ny.us); Beth Stranges - Chemung County DSS (bstranges@chemungcountyny.gov); Betsey Crimmins - First Presbyterian (RevDocBRC@stny.rr.com); Bill Schrom (wschrom@chemungcountyny.gov); Bob Harris (bharris@co.chemung.ny.us); Brian Hart (bhart@co.chemung.ny.us); Brian Henry (brian.henry@sgmworld.org); Bridget Nolan (Bridget.nolan@dor.org); Candice Ozolins (Candice.Ozolins@dor.org); Charlotte Erskine (ErskineC@ihsnet.org); City of Elmira Community Development (communitydevelopment@cityofelmira.net); Claire Walker (claire.walker@dor.org); Craig Mennig (cmennig@personcenteredservices.com); Dan Mandell (mayor@cityofelmira.net); Daniel Clay (Daniel.Clay@use.salvationarmy.org); David Christ (dcrist@familyservices.cc); David Shapiro (dshapiro@familyservices.cc); Deb Kuehner (thepottershandsfoundation@gmail.com); Derek Almy (dalmy@elmiracityschools.com); Don Keddell (donkeddell@gmail.com); Ed Schoeneck (eschoeneck@wesoldieron.org); Ellen Topping (Ellen.Topping@dor.org); Emma Miran (emiran@cityofelmira.net); Emmi Saufley (saufleyemmi98@gmail.com); Erin Morseman (emorseman@aimcil.com); Fidel Rivera (fidelrivera@howardhanna.com); Heather Bradley-Geary; Heather Gokey (hgokey@arbordevelopment.org); igan@wesoldieron.org; Jacqueline Switzer (Jacqueline.Switzer@dor.org); James Mirando (jmirando@elmirahousing.org); Jaqueline Council (jcouncil@co.chemung.ny.us); Jeff Eaton (jeaton@arbordevelopment.org); Jennifer Redder

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Cc: Nicholas Cassaro

Subject: STEPS Public Comment Notification: 2021 CoC Rank and Review Written Process and Part One Tool

Dear STEPS Members,

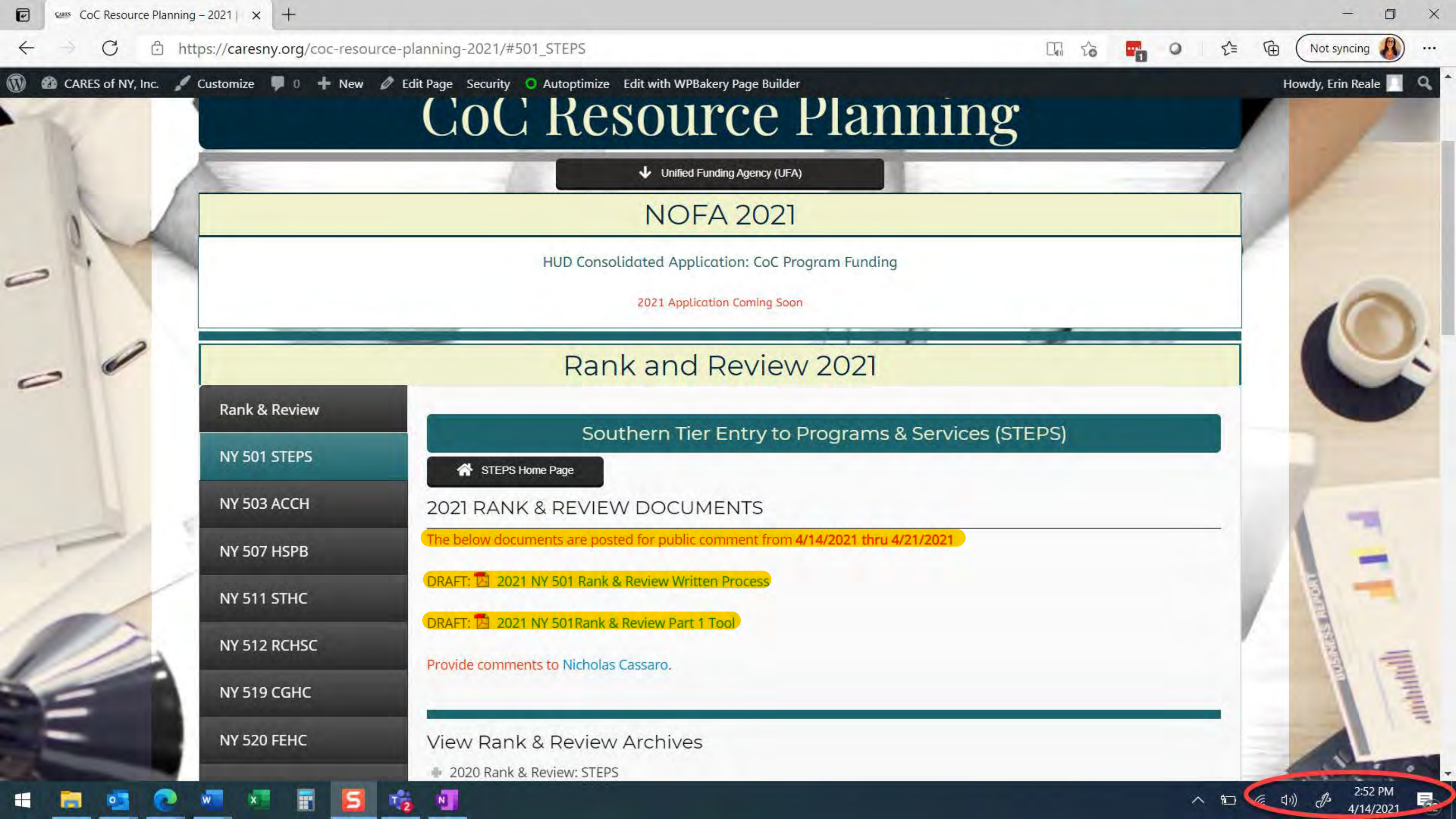
The public comment period for the 2021 CoC Rank and Review Written Process and CoC Rank and Review Part 1 Tool is now open. Please use the link below to view the documents.

Please send all comments to ncassaro@caresny.org by **COB April 21, 2021.**

View: [NY-501 Rank & Review Documents](#)

Thank you,

CARES Planning Team
200 Henry Johnson Blvd., Albany, NY 12210
518-489-4130 ext. 100



CoC Resource Planning

↓ Unified Funding Agency (UFA)

NOFA 2021

HUD Consolidated Application: CoC Program Funding

2021 Application Coming Soon

Rank and Review 2021

Rank & Review

NY 501 STEPS

NY 503 ACCH

NY 507 HSPB

NY 511 STHC

NY 512 RCHSC

NY 519 CGHC

NY 520 FEHC

Southern Tier Entry to Programs & Services (STEPS)

STEPS Home Page

2021 RANK & REVIEW DOCUMENTS

The below documents are posted for public comment from 4/14/2021 thru 4/21/2021

DRAFT: 2021 NY 501 Rank & Review Written Process

DRAFT: 2021 NY 501 Rank & Review Part 1 Tool

Provide comments to Nicholas Cassaro.

View Rank & Review Archives

2020 Rank & Review: STEPS

Not syncing

Howdy, Erin Reale

2:52 PM

4/14/2021

1E-1: Announcement of 30-Day Local Competition Deadline – Advance Public Notice of How Your CoC Would Review, Rank, and Select Projects.

2. A copy of the document posted in advance that included point values for objective criteria your CoC would use to review and rank projects.

b) Blank Rank & Review **Renewal Part 1 Tool**

SOUTHERN TIER ENTRY TO PROGRAMS & SERVICES (STEPS)

RANK AND REVIEW APPLICATION 2021

PART 1: DATA-RELATED QUESTIONS

DEADLINE TO SUBMIT: 6/22/2021

1. Utilization Rate.

MAX 35 POINTS

Using the FY19 Project Application and Federal Fiscal Year 2020 (FY20)* APR, complete the following chart to calculate utilization rate (round up to closest whole number.) Please attach relevant pages of Application and APR to this application.

	Projected number served during average PIT (Project Application Question 5A)	Actual number served during PIT (APR Questions 7 and 8)	
		Persons	Households
January	Persons: _____		
April			
July			
October	Households: _____		
		Average:	

Persons: Average Actual _____ / Projected _____ = Utilization _____ %

Households: Average Actual _____ / Projected _____ = Utilization _____ %

1a. Did your project meet its projected number of households and/or persons served during the year (100% or more utilization)?** ☐ Yes - 20 points ☐ No - 0 point

1b. The Continuum prioritizes projects best utilizing their resources. Did your project have a utilization rate of more than 95% in *both* households *and* persons? ☐ Yes - 15 points ☐ No - 0 point

* **Federal Fiscal Year 2019 (FY19): October 1, 2018 – September 30, 2019**

* **Federal Fiscal Year 2020 (FY20): October 1, 2019 – September 30, 2020**

** **For the purpose of this Rank & Review Tool, persons served is defined as having an entry in HMIS (i.e., intake, admission and move-in date) in Federal FY20.**

2. Data Quality & Completeness:

MAX 5 POINTS

Based on FY20 APR Q6

2a. Is there an error rate of 5% or more of your project participants' PII?

Yes No ☐ ☐

2b. Is there an error rate of 5% or more of your universal data elements?

☐ ☐

2c. Is there an error rate of 5% or more of your Income and Housing data?

☐ ☐

2d. Is there an error rate of 5% or more of your Chronic Homelessness data?

☐ ☐

☐ **ANY Yes - 0 points** ☐ **ALL No - 5 points**

3. Timeliness of Data:

MAX 5 POINTS

Use the APR question Q6 e. Timeliness and for the Percent of Project Start Records add the Number of Project Start Records in the rows "0 Days" and "1-3 Days" and compare with the sum of all rows. For the Percent of Project Exit Records add the Number of Project Exit Records in the rows "0 Days" and "1-3 Days" and compare with the sum of all rows.

3a. Is the percent of Project Start records entered within 3 days 90% or greater?

☐ Yes - 2.5 points ☐ No - 0 points

3b. Is the percent of Project Exit records entered within 3 days 90% or greater?

☐ Yes - 2.5 points ☐ No - 0 points

4. Positive Outcomes FFY2019

MAX 15 POINTS

Permanent Housing projects: During FY19, there were 384 persons with positive outcomes noted across all CoC PH (PSH/RRH) programs. **An outcome is positive for PH if client is a stayer or exited to a PH destination.)** To indicate how this project contributed to housing stability across the system, please note the positive housing outcome rate listed in Attachment 3: ____%
More than 21%=15 pts, 16-20%=12 pts, 11-15%=9 pts, 1-10%=6 pts, 0%=0 pts

Transitional Housing Projects: During FY19, there were 14 persons with positive outcomes noted across all CoC TH programs. *An outcome is positive for TH if the client exited to a PH destination.* To indicate how this project contributed to housing stability across the system, please note the positive housing outcome rate listed in Attachment 3: ____%
More than 21%=15 pts, 16-20%=12 pts, 11-15%=9 pts, 1-10%=6 pts, 0%=0 pts

Positive Outcomes FFY 2020

MAX 5 POINTS

Permanent Housing Programs: During FY20, there were 320 persons with positive outcomes noted across all CoC PH (PSH/RRH) programs. *An outcome is positive for PH if client is a stayer or exited to a PH destination.* To indicate how this project contributed to housing stability across the system, please note the positive housing outcome rate listed in **Attachment 3:** ____%
More than 21%=5 pts, 11-20%=4 pts, 6-10%=3 pts, 1-5%=2 pts, 0%=0 pts

Transitional Housing Programs: During FY20, there were 7 persons with positive outcomes noted across all CoC TH programs. *An outcome is positive for TH if client exited to a PH destination.* To indicate how this project contributed to housing stability across the system, please note the positive housing outcome rate listed in **Attachment 3:** ____%
More than 21%=5 pts, 11-20%=4 pts, 6-10%=3 pts, 1-5%=2 pts, 0%=0 pts

5. Exits to Homelessness FFY 2019:

MAX 11 POINTS

To show impact of this project on ending homelessness, refer to Attachment 4 showing all project leavers and note the percentage of project leavers who exited this program to a shelter or the street: ____%
0%=11 pts, 1-50%=6 pts, Over 51%=0

Exits to Homelessness FFY 2020:

MAX 4 POINTS

To show impact of this project on ending homelessness, refer to Attachment 4 showing all project leavers and note the percentage of project leavers who exited this program to a shelter or the street: ____%
0%=4 pts, 1-50%=2 pts, Over 51%=0

6. Income Growth System Impact:

6a. Earned Income (FFY19)

MAX 7 POINTS

Refer to Attachment 5 (which measures earned income growth between entry and exit for leavers), to note the percentage this project contributed to total income growth in the CoC in FY19: ____%

11-100%= 7 pts, 1-10%=4 pts, 0%=0 pts

6b. Non-Employment Cash Income (FFY19)

NO POINTS

Refer to Attachment 5 (which measures non-employment cash income growth between entry and exit for leavers), to note the percentage this project contributed to total income growth in the CoC in FY19: ____%

6c. Earned Income (FFY20)

MAX 3 POINTS

Refer to Attachment 5 (which measures earned income growth between entry and exit for leavers), to note the percentage this project contributed to total income growth in the CoC in FY20: ____%

21-100%= 3 pts, 1-20%=1 pt, 0%=0 pts

6d. Non-Employment Cash Income (FFY20)

NO POINTS

Refer to Attachment 5 (which measures non-employment cash income growth between entry and exit for leavers), to note the percentage this project contributed to total income growth in the CoC in FY20: ____%

7. Income Growth – Project Performance

MAX 20 POINTS

(Refer to APR Q19. Cash Income – Changes over Time to respond to questions below.)

7a. What percentage of **stayers** gained or increased **earned**

income between start and annual assessment? Note percent in **Q19a1. Row 1**) Number of Adults with Earned Income - **Column 9**) Performance Measure: Percent of Persons to accomplish this measure: ____%

75-100% = 5 pts; 50-74% = 4 pts; 25-49% = 3 pts; 15-24% = 2 pts; 1-14% = X pts; 0% = 0

7b. What percentage of **stayers** gained or increased **other income** between start and

annual assessment? Note percent in **Q19a1. Row 3**) Number of Adults with Other Income - **Column 9**) Performance Measure: Percent of Persons to accomplish this measure: ____%

75-100% = 5 pts; 50-74% = 4 pts; 25-49% = 3 pts; 15-24% = 2 pts; 1-14% = X pts; 0% = 0

7c. What percentage of **leavers** gained or increased **earned income** between start

and annual assessment? Note percent in **Q19a2. Row 1**) Number of Adults with Earned Income - **Column 9**) Performance Measure: Percent of Persons to accomplish this measure: ____%

75-100% = 5 pts; 50-74% = 4 pts; 25-49% = 3 pts; 15-24% = 2 pts; 1-14% = X pts; 0% = 0

7d. What percentage of **leavers** gained or increased **other income** between start and

annual assessment? Note percent in **Q19a1. Row 3**) Number of Adults with Other Income - **Column 9**) Performance Measure: Percent of Persons to accomplish this measure: ____%

75-100% = 5 pts; 50-74% = 4 pts; 25-49% = 3 pts; 15-24% = 2 pts; 1-14% = X pts; 0% = 0

8. Priority Population

MAX 10 POINTS

What percentage of households served were a priority population? *Please attach Project Application Q4B. and/or 5B.*

☐ 100% Chronically Homeless (CH), Youth, Veteran, or Victims of DV = 10 pts

☐ ≥ 50% CH, Youth, Veteran, or Victims of DV = 5 pts

☐ No priority population = 0 pts

9. Mainstream Benefits**MAX 8 POINTS**

Number of adults and heads of household leaving with non-cash benefits as a percent of all adult and head of household leavers _____ (Refer to APR Q20. Non-Cash Benefits.)

80-100% = 8 pts; 60-79% = 7 pts; 40-59% = 2 pts; 0-39% = 0 points

10. Health Insurance**MAX 7 POINTS**

Number of people leaving with health insurance as a percent of all leavers _____ (Refer to APR Q21. Health Insurance.)

95%-100% = 7 pts, 80%-94% = 5 pts, 50%-79% = 2 pts, 0%-49% = 0 pts

11. Housing First**MAX 5 POINTS**

Housing First is a recovery-oriented approach to ending homelessness by rapidly housing individuals **without** screening out or terminating based on any of the below criteria. Does your project screen out or terminate based on any the following?

	Any Yes - 0		All No - 5 pts
	Yes	No	
Having too little or no income	☐	☐	
Current or past substance abuse	☐	☐	
Criminal record including Sex-Offender Status (except for state-mandated restrictions)	☐	☐	
History of domestic violence	☐	☐	
Failure to participate in supportive services	☐	☐	
Failure to make progress on a service plan	☐	☐	
Loss of income or failure to improve income	☐	☐	
Being a victim of domestic violence	☐	☐	
Any other activity not covered in a lease agreement typically found in the project's geographic area.	☐	☐	

12. Continuum Participation (0-10 pts)

Does the project or agency staff regularly participate in any of the following CoC standing or ad hoc committees? (CARES will verify via attendance sheets) ☐ **Yes 10 pts** ☐ **No 0 pts**

Board ☐	Governance ☐	Membership ☐
Rank & Review ☐	CE ☐	Planning ☐
HHTF ☐	HMIS ☐	

13. Consolidation: Is this project a newly consolidated project? ☐ **Yes 5 pts** ☐ **No 0 pts**

1E-1: Announcement of 30-Day Local Competition Deadline – Advance Public Notice of How Your CoC Would Review, Rank, and Select Projects.

2. A copy of the document posted in advance that included point values for objective criteria your CoC would use to review and rank projects.

c) Email announcement and screen shot of public comment period for NY-501's draft Rank & Review **Renewal Part 2 Tool**

Nicholas Cassaro

From: CARES Planning Team
Sent: Tuesday, June 15, 2021 10:16 AM
To: A Meunier (Ameunier@arbordevelopment.org); Alfred Housing (alfredhousing@verizon.net); Allyson Ryan; Anita Mattison (mattisa@alleganyco.com); Ashley Switzer (switzera@stel.org); Belinda Knight (bknight@accordcorp.org); Brenda Baker (brenbak123@gmail.com); Brenda Norton (bnorton@accordcorp.org); Candi Foster (candirecoveryguide@gmail.com); Carrie Whitwood (whitwoodc@ardentnetwork.org); Cherrie Feeman Macafee (MacafeeC@jmhny.org); Christine Todd (toddc@alleganyco.com); Danielle Delong (ddelong@homecare-hospice.org); Darlene Wells (darlene.wells@redcross.org); David Kagle (dkagle@lawny.org); David Lowe (lowedave54@hotmail.com); David Robinson (drobinson@alleganycouncil.org); Edna Kays (edna.kays@alleganyco.com); Ellen Lowry (lowrye@jmhny.org); Emma Waterman (ewaterman@accordcorp.org); Jeff Luckey (luckeyj@alleganyco.com); Jeff Stager (jstager@accordcorp.org); Joann McAndrew (jmcandrew@homecare-hospice.org); Jodi Fuller (jfuller@ccaction.org); John House (sttt1@verizon.net); Jonathan Placito (jplacito@lawny.org); Kate Lewis (klewis@araservices.com); Kathleen Neu (kathleen.neu@ccwny.org); Katie Carr (kcarr@accordcorp.org); Kim Scutt (ScuttK@alleganyco.com); Liz Randall (erandall@accordcorp.org); Louis Miller (lmiller@wlsv.org); Madison Seager (madisons97.ms@gmail.com); Major Evelyn Hopping (Evelyn.Hopping@use.salvationarmy.org); Mary Layman (m layman@lwny.org); Matt Wenke (matt.wenke@ccwny.org); Meadow McDowell (mmcdowell@wesoldieron.org); Michele Henry (henrym@stel.org); Michelle Cinque-Gurglia - Bath VAMC (Michelle.Cinque-Guarglia@va.gov); Mindy Herman (hermanm@alleganyco.com); Patty Graves; Raymon Reed (ministerraymon@gmail.com); Rev. Jeffrey Nowak (rjefnowak@gmail.com); Robert Roth (rothr@stel.org); Robert Starks (starksrp@alleganyco.com); Robin Kasic (rkasic@arbordevelopment.org); Suzanne Krull (suzanne@cubaculturalcenter.org); Suzanne Krull (suzannekrull@gmail.com); Ted Seeley (ted.seeley@alleganyarc.org); United Way (acuww@acuww.com); Vicki Grant (grantv@alleganyco.com); A. J. Kircher (ajk@capabilities.org); Amanda Wandell (awandell@arbordevelopment.org); Amber Watson - VA Finger Lakes Healthcare System (Amber.watson2@va.gov); Andrea Ogunwumi (aogunwumi@cseop.org); Andrew Roby (aroby@lawny.org); Angeleen Trentanelli (atrentanelli@casa-trinity.org); Anita Lewis (alewis@cseop.org); Ann Domingos - CASA (adomingos@casa-trinity.org); Anthony Pace - Southern Tier Care Coordination (apace@stcares.org); Ashley Gleason (AGleason@arnohealth.org); Ashley Kerrick (Ashley.kerrick@dor.org); Babatunde Ayanfodun (B_ayanfodun@hotmail.com); Barbara Jenkins (bjenkins@elmirahousing.org); Becca Forsyth (bforsyth770@yahoo.com); Belinda Hoad (HoadB@ihsnet.org); Beth Beckwith (EBeckwith@co.chemung.ny.us); Beth Stranges - Chemung County DSS (bstranges@chemungcountyny.gov); Betsey Crimmins - First Presbyterian (RevDocBRC@stny.rr.com); Bill Schrom (wschrom@chemungcountyny.gov); Bob Harris (bharris@co.chemung.ny.us); Brian Hart (bhart@co.chemung.ny.us); Brian Henry (brian.henry@sgmworld.org); Bridget Nolan (Bridget.nolan@dor.org); Candice Ozolins (Candice.Ozolins@dor.org); Charlotte Erskine (ErskineC@ihsnet.org); City of Elmira Community Development (communitydevelopment@cityofelmira.net); Claire Walker (claire.walker@dor.org); Craig Mennig (cmennig@personcenteredservices.com); Dan Mandell (mayor@cityofelmira.net); Daniel Clay (Daniel.Clay@use.salvationarmy.org); David Christ (dcrist@familyservices.cc); David Shapiro (dshapiro@familyservices.cc); Deb Kuehner (thepottershandsfoundation@gmail.com); Derek Almy (dalmy@elmiracitieschools.com); Don Keddell (donkeddell@gmail.com); Ed Schoeneck (eschoeneck@wesoldieron.org); Ellen Topping (Ellen.Topping@dor.org); Emma Miran (emiran@cityofelmira.net); Emmi Saufley (saufleyemmi98@gmail.com); Erin Morseman (emorseman@aimcil.com); Fidel Rivera (fidelrivera@howardhanna.com); Heather Bradley-Geary; Heather Gokey (hgokey@arbordevelopment.org); igan@wesoldieron.org; Jacqueline Switzer (Jacqueline.Switzer@dor.org); James Mirando (jmirando@elmirahousing.org); Jaqueline Council (jcouncil@co.chemung.ny.us); Jeff Eaton (jeaton@arbordevelopment.org); Jennifer Redder

To: (Jennifer.Redder@dor.org); Jeremy Cranmer (transformationcenterelmira@gmail.com); Jessica Brooks (jbrooks@wesoldieron.org); Jim Cantrill - Catholic Charities Chemung-Schuyler (Jim.cantrill@dor.org); Jim Pfiffer (riverfriends@stny.rr.com); Joanne Carlyle (jcarlyle@aimcil.com); Joanne Hastrich (Joanne.Hastrich@omh.ny.gov); John Forde (jforde@cseop.org); John McGee (jrmpictureyou@gmail.com); John Treahy (jtreahy@glovehouse.org); John Zick (jzick@aimcil.com); Joseph Kane (jkane@cityofelmira.net); Karen Patterson (Karen.Patterson@omh.ny.gov); Karen Shafer (KShafer@elmirahousing.org); Kathleen McDarby (kmcdarby@elmiracitieschools.com); Kathy Dubel (Kathy.Dubel@dor.org); Katie Hicks (Katie.hicks@use.salvationarmy.org); Keith McCafferty (Kmccafferty@lawny.org); Kellie Lowman (klowman@co.chemung.ny.us); Kelly Squires (ksquires@horseheadsdistrict.com); Kenji Parker (kparker@stapinc.org); Kerry Riekofski (KRiekofski@ArnotHealth.org); Kim Salisbury (ksalisbury@chemungcountyny.gov); Kim Williams (KWilliams@horseheadsdistrict.com); Kimbar Fenner (kfenner@arbordevelopment.org); Kirsten Carpenter (kcarpenter@familyservices.cc); Laurie Mault (lmault@arbordevelopment.onmicrosoft.com); LeValia Williams (lwilliams@co.chemung.ny.us); Linda Couchon (Linda.couchon@dor.org); Lisa Bowers (lbowers@co.chemung.ny.us); Lisa Willson (Lisa.willson@USE.salvationarmy.org); Liz Wetherby (ewetherby@arbordevelopment.org); Logan Cook (lcook@lawny.org); Manny Josbena (manny.josbena@imatterhouse.org); Mark Greisberger (mgreisberger@dor.org); Mary Kay Diakite (Marykay.diakite@dor.org); Metra Pratt (mpratt@cityofelmira.net); Michael Johnson (mjohnson@stapinc.org); Michelle Nicholas (Michelle.nicholas@dor.org); Mike Beiner (mbiener@arbordevelopment.org); Mike Murphy (mjmurphy@co.chemung.ny.us); Mike Stevenson (mstevenson@arbordevelopment.org); Nancy Koons (Nancy.Koons@dor.org); Nicholas Cassaro; Nicholette Wagoner (nwagoner@chemungcountyny.gov); Noel Crowley (ncrowley@casa-trinity.org); Nykole Parks (nparks@arnothealth.org); Patrick Conway (pconway@casa-trinity.org); Paula Howard (paula.howard@dor.org); Randy Parker - Salvation Army (Randy.Parker@use.salvationarmy.org); Rebecca Kelley (RKelley@co.chemung.ny.us); Rebecca Spallone (rspallone@chemungcountyny.gov); Regina Keddell (rkeddell@gstboces.org); Sharon Willis (williss@ihsnet.org); Shawn McDonough (smcdonough@horseheadsdistrict.com); Shawna Leonard (sleonard@aimcil.com); Steve DeWater (dewaters@able-2.org); Suzianna Fritz (Suzianna.Fritz@dor.org); Suzie Rundell - City of Elmira Community Development (srundell@cityofelmira.net); Tara M. Fethers (tfethers@casa-trinity.org); Thomas Dubel (tdubel@lawny.org); Tina Lampila (clampil@svcsd.org); Tom Boyanowski (tboyanow@gstboces.org); Tom Stickler (tstickler@horseheads.org); Vanessa Reed (vreed@arnothealth.org); William Brown

Cc: Kelsey Addy

Subject: STEPS Public Comment Notification: 2021 CoC Rank and Review Part Two Tool

Dear STEPS Membership,

The public comment period for the 2021 CoC Rank and Review Part 2 Tool is now open. Please use the link below to view the document.

Please send all comments to ncassaro@caresny.org by **COB June 21, 2021.**

View: [NY-501 Rank & Review Documents](#)

Thank you,

CARES Planning Team

- NY 501 STEPS
- NY 503 ACCH
- NY 507 HSPB
- NY 511 STHC
- NY 512 RCHSC
- NY 519 CGHC
- NY 520 FEHC
- NY 522 PNHC
- NY 523 SNC
- NY 606 RCCC
- NY 608 UCCC

Southern Tier Entry to Programs & Services (STEPS)

[STEPS Home Page](#)

2021 RANK & REVIEW DOCUMENTS

FINAL: [2021 NY 501 Rank & Review Written Process](#)

FINAL: [2021 NY 501 Rank & Review Part 1 Tool](#)

Public Comment Period: June 15, 2021 – June 21, 2021

DRAFT: [2021 NY 501 Rank & Review Part 2 Tool](#)

[Submit Comments to Nicholas Cassaro](#)

View Rank & Review Archives

+ 2020 Rank & Review: STEPS

1E-1: Announcement of 30-Day Local Competition Deadline – Advance Public Notice of How Your CoC Would Review, Rank, and Select Projects.

2. A copy of the document posted in advance that included point values for objective criteria your CoC would use to review and rank projects.

d) Blank Rank & Review **Renewal Part 2 Tool**

SOUTHERN TIER ENTRY TO PROGRAMS & SERVICES (STEPS) RANK & REVIEW APPLICATION 2021 PART II – PROJECT / SYSTEM PERFORMANCE NARRATIVES

*New projects will be weighted during scoring.

PROJECT INFORMATION

Informational Only

1. Organization Name: _____
2. Project Name: _____
3. Application Contact Person: _____
4. Project Type: ☐ PSH ☐ RRH ☐ TH ☐ SSO (regular)
5. FY19 Funding Request: _____

Leasing	\$ _____
Rental Assistance	\$ _____
Supportive Services	\$ _____
Operations	\$ _____
Admin	\$ _____

PROJECT DESCRIPTION

In a separate document, provide a brief project overview clearly describing the project's unique characteristics. Please include the target population/s and number of participants served, number of contracted beds/units/vouchers and cost per bed, how participants access the project, as well as project goals and achievements. Please explain the primary services provided to participants, as well as any supplementary services available. Please be as descriptive as possible by using data stated in the 2019 project application and the project's Fiscal Year 2020 APR. Response must be 300 words or less.

1. Utilization (0-20 pts)

If the utilization rate of *both* households and persons in your project was less than 100% in 2020 due to circumstance beyond the project's control (e.g., natural disaster, pandemic), please explain why in 250 words or less.

2. Coordinated Entry (0-10 pts) *[Note: This question will be weighted for Grant Per Diem Projects; CoC Coordinated Entry Lead will verify all responses]*

- 2a.** Does your project receive referrals through the Coordinated Entry (CE) process **ONLY**?
☐ **Yes 5 pts** ☐ **No 0 pts**

2b. Do you regularly attend the monthly HMIS/CE meetings? ☐ **Yes 5 pts** ☐ **No 0 pts**

2c. If your agency is a victim services provider (or if you otherwise answered 'No' to Q2a) explain barriers to direct participation in CE and how you engage with partners involved despite these barriers (250 words or less). **0-5 pts**

2 pts for explaining barriers to direct participation

0-3 pts for engaging with partners involved despite these barriers:

Meeting with CE Lead Monthly (1 pt)

List Shared at Least Monthly with DV Agencies (1 pt)

Other Engagement with Partners Involved (1 pt)

3. Leveraging and Coordination of Services (0-5 pts)

Describe how your project coordinates services with other funded and non-funded providers to leverage services. How has increased collaboration among providers affected the project's housing stability and/or impacted participant income growth to include non-cash benefits? You may refer to your FY20APR to demonstrate specific income growth. (250 words or less)

4. Domestic Violence Projects *Only* (0-5 pts)

Outcomes considered positive for DV programs may not be the same as positive outcomes for Permanent Supportive Housing programs. What percentage of DV participants exited to temporary destinations at discharge? (Q23 on APR)

50% or greater exited to temporary destinations = 0 pts.

25%-50% exited to temporary destinations = 3 pts.

0%-25% exited to temporary destinations= 5 pts.

5. Agency Diversity, Equity and Inclusion Work (5 points)

What is your agency doing to forward racial diversity, equity and inclusion work within your agency and/or CoC-funded program?

1E-1: Announcement of 30-Day Local Competition Deadline – Advance Public Notice of How Your CoC Would Review, Rank, and Select Projects.

2. A copy of the document posted in advance that included point values for objective criteria your CoC would use to review and rank projects.
 - e) Email announcement for NY-501's Rank & Review **Renewal Part 3 Tool** (sent individually to each applicant)

Haleigh Schmidhamer

Subject: Reminder: NY-501/STEPS Renewal Project Interview- ACCORD
Location: [https://us06web.zoom.us/j/88058744823?](https://us06web.zoom.us/j/88058744823?pwd=RmtXRkxOdFM5clhxWlhMbUFyNXpHUT09)
pwd=RmtXRkxOdFM5clhxWlhMbUFyNXpHUT09

Start: Thu 9/30/2021 3:30 PM
End: Thu 9/30/2021 4:00 PM

Recurrence: (none)

Meeting Status: Meeting organizer

Organizer: Haleigh Schmidhamer
Required Attendees: Nicholas Cassaro; Jeff Stager
Optional Attendees: Kelsey Addy; CARES Planning Team

Good Afternoon,

Thank you for signing up for a Renewal Project Interview slot on **Thursday, September 30th at 3:30 pm**. This invitation contains the Zoom link you will use to access your interview.

Attached to this invitation are the interview questions for 2021. These questions were created as a direct response to HUD priorities outlined in the 2021 NOFO and allow for up to 5 total points. Please review the questions and additional information about scoring criteria included in the attachment and come prepared to address these questions during your interview.

Note that Question #3 requires agencies to respond using data provided by CARES. Attached to this email is the HMIS Data referenced in Question #3.

Feel free to reach out to myself (hschmidhamer@caresny.org) or Nick Cassaro (ncassaro@caresny.org) if you have any questions or concerns ahead of these interviews.

Haleigh Schmidhamer, MCRP
She, her, hers
Planning Associate – CARES of NY, Inc.
200 Henry Johnson Blvd., Albany, NY 12210
518-489-4130 ext. 729
<http://www.caresny.org>



Haleigh Schmidhamer

Subject: Reminder: NY-501/STEPS Renewal Project Interview- Arbor Development
Location: [https://us06web.zoom.us/j/88058744823?](https://us06web.zoom.us/j/88058744823?pwd=RmtXRkxOdFM5clhxWlhMbUFyNXpHUT09)
pwd=RmtXRkxOdFM5clhxWlhMbUFyNXpHUT09

Start: Thu 9/30/2021 3:00 PM
End: Thu 9/30/2021 3:30 PM

Recurrence: (none)

Meeting Status: Meeting organizer

Organizer: Haleigh Schmidhamer
Required Attendees: Nicholas Cassaro; Liz Wetherby; Susan Bull
Optional Attendees: Kelsey Addy; jwilcox@arbordevelopment.org; CARES Planning Team

Good Afternoon,

Thank you for signing up for a Renewal Project Interview slot on **Thursday, September 30th at 3:00 pm**. This invitation contains the Zoom link you will use to access your interview.

Attached to this invitation are the interview questions for 2021. These questions were created as a direct response to HUD priorities outlined in the 2021 NOFO and allow for up to 5 total points. Please review the questions and additional information about scoring criteria included in the attachment and come prepared to address these questions during your interview.

Note that Question #3 requires agencies to respond using data provided by CARES. Attached to this email is the HMIS Data referenced in Question #3.

Feel free to reach out to myself (hschmidhamer@caresny.org) or Nick Cassaro (ncassaro@caresny.org) if you have any questions or concerns ahead of these interviews.

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<http://www.caresny.org>



Haleigh Schmidhamer

Subject: NY-501/STEPS Renewal Project Interview- Catholic Charities of Chemung/ Schuyler
Location: [https://us06web.zoom.us/j/88058744823?](https://us06web.zoom.us/j/88058744823?pwd=RmtXRkxOdFM5clhxWlhMbUFyNXpHUT09)
pwd=RmtXRkxOdFM5clhxWlhMbUFyNXpHUT09

Start: Thu 9/30/2021 2:30 PM
End: Thu 9/30/2021 3:00 PM

Recurrence: (none)

Meeting Status: Meeting organizer

Organizer: Haleigh Schmidhamer
Required Attendees: Nicholas Cassaro; Nancy Koons; Ashley Kerrick; Paula Howard (paula.howard@dor.org)
Optional Attendees: Kelsey Addy; CARES Planning Team

Good Afternoon,

Your Renewal Project Interview will occur on **Thursday, September 30th at 2:30 pm**. This invitation contains the Zoom link you will use to access your interview.

Attached to this invitation are the interview questions for 2021. These questions were created as a direct response to HUD priorities outlined in the 2021 NOFO and allow for up to 5 total points. Please review the questions and additional information about scoring criteria included in the attachment and come prepared to address these questions during your interview.

Note that Question #3 requires agencies to respond using data provided by CARES. Attached to this email is the HMIS Data referenced in Question #3.

Feel free to reach out to myself (hschmidhamer@caresny.org) or Nick Cassaro (ncassaro@caresny.org) if you have any questions or concerns ahead of these interviews.

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Haleigh Schmidhamer

Subject: NY-501/STEPS Renewal Project Interview- Chances and Changes
Location: <https://us06web.zoom.us/j/88058744823?pwd=RmtXRkxOdFM5clhxWlhMbUFyNXpHUT09>
Start: Thu 9/30/2021 1:30 PM
End: Thu 9/30/2021 2:00 PM
Recurrence: (none)
Meeting Status: Meeting organizer
Organizer: Haleigh Schmidhamer
Required Attendees: Nicholas Cassaro; Heather Burgio; Karen Tremer
Optional Attendees: Kelsey Addy; CARES Planning Team

Good Afternoon,

Thank you for signing up for a Renewal Project Interview slot on **Thursday, September 30th at 1:30 pm**. This invitation contains the Zoom link you will use to access your interview.

Attached to this invitation are the interview questions for 2021. These questions were created as a direct response to HUD priorities outlined in the 2021 NOFO and allow for up to 5 total points. Please review the questions and additional information about scoring criteria included in the attachment and come prepared to address these questions during your interview.

Note that Question #3 requires agencies to respond using data provided by CARES. Attached to this email is the HMIS Data referenced in Question #3.

Feel free to reach out to myself (hschmidhamer@caresny.org) or Nick Cassaro (ncassaro@caresny.org) if you have any questions or concerns ahead of these interviews.

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<http://www.caresny.org>



Haleigh Schmidhamer

Subject: NY-501/STEPS Renewal Project Interview- Salvation Army
Location: [https://us06web.zoom.us/j/88058744823?](https://us06web.zoom.us/j/88058744823?pwd=RmtXRkxOdFM5clhxWlhMbUFyNXpHUT09)
pwd=RmtXRkxOdFM5clhxWlhMbUFyNXpHUT09

Start: Thu 9/30/2021 2:00 PM
End: Thu 9/30/2021 2:30 PM

Recurrence: (none)

Meeting Status: Meeting organizer

Organizer: Haleigh Schmidhamer
Required Attendees: Haleigh Schmidhamer; Nicholas Cassaro; Andrew Newton; Randy Parker
Optional Attendees: Kelsey Addy; CARES Planning Team; Haley Youngs

Good Afternoon,

Thank you for signing up for a Renewal Project Interview slot on **Thursday, September 30th at 2:00 pm**. This invitation contains the Zoom link you will use to access your interview.

Attached to this invitation are the interview questions for 2021. These questions were created as a direct response to HUD priorities outlined in the 2021 NOFO and allow for up to 5 total points. Please review the questions and additional information about scoring criteria included in the attachment and come prepared to address these questions during your interview.

Note that Question #3 requires agencies to respond using data provided by CARES. Attached to this email is the HMIS Data referenced in Question #3.

Feel free to reach out to myself (hschmidhamer@caresny.org) or Nick Cassaro (ncassaro@caresny.org) if you have any questions or concerns ahead of these interviews.

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1E-1: Announcement of 30-Day Local Competition Deadline – Advance Public Notice of How Your CoC Would Review, Rank, and Select Projects.

2. A copy of the document posted in advance that included point values for objective criteria your CoC would use to review and rank projects.

f) Blank Rank & Review **Renewal Part 3 Tool (interview questions)**

2021 Rank & Review Interview Questions

These questions have been formed by CARES to focus on the 2021 HUD Policy Priorities as noted in the NOFO. Each question should be answered in no more than **5 minutes**. Check page two for interview tips and scoring criteria.

1. Describe the support services your project has tailored to serve persons coming from an unsheltered situation. (1 pt)
2. Does your agency have someone with lived experience of homelessness within its Executive Leadership, who is involved with programmatic and funding decisions? (1 pt)
3. The CoC scores each programs' impact on system performance measures in Part 1 of the rank and review tool (**refer to Part 1 Final HMIS Data Attachments**). If you felt your project performed low on any section of Part 1 due to serving particularly vulnerable populations or households with severe needs (e.g., chronically homeless, substance use, severe mental illness, history of domestic violence, criminal history), please explain. (1 or 2 pts)
4. Are those in your project racially representative of those in your CoC's homeless population? (1 pt)
 - a. If yes, how did your project achieve an equitable mirroring of program participants compared to the homeless population demographics in the CoC?
 - b. If not, how is your project working to improve outreach and assess policies that may be contributing to this racial disparity?

Interview questions were formulated based on HUD priorities as outlined in the 2021 NOFO.

Check out the HUD priorities that informed Part 3 interview questions here:

<https://caresny.org/nofo-2021/#Priorities>

How to Have a Successful Interview:

- **Prepare responses to each interview question in advance.** Applicants will only have the time allotted for your interview to respond to each question, so preparation is key to maximize your opportunity to gain all available points. Make sure to reference the attachments provided by CARES in your responses.
- **Keep responses succinct.**
- For agencies interviewing for more than one project, make sure to note when a response applies to some or all projects and when a distinction needs to be made. Each project will be scored separately.

Scoring Criteria *(5 total points available):*

Question 1: 1-Point if program describes providing ample support services tailored to persons coming from an unsheltered situation.

Question 2: 1-Point if agency answers “Yes”.

Question 3: (Use Part 1 Data Attachments provided by CARES to respond)

1-Point-All program system performance measures are above average.

2-Points if agency explains it had low performance measures due to serving particularly vulnerable populations or households with severe needs, and how they are working to improve those outcomes.

Question 4:

1-Point if agency explains either: how they achieved an equitable mirroring of program participants compared to the homeless population demographics in the CoC; or a thorough plan to improve outreach and assess policies that may be contributing to this disparity.

1E-1: Announcement of 30-Day Local Competition Deadline – Advance Public Notice of How Your CoC Would Review, Rank, and Select Projects.

2. A copy of the document posted in advance that included point values for objective criteria your CoC would use to review and rank projects.

g) Email announcement and screen shot of public comment period for NY-501's draft Rank & Review **New Application Tool**

Nicholas Cassaro

From: Nicholas Cassaro

Sent: Monday, August 30, 2021 12:16 PM

To: A. J. Kircher (ajk@capabilities.org); Amanda Wandell (awandell@arbordevelopment.org); Amber Watson - VA Finger Lakes Healthcare System (Amber.watson2@va.gov); Andrea Ogunwumi (aogunwumi@cseop.org); Andrew Roby (aroby@lawny.org); Angeleen Trentanelli (atrentanelli@casa-trinity.org); Anita Lewis; Ann Domingos - CASA (adomingos@casa-trinity.org); Anthony Pace - Southern Tier Care Coordination (apace@stcares.org); Ashley Gleason (AGleason@arnothealth.org); Ashley Kerrick (Ashley.kerrick@dor.org); Babatunde Ayanfodun (B_ayanfodun@hotmail.com); Barbara Jenkins (bjenkins@elmirahousing.org); Becca Forsyth (bforsyth770@yahoo.com); Belinda Hoad; Beth Beckwith (EBeckwith@co.chemung.ny.us); Beth Stranges - Chemung County DSS (bstranges@chemungcountyny.gov); Betsey Crimmins - First Presbyterian (RevDocBRC@stny.rr.com); Bill Schrom (wschrom@chemungcountyny.gov); bmccConnell@arbordevelopment.org; Bob Harris (bharris@co.chemung.ny.us); Brian Hart (bhart@co.chemung.ny.us); Brian Henry (brian.henry@sgmworld.org); Bridget Nolan (Bridget.nolan@dor.org); Candice Ozolins (Candice.Ozolins@dor.org); Charlotte Erskine (ErskineC@ihsnet.org); City of Elmira Community Development (communitydevelopment@cityofelmira.net); Claire Walker (claire.walker@dor.org); Craig Mennig (cmennig@personcenteredservices.com); Dan Mandell (mayor@cityofelmira.net); Daniel Clay (Daniel.Clay@use.salvationarmy.org); David Christ (dcrist@familyservices.cc); David Shapiro (dshapiro@familyservices.cc); Deb Kuehner (thepottershandsfoundation@gmail.com); Derek Almy (dalmy@elmiracitieschools.com); Don Keddell (donkeddell@gmail.com); Ed Schoeneck (eschoeneck@wesoldieron.org); Ellen Topping (Ellen.Topping@dor.org); Emma Miran (emiran@cityofelmira.net); Emmi Saufley (saufleyemmi98@gmail.com); Erin Morseman (emorseman@aimcil.com); Fidel Rivera (fidelrivera@howardhanna.com); Haleigh Schmidhamer; Heather Bradley-Geary; Heather Gokey (hgokey@arbordevelopment.org); igalan@wesoldieron.org; Jacqueline Switzer (Jacqueline.Switzer@dor.org); James Mirando (jmirando@elmirahousing.org); Jaqueline Council (jcouncil@co.chemung.ny.us); Jennifer Redder (Jennifer.Redder@dor.org); Jeremy Cranmer (transformationcenterelmira@gmail.com); Jessica Brooks (jbrooks@wesoldieron.org); Jim Cantrill - Catholic Charities Chemung-Schuyler (Jim.cantrill@dor.org); Jim Pffiffer (riverfriends@stny.rr.com); Joanne Carlyle (jcarlyle@aimcil.com); Joanne Hastrich (Joanne.Hastrich@omh.ny.gov); John Forde (jforde@cseop.org); John McGee (jrmpictureyou@gmail.com); John Treahy (jtreahy@glovehouse.org); John Zick; Joseph Kane (jkane@cityofelmira.net); Karen Patterson (Karen.Patterson@omh.ny.gov); Karen Shafer (KShafer@elmirahousing.org); Kathleen McDarby (kmcdarby@elmiracitieschools.com); Kathy Dubel (Kathy.Dubel@dor.org); Katie Hicks (Katie.hicks@use.salvationarmy.org); Keith McCafferty (Kmccafferty@lawny.org); Kellie Lowman (klowman@co.chemung.ny.us); Kelly Squires (ksquires@horseheadsdistrict.com); Kenji Parker (kparker@stapinc.org); Kerry Riekofski (KRiekofski@ArnotHealth.org); Kim Salisbury (ksalisbury@chemungcountyny.gov); Kim Williams (KWilliams@horseheadsdistrict.com); Kimbar Fenner (kfenner@arbordevelopment.org); Kirsten Carpenter (kcarpenter@familyservices.cc); Laurie Mault (lmault@arbordevelopment.onmicrosoft.com); LeValia Williams (lwilliams@co.chemung.ny.us); Linda Couchon (Linda.couchon@dor.org); Lisa Bowers (lbowers@co.chemung.ny.us); Lisa Willson (Lisa.willson@USE.salvationarmy.org); Liz Wetherby (ewetherby@arbordevelopment.org); Logan Cook (lcook@lawny.org); Manny Josbena (manny.josbena@imatterhouse.org); Mark Greisberger (mgreisberger@dor.org); Mary Kay Diakite (Marykay.diakite@dor.org); Meadow McDowell (mmcdowell@wesoldieron.org); Metra Pratt (mpratt@cityofelmira.net); Michael Johnson (mjohnson@stapinc.org); Michelle Cinque-Gurglia - Bath VAMC (Michelle.Cinque-Guarglia@va.gov); Michelle Nicholas (Michelle.nicholas@dor.org); Mike Beiner (mbiener@arbordevelopment.org); Mike Murphy (mjmurphy@co.chemung.ny.us); Mike Stevenson (mstevenson@arbordevelopment.org); Nancy Koons; Nicholas Cassaro; Nicholette Wagoner (nwagoner@chemungcountyny.gov); Noel Crowley (ncrowley@casa-trinity.org); Nykole Parks (nparks@arnothealth.org); Patrick Conway

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Subject: Public Comment Notification: 2021 CoC Rank and Review New & DV Bonus Applications

Importance: High

Dear STEPS CoC Members,

The comment period for the 2021 CoC Rank and Review New & DV Bonus Applications is now open. Please use the link below to view the document.

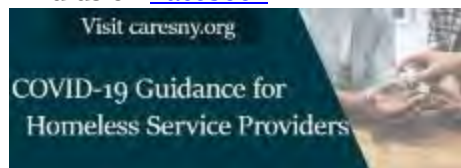
Please send all comments to ncassaro@caresny.org on or before Friday, September 3, 2021.

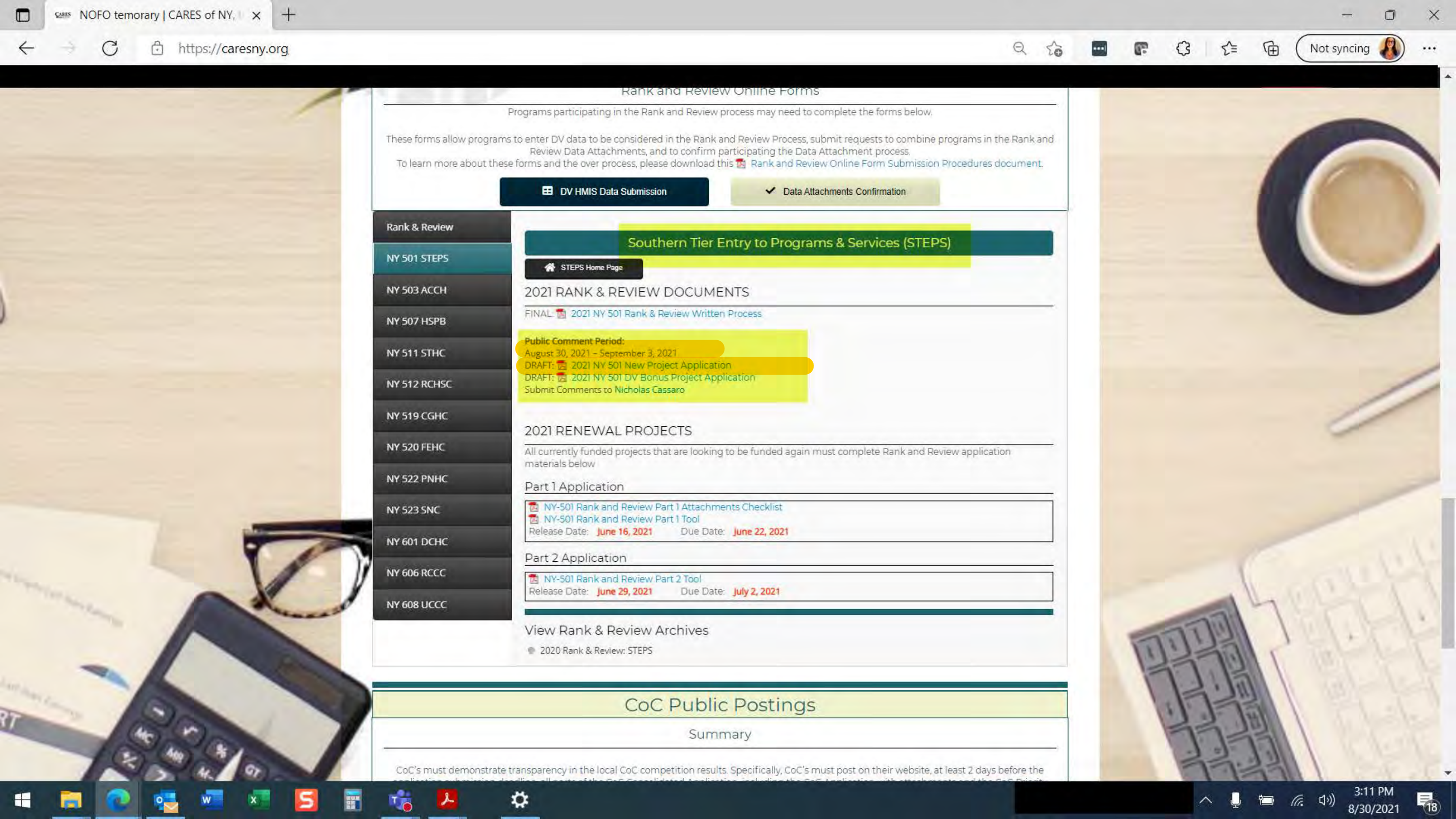
[NY-501 CoC/Planning](#)

Nicholas Cassaro
Emergency Housing Voucher Coordinator – CARES of NY, Inc.
200 Henry Johnson Blvd., Albany, NY 12210
(518)489-4130 x716



Find us on [Facebook](#)





Rank and Review Online Forms

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 [DV HMIS Data Submission](#)

 [Data Attachments Confirmation](#)

Rank & Review

NY 501 STEPS

NY 503 ACCH

NY 507 HSPB

NY 511 STHC

NY 512 RCHSC

NY 519 CGHC

NY 520 FEHC

NY 522 PNHC

NY 523 SNC

NY 601 DCHC

NY 606 RCCC

NY 608 UCCC

Southern Tier Entry to Programs & Services (STEPS)

 [STEPS Home Page](#)

2021 RANK & REVIEW DOCUMENTS

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August 30, 2021 - September 3, 2021

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DRAFT:  [2021 NY 501 DV Bonus Project Application](#)
Submit Comments to Nicholas Cassaro

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 [NY-501 Rank and Review Part 2 Tool](#)

Release Date: **June 29, 2021** Due Date: **July 2, 2021**

View Rank & Review Archives

 [2020 Rank & Review: STEPS](#)

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Summary

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1E-1: Announcement of 30-Day Local Competition Deadline – Advance Public Notice of How Your CoC Would Review, Rank, and Select Projects.

2. A copy of the document posted in advance that included point values for objective criteria your CoC would use to review and rank projects.

h) Blank Rank & Review **New Application Tool**

NY-501 Continuum of Care: New Project RFP 2021 (Reallocation and/or Bonus Projects)

APPLICATION MUST NOT EXCEED THREE (3) PAGES

Please check the box of the project type you are applying for:

- ☐ Permanent Supportive Housing that is either DedicatedPLUS OR has 100% of beds dedicated to persons experiencing chronic homelessness.
- ☐ Permanent Housing-Rapid Rehousing
- ☐ Joint TH and PH-RRH (project must be housing first)
- ☐ HMIS (HMIS Lead Only)
- ☐ Support Services Only-Coordinated Entry Project

Please check the box to signify whether the project being applied for is a:

- ☐ New Project
- ☐ Expansion Project

1. Applicant/Agency Name: _____
2. Agency Point of Contact: _____
3. Proposed Project Name: _____
4. Is the applicant a current member of NY-501 Continuum of Care (CoC)? ☐ Yes – 10 points ☐ No – 0 points
 - a. If no, what is the agency's current involvement with NY-501 Continuum of Care?
5. Is the agency applying a current CoC funded grantee? ☐ Yes – 5 points ☐ No – 10 points
 - b. If yes, are there any unresolved monitoring or audit findings from HUD or the CoC? ☐ Yes – 0 points ☐ No – 5 points
6. Does your agency currently report in the CoC's HMIS system? If not, how will you implement HMIS for this project? (5 Points)
7. Please provide a detailed description of the agency's experience in administering projects dedicated to serving an underserved population. Please specify the name of current or past programs and note the funding sources. (10 points)
8. Do any of the following apply to your proposed program? (3 Points)
 - ☐ Dedicated to Youth (1 point)

NY-501 Continuum of Care: New Project RFP 2021 (Reallocation and/or Bonus Projects)

- ☐ Dedicated to Persons with Substance Use Disorders (1 point)
 - ☐ Prioritize Sex Offenders (1 point)
9. Please provide a project *description* that addresses the entire scope of your project. Please include the target population that will be served and the outreach plan. (0 – 17 points)
- 8 points if the budget notes at least 80 percent of the requested funds are dedicated to housing
 - 4 points if an outreach plan is noted and the extent of coordination the agency will have with the local DSS.
 - 2 points if Youth/Parenting Youth and/or Families are mentioned per local priorities identified by [*Southern Tier to Programs & Services \(STEPS\) 2019 – 2020 Action Plan*](#)
 - 2 points if a specific priority population mentioned in the [*Home Together: The Federal Strategic Plan to Prevent and End Homelessness*](#) is noted
 - 1 point if the project clearly states the number of units/beds requested
10. How will your program identify and connect clients with wrap-around services they require (e.g., mental and/or physical health care, peer support for formerly incarcerated persons or those aging out of the foster care system, etc.)? (5 Points)
11. Please describe the project's understanding of and willingness to participate in the Coordinated Entry Process that is being implemented by the Continuum (5 points).
12. Will the project be able to begin within 12 months? ☐ Yes- 5 points ☐ No – 0 points
13. Please describe how the need for this project within this geographic area was identified (5 points).
5 points for referencing local quantitative data.
14. Both HUD and the local community prioritize projects that provide healthcare services to program participants. Does your project (or will your project by the time of CoC Application submission) have a written commitment with a health care organization that ensures the value of assistance being provided is at least:
- ☐ In the case of a substance abuse treatment or recovery provider, will provide access to treatment or recovery services for all program participants who qualify and choose those services, OR
 - ☐ An amount that is equivalent to 25 percent of the funding being requested for the project will be covered by the healthcare organization?
- Value of the commitment and dates of services must be included in the written commitment.*

NY-501 Continuum of Care: New Project RFP 2021 (Reallocation and/or Bonus Projects)

Yes – 10 points No – 0 points

N/A for applications for Coordinated Entry (these questions will be weighted.)

15. Both HUD and the local community prioritize projects that incorporate PSH or RRH units using funds other than CoC or ESG (e.g. ESSHI, NYSSHP, private sources such as CDPHP.) Will your project expand upon an awarded or existing PSH or RRH project not funded through CoC or ESG? Yes – 10 points No – 0 points

N/A for applications for Coordinated Entry (these questions will be weighted.)

Please note: projects must attach letters of commitment, contracts, or other formal written documents that demonstrate the number of subsidies or units being provided to support the project, exemplifying the existing resources provide for at least 25% of the units proposed for the expanded project.

16. Does your agency have a policy focused on ensuring equitable services and program outcomes across participants of all races and ethnicities? Yes – 5 points No – 0 points

17. How will the agency ensure program participants have the resources they need to prevent transmission of COVID-19? (0-3 points)

1 point if the agency has/will have a partnership with a healthcare agency that provides regular health screenings

1 point if the agency will provide PPE/sanitation supplies to staff/program participants as needed

1 point if the agency describes how it will build COVID-19 vaccine confidence

N/A for applications for Coordinated Entry; these questions will be weighted.

18. Please provide a 12-month Budget Proposal (required for review):

ACTIVITY	CoC FUNDS REQUESTED	NOTES
A. Rental Assistance (80% total budget less Admin)	\$	
B. Support Services (20% total budget less Admin)	\$	
1. Salaries	\$	
2. Benefits	\$	
3. Other	\$	
C. Operating	\$	
D. Admin	\$	
E. Total Project Costs	\$	
MATCH	AMOUNT	SOURCE
F. 25% Match Requirement	\$	

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i) Email announcement and screen shot of public comment period for NY-501's draft Rank & Review **DV Bonus Tool**

Nicholas Cassaro

From: Nicholas Cassaro

Sent: Monday, August 30, 2021 12:16 PM

To: A. J. Kircher (ajk@capabilities.org); Amanda Wandell (awandell@arbordevelopment.org); Amber Watson - VA Finger Lakes Healthcare System (Amber.watson2@va.gov); Andrea Ogunwumi (aogunwumi@cseop.org); Andrew Roby (aroby@lawny.org); Angeleen Trentanelli (atrentanelli@casa-trinity.org); Anita Lewis; Ann Domingos - CASA (adomingos@casa-trinity.org); Anthony Pace - Southern Tier Care Coordination (apace@stcares.org); Ashley Gleason (AGleason@arnothealth.org); Ashley Kerrick (Ashley.kerrick@dor.org); Babatunde Ayanfodun (B_ayanfodun@hotmail.com); Barbara Jenkins (bjenkins@elmirahousing.org); Becca Forsyth (bforsyth770@yahoo.com); Belinda Hoad; Beth Beckwith (EBeckwith@co.chemung.ny.us); Beth Stranges - Chemung County DSS (bstranges@chemungcountyny.gov); Betsey Crimmins - First Presbyterian (RevDocBRC@stny.rr.com); Bill Schrom (wschrom@chemungcountyny.gov); bmccConnell@arbordevelopment.org; Bob Harris (bharris@co.chemung.ny.us); Brian Hart (bhart@co.chemung.ny.us); Brian Henry (brian.henry@sgmworld.org); Bridget Nolan (Bridget.nolan@dor.org); Candice Ozolins (Candice.Ozolins@dor.org); Charlotte Erskine (ErskineC@ihsnet.org); City of Elmira Community Development (communitydevelopment@cityofelmira.net); Claire Walker (claire.walker@dor.org); Craig Mennig (cmennig@personcenteredservices.com); Dan Mandell (mayor@cityofelmira.net); Daniel Clay (Daniel.Clay@use.salvationarmy.org); David Christ (dcrist@familyservices.cc); David Shapiro (dshapiro@familyservices.cc); Deb Kuehner (thepottershandsfoundation@gmail.com); Derek Almy (dalmy@elmiracitieschools.com); Don Keddell (donkeddell@gmail.com); Ed Schoeneck (eschoeneck@wesoldieron.org); Ellen Topping (Ellen.Topping@dor.org); Emma Miran (emiran@cityofelmira.net); Emmi Saufley (saufleyemmi98@gmail.com); Erin Morseman (emorseman@aimcil.com); Fidel Rivera (fidelrivera@howardhanna.com); Haleigh Schmidhamer; Heather Bradley-Geary; Heather Gokey (hgokey@arbordevelopment.org); igan@wesoldieron.org; Jacqueline Switzer (Jacqueline.Switzer@dor.org); James Mirando (jmirando@elmirahousing.org); Jaqueline Council (jcouncil@co.chemung.ny.us); Jennifer Redder (Jennifer.Redder@dor.org); Jeremy Cranmer (transformationcenterelmira@gmail.com); Jessica Brooks (jbrooks@wesoldieron.org); Jim Cantrill - Catholic Charities Chemung-Schuyler (Jim.cantrill@dor.org); Jim Pffiffer (riverfriends@stny.rr.com); Joanne Carlyle (jcarlyle@aimcil.com); Joanne Hastrich (Joanne.Hastrich@omh.ny.gov); John Forde (jforde@cseop.org); John McGee (jrmpictureyou@gmail.com); John Treahy (jtreahy@glovehouse.org); John Zick; Joseph Kane (jkane@cityofelmira.net); Karen Patterson (Karen.Patterson@omh.ny.gov); Karen Shafer (KShafer@elmirahousing.org); Kathleen McDarby (kmcdarby@elmiracitieschools.com); Kathy Dubel (Kathy.Dubel@dor.org); Katie Hicks (Katie.hicks@use.salvationarmy.org); Keith McCafferty (Kmccafferty@lawny.org); Kellie Lowman (klowman@co.chemung.ny.us); Kelly Squires (ksquires@horseheadsdistrict.com); Kenji Parker (kparker@stapinc.org); Kerry Riekofski (KRiekofski@ArnotHealth.org); Kim Salisbury (ksalisbury@chemungcountyny.gov); Kim Williams (KWilliams@horseheadsdistrict.com); Kimbar Fenner (kfenner@arbordevelopment.org); Kirsten Carpenter (kcarpenter@familyservices.cc); Laurie Mault (lmault@arbordevelopment.onmicrosoft.com); LeValia Williams (lwilliams@co.chemung.ny.us); Linda Couchon (Linda.couchon@dor.org); Lisa Bowers (lbowers@co.chemung.ny.us); Lisa Willson (Lisa.willson@USE.salvationarmy.org); Liz Wetherby (ewetherby@arbordevelopment.org); Logan Cook (lcook@lawny.org); Manny Josbena (manny.josbena@imatterhouse.org); Mark Greisberger (mgreisberger@dor.org); Mary Kay Diakite (Marykay.diakite@dor.org); Meadow McDowell (mmcdowell@wesoldieron.org); Metra Pratt (mpratt@cityofelmira.net); Michael Johnson (mjohnson@stapinc.org); Michelle Cinque-Gurglia - Bath VAMC (Michelle.Cinque-Guarglia@va.gov); Michelle Nicholas (Michelle.nicholas@dor.org); Mike Beiner (mbiener@arbordevelopment.org); Mike Murphy (mjmurphy@co.chemung.ny.us); Mike Stevenson (mstevenson@arbordevelopment.org); Nancy.Koons; Nicholas Cassaro; Nicholette Wagoner (nwagoner@chemungcountyny.gov); Noel Crowley (ncrowley@casa-trinity.org); Nykole Parks (nparks@arnothealth.org); Patrick Conway

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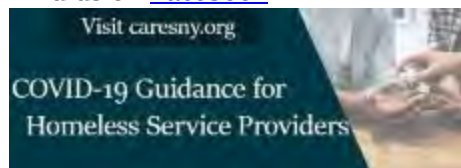
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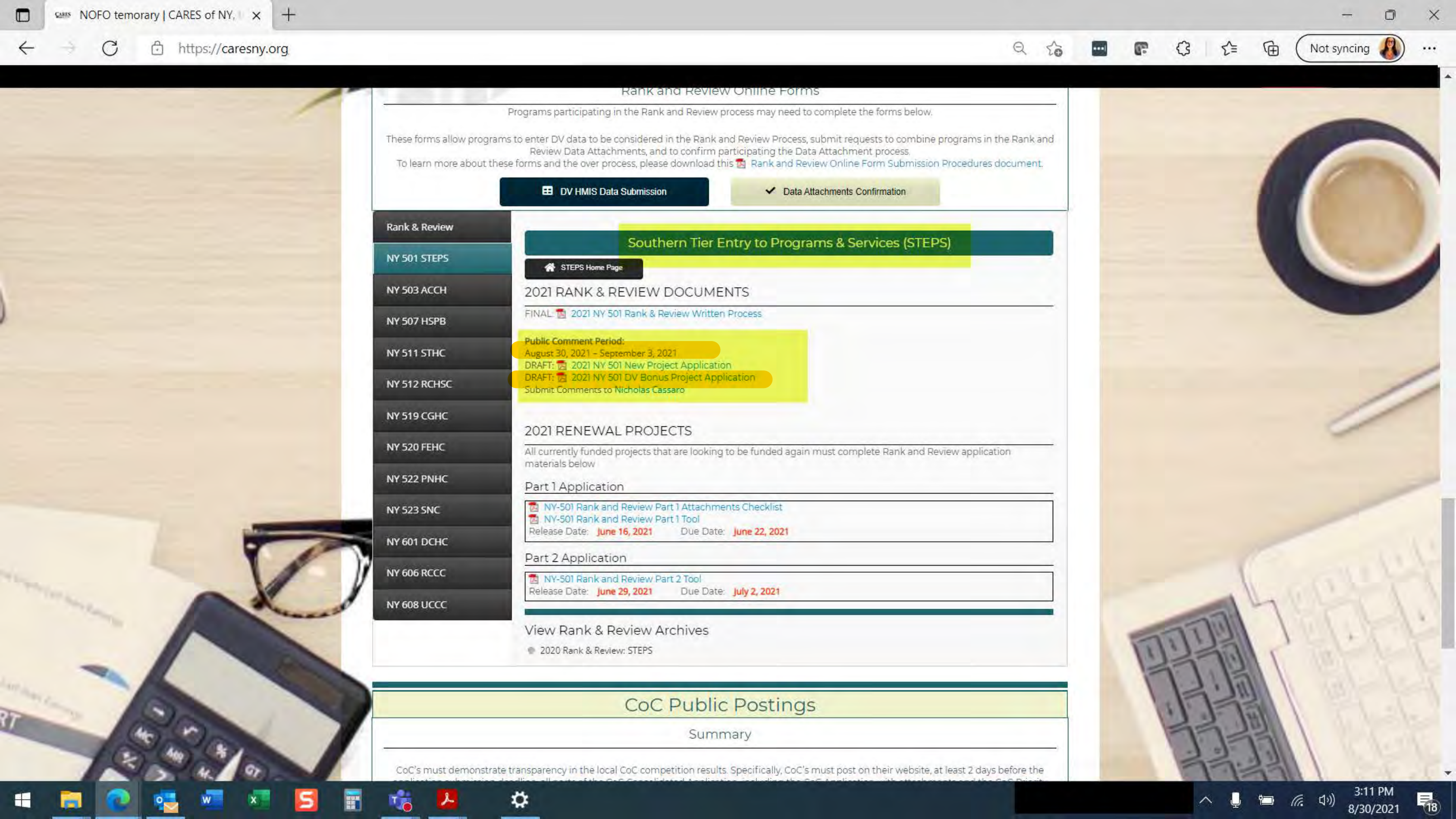
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NY-501 STEPS Continuum of Care

DV Bonus Project RFP 2021

Application may not exceed three (3) pages

Please check the box for the project type you are applying for:

- ☐ Permanent Housing-Rapid Rehousing *(project must be housing first)
- ☐ Joint TH and PH-RRH-Must be housing first *(project must be housing first)
- ☐ Support Services Only-Coordinated Entry Project

Please check the box to indicate whether the project you are applying for is a:

- ☐ New Project
- ☐ Expansion Project

1. Applicant/Agency Name: _____
2. Agency Point of Contact: _____
3. Proposed Project Name: _____
4. Is the applicant a current member of the NY-501 Continuum of Care (CoC)? ☐ **Yes - 20 points** ☐ **No - 0 points**
 - a. If no, what is the agency's current involvement with the NY-501 County CoC?
5. a. Is the agency applying as a current CoC funded grantee? ☐ **Yes - 5 pts** ☐ **No - 10 pts**
 - b. If yes, are there any unresolved monitoring or audit findings from HUD or the CoC? ☐ **Yes - 0 points** ☐ **No - 3 points**
6. Please provide a detailed description of the agency's experience in administering projects dedicated to serving survivors of domestic violence, dating violence and stalking. Please specify the name of current or past programs and note the funding sources **(10 points)**
 - 3 points for past experience serving a domestic violence survivor population
 - 3 points for four or more years serving a domestic violence survivor population
 - 3 points for serving more than 25 households in a calendar year (CY)
 - 1 point for listing funding sources
7. Please provide a *description* addressing the entire scope of your project. Please include an outreach plan to the targeted population. Specify whether the project will be a Rapid Rehousing (PH-RRH) project, Joint TH and PH-RRH component project or

NY-501 STEPS Continuum of Care

DV Bonus Project RFP 2021

a SSO project for Coordinated Entry (SSO-CE) designed to implement policies, procedures and practices to equip the CoC's Coordinated Entry system to better meet the needs of survivors of domestic violence, dating violence, sexual assault or stalking (e.g., policies and procedures that are trauma informed, client centered or to improve the referral process between the CoC's Coordinated Entry and victim service providers Coordinated Entry systems where they are different). Please provide details about Housing First aspects of the project. **(0 - 20 points)**

10 pts if the project narrative clearly details how the project will implement the Housing First model

8 pts if a clear and detailed outreach plan is included

2 pts if the project clearly states the number of units/beds requested

8. Eligible DV bonus project must follow a Housing First approach. Housing First is a recovery-oriented approach to ending homelessness which allows for rapidly housing individuals without screening out or terminating based on any of criteria listed below. Does the proposed project screen out or terminate based on any of the following?

Any Yes - 0 pts All No - 15 pts

	Yes	No
Having too little or no income	☐	☐
Active or history of substance abuse	☐	☐
Criminal record with exceptions for state-mandated restrictions	☐	☐
History of domestic violence	☐	☐
Failure to participate in supportive services	☐	☐
Failure to make progress on a service plan	☐	☐
Loss of income or failure to improve income	☐	☐
Being a victim of domestic violence	☐	☐
Any other activity not covered in a lease agreement typically found in the project's geographic area.	☐	☐

9. Will the project be able to start within 12 months? ☐ **Yes - 10 pts** ☐ **No - 0 pts**

10. Is your agency an active participant in the NY-501 CoC Coordinated Entry program?

NY-501 STEPS Continuum of Care

DV Bonus Project RFP 2021

☐ **Yes – 3.5 pts** ☐ **No - 0 pts**

If no, is your agency willing to become an active participant in the NY-501 CoC Coordinated Entry program? ☐ **Yes – 3.5 pts** ☐ **No - 0 pts**

11. Does your agency currently report in a DV system that is compatible to the HMIS system? If not, how will you implement a compatible HMIS system for this project, for reporting purposes? (5 points)

12. Please detail the steps your agency takes to ensure the safety of program participants. (0-5 points)

- 1 point if agency uses de-identified aggregate data from a comparable database.
- 2 points if agency has safety, planning, and confidentiality protocols in place for DV project participants.
- 2 points if agency uses a trauma-informed, victim-centered approach to their project.

13. Please describe how the need for this project within this geographic area was identified. Please quantify the need using an HMIS comparable database and/or a local data source. Agency will receive full points if they have demonstrated the need. Yes – 10 points No – 0 points

14. Does your agency have a policy focused on ensuring equitable services and program outcomes across participants of all races and ethnicities?

Yes – 5 points No – 0 points

15. How will the agency ensure program participants have the resources they need to prevent transmission of COVID-19? (0-3 points)

1 point if the agency has/will have a partnership with a healthcare agency that provides regular health screenings

1 point if the agency will provide PPE/sanitation supplies to staff/program participants as needed

1 point if the agency describes how it will build COVID-19 vaccine confidence

N/A for applications for Coordinated Entry; these questions will be weighted.

16. Please provide a 12-month Budget Proposal (required for review):

ACTIVITY	CoC FUNDS REQUESTED	NOTES
A. Rental Assistance (80% total budget less Admin)	\$	

NY-501 STEPS Continuum of Care

DV Bonus Project RFP 2021

B. Support Services (20% total budget less Admin)	\$	
1. Salaries	\$	
2. Benefits	\$	
3. Other	\$	
C. Operating	\$	
D. Admin	\$	
E. Total Project Costs	\$	
MATCH	AMOUNT	SOURCE
F. 25% Match Requirement	\$	

1E-2: Project Review and Ranking Process Your CoC Used in its Local Competition.

This attachment details the Rank & Review process for **NY-501** as noted in their Written Process. Blank tools have been attached for the renewal, new and Bonus/DV Applications and a Scorecard example for the renewal Rank & Review tool. The attachment contains the following:

- 1. Scoring tool your CoC used in your local competition to score new and renewal application.**
 - (a) NY-501's Rank and Review Written Process
 - (b) Blank Renewal Application Tool
 - (c) Blank New Project Application Tool
 - (d) Blank Bonus/DV Application Tool

- 2. A copy of one scored application form**
 - (a) Objective Criteria and System Performance Criteria Chart with Point Values
 - (b) Renewal Application score card (filled out)

- 3. Final project scores for ranked new and renewal projects (Ranking and Tiering)**
 - (a) Ranking and Tiering PDF

1E-2: Project Review and Ranking Process Your CoC Used in its Local Competition.

1. Scoring tool your CoC used in your local competition to score new and renewal applications.

(a) NY501's Rank and Review Written Process

ELMIRA, STEUBEN, ALLEGANY, LIVINGSTON, CHEMUNG, SCHUYLER COUNTIES COC: 2021 RANK AND REVIEW PROCESS

Rationale

HUD's Continuum of Care (CoC) homeless assistance programs serve as a source of funding for homeless services in the City of Elmira, and Counties of Steuben, Allegany, Livingston, Chemung, and Schuyler which together form NY - 501. In the 2020 NOFA, NY-501 received \$1,839,614 from HUD to support 11 projects for homeless individuals and families. HUD awards homeless assistance grants through an annual application process known as the CoC Program Competition in response to the Notice of Funding Availability (NOFA).

In order for the CoC to prioritize programs which most effectively serve the community at the local level, the community has implemented a Rank and Review Process for renewal and new projects. This process helps the members of the CoC gain knowledge of project performance and effectiveness within the full CoC system.

Southern Tier Entry to Programs and Services (STEPS) has charged the Rank and Review Committee with overseeing the Rank and Review process. As described in the Continuum's bylaws, the Rank and Review Committee is responsible for "the design, operation, and following of a collaborative process for the development of funding applications, including funding priorities. Each year the Rank and Review Committee reviews the Rank and Review Process and Application and makes revisions to reflect changing priorities. The Rank and Review Committee is also responsible for establishing a Review Team. The Written Process, the Application and the Review Committee are submitted annually for approval by the Board." Once Board approved, the Written Process and Application are posted for review and comment by full Membership.

CoC Transparency

The CoC conducts the Rank and Review Process in a transparent manner to ensure fairness. Each year, the process is publicly announced by the CoC, shared in writing with the full CoC membership, and posted on the CARES website for all community members to review and comment.

FY2020 Rank and Review Application

NY-501 emphasizes the importance and impact of using the Rank & Review Application as the primary basis for determining the Project Listing, submitted as part of the CoC Consolidated Application. The Rank and Review Application is thoughtfully revised each year to include both HUD and CoC standards,

incorporating both national and local priorities, and balancing objective performance measures with subjective narrative description of project operations.

Review and Approval of the Rank & Review Application

After the annual CoC Consolidated Application is submitted to HUD by the Collaborative Applicant, the Rank and Review Committee:

1. Reviews the previous year's Rank & Review Application, Written Process, and feedback.
2. Considers information gained on behalf of the CoC over the past year and, if necessary, revises the application.
3. Suggests possible review team members, with consideration to previous reviewers and potential new members.
4. Presents the application and review team to the Board and membership for public comment.
5. Considers submitted comments for inclusion
6. Updates the Board on application and review team edits and secures a vote of approval.
7. Application and review team shares final with Membership for projects to complete.

Project Participation

Each agency submitting an application for a renewal project completes a Rank & Review Application per project. An application must include responses to all questions as well as required data and/or attachments from the most recent project application and Calendar Year Annual Performance Report (APR) in order to be considered complete. All completed applications will be shared with and reviewed by the Review Team.

The 2021 Rank and Review Application process will take place in three (3) phases. The intention behind breaking down the Rank and Review process into 3 phases is to allow agencies adequate time to complete the full Rank and Review application.

- Phase 1 focuses on project and system outcomes measured by data from the HMIS, using a project APR run by the HMIS Administrator to "rate" projects. Agencies serving victims of domestic violence will provide the APR from the comparable database to the HMIS Administrator. The HMIS Administrator will prepare a completed draft "Phase 1" application using each project's previous Federal Fiscal Year APR and send the draft to the agency applying for the project. The agency will complete and submit the application, including all required attachments. Late submission, including incomplete submissions, of Rank & Review Applications will automatically have a 5-point penalty. Projects will have 2 weeks from the date the data is presented during the Part 1/Data Training Session to review and sign off on their project data. If the sign off is not received the data will be considered final. No changes to data will be made after the 2-week review period.
- Phase 2 focuses on qualitative project and system outcome data, which allows the projects to explain unique circumstances that may affect project performance and answer questions on local priorities. Late submissions, including incomplete submissions, of Application will

automatically have a 5-point penalty. At the time of submission each agency/project is assigned an interview time with the review team.

- Project interviews will be the last phase, Phase 3, of the Rank and Review Process. After the NOFA is released, the Rank and Review Committee will draft questions based on the specific criteria mentioned within the application. These questions will be part of the project interview. Projects will receive these questions in advance of the interview. (Interviews may assist the reviewers in awarding additional points for Phases 1 and 2).

The following renewal project types are exempt from the requirement to complete the Rank and Review Renewal Application: projects which fund only HMIS, Coordinated Entry, or Planning activities; as well as any newly created project which was not operational on January 1, 2020. See Project Ranking below for more information on how these projects are included in the final tiering.

New Projects

New projects are created through bonus funds or reallocated funds. A separate RFP will be completed for new projects. If, after the ranking process, additional money becomes available through reallocation, and if all new projects have been approved and there is additional money, the new project RFP will re-open for submission in an effort to use all available funds. RFP's submitted during the second application process will automatically be ranked below the round 1 projects.

Bonus Projects

Each year, HUD may offer bonus funding, and guidance is provided within the NOFA as to how the funds must be spent. Bonus projects compete nationally against other bonus projects.

A new project application is required for bonus project proposals, and the proposals must fill an unmet need, as noted within the Strategic Plan. The reviewers will score and rank the bonus projects; however, there are no interviews for bonus projects. Once ranked, the final ranking will be presented, to the Board then CoC membership for approval. The community's goal is to apply for the maximum amount of available funds. The same appeals process that applies to renewal applications also applies to bonus project applications.

Review Team

Reviewers must be individuals from the community or neighboring communities who are knowledgeable about the CoC process, and its providers. Individuals on the Review Team must not be CoC-funded within NY-501. Suggested Review Team members are approached by the Collaborative Applicant and asked to participate and approved by the Board. Once reviewers have agreed to participate, one to two days are scheduled to conduct Rank & Review project interviews and for scoring to take place. Interviews will be scheduled for a date after the NOFA is released to allow for any HUD specific criteria to be incorporated into the interview process, as described above. Each reviewer is provided with a copy of each project's full application and score forms. Prior to the interview each reviewer will score each application. Once the Review Team convenes and conducts interviews with

each project, the Review Team finalizes scores for each application. These scores result in the project ranking. The Review Team provides any final comments to be shared with projects or the Rank and Review committee.

Project Ranking

The NOFA requires that the CoC conduct a transparent and objective process to review and rank all applications for renewal of existing projects and applications for new projects. Using a CoC-approved Rank and Review tool, all projects seeking funding are scored and placed in numerical order based on scores. All projects will receive their scores and will be offered the opportunity to debrief and review their project scores with the Collaborative Applicant. Projects will have the ability to submit an appeal within the allotted time frame regarding their score following their debriefing (See the Appeals Process outlined below). Following any debriefings and appeals, the project ranking is shared with the Rank and Review Committee. The Committee reviews the scoring in order to adopt the ranking. Projects projected to fall into Tier 2 are contacted and notified of their ranking and offered the opportunity to go over the project's scores (see Project Tiering section on page 5 for further information.) The ranking is presented to the Board for review. The ranking is then shared with Membership.

Debriefings

At the end of each phase renewal projects will receive a scorecard from the Collaborative Applicant and will have an opportunity to request a debriefing of their scores with the Collaborative Applicant.

Appeal Process

1. Who May Appeal?

An agency may appeal a decision concerning a project application submitted by that agency. If a project was submitted by a collaboration of agencies, only one joint appeal may be made.

2. What May Be Appealed?

An appeal may not be submitted if the basis of the appeal is one of the following: the applicant did not answer all the questions on the application, the applicant did not submit the application with all required attachments, or the applicant did not submit by the required deadline. The appeals process applies only to project scoring and ranking. There is no appeal for project tiering. If a mathematical error is found by the project, the error can be corrected, and notice of the correction will be provided to the Rank and Review Committee and the Board.

3. Timing of an Appeal

Formal appeals can only be submitted by a project **5-business days** after a debriefing has been completed. Appeals must be submitted in writing to the Collaborative Applicant who will forward them on to the Review Team. The written appeal must consist of a short statement, no longer than 1 page, of the agency's appeal. The written appeal can be in the form of a letter,

memo or email. Any appeal via email must be sent to ncassaro@caresny.org and cc the NY-501 Rank and Review Committee chair.

4. Appeals Decisions

The Review Team also serves as the Appeal Team. Appeals are decided by majority vote of the Appeal Team. Once decided, all appeals are final and may not be overturned by the Rank and Review Committee, Board or Membership.

Project Tiering

HUD requires that the CoC ranks projects into two tiers based on the funding allocation released in the NOFA. Higher ranked projects will be assigned to Tier 1 and lower ranked projects will be assigned to Tier 2. The purpose of this two-tiered approach is for CoCs to indicate which projects are prioritized for funding. The Collaborative Applicant uses the project ranking to tier the projects and presents the tiering to the Rank and Review Committee. Reallocation, new projects, and other CoC priorities are considered through CoC discussions. Tiering results are then presented to the Board and, with Board approval, to Membership for a vote. Membership votes on the full application, including the tiering.

Reallocation

Reallocation is the process by which the CoC shifts funds, in whole or in part, from existing eligible renewal grants to create new projects that fill an unmet need within the community. Reallocation is one of the most important tools by which communities can make strategic improvements to their homeless services system.

Projects that can be flagged by the review committee for reallocation consideration include those who have displayed inadequate financial management, a history of expending funds on ineligible activities, a lack of full expenditure of funds, and those which have consistently scored low during the Rank and Review process. Additionally, funds from any project not participating in the implementation of Coordinated Entry, not participating in the Point-In-Time, not participating in HMIS, or operated by an agency that is not a member in good standing in NY-501 may be considered for reallocation. Further, agencies may voluntarily choose to reallocate funds from their projects. New projects developed by agencies through the reallocation of their own funds will be prioritized during the ranking process. This prioritization allows that agency to apply for a new project with those reallocated funds. All other proposed projects using reallocated funds will be ranked according to general ranking procedures.

A new project application is required for projects being developed with reallocated funds, and the proposed projects must fill an unmet need. Applications for new projects will be ranked, separate from renewal projects, and the final ranking will be presented to CoC membership for approval.

1E-2: Project Review and Ranking Process Your CoC Used in its Local Competition.

1. Scoring tool your CoC used in your local competition to score new and renewal applications.

(b) Blank Renewal Application Tool

SOUTHERN TIER ENTRY TO PROGRAMS & SERVICES (STEPS)

RANK AND REVIEW APPLICATION 2021

PART 1: DATA-RELATED QUESTIONS

DEADLINE TO SUBMIT: 6/22/2021

1. Utilization Rate.

MAX 35 POINTS

Using the FY19 Project Application and Federal Fiscal Year 2020 (FY20)* APR, complete the following chart to calculate utilization rate (round up to closest whole number.) Please attach relevant pages of Application and APR to this application.

	Projected number served during average PIT (Project Application Question 5A)	Actual number served during PIT (APR Questions 7 and 8)	
		Persons	Households
January	Persons: ____		
April			
July			
October	Households: ____		
		Average:	

Persons: Average Actual ____ / Projected ____ = Utilization ____ %

Households: Average Actual ____ / Projected ____ = Utilization ____ %

1a. Did your project meet its projected number of households and/or persons served** during the year (100% or more utilization)? ☐ Yes - 20 points ☐ No - 0 point

1b. The Continuum prioritizes projects best utilizing their resources. Did your project have a utilization rate of more than 95% in *both* households *and* persons? ☐ Yes - 15 points ☐ No - 0 point

* Federal Fiscal Year 2019 (FY19): October 1, 2018 – September 30, 2019

* Federal Fiscal Year 2020 (FY20): October 1, 2019 – September 30, 2020

** For the purpose of this Rank & Review Tool, persons served is defined as having an entry in HMIS (i.e., intake, admission and move-in date) in Federal FY20.

2. Data Quality & Completeness:

MAX 5 POINTS

Based on FY20 APR Q6

2a. Is there an error rate of 5% or more of your project participants' PII?

Yes No ☐ ☐

2b. Is there an error rate of 5% or more of your universal data elements?

☐ ☐

2c. Is there an error rate of 5% or more of your Income and Housing data?

☐ ☐

2d. Is there an error rate of 5% or more of your Chronic Homelessness data?

☐ ☐

☐ ANY Yes - 0 points ☐ ALL No - 5 points

3. Timeliness of Data:

MAX 5 POINTS

Use the APR question Q6 e. Timeliness and for the Percent of Project Start Records add the Number of Project Start Records in the rows "0 Days" and "1-3 Days" and compare with the sum of all rows. For the Percent of Project Exit Records add the Number of Project Exit Records in the rows "0 Days" and "1-3 Days" and compare with the sum of all rows.

3a. Is the percent of Project Start records entered within 3 days 90% or greater?

☐ Yes - 2.5 points ☐ No - 0 points

3b. Is the percent of Project Exit records entered within 3 days 90% or greater?

☐ Yes - 2.5 points ☐ No - 0 points

4. Positive Outcomes FFY2019

MAX 15 POINTS

Permanent Housing projects: During FY19, there were 384 persons with positive outcomes noted across all CoC PH (PSH/RRH) programs. **An outcome is positive for PH if client is a stayer or exited to a PH destination.)** To indicate how this project contributed to housing stability across the system, please note the positive housing outcome rate listed in Attachment 3: ____%
More than 21%=15 pts, 16-20%=12 pts, 11-15%=9 pts, 1-10%=6 pts, 0%=0 pts

Transitional Housing Projects: During FY19, there were 14 persons with positive outcomes noted across all CoC TH programs. *An outcome is positive for TH if the client exited to a PH destination.* To indicate how this project contributed to housing stability across the system, please note the positive housing outcome rate listed in Attachment 3: ____%
More than 21%=15 pts, 16-20%=12 pts, 11-15%=9 pts, 1-10%=6 pts, 0%=0 pts

Positive Outcomes FFY 2020

MAX 5 POINTS

Permanent Housing Programs: During FY20, there were 320 persons with positive outcomes noted across all CoC PH (PSH/RRH) programs. *An outcome is positive for PH if client is a stayer or exited to a PH destination.* To indicate how this project contributed to housing stability across the system, please note the positive housing outcome rate listed in **Attachment 3:** ____%
More than 21%=5 pts, 11-20%=4 pts, 6-10%=3 pts, 1-5%=2 pts, 0%=0 pts

Transitional Housing Programs: During FY20, there were 7 persons with positive outcomes noted across all CoC TH programs. *An outcome is positive for TH if client exited to a PH destination.* To indicate how this project contributed to housing stability across the system, please note the positive housing outcome rate listed in **Attachment 3:** ____%
More than 21%=5 pts, 11-20%=4 pts, 6-10%=3 pts, 1-5%=2 pts, 0%=0 pts

5. Exits to Homelessness FFY 2019:

MAX 11 POINTS

To show impact of this project on ending homelessness, refer to Attachment 4 showing all project leavers and note the percentage of project leavers who exited this program to a shelter or the street: ____%
0%=11 pts, 1-50%=6 pts, Over 51%=0

Exits to Homelessness FFY 2020:

MAX 4 POINTS

To show impact of this project on ending homelessness, refer to Attachment 4 showing all project leavers and note the percentage of project leavers who exited this program to a shelter or the street: ____%
0%=4 pts, 1-50%=2 pts, Over 51%=0

6. Income Growth System Impact:

6a. Earned Income (FFY19)

MAX 7 POINTS

Refer to Attachment 5 (which measures earned income growth between entry and exit for leavers), to note the percentage this project contributed to total income growth in the CoC in FY19: ____%

11-100%= 7 pts, 1-10%=4 pts, 0%=0 pts

6b. Non-Employment Cash Income (FFY19)

NO POINTS

Refer to Attachment 5 (which measures non-employment cash income growth between entry and exit for leavers), to note the percentage this project contributed to total income growth in the CoC in FY19: ____%

6c. Earned Income (FFY20)

MAX 3 POINTS

Refer to Attachment 5 (which measures earned income growth between entry and exit for leavers), to note the percentage this project contributed to total income growth in the CoC in FY20: ____%

21-100%= 3 pts, 1-20%=1 pt, 0%=0 pts

6d. Non-Employment Cash Income (FFY20)

NO POINTS

Refer to Attachment 5 (which measures non-employment cash income growth between entry and exit for leavers), to note the percentage this project contributed to total income growth in the CoC in FY20: ____%

7. Income Growth – Project Performance

MAX 20 POINTS

(Refer to APR Q19. Cash Income – Changes over Time to respond to questions below.)

7a. What percentage of **stayers** gained or increased **earned**

income between start and annual assessment? Note percent in **Q19a1. Row 1**) Number of Adults with Earned Income - **Column 9**) Performance Measure: Percent of Persons to accomplish this measure: ____%

75-100% = 5 pts; 50-74% = 4 pts; 25-49% = 3 pts; 15-24% = 2 pts; 1-14% = X pts; 0% = 0

7b. What percentage of **stayers** gained or increased **other income** between start and

annual assessment? Note percent in **Q19a1. Row 3**) Number of Adults with Other Income - **Column 9**) Performance Measure: Percent of Persons to accomplish this measure: ____%

75-100% = 5 pts; 50-74% = 4 pts; 25-49% = 3 pts; 15-24% = 2 pts; 1-14% = X pts; 0% = 0

7c. What percentage of **leavers** gained or increased **earned income** between start

and annual assessment? Note percent in **Q19a2. Row 1**) Number of Adults with Earned Income - **Column 9**) Performance Measure: Percent of Persons to accomplish this measure: ____%

75-100% = 5 pts; 50-74% = 4 pts; 25-49% = 3 pts; 15-24% = 2 pts; 1-14% = X pts; 0% = 0

7d. What percentage of **leavers** gained or increased **other income** between start and

annual assessment? Note percent in **Q19a1. Row 3**) Number of Adults with Other Income - **Column 9**) Performance Measure: Percent of Persons to accomplish this measure: ____%

75-100% = 5 pts; 50-74% = 4 pts; 25-49% = 3 pts; 15-24% = 2 pts; 1-14% = X pts; 0% = 0

8. Priority Population

MAX 10 POINTS

What percentage of households served were a priority population? *Please attach Project Application Q4B. and/or 5B.*

☐ 100% Chronically Homeless (CH), Youth, Veteran, or Victims of DV = 10 pts

☐ ≥ 50% CH, Youth, Veteran, or Victims of DV = 5 pts

☐ No priority population = 0 pts

9. Mainstream Benefits**MAX 8 POINTS**

Number of adults and heads of household leaving with non-cash benefits as a percent of all adult and head of household leavers _____ (Refer to APR Q20. Non-Cash Benefits.)

80-100% = 8 pts; 60-79% = 7 pts; 40-59% = 2 pts; 0-39% = 0 points

10. Health Insurance**MAX 7 POINTS**

Number of people leaving with health insurance as a percent of all leavers _____ (Refer to APR Q21. Health Insurance.)

95%-100% = 7 pts, 80%-94% = 5 pts, 50%-79% = 2 pts, 0%-49% = 0 pts

11. Housing First**MAX 5 POINTS**

Housing First is a recovery-oriented approach to ending homelessness by rapidly housing individuals **without** screening out or terminating based on any of the below criteria. Does your project screen out or terminate based on any the following?

	Any Yes - 0 Yes	No	All No - 5 pts
Having too little or no income	☐	☐	
Current or past substance abuse	☐	☐	
Criminal record including Sex-Offender Status (except for state-mandated restrictions)	☐	☐	
History of domestic violence	☐	☐	
Failure to participate in supportive services	☐	☐	
Failure to make progress on a service plan	☐	☐	
Loss of income or failure to improve income	☐	☐	
Being a victim of domestic violence	☐	☐	
Any other activity not covered in a lease agreement typically found in the project's geographic area.	☐	☐	

12. Continuum Participation (0-10 pts)

Does the project or agency staff regularly participate in any of the following CoC standing or ad hoc committees? (CARES will verify via attendance sheets) ☐ **Yes 10 pts** ☐ **No 0 pts**

Board ☐	Governance ☐	Membership ☐
Rank & Review ☐	CE ☐	Planning ☐
HHTF ☐	HMIS ☐	

13. Consolidation: Is this project a newly consolidated project? ☐ **Yes 5 pts** ☐ **No 0 pts**

SOUTHERN TIER ENTRY TO PROGRAMS & SERVICES (STEPS) RANK & REVIEW APPLICATION 2021 PART II – PROJECT / SYSTEM PERFORMANCE NARRATIVES

*New projects will be weighted during scoring.

PROJECT INFORMATION

Informational Only

1. Organization Name: _____
2. Project Name: _____
3. Application Contact Person: _____
4. Project Type: ☐ PSH ☐ RRH ☐ TH ☐ SSO (regular)
5. FY19 Funding Request: _____

Leasing	\$ _____
Rental Assistance	\$ _____
Supportive Services	\$ _____
Operations	\$ _____
Admin	\$ _____

PROJECT DESCRIPTION

In a separate document, provide a brief project overview clearly describing the project's unique characteristics. Please include the target population/s and number of participants served, number of contracted beds/units/vouchers and cost per bed, how participants access the project, as well as project goals and achievements. Please explain the primary services provided to participants, as well as any supplementary services available. Please be as descriptive as possible by using data stated in the 2019 project application and the project's Fiscal Year 2020 APR. Response must be 300 words or less.

1. Utilization (0-20 pts)

If the utilization rate of *both* households and persons in your project was less than 100% in 2020 due to circumstance beyond the project's control (e.g., natural disaster, pandemic), please explain why in 250 words or less.

2. Coordinated Entry (0-10 pts) *[Note: This question will be weighted for Grant Per Diem Projects; CoC Coordinated Entry Lead will verify all responses]*

- 2a.** Does your project receive referrals through the Coordinated Entry (CE) process **ONLY**?
☐ **Yes 5 pts** ☐ **No 0 pts**

2b. Do you regularly attend the monthly HMIS/CE meetings? ☐ **Yes 5 pts** ☐ **No 0 pts**

2c. If your agency is a victim services provider (or if you otherwise answered 'No' to Q2a) explain barriers to direct participation in CE and how you engage with partners involved despite these barriers (250 words or less). **0-5 pts**

2 pts for explaining barriers to direct participation

0-3 pts for engaging with partners involved despite these barriers:

Meeting with CE Lead Monthly (1 pt)

List Shared at Least Monthly with DV Agencies (1 pt)

Other Engagement with Partners Involved (1 pt)

3. Leveraging and Coordination of Services (0-5 pts)

Describe how your project coordinates services with other funded and non-funded providers to leverage services. How has increased collaboration among providers affected the project's housing stability and/or impacted participant income growth to include non-cash benefits? You may refer to your FY20APR to demonstrate specific income growth. (250 words or less)

4. Domestic Violence Projects *Only* (0-5 pts)

Outcomes considered positive for DV programs may not be the same as positive outcomes for Permanent Supportive Housing programs. What percentage of DV participants exited to temporary destinations at discharge? (Q23 on APR)

50% or greater exited to temporary destinations = 0 pts.

25%-50% exited to temporary destinations = 3 pts.

0%-25% exited to temporary destinations= 5 pts.

5. Agency Diversity, Equity and Inclusion Work (5 points)

What is your agency doing to forward racial diversity, equity and inclusion work within your agency and/or CoC-funded program?

2021 Rank & Review Interview Questions

These questions have been formed by CARES to focus on the 2021 HUD Policy Priorities as noted in the NOFO. Each question should be answered in no more than **5 minutes**. Check page two for interview tips and scoring criteria.

1. Describe the support services your project has tailored to serve persons coming from an unsheltered situation. (1 pt)
2. Does your agency have someone with lived experience of homelessness within its Executive Leadership, who is involved with programmatic and funding decisions? (1 pt)
3. The CoC scores each programs' impact on system performance measures in Part 1 of the rank and review tool (**refer to Part 1 Final HMIS Data Attachments**). If you felt your project performed low on any section of Part 1 due to serving particularly vulnerable populations or households with severe needs (e.g., chronically homeless, substance use, severe mental illness, history of domestic violence, criminal history), please explain. (1 or 2 pts)
4. Are those in your project racially representative of those in your CoC's homeless population? (1 pt)
 - a. If yes, how did your project achieve an equitable mirroring of program participants compared to the homeless population demographics in the CoC?
 - b. If not, how is your project working to improve outreach and assess policies that may be contributing to this racial disparity?

Interview questions were formulated based on HUD priorities as outlined in the 2021 NOFO.

Check out the HUD priorities that informed Part 3 interview questions here:

<https://caresny.org/nofo-2021/#Priorities>

How to Have a Successful Interview:

- **Prepare responses to each interview question in advance.** Applicants will only have the time allotted for your interview to respond to each question, so preparation is key to maximize your opportunity to gain all available points. Make sure to reference the attachments provided by CARES in your responses.
- **Keep responses succinct.**
- For agencies interviewing for more than one project, make sure to note when a response applies to some or all projects and when a distinction needs to be made. Each project will be scored separately.

Scoring Criteria (*5 total points available*):

Question 1: 1-Point if program describes providing ample support services tailored to persons coming from an unsheltered situation.

Question 2: 1-Point if agency answers “Yes”.

Question 3: (Use Part 1 Data Attachments provided by CARES to respond)

1-Point-All program system performance measures are above average.

2-Points if agency explains it had low performance measures due to serving particularly vulnerable populations or households with severe needs, and how they are working to improve those outcomes.

Question 4:

1-Point if agency explains either: how they achieved an equitable mirroring of program participants compared to the homeless population demographics in the CoC; or a thorough plan to improve outreach and assess policies that may be contributing to this disparity.

1E-2: Project Review and Ranking Process Your CoC Used in its Local Competition.

1. Scoring tool your CoC used in your local competition to score new and renewal applications.

(c) Blank New Project Application Tool

NY-501 Continuum of Care: New Project RFP 2021 (Reallocation and/or Bonus Projects)

APPLICATION MUST NOT EXCEED THREE (3) PAGES

Please check the box of the project type you are applying for:

- ☐ Permanent Supportive Housing that is either DedicatedPLUS OR has 100% of beds dedicated to persons experiencing chronic homelessness.
- ☐ Permanent Housing-Rapid Rehousing
- ☐ Joint TH and PH-RRH (project must be housing first)
- ☐ HMIS (HMIS Lead Only)
- ☐ Support Services Only-Coordinated Entry Project

Please check the box to signify whether the project being applied for is a:

- ☐ New Project
- ☐ Expansion Project

1. Applicant/Agency Name: _____
2. Agency Point of Contact: _____
3. Proposed Project Name: _____
4. Is the applicant a current member of NY-501 Continuum of Care (CoC)? ☐ Yes – 10 points ☐ No – 0 points
 - a. If no, what is the agency's current involvement with NY-501 Continuum of Care?
5. Is the agency applying a current CoC funded grantee? ☐ Yes – 5 points ☐ No – 10 points
 - b. If yes, are there any unresolved monitoring or audit findings from HUD or the CoC? ☐ Yes – 0 points ☐ No – 5 points
6. Does your agency currently report in the CoC's HMIS system? If not, how will you implement HMIS for this project? (5 Points)
7. Please provide a detailed description of the agency's experience in administering projects dedicated to serving an underserved population. Please specify the name of current or past programs and note the funding sources. (10 points)
8. Do any of the following apply to your proposed program? (3 Points)
 - ☐ Dedicated to Youth (1 point)

NY-501 Continuum of Care: New Project RFP 2021 (Reallocation and/or Bonus Projects)

- ☐ Dedicated to Persons with Substance Use Disorders (1 point)
 - ☐ Prioritize Sex Offenders (1 point)
9. Please provide a project *description* that addresses the entire scope of your project. Please include the target population that will be served and the outreach plan. (0 – 17 points)
- 8 points if the budget notes at least 80 percent of the requested funds are dedicated to housing
 - 4 points if an outreach plan is noted and the extent of coordination the agency will have with the local DSS.
 - 2 points if Youth/Parenting Youth and/or Families are mentioned per local priorities identified by [*Southern Tier to Programs & Services \(STEPS\) 2019 – 2020 Action Plan*](#)
 - 2 points if a specific priority population mentioned in the [*Home Together: The Federal Strategic Plan to Prevent and End Homelessness*](#) is noted
 - 1 point if the project clearly states the number of units/beds requested
10. How will your program identify and connect clients with wrap-around services they require (e.g., mental and/or physical health care, peer support for formerly incarcerated persons or those aging out of the foster care system, etc.)? (5 Points)
11. Please describe the project's understanding of and willingness to participate in the Coordinated Entry Process that is being implemented by the Continuum (5 points).
12. Will the project be able to begin within 12 months? ☐ Yes- 5 points ☐ No – 0 points
13. Please describe how the need for this project within this geographic area was identified (5 points).
5 points for referencing local quantitative data.
14. Both HUD and the local community prioritize projects that provide healthcare services to program participants. Does your project (or will your project by the time of CoC Application submission) have a written commitment with a health care organization that ensures the value of assistance being provided is at least:
- In the case of a substance abuse treatment or recovery provider, will provide access to treatment or recovery services for all program participants who qualify and choose those services, OR
 - An amount that is equivalent to 25 percent of the funding being requested for the project will be covered by the healthcare organization?
- Value of the commitment and dates of services must be included in the written commitment.*

NY-501 Continuum of Care: New Project RFP 2021 (Reallocation and/or Bonus Projects)

Yes – 10 points No – 0 points

N/A for applications for Coordinated Entry (these questions will be weighted.)

15. Both HUD and the local community prioritize projects that incorporate PSH or RRH units using funds other than CoC or ESG (e.g. ESSHI, NYSSHP, private sources such as CDPHP.) Will your project expand upon an awarded or existing PSH or RRH project not funded through CoC or ESG? Yes – 10 points No – 0 points

N/A for applications for Coordinated Entry (these questions will be weighted.)

Please note: projects must attach letters of commitment, contracts, or other formal written documents that demonstrate the number of subsidies or units being provided to support the project, exemplifying the existing resources provide for at least 25% of the units proposed for the expanded project.

16. Does your agency have a policy focused on ensuring equitable services and program outcomes across participants of all races and ethnicities? Yes – 5 points No – 0 points

17. How will the agency ensure program participants have the resources they need to prevent transmission of COVID-19? (0-3 points)

1 point if the agency has/will have a partnership with a healthcare agency that provides regular health screenings

1 point if the agency will provide PPE/sanitation supplies to staff/program participants as needed

1 point if the agency describes how it will build COVID-19 vaccine confidence

N/A for applications for Coordinated Entry; these questions will be weighted.

18. Please provide a 12-month Budget Proposal (required for review):

ACTIVITY	CoC FUNDS REQUESTED	NOTES
A. Rental Assistance (80% total budget less Admin)	\$	
B. Support Services (20% total budget less Admin)	\$	
1. Salaries	\$	
2. Benefits	\$	
3. Other	\$	
C. Operating	\$	
D. Admin	\$	
E. Total Project Costs	\$	
MATCH	AMOUNT	SOURCE
F. 25% Match Requirement	\$	

1E-2: Project Review and Ranking Process Your CoC Used in its Local Competition.

1. Scoring tool your CoC used in your local competition to score new and renewal applications.

(d)Blank DV Bonus Application Tool

NY-501 STEPS Continuum of Care

DV Bonus Project RFP 2021

Application may not exceed three (3) pages

Please check the box for the project type you are applying for:

- ☐ Permanent Housing-Rapid Rehousing *(project must be housing first)
- ☐ Joint TH and PH-RRH-Must be housing first *(project must be housing first)
- ☐ Support Services Only-Coordinated Entry Project

Please check the box to indicate whether the project you are applying for is a:

- ☐ New Project
- ☐ Expansion Project

1. Applicant/Agency Name: _____
2. Agency Point of Contact: _____
3. Proposed Project Name: _____
4. Is the applicant a current member of the NY-501 Continuum of Care (CoC)? ☐ **Yes - 20 points** ☐ **No - 0 points**
 - a. If no, what is the agency's current involvement with the NY-501 County CoC?
5. a. Is the agency applying as a current CoC funded grantee? ☐ **Yes - 5 pts** ☐ **No - 10 pts**
 - b. If yes, are there any unresolved monitoring or audit findings from HUD or the CoC? ☐ **Yes - 0 points** ☐ **No - 3 points**
6. Please provide a detailed description of the agency's experience in administering projects dedicated to serving survivors of domestic violence, dating violence and stalking. Please specify the name of current or past programs and note the funding sources **(10 points)**
 - 3 points for past experience serving a domestic violence survivor population
 - 3 points for four or more years serving a domestic violence survivor population
 - 3 points for serving more than 25 households in a calendar year (CY)
 - 1 point for listing funding sources
7. Please provide a *description* addressing the entire scope of your project. Please include an outreach plan to the targeted population. Specify whether the project will be a Rapid Rehousing (PH-RRH) project, Joint TH and PH-RRH component project or

NY-501 STEPS Continuum of Care

DV Bonus Project RFP 2021

a SSO project for Coordinated Entry (SSO-CE) designed to implement policies, procedures and practices to equip the CoC's Coordinated Entry system to better meet the needs of survivors of domestic violence, dating violence, sexual assault or stalking (e.g., policies and procedures that are trauma informed, client centered or to improve the referral process between the CoC's Coordinated Entry and victim service providers Coordinated Entry systems where they are different). Please provide details about Housing First aspects of the project. **(0 - 20 points)**

10 pts if the project narrative clearly details how the project will implement the Housing First model

8 pts if a clear and detailed outreach plan is included

2 pts if the project clearly states the number of units/beds requested

8. Eligible DV bonus project must follow a Housing First approach. Housing First is a recovery-oriented approach to ending homelessness which allows for rapidly housing individuals without screening out or terminating based on any of criteria listed below. Does the proposed project screen out or terminate based on any of the following?

Any Yes - 0 pts All No - 15 pts

	Yes	No
Having too little or no income	☐	☐
Active or history of substance abuse	☐	☐
Criminal record with exceptions for state-mandated restrictions	☐	☐
History of domestic violence	☐	☐
Failure to participate in supportive services	☐	☐
Failure to make progress on a service plan	☐	☐
Loss of income or failure to improve income	☐	☐
Being a victim of domestic violence	☐	☐
Any other activity not covered in a lease agreement typically found in the project's geographic area.	☐	☐

9. Will the project be able to start within 12 months? ☐ **Yes - 10 pts** ☐ **No - 0 pts**

10. Is your agency an active participant in the NY-501 CoC Coordinated Entry program?

NY-501 STEPS Continuum of Care

DV Bonus Project RFP 2021

☐ **Yes – 3.5 pts** ☐ **No - 0 pts**

If no, is your agency willing to become an active participant in the NY-501 CoC Coordinated Entry program? ☐ **Yes – 3.5 pts** ☐ **No - 0 pts**

11. Does your agency currently report in a DV system that is compatible to the HMIS system? If not, how will you implement a compatible HMIS system for this project, for reporting purposes? (5 points)

12. Please detail the steps your agency takes to ensure the safety of program participants. (0-5 points)

- 1 point if agency uses de-identified aggregate data from a comparable database.
- 2 points if agency has safety, planning, and confidentiality protocols in place for DV project participants.
- 2 points if agency uses a trauma-informed, victim-centered approach to their project.

13. Please describe how the need for this project within this geographic area was identified. Please quantify the need using an HMIS comparable database and/or a local data source. Agency will receive full points if they have demonstrated the need. Yes – 10 points No – 0 points

14. Does your agency have a policy focused on ensuring equitable services and program outcomes across participants of all races and ethnicities?

Yes – 5 points No – 0 points

15. How will the agency ensure program participants have the resources they need to prevent transmission of COVID-19? (0-3 points)

1 point if the agency has/will have a partnership with a healthcare agency that provides regular health screenings

1 point if the agency will provide PPE/sanitation supplies to staff/program participants as needed

1 point if the agency describes how it will build COVID-19 vaccine confidence

N/A for applications for Coordinated Entry; these questions will be weighted.

16. Please provide a 12-month Budget Proposal (required for review):

ACTIVITY	CoC FUNDS REQUESTED	NOTES
A. Rental Assistance (80% total budget less Admin)	\$	

NY-501 STEPS Continuum of Care

DV Bonus Project RFP 2021

B. Support Services (20% total budget less Admin)	\$	
1. Salaries	\$	
2. Benefits	\$	
3. Other	\$	
C. Operating	\$	
D. Admin	\$	
E. Total Project Costs	\$	
MATCH	AMOUNT	SOURCE
F. 25% Match Requirement	\$	

1E-2: Project Review and Ranking Process Your CoC Used in its Local Competition.

2. A copy of one scored application form

(a) Objective Criteria and System Performance Criteria Chart with Point Values

NY-501

Objective Criteria Used to Review and Rank Projects for Funding	
Specific Criteria	Question Addressing Criteria
Utilization Rate	Part I: Q1a-1b Part II: Q1
Data Quality & Completeness	Part I: Q2a-2d
Performance Data (PSH only) Dedicated Chronic Homeless/DedicatedPLUS	
Funding	New: Q7, Q15 DV Bonus: Q6
Priority Population	Part I: Q8 New: Q9
Coordinated Entry Participation	Part II: Q2a-2c New: Q11 DV Bonus: Q10
Objective Criteria Related to Improving System Performance	
Specific Criteria	Question Addressing Criteria
Performance Data Dedicated CH/DedicatedPLUS (PSH only) Effect on Chronic Homelessness (PSH/RRH/TH)	
Positive Outcomes	Part I: Q4, HMIS Attachment 3
Exits to Homelessness	Part I: Q5, HMIS Attachment 4
Effect on Income Growth	Part I: Q6a-6d, Part I: Q7a-7d, HMIS Attachment 5
Coordinated Entry	Part II: Q2a-2c
Specific Method for Evaluating Projects Submitted by Victim Service Providers	
Specific Criteria	Question Addressing Criteria
HMIS Attachments 3-5	The Continuum allows the DV Project to self-report data since they use an HMIS-comparable database.
Victim Service Providers Only Positive Outcomes based on Safety Concerns	Part II: Q4 DV Bonus: Q12

1E-2: Project Review and Ranking Process Your CoC Used in its Local Competition.

2. A copy of one scored application form

(b) Renewal Application score card (filled out)

Agency Name:	ACCORD				Final Score:	151
Project Name:	FY2019 RRH Supportive Housing Project					
	Submitted by Deadline w/Required Docs		Yes			
			Total Possible Points	Points Awarded		
Part I: Data-Related Questions (84)						
35 points max	1A. Utilization Rate	CARES	20	20		
	1B. Exceeded 100% in Persons & Households	CARES	15	15		
5 pts max	2. Data Quality	CARES	5	0		
5 pts max	3. Timeliness of Data	CARES	5	2.5		
20 points max	4. Positive Outcomes Fiscal Year 19	Attach 3	15	15		
	4. Positive Outcomes Fiscal Year 20	Attach 3	5	5		
15 points max	5. Exits to Homelessness Fiscal Year 19	Attach 4	11	11		
	5. Exits to Homelessness Fiscal Year 20	Attach 4	4	4		
10 points max	6A. Earned Income (Growth System Impact) FY19	Attach 5	7	7		
	6C. Earned Income (Growth System Impact) FY20	Attach 5	3	0		
20 points max	7A. Earned Income (Stayers Growth - Project Performance)	CARES	5	0		
	7B. Other Income (Stayers Growth - Project Performance)	CARES	5	0		
	7C. Earned Income (Leavers Growth - Project Performance)	CARES	5	0		
	7D. Other Income (Leavers Growth - Project Performance)	CARES	5	0		
10 pts max	8. Priority Population Served	CARES	10	0		
8 pts max	9. Mainstream Benefits	CARES	8	7		
7 pts max	10. Health Insurance	CARES	7	2		
5 pts max	11. Housing First	CARES	5	5		
10 pts max	12. Continuum Participation	CARES	10	10		
5 pts max	13. Consolidation	CARES	5	0		
	Total		155	103.5		
Part II: Project & System Performance-Related Questions (65)						
20 pts max	1. Utilization	Reviewers	20	20		
5 pts max	2A. Coordinated Entry Referrals	CE Lead	5	5		
5 pts max	2B. Attendance at HMIS and/or CE Meetings	CE Lead	5	5		
5 pts max	2C. Barriers to Participation with CE	Reviewers	N/A	N/A		
5 pts max	3. Leveraging/Coordination of Services	Reviewers	5	5		
Weighted	4. Bonus/DV Providers Only	Reviewers	5	N/A		
5 pts max	5. Agency Diversity, Equity and Inclusion Work	Reviewers	5	5		
	Total		45	40		

Part III: Interview Questions

1. Support Services for Unsheltered	Reviewers	1	1
2. Person with Lived Experience in Executive Leadership	Reviewers	1	0
3. System Performance Measures	Reviewers	2	2
4. Project Racial Representation of Homeless Population	Reviewers	1	1
		5	4

Metric	Value
Total Receiveable Points	205
Total Available Points	200
Project's Unweighted Score	147.5
Unweighted Percentage of Available Ratio	0.7375
Project's Weighted Score	151.2

1E-2: Project Review and Ranking Process Your CoC Used in its Local Competition.

3. Final project scores for ranked new and renewal projects (Ranking and Tiering)

(a) Ranking and Tiering PDF

2021 NY-501 Ranking

Rank	Score	Applicant Name	Project Name	Funding Amount
1	162	Steuben Churchpeople	Steuben County S+C (FY 2021)	\$432,626
2	151	Allegany County Community Opportunities & Rural Development	FY2021 RRH Supportive Housing Project Consolidated	\$94,530
3	144	Chances and Changes, Inc.	SHP Permanent Housing Livingston (2021)	\$64,800
4	123	Catholic Charities of Chemung/Schuyler	S+C Permanent Supported Housing	\$288,240
5	123	Catholic Charities of Chemung/Schuyler	PSH Consolidated	\$257,186
6	119	Steuben Churchpeople	Transitional to Permanent Supportive Housing (FY 2021)	\$67,649
7	118	Steuben Churchpeople Against Poverty, Inc	Livingston Supportive Housing (FY 2021)	\$55,119
8	118	Catholic Charities of Chemung/Schuyler	Bonus Permanent Supportive Housing	\$114,970
9	105	Catholic Charities of Chemung/Schuyler	RR Consolidated	\$167,695
10	103	The Salvation Army, a New York Corporation	Elmira Salvation Army POH Rapid Rehousing	\$145,857
11		Catholic Charities of Chemung/Schuyler	HMIS	\$100,058
B1		Catholic Charities of Chemung/Schuyler	HMIS Expansion	\$44,719
B2		Catholic Charities of Chemung/Schuyler	Coordinated Entry	\$44,718
DV1	113	Chances and Changes, Inc.	TH-RRH Project	\$261,719

Annual Renewal Demand	\$1,788,730
Tier 1	\$1,788,730
Tier 2	N/A
Planning	\$53,662
CoC Bonus	\$89,437
DV Bonus	\$261,719

Expansions		Applicant Name	Renewal Project	Expansion Project
		Catholic Charities of Chemung/Schuyler	HMIS	HMIS Expansion

Consolidations	Surviving Pin	Applicant Name	Renewal Project 1	Renewal Project 2	Consolidated Project Name	Consolidated Funding

1E-5: Projects Rejected and Reduced – Public Posting.

This attachment details the examples of 15 Day Notification of Projects Rejected or Reduced for NY-501

It contains the following:

1. Example Rejection Letter
 - i. *Note: no projects were rejected through the FY2021 CoC Local Rank & Review Competition*
2. Example Reduction Letter
 - i. *Note: no projects were reduced through the FY2021 CoC Local Rank & Review Competition*

1E-5: Projects Rejected and Reduced – Public Posting.

1. Example Rejection Letter

- i. *Note: no projects were rejected through the FY2021 CoC Local Rank & Review Competition*

October 22, 2021

Nancy Harrington
CARES of NY, Inc.
200 Henry Johnson Blvd, Suite 4
Albany, NY 12210

RE: CARES FY2021 Renewal Project Application

Dear Nancy:

On behalf of the Southern Tier Entry to Programs & Services (STEPS) Rank and Review Committee, we would like to thank you for your application for bonus funding through the FY21 Continuum of Care competition. Unfortunately, through the Rank and Review process for Renewal Projects, your application was not selected to apply. Although the project was eligible and strong, your project was ranked outside of the eligible funding amount after the combined total of accepted application.

The CoC encourages you to apply if funding becomes available in the future CoC competitions.

Thank you,

Kelsey Addy

Planning Unit Director, CARES, Inc.

Collaborative Applicant

Southern Tier Entry to Programs & Services (STEPS)

1E-5: Projects Rejected and Reduced – Public Posting.

2. Example Reduction Letter

- i. *Note: no projects were reduced through the FY2021 CoC Local Rank & Review Competition*

October 22, 2021

Nancy Harrington
CARES of NY, Inc.
200 Henry Johnson Blvd, Suite 4
Albany, NY 12210

RE: CARES – Rapid Rehousing 1 - Renewal Project Application

Dear Nancy:

On behalf of the Southern Tier Entry to Programs & Services Rank and Review Committee, we would like to thank you for your application for the renewal of CARES Rapid Rehousing 1 under the FY21 Continuum of Care Competition. Unfortunately, through the rank and review process, your application was chosen to be reduced in the amount of XXX. Although the full project amount was eligible, it is the recommendation of the NOFO Committee to reduce funds in order to more effectively meet the unique needs of the most vulnerable in the Southern Tier.

As noted in our Rank and Review Policy you do have the right to request a debriefing of your project.

Thank you,

Kelsey Addy

Planning Unit Director, CARES, Inc.

Collaborative Applicant

Southern Tier Entry to Programs & Services (STEPS)

1E-5a: Projects Accepted – Public Posting.

This attachment details the 15 Day Notification of Projects Accepted and Tiered for NY-501. It contains the following:

1. October 14, 2021 Email notification of Projects Accepted:
 - a. **ACCORD**
 - i. RRH Supportive Housing Project Consolidated - *Renewal Project Application*
 - b. **Arbor Housing and Development**
 - i. Steuben County S+C (FY 2021) – *Renewal Project Application*
 - ii. Transitional to Permanent Supportive Housing (FY 2021) - *Renewal Project Application*
 - iii. Livingston Supportive Housing (FY 2021) - *Renewal Project Application*
 - c. **Catholic Charities of Chemung/Schuyler**
 - i. S+C Permanent Supportive Housing - *Renewal Project Application*
 - ii. PSH Consolidated - *Renewal Project Application*
 - iii. Bonus Permanent Supportive Housing - *Renewal Project Application*
 - iv. RR Consolidated - *Renewal Project Application*
 - v. HMIS - *Renewal Project Application*
 - vi. HMIS Expansion *New Project Application*
 - vii. Coordinated Entry - *New Project Application*
 - d. **Chances and Changes**
 - i. SHP Permanent Housing Livingston - *Renewal Project Application*
 - ii. TH-RRH Project – *New Project Application*
 - e. **Salvation Army**
 - i. Elmira Salvation Army POH Rapid Rehousing – *Renewal Project Application*
2. October 22, 2021 Email Notification of Ranking & Tiering for NY-501 Accepted Projects publicly posted on website
3. October 22, 2021 Website screenshot showing posted Ranking & Tiering for NY-501 Accepted Projects

1E-5a: Projects Accepted – Public Posting.

1. October 14, 2021 Email notification of Projects Accepted:

a. **ACCORD**

i. RRH Supportive Housing Project Consolidated - *Renewal Project Application*

Genesis Mattey

From: Nicholas Cassaro
Sent: Friday, October 15, 2021 4:40 PM
To: Jeff Stager
Cc: Haleigh Schmidhamer
Subject: Notification: Project Accepted

Dear Jeff,

As the Collaborative Applicant for the NY-501 CoC, CARES would like to congratulate ACCORD on having your project accepted within the 2021 NY-501 CoC NOFO Application. Below is a detailed list of your agency's accepted projects, funding requests, and their ranked position:

Renewal: RRH Supportive Housing Project Consolidated, \$94,530, #2

Again, congratulations. Please feel free to contact me should you have any questions.

Thank you!

Nicholas Cassaro
Emergency Housing Voucher Coordinator – CARES of NY, Inc.
200 Henry Johnson Blvd., Albany, NY 12210
(518)489-4130 x716



Find us on [Facebook](#)



1E-5a: Projects Accepted – Public Posting.

1. October 14, 2021 Email notification of Projects Accepted:

b. Arbor Housing and Development

- i. Steuben County S+C (FY 2021) – *Renewal Project Application*
- ii. Transitional to Permanent Supportive Housing (FY 2021) - *Renewal Project Application*
- iii. Livingston Supportive Housing (FY 2021) - *Renewal Project Application*

Genesis Matthey

From: Nicholas Cassaro
Sent: Friday, October 15, 2021 4:40 PM
To: Susan Bull
Cc: Haleigh Schmidhamer
Subject: RE: Notification: Projects Accepted

Dear Susan,

As the Collaborative Applicant for the NY-501 CoC, CARES would like to congratulate Arbor Housing and Development on having your projects accepted within the 2021 NY-501 CoC NOFO Application. Below is a detailed list of your agency's accepted projects, funding requests, and their ranked position:

- Renewal: Steuben County S+C (FY 2021), \$432,626, Rank #1
- Renewal: Transitional to Permanent Supportive Housing (FY 2021), \$67,649, Rank #6
- Renewal: Livingston Supportive Housing (FY 2021), \$55,119, Rank #7

Again, congratulations. Please feel free to contact me should you have any questions.

Thank you!

Nicholas Cassaro
Emergency Housing Voucher Coordinator – CARES of NY, Inc.
200 Henry Johnson Blvd., Albany, NY 12210
(518)489-4130 x716



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1E-5a: Projects Accepted – Public Posting.

1. October 14, 2021 Email notification of Projects Accepted:

c. Catholic Charities of Chemung/Schuylers

- i. S+C Permanent Supportive Housing - *Renewal Project Application*
- ii. PSH Consolidated - *Renewal Project Application*
- iii. Bonus Permanent Supportive Housing - *Renewal Project Application*
- iv. RR Consolidated - *Renewal Project Application*
- v. HMIS - *Renewal Project Application*
- vi. HMIS Expansion *New Project Application*
- vii. Coordinated Entry - *New Project Application*

Genesis Matthey

From: Nicholas Cassaro
Sent: Friday, October 15, 2021 4:40 PM
To: Nancy.Koons
Cc: Haleigh Schmidhamer
Subject: Notification: Projects Accepted

Dear Nancy,

As the Collaborative Applicant for the NY-501 CoC, CARES would like to congratulate Catholic Charities of Chemung/Schuyler on having your projects accepted within the 2021 NY-501 CoC NOFO Application. Below is a detailed list of your agency's accepted projects, funding requests, and their ranked position:

- Renewal: S+C Permanent Supported Housing \$288,240 Rank#4
- Renewal: PSH Consolidated \$257,186 Rank #5
- Renewal: Bonus Permanent Supportive Housing \$114,970 Rank#8
- Renewal: RR Consolidated \$167,695 Rank# 9
- Renewal: HMIS \$100,058 Rank# 11
- CoC Bonus: HMIS Expansion \$44,719 Rank#1
- CoC Bonus: Coordinated Entry \$44,718 Rank#2

Again, congratulations. Please feel free to contact me should you have any questions.

Thank you!

Nicholas Cassaro
Emergency Housing Voucher Coordinator – CARES of NY, Inc.
200 Henry Johnson Blvd., Albany, NY 12210
(518)489-4130 x716



Find us on [Facebook](#)



1E-5a: Projects Accepted – Public Posting.

1. October 14, 2021 Email notification of Projects Accepted:

d. Chances and Changes

- i. SHP Permanent Housing Livingston - *Renewal Project Application*
- ii. TH-RRH Project – *New Project Application*

Genesis Matthey

From: Nicholas Cassaro
Sent: Friday, October 15, 2021 4:41 PM
To: Karen Tremer (ktremer@chancesandchanges.org)
Cc: Haleigh Schmidhamer
Subject: Notification: Projects Accepted

Dear Karen,

As the Collaborative Applicant for the NY-501 CoC, CARES would like to congratulate Chances and Changes on having your projects accepted within the 2021 NY-501 CoC NOFO Application. Below is a detailed list of your agency's accepted projects, funding requests, and their ranked position:

- Renewal: SHP Permanent Housing Livingston, \$64,800, Rank #3
- DV Bonus: TH-RRH Project, \$261,719, Rank #1

Again, congratulations. Please feel free to contact me should you have any questions.

Thank you!

Nicholas Cassaro
Emergency Housing Voucher Coordinator – CARES of NY, Inc.
200 Henry Johnson Blvd., Albany, NY 12210
(518)489-4130 x716



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1E-5a: Projects Accepted – Public Posting.

1. October 14, 2021 Email notification of Projects Accepted:

e. Salvation Army

i. Elmira Salvation Army POH Rapid Rehousing – *Renewal Project Application*

Genesis Mattey

From: Nicholas Cassaro
Sent: Friday, October 15, 2021 4:39 PM
To: Randy Parker - Salvation Army (Randy.Parker@use.salvationarmy.org)
Cc: Haleigh Schmidhamer
Subject: Notification: Project Accepted

Dear Randy,

As the Collaborative Applicant for the NY-501 CoC, CARES would like to congratulate Salvation Army on having your project accepted within the 2021 NY-501 CoC NOFO Application. Below is a detailed list of your agency's accepted projects, funding requests, and their ranked position:

- Renewal: Elmira Salvation Army POH Rapid Rehousing, \$145,857, Rank #10

Again, congratulations. Please feel free to contact me should you have any questions.

Thank you!

Nicholas Cassaro
Emergency Housing Voucher Coordinator – CARES of NY, Inc.
200 Henry Johnson Blvd., Albany, NY 12210
(518)489-4130 x716



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1E-5a: Projects Accepted – Public Posting.

2. October 22, 2021 Email Notification of Ranking & Tiering for NY-501 Accepted Projects publicly posted on website

From:
To:

CARES Planning Team

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Subject: STEPS Public Posting of FY21 CoC Application (Draft #5)

Date: Friday, October 22, 2021 5:46:37 PM

Attachments: [image001.png](#)
[image002.png](#)

Good Afternoon STEPS Co. CoC,

All parts of the 2021 Consolidated Application and Attachments have been posted to the [CARES Website](#) for public comment.

Specifically, you will find:

- Draft #5: Consolidated Application Narratives & Attachments
- Final Draft: Priority Listing (including project rankings), [Project Ranking & Tiering](#), Project Descriptions, and Planning Grant

CARES will be posting an updated application every Friday until submission to reflect our progress and allow for community input. Please send public comments to [Genesis Matthey](#).

If you have any questions or comments, please feel free to reach out.

Thank you,

Kelsey Addy, MPA

Pronouns: She/Her/Hers

Director of Planning – CARES of NY, Inc.

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518-489-4130 x704

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1E-5a: Projects Accepted – Public Posting.

3. October 22, 2021 Website screenshot showing posted Ranking & Tiering for NY-501 Accepted Projects

Public Posting

NY 501 STEPS

NY 503 ACCH

NY 507 HSPB

NY 511 STHC

NY 512 RCHSC

NY 519 CGHC

NY 520 FEHC

NY 522 PNHC

NY 523 SNC

NY 601 DCHC

NY 606 RCCC

NY 608 UCCC

Southern Tier Entry to Programs & Services (STEPS)

CoC Project Applications

[STEPS Home Page](#)

2021 Funding Snapshot

NY-501 STEPS						
ARD	Tier 1	Tier 2*	CoC Bonus	DV Bonus	CoC	UFA Grant
\$1,788,730	\$1,788,730	\$351,156	\$89,437	\$261,719	\$53,662	-
	(100% of the amounts for all renewal projects)	(amount for Bonus + DV Bonus) *note: a portion of Tier 2 is solely for DV Bonus				

2021 CoC Consolidated Application

Public Posting Date: 10.22.2021

DRAFT:  [NY 501 CoC Consolidated Application – Narrative](#)

DRAFT:  [NY 501 CoC Consolidated Application – Attachments](#)

2021 CoC Priority Listing

Public Posting Date: 10.22.2021

FINAL:  [NY 501 CoC Priority Listing](#)

FINAL:  [NY 501 CoC Project Descriptions](#)

FINAL:  [NY 501 Project Ranking and Tiering](#)

2021 CoC Planning Project

Public Posting Date: 10.22.2021

FINAL:  [NY 501 CoC Planning Project](#)

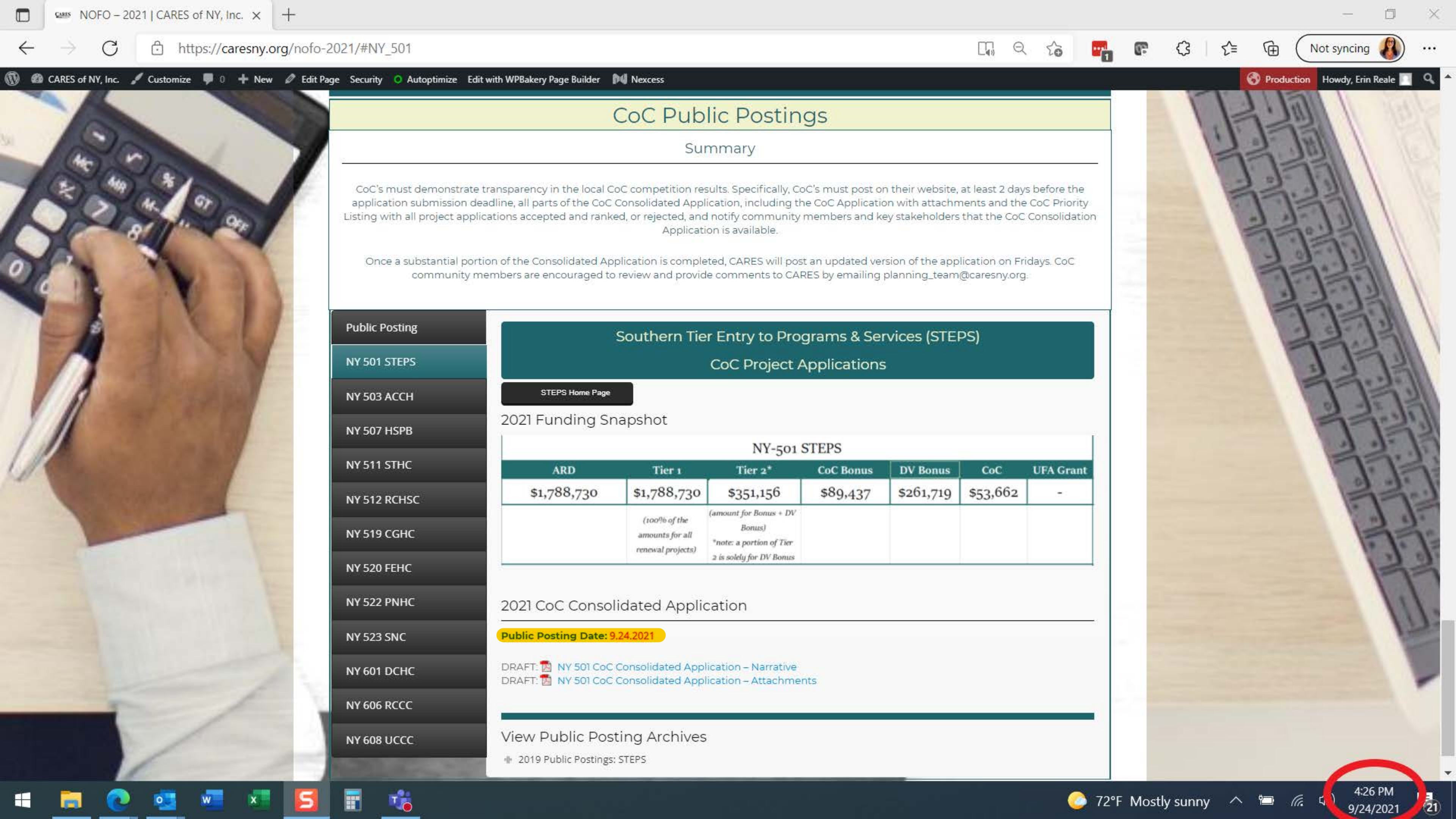
1E-6: Web Posting CoC-Approved Consolidated Application for CoC.

This attachment details the correspondence to NY-501 Membership and website postings for the CoC's draft and Approved Consolidated Application, Priority Listing, and Projects accepted, ranked, and rejected. It contains the following:

1. Public Posting of the Final Version of the CoC Consolidated Application
 - a. Screenshots of Draft & Final Public Posting
 - i. 9/24/21; 10/1/21; 10/8/21; 10/15/21; 10/22/21
 - b. Emails informing CoC of Draft & Final Public Posting (Due to a large listserv, there are two emails for each reflecting the same messaging)
 - i. 9/24/21; 10/1/21; 10/8/21; 10/15/21; 10/22/21

1E-6: Web Posting CoC-Approved Consolidated Application for COC.

1. Public Posting of the Final Version of the CoC Consolidated Application
 - a. Screenshots of Draft & Final Public Posting
 - i. 9/24/21; 10/1/21; 10/8/21; 10/15/21; 10/22/21; 10/29/21



CoC Public Postings

Summary

CoC's must demonstrate transparency in the local CoC competition results. Specifically, CoC's must post on their website, at least 2 days before the application submission deadline, all parts of the CoC Consolidated Application, including the CoC Application with attachments and the CoC Priority Listing with all project applications accepted and ranked, or rejected, and notify community members and key stakeholders that the CoC Consolidation Application is available.

Once a substantial portion of the Consolidated Application is completed, CARES will post an updated version of the application on Fridays. CoC community members are encouraged to review and provide comments to CARES by emailing planning_team@caresny.org.

Public Posting

NY 501 STEPS

NY 503 ACCH

NY 507 HSPB

NY 511 STHC

NY 512 RCHSC

NY 519 CGHC

NY 520 FEHC

NY 522 PNHC

NY 523 SNC

NY 601 DCHC

NY 606 RCCC

NY 608 UCCC

Southern Tier Entry to Programs & Services (STEPS)

CoC Project Applications

[STEPS Home Page](#)

2021 Funding Snapshot

NY-501 STEPS						
ARD	Tier 1	Tier 2*	CoC Bonus	DV Bonus	CoC	UFA Grant
\$1,788,730	\$1,788,730	\$351,156	\$89,437	\$261,719	\$53,662	-
	(100% of the amounts for all renewal projects)	(amount for Bonus + DV Bonus) *note: a portion of Tier 2 is solely for DV Bonus				

2021 CoC Consolidated Application

Public Posting Date: 9.24.2021

DRAFT:  [NY 501 CoC Consolidated Application – Narrative](#)
DRAFT:  [NY 501 CoC Consolidated Application – Attachments](#)

View Public Posting Archives

📁 2019 Public Postings: STEPS

Public Posting

NY 501 STEPS

NY 503 ACCH

NY 507 HSPB

NY 511 STHC

NY 512 RCHSC

NY 519 CGHC

NY 520 FEHC

NY 522 PNHC

NY 523 SNC

NY 601 DCHC

NY 606 RCCC

NY 608 UCCC

Southern Tier Entry to Programs & Services (STEPS)

CoC Project Applications

[STEPS Home Page](#)

2021 Funding Snapshot

NY-501 STEPS						
ARD	Tier 1	Tier 2*	CoC Bonus	DV Bonus	CoC	UFA Grant
\$1,788,730	\$1,788,730	\$351,156	\$89,437	\$261,719	\$53,662	-
	(100% of the amounts for all renewal projects)	(amount for Bonus + DV Bonus) *note: a portion of Tier 2 is solely for DV Bonus				

2021 CoC Consolidated Application

Public Posting Date: 10.1.2021

DRAFT:  [NY 501 CoC Consolidated Application – Narrative](#)

DRAFT:  [NY 501 CoC Consolidated Application – Attachments](#)

View Public Posting Archives

 2019 Public Postings: STEPS

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Once a substantial portion of the Consolidated Application is completed, CARES will post an updated version of the application on Fridays. CoC community members are encouraged to review and provide comments to CARES by emailing planning_team@caresny.org.

Public Posting

NY 501 STEPS

NY 503 ACCH

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NY 511 STHC

NY 512 RCHSC

NY 519 CGHC

NY 520 FEHC

NY 522 PNHC

NY 523 SNC

NY 601 DCHC

NY 606 RCCC

NY 608 UCCC

Southern Tier Entry to Programs & Services (STEPS)

CoC Project Applications

[STEPS Home Page](#)

2021 Funding Snapshot

NY-501 STEPS						
ARD	Tier 1	Tier 2*	CoC Bonus	DV Bonus	CoC	UFA Grant
\$1,788,730	\$1,788,730	\$351,156	\$89,437	\$261,719	\$53,662	-
	(100% of the amounts for all renewal projects)	(amount for Bonus + DV Bonus) *note: a portion of Tier 2 is solely for DV Bonus				

2021 CoC Consolidated Application

Public Posting Date: 10.8.2021

DRAFT:  [NY 501 CoC Consolidated Application – Narrative](#)

DRAFT:  [NY 501 CoC Consolidated Application – Attachments](#)

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✚ 2019 Public Postings: STEPS

Public Posting

NY 501 STEPS

NY 503 ACCH

NY 507 HSPB

NY 511 STHC

NY 512 RCHSC

NY 519 CGHC

NY 520 FEHC

NY 522 PNHC

NY 523 SNC

NY 601 DCHC

NY 606 RCCC

NY 608 UCCC

Southern Tier Entry to Programs & Services (STEPS)

CoC Project Applications

[STEPS Home Page](#)

2021 Funding Snapshot

NY-501 STEPS						
ARD	Tier 1	Tier 2*	CoC Bonus	DV Bonus	CoC	UFA Grant
\$1,788,730	\$1,788,730	\$351,156	\$89,437	\$261,719	\$53,662	-
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2021 CoC Consolidated Application

Public Posting Date: 10.15.2021

DRAFT:  [NY 501 CoC Consolidated Application – Narrative](#)

DRAFT:  [NY 501 CoC Consolidated Application – Attachments](#)

2021 CoC Priority Listing

Public Posting Date: 10.15.2021

DRAFT:  [NY 501 CoC Priority Listing](#)

Public Posting

NY 501 STEPS

NY 503 ACCH

NY 507 HSPB

NY 511 STHC

NY 512 RCHSC

NY 519 CGHC

NY 520 FEHC

NY 522 PNHC

NY 523 SNC

NY 601 DCHC

NY 606 RCCC

NY 608 UCCC

Southern Tier Entry to Programs & Services (STEPS)

CoC Project Applications

[STEPS Home Page](#)

2021 Funding Snapshot

NY-501 STEPS						
ARD	Tier 1	Tier 2*	CoC Bonus	DV Bonus	CoC	UFA Grant
\$1,788,730	\$1,788,730	\$351,156	\$89,437	\$261,719	\$53,662	-
	(100% of the amounts for all renewal projects)	(amount for Bonus + DV Bonus) *note: a portion of Tier 2 is solely for DV Bonus				

2021 CoC Consolidated Application

Public Posting Date: 10.22.2021

DRAFT:  [NY 501 CoC Consolidated Application – Narrative](#)

DRAFT:  [NY 501 CoC Consolidated Application – Attachments](#)

2021 CoC Priority Listing

Public Posting Date: 10.22.2021

FINAL:  [NY 501 CoC Priority Listing](#)

FINAL:  [NY 501 CoC Project Descriptions](#)

FINAL:  [NY 501 Project Ranking and Tiering](#)

2021 CoC Planning Project

Public Posting Date: 10.22.2021

FINAL:  [NY 501 CoC Planning Project](#)

Public Posting

NY 501 STEPS

NY 503 ACCH

NY 507 HSPB

NY 511 STHC

NY 512 RCHSC

NY 519 CGHC

NY 520 FEHC

NY 522 PNHC

NY 523 SNC

NY 601 DCHC

NY 606 RCCC

NY 608 UCCC

Southern Tier Entry to Programs & Services (STEPS)

CoC Project Applications

[STEPS Home Page](#)

2021 Funding Snapshot

NY-501 STEPS						
ARD	Tier 1	Tier 2*	CoC Bonus	DV Bonus	CoC	UFA Grant
\$1,788,730	\$1,788,730	\$351,156	\$89,437	\$261,719	\$53,662	-
	(100% of the amounts for all renewal projects)	(amount for Bonus + DV Bonus) *note: a portion of Tier 2 is solely for DV Bonus				

2021 CoC Consolidated Application

Public Posting Date: 10.29.2021

DRAFT:  [NY 501 CoC Consolidated Application – Narrative](#)

DRAFT:  [NY 501 CoC Consolidated Application – Attachments](#)

2021 CoC Priority Listing

Public Posting Date: 10.29.2021

FINAL:  [NY 501 CoC Priority Listing](#)

FINAL:  [NY 501 CoC Project Descriptions](#)

FINAL:  [NY 501 Project Ranking and Tiering](#)

2021 CoC Planning Project

Public Posting Date: 10.29.2021

FINAL:  [NY 501 CoC Planning Project](#)

1E-6: Web Posting CoC-Approved Consolidated Application for COC.

1. Public Posting of the Final Version of the CoC Consolidated Application
 - b. Emails informing CoC of Draft & Final Public Posting (Due to a large listserv, there are two emails for each reflecting the same messaging)
 - i. 9/24/21; 10/1/21; 10/8/21; 10/15/21; 10/22/21; 10/29/21

From: CARES Planning Team
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Subject: 501/STEPS Public Posting of FY21 Draft Consolidated Application
Date: Friday, September 24, 2021 4:50:00 PM
Attachments: image001.png

Good Afternoon NY-501 STEPS

Draft version 1 of the 2021 Consolidated Application and Attachments have been posted to the [CARES Website](#) for public comment.

CARES will be posting an updated application every Friday until submission to reflect our progress and allow for community input. Please pay particular attention to question 1C-16, and let us know if you have lived experience that can be reflected in the application. Please send public comments to [Genesis Matthey](#).

If you have any questions or comments, please feel free to reach out.

Thank you,

Kelsey Addy, MPA

Pronouns: She/Her/Hers

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To:

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Subject: [Nancy Harrington](#); [Michelle Sandoz-Dennis](#); [Allyson Thiessen](#); [Kirstin Jones](#); [Denise Brodt](#); [Amy Lacey](#); [Erin Reale](#); [Genesis Matthey](#); [Kathy Germain](#); [Kelsey Addy](#); [Maureen Van Deusen](#); [Samantha Barnaby](#)

Date: Friday, September 24, 2021 4:50:00 PM

Attachments: [image002.png](#)

Good Afternoon NY-501 STEPS

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If you have any questions or comments, please feel free to reach out.

Thank you,

Kelsey Addy, MPA

Pronouns: She/Her/Hers

Director of Planning – CARES of NY, Inc.

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To:

CARES Planning Team

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[image001.png](#)

Good Afternoon NY-501 STEPS

Draft version 2 of the 2021 Consolidated Application and Attachments have been [posted to the CARES Website](#) for public comment.

CARES will be posting an updated application every Friday until submission to reflect our progress and allow for community input. Please pay particular attention to question 1C-16, and let us know if you have lived experience that can be reflected in the application. Please send public comments to [Genesis Matthey](#).

If you have any questions or comments, please feel free to reach out.

Thank you,

Kelsey Addy, MPA

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Attachments: [image002.png](#)

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[image001.png](#)

Good Afternoon NY-501 STEPS

Draft version 3 of the 2021 Consolidated Application and Attachments have been [posted to the CARES Website](#) for public comment.

CARES will be posting an updated application every Friday until submission to reflect our progress and allow for community input. Please pay particular attention to question 1C-16, and let us know if you have lived experience that can be reflected in the application. Please send public comments to [Genesis Matthey](#).

If you have any questions or comments, please feel free to reach out.

Thank you,

Kelsey Addy, MPA

Pronouns: She/Her/Hers

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Subject: 501/STEPS Public Posting of FY21 Draft #3 Consolidated Application
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Thank you,

Kelsey Addy, MPA

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Subject: [Amy Lacey](#); [Erin Reale](#); [Kathy Germain](#); [Kelsey Addy](#); [Maureen Van Deusen](#); [Samantha Barnaby](#); [Genesis Matthey](#)
Date: 501/STEPS Public Posting of FY21 Draft #1 Priority Listing & Draft #4 Consolidated Application
Attachments: [Friday, October 15, 2021 2:03:25 PM](#)
[image002.png](#)
[image003.png](#)
[image004.png](#)

Good Afternoon NY-501 STEPS,

Draft version 1 of the Priority Listing and Draft version 4 of the 2021 Consolidated Application and Attachments have been posted to the [CARES Website](#) for public comment.

For context, the Priority Listing notes all those renewal and new project applications that will be included in this year's CoC application to HUD.

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If you have any questions or comments, please feel free to reach out.

Thank you,

Kelsey Addy, MPA

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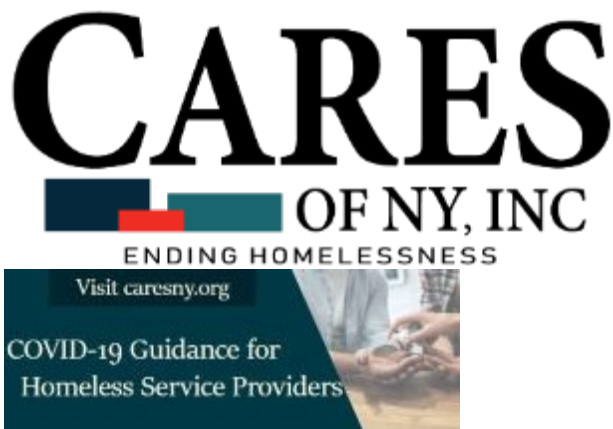
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Subject: 501/STEPS Public Posting of FY21 Draft #1 Priority Listing & Draft #4 Consolidated Application
Date: Friday, October 15, 2021 2:03:43 PM
Attachments: [image002.png](#)
[image003.png](#)
[image004.png](#)

Good Afternoon NY-501 STEPS,

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For context, the Priority Listing notes all those renewal and new project applications that will be included in this year's CoC application to HUD.

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If you have any questions or comments, please feel free to reach out.

Thank you,

Kelsey Addy, MPA

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Subject: STEPS Public Posting of FY21 CoC Application (Draft #5)
Date: Friday, October 22, 2021 5:46:25 PM
Attachments: image001.png
image002.png

Good Afternoon STEPS Co. CoC,

All parts of the 2021 Consolidated Application and Attachments have been posted to the [CARES Website](#) for public comment.

Specifically, you will find:

- Draft #5: Consolidated Application Narratives & Attachments
- Final Draft: Priority Listing (including project rankings), Project Ranking & Tiering, Project Descriptions, and Planning Grant

CARES will be posting an updated application every Friday until submission to reflect our progress and allow for community input. Please send public comments to [Genesis Matthey](#).

If you have any questions or comments, please feel free to reach out.

Thank you,

Kelsey Addy, MPA

Pronouns: She/Her/Hers

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To:

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Subject: STEPS Public Posting of FY21 CoC Application (Draft #5)

Date: Friday, October 22, 2021 5:46:37 PM

Attachments: [image001.png](#)
[image002.png](#)

Good Afternoon STEPS Co. CoC,

All parts of the 2021 Consolidated Application and Attachments have been posted to the [CARES Website](#) for public comment.

Specifically, you will find:

- Draft #5: Consolidated Application Narratives & Attachments
- Final Draft: Priority Listing (including project rankings), Project Ranking & Tiering, Project Descriptions, and Planning Grant

CARES will be posting an updated application every Friday until submission to reflect our progress and allow for community input. Please send public comments to [Genesis Matthey](#).

If you have any questions or comments, please feel free to reach out.

Thank you,

Kelsey Addy, MPA

Pronouns: She/Her/Hers

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Subject: STEPS Public Posting of FY21 CoC Application (Draft #6)
Date: Friday, October 29, 2021 5:28:00 PM
Attachments: [image001.png](#)
[image002.png](#)

Good Afternoon STEPS Co. CoC,

All parts of the 2021 Consolidated Application and Attachments have been posted to the [CARES Website](#) for public comment.

Specifically, you will find:

- Draft #6: Consolidated Application Narratives & Attachments
- Final Draft: Priority Listing (including project rankings), Project Ranking & Tiering, Project Descriptions, and Planning Grant

CARES will be posting the Submission Posting next Friday, November 5th. Please send public comments to [Genesis Matthey](#).

If you have any questions or comments, please feel free to reach out.

Thank you,

Kelsey Addy, MPA

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Subject: STEPS Public Posting of FY21 CoC Application (Draft #6)

Date: Friday, October 29, 2021 5:26:00 PM

Attachments: [image001.png](#)
[image002.png](#)

Good Afternoon STEPS Co. CoC,

All parts of the 2021 Consolidated Application and Attachments have been posted to the [CARES Website](#) for public comment.

Specifically, you will find:

- Draft #6: Consolidated Application Narratives & Attachments
- Final Draft: Priority Listing (including project rankings), Project Ranking & Tiering, Project Descriptions, and Planning Grant

CARES will be posting the Submission Posting next Friday, November 5th. Please send public comments to [Genesis Matthey](#).

If you have any questions or comments, please feel free to reach out.

Thank you,

Kelsey Addy, MPA

Pronouns: She/Her/Hers

Director of Planning – CARES of NY, Inc.

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3A-1a Housing Leveraging Commitments

This attachment details the Housing Leveraging Commitments for new Projects in NY-501. It includes:

1. Signed MOU between **Chances & Changes** and the **NYS Office of Temporary and Disability Assistance** to build on the proposed **Joint TH & PH-RRH DV**.

The Agency is applying for \$261,719 in CoC funds and, as exemplified in the attached, has been awarded \$266,670 in OTDA STEHP funds, potentially allowing for an 80% increase in the number of program participants expected to be served through TH, RRH or PSH with the requested CoC funds.



Chances & Changes, Inc.



DOMESTIC/FAMILY ABUSE

HOUSING SUPPORT SERVICES

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website: chancesandchanges.org
hotline: 1-888-252-9360

DV CoC Letter

October 28th 2021

Project Name: Joint TH &PH-RRH DV

Chances and Changes, Inc.

DV Bonus – 2021 NY 501 CoC NOFA

Value of OTDA STEHP Grant - Annual Amount is \$266,670.00 per year (for 5 years - 10/01/2019 to 9/30/2024)

To Whom It May Concern:

Chances and Changes, Inc., NYS OCFS Licensed Domestic Violence Program, currently has several housing grants for Permanent Supportive Housing, Rapid Rehousing, Prevention and Transitional Housing. The new DV bonus project (Joint TH &PH-RRH through the NY-501 CoC will expand our ability to address the complex needs of our clients/survivors. Our grant from NYS Office of Temporary and Disability Assistance, Solutions To End Homeless Program (STEHP) works with DV victims in shelter, transitional, rapid rehousing and prevention services. The HUD DV Bonus allows us to expand these vital services in innovative and effective services provision that are housing first based, client driven, and best practices models are utilized. Client safety is always a major part of all we do and services are client centered and client choice. All services are available to all clients, including ongoing case management services and supports.

We anticipate to be able to expand the program at least 80% with the help of the CoC Joint TH & PH-RRH DV funding in conjunction with the OTDA STEHP funding.

Sincerely,

Karen Tremmer, MPA

Executive Director/CFO

Chances and Changes, Inc.

3A-2a Healthcare Formal Agreements

This attachment details the Healthcare Formal Agreements for NY **501**. It includes the following:

1. Signed statement of intent from Chances & Changes to connect clients to be served through the **Joint TH & PH-RRH DV** project with health and mental health services, through existing partnerships.



Chances & Changes, Inc.



DOMESTIC/FAMILY ABUSE

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HOUSING SUPPORT SERVICES

2021 NOFA - NY-501 CoC Renewal Grant (PSH)

November 1st, 2021

2021 NOFA – NY-501 CoC DV Bonus Grant (TH & PH/RRH)

Chances and Changes, Inc. Medical Support Services MOU

To Whom It May Concern:

Most of our clients/survivors have Medicaid HMO and/or designated health care providers of their choice and often have health care transportation options. We always augment this with frequent and regular use of Public Health Clinics and Services in the community as well and After Hours services and as necessary, local hospital services. Many clients/survivors have existing medical and dental providers they have chosen and there are many local offices that clients self-select to use. We also refer clients/survivors to community CASA services and Mental Health Services as requested by the clients as part of their individualized case plans for themselves and their children.

There is no one provider of these services but these services are available to everyone at their request. We do not have a formal MOU completed at this writing with a specific provider service due to the recent awarding of this new grant and renewal grant and especially in consideration of client choice and their respective needs at any given time. We also are primarily a scattered site housing model program in a very rural setting (no small cities - only 17 towns/hamlets). These programs/services cover a large geographic area making a single provider in a large rural setting very problematic. However, we will complete a MOU with our local Pediatric and Family Practice for those who do not already have a health care provider or choose to switch providers. This MOU will be available and completed before the grants begin 2/1/2022 and cover until 1/31/2023. Chances and Changes, Inc. is also continuing to work on formalizing our existing referral system/MOU agreements with local CASA, Mental Health, and Public Health Department services utilized by our diverse client/victim base regularly.

Sincerely,

Karen Tremmer, MPA

Executive Director/CFO

Chances and Changes, Inc.

