

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	11/08/2021
1C-7. PHA Homeless Preference	No	PHA Homeless Pref...	11/08/2021
1C-7. PHA Moving On Preference	No	PHA Moving On Pre...	11/08/2021
1E-1. Local Competition Announcement	Yes	Local Competition...	11/03/2021
1E-2. Project Review and Selection Process	Yes	Project Review an...	11/08/2021
1E-5. Public Posting—Projects Rejected-Reduced	Yes	Public Posting - ...	11/08/2021
1E-5a. Public Posting—Projects Accepted	Yes	Public Posting - ...	11/08/2021
1E-6. Web Posting—CoC-Approved Consolidated Application	Yes	Web Posting-CoC A...	11/09/2021
3A-1a. Housing Leveraging Commitments	No		
3A-2a. Healthcare Formal Agreements	No	Healthcare Formal...	11/03/2021
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

Attachment Details

Document Description: Public Posting - Projects Accepted

Attachment Details

Document Description: Web Posting-CoC Approved Consolidated Application

Attachment Details

Document Description:

Attachment Details

Document Description: Healthcare Formal Agreement

Attachment Details

Document Description:

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

This attachment details the Coordinated Entry (CE) Intakes for NY-503. It includes the following:

1. CE Intake: This is the CE Assessment and Intake Form used by NY-503.
2. CE Prevention Intake: This is the CE Prevention Assessment and Intake Form used by NY-503
3. CE Policies and Procedures: This document governs the CE program, including the prioritization and outreach plan to reach those persons least likely to apply.
4. NY-503'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 CE Assessment and Intake Form used by NY-503.

ALBANY COUNTY COORDINATED ENTRY APPLICATION

APPLICATION SUBMISSION INSTRUCTIONS

Please scan and message the required documents (listed below) and any relevant supporting documents *through the AWARDS messaging module* to the **Housing Agencies** you indicated in the "REFERRAL FOR SERVICES" section below and **CC: mgrillo in AWARDS**

Faxed, hand-delivered, or applications sent via regular email will not be eligible for review.

If you do not have an AWARDS account email brobson@caresny.org to request an account to send messages

Required Coordinated Entry Documents: -

- ☐ Completed Coordinated Entry Application
- ☐ Proof of Homelessness
- ☐ Proof of HUD-defined Disabling Condition

ARE YOU SEEKING HOUSING SERVICES?	HAVE YOU PREVIOUSLY COMPLETED AN APPLICATION FOR ASSISTANCE THROUGH COORDINATED ENTRY?
☐ No ☐ Yes	☐ No ☐ Yes

IF CLIENT IS NOT SEEKING HOUSING SERVICES, A HOUSING ASSESSMENT DOES NOT NEED TO BE COMPLETED

NAME OF REFERRING AGENCY		REFERRING AGENCY STAFF CONTACT NAME	
REFERRING AGENCY STAFF CONTACT EMAIL	REFERRING AGENCY STAFF CONTACT PHONE NUMBER	REFERRING AGENCY STAFF CONTACT FAX NUMBER	

HMIS HOUSEHOLD INFORMATION

*INTAKE DATE / /		*FIRST NAME		*LAST NAME (and Suffix)	
*NAME DATA QUALITY		ALIAS			
☐ Full Name Reported ☐ Data Not Collected		☐ Partial Name, Street Name or Code Name Reported ☐ Client Doesn't Know		☐ Client Refused	
*SOCIAL SECURITY NUMBER (enter "9" for any missing numbers in an Approximate or Partial SSN) - - - - -		*SSN DATA QUALITY			
		☐ Full SSN Reported ☐ Approximate or Partial SSN Reported		☐ Client Doesn't Know ☐ Client Refused ☐ Data Not Collected	
*GENDER					
☐ Male ☐ Female ☐ Trans Female (MTF)		☐ Trans Male (FTM) ☐ Gender Non-Conforming		☐ Client Doesn't Know ☐ Client Refused ☐ Data Not Collected	
*BIRTHDATE / /		*BIRTHDATE DATA QUALITY			
		☐ Full DOB Reported ☐ Approximate or Partial DOB Reported		☐ Client Doesn't Know ☐ Client Refused ☐ Data Not Collected	
*ETHNICITY					
☐ Hispanic ☐ Non-Hispanic		☐ Data Not Collected ☐ Client Doesn't Know ☐ Client Refused			
*RACE (choose all that apply)					
☐ American Indian/Native Alaskan ☐ Black or African American ☐ White		☐ Asian ☐ Native Hawaiian or Other Pacific Islander		☐ Data Not Collected ☐ Client Doesn't Know ☐ Client Refused	
*DO YOU HAVE A PHONE NUMBER AT WHICH YOU CAN BE REACHED?					
☐ No ☐ Yes (SEE RIGHT)		IF YES: PLEASE PROVIDE YOUR PHONE NUMBER WITH AREA CODE () - - - - -			

---NEXT PAGE---

*PRIOR LIVING SITUATION

Based on the client's living situation **the night before project entry**, record responses in **one (1)** section:
Homeless Situation, Institutional Situation, Transitional/Permanent Situation, OR Unknown (**only** if necessary)

HOMELESS SITUATIONS:

TYPE OF RESIDENCE (THE NIGHT BEFORE PROJECT ENTRY)		*LENGTH OF STAY IN PREVIOUS PLACE	
☐ Place not meant for human habitation (vehicle, abandoned building, bus/train/subway station etc) ☐ Emergency shelter , including hotel or motel paid for with emergency shelter voucher ☐ Safe Haven ☐ Interim Housing		☐ 1 night or less ☐ 2 to 6 nights ☐ 1 week or more, but less than 1 month ☐ 1 month or more, but less than 90 days ☐ 90 days or more, but less than 1 year ☐ 1 year or longer	
☐ Client Doesn't Know ☐ Client Refused ☐ Data Not Collected			
*APPROXIMATE DATE HOMELESSNESS STARTED: ____/____/____			
*REGARDLESS OF WHERE THEY STAYED LAST NIGHT NUMBER OF TIMES ON THE STREETS, IN ES, OR SH IN THE PAST THREE YEARS		*TOTAL NUMBER OF MONTHS HOMELESS ON THE STREETS, IN ES, OR IN SH IN THE PAST THREE YEARS	
☐ 1 ☐ 2 ☐ 3 ☐ 4+ ☐ Client Doesn't Know ☐ Client Refused ☐ Data Not Collected		☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ 6 ☐ 7 ☐ 8 ☐ 9 ☐ 10 ☐ 11 ☐ 12 ☐ More than 12 ☐ Client Doesn't Know ☐ Client Refused ☐ Data Not Collected	

OR

INSTITUTIONAL SITUATIONS:

TYPE OF RESIDENCE (THE NIGHT BEFORE PROJECT ENTRY)		*LENGTH OF STAY IN PREVIOUS PLACE	
☐ Foster care home or foster care group home ☐ Hospital or other residential non-psychiatric medical facility ☐ Jail , prison or juvenile detention facility ☐ Long-term care facility or nursing home ☐ Psychiatric hospital or other psychiatric facility ☐ Substance abuse treatment facility or detox center		☐ 1 night or less ☐ 2 to 6 nights ☐ 1 week or more, but less than 1 month ☐ 1 month or more, but less than 90 days ☐ 90 days or more, but less than 1 year ☐ 1 year or longer	
☐ Client Doesn't Know ☐ Client Refused ☐ Data Not Collected		☐ Client Doesn't Know ☐ Client Refused ☐ Data Not Collected	
DID THE CLIENT STAY LESS THAN 90 DAYS		IF YES: THE NIGHT BEFORE THAT, DID THEY STAY ON THE STREETS, ES, or SH?	
☐ No ☐ Yes		☐ No ☐ Yes	
IF YES TO 'ON THE NIGHT BEFORE DID YOU STAY ON THE STREETS, ES OR SH?' PROVIDE DETAILS OF PREVIOUS HOMELESSNESS:			
*APPROXIMATE DATE HOMELESSNESS STARTED: ____/____/____			
*REGARDLESS OF WHERE THEY STAYED LAST NIGHT NUMBER OF TIMES ON THE STREETS, IN ES, OR SH IN THE PAST THREE YEARS		*TOTAL NUMBER OF MONTHS HOMELESS ON THE STREETS, IN ES, OR IN SH IN THE PAST THREE YEARS	
☐ 1 ☐ 2 ☐ 3 ☐ 4+ ☐ Client Doesn't Know ☐ Client Refused ☐ Data Not Collected		☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ 6 ☐ 7 ☐ 8 ☐ 9 ☐ 10 ☐ 11 ☐ 12 ☐ More than 12 ☐ Client Doesn't Know ☐ Client Refused ☐ Data Not Collected	

OR

TRANSITIONAL AND PERMANENT HOUSING SITUATIONS:

TYPE OF RESIDENCE (THE NIGHT BEFORE PROJECT ENTRY)		*LENGTH OF STAY IN PREVIOUS PLACE	
☐ Hotel or Motel paid for without emergency shelter voucher ☐ Owned by client, no ongoing subsidy ☐ Owned by client WITH ongoing subsidy ☐ Permanent housing (other than RRH) for formerly homeless persons (PSH, HOPWA) ☐ Rental by client, no ongoing subsidy ☐ Rental by client with GPD TIP subsidy ☐ Rental by client with VASH subsidy		☐ Rental by client with other housing subsidy (including RRH) ☐ Residential project or halfway house with no homeless criteria ☐ Staying or in a family member's room, apartment or house ☐ Staying or in a friend's room, apartment or house ☐ Transitional housing for homeless persons (incl. homeless youth)	
☐ 1 night or less ☐ 2 to 6 nights ☐ 1 week or more, but less than 1 month ☐ 1 month or more, but less than 90 days ☐ 90 days or more, but less than 1 year ☐ 1 year or longer		☐ Client Doesn't Know ☐ Client Refused ☐ Data Not Collected	
DID YOU STAY LESS THAN 7 DAYS?		IF YES: THE NIGHT BEFORE THAT, DID THEY STAY ON THE STREETS, ES, or SH?	
☐ No ☐ Yes		☐ No ☐ Yes	
IF YES TO 'ON THE NIGHT BEFORE DID YOU STAY ON THE STREETS, ES OR SH?' PROVIDE DETAILS OF PREVIOUS HOMELESSNESS:			
*APPROXIMATE DATE HOMELESSNESS STARTED: ____/____/____			
*REGARDLESS OF WHERE THEY STAYED LAST NIGHT NUMBER OF TIMES ON THE STREETS, IN ES, OR SH IN THE PAST THREE YEARS		*TOTAL NUMBER OF MONTHS HOMELESS ON THE STREETS, IN ES, OR IN SH IN THE PAST THREE YEARS	
☐ 1 ☐ 2 ☐ 3 ☐ 4+ ☐ Client Doesn't Know ☐ Client Refused ☐ Data Not Collected		☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ 6 ☐ 7 ☐ 8 ☐ 9 ☐ 10 ☐ 11 ☐ 12 ☐ More than 12 ☐ Client Doesn't Know ☐ Client Refused ☐ Data Not Collected	

OR

UNKNOWN (ONLY IF NECESSARY)

TYPE OF RESIDENCE (THE NIGHT BEFORE PROJECT ENTRY)	
☐ Client doesn't know ☐ Client refused ☐ Data not collected	

---NEXT PAGE---

***CURRENT LIVING SITUATION**

Based on the client's living situation **tonight**, record responses in **one (1)** section:
Homeless Situation, Institutional Situation, Transitional/Permanent Situation, OR Unknown (**only** if necessary)

HOMELESS SITUATIONS:

TYPE OF RESIDENCE (TONIGHT)

- ☐ **Place not meant for human habitation** (vehicle, abandoned building, bus/train/subway station etc) ☐ Safe Haven
☐ **Emergency shelter**, including **hotel or motel** paid for **with emergency shelter voucher** ☐ Interim Housing

OR**INSTITUTIONAL SITUATIONS:**

TYPE OF RESIDENCE (TONIGHT)

- ☐ **Foster care** home or foster care group home ☐ **Long-term care facility** or **nursing home**
☐ **Hospital** or other residential non-psychiatric medical facility ☐ **Psychiatric hospital** or other psychiatric facility
☐ **Jail**, prison or juvenile detention facility ☐ **Substance abuse treatment** facility or detox center

IS CLIENT GOING TO LEAVE WITHIN 14 DAYS?

☐ No ☐ Yes☐ *Client Doesn't Know* ☐ Client Refused ☐ *Data Not Collected*

HAS A SUBSEQUENT RESIDENCE BEEN IDENTIFIED?

☐ No ☐ Yes☐ *Client Doesn't Know* ☐ Client Refused ☐ *Data Not Collected*

DOES INDIVIDUAL OR FAMILY HAVE RESOURCES OR SUPPORT NETWORKS TO OBTAIN OTHER PERMANENT HOUSING?

☐ No ☐ Yes☐ *Client Doesn't Know* ☐ Client Refused ☐ *Data Not Collected*

HAS THE CLIENT HAD A LEASE OR OWNERSHIP INTEREST IN A PERMANENT HOUSING UNIT IN THE LAST 60 DAYS?

☐ No ☐ Yes☐ *Client Doesn't Know* ☐ Client Refused ☐ *Data Not Collected*

HAS THE CLIENT MOVED 2 TIMES OR MORE IN THE LAST 60 DAYS?

☐ No ☐ Yes☐ *Client Doesn't Know* ☐ Client Refused ☐ *Data Not Collected***OR****TRANSITIONAL AND PERMANENT HOUSING SITUATIONS:**

TYPE OF RESIDENCE (TONIGHT)

- ☐ **Hotel or Motel** paid for **without** emergency shelter voucher ☐ Rental by client with GPD TIP subsidy
☐ Owned by client, **no** ongoing subsidy ☐ Rental by client with other housing subsidy (**including RRH**)
☐ Owned by client **WITH** ongoing subsidy ☐ Residential project or halfway house with no homeless criteria
☐ Permanent housing (**other than RRH**) for formerly homeless persons (PSH, HOPWA) ☐ **Staying or in a family** member's room, apartment or house
☐ Rental by client, **no** ongoing subsidy ☐ **Staying or in a friend's** room, apartment or house
☐ Rental by client with VASH subsidy ☐ **Transitional housing** for homeless persons (incl. homeless youth)

IS CLIENT GOING TO LEAVE WITHIN 14 DAYS?

☐ No ☐ Yes☐ *Client Doesn't Know* ☐ Client Refused ☐ *Data Not Collected*

HAS A SUBSEQUENT RESIDENCE BEEN IDENTIFIED?

☐ No ☐ Yes☐ *Client Doesn't Know* ☐ Client Refused ☐ *Data Not Collected*

DOES INDIVIDUAL OR FAMILY HAVE RESOURCES OR SUPPORT NETWORKS TO OBTAIN OTHER PERMANENT HOUSING?

☐ No ☐ Yes☐ *Client Doesn't Know* ☐ Client Refused ☐ *Data Not Collected*

HAS THE CLIENT HAD A LEASE OR OWNERSHIP INTEREST IN A PERMANENT HOUSING UNIT IN THE LAST 60 DAYS?

☐ No ☐ Yes☐ *Client Doesn't Know* ☐ Client Refused ☐ *Data Not Collected*

HAS THE CLIENT MOVED 2 TIMES OR MORE IN THE LAST 60 DAYS?

☐ No ☐ Yes☐ *Client Doesn't Know* ☐ Client Refused ☐ *Data Not Collected***OR****UNKNOWN (ONLY IF NECESSARY)****LIVING SITUATION VERIFIED BY (NAME OF AGENCY)**☐ *Client doesn't know* ☐ *Client refused* ☐ *Data not collected*

*INCOME & SOURCES / NON-CASH BENEFITS

*HEALTH INSURANCE / DISABLING CONDITIONS

*** DV STATUS**

***NON-HMIS DATA ELEMENTS**

INTAKE – HOH OR ADULT (18+)

CURRENTLY PREGNANT?		IF YES: DUE DATE	
☐ No ☐ Yes ☐ Client Doesn't Know ☐ Client Refused ☐ Data Not Collected		_____ / _____ / _____	
*VETERAN STATUS		IF YES: SELECT BRANCH	
☐ No ☐ Yes ☐ Client Doesn't Know ☐ Client Refused ☐ Data Not Collected		☐ Army ☐ Air Force ☐ Navy ☐ Marines ☐ Coast Guard ☐ Other ☐ Data Not Collected ☐ Client Doesn't Know ☐ Client Refused	
DISCHARGE STATUS			
☐ Honorable ☐ General Under Honorable Discharge ☐ Under Other than Honorable Conditions ☐ Bad Conduct ☐ Dishonorable ☐ Uncharacterized ☐ Data Not Collected ☐ Client Doesn't Know ☐ Client Refused			
HOMELESS CAUSE (check only one)			
☐ Benefits loss/reduction ☐ Released behavioral health facility ☐ Drug/alcohol abuse ☐ Job income loss/reduction ☐ Illness ☐ Other: _____ ☐ Eviction ☐ Injury/ Disability ☐ Don't know ☐ Relocation ☐ Domestic Violence ☐ Refused ☐ Released from prison/jail ☐ Asked to leave shared residence (e.g. living in a home of another due to hardship)			
*ZIP CODE OF LAST PERMANENT ADDRESS		CAN YOU PROVIDE THE FOLLOWING? (Select all that apply)	
_____		☐ Social Security Card ☐ Birth Certificate ☐ Driver's License Picture or Non-Driver ID ☐ Passport ☐ Alien Registration	
HAVE YOU OR ANY MEMBER OF YOUR HOUSEHOLD EVER BEEN CONVICTED OF A CRIME (yes no box)			
☐ No ☐ Yes ☐ Client Refused ☐ Data Not Collected		If so what was the conviction?: ☐ Arson ☐ Robbery ☐ Assault ☐ Murder ☐ Sexual Offense (If Yes, indicate level): ☐ Other Convictions:	
Are there legal limitations on where you can live due to probation, parole, or SO/Arson status			
☐ No ☐ Yes ☐ Client Refused ☐ Data Not Collected		<u>Explanation:</u>	
HAVE YOU OR ANY MEMBER OF THE HOUSHOLD BEEN ON/CURRENTLY ON PROBATION OR PAROLE?		IF YES: WHO	
☐ No ☐ Yes ☐ Client Refused ☐ Data Not Collected		☐ Self ☐ Household Member (Name) _____	
IF YES: Provide Probation/Parole Officer's Name and Contact Number			
Name: _____		Contact Number: () ____ - _____	
HAVE YOU OR ANY MEMBER OF YOUR HOUSEHOLD BEEN INVOLVED WITH ANY PROTECTION AGENCY		IF YES: WHO	
☐ No ☐ Yes ☐ Client Refused ☐ Data Not Collected		☐ Self ☐ Household Member (Name) _____	
IF YES: SELECT AGENCY			IF YES: IS THIS A CURRENT CASE
☐ CPS ☐ APS ☐ Juvenile Justice ☐ Family Court ☐ Foster Care ☐ Other: _____			☐ No ☐ Yes
IF CURRENT: Provide Protective Agency Worker's Name and Contact Number		IF NOT CURRENT: Provide the date the case was closed	
Name: _____ Contact Number: () ____ - _____		_____ / _____ / _____	
I understand that the information on this form may be shared with the Albany County Department of Social Services, agencies funded through the Albany County Continuum of Care (CoC), and agency recipients of the Emergency Solutions Grant (ESG)			
Signature of Head of Household: _____ Date: _____			

---END---

PROCEED TO VULNERABILITY INDEX

VULNERABILITY INDEX SCORING FOR INDIVIDUALS

Chronic Homelessness (CH) Status (CoC Priority)

Client has been continuously homeless for at least one year **OR** experience 4 or more episodes of homelessness within the last 3 years (where combined length of time homeless equals at least 12 months) **AND** has a documented disabling condition.

☐ Yes (If yes, add **"C"** to final score below) ☐ No ☐ Unable to determine

Assisted Outpatient Treatment (AOT) Status (County Priority; below CH)

Client has active court-ordered AOT, **verified** via court paperwork or AOT Care Coordinator.

☐ Yes (If yes, add **"A"** to final score below) ☐ No ☐ Unable to determine

	SCORE	SUBTOTAL
If client indicates they are currently homeless	1	
If client is currently staying in a place not meant for human habitation or is street homeless (remove comma)	1	
If client is 18-24 years of age	2	
If client is 60 years of age or older	2	
If client has served one day (other than training) in active military, naval, or air service	1	
If Veteran is female	1	
If client acknowledges experiencing domestic violence (DV) in the last 60 days	2	
If client indicates having limitations on where they can live due to DV	2	
If client is pregnant	1	
If client has a <u>documented</u> disability, as defined by HUD	1	
If client has two (2) or more <u>documented</u> disabilities, as defined by HUD	1	
If client has a terminal illness or end-stage disease that cannot be cured or adequately treated and is reasonably expected to result in death	1	
If client has a serious underlying medical condition and may be at higher risk for severe illness from COVID-19 due to the following: chronic lung disease, moderate to severe asthma, severe obesity, diabetes, immunocompromised, chronic kidney disease, and/or liver disease	2	
If client has a disabling condition or illness that substantially impairs their ability to access a housing unit, and accommodations are required for unit accessibility *Please briefly explain:	1	
If client indicates they have no income <u>OR</u> only receive DSS assistance	1	
If client indicates criminal history, and/or current probation or parole status	1	
If client indicates having limitations on where they can live due to probation, parole, or SO/Arson status	1	
If client has had any recent involvement with a Child Protective, Adult Protective, Juvenile Justice, Family Court, or Foster Care Agency; including Youth/Young adults who left foster care within the prior five years and who were in Foster Care at or over age 16	1	
If client has had multiple points of contact (3 or more) with Emergency Responders such as ambulance, ER visits, crisis, detox, fire, or police/LEAD Program within the last 90 days	1	
If client indicates that they have been homeless due to eviction, utility shut off, or Code Enforcement three (3) or more times in the last 2 years	1	
Additional Points Section (2-point maximum) – User the space below to explain your reasoning for adding additional points. - Points many not be given for conditions already captured within Coordinated Entry intake - Additional points may be subject to change based upon review of explanation *Include explanation here or attached to referral – No points will be given if explanation is blank	2	
TOTAL POINTS – If documented CH or AOT status, add "C" or "A" to score, respectively (i.e., "4C")		

---OR---

VULNERABILITY INDEX SCORING FOR FAMILIES**Chronic Homelessness (CH) Status** (CoC Priority)

Head of Household has been continuously homeless for at least one year **OR** experience 4 or more episodes of homelessness within the last 3 years (where combined length of time homeless equals at least 12 months) **AND** has a documented disabling condition.

☐ Yes (If yes, add "C" to final score below)

☐ No

☐ Unable to determine

	SCORE	SUBTOTAL
If household indicates they are currently homeless	1	
If household is currently staying in a place not meant for human habitation or is street homeless	1	
If household is 18-24 years of age	2	
If household is 60 years of age or older	2	
If household has served one day (other than training) in active military, naval, or air service	1	
If Veteran is female	1	
If any household member acknowledges experiencing domestic violence (DV) in the last 60 days	2	
If household indicates having limitations on where they can live due to DV	2	
If any household member is pregnant	1	
If head of household has a <u>documented</u> disability, as defined by HUD	1	
If head of household has two (2) or more <u>documented</u> disabilities, as defined by HUD	1	
If any other member(s) of the household (not head) have a <u>documented</u> disability, as defined by HUD	1	
If any household member has a terminal illness or end-stage disease that cannot be cured or adequately treated and is reasonably expected to result in death	1	
If any household member has a serious underlying medical condition and may be at higher risk for severe illness from COVID-19 due to the following: chronic lung disease, moderate to severe asthma, severe obesity, diabetes, immunocompromised, chronic kidney disease, and/or liver disease	2	
If any household member has a disabling condition or illness that substantially impairs their ability to access a housing unit, and accommodations are required for unit accessibility: *Please briefly explain:	1	
If household indicates they have no income <u>OR</u> only receive DSS assistance	1	
If any household member indicates criminal history, and/or current probation or parole status	1	
If household indicates having limitations on where they can live due to probation, parole, or SO/Arson status	1	
If household has had any recent involvement with a Child Protective, Adult Protective, Juvenile Justice, Family Court, or Foster Care Agency; including Youth/Young adults who left foster care within the prior five years and who were in Foster Care at or over age 16	1	
If any household member has had multiple points of contact (3 or more) with Emergency Responders such as ambulance, ER visits, crisis, detox, fire, or police/LEAD Program within the last 90 days	1	
If household indicates that they have been homeless due to eviction, utility shut off, or Code Enforcement three (3) or more times in the last 2 years	1	
Additional Points Section (2-point maximum) – User the space below to explain your reasoning for adding additional points. - Points many not be given for conditions already captured within Coordinated Entry intake - Additional points may be subject to change based upon review of explanation *Include explanation here or attached to referral – No points will be given if explanation is blank	2	
TOTAL POINTS – If documented CH or AOT status, add "C" or "A" to score, respectively (i.e., "4C")		

---END---

CONSENT TO RELEASE PERSONAL INFORMATION

Signing this consent allows Coordinated Entry-participating programs in The Albany County Continuum of Care to review some personal information related to your application, and to determine eligibility for housing. Regardless of which housing program you may prefer, all applications may be reviewed by the Coordinated Entry Committee which is comprised of representatives from participating provider agencies in the County. The purpose for this *Coordinated Entry Review* process is to ensure each applicant has information and fair access to the range of housing options in the county:

I acknowledge signing this consent allows my release of personal information related to my housing eligibility to representatives of the ACCH Coordinated Entry Committee

I further understand that the information on this form may be shared with Partner Members of Albany County Continuum of Care (CoC), and agency recipients of the Emergency Solutions Grant (ESG).

The content of information to be released includes: My identifying information, household composition, housing & homelessness history, income & benefit status, veteran status, health information, disabilities (if any), certain criminal justice information (if any), and accommodations required (if any).

Coordinated Entry-participating programs that will have access to this information include:

Capital Area Council of Churches (CCSES)	Capital City Rescue Mission (CCRM)
Community Maternity Services (CMS)	Catholic Charities
Equinox Inc	IPH (formerly Interfaith Partnership for the Homeless)
St. Catherine's Center for Children	St. Peter's Addiction Recovery Center (SPARC)
Schuyler Inn	Albany County Department of Social Services (DSS)
Albany Damien Center	Capital Area Peer Services (CAPS)
Albany Housing Coalition	Homeless and Travelers Aid Society (HATAS)
CARES, Inc	Rehabilitation Support Services (RSS)
Joseph's House	Legal Aid Society (LAS)
Support Ministries, Inc	Family Promise of the Capital Region
Albany County Department of Mental Health	United Tenants of Albany (UTA)
Alliance for Positive Health	Hope House
Capital Region Health Connections	

Additional Agencies: _____

The following items **must be initialed** to be included in the use and/or disclosure of other protected health information:

_____ HIV/AIDS related information and/or records.

_____ Genetic testing information and/or records.

_____ Drug/alcohol diagnosis, treatment, or referral information

I hereby authorize the periodic release of the above information to the organizations identified above as often as necessary to determine eligibility and, if eligible, coordinate placement in housing through Albany County Coordinated Entry. I understand that the information to be released is confidential and protected from further disclosure. The duration of this consent is one year from the date of my signature, unless I specify a date, event or condition upon which it will expire sooner. I understand that I may revoke this consent at any time by notifying my case manager, in writing, except to the extent that action has been taken in reliance on my consent.

Client signature: _____ **Date:** _____

Witness signature: _____ **Date:** _____

PROCEED CCHMIS INCLUSION DISCLOSURE AND RELEASE OF INFORMATION

A. CCHMIS HMIS Consent

PURPOSE: To inform clients of HMIS data entry and for clients to authorize or modify data sharing preferences within the HMIS for the project listed below:

PROJECT: NY -503 Albany County Coordinated Entry

CONTACT NUMBER:

INSTRUCTIONS: This form must be completed for every independent adult (18 years of age and over) and every unaccompanied minor PRIOR to data collection and entry into the HMIS at all CCHMIS-participating providers. This form also covers any household members under the client's guardianship, which includes all minors (persons under 18 years of age) and any incapacitated/disabled adults. The client is to be given pages 1 and 2 after completion.

HMIS PRIVACY NOTICE

This Notice applies to all CCHMIS-Participating Providers and addresses how information about clients may be used and disclosed at Providers as well as client rights over their information. This Notice may be amended at any time, and amendments may affect information obtained before the date of the amendment.

B. HMIS DATA COLLECTION & PURPOSE

A Homeless Management Information System (HMIS) is a local information technology system used to collect data on the housing and services provided to homeless individuals and families and persons at risk of homelessness. Providers participating in an HMIS are required to collect universal data elements from all clients, including Personally Identifying Information, demographic characteristics, and residential history. This information is critical for providers and communities to better understand the extent and nature of homelessness at a local level, evaluate program effectiveness, and improve future housing and service provision. Some providers are also required by their funders to obtain certain additional information to assess services, to determine eligibility, and to monitor outcomes. Most federally-funded homeless service providers are required to participate and record the clients they serve in an HMIS.

This agency is an HMIS-participating homeless service provider ("CCHMIS Provider"), meaning we collect and enter information about the persons we serve in the private and secure CARES Collaborative HMIS (CCHMIS) database, the local HMIS for this community. There are firm policies and procedures in place to protect against unauthorized disclosure of any personal information collected, and this information is critical to obtain an accurate picture of the homeless population we serve and for this agency to continue to offer you the service(s) you are accessing today. We only collect information deemed appropriate and necessary for program operation or information that is required by law or by the organizations that fund this program. We do not need your consent to enter a record of your visit into the CCHMIS, but you may refuse to have your personal identifying information within this record and still be eligible to receive services.

If you have any concerns or questions about the information provided above, please speak to an intake worker.

C. PERMITTED DATA USES AND DISCLOSURES

The CCHMIS is designed to protect the confidentiality of personal information while allowing for reasonable, responsible, and limited uses and disclosures of data, including Personally Identifying Information (PII is any information that can be used to identify a particular individual, including a client's name, Social Security Number, and Date of Birth). Once collected, we (as a CCHMIS Provider) have obligations about how these data may be used and disclosed (**uses** are internal activities for which providers interact with client PII; **disclosures** occur when providers share PII with an external entity). **CCHMIS Providers are limited to the following circumstances for the use and disclosure of HMIS PII:**

HUD required:

- (1) Client access to their information; and
- (2) Disclosures for oversight of compliance with HMIS privacy and security standards.

HUD permitted:

- (3) To provide or coordinate services to an individual;
- (4) For functions related to payment or reimbursement for services;
- (5) To carry out administrative functions, including but not limited to legal, audit, personnel, oversight and management functions;
- (6) For creating de-identified reporting from PII;
- (7) Uses and disclosures required by law;
- (8) Uses and disclosures to avert a serious threat to health or safety;
- (9) Uses and disclosures about victims of abuse, neglect or domestic violence;
- (10) Uses and disclosures for research purposes; and
- (11) Uses and disclosures for law enforcement purposes.

A client must provide prior written consent for any other use or disclosure of HMIS PII.

CCHMIS Providers must also ensure that **any use or disclosure does not violate other applicable local, state, or federal laws.**

Therefore, some CCHMIS Providers **may have more restrictive privacy policies**, often dependent upon funding source or the nature of a projects. Specific, per-project information regarding data use and disclosure can be obtained upon request.

D. CLIENT CONTROL OVER DATA

The CCHMIS recognizes every independent legal adult (person over 17 years of age) as the owner of all information about themselves, and any parent, legal guardian, or legal power of attorney as the designated owner of all information about any household members under their guardianship (all minors and any incapacitated/disabled adults).

By seeking assistance from this CCHMIS Provider and consenting to your personal information being entered into a record within the CCHMIS, you transfer governance responsibility over your CCHMIS record to us, and we are responsible for handling your record in accordance with CCHMIS privacy policies and any applicable federal, state, or local requirements. You retain ownership of your information within your CCHMIS record, and as owner **you have the following rights, in general:**

- » **Refusal:** to refuse to answer a question you do not feel comfortable with and not have it recorded within the CCHMIS;
- » **Access/Correction:** to request and view a copy of your project information record within the CCHMIS from your provider, including those who have accessed and/or edited your record, and to request corrections to that record;
- » **Grievance:** to ask questions of or submit grievances to your provider regarding privacy and security policies and practices;
- » **Anonymized Record:** to request that your provider anonymize your personal data record within the CCHMIS; and
- » **Optional Data Sharing:** to choose if your information is shared outside of the CCHMIS with researchers and other providers, and to make this decision at each project you receive services from. (Please note that if you decide NOT to data share, it does not prohibit the project from entering your data into the CCHMIS – it prohibits the sharing of your data as outlined on the consent form).

CCHMIS Providers reserve the following exceptions to the above: (1) Provider Right to Deny Review: if information is compiled in reasonable anticipation of litigation or comparable proceedings; if information about another individual other than the participating provider staff would be disclosed; if information was obtained under a promise of confidentiality other than a promise from this provider and disclosure would reveal the sources of the information; or if the disclosure of information would be reasonably likely to endanger the physical safety of any individual; and (2) Provider Right to Deny Access/Correction: in response to repeated or harassing requests.

E. RESPONSIBILITY TO PROTECT DATA

CARES of NY, Inc. (CARES) is the System Administrator of the CCHMIS. The CCHMIS uses Foothold Technology's AWARDS software application and database, which is maintained in compliance with all federal standards set forth in the Health Insurance Portability and Accountability Act (HIPAA) and its subsequent legislation – the standards required to protect medical records – as well as U.S. Department of Housing and Urban Development HMIS standards.

The CARES CCHMIS staff take the protection of client confidentiality and privacy seriously. **The following security measures, among others, are in place to ensure that your information is protected:**

- » **System Security:** HMIS data is encrypted and securely transmitted from Providers to the HMIS database, extensive procedures are in place to prevent unauthorized access, and the entire HMIS system and database is protected at the highest level of security for health data;
- » **Access:** Only CARES CCHMIS staff and staff at providers may receive authorization to access the CCHMIS, and authorization requires comprehensive initial training and annual privacy and security training thereafter;
- » **Confidentiality Agreements:** Every CCHMIS Provider and every person authorized to read or enter information into the CCHMIS signs an agreement every year that includes: (1) commitments to maintain the confidentiality of all CCHMIS information; (2) commitments to comply with all security measures in compliance with federal HMIS requirements and any applicable federal, state, or local laws; and (3) penalties for violation of the agreement;
- » **Monitoring:** Annual monitoring is conducted for CCHMIS providers to ensure compliance with privacy and security policies; and
- » **Reporting:** Published CCHMIS reports are comprised of aggregate data only, and never contain any client-level or identifying (PII) data.

IMPORTANT INFORMATION FOR ALL CLIENTS – PLEASE READ

If you do not understand any of the information within this form, you may ask your intake worker for further explanation or an alternate format.

You may **keep the first 2 pages** of this form (containing the HMIS Privacy Notice) for your records.

You may request a copy of any participating provider or CCHMIS policies from your intake worker. Further information regarding CCHMIS privacy and security is also available in the CCHMIS Policies and Procedures (accessible online at www.caresny.org/).

You may contact your participating provider regarding any of your rights as listed above, including if you feel that any of these rights have been violated. If your provider's response does not satisfy you, you may then contact the CCHMIS directly at hmis@caresny.org or (518) 489-4130.

CCHMIS Inclusion Disclosure

The CCHMIS has moved from *inferred consent* (a posted sign) to an *inclusion disclosure* for the HMIS. **No consumer consent is required by the CCHMIS to enter consumer data.** This disclosure replaces the posted sign but fulfills the same purpose. Consumers are asked to initial that they received the information. This is in addition to any agency specific or CoC specific forms that may be presented upon intake.

While individual agencies and projects may have their own, overriding policies, refusing to initial the inclusion disclosure does **NOT** indicate a refusal to be included in the HMIS and does not automatically disqualify consumers from receiving services from the agency or project; agency and CoC policy regarding how to handle that situation should still be followed as it has been in past years.

F. ACKNOWLEDGEMENT OF INCLUSION

No client consent is required to enter client data from provider forms into the CCHMIS, including personally identifying information. All Protected Identifying Information (PII) entered into the HMIS for the purpose of Coordinated Entry may be shared with other participating providers through the HMIS to better serve your needs and streamline the intake process. Additional sharing of your PII will not happen without agreeing through the consent below.

To show you are aware of this, we ask you to initial below.

** _____ Please initial to indicate that you have read (or been read) and understand the above information.

Please indicate method by which acknowledgement was received.

☐ Phone

☐ In Person

IMPORTANT - CLIENT IS TO BE GIVEN PAGES 9 AND 10

Please indicate on the chart below which Housing Agencies that you are referring this application to.

The **Albany County CE Contact Index** can assist in completing this section; to request a copy, please email ce@hatas.org

REFERRAL FOR SERVICES

Please indicate the agencies/programs this referral will be sent to:

PERMANENT SUPPORTIVE HOUSING (PSH)

☐ Albany Damien Center PSH Program	☐ CARES TBRA for Homeless Persons YR 2	☐ IPH Sheridan Ave Housing Project II
☐ Albany Housing Coalition Shelter Plus Care for CH Vets	☐ CARES Housing	☐ IPH Bonus Project
☐ Albany Housing Coalition Shelter Plus Care for Homeless Vets with Disabilities	☐ HATAS Shelter Plus Care	☐ SPARC
☐ Albany Housing Coalition Walter St Residence	☐ HATAS Pathways I	☐ RSS SAIL
☐ Capital Area Peer Services (CAPS) 100 Clinton Ave Apts	☐ HATAS Pathways II	☐ St. Catherine's Supportive Family Housing Program
☐ CARES TBRA for Homeless Persons YR 3	☐ HATAS TBRA	☐ St. Catherine's Bonus Project
	☐ HATAS Bonus Project	☐ Support Ministries Arvilla House
	☐ HAC SRO (Kendal House)	☐ Support Ministries Project Help
	☐ Hope House	
	☐ IPH Hope Through Housing	
	☐ IPH Sheridan Ave Housing Project	

Notes:

RAPID RE-HOUSING (RRH)

☐ HATAS STEHP Rapid Re-Housing	☐ Legal Aid Society Rapid Re-Housing Families
☐ HATAS The Next Step RRH Program	

Notes:

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

2. **CE Prevention Intake:** This is the CE Prevention Assessment and Intake Form used by NY-503

ALBANY COUNTY COORDINATED ENTRY APPLICATION

APPLICATION SUBMISSION INSTRUCTIONS

Please scan and message the required documents (listed below) and any relevant supporting documents *through the AWARDS messaging module* to the **Housing Agencies** you indicated in the "REFERRAL FOR SERVICES" section above and **CC: mgrillo in AWARDS**

Faxed, hand-delivered, or applications sent via regular email will not be eligible for review.

If you do not have an AWARDS account email brobson@caresny.org to request an account to send messages

Required Coordinated Entry Documents: -

- ☐ Completed Coordinated Entry Application
- ☐ Proof of Homelessness
- ☐ Proof of HUD-defined Disabling Condition

ARE YOU SEEKING HOUSING SERVICES?	HAVE YOU PREVIOUSLY COMPLETED AN APPLICATION FOR ASSISTANCE THROUGH COORDINATED ENTRY?
☐ No ☐ Yes	☐ No ☐ Yes

IF CLIENT IS NOT SEEKING HOUSING SERVICES, A HOUSING ASSESSMENT DOES NOT NEED TO BE COMPLETED

NAME OF REFERRING AGENCY		REFERRING AGENCY STAFF CONTACT NAME	
REFERRING AGENCY STAFF CONTACT EMAIL		REFERRING AGENCY STAFF CONTACT PHONE NUMBER	REFERRING AGENCY STAFF CONTACT FAX NUMBER
CLIENT ADDRESS			

HMIS HOUSEHOLD INFORMATION

*INTAKE DATE / /	*FIRST NAME	*LAST NAME (and Suffix)
*NAME DATA QUALITY ☐ Full Name Reported ☐ Partial Name, Street Name or Code Name Reported ☐ Data Not Collected ☐ Client Doesn't Know ☐ Client Refused		ALIAS
*SOCIAL SECURITY NUMBER (enter "9" for any missing numbers in an Approximate or Partial SSN) - - - - -		*SSN DATA QUALITY ☐ Full SSN Reported ☐ Approximate or Partial SSN Reported ☐ Client Doesn't Know ☐ Client Refused ☐ Data Not Collected
*GENDER ☐ Male ☐ Female ☐ Trans Male (FTM) ☐ Trans Female (MTF) ☐ Gender Non-Conforming ☐ Client Doesn't Know ☐ Client Refused ☐ Data Not Collected		
*BIRTHDATE / /	*BIRTHDATE DATA QUALITY ☐ Full DOB Reported ☐ Approximate or Partial DOB Reported ☐ Client Doesn't Know ☐ Client Refused ☐ Data Not Collected	
*ETHNICITY ☐ Hispanic ☐ Non-Hispanic ☐ Data Not Collected ☐ Client Doesn't Know ☐ Client Refused		
*RACE (choose all that apply) ☐ American Indian/Native Alaskan ☐ Asian ☐ Black or African American ☐ Native Hawaiian or Other Pacific Islander ☐ White ☐ Data Not Collected ☐ Client Doesn't Know ☐ Client Refused		
*DO YOU HAVE A PHONE NUMBER AT WHICH YOU CAN BE REACHED? ☐ No ☐ Yes (SEE RIGHT) IF YES: PLEASE PROVIDE YOUR PHONE NUMBER WITH AREA CODE () - - - - -		

---NEXT PAGE---

***PRIOR LIVING SITUATION**

Based on the client's living situation **the night before project entry**, record responses in **one (1)** section:
Homeless Situation, Institutional Situation, Transitional/Permanent Situation, OR Unknown (**only** if necessary)

HOMELESS SITUATIONS:		
TYPE OF RESIDENCE (THE NIGHT BEFORE PROJECT ENTRY)		*LENGTH OF STAY IN PREVIOUS PLACE
☐ Place not meant for human habitation (vehicle, abandoned building, bus/train/subway station etc) ☐ Emergency shelter , including hotel or motel paid for with emergency shelter voucher ☐ Safe Haven ☐ Interim Housing		☐ 1 night or less ☐ 2 to 6 nights ☐ 1 week or more, but less than 1 month ☐ 1 month or more, but less than 90 days ☐ 90 days or more, but less than 1 year ☐ 1 year or longer
☐ Client Doesn't Know ☐ Client Refused ☐ Data Not Collected		
*APPROXIMATE DATE HOMELESSNESS STARTED: ____/____/____		
*REGARDLESS OF WHERE THEY STAYED LAST NIGHT NUMBER OF TIMES ON THE STREETS, IN ES, OR SH IN THE PAST THREE YEARS		*TOTAL NUMBER OF MONTHS HOMELESS ON THE STREETS, IN ES, OR IN SH IN THE PAST THREE YEARS
☐ 1 ☐ 2 ☐ 3 ☐ 4+ ☐ Client Doesn't Know ☐ Client Refused ☐ Data Not Collected		☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ 6 ☐ 7 ☐ 8 ☐ 9 ☐ 10 ☐ 11 ☐ 12 ☐ More than 12 ☐ Client Doesn't Know ☐ Client Refused ☐ Data Not Collected

OR

INSTITUTIONAL SITUATIONS:		
TYPE OF RESIDENCE (THE NIGHT BEFORE PROJECT ENTRY)		*LENGTH OF STAY IN PREVIOUS PLACE
☐ Foster care home or foster care group home ☐ Hospital or other residential non-psychiatric medical facility ☐ Jail , prison or juvenile detention facility ☐ Long-term care facility or nursing home ☐ Psychiatric hospital or other psychiatric facility ☐ Substance abuse treatment facility or detox center		☐ 1 night or less ☐ 2 to 6 nights ☐ 1 week or more, but less than 1 month ☐ 1 month or more, but less than 90 days ☐ 90 days or more, but less than 1 year ☐ 1 year or longer
☐ Client Doesn't Know ☐ Client Refused ☐ Data Not Collected		☐ Client Doesn't Know ☐ Client Refused ☐ Data Not Collected
DID THE CLIENT STAY LESS THAN 90 DAYS		IF YES: THE NIGHT BEFORE THAT, DID THEY STAY ON THE STREETS, ES, or SH?
☐ No ☐ Yes		☐ No ☐ Yes
IF YES TO 'ON THE NIGHT BEFORE DID YOU STAY ON THE STREETS, ES OR SH?' PROVIDE DETAILS OF PREVIOUS HOMELESSNESS:		
*APPROXIMATE DATE HOMELESSNESS STARTED: ____/____/____		
*REGARDLESS OF WHERE THEY STAYED LAST NIGHT NUMBER OF TIMES ON THE STREETS, IN ES, OR SH IN THE PAST THREE YEARS		*TOTAL NUMBER OF MONTHS HOMELESS ON THE STREETS, IN ES, OR IN SH IN THE PAST THREE YEARS
☐ 1 ☐ 2 ☐ 3 ☐ 4+ ☐ Client Doesn't Know ☐ Client Refused ☐ Data Not Collected		☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ 6 ☐ 7 ☐ 8 ☐ 9 ☐ 10 ☐ 11 ☐ 12 ☐ More than 12 ☐ Client Doesn't Know ☐ Client Refused ☐ Data Not Collected

OR

TRANSITIONAL AND PERMANENT HOUSING SITUATIONS:		
TYPE OF RESIDENCE (THE NIGHT BEFORE PROJECT ENTRY)		*LENGTH OF STAY IN PREVIOUS PLACE
☐ Hotel or Motel paid for without emergency shelter voucher ☐ Owned by client, no ongoing subsidy ☐ Owned by client WITH ongoing subsidy ☐ Permanent housing (other than RRH) for formerly homeless persons (PSH, HOPWA) ☐ Rental by client, no ongoing subsidy ☐ Rental by client with GPD TIP subsidy ☐ Rental by client with VASH subsidy		☐ Rental by client with other housing subsidy (including RRH) ☐ Residential project or halfway house with no homeless criteria ☐ Staying or in a family member's room, apartment or house ☐ Staying or in a friend's room, apartment or house ☐ Transitional housing for homeless persons (incl. homeless youth)
☐ 1 night or less ☐ 2 to 6 nights ☐ 1 week or more, but less than 1 month ☐ 1 month or more, but less than 90 days ☐ 90 days or more, but less than 1 year ☐ 1 year or longer		☐ Client Doesn't Know ☐ Client Refused ☐ Data Not Collected
DID YOU STAY LESS THAN 7 DAYS?		IF YES: THE NIGHT BEFORE THAT, DID THEY STAY ON THE STREETS, ES, or SH?
☐ No ☐ Yes		☐ No ☐ Yes
IF YES TO 'ON THE NIGHT BEFORE DID YOU STAY ON THE STREETS, ES OR SH?' PROVIDE DETAILS OF PREVIOUS HOMELESSNESS:		
*APPROXIMATE DATE HOMELESSNESS STARTED: ____/____/____		
*REGARDLESS OF WHERE THEY STAYED LAST NIGHT NUMBER OF TIMES ON THE STREETS, IN ES, OR SH IN THE PAST THREE YEARS		*TOTAL NUMBER OF MONTHS HOMELESS ON THE STREETS, IN ES, OR IN SH IN THE PAST THREE YEARS
☐ 1 ☐ 2 ☐ 3 ☐ 4+ ☐ Client Doesn't Know ☐ Client Refused ☐ Data Not Collected		☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ 6 ☐ 7 ☐ 8 ☐ 9 ☐ 10 ☐ 11 ☐ 12 ☐ More than 12 ☐ Client Doesn't Know ☐ Client Refused ☐ Data Not Collected

OR

UNKNOWN (ONLY IF NECESSARY)		
TYPE OF RESIDENCE (THE NIGHT BEFORE PROJECT ENTRY)		
☐ Client doesn't know ☐ Client refused ☐ Data not collected		

---NEXT PAGE---

***CURRENT LIVING SITUATION**

Based on the client's living situation **tonight**, record responses in **one (1)** section:
Homeless Situation, Institutional Situation, Transitional/Permanent Situation, OR Unknown (**only** if necessary)

HOMELESS SITUATIONS:

TYPE OF RESIDENCE (TONIGHT)

- ☐ **Place not meant for human habitation** (vehicle, abandoned building, bus/train/subway station etc) ☐ Safe Haven
☐ **Emergency shelter**, including **hotel or motel** paid for **with emergency shelter voucher** ☐ Interim Housing

OR**INSTITUTIONAL SITUATIONS:**

TYPE OF RESIDENCE (TONIGHT)

- ☐ **Foster care** home or foster care group home ☐ **Long-term care facility** or nursing home
☐ **Hospital** or other residential non-psychiatric medical facility ☐ **Psychiatric hospital** or other psychiatric facility
☐ **Jail**, prison or juvenile detention facility ☐ **Substance abuse treatment** facility or detox center

IS CLIENT GOING TO LEAVE WITHIN 14 DAYS?

- ☐ No ☐ Yes
☐ *Client Doesn't Know* ☐ Client Refused ☐ *Data Not Collected*

HAS A SUBSEQUENT RESIDENCE BEEN IDENTIFIED?

- ☐ No ☐ Yes
☐ *Client Doesn't Know* ☐ Client Refused ☐ *Data Not Collected*

DOES INDIVIDUAL OR FAMILY HAVE RESOURCES OR SUPPORT NETWORKS TO OBTAIN OTHER PERMANENT HOUSING?

- ☐ No ☐ Yes ☐ *Client Doesn't Know* ☐ Client Refused ☐ *Data Not Collected*

HAS THE CLIENT HAD A LEASE OR OWNERSHIP INTEREST IN A PERMANENT HOUSING UNIT IN THE LAST 60 DAYS?

- ☐ No ☐ Yes ☐ *Client Doesn't Know* ☐ Client Refused ☐ *Data Not Collected*

HAS THE CLIENT MOVED 2 TIMES OR MORE IN THE LAST 60 DAYS?

- ☐ No ☐ Yes ☐ *Client Doesn't Know* ☐ Client Refused ☐ *Data Not Collected*

OR**TRANSITIONAL AND PERMANENT HOUSING SITUATIONS:**

TYPE OF RESIDENCE (TONIGHT)

- ☐ **Hotel or Motel** paid for **without** emergency shelter voucher ☐ Rental by client with GPD TIP subsidy
☐ Owned by client, **no** ongoing subsidy ☐ Rental by client with other housing subsidy (**including RRH**)
☐ Owned by client **WITH** ongoing subsidy ☐ Residential project or halfway house with no homeless criteria
☐ Permanent housing (**other than RRH**) for formerly homeless persons ☐ **Staying or in a family** member's room, apartment or house
(PSH, HOPWA) ☐ **Staying or in a friend's** room, apartment or house
☐ Rental by client, **no** ongoing subsidy ☐ **Transitional housing** for homeless persons (incl. homeless youth)
☐ Rental by client with VASH subsidy

IS CLIENT GOING TO LEAVE WITHIN 14 DAYS?

- ☐ No ☐ Yes
☐ *Client Doesn't Know* ☐ Client Refused ☐ *Data Not Collected*

HAS A SUBSEQUENT RESIDENCE BEEN IDENTIFIED?

- ☐ No ☐ Yes
☐ *Client Doesn't Know* ☐ Client Refused ☐ *Data Not Collected*

DOES INDIVIDUAL OR FAMILY HAVE RESOURCES OR SUPPORT NETWORKS TO OBTAIN OTHER PERMANENT HOUSING?

- ☐ No ☐ Yes ☐ *Client Doesn't Know* ☐ Client Refused ☐ *Data Not Collected*

HAS THE CLIENT HAD A LEASE OR OWNERSHIP INTEREST IN A PERMANENT HOUSING UNIT IN THE LAST 60 DAYS?

- ☐ No ☐ Yes ☐ *Client Doesn't Know* ☐ Client Refused ☐ *Data Not Collected*

HAS THE CLIENT MOVED 2 TIMES OR MORE IN THE LAST 60 DAYS?

- ☐ No ☐ Yes ☐ *Client Doesn't Know* ☐ Client Refused ☐ *Data Not Collected*

OR**UNKNOWN (ONLY IF NECESSARY)**

- ☐ *Client doesn't know* ☐ *Client refused* ☐ *Data not collected*

LIVING SITUATION VERIFIED BY (NAME OF AGENCY)**---NEXT PAGE---**

***INCOME & SOURCES / NON-CASH BENEFITS**

*INCOME FROM ANY SOURCE		
☐ No ☐ Yes (SEE BELOW) ☐ Client Doesn't Know ☐ Client Refused ☐ Data Not Collected		
IF YES: CHECK & FILL IN MONTHLY AMOUNT FOR ALL THAT APPLY		
☐ Earned Income	\$	☐ Unemployment Insurance
☐ SSI	\$	☐ SSDI
☐ VA Service-Connected Disability Compensation	\$	☐ VA Non-Service Connected Disability Pension
☐ Private Disability Insurance	\$	☐ Worker's Compensation
☐ TANF	\$	☐ General Public Assistance
☐ Retirement from SSA	\$	☐ Pension or Retirement from former job
☐ Child Support	\$	☐ Alimony or Other Spousal Support
☐ Other	\$	
*NON-CASH BENEFITS FROM ANY SOURCE		
☐ No ☐ Yes ☐ Client Doesn't Know ☐ Client Refused ☐ Data Not Collected		
IF YES: CHECK ALL THAT APPLY		
☐ SNAP (Food Stamps)	☐ Special Supplemental Nutrition Program for Women, Infants and Children	☐ Other TANF Funded Svcs
☐ TANF Child Care Services	☐ TANF Transportation Service	

***HEALTH INSURANCE / DISABLING CONDITIONS**

*COVERED BY HEALTH INSURANCE			
☐ No ☐ Yes ☐ Client Doesn't Know ☐ Client Refused ☐ Data Not Collected			
IF YES: CHECK ALL THAT APPLY			
MEDICAID	☐ No ☐ Yes	MEDICARE	☐ No ☐ Yes
State Children's Health Insurance Program	☐ No ☐ Yes	VA Medical Services	☐ No ☐ Yes
Employer provided Health insurance	☐ No ☐ Yes	Health ins. Via COBRA	☐ No ☐ Yes
Private Pay Health Insurance	☐ No ☐ Yes	State Health Ins. Adults	☐ No ☐ Yes
Indian Health Services	☐ No ☐ Yes		
*PHYSICAL DISABILITY		IF YES: EXPECTED TO BE OF LONG-CONTINUED & INDEFINITE DURATION AND SUBSTANTIALLY IMPAIRS ABILITY TO LIVE INDEPENDENTLY?	
☐ No ☐ Yes (SEE RIGHT) ☐ Client Doesn't Know ☐ Client Refused ☐ Data Not Collected		☐ No ☐ Yes ☐ Client Doesn't Know ☐ Client Refused ☐ Data Not Collected	
*DEVELOPMENTAL DISABILITY			
☐ No ☐ Yes ☐ Client Doesn't Know ☐ Client Refused ☐ Data Not Collected			
*CHRONIC HEALTH CONDITION		IF YES: EXPECTED TO BE OF LONG-CONTINUED & INDEFINITE DURATION AND SUBSTANTIALLY IMPAIRS ABILITY TO LIVE INDEPENDENTLY?	
☐ No ☐ Yes (SEE RIGHT) ☐ Client Doesn't Know ☐ Client Refused ☐ Data Not Collected		☐ No ☐ Yes ☐ Client Doesn't Know ☐ Client Refused ☐ Data Not Collected	
*HIV/AIDS			
☐ No ☐ Yes ☐ Client Doesn't Know ☐ Client Refused ☐ Data Not Collected			
*MENTAL HEALTH PROBLEM		IF YES: EXPECTED TO BE OF LONG-CONTINUED & INDEFINITE DURATION AND SUBSTANTIALLY IMPAIRS ABILITY TO LIVE INDEPENDENTLY?	
☐ No ☐ Yes (SEE RIGHT) ☐ Client Doesn't Know ☐ Client Refused ☐ Data Not Collected		☐ No ☐ Yes ☐ Client Doesn't Know ☐ Client Refused ☐ Data Not Collected	
*SUBSTANCE ABUSE PROBLEM		IF YES: EXPECTED TO BE OF LONG-CONTINUED & INDEFINITE DURATION AND SUBSTANTIALLY IMPAIRS ABILITY TO LIVE INDEPENDENTLY?	
☐ No ☐ Yes, Alcohol (SEE RIGHT) ☐ Client Doesn't Know ☐ Yes, Drug (SEE RIGHT) ☐ Client Refused ☐ Yes, Both (SEE RIGHT) ☐ Data Not Collected		☐ No ☐ Yes ☐ Client Doesn't Know ☐ Client Refused ☐ Data Not Collected	

*** DV STATUS**

*DOMESTIC ABUSE VICTIM/SURVIVOR			
☐ No ☐ Yes (SEE BELOW) ☐ Client Doesn't Know ☐ Client Refused ☐ Data Not Collected			
IF YES: WHEN EXPERIENCE OCCURRED		IF YES: ARE YOU CURRENTLY FLEEING?	
☐ Within the past 3 months	☐ From 6 to 12 months ago	☐ Client Doesn't Know	☐ Client Doesn't Know
☐ 3 to 6 months ago	☐ More than a year ago	☐ Client Refused	☐ Client Refused
		☐ Data Not Collected	☐ Data Not Collected
DO YOU NEED A CONFIDENTIAL LOCATION TO STAY?			
☐ No ☐ Yes ☐ Client Doesn't Know ☐ Client Refused ☐ Data Not Collected			

***NON-HMIS DATA ELEMENTS**

EMPLOYMENT STATUS		IF YES: TYPE OF EMPLOYMENT	IF NO: WHY NOT EMPLOYED * unable to turn off in HMIS
☐ No ☐ Yes ☐ Client Doesn't Know ☐ Client Refused ☐ Data Not Collected		☐ Full Time ☐ Part Time ☐ Seasonal	☐ Looking for Work ☐ Unable to Work ☐ Not Looking for Work
CURRENTLY PREGNANT?		IF YES: DUE DATE	
☐ No ☐ Yes ☐ Client Doesn't Know ☐ Client Refused ☐ Data Not Collected		____/____/____	
*VETERAN STATUS		IF YES: SELECT BRANCH	
☐ No ☐ Yes ☐ Client Doesn't Know ☐ Client Refused ☐ Data Not Collected		☐ Army ☐ Air Force ☐ Navy ☐ Marines ☐ Coast Guard ☐ Other ☐ Data Not Collected ☐ Client Doesn't Know ☐ Client Refused	
DISCHARGE STATUS			
☐ Honorable ☐ General Under Honorable Discharge ☐ Under Other than Honorable Conditions ☐ Bad Conduct ☐ Dishonorable ☐ Uncharacterized ☐ Data Not Collected ☐ Client Doesn't Know ☐ Client Refused			
HOMELESS CAUSE (check only one)			
☐ Benefits loss/reduction ☐ Released behavioral health facility ☐ Drug/alcohol abuse ☐ Job income loss/reduction ☐ Illness ☐ Other: _____ ☐ Eviction ☐ Injury/ Disability ☐ Don't know ☐ Relocation ☐ Domestic Violence ☐ Refused ☐ Released from prison/jail ☐ Asked to leave shared residence (e.g. living in a home of another due to hardship) ☐ Released from hospital			
*ZIP CODE OF LAST PERMANENT ADDRESS		CAN YOU PROVIDE THE FOLLOWING? (Select all that apply)	
____-____-____		☐ Social Security Card ☐ Birth Certificate ☐ Driver's License Picture or Non-Driver ID ☐ Passport ☐ Alien Registration	
HAVE YOU OR ANY MEMBER OF YOUR HOUSEHOLD EVER BEEN CONVICTED OF A CRIME (yes no box)			
☐ No ☐ Yes ☐ Client Refused ☐ Data Not Collected		If so what was the conviction?: ☐ Arson ☐ Robbery ☐ Assault ☐ Murder ☐ Sexual Offense (If Yes, indicate level): ☐ Other Convictions:	
Are there legal limitations on where you can live due to probation, parole, or SO/Arson status			
☐ No ☐ Yes ☐ Client Refused ☐ Data Not Collected		Explanation: _____	
HAVE YOU OR ANY MEMBER OF THE HOUSHOLD BEEN ON/CURRENTLY ON PROBATION OR PAROLE?		IF YES: WHO	
☐ No ☐ Yes ☐ Client Refused ☐ Data Not Collected		☐ Self ☐ Household Member (Name) _____	
IF YES: Provide Probation/Parole Officer's Name and Contact Number			
Name: _____		Contact Number: () ____ - _____	
HAVE YOU OR ANY MEMBER OF YOUR HOUSEHOLD BEEN INVOLVED WITH ANY PROTECTION AGENCY		IF YES: WHO	
☐ No ☐ Yes ☐ Client Refused ☐ Data Not Collected		☐ Self ☐ Household Member (Name) _____	
IF YES: SELECT AGENCY			IF YES: IS THIS A CURRENT CASE
☐ CPS ☐ APS ☐ Juvenile Justice ☐ Family Court ☐ Foster Care ☐ Other:			☐ No ☐ Yes
IF CURRENT: Provide Protective Agency Worker's Name and Contact Number		IF NOT CURRENT: Provide the date the case was closed	
Name: _____ Contact Number: () ____ - _____		____/____/____	
I understand that the information on this form may be shared with the Albany County Department of Social Services, agencies funded through the Albany County Continuum of Care (CoC), and agency recipients of the Emergency Solutions Grant (ESG)			
Signature of Head of Household: _____ Date: _____			

---END---

PROCEED TO VULNERABILITY INDEX

VULNERABILITY INDEX SCORING FOR Prevention**Prioritization Criteria**

Urgency of Housing Situation	SCORE	SUBTOTAL
Lock out -Sheriff	3	
Warrant (stayed or not)	2	
Court/Trial date	1	
14 day rent demand	1	
Potential Barriers and Vulnerabilities	SCORE	SUBTOTAL
No income or Income to housing ratio 80 +	3	
Income to Housing 50 – 80	2	
Income to Housing 30 – 50	1	
COVID (Sick, Quarantined, income affected due to COVID)	3	
Household of 5 or More	3	
Single Parent w/ Minor Child(ren)	1	
At Risk of Losing Pub /Sub Housing	3	
Homeless in past 5 years (street, shelter or motel)	3	
Eviction in past 5 years (Court order or left after notice to quit)	2	
TOTAL POINTS		

---END---

CONSENT TO RELEASE PERSONAL INFORMATION

Signing this consent allows Coordinated Entry-participating programs in The Albany County Continuum of Care to review some personal information related to your application, and to determine eligibility for housing. Regardless of which housing program you may prefer, all applications may be reviewed by the Coordinated Entry Committee which is comprised of representatives from participating provider agencies in the County. The purpose for this *Coordinated Entry Review* process is to ensure each applicant has information and fair access to the range of housing options in the county:

I acknowledge signing this consent allows my release of personal information related to my housing eligibility to representatives of the ACCH Coordinated Entry Committee

I further understand that the information on this form may be shared with Partner Members of Albany County Continuum of Care (CoC), and agency recipients of the Emergency Solutions Grant (ESG).

The content of information to be released includes: My identifying information, household composition, housing & homelessness history, income & benefit status, veteran status, health information, disabilities (if any), certain criminal justice information (if any), and accommodations required (if any).

Coordinated Entry-participating programs that will have access to this information include:

Capital Area Council of Churches (CCSES)	Capital City Rescue Mission (CCRM)
Community Maternity Services (CMS)	Catholic Charities
Equinox Inc	Office of Alcoholism and Substance Abuse Services
St. Catherine's Center for Children	IPH (formerly Interfaith Partnership for the Homeless)
Schuyler Inn	St. Peter's Addiction Recovery Center (SPARC)
Albany Damien Center	Albany County Department of Social Services (DSS)
Albany Housing Coalition	Capital Area Peer Services (CAPS)
CARES, Inc	Homeless and Travelers Aid Society (HATAS)
Joseph's House	Rehabilitation Support Services (RSS)
Support Ministries, Inc	Legal Aid Society (LAS)
Albany County Department of Mental Health	Family Promise of the Capital Region
Hope House	Alliance for Positive Health

The following items **must be initialed** to be included in the use and/or disclosure of other protected health information:

_____ HIV/AIDS related information and/or records.

_____ Genetic testing information and/or records.

_____ Drug/alcohol diagnosis, treatment, or referral information

I hereby authorize the periodic release of the above information to the organizations identified above as often as necessary to determine eligibility and, if eligible, coordinate placement in housing through Albany County Coordinated Entry. I understand that the information to be released is confidential and protected from further disclosure. The duration of this consent is one year from the date of my signature, unless I specify a date, event or condition upon which it will expire sooner. I understand that I may revoke this consent at any time by notifying my case manager, in writing, except to the extent that action has been taken in reliance on my consent.

Client signature: _____ **Date:** _____

Witness signature: _____ **Date:** _____

PROCEED CCHMIS INCLUSION DISCLOSURE AND RELEASE OF INFORMATION

A. CCHMIS HMIS Consent

PURPOSE: To inform clients of HMIS data entry and for clients to authorize or modify data sharing preferences within the HMIS for the project listed below:

PROJECT:

CONTACT NUMBER:

INSTRUCTIONS: This form must be completed for every independent adult (18 years of age and over) and every unaccompanied minor PRIOR to data collection and entry into the HMIS at all CCHMIS-participating providers. This form also covers any household members under the client's guardianship, which includes all minors (persons under 18 years of age) and any incapacitated/disabled adults. The client is to be given pages 1 and 2 after completion.

HMIS PRIVACY NOTICE

This Notice applies to all CCHMIS-Participating Providers and addresses how information about clients may be used and disclosed at Providers as well as client rights over their information. This Notice may be amended at any time, and amendments may affect information obtained before the date of the amendment.

B. HMIS DATA COLLECTION & PURPOSE

A Homeless Management Information System (HMIS) is a local information technology system used to collect data on the housing and services provided to homeless individuals and families and persons at risk of homelessness. Providers participating in an HMIS are required to collect universal data elements from all clients, including Personally Identifying Information, demographic characteristics, and residential history. This information is critical for providers and communities to better understand the extent and nature of homelessness at a local level, evaluate program effectiveness, and improve future housing and service provision. Some providers are also required by their funders to obtain certain additional information to assess services, to determine eligibility, and to monitor outcomes. Most federally-funded homeless service providers are required to participate and record the clients they serve in an HMIS.

This agency is an HMIS-participating homeless service provider ("CCHMIS Provider"), meaning we collect and enter information about the persons we serve in the private and secure CARES Collaborative HMIS (CCHMIS) database, the local HMIS for this community. There are firm policies and procedures in place to protect against unauthorized disclosure of any personal information collected, and this information is critical to obtain an accurate picture of the homeless population we serve and for this agency to continue to offer you the service(s) you are accessing today. We only collect information deemed appropriate and necessary for program operation or information that is required by law or by the organizations that fund this program. We do not need your consent to enter a record of your visit into the CCHMIS, but you may refuse to have your personal identifying information within this record and still be eligible to receive services.

If you have any concerns or questions about the information provided above, please speak to an intake worker.

C. PERMITTED DATA USES AND DISCLOSURES

The CCHMIS is designed to protect the confidentiality of personal information while allowing for reasonable, responsible, and limited uses and disclosures of data, including Personally Identifying Information (PII is any information that can be used to identify a particular individual, including a client's name, Social Security Number, and Date of Birth). Once collected, we (as a CCHMIS Provider) have obligations about how these data may be used and disclosed (**uses** are internal activities for which providers interact with client PII; **disclosures** occur when providers share PII with an external entity). **CCHMIS Providers are limited to the following circumstances for the use and disclosure of HMIS PII:**

HUD required:

- (1) Client access to their information; and
- (2) Disclosures for oversight of compliance with HMIS privacy and security standards.

HUD permitted:

- (3) To provide or coordinate services to an individual;
- (4) For functions related to payment or reimbursement for services;
- (5) To carry out administrative functions, including but not limited to legal, audit, personnel, oversight and management functions;
- (6) For creating de-identified reporting from PII;
- (7) Uses and disclosures required by law;
- (8) Uses and disclosures to avert a serious threat to health or safety;
- (9) Uses and disclosures about victims of abuse, neglect or domestic violence;
- (10) Uses and disclosures for research purposes; and
- (11) Uses and disclosures for law enforcement purposes.

A client must provide prior written consent for any other use or disclosure of HMIS PII.

CCHMIS Providers must also ensure that **any use or disclosure does not violate other applicable local, state, or federal laws.**

Therefore, some CCHMIS Providers **may have more restrictive privacy policies**, often dependent upon funding source or the nature of a projects. Specific, per-project information regarding data use and disclosure can be obtained upon request.

D. CLIENT CONTROL OVER DATA

The CCHMIS recognizes every independent legal adult (person over 17 years of age) as the owner of all information about themselves, and any parent, legal guardian, or legal power of attorney as the designated owner of all information about any household members under their guardianship (all minors and any incapacitated/disabled adults).

By seeking assistance from this CCHMIS Provider and consenting to your personal information being entered into a record within the CCHMIS, you transfer governance responsibility over your CCHMIS record to us, and we are responsible for handling your record in accordance with CCHMIS privacy policies and any applicable federal, state, or local requirements. You retain ownership of your information within your CCHMIS record, and as owner **you have the following rights, in general:**

- » **Refusal:** to refuse to answer a question you do not feel comfortable with and not have it recorded within the CCHMIS;
- » **Access/Correction:** to request and view a copy of your project information record within the CCHMIS from your provider, including those who have accessed and/or edited your record, and to request corrections to that record;
- » **Grievance:** to ask questions of or submit grievances to your provider regarding privacy and security policies and practices;
- » **Anonymized Record:** to request that your provider anonymize your personal data record within the CCHMIS; and
- » **Optional Data Sharing:** to choose if your information is shared outside of the CCHMIS with researchers and other providers, and to make this decision at each project you receive services from. (Please note that if you decide NOT to data share, it does not prohibit the project from entering your data into the CCHMIS – it prohibits the sharing of your data as outlined on the consent form).

CCHMIS Providers reserve the following exceptions to the above: (1) Provider Right to Deny Review: if information is compiled in reasonable anticipation of litigation or comparable proceedings; if information about another individual other than the participating provider staff would be disclosed; if information was obtained under a promise of confidentiality other than a promise from this provider and disclosure would reveal the sources of the information; or if the disclosure of information would be reasonably likely to endanger the physical safety of any individual; and (2) Provider Right to Deny Access/Correction: in response to repeated or harassing requests.

E. RESPONSIBILITY TO PROTECT DATA

CARES of NY, Inc. (CARES) is the System Administrator of the CCHMIS. The CCHMIS uses Foothold Technology's AWARDS software application and database, which is maintained in compliance with all federal standards set forth in the Health Insurance Portability and Accountability Act (HIPAA) and its subsequent legislation – the standards required to protect medical records – as well as U.S. Department of Housing and Urban Development HMIS standards.

The CARES CCHMIS staff take the protection of client confidentiality and privacy seriously. **The following security measures, among others, are in place to ensure that your information is protected:**

- » **System Security:** HMIS data is encrypted and securely transmitted from Providers to the HMIS database, extensive procedures are in place to prevent unauthorized access, and the entire HMIS system and database is protected at the highest level of security for health data;
- » **Access:** Only CARES CCHMIS staff and staff at providers may receive authorization to access the CCHMIS, and authorization requires comprehensive initial training and annual privacy and security training thereafter;
- » **Confidentiality Agreements:** Every CCHMIS Provider and every person authorized to read or enter information into the CCHMIS signs an agreement every year that includes: (1) commitments to maintain the confidentiality of all CCHMIS information; (2) commitments to comply with all security measures in compliance with federal HMIS requirements and any applicable federal, state, or local laws; and (3) penalties for violation of the agreement;
- » **Monitoring:** Annual monitoring is conducted for CCHMIS providers to ensure compliance with privacy and security policies; and
- » **Reporting:** Published CCHMIS reports are comprised of aggregate data only, and never contain any client-level or identifying (PII) data.

IMPORTANT INFORMATION FOR ALL CLIENTS – PLEASE READ

If you do not understand any of the information within this form, you may ask your intake worker for further explanation or an alternate format.

You may **keep the first 2 pages** of this form (containing the HMIS Privacy Notice) for your records.

You may request a copy of any participating provider or CCHMIS policies from your intake worker. Further information regarding CCHMIS privacy and security is also available in the CCHMIS Policies and Procedures (accessible online at www.caresny.org/).

You may contact your participating provider regarding any of your rights as listed above, including if you feel that any of these rights have been violated. If your provider's response does not satisfy you, you may then contact the CCHMIS directly at hmis@caresny.org or (518) 489-4130.

CCHMIS Inclusion Disclosure

The CCHMIS has moved from *inferred consent* (a posted sign) to an *inclusion disclosure* for the HMIS. **No consumer consent is required by the CCHMIS to enter consumer data.** This disclosure replaces the posted sign but fulfills the same purpose. Consumers are asked to initial that they received the information. This is in addition to any agency specific or CoC specific forms that may be presented upon intake.

While individual agencies and projects may have their own, overriding policies, refusing to initial the inclusion disclosure does **NOT** indicate a refusal to be included in the HMIS and does not automatically disqualify consumers from receiving services from the agency or project; agency and CoC policy regarding how to handle that situation should still be followed as it has been in past years.

F. ACKNOWLEDGEMENT OF INCLUSION

No client consent is required to enter client data from provider forms into the CCHMIS, including personally identifying information. All Protected Identifying Information (PII) entered into the HMIS for the purpose of Coordinated Entry may be shared with other participating providers through the HMIS to better serve your needs and streamline the intake process. Additional sharing of your PII will not happen without agreeing through the consent below.

To show you are aware of this, we ask you to initial below.

** _____ Please initial to indicate that you have read (or been read) and understand the above information.

Please indicate method by which acknowledgement was received.

☐ Phone

☐ In Person

IMPORTANT - CLIENT IS TO BE GIVEN PAGES 1 AND 2

Please indicate on the chart below which Housing Agencies that you are referring this application to.

The **Albany County CE Contact Index** can assist in completing this section; to request a copy, please email ce@hatas.org

REFERRAL FOR SERVICES

Please indicate the agencies/programs this referral will be sent to:

PERMANENT SUPPORTIVE HOUSING (PSH)

☐ Albany Damien Center PSH Program ☐ Albany Housing Coalition Shelter Plus Care for CH Vets ☐ Albany Housing Coalition Shelter Plus Care for Homeless Vets with Disabilities ☐ Albany Housing Coalition Walter St Residence ☐ Capital Area Peer Services (CAPS) 100 Clinton Ave Apts ☐ CARES TBRA for Homeless Persons YR 3	☐ CARES TBRA for Homeless Persons YR 2 ☐ CARES Housing ☐ HATAS Shelter Plus Care ☐ HATAS Pathways I ☐ HATAS Pathways II ☐ HATAS TBRA ☐ HATAS Bonus Project ☐ HAC SRO (Kendal House) ☐ Hope House ☐ IPH Hope Through Housing ☐ IPH Sheridan Ave Housing Project	☐ IPH Sheridan Ave Housing Project II ☐ IPH Bonus Project ☐ SPARC ☐ RSS SAIL ☐ St. Catherine's Supportive Family Housing Program ☐ St. Catherine's Bonus Project ☐ Support Ministries Arvilla House ☐ Support Ministries Project Help
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Notes:

RAPID RE-HOUSING (RRH)

☐ HATAS STEHP Rapid Re-Housing	☐ Legal Aid Society Rapid Re-Housing Families
☐ HATAS The Next Step RRH Program	

Notes:

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

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

Albany County

Coordinated Entry

Policies and Procedure Manual

Implementation, Governance and Evaluation of
the Coordinated Entry System in the Albany
County Continuum of Care (CoC)

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Introduction

Document Overview

To implement and maintain a County-wide Coordinated Entry (CE) System, Homeless and Travelers Aid Society (HATAS), as the lead agency, along with the Collaborative Applicant, CARES, has developed the following Policies and Procedures Manual to outline and define the goals and objectives of the CE program. This document delineates the roles and responsibilities of each agency and user involved in the program while establishing protocol for program assessment, referral acceptance, client privacy, and consumer disclosure. Each participating agency must have the Director of that agency sign the Agency Agreement at the end of this document, indicating that the agency has reviewed these policies and procedures and will comply with them.

Implementing Coordinated Entry is a requirement under the CoC program Interim Rule, all CoC funded and ESG funded agencies are required to participate. The Coordinated Entry process in Albany is a necessary system for developing a systemic response to homelessness in the Albany community. The Albany Coordinated Entry System ensures that people experiencing homelessness are prioritized for and matched with the right intervention as quickly as possible. This process standardizes the access, assessment, prioritization and referral process across all providers who are CoC and for some that are non-CoC funded.

The Coordinated Entry Policies and Procedure will:

- Assist with the coordination of service delivery across Albany County and will be the foundation of the coordinated entry system;
- Assist in assessing individuals and families consistently to determine program eligibility;
- Assist in administering programs fairly and methodically;
- Establish common performance measurements for all CoC components including outreach, Emergency shelters and prevention service; and.

The Policy and Procedures have been established to ensure that persons experiencing homelessness who enter programs throughout the CoC will be given similar information and support to access and maintain permanent housing. All programs that receive ESG or CoC funding are required to abide by the Policy and Procedure guidelines. Agency program procedure should reflect the policy and procedures described in this document. The CoC strongly encourages the collaboration with programs that do not receive either of these sources of funds to provide comprehensive services to the community's homeless population

Coordinated Entry works by establishing one process to assess the situation of all households who request help through the housing crisis response system. There are four core elements to the Coordinated Entry System Access, Assessment, Prioritization and Referral this manual will provide details about each of these four system functions.

Goals of Coordinated Entry

CE is intended to increase and streamline access to housing and services for households experiencing homelessness, match appropriate levels of housing and services based on their needs, and prioritize persons with severe service needs for the most intensive interventions. It helps communities prioritize assistance based upon vulnerability and severity of service needs to ensure that people who need

assistance the most can receive it in a timely manner. CE also provides information about service needs and gaps to help communities plan their assistance and identify needed resources.

Primary goals for the coordinated entry processes are:

- Assistance will be allocated as effectively as possible,
- Assistance is easily accessible no matter where or how people present

Purpose of Coordinated Entry

Coordinated Entry is considered one of the many interventions in a community's united effort to prevent, reduce, and combat homelessness. The process works best and provides the greatest value if it is driven by "What does the client need" rather than by provider eligibility. Coordinated entry refers to the process used to assess and assist in meeting the housing needs of people at-risk of homelessness and people experiencing homelessness. The Albany County CoC Coordinated Entry (CE) process is designed to identify, engage, and assist homeless individuals and families and ensure those who need assistance are connected to proper housing and services. The implementation of coordinated entry is considered a national best practice. When implemented effectively, coordinated assessment can:

- Reduce the amount of research and the number of phone calls people experiencing homelessness must make before finding crisis housing or services;
- Reduce new entries into homelessness through coordinated system wide diversion and prevention efforts;
- Prevent people experiencing homelessness from entering and exiting multiple programs before getting their needs met;
- Reduce or erase entirely the need for individual provider wait lists for services;
- Foster increased collaboration between homelessness assistance providers; and
- Improve a community's ability to perform well on Homeless Emergency Assistance and Rapid Transition to Housing (HEARTH) Act outcomes and make progress on ending homelessness.

The Coordinated Entry process makes referrals to all projects receiving Emergency Solutions Grants (ESG) and CoC Program funds, including emergency shelter (ES), Rapid Re-housing (RRH), Permanent Supportive Housing (PSH), and Transitional Housing (TH), as well as other housing and homelessness projects. Projects in the community that are CoC and/or ESG funded fill all vacancies through referrals, while non-funded projects are strongly encouraged to accept referrals from the Coordinated entry process.

Roles and Responsibilities of Key Participants:

Responsibility of Lead agency: Homeless and Travelers Aid Society (HATAS) as the lead agency will be responsible for tracking client from initial application to housing, entering client data in excel spreadsheet/HMIS system, working with Collaborative Applicant to ensure program compliance, and conducting bi-weekly single point of access (SPOA) meetings.

Funded Agencies: Participation from all agencies funded through the Albany Continuum of Care (CoC) and agency recipients of the Emergency Solution Grant (ESG) is required. Funded agencies will be responsible for updating vacancies on the community vacancy report, making and accepting/denying referrals, serving as a "No Wrong Door" by collecting disability and homeless documentation on behalf of walk-in's seeking housing assistance, and attending bi-weekly SPOA meetings.

Non-Funded Agencies: Non-Funded Agencies are strongly encouraged to participate and submit Coordinated Entry applications to the lead CE Agency to effectively and efficiently refer all household to

services.

Training: Lead CE representatives from each CoC will meet quarterly with collaborative Applicant to discuss policies and procedures and prioritization process. Agency staff will be trained semiannually at SPOA meetings to ensure that all staff administering assessments have access to materials that clearly describe the methods by which assessments are conducted. A webinar training will be available for program staff that will provide step by step instructions on how to complete assessment tool, what documents must be submitted with tool and walk participants through referral process. A checklist noting the specific documents that must be submitted to verify disability and homeless status is attached to the User Guide. Training will also include a review of the policies and procedures and prioritization process for Coordinated Entry.

Operating procedures of the Albany County Coordinated Entry System

Coordinated Entry is an evolving practice as new research, models and assessment tools are continually being created. A CoC's CE process must be flexible and responsive to new information about more effective approaches as the process evolves and other services are wrapped into coordinated Entry.

The Target Population for Coordinated Entry includes:

- Chronically Homeless
- Homeless
- Veterans
- Domestic Violence
- Substance Abuse
- Mental Illness
- Youth
- Physically Disabled
- Families
- HIV / AIDS
- Unstably housed

Full implementation and operation of the Coordinated Entry system includes the following Core Elements:

Access: The engagement point for persons experiencing a housing crisis.

- o The Albany County Coordinated Entry System has adopted a No Wrong Door approach whereby assessment can be conducted regardless of which community stakeholder and/or CoC provider the client presents. This ensures that Consumers should have equal access to information and advice about the housing assistance for which they are eligible and assist them in making informed choices about available services that best meet their needs regardless of language barriers or impairments.
- o Examples of access points in Albany County include private and publicly funded homeless shelters, ACDSS Temporary Assistance (TA) staff, street outreach projects, PSH/RRH programs, and outpatient treatment clinics.

Assessment: Upon access CoC providers associated with the Coordinated Entry Process will begin assessing the person's housing needs.

- o A universal intake and assessment form will be utilized for all consumers. The process will be easy on the client, and provide quick and seamless entry into homelessness services. Individuals and families will be referred to the most appropriate resource(s) for their individual situation. The process will prevent duplication of services, reduce length of time homeless and improve communication among agencies.

Prioritization: One of the main purposes of coordinated entry is to ensure that people with the most severe service needs and levels of vulnerability are prioritized for housing and homeless assistance.

- o People experiencing chronic homelessness are prioritized within the CE waitlist for permanent supportive housing. In addition to prioritizing people experiencing chronic homelessness, the coordinated entry process prioritizes people who are more likely to need some form of assistance to end their homelessness or who are more vulnerable to the effects of homelessness.
- o If it happens that the current Albany County Coordinated Entry waitlist shows no chronically suitable households, with HUD guidance, a non-chronic homeless household may be approved for a vacant unit. It is expected that efforts have been undertaken to locate persons that would be considered the highest priority and a form documenting this action must be completed by agency accepting non-chronic household and approved by the lead CE agency.

Points to consider when prioritizing households for housing and homelessness assistance: Based on Vulnerability Scoring from Coordinated Entry Application

Chronically homeless households are prioritized within the Coordinated Entry waitlist; applications are given a vulnerability score based on points given for the following. (List below is not in order of points awarded)

- Sleeping in place not meant for human habitation and emergency shelters including seasonal shelters and/or hotel/motels paid for by the county or charitable organizations. 1 point
- Domestic Violence 1 point
- Youth ages 18-24 1 point
- Elderly age 60+ 2 points
- Pregnant 1 point
- Served one day of active duty in Military 1 point
- Household has no income or only receives DSS assistance 1 point
- Criminal history and/or current probation or parole status 1 point
- Residential limitations based on criminal history, domestic violence, or handicap disability 2 points
- History of utility shut-off, eviction, and/or CODE enforcement 1 point
- Has a disability 1 point
- Has two or more disabilities 1 point
- Involvement with CPS/APS, Juvenile Justice, Family Court, Foster Care 1 point
- Additional Points given to households with extenuating circumstances, based on written narrative submitted by Point of Entry (POE).

Referral: Persons will be referred to available housing resources and services in accordance with the CoC's documented prioritization guidelines.

- o The point of entry (POE) agency completes the (CE) intake/assessment with a signed consumer consent/release form. The POE is also responsible for gathering proof of homeless status and

documentation of a HUD-defined disabling condition. Items are scanned/emailed; and, driven by consumer consent, sent to as many CoC-funded agencies as the presenting household may be eligible for, based on disabling conditions. Every CE referral must be sent to the CE Coordinator to ensure that households are added to the CE waitlist.

- o All (CE) Point of Entry (POE) locations offer the same assessment approach and referrals using uniform decision-making processes. A person presenting at a coordinated entry location is not steered towards any program or provider simply because they presented at that location.

Referral protocols: Programs that participate in the CoC's coordinated entry process accept all eligible referrals unless the agency has documentation that would support rejecting a referral

Referral Rejection Policy: Both CoC providers and program participants may deny or reject referrals from the defined CE access point, although service denials should be infrequent and must be documented with specific justification as prescribed by the CoC. The specific allowable criteria for denying a referral must be established by the CoC, must be shared with each project and client, and be reviewed and updated annually. All participating projects and client must provide the reason for service denial, and may be subject to a limit on number of service denials.

Coordinated Entry System Ensures:

- **Low Barrier:**
 - The coordinated entry process does not screen people out for assistance because of 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.
- **Person-Centered:**
 - o The coordinated entry process incorporates participant choice, which may be facilitated by questions in the assessment tool or through other methods. Choice can include location and type of housing, level of services, and other options about which households can participate in decisions.
- **Emergency Services:**
 - o The coordinated entry process does not delay access to emergency services such as shelter through Albany County Department of Social Services (ACDSS).
 - o Emergency Shelter providers attend the coordinated entry monthly meetings. Albany County DSS places families and singles at emergency shelters and hotel/motels throughout Albany County.
- **Prevention Services:**
 - o Referral to Prevention Services Provider is made through the Coordinated Entry system.
 - o Prevention services within the CoC are available through Legal Aid of Northeastern New York and United Tenants Association. Individuals eligible for prevention services will be referred accordingly.
- **Inclusive:**
 - o A coordinated entry process includes all subpopulations, including people experiencing chronic homelessness, Veterans, families, youth, and survivors of domestic violence.
 - o All subpopulations including chronically homeless individuals and families, Veterans, youth, persons and households fleeing domestic violence, transgendered persons, and

refugees and new immigrants must be provided equal access to the CoC's Coordinated Entry System services regardless of the characteristics and attributes of their specific subpopulations.

- **Ongoing planning and stakeholder consultation**
 - The CoC engages in ongoing planning with all stakeholders participating in the coordinated entry process. This planning includes evaluating and updating the coordinated entry process at least annually. Feedback from individuals and families experiencing homelessness or recently connected to housing through the coordinated entry process is regularly gathered through surveys, focus groups, and other means and is used to improve the process.
- **Informing local planning:**
 - Information gathered through the coordinated entry process is used to guide homeless assistance planning and system change efforts in the community.
- **Safety planning:**
 - The coordinated entry process ensures the safety of the individuals seeking assistance. This ensures that people fleeing domestic violence have safe and confidential access to the coordinated entry process and domestic violence services, and that any data collection adheres to the Violence Against Women Act (VAWA). The CoC coordinates with victim/non-victim providers to ensure DV survivors are provided housing services that uphold safety by prioritizing programs that collaborate to offer victims a wide range of options. Households presenting at non-victim providers are linked with DV services via a phone assessment. Households are given options including VAWA and CoC services to guard personally identifiable information. If a client is eligible and elects DV services the provider will end intake, void electronic record and connect victim with DV service provider. If client elects for non DV services, the Client is referred to a nonvictim provider to fulfill CoC CE process. VAWA compliant informed consent is required to provide information to other providers.
- **Street Outreach:**
 - Programs that are staffed by outreach workers will address homeless individual and families housing by offering ongoing engagement with those not able or willing to access housing services on their own. Street outreach services will complete coordinated Entry application and provide follow up with the client while the client transitions to being housed. Unsheltered persons will be engaged to provide immediate support, intervention and connections with homeless assistance programs, social services and housing programs including permanent supportive housing and rapid rehousing programs. Street outreach efforts are linked to the coordinated entry process and participate in SPOA meetings. Through the street outreach efforts Albany County Coordinated Entry ensures that people on the streets are prioritized for assistance in the same manner as any other person assessed through the Coordinated Entry process.
- **Using HMIS and other systems for Coordinated Entry process:**
 - Albany County will use HMIS to collect and manage data associated with assessments and referrals in addition to an excel workbook designed to track activity and produce reports for weekly communication.

- Fair and Equal Access:
 - o The Coordinated Entry system in Albany will ensure fair and equal access so that all people can easily access the Coordinated Entry process and the process for accessing help is well known.
 - o All programs will ensure fair and equal access to CE system programs and services for all clients regardless of
 - o 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.
 - o To ensure fair access by individuals with disabilities, physical and communication accessibility barriers must be addressed by appropriate accommodation within the Coordinated Entry System.
 - o If an individual's self-identified gender or household composition creates challenging dynamics among residents within a facility, the host program should make every effort to accommodate the individual or assist in locating alternative accommodation that is appropriate and responsive to the individual's needs.

Marketing: CoC's and recipients of HUD CoC Program and ESG Program funding 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. Marketing strategies may include participating agencies utilizing their websites to advertise that they are a point of access and a brochure outlining the coordinated entry process as well as where individuals can go to apply for housing assistance through the CoC. This brochure will be available at community organizations such as health centers, churches and libraries.

Evaluation/Oversight: Grievance/Appeal process:

- There will be formal grievance and appeals process overseen by the Advisory Committee. Consumer choice is central to coordinated entry and the appeals process will embrace that same person centered and easily navigable model. If a participant feels they did not receive fair treatment, they were denied resources or given an inappropriate referral, the participant may appeal these decisions or actions. It is Coordinated Entry policy to make every effort to settle difficulties and problems which may occur in the Coordinated Entry process.
- Every client who participates in the Coordinated Entry process is entitled to file a grievance if they have a complaint about the services they receive from any participating Coordinated Entry Agency. We would encourage every client to first attempt to resolve problems directly with the Agency that they are working with in the housing process. If, after addressing concerns with the Agency, the client is not satisfied with the outcome, then the client should proceed with the grievance procedure.
- Albany County Coordinated Entry Grievance Form will be available at each participating CoC Agency.
- The Advisory Committee will engage in regular evaluations. The committee will recommend changes to the CE process after these evaluations. Changes will be recommended to and approved by the ACCH Board. The Advisory Committee will also be responsible for overseeing the grievance and appeals process within CE.
- Coordinated Entry formal meetings will occur biweekly. This meeting should serve as a space for agency representatives to discuss participants' progress and referral status, troubleshoot any issues,

and coordinate outreach. The agency representatives can make recommendations on suggested changes to the coordinated entry system.

- Programs will be evaluated on their level of participation in coordinated entry including having coordinated entry staff, participating in the bi-weekly meetings, taking referrals from coordinated entry, and regular updates on vacancies and waiting list. Participation in coordinated entry will be tracked through HMIS for quality, and agencies will be given the opportunity to submit their feedback on the process.

All components of the Coordinated Entry System will be reviewed and assessed by all stakeholders continuously. Recommendations for policy change will be presented to the ACCH Board.

I have received the Policy and Procedures Manual for the Albany County Coordinated Entry System and I understand that it is my responsibility to read and comply with the policies contained in this Manual and any revisions made to it.

Name of Participating Agency: _____

Name of Designated Agency Representative authorized to sign: _____

Title: _____

Signature of Designated Agency Representative: _____

Date: _____

Please return this page to your Coordinated Entry Lead Agency:

Maria Grillo
Homeless and Travelers Aid Society (HATAS)
138 Central Avenue
Albany, NY 12206
Ph: (518) 463-2124 ext. 230
Fax: (518) 463-0263
mgrillo@hatas.org
www.hatas.org

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

4. **NY-503's Written Standards, Coordinated Entry Prioritization Section:** This document details how the CE program prioritizes people most in need of assistance.

- 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.

Prioritization Standards

The Written Standards establish the community-wide expectation of how resources are to be targeted within the community. This is separate from meeting eligibility requirements, and specific to prioritizing assistance to those in need. Project participants must always meet eligibility criteria while all individuals and household types can be prioritized for a type of assistance. As prescribed in the *Coordinated Entry Policies & Procedures*, CoCs are instructed to prioritize assistance based on vulnerability and severity of service needs to ensure that households who need assistance the most receive it in a timely manner. The CoC's *Coordinated Entry Policies and 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- Waivers 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 updating or replacing prior notices and guidance.

In accordance with these notices and guidance, populations and households prioritized for assistance include:

- Those prioritized in CoC funded PSH beds **Dedicated** to Persons Experiencing CH **or** PSH **Prioritized** for Occupancy by CH Persons are, in order of prioritization:
 - First Priority: Chronically Homeless Individuals and Families with the Longest History of Homelessness and with the Most Severe Service Needs
 - Second Priority: Chronically Homeless Individuals and Families with the Longest History of Homelessness are prioritized in CoC-funded PSH beds **Dedicated** to Persons Experiencing CH and PSH **Prioritized** for Occupancy by CH Persons
 - Third Priority: Chronically Homeless Individuals and Families with the most severe service needs are prioritized in CoC-funded PSH beds **Dedicated** to Persons Experiencing CH and PSH **Prioritized** for Occupancy by CH Persons
 - Fourth Priority: All other Chronically Homeless Individuals and Families
 - Fifth Priority: Non-chronically homeless households, if the recipient of CoC Program-funded PSH documents how it was determined that there were no Chronically Homeless households identified for assistance within the CoC's geographic area at the point at which a vacancy becomes available.
- Those prioritized in PSH beds that are **NOT Dedicated** or Prioritized for Persons Experiencing Chronic Homeless, in order of prioritization:
 - First Priority: Homeless Individuals and Families with a Disability with Long Periods of Episodic Homelessness, fewer than four occasions where they have been living or residing in a place not meant for human habitation, a safe haven, or in an emergency shelter but where the cumulative time homeless is at least 12 months, **and** Severe Service Needs.

- Second Priority: Homeless Individuals and Families with a Disability with Severe Service Needs. No minimum length of time required.
- Third Priority: Homeless Individuals and Families with a Disability Coming from Places Not Meant for Human, Safe Haven, or Emergency Shelter Without Severe Service Needs. No minimum length of time required.
- Fourth Priority: Homeless Individuals and Families with a Disability Coming from Transitional Housing where prior to residing in the TH had lived in a place not meant for human habitation, in an emergency shelter, or Safe Haven. This priority also includes individuals and families residing in TH who were fleeing or attempting to flee domestic violence, dating violence, sexual assault, or stalking and prior to residing in that TH project even if they did not live in a place not meant for human habitation, an emergency shelter, or a Safe Haven prior to entry in the TH.
- Fifth Priority: All others that meet a lower priority of order, as long as the recipient of CoC Program-funded PSH documents how the determination was made that there were no eligible individuals or families within the CoC's geographic that met a higher priority.

Please see the ACCH Prevention Vulnerability Index for a list of prioritization standards for prevention assistance. Those prioritized first include households at immediate risk of eviction; persons who are sick, quarantined, or economically impacted by COVID; households with no income or income to housing ratio of 80+; large households; households with prior homelessness and/or chronic homelessness; and victims and survivors of domestic violence.

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 based on 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".
- 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 that cannot serve an individual or family works 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 drug and alcohol use and addiction are part of some tenants' lives. Tenants 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 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.

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

This attachment contains the following:

1. **Albany Housing Authority** – PHA
 - a. Administrative Plan – Highlighted Section: Homeless Preference
2. **Town of Colonie** - HCV Administrator
 - a. Mastrianni, Inc., Sub-Contractor, HCV Administrative Plan – Highlighted Section: Homeless Preference

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

1. **Albany Housing Authority** – PHA

a. Administrative Plan – Highlighted Section: Homeless Preference

4-III.C. 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 [24 CFR 982.202(d)].

Local Preferences [24 CFR 982.207; HCV p. 4-16]

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.

PHA Policy

In the case of a Federally declared disaster, the PHA reserves the right for its Executive Director to suspend its preference system for whatever duration the Executive Director feels is appropriate and to admit victims of the disaster to the program instead of those who would be normally admitted.

Any other provisions of this policy can also be suspended during the emergency at the discretion of the Executive Director so long as the provision suspended does not violate a law. If regulatory waivers are necessary, they shall be promptly requested of the HUD Assistant Secretary for Public and Indian Housing.

Set asides → The PHA has a number of vouchers that are set-aside for special programs and preferences for those will be dictated by the program and addressed in the amendment to the policy for each program.

Preferences → The PHA will select all other families based on the following preferences:

#1 A-F are equally weighted and will take preference over all other admissions. If funding is available, they will be considered special admissions and will be briefed and qualified for a voucher immediately.

20 Set asides → #1A: Individuals and families referred by the New York State Solutions to End Homelessness (STEHP) and the City of Albany Emergency Solutions Grant (ESG) Programs. The PHA will accept a total of up to a combined 20 STEHP and ESG participant applications for public housing or Section 8 assistance in a calendar year (including both programs combined). Where all other considerations are equal, residents of the City of Albany will be selected before non-residents. These ESG applications may be accepted even when the waiting list is closed.

#1B: Federal Safe Home Program Participants

The PHA participates in the Federal Safe Home Program which provides housing or housing assistance to persons in need of transitional housing due to domestic violence, crime prevention, or witness protection.

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

1. **Town of Colonie** - HCV Administrator
 - a. Mastrianni, Inc., Sub-Contractor, HCV Administrative Plan –
Highlighted Section: Homeless Preference



**Housing Choice Voucher
Administrative Plan**

CARES NY

JOSEPH E. MASTRIANNI, INC.

1/1/2015

Amended 1/1/2017 & 8/1/2017 & 8/9/2019

If an applicant is claiming a preference because the applicant or another family member works or has been hired to work in the PHA's jurisdiction, proof of place of work is required. Lack of such proof does not render the preliminary application incomplete, but a preference for this reason will not be granted without such proof.

Completed preliminary applications submitted by persons interested in housing assistance are date stamped as received and processed in order of date received. Since the vast majority of the preliminary applications received by the PHA arrive by mail at the same time each day, no purpose would be served by also time stamping applications. Preliminary applications are ordered automatically as they are entered into the PHA waiting list software program.

Incomplete preliminary applications are returned to applicants with instructions for completing the preliminary application. The original date stamp will not be honored and will be re-stamped once the application is received by the PHA.

Persons claiming to be disabled that have submitted incomplete preliminary applications are contacted in person to determine if their disability caused the preliminary application to be incomplete and offered assistance if required.

If a preliminary application indicates that an applicant is not eligible for housing assistance, written notice is sent to the applicant explaining why they are not eligible for housing assistance and the applicant is offered an informal review of the PHA's decision.

Waiting List Preferences

Preference in assigning applicants to the waiting list, starting with those assigned a first preference as the highest category, will be in accordance with the following preference system:

First Preference

Applicants who live, work, or have been notified that they have been hired to work within the jurisdiction of the PHA, or applicants with family members who work, or have been notified that they have been hired to work within the jurisdiction of the PHA.

Second Preference

Applicants who do not live or work, or have not been notified that they have been hired to work within the jurisdiction of the PHA or do not have a family member that works or has been notified that they have been hired to work within the jurisdiction of the PHA.

Elderly Preference

Elderly, disabled, displaced, homeless, single persons and families of not more than two members whose head, co-head or spouse is elderly or disabled will be given preference over single persons who are not elderly, disabled, or displaced, irrespective of any other preference.

Targeted Preference

As needed, targeted preferences shall be given to applicants within established preferences that fall into special targeted areas as defined by HUD for any funded increment, such as Mainstream funding. Targeted preferences sort above the first preference.

Coeymans Special Preference Removed 1/1/2017

If a preliminary application indicates that a family is potentially eligible, that family will be placed on the waiting list in the appropriate category, even if there are immediate vacancies available in the program. All applicants are placed on the waiting list because of the need to track assisting families according to PHA policies and HUD regulations.

Applicants placed on the waiting list are notified of such placement in writing. Due to income targeting requirements, applicants are not provided with an approximation of the length of time they will remain on the waiting list before being considered for occupancy.

Effective Date of Placement and Preference on Waiting List

Initial placement on the waiting list is always the date a completed preliminary application is received by the PHA. If a completed application is not received by the PHA, the family is not assigned an effective date of application.

Effective date of families placed on the waiting list that qualify for a residency preference never changes after that family qualifies for a residency preference, even if the family moves out of the PHA's jurisdiction.

When families that have been placed on the waiting list without a residency preference move into the PHA's jurisdiction or otherwise qualify for a residency preference, the effective date of the family's preliminary application will be changed to the date the family qualified for a residency preference.

When singles under the age of sixty-two have been placed on the waiting list and become sixty-two years of age, the application date will be changed to the date the single became sixty-two years of age. Should a single become disabled, the application date will be changed to the date the applicant notified the PHA.

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

This attachment contains the following:

1. Moving On Preferences
 - a. **Albany Housing Authority (AHA)** - PHA
 - i. Administrative Plan – Highlighted Section: Moving On Preference
 - ii. Emergency Housing Voucher (EHV) Memorandum of Understanding – Highlighted Section: Moving On preference in local priority
2. NY-503's Written Standards excerpt that details the CoC's Moving On Strategy.

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

1. Moving On Preferences

a. **Albany Housing Authority (AHA)** - PHA

- i. Administrative Plan – Highlighted Section: Moving On Preference
- ii. Emergency Housing Voucher (EHV) Memorandum of Understanding – Highlighted Section: Moving On preference in local priority

4-III.C. 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 [24 CFR 982.202(d)].

Local Preferences [24 CFR 982.207; HCV p. 4-16]

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.

PIIA Policy

In the case of a Federally declared disaster, the PHA reserves the right for its Executive Director to suspend its preference system for whatever duration the Executive Director feels is appropriate and to admit victims of the disaster to the program instead of those who would be normally admitted.

Any other provisions of this policy can also be suspended during the emergency at the discretion of the Executive Director so long as the provision suspended does not violate a law. If regulatory waivers are necessary, they shall be promptly requested of the HUD Assistant Secretary for Public and Indian Housing.

The PHA has a number of vouchers that are set-aside for special programs and preferences for those will be dictated by the program and addressed in the amendment to the policy for each program.

The PHA will select all other families based on the following preferences:

1) A-F are equally weighted and will take preference over all other admissions. If funding is available, they will be considered special admissions and will be briefed and qualified for a voucher immediately.

Moving On Preference

Individuals and families referred by the New York State Solutions to End Homelessness (STEHP) and the City of Albany Emergency Solutions Grant (ESG) Programs. The PHA will accept a total of up to a combined 20 STEHP and ESG participant applications for public housing or Section 8 assistance in a calendar year (including both programs combined). Where all other considerations are equal, residents of the City of Albany will be selected before non-residents. These ESG applications may be accepted even when the waiting list is closed.

Federal Safe Home Program Participants

The PHA participates in the Federal Safe Home Program which provides housing or housing assistance to persons in need of transitional housing due to domestic violence, crime prevention, or witness protection.

Memorandum of Understanding

This Memorandum of Understanding (MOU) has been created and entered into on July 19, 2021

Between

Albany Housing Authority (PHA)

200 North Pearl Street
Albany, New York 12210

and

NY-503: Albany County Coalition on Homelessness (ACCH)

c/o CARES OF NY, INC.
200 Henry Johnson Blvd, Suite 4
Albany NY 12210

1. Introduction and Goals:

1. The PHA and CoC's are committed to administering the Emergency Housing Vouchers (EHVs) in accordance with all program requirements.
2. The PHA goal is to administer and fully utilize all available EHVs. The standard of success in administering the program will be complete utilization of the EHVs.
3. Identification of staff position at the PHA and CoC who will serve as the lead EHV liaisons.

AHA Lead HCV Liaison:

Nancy Meus, Housing Choice Voucher Program Manager (Albany Housing Authority)
Responsibilities of the PHA EHV liaison: Oversee utilization of EHVs, issuance of vouchers, and landlord payments.

ACCH Lead Coordinated Entry Staff Liaison:

Maria Grillo, Deputy Director (Homeless & Travelers Aid Society,)
Responsibilities of the CoC EHV liaison: Oversees the prioritization of applicants and referrals to the EHV Program through the CoC.

II. Define the populations eligible for EHV assistance to be referred by CoC.

1. Homeless

- a. The meaning of "homeless" is as such term is defined in section 103(a) of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11302(a)), which is codified in HUD's Continuum of Care Program regulations at 24 CFR 578.3 and reads as follows: Homeless means:
 - (i) An individual or family who lacks a fixed, regular, and adequate nighttime residence, meaning:
 - (i) 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;
 - (ii) An individual or family living in a supervised publicly or privately operated shelter designated to provide temporary living arrangements (including congregate shelters,

Stalking means engaging in a course of conduct directed at a specific person that would cause a reasonable person to:

1. Fear for the person's individual safety or the safety of others; or
2. Suffer substantial emotional distress.

Human trafficking includes both sex and labor trafficking, as outlined in the Trafficking Victims Protection Act of 2000 (TVPA), as amended (22 U.S.C. § 7102). These are defined as:

Sex trafficking means the recruitment, harboring, transportation, provision, obtaining, patronizing, or soliciting of a person for the purpose of a commercial sex act, in which the commercial sex act is induced by force, fraud, or coercion, or in which the person induced to perform such act has not attained 18 years of age; (and)

Labor trafficking means the recruitment, harboring, transportation, provision, or obtaining of a person for labor or services, through the use of force, fraud, or coercion for the purpose of subjection to involuntary servitude, peonage, debt bondage, or slavery.

4. Individuals or families who were recently homeless

This category is composed of individuals and families determined by the CoC or its designee to meet the following definition.

Recently homeless is defined as individuals and families who have previously been classified by a member agency of the CoC as homeless but are not currently homeless as a result of homeless assistance (financial assistance or services), temporary rental assistance or some type of other assistance, and where the CoC or its designee determines that the loss of such assistance would result in a return to homelessness or the family having a high risk of housing instability. **Examples of households that may be defined as recently homeless by the CoC include, but are not limited to, participants in rapid rehousing, and permanent supportive housing.**

Individuals and families classified as recently homeless must be referred by the CoC or its designee.

Local Preferences

Households who are recently homeless within PSH programs & who are identified as ready to Move-On. ACCH 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. The fundamental goal of the ACCH 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.

Applicants will be referred to ACCH Coordinated Entry (CE) and scored on a unique EHV Prioritization Tool. The CE system will generate a ranking value and a priority list will be generated to determine which applicants are referred over to AHA for the available vouchers.

III. Services to be provided to eligible EHV families

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

2. NY-503's Written Standards excerpt that details the CoC's Moving On Strategy.

MOVING ON STRATEGIES FOR RECOGNITION OF TENANT INDEPENDENCE

Albany County Coalition to End Homelessness (ACCH, the Albany County Care Continuum of Care) has created a Moving 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 ACCH 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 Moving 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 Moving 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 Moving On strategy discussed by the U.S. Department of Housing and Urban Development (HUD) and the Corporation for Supportive Housing. The ACCH Systems, Operations and future Resource Development Committees 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 Moving 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 Moving On Strategy has been implemented with Albany Housing Authority (AHA), who has a preference for individuals and families moving on from RRH units. Phase II of the Moving On Strategy will include recruiting other local 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

ACCH 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

ACCH 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

ACCH understands a Moving 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 Moving On Strategy

Once annually the CoC will assess the success of this Moving On Strategy, reviewing number/percentage of persons who have moved on and rate of retention in affordable housing destinations. The 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-503'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-503's draft Rank & Review **Renewal Part 2 Tool**
- d) Blank Rank & Review **Renewal Part 2 Tool**
- e) Email announcement for NY-503'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-503'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-503'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.

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From: [Kathy Germain](#)
To: [Andra Ordansky](#); [Bea Cruz](#); [Brian Shea](#); [Carol Phillips](#); [cg1002020@outlook.com](#); [Chiquita D'Arbeau](#); [Christine Rodriguez](#); [Dan Reilly](#); [Dawn Pasquarell](#); [Dominic Ruggeri](#); [Frank Pindiak](#); [Georgia Johnson](#) ([gjohnson@equinoxinc.org](#)); [Gilda Ashby](#); [Jacqualine C. Lombardo - Support Ministries, Inc.](#) ([jlombardo@smicr.org](#)); [Jane Zhang](#) ([jzhang@nycaps.org](#)); [Janine Robitaille](#); [Jasmine Guerrero-Wiggs - SPARC](#) ([Jasmine.Guerrero-Wiggs@sphp.com](#)); [Jhemingway@st-cath.org](#); [Jerald Johnson](#) ([Jerald.Johnson@sphp.com](#)); [Jessica Loomis](#); [Jim Jeffreys](#) ([James.Jeffreys@sphp.com](#)); [Joe Sluszka](#); [Julie Demarest - IPH](#) ([Julied@iphny.org](#)); [Kevin Connally](#); [Kevin O'Connor](#); [Kimberly Aichner](#) ([kaichner@hopehouseinc.org](#)); [KristenG](#); [Lillian Moy](#); [Lisa Ostiguy](#) ([lostiguy@albanyhousing.org](#)); [Liz Hitt](#); [L.mack@ahcvets.org](#); [Maggie Watson](#); [Maria Grillo](#); [Marsha Penrose](#) ([mpenrose@hopehouseinc.org](#)); [moill@rehab.org](#); [MHawes@albanydamiencenter.org](#); [Perry Junjulas](#); [Rachel Alexander](#); [Rebecca Sparks](#) ([RebeccaS@albanydamiencenter.org](#)); [Richard Marini](#); [Suzanne Beattie](#) ([SBeattie@albanydamiencenter.org](#)); [Wendy Wahlberg](#); [Windy Spearman](#) ([wbest-spearman@hopehouseinc.org](#))
Cc: [Samantha Barnaby](#)
Subject: Rank and Review Application Part 1
Date: Monday, June 14, 2021 4:15:59 PM
Attachments: [ACCH-Rank-Review-2021-Part-1-Checklist.pdf](#)
[ACCH Rank and Review Part 1 Final.pdf](#)
[2021 NY-503 Rank and Review HMIS Data Attachments.pdf](#)
[image003.png](#)

Continuum of Care Applicants,

Please See Attached:

- Rank and Review Attachment Checklist
- Rank and Review Application Part 1
- Final HMIS Data Attachments

The application is also posted on CARES website- [CoC Resource Planning – 2021 | CARES of NY, Inc. \(caresny.org\)](#)

The Application must be completed by COB Friday June 18, 2021 and submitted in ONE PDF Attachment. Please include the Rank and Review Checklist, completed application, and supporting documentation as specified on the checklist. Applications should be submitted to kgermain@caresny.org. Please put your agency name/project in the subject line to avoid confusion.

Thanks for your cooperation

Kathy Germain

Planning Associate – CARES of NY, Inc.

200 Henry Johnson Blvd., Albany, NY 12210

518-489-4130 ext. 728

<http://www.caresny.org>



CoC Resource Planning – 2021 | x +

← → ↻ https://caresny.org/coc-resource-planning-2021/#503_ACCH

Not syncing

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

Albany County Coalition on Homelessness (ACCH)

ACCH Home Page

2021 RANK & REVIEW DOCUMENTS

FINAL: [2021 NY 503 Rank & Review Written Process](#)

DRAFT: [2021 NY 503 Rank & Review Part 2 Tool](#)

2021 RENEWAL PROJECTS

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

Release Date: **June 14, 2021** Due Date: **June 18, 2021**

[NY-503 Rank and Review Part 1 Attachments Checklist](#)

[NY-503 Rank and Review Part 1 Tool](#)

View Rank & Review Archives

✚ 2020 Rank & Review: ACCH

CoC Public Postings

4:04 PM 6/14/2021

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 to CoC Membership and website screen shot announcing the final Rank & Review **Renewal Part 2 Tool** is ready for completion

From: [Kathy Germain](#)
To: [Andra Ordansky](#); [Bea Cruz](#); [Brian Shea \(bshea@hatas.org\)](#); [Carol Phillips](#); [cg1002020@outlook.com](#); [Chiquita D'Arbeau](#); [Christine Rodriguez](#); [Dan Reilly](#); [Dawn Pasquarell](#); [Dominic Ruggeri](#); [Frank Pindiak](#); [Georgia Johnson \(gjohnson@equinoxinc.org\)](#); [Gilda Ashby](#); [Jacqualine C. Lombardo - Support Ministries, Inc. \(jlombardo@smicr.org\)](#); [Jane Zhang \(jzhang@nycaps.org\)](#); [Janine Robitaille](#); [Jasmine Guerrero-Wiggs - SPARC \(Jasmine.Guerrero-Wiggs@sphp.com\)](#); [Jhemingway@st-cath.org](#); [Jerald Johnson \(Jerald.Johnson@sphp.com\)](#); [Jessica Loomis](#); [Jim Jeffreys \(James.Jeffreys@sphp.com\)](#); [Joe Sluszka](#); [Julie Demarest - IPH \(Julied@iphny.org\)](#); [Kevin Connally](#); [Kevin O'Connor](#); [Kimberly Aichner \(kaichner@hopehouseinc.org\)](#); [KristenG](#); [Lillian Moy](#); [Lisa Ostiguy \(lostiguy@albanyhousing.org\)](#); [Liz Hitt](#); [Lmack@ahcvets.org](#); [Maggie Watson](#); [Maria Grillo](#); [Marsha Penrose \(mpenrose@hopehouseinc.org\)](#); [moill@rehab.org](#); [MHawes@albanydamiencenter.org](#); [Perry Junjulas](#); [Rachel Alexander](#); [Rebecca Sparks \(RebeccaS@albanydamiencenter.org\)](#); [Richard Marini](#); [Suzanne Beattie \(SBeattie@albanydamiencenter.org\)](#); [Wendy Wahlberg](#); [Windy Spearman \(wbest-spearman@hopehouseinc.org\)](#)
Cc: [Samantha Barnaby](#)
Subject: Rank and Review Part 2 Tool for Completion- Due June 30th
Date: Wednesday, June 23, 2021 10:40:16 AM
Attachments: [2021-ACCH-Rank-and-Review-Pt-2-Final.pdf](#)
[image003.png](#)

Continuum of Care Applicants,

Please see attached:

- Rank and Review Part 2 Tool

The application is also available on the CARES website:

https://caresny.org/coc-resource-planning-2021/#503_ACCH

The application must be completed by COB **Wednesday June 30, 2021** and submitted as a PDF attachment. Applications should be submitted to kgermain@caresny.org using your agency name/project name as the subject line. Reminder 1 PDF application per project.

Thank you!

Kathy Germain

Planning Associate – CARES of NY, Inc.

200 Henry Johnson Blvd., Albany, NY 12210

518-489-4130 ext. 728

<http://www.caresny.org>

Rank and Review Online Forms

Programs participating in the Rank and Review process may need to complete the forms below.

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
- NY 601 DCHC
- NY 606 RCCC
- NY 608 UCCC

 ACCH Home Page

Albany County Coalition on Homelessness (ACCH)

2021 RANK & REVIEW DOCUMENTS

FINAL:  [2021 NY 503 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-503 Rank and Review Part 1 Attachments Checklist](#)

 [NY-503 Rank and Review Part 1 Tool](#)

Release Date: **June 14, 2021** Due Date: **June 18, 2021**

Part 2 Application

 [NY-503 Rank & Review Part 2 Tool](#)

Release Date: **June 23, 2021** Due Date: **June 30, 2021**

View Rank & Review Archives

 2020 Rank & Review: ACCH

CoC Public Postings

Summary

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 to CoC announcing the final Rank & Review **Renewal Part 3 Tool** is ready for completion

ACCH Renewal Interviews- Questions and Data Resources

Maureen Van Deusen <mvandeusen@caresny.org>

Tue 9/28/2021 8:32 AM

Bcc: jdaley@hopehouseinc.org <jdaley@hopehouseinc.org>; Jasmine Guerrero-Wiggs - SPARC (Jasmine.Guerrero-Wiggs@sphp.com) <Jasmine.Guerrero-Wiggs@sphp.com>; Jerald Johnson (Jerald.Johnson@sphp.com) <Jerald.Johnson@sphp.com>; Lisa Smith <LisaR.Smith@sphp.com>; moill@rehab.org <moill@rehab.org>; Wendy Wahlberg <wwahlberg@lasnny.org>; Kevin O'Connor (koconnor@josephshousetroy.org) <koconnor@josephshousetroy.org>; alafountain@josephshousetroy.org <alafountain@josephshousetroy.org>; Jane Zhang (jzhang@nycaps.org) <jzhang@nycaps.org>; cw100caps@gmail.com <cw100caps@gmail.com>; l.vartigian@ahcvets.org <l.vartigian@ahcvets.org>; l.mack@ahcvets.org <l.mack@ahcvets.org>; Christine Rodriguez <CRodriguez@equinoxinc.org>; druggeri@equinoxinc.org <druggeri@equinoxinc.org>; Jeanette Hemingway <jhemingway@caresny.org>; Michelle Sandoz-Dennis <msandozdennis@caresny.org>; Liz Hitt <lhitt@hatas.org>; KristenG <KristenG@iphny.org>; Clare DeCota <clared@iphny.org>; lmarra@st-cath.org <lmarra@st-cath.org>

Good morning,

Thank you for signing up for a renewal interview for ACCH on **October 6 or October**

8. You should have received an email and calendar invite to confirm your time, and you can access the link to your interview directly in the calendar invite. Interviews will take place via Microsoft Teams.

Attached to this email 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, as well as additional points on the CoC Consolidated Application. Please review the questions and additional information about scoring criteria included in the attachments and come prepared to address these questions during your interview.

Note that Question #3 and Question #4 ask agencies to respond using data provided by CARES. Attached to this email is the HMIS Data referenced in Question #3. This morning, all calendar invites will be updated with the attachments you will need to reference during your interview, including the project-specific data for question #4 (Racial Analysis Data). Attachments that will be included on your calendar invite are:

- Part III interview questions
- Part I HMIS Data Attachments (for applicable projects)
- Racial Analysis Data for each project
- Racial Analysis methodology
- Interview agenda

With the exception of the project-specific racial analysis data (which will be attached to your calendar invite), all attachments are also included here for your reference.

Thank you for your continued participation in this year's Rank & Review process. Please don't hesitate to reach out if you have any questions about the attached documents or next week's interviews.

Best,

Maureen Van Deusen, M.Ed.

Planning Associate- CARES of NY, Inc.

518-489-4130 x 720

200 Henry Johnson Blvd., Suite 4, Albany, NY 12210

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 CoC Membership and website screen shot announcing the final Rank & Review **DV Bonus Tool** is ready for completion

Released for Completion CoC Funding Opportunities for New Projects: Deadline September 22, 2021

Maureen Van Deusen <mvandeusen@caresny.org>

Thu 9/9/2021 8:58 AM

To: Alexandra St.Martin <ast.martin@rehab.org>; Alice Geel (Alice.Geel@albanycountyny.gov) <Alice.Geel@albanycountyny.gov>; Allyson Thiessen <athiessen@caresny.org>; Andra Ordansky <andraz@josephshousetroy.org>; Bea Cruz <b.cruz@ahcvets.org>; Brian Shea <bshea@hatas.org>; Brooke LaTart (blatart@EquinoxInc.onmicrosoft.com) <blatart@EquinoxInc.onmicrosoft.com>; Bruce France (edcapareacc@gmail.com) <edcapareacc@gmail.com>; Cagwin, Sarah <Sarah.Cagwin@albanycountyny.gov>; Carol Phillips <cphillips@equinoxinc.org>; Chiquita D'Arbeau <cdarbeau@albanyhousing.org>; christina.mead@va.gov <christina.mead@va.gov>; Christine Rodriguez <crodriguez@equinoxinc.org>; Christopher Burke <cburke@unityhousesny.org>; cw100caps@gmail.com <cw100caps@gmail.com>; Dan Reilly <danr@nycaps.org>; Daniel Biette <dbiette@albany-ny.org>; Daniel Brunner (d.brunner@ahcvets.org) <d.brunner@ahcvets.org>; Dave Warren <dwarren@unityhousesny.org>; David Bradley <david.bradley@albanycounty.com>
Cc: Kelsey Addy <kaddy@caresny.org>; Samantha Barnaby <sbarnaby@caresny.org>; Amy Lacey <alacey@caresny.org>; Erin Reale <ereale@caresny.org>; Haleigh Schmidhamer <hschmidhamer@caresny.org>; Nicholas Cassaro <ncassaro@caresny.org>; Kathy Germain <kgermain@caresny.org>; Genesis Matthey <gmatthey@caresny.org>

📎 2 attachments (442 KB)

ACCH-2021-DV-Bonus-RFP.pdf; ACCH-2021-NEW-PROJECT-RFP.pdf;

Good Afternoon Albany County Coalition on Homelessness 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 share 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 on Wednesday, September 22nd**, and submitted as a PDF attachment (any attachments requested in the application should also be included as PDFs). Applications should be submitted to [Maureen Van Deusen](#) using your agency name/project name as the subject line. New Project Applications will be scored and ranked during the week of 9/27. As UFA for your community, CARES will then be drafting selected new project applications into E-snaps and providing you with a copy for editing/feedback prior to submission.

As a reminder, CARES is hosting a webinar on 2021 [CoC Funding Opportunities for New Projects](#) today, September 9th, at 3:00pm.

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

Thank you,

Maureen Van Deusen, M.Ed.

Planning Associate- CARES of NY, Inc.

518-489-4130 x 720

200 Henry Johnson Blvd., Suite 4, Albany, NY 12210

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- Rank & Review
- NY 501 STEPS
- NY 503 ACCH
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Albany County Coalition on Homelessness (ACCH)

 [ACCH Home Page](#)

2021 RANK & REVIEW DOCUMENTS

FINAL:  [2021 NY 503 Rank & Review Written Process](#)

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 [NY-503 Rank and Review Part 1 Tool](#)

Release Date: **June 14, 2021** Due Date: **June 18, 2021**

Part 2 Application

 [NY-503 Rank & Review Part 2 Tool](#)

Release Date: **June 23, 2021** Due Date: **June 30, 2021**

2021 NEW & BONUS PROJECTS

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

Applications due to Maureen Van Deusen

New Project Application

 [NY-503 New Project Application](#)

Release Date: **September 9, 2021** Due Date: **September 22, 2021**

DV Bonus Application

 [NY-503 DV Bonus Application](#)

Release Date: **September 9, 2021** Due Date: **September 22, 2021**

View Rank & Review Archives

✚ 2020 Rank & Review: ACCH

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Thu 9/9/2021 8:58 AM

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Cc: Kelsey Addy <kaddy@caresny.org>; Samantha Barnaby <sbarnaby@caresny.org>; Amy Lacey <alacey@caresny.org>; Erin Reale <ereale@caresny.org>; Haleigh Schmidhamer <hschmidhamer@caresny.org>; Nicholas Cassaro <ncassaro@caresny.org>; Kathy Germain <kgermain@caresny.org>; Genesis Matthey <gmatthey@caresny.org>

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 [NY-503 Rank and Review Part 1 Tool](#)

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Release Date: **June 23, 2021** Due Date: **June 30, 2021**

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Applications due to Maureen Van Deusen

New Project Application

 [NY-503 New Project Application](#)

Release Date: **September 9, 2021** Due Date: **September 22, 2021**

DV Bonus Application

 [NY-503 DV Bonus Application](#)

Release Date: **September 9, 2021** Due Date: **September 22, 2021**

View Rank & Review Archives

✚ 2020 Rank & Review: ACCH

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-503's draft Rank & Review **Renewal Part 1 Tool**

From: Maggie Watson
To: Alexandra St.Martin.; Alice Geel (Alice.Geel@albanycountyny.gov); Allyson Ryan; Allyson Thiessen; Andra Ordansky; Brian Shea (bshea@hataas.org); Brooke LaTart (blatart@EquinoxInc.onmicrosoft.com); Bruce France (edcapareacc@gmail.com); Carol Phillips; Chiquita D'Arbeau; christina.mead@va.gov; Christine Rodriguez; Christopher Burke; cw100caps@gmail.com; Dan Reilly; Daniel Biette; Daniel Brunner (d.brunner@ahcvets.org); Dave Warren; David Bradley; David Kunzelman (David.kunzelman@redcross.org); David Poach (dpcoach@albanymission.com); Dawn Pasquarell; Debra.Schienberg@albanycountyny.gov; deirdre.hammer@pyhit.org; Digna Betancourt Swingle; Dominic Ruggeri; Donna Smith (Donna.Smith@sphp.com); Fawn Potash (fpotash@ilchv.org); Faye Andrews; Frank Pindiak; Fred Boehrer (fredb@focuschurches.net); Fred Sumner (fsumner@theacca.net); Geoff Raiti; Georgia Johnson (gjohnson@equinoxinc.org); Gilda Ashby; grants.contracts@unityhousesny.org; Harris Oberlander; Hoffman, Cindy G.; Jacqueline C. Lombardo; Jane Zhang (jzhang@nycaps.org); Janet Simmons (jsimmons@northeastcareer.org); Janine Robitaille; Jasmine Guerrero-Wiggs - SPARC (Jasmine.Guerrero-Wiggs@sphp.com); jhemingway@st-cath.org; Jerald Johnson; Jerald Johnson (Jerald.Johnson@sphp.com); Jessica DeJesus; Jessica Loomis; Jim Jeffreys (James.Jeffreys@sphp.com); Jim Matteo; Joe Sluska; Justin Wallace (jwallace@albanyny.gov); Kaitlyn Walsh; Kamron Johnson; Karen Karl (kakar@verizon.net); Kathleen Ide; Kathy Fletcher; Kathy Leyden; Katrina Middleton; Keith Brown - (health.safety.strategies@gmail.com); Kelli Clark; Kelsey Addy; Kennedy, Jennifer; Keshana M.Owens-Cody; Kevin Connally; Kevin O'Connor; Kimberly Aichner (kaichner@hopehouseinc.org); Kimberly Rockenstyre (KRockenstyre@albany.k12.ny.us); KristenG; Lauren Selmon; Lauren Sportman (laurenstrauss@hotmail.com); Lee Vartigian (L.vartigian@ahcvets.org); Liz Hitt; Louisa Marra; l.mack@ahcvets.org; Maggie Watson; Marcus May (mmay@albanydamiencenter.org); Maria Grillo; Marsha Penrose; Mary Campagna; Mary Giordano; moill@rehab.org; mashama.lipscomb@pyhit.org; Maureen Corbett (Maureen.corbett@va.gov); McClave, Michele; MHarris@albanydamiencenter.org; MHawes@albanydamiencenter.org; K. Michelle Arthur; Mildred Figueroa; Naomi Clarke (naomi.clarke@abhealth.us); Nathaniel Webb; Neenah Bland; Nicole Ward; Nina Nichols; Perry Jones - Capital City Rescue Mission (givinghope@albanymission.com); Perry Juniulas; Peter Kelsey (epkels@aol.com); Phil Burse (pburse@inourownvoices.org); Rachel Alexander; Randy Viele; Rebecca Sparks (RebeccaS@albanydamiencenter.org); Renee & Mike Fahey; RHucke@s-a-i.org; Richard DeGrijze; Robert Romaker; Robin Roberts; Rocky Ferraro; Latzko, Sarah; Shatiqua Pannell-Hyndman (Shatiqua@unitedtenantsalbany.org); Sondra Young; Stacey Thayer (stacey.thayer@cdphp.com); Suzanne Beattie (SBeattie@albanydamiencenter.org); Tandra R. LaGrone (tlagrone@inourownvoices.org); Tania Miolan; tatiana@unitedtenantsalbany.org; Terry Lumpkin; Valerie Sacks; Wendy Wahlberg; William Brown; William Robson; Windy Spearman (wbest-spearman@hopehouseinc.org)
Subject: ACCH RR21 Part 1 Posted for Public Comment Period
Date: Tuesday, May 4, 2021 5:57:43 PM
Attachments: image004.png
ACCH RR21 Part 1 Draft for Public Comment.pdf
Importance: High

Dear ACCH Members:

The public comment period for the 2021 CoC Rank and Review Part 1 is now open. Please use the link below to view the documents. Please send all comments to mwatson@caresny.org by COB May 11, 2021.

https://caresny.org/coc-resource-planning-2021/#503_ACCH.

Thank you.

Maggie Watson (she/her/hers)
Community Liaison – CARES of NY, Inc.
200 Henry Johnson Blvd., Albany, 12210
518-489-4130 ext. 711
<http://www.caresny.org>
Find us on [Facebook](#)



Rank and Review

Summary

CoC's must demonstrate their use of an objective ranking and selection process for all projects (new and renewal) that is made publicly available to potential project applicants. CoC's are required to have a documented and transparent process on how the community ranks and reviews project applications.

+ Read more...

Rank and Review Online Forms

Programs participating in the Rank and Review process may need to complete the forms below.

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

 Combined HMIS Programs Submission

 Data Attachments Confirmation

Rank & Review

NY 501 STEPS

NY 503 ACCH

NY 507 HSPB

NY 511 STHC

NY 512 RCHSC

Albany County Coalition on Homelessness (ACCH)

 ACCH Home Page

2021 RANK & REVIEW DOCUMENTS

FINAL:  [2021 NY 503 Rank & Review Written Process](#)

DRAFT: 2021 NY 503 Rank & Review Part 1 Tool **Public Comment Period: 5.04.2021 through 5.11.2021**

Submit Comments to [Maggie Watson](#)

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**

ALBANY COUNTY COALITION ON HOMELESSNESS (ACCH)
RANK & REVIEW APPLICATION 2021
PART I: DATA-RELATED QUESTIONS
DEADLINE TO SUBMIT: FRIDAY JUNE 18, 2021

1. Utilization Rate: Using the FY19 Project Application and Federal Fiscal Year 2020 (FY20)* APR, complete the chart below 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	Households: _____		
October			
		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 100% in *both* households *and* persons?
☐ **Yes - 5 points** ☐ **No - 0 points**

* **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: Based on FY20 APR Q6:

	Yes	No
2a. Is there an error rate of more than 5% of project participants' PII?	☐	☐
2b. Error rate of more than 5% of project's Universal Data elements?	☐	☐
2c. Error rate of more than 5% of project participants' Income and Housing data?	☐	☐
2d. Error rate of more than 5% of project's Chronic Homelessness data?	☐	☐
	☐ ANY Yes - 0 points ☐ ALL No - 5 points	

3. Dedicated Chronic Homeless [ONLY PSH (RRH & TH projects will be weighted)]

Refer to **Attachment 1** to note:

3a. The number of beds in the project which are dedicated to serving chronically homeless (CH): _____ ≥ 35 = 5 pts; 20-34 = 4 pts; 10-19 = 3 pts; 1-9 = 1 pts; 0 = 0 pts

3b. The percentage of CH beds the project contributes to the CoC (i.e., the impact of your project on ending chronic homelessness in Albany).
 ≥ 16% = 5 pts; 11-15% = 4; 6-10% = 3 pts; 1-5% = 1 pts; 0% = 0 pt

4. Effect on Chronic Homeless:

Permanent Supportive Housing Programs ONLY

During FY20, the CoC's **PSH projects** served **188** chronically homeless (CH) individuals. To show project impact towards goal of ending CH, refer to **Attachment 2** to note:

- 4a. Total number of CH persons this project served in FY20: _____
- 4b. Of the total CH served by the CoC, note the % this project served in FY20: _____%
≥ 15% = 10 pts; 11-14% = 8; 5-10% = 5 pts; 1-4% = 3 pts; 0% = 0 pt

Rapid Rehousing Housing Programs ONLY

During FY20, the CoC's **RRH projects** served **11** chronically homeless (CH) individuals. To show project impact towards goal of ending CH, refer to **Attachment 2** to note:

- 4c. Total number of CH persons this project served in FY20: _____
- 4d. Of the total CH served by the CoC, note the % this project served in FY20: _____%
≥ 50% = 10 pts; 1-49% = 8 pts; 0% = 0 pts

Transitional Housing Programs ONLY

During FY20, the CoC's **TH projects** served **4** chronically homeless (CH) individuals. To show project impact towards goal of ending CH, refer to **Attachment 2** to note:

- 4e. Total number of CH persons this project served in FY20: _____
- 4f. Of the total CH served by the CoC, note the % this project served in FY20: _____%
≥ 50% = 10 pts; 1-49% = 8 pts; 0% = 0 pts

5. Positive Outcomes

Permanent Housing Programs: During FY20, there were **618** persons with positive outcomes noted across all CoC **PSH** 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:** _____%
≥20% = 20 pts; 11-19% = 15 pts; 5-10% = 10 pts; 1-4% = 5 pts; 0% = 0

Rapid Rehousing Projects: During FY20, there were **135** persons with positive outcomes noted across all CoC **RRH** programs. *An outcome is positive for RRH 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:** _____%
≥20% = 20 pts; 11-19% = 15 pts; 5-10% = 10 pts; 1-4% = 5 pts; 0% = 0

Transitional Housing Programs: During FY20, there were **63** 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:** _____%
≥ 50% = 20 pts; 20-49% = 15 pts; 10-19% = 10 pts; 1-9% = 5pts; 0% = 0

6. Exits to Homelessness

To show the impact of this project on ending homelessness, refer to **Attachment 4** showing all project leavers and note the percentage of those who exited to the shelter or the street

____%

0% = 10 pts; 1-10% = 5 pts; 11-30% = 3 pts; 31-40% = 1 pt; ≥ 41% = 0 pts

7. Income Growth – System Impact

Refer to **Attachment 5** (which measures **total income growth** between the two most recent client assessments for stayers; and between entry and exit for leavers), to note the percentage this project contributed to total income growth in the CoC in FY20: ____%

≥ 11% = 10 pts; 5-10% = 5 pts; 1-4% = 3 pts; 0% = 0 pts

8. Income Growth – Project Performance

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

8a. 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% = 1 pts; 0% = 0

8b. 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% = 1 pts; 0% = 0

8c. 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% = 1 pts; 0% = 0

8d. 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% = 1 pts; 0% = 0

9. Priority Population

What percentage of beds are dedicated to 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

10. Housing First (0-5 pts)

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

Any Yes - 0 All No - 5 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.	☐	☐

11. CoC Participation (0-10 pts)

11a. Does the project or agency staff regularly participate in any of the following CoC committees? *(CARES will verify via attendance sheets)* ☐ **Yes 5 pts** ☐ **No 0 pts**

Board	☐	HMIS Advisory	☐	Shelter Best Practices	☐
Consumer Advisory	☐	Membership	☐	Strategic Planning	☐
Fiscal Advisory	☐	NOFA	☐	Systems Collaboration	☐
Governance	☐	Operations	☐	Reg. Youth Homelessness	☐

11b. Does the project submit vouchers for reimbursement of CoC funds to the UFA Program Coordinator at least quarterly? ☐ **Yes 5 pts** ☐ **No 0 pts**

12. Coordinated Entry (up to 8 pts) [Note: This question will be weighted for GPD Projects. Also, CoC CE Lead will verify all responses.]

13a. Does your project comply with HUD requirements and ONLY admit clients who have been referred through the Coordinated Entry (CE) process? ☐ Yes 2pts ☐ No 0 pts

13b. Do you regularly attend the bi-weekly SPOA/CE meetings? ☐ Yes 2 pts ☐ No 0 pts

13c. Have all agency staff participating in the Coordinated Entry process received the required CE/CE HMIS training? ☐ Yes 2 pts ☐ No 0 pts

13d. Has your agency signed and returned to the CE lead agency the Coordinated Entry MOU? ☐ Yes 2 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-503's draft Rank & Review **Renewal Part 2 Tool**

From: CARES Planning Team
To: Andra Ordansky; Bea Cruz; Brian Shea (bshea@hatas.org); Cagwin, Sarah; Carol Phillips; Chiquita D'Arbeau; Christine Rodriguez; Dan Reilly; Dawn Pasquarell; Dominic Ruggeri; Frank Pindiak; Georgia Johnson (gjohnson@equinoxinc.org); Gilda Ashby; Jacqueline C. Lombardo - Support Ministries, Inc. (jlombardo@smicr.org); Jane Zhang (jzhang@nycaps.org); Janine Robitaille; Jasmine Guerrero-Wiggs - SPARC (Jasmine.Guerrero-Wiggs@sphp.com); jhemingway@st-cath.org; Jerald Johnson (Jerald.Johnson@sphp.com); Jessica Loomis; Jim Jeffreys (James.Jeffreys@sphp.com); Joe Sluska; Julie Demarest - IPH (Julied@iphny.org); Kevin Connally; Kevin O'Connor; Kimberly Aichner (kaichner@hopehouseinc.org); KristenG; Lillian Moy; Lisa Ostiguy (lostiguy@albanyhousing.org); Liz Hitt; L.mack@ahcvets.org; Maggie Watson; Maria Grillo; Marsha Penrose (mpenrose@hopehouseinc.org); moill@rehab.org; MHawes@albanydamiencenter.org; Perry Junjulas; Rachel Alexander; Rebecca Sparks (RebeccaS@albanydamiencenter.org); RHucke@s-a-i.org; Richard Marini; Suzanne Beattie (SBeattie@albanydamiencenter.org); Wendy Wahlberg; Windy Spearman (wbest-spearman@hopehouseinc.org)
Cc: Amy Lacey; Erin Reale; Genesis Matvey; Kathy Germain; Kelsey Addy; Nicholas Cassaro; Samantha Barnaby
Subject: 202 RR Part 2 Public Comment Period Now Open
Date: Wednesday, May 26, 2021 2:06:33 PM
Attachments: ACCH RR21 Pt 2 Draft for Public Comment.pdf
image001.png
image002.png

Dear CoC-funded Members of the ACCH:

The public comment period for the 2021 CoC Rank and Review Part 2 is now open. Please use the link below to view the documents. Please send all comments to kgermain@caresny.org by COB June 2nd, 2021.

https://caresny.org/coc-resource-planning-2021/#503_ACCH.

Thank you,

CARES Planning Team
200 Henry Johnson Blvd., Albany, NY 12210
(518) 489-4130 ext. 1
<http://www.caresny.org>

CARES
OF NY, INC
ENDING HOMELESSNESS



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

NY 606 RCCC

NY 608 UCCC

Albany County Coalition on Homelessness (ACCH)

 ACCH Home Page

2021 RANK & REVIEW DOCUMENTS

Public Comment Period: 5.26.2021 - 6.02.2021

DRAFT: 2021 NY 503 Rank & Review Part 2 Tool

Please Submit Comments to [Kathy Germain](#)

FINAL:  [2021 NY 503 Rank & Review Written Process](#)

FINAL:  [2021 NY 503 Rank & Review Part 1 Tool](#)

View Rank & Review Archives

 2020 Rank & Review: ACCH

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**

ALBANY COUNTY COALITION ON HOMELESSNESS (ACCH) RANK & REVIEW APPLICATION 2021 PART II – PROJECT / SYSTEM PERFORMANCE NARRATIVES

*New projects will be weighted during scoring.

PROJECT INFORMATION

Organization Name: _____

Project Name: _____

Application Contact Person: _____

Project Type: PSH RRH TH SSO (regular)

FY19 Funding Request: \$_____

Leasing \$_____

Rental Assistance \$_____

Supportive Services \$_____

Operations \$_____

Admin \$_____

PROJECT DESCRIPTION

Provide a brief project overview clearly describing the project's unique characteristics. Include the target population/s, number of participants served, number of contracted beds/units/vouchers and cost per bed, how participants access the project, services provided and project goals and achievements. Response must be 300 words or less.

1. Utilization Rate

This question should be answered **only** by projects that scored zero points on Question 1 of the 2021 Rank & Review Application Part 1. If your project did **not** achieve 100% utilization (i.e., number of projected/contracted households and/or persons served) during Federal Fiscal Year 2020 (10.01.19-10.30.20), please explain why in 250 words or less. **(0-20 pts)**

2. Coordinated Entry

If your project is dedicated to DV (or if you otherwise answered 'No' to Q13a of the 2021 Rank & Review Application Part 1) explain barriers to direct participation in CE and how you engage with partners who do participate in CE (250 words or less). **0-5 pts**

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? (250 words or less)

4. Local Strategic Plan (0-5 pts)

Note how the project meets a gap in services (either current or prior; including housing) as noted in the 2017 Albany County CoC's Strategic Plan (which is based on the federal plan, "Home Together"). 250 words or less

5. 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. How does your agency contribute to housing stability across the CoC? (250 words or less)

- *Up to 2.5 pts awarded if the narrative clearly describes positive outcomes through the DV provider lens.*
- *Up to 2.5 pts awarded if the narrative clearly describes how the agency contributed to positive housing stability across the CoC.*

6. Dedicated Youth Projects Only (0-5 pts)

Permanent supportive and transitional housing programs dedicated to youth generally struggle with increasing income for participants. How does your agency support youth in achieving income growth? Please note barriers encountered in 250 words or less.

- *Up to 2.5 pts awarded if the narrative clearly describes positive outcomes through the Youth provider lens.*
- *Up to 2.5 pts awarded if the narrative clearly describes how the agency contributed to positive housing stability across the CoC.*

7. What is your agency doing to forward racial diversity, equity and inclusion work within your agency and/or CoC-funded program/s? (250 words or less) (0 or 1 pt)

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-503's Rank & Review **Renewal Part 3 Tool**

ACCH Renewal Interviews- Questions and Data Resources

Maureen Van Deusen <mvandeusen@caresny.org>

Tue 9/28/2021 8:32 AM

Bcc: jdaley@hopehouseinc.org <jdaley@hopehouseinc.org>; Jasmine Guerrero-Wiggs - SPARC (Jasmine.Guerrero-Wiggs@sphp.com) <Jasmine.Guerrero-Wiggs@sphp.com>; Jerald Johnson (Jerald.Johnson@sphp.com) <Jerald.Johnson@sphp.com>; Lisa Smith <LisaR.Smith@sphp.com>; moill@rehab.org <moill@rehab.org>; Wendy Wahlberg <wwahlberg@lasnny.org>; Kevin O'Connor (koconnor@josephshousetroy.org) <koconnor@josephshousetroy.org>; alafountain@josephshousetroy.org <alafountain@josephshousetroy.org>; Jane Zhang (jzhang@nycaps.org) <jzhang@nycaps.org>; cw100caps@gmail.com <cw100caps@gmail.com>; l.vartigian@ahcvets.org <l.vartigian@ahcvets.org>; l.mack@ahcvets.org <l.mack@ahcvets.org>; Christine Rodriguez <CRodriguez@equinoxinc.org>; druggeri@equinoxinc.org <druggeri@equinoxinc.org>; Jeanette Hemingway <jhemingway@caresny.org>; Michelle Sandoz-Dennis <msandozdennis@caresny.org>; Liz Hitt <lhitt@hatas.org>; KristenG <KristenG@iphny.org>; Clare DeCota <clared@iphny.org>; lmarra@st-cath.org <lmarra@st-cath.org>

Good morning,

Thank you for signing up for a renewal interview for ACCH on **October 6 or October**

8. You should have received an email and calendar invite to confirm your time, and you can access the link to your interview directly in the calendar invite. Interviews will take place via Microsoft Teams.

Attached to this email 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, as well as additional points on the CoC Consolidated Application. Please review the questions and additional information about scoring criteria included in the attachments and come prepared to address these questions during your interview.

Note that Question #3 and Question #4 ask agencies to respond using data provided by CARES. Attached to this email is the HMIS Data referenced in Question #3. This morning, all calendar invites will be updated with the attachments you will need to reference during your interview, including the project-specific data for question #4 (Racial Analysis Data). Attachments that will be included on your calendar invite are:

- Part III interview questions
- Part I HMIS Data Attachments (for applicable projects)
- Racial Analysis Data for each project
- Racial Analysis methodology
- Interview agenda

With the exception of the project-specific racial analysis data (which will be attached to your calendar invite), all attachments are also included here for your reference.

Thank you for your continued participation in this year's Rank & Review process. Please don't hesitate to reach out if you have any questions about the attached documents or next week's interviews.

Best,

Maureen Van Deusen, M.Ed.

Planning Associate- CARES of NY, Inc.

518-489-4130 x 720

200 Henry Johnson Blvd., Suite 4, Albany, NY 12210

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 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? (Use Part III HMIS Attachment provide by CARES to respond) (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: (Use HMIS Demographic Data provided by CARES to respond)

- 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-503's draft Rank & Review **New Application Tool**

Maureen Van Deusen

From: Maureen Van Deusen
Sent: Tuesday, August 31, 2021 6:51 PM
Cc: Alexandra St.Martin ; Alice Geel (Alice.Geel@albanycountyny.gov); Allyson Ryan; Allyson Thiessen; andraz@josephshousetroy.org ; Bea Cruz; Brian Shea (bshea@hata.org); Brooke LaTart (blatart@EquinoxInc.onmicrosoft.com); Bruce France (edcapareacc@gmail.com); Cagwin, Sarah; Carol Phillips; Chiquita D'Arbeau; Christina Mead; Christine Rodriguez; Christopher Burke; Crystal Steele; Dan Reilly ; Daniel Biette; Daniel Brunner (d.brunner@ahcvets.org); Dave Warren ; David Bradley; David Kunzelman (David.kunzelman@redcross.org); David Poach (dpoach@albanymission.com); Dawn Pasquarell; Debra.Schienberg@albanycountyny.gov; deirdre.hammer@pyhit.org; Digna Betancourt Swingle; Dominic Ruggeri; Donna Smith (Donna.Smith@sphp.com); Fawn Potash (fpotash@ilchv.org); Faye Andrews; Frank Pindiak; Fred Boehrer (fredb@focuschurches.net); Fred Sumner (fsumner@theacca.net); Geoff Raiti; Georgia Johnson (gjohnson@equinoxinc.org); Gilda Ashby; grants.contracts@unityhouseny.org; Harris Oberlander; Hoffman, Cindy G.; Jacqueline C. Lombardo; Jane Zhang (jzhang@nycaps.org); Janet Simmons (jsimmons@northeastcareer.org); Janine Robitaille; Jasmine Guerrero-Wiggs - SPARC (Jasmine.Guerrero-Wiggs@sphp.com); Jeanette Hemingway; Jerald Johnson; Jerald Johnson (Jerald.Johnson@sphp.com); Jessica DeJesus; Jessica Loomis; Jim Jeffreys (James.Jeffreys@sphp.com); Jim Matteo; Joe Sluszka ; Justin Wallace (jwallace@albanyny.gov); Kaitlyn Walsh; Kamron Johnson; Karen Karl (kakarl@verizon.net); Kathleen Ide; Kathy Fletcher; Kathy.Leyden@cdphp.com; Katrina Middleton; Keion Hennessey ; Keith Brown - (health.safety.strategies@gmail.com); Kelli Clark; Kelsey Addy; Kennedy, Jennifer; Keshana M Owens-Cody ; Kevin Connally; Kevin O'Connor; Kimberly Aichner (kaichner@hopehouseinc.org); Kimberly Rockenstyre (KRockenstyre@albany.k12.ny.us); Kristen Giroux - Interfaith Partnership for the Homeless (KristenG@iphny.org); Lauren Selmon; laurens@nycaps.org; Lee Vartigian (L.vartigian@ahcvets.org); LisaR.Smith@sphp.com; Liz Hitt; Louisa Marra; Lyn Mack; Marcus May (mmay@albanydamiencenter.org); Maria Grillo ; Marsha Penrose; Mary Campagna; Mary Giordano; Mary Oill; Mashama Lipscomb (Mashama.Lipscomb@pyhit.org); Maureen Corbett (Maureen.corbett@va.gov); Maureen Van Deusen; McClave, Michele; MHarris@albanydamiencenter.org; MHawes@albanydamiencenter.org; Michelle@unitedtenantsalbany.org; Mildred Figueroa; Naomi Clarke (naomi.clarke@abhealth.us); Nathaniel Webb; Neenah Bland ; Nicole Ward; Nina Nichols; Perry Jones - Capital City Rescue Mission (givinghope@albanymission.com); Perry Junjulas; Peter Kelsey (epkels@aol.com); Phil Burse (pburse@inourownvoices.org); Rachel Alexander; Randy Viele; Rebecca Sparks (RebeccaS@albanydamiencenter.org); Renee & Mike Fahey; RHucke@s-a-i.org; Richard DeGrijze; Robert Romaker; Robin Roberts; Rocky Ferraro; Shatiqua Pannell-Hyndman (Shatiqua@unitedtenantsalbany.org); Sondra.Young@rcda.org; Stacey Thayer (stacey.thayer@cdphp.com); Suzanne Beattie (SBeattie@albanydamiencenter.org); Tandra R. LaGrone (tlagrone@inourownvoices.org); Tania Miolan; tatiana@unitedtenantsalbany.org; Terry Lumpkin; Valerie Sacks; Wendy Wahlberg; William Brown ; William Robson; Windy Spearman (wbest-spearman@hopehouseinc.org)
Subject: Public Comment Notification: 2021 CoC Rank and Review New & DV Bonus Applications

Good evening Albany County Coalition on Homelessness 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 documents.

Please send all comments to mvandeusen@caresny.org on or before **Tuesday, September 7, 2021.**

[NY-503 CoC R&R 2021 Draft Applications](#)

Thank you!

Maureen Van Deusen, M.Ed.

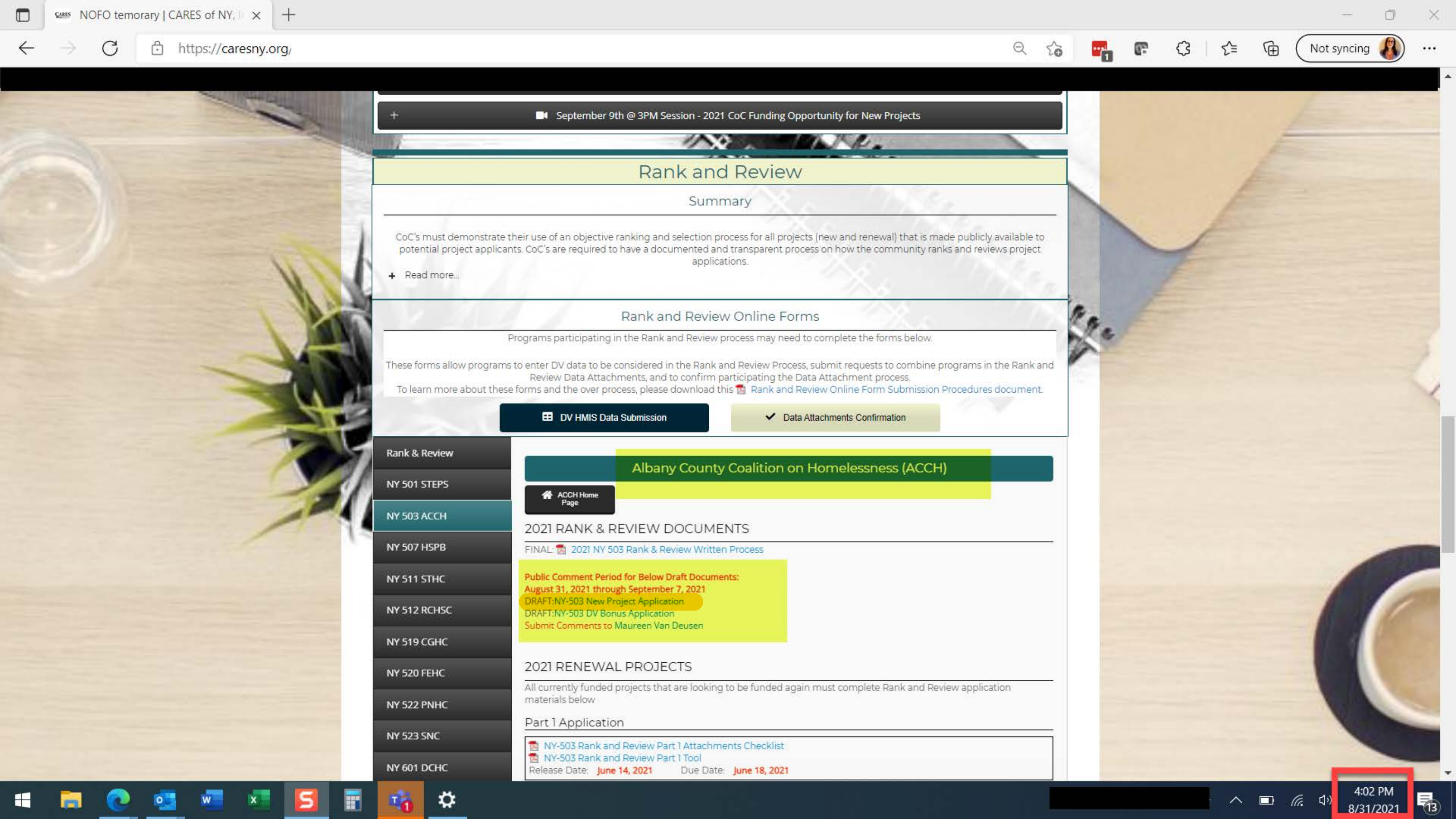
Planning Associate- CARES of NY, Inc.

518-489-4130 x 720

200 Henry Johnson Blvd., Suite 4, Albany, NY 12210

<http://www.caresny.org>





September 9th @ 3PM Session - 2021 CoC Funding Opportunity for New Projects

Rank and Review

Summary

CoC's must demonstrate their use of an objective ranking and selection process for all projects (new and renewal) that is made publicly available to potential project applicants. CoC's are required to have a documented and transparent process on how the community ranks and reviews project applications.

[+ Read more...](#)

Rank and Review Online Forms

Programs participating in the Rank and Review process may need to complete the forms below.

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

NY 601 DCHC

Albany County Coalition on Homelessness (ACCH)

[ACCH Home Page](#)

2021 RANK & REVIEW DOCUMENTS

FINAL: [2021 NY 503 Rank & Review Written Process](#)

Public Comment Period for Below Draft Documents:

August 31, 2021 through September 7, 2021

DRAFT: NY-503 New Project Application

DRAFT: NY-503 DV Bonus Application

Submit Comments to Maureen Van Deusen

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-503 Rank and Review Part 1 Attachments Checklist](#)

[NY-503 Rank and Review Part 1 Tool](#)

Release Date: **June 14, 2021**

Due Date: **June 18, 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.

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

ALBANY COUNTY COALITION ON HOMELESSNESS (ACCH) New Project RFP 2021 (Reallocation and/or Bonus Projects)

Application not to exceed three (3) pages.

1. Applicant/Agency Name: _____
2. Agency Point of Contact: _____
3. Proposed Project Name: _____
4. **Please circle the project type you are applying for:**
 - A) Permanent Supportive Housing that is either DedicatedPLUS OR has 100% of beds dedicated to persons experiencing chronic homelessness.
 - B) Permanent Housing-Rapid Rehousing
 - C) Joint TH and PH-RRH (project must be housing first)
 - D) HMIS (HMIS Lead Only)
 - E) Support Services Only-Coordinated Entry Project
5. Is the project you are applying for a new or expansion project? **Yes** ____ **No** ____
6. Does your agency currently report in the CoC's HMIS system or will you implement HMIS to ensure HUD reporting compliance for CoC funds?
Yes _____ **No** _____
7. Is the applicant a current member of the Albany County Coalition On Homelessness (ACCH) Continuum of Care (CoC)? ☐ **Yes - 10 points** ☐ **No - 0 points**
8. A. Is the agency applying a current CoC funded grantee?
☐ **Yes - 0 points** ☐ **No - 5 points**
B. If yes, are there any unresolved monitoring or audit findings from HUD or the CoC?
☐ **Yes - 0 points** ☐ **No - 3 points**
9. Is your agency an active participant in the ACCH Coordinated Entry?
☐ **Yes - 3 pts** ☐ **No - 0 pts**
10. Please provide a detailed description of the agency's experience in administering projects dedicated to serving an underserved population (i.e. your target population). Please specify the name of current or past programs and note the funding sources. (up to 10 points)

ALBANY COUNTY COALITION ON HOMELESSNESS (ACCH) New Project RFP 2021 (Reallocation and/or Bonus Projects)

11. Priority Population

What percentage of beds are dedicated to a priority population?

- ☐ 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**

12. 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. If the proposed project follows a Housing First model, please specifically detail Housing First aspects. **(0 – 20 points)**

- 10 points if you outline a detailed strategy that will be used to help participants regain and maintain housing stability.
- 1 point if the project clearly states the number of units/beds requested
- 2 points if an outreach plan is noted
- 2 points if the budget notes at least 80 percent of the requested funds are dedicated to housing
- 5 points if the narrative details how the project will implement the housing first model

13. Housing First (10 pts)

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

	<i>Any Yes - 0 All No - 10 pts</i>	
	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	☐	☐

**ALBANY COUNTY COALITION ON
HOMELESSNESS (ACCH)
New Project RFP 2021
(Reallocation and/or Bonus Projects)**

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 will:

In the case of a substance abuse treatment or recovery provider, it 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.

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 (i.e. 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. How will your program identify and connect clients with wrap-around services they require (e.g., mental and/or physical health care, peer support or other services for formerly incarcerated persons and for those aging out of the foster care system, etc.)?
(0-5 Points)

17. Will the project be able to begin within 12 months? ☐ **Yes- 5 points** ☐ **No – 0 points**

ALBANY COUNTY COALITION ON HOMELESSNESS (ACCH) New Project RFP 2021 (Reallocation and/or Bonus Projects)

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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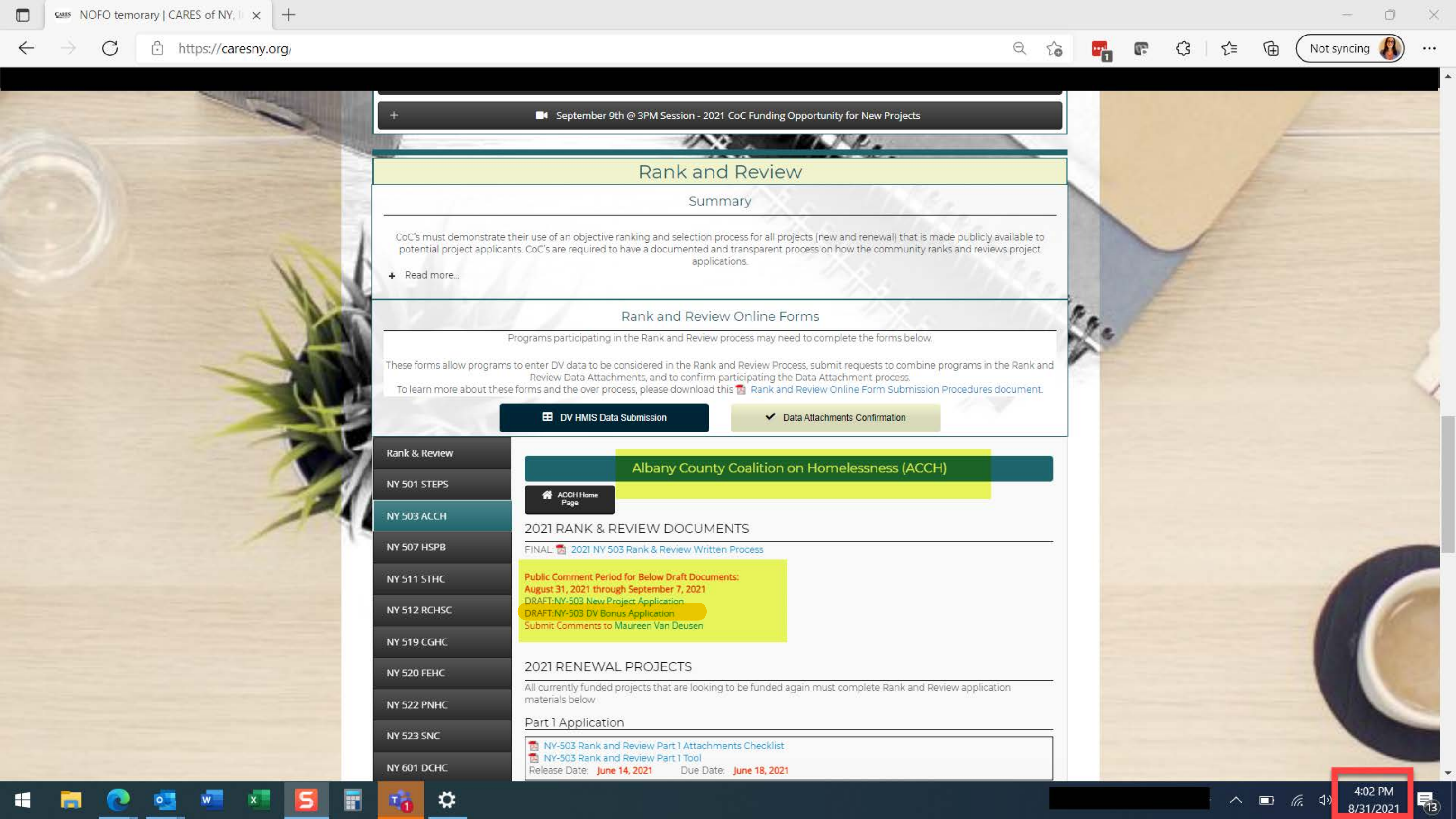
Planning Associate- CARES of NY, Inc.

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[ACCH Home Page](#)

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j) Blank Rank & Review **DV Bonus Tool**

ALBANY COUNTY COALITION ON HOMELESSNESS (ACCH)

DV Bonus Project RFP 2021

Application may not exceed three (3) pages

1. Applicant/Agency Name: _____
2. Agency Point of Contact: _____
3. Proposed Project Name: _____
4. Please circle the project type you are applying for:
 - A. Permanent Housing-Rapid Rehousing *(project must be housing first)
 - B. Joint TH and PH-RRH-Must be housing first *(project must be housing first)
 - C. Support Services Only-Coordinated Entry Project – if CoC already has a CE project the application must be an expansion.
5. Is the project you are applying for a new or expansion project? **Yes** ____ **No** ____
6. Agencies must have an HMIS-comparable database for capturing client data to be eligible for funding.
Does your agency currently have a system for capturing client data? **Yes**____ **No**____
If you do not currently have one, how will you implement a system for reporting?

7. **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? ***If you respond “Yes” to any of the following, your project is not be eligible to apply for this funding.***

	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.	☐	☐

ALBANY COUNTY COALITION ON HOMELESSNESS (ACCH) DV Bonus Project RFP 2021

8. Is the applicant a current member of the Albany County Coalition on Homelessness (ACCH) Continuum of Care (CoC)? ☐ **Yes - 10 points** ☐ **No - 0 points**
9. 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**
10. 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 **(up to 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
11. 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 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 - 25 points)
- 10 pts project description
 - 8 pts if a clear and detailed outreach plan is included
 - 2 pts if the project clearly states the number of units/beds requested
 - 2 pts if applying for an SSO-CE project (if a DV CE is not funded)
 - 3 pts for housing first model description
12. Please describe how this project addresses a current gap in services that has been identified in your geographic region. Please quantify this gap and how your project addresses it using an HMIS-comparable database and/or a local data source.
Agency will receive full points if they adequately demonstrate a gap in services that their project addresses using data.
Yes__ 10 points No__ 0 points

ALBANY COUNTY COALITION ON HOMELESSNESS (ACCH)

DV Bonus Project RFP 2021

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

Yes __ 3 points No __ 0 points

14. How will the agency ensure program participants have the resources they need to prevent transmission of COVID-19? **(up to 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.*

15. Please detail the steps your agency takes to ensure the safety of program participants.
(up to 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.

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

17. Is your agency an active participant in the ACCH Coordinated Entry program?

☐ **Yes - 3 pts** ☐ **No - 0 pts**

ALBANY COUNTY COALITION ON HOMELESSNESS (ACCH) DV Bonus Project RFP 2021

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.

This attachment details the Rank & Review process for **NY-503** 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-503'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) NY503's Rank and Review Written Process

ALBANY COUNTY COALITION ON HOMELESSNESS: 2021 RANK AND REVIEW PROCESS

Background

HUD's Continuum of Care (CoC) homeless assistance program serves as a source of funding for homeless services in Albany County, and the planning body coordinating these services is the Albany County Coalition on Homelessness (ACCH). Working with the CoC (ACCH) and providing support and technical assistance is CARES of NY, Inc., the Collaborative Applicant.

In 2020 Albany CoC (ACCH) received \$6,220,212 from HUD to support 30 housing projects for homeless individuals and families. Through the CoC, HUD awards homeless assistance grants through an annual application process known as the CoC Program Competition.

HUD requires that the CoC (ACCH) prioritize programs which most effectively serve the community at the local level. To reach this goal, a Rank & Review Process has been implemented for applicants who wish to renew their project/s and for new and/or bonus projects, if bonus funding is available. The process of ranking and reviewing projects is designed to help the CoC (ACCH) learn about each project's performance and effectiveness.

The NOFA Committee of the CoC (ACCH) is charged with overseeing the Rank & Review process. As stated in the ACCH Bylaws, the NOFA Committee is responsible for "the design, operation, and implementation of a collaborative process for the development of funding applications, including funding priorities, and the number and type of applications." Each year the NOFA Committee reviews the Rank & Review Written Process and Application Tools and makes any changes necessary to reflect changing priorities. The NOFA Committee is also responsible for establishing a Review Team for the Rank and Review Application. The Written Process and Application Tools (Renewal and New/Bonus) are posted for public comment.

CoC Transparency

The annual Rank and Review process is conducted in a transparent manner to ensure a fair and consistent way to prioritize projects. Each year, feedback regarding the process and tools is solicited. The process is publicly announced by the CoC, distributed in writing to CoC Membership, and posted publicly on the CARES, Inc. website for all community members to review and comment.

FY 2021 Rank and Review Application

The ACCH emphasizes the importance and impact of using the Rank & Review Application as the primary basis for determining the Project Listing submitted to HUD as part of the CoC Consolidated Application. The Rank and Review Application is thoughtfully revised each year to meet both HUD and CoC standards, incorporate both national and local priorities, and balance objective performance measures with subjective narrative descriptions of project operations.

Review and Approval of the Rank and Review Application

After the annual CoC Consolidated Application is submitted to HUD by the Collaborative Applicant, the NOFA Committee reviews the prior year's Rank & Review process, including reviewer feedback and ACCH member comments. The NOFA Committee also develops a list of Review Team members, considering prior reviewers and potential new members.

In phases, the NOFA Committee presents the Written Process, Application Tools, and list of proposed Review Team members to the ACCH Board and Membership for one-week public comment periods. The NOFA Committee considers submitted comments for inclusion. The NOFA Committee updates the Board on any edits, incorporates any additional changes from the Board, and secures a vote for approval. Finally, the Written Process, Application Tools, and list of Review Team members are shared with Membership.

Project Participation

Each Renewal project completes a Rank & Review Application. The 2021 Rank & Review Application process will occur in three (3) phases, with the intent to allow agencies adequate time to complete the full Rank & Review Application. *Completed applications (including required attachments) for each CoC project must be submitted to CARES of NY, Inc. by the stated deadline to be considered complete and sent to the Review Team.*

- **Phase 1** focuses on project and system outcomes, using the Federal Fiscal year (October 1st – September 30th) project APR and HMIS System Performance data to “rate” projects. Agencies will have one week 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 1-week review period.
- **Phase 2** includes narratives allowing agencies to explain unique circumstances which may affect project performance. After submission, each agency/project is assigned an interview time with the Review Team.
- **Phase 3** of the Rank & Review Process includes project interviews with the Review Team. After release of the NOFA, the NOFA Committee will draft questions based on specific criteria included in the NOFA to be asked during project interviews. Projects will receive these questions prior to the interview. Additionally, reviewers may choose to award additional points for Phases 1 and 2.

Review Team

Reviewers must be individuals from the community who are not CoC-funded or from neighboring communities and knowledgeable about the CoC process, services and providers. Review Team members are considered by the NOFA Committee and invited by the Collaborative Applicant (CARES) to participate. After reviewers agree to participate, one to two days are scheduled to conduct 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.

Reviewers are provided a copy of each project's full application for review and score forms to complete. The Review Team has the authority to 1) allot additional points to questions in Part 1 and Part 2 based on responses given by agencies during the interview; and 2) allot points based on responses given by agencies to Part 3 interview questions. After conducting interviews with each agency, the Review Team discusses and finalizes scores for each project application. In the event project applications initially receive the same score, it is the responsibility of the Review Team to reconsider scoring in order to break the tie. The Review Team also considers any submitted appeals (see **Appeals Process** outlined below) and provides any final comments to be shared with agencies. Final scores result in the project ranking.

Threshold Review

In order to ensure CoC projects are high performing, all project applications must also meet a minimum scoring threshold of 50% of total possible application points. The Threshold Review will be conducted by the Review Team after the Rank and Review process is complete and final project scores determined. If the pre-determined threshold is not met, the Review Team may recommend the ACCH Board consider the possibility of reallocation or amendments to the project application/s with said agency.

Project Ranking

The NOFA requires that the CoC conduct a transparent and objective process to review and rank all Renewal and New/Bonus projects. Using the CoC-approved Rank & Review Tool, all Renewal projects seeking funding are scored and placed in numerical order by scores. New/Bonus projects are scored and placed in numerical order beneath Renewal Projects. All agencies receive their project scores and are offered the opportunity to debrief with the Collaborative Applicant. Debriefing allows agencies the opportunity to request clarification regarding how/why Application question/s received certain scores. Debriefings are required if agencies are considering an appeal. Agencies may choose to appeal project score/s within the allotted time frame (see the **Appeals Process** outlined below). After all debriefings with the Collaborative Applicant are completed and appeals considered by the Review Team, the project ranking is presented to the Board for review/approval then shared with Membership.

Appeals Process

1. Who May Appeal?

An agency may appeal a decision concerning a Renewal or New/Bonus project application submitted by that agency. If a project was submitted by a collaboration of agencies, only a joint appeal may be submitted.

2. What May Be Appealed?

The appeals process applies to project scoring and ranking ***only***. *There is no appeal for project tiering.* An appeal may ***not*** be based on the following:

- Failure to answer any question/s on the application
- Failure to submit required attachments to the application
- Failure to submit the application by the required deadline

Any mathematical errors found by an applicant will be corrected by the Collaborative Applicant.

3. Timing of an Appeal

Formal appeals may be submitted by a project within **three (3) business days** of debriefing. Appeals must be submitted in writing to the Collaborative Applicant (MWatson@caresny.org), who will then forward to the Review Team. The written appeal must consist of a brief statement no longer than one page, and can be in the form of a letter, memo or email.

4. Appeals Decisions

The Review Team for the Rank & Review also serves as the Appeals Review Team. Appeals are decided by majority vote of the Review/Appeals Team, and once decided, are final and may not be overturned by the NOFA 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. Tiering prioritizes projects for funding. Using the project ranking, the Collaborative Applicant tiers projects (New/Bonus projects are always placed at bottom of Tier 2) and presents the results to the Board. When the NOFA is released, priorities outlined in the application may be strategically applied by the CoC to project tiering. Final tiering results are presented to the Board for approval, then to Membership for a vote. Membership votes on the full application, including tiering.

New Projects

A separate application is required for Bonus and Reallocated project proposals. If, after the ranking process, additional money becomes available through reallocation, and if all new projects have been approved, the new project RFP will re-open for submission in efforts to utilize all available funding. RFPs submitted during the second application process will automatically be ranked below projects from the first round. The Review Team reviews and scores all New/Bonus project applications submitted.

Bonus Projects

Each year, HUD *may* offer bonus funding and the NOFA outlines how the funds may be spent. Bonus project proposals must fill an unmet need as noted within the Strategic Plan or locally determined priorities. Bonus project applications are required to interview with the Review Team. Interview questions will include specific criteria included in the NOFA. Bonus applications will be ranked and approved by the Board and presented to Membership. The community's goal is to apply for the maximum amount of available funds. The same appeals process that applies to Renewal applications applies to New/Bonus project applications.

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 to fill an unmet need within the community, as noted within the Albany Strategic Plan. 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 for reallocation consideration include those which have demonstrated inadequate financial management, a history of expending funds on ineligible activities, a lack of full expenditure of funds, and those which consistently score low on the Rank & Review. Reallocation is recommended for any project *not* participating in Coordinated Entry, HMIS or the annual Point-in-Time. The Board may determine reallocation of a particular project as in the best interest of the CoC and essential to maintaining full funding. Further, agencies may voluntarily choose to reallocate funds from their own projects. New project proposals developed by agencies through reallocation of their own funds will be prioritized during the ranking process. All other proposed projects using reallocated funds will be ranked according to general ranking procedures.

Project proposals developed with reallocated funds must fill an unmet need and submit a New/Bonus application. Agencies interested in applying for reallocated funds are required to interview with the Review Team. Applications for New/Bonus projects will be ranked separately from Renewal projects, and the final ranking will be approved by the Board presented to CoC Membership.

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

ALBANY COUNTY COALITION ON HOMELESSNESS (ACCH)
RANK & REVIEW APPLICATION 2021
PART I: DATA-RELATED QUESTIONS
DEADLINE TO SUBMIT: FRIDAY JUNE 18, 2021

1. Utilization Rate: Using the FY19 Project Application and Federal Fiscal Year 2020 (FY20)* APR, complete the chart below 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	Households: _____		
October			
		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 100% in *both* households *and* persons?
☐ **Yes - 5 points** ☐ **No - 0 points**

* **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: Based on FY20 APR Q6:

	Yes	No
2a. Is there an error rate of more than 5% of project participants' PII?	☐	☐
2b. Error rate of more than 5% of project's Universal Data elements?	☐	☐
2c. Error rate of more than 5% of project participants' Income and Housing data?	☐	☐
2d. Error rate of more than 5% of project's Chronic Homelessness data?	☐	☐
	☐ ANY Yes - 0 points ☐ ALL No - 5 points	

3. Dedicated Chronic Homeless [ONLY PSH (RRH & TH projects will be weighted)]

Refer to **Attachment 1** to note:

3a. The number of beds in the project which are dedicated to serving chronically homeless (CH): _____ ≥ 35 = 5 pts; 20-34 = 4 pts; 10-19 = 3 pts; 1-9 = 1 pts; 0 = 0 pts

3b. The percentage of CH beds the project contributes to the CoC (i.e., the impact of your project on ending chronic homelessness in Albany).
 ≥ 16% = 5 pts; 11-15% = 4; 6-10% = 3 pts; 1-5% = 1 pts; 0% = 0 pt

4. Effect on Chronic Homeless:

Permanent Supportive Housing Programs ONLY

During FY20, the CoC's **PSH projects** served **188** chronically homeless (CH) individuals. To show project impact towards goal of ending CH, refer to **Attachment 2** to note:

- 4a. Total number of CH persons this project served in FY20: _____
- 4b. Of the total CH served by the CoC, note the % this project served in FY20: _____%
≥ 15% = 10 pts; 11-14% = 8; 5-10% = 5 pts; 1-4% = 3 pts; 0% = 0 pt

Rapid Rehousing Housing Programs ONLY

During FY20, the CoC's **RRH projects** served **11** chronically homeless (CH) individuals. To show project impact towards goal of ending CH, refer to **Attachment 2** to note:

- 4c. Total number of CH persons this project served in FY20: _____
- 4d. Of the total CH served by the CoC, note the % this project served in FY20: _____%
≥ 50% = 10 pts; 1-49% = 8 pts; 0% = 0 pts

Transitional Housing Programs ONLY

During FY20, the CoC's **TH projects** served **4** chronically homeless (CH) individuals. To show project impact towards goal of ending CH, refer to **Attachment 2** to note:

- 4e. Total number of CH persons this project served in FY20: _____
- 4f. Of the total CH served by the CoC, note the % this project served in FY20: _____%
≥ 50% = 10 pts; 1-49% = 8 pts; 0% = 0 pts

5. Positive Outcomes

Permanent Housing Programs: During FY20, there were **618** persons with positive outcomes noted across all CoC **PSH** 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:** _____%
≥20% = 20 pts; 11-19% = 15 pts; 5-10% = 10 pts; 1-4% = 5 pts; 0% = 0

Rapid Rehousing Projects: During FY20, there were **135** persons with positive outcomes noted across all CoC **RRH** programs. *An outcome is positive for RRH 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:** _____%
≥20% = 20 pts; 11-19% = 15 pts; 5-10% = 10 pts; 1-4% = 5 pts; 0% = 0

Transitional Housing Programs: During FY20, there were **63** 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:** _____%
≥ 50% = 20 pts; 20-49% = 15 pts; 10-19% = 10 pts; 1-9% = 5pts; 0% = 0

6. Exits to Homelessness

To show the impact of this project on ending homelessness, refer to **Attachment 4** showing all project leavers and note the percentage of those who exited to the shelter or the street

____%

0% = 10 pts; 1-10% = 5 pts; 11-30% = 3 pts; 31-40% = 1 pt; ≥ 41% = 0 pts

7. Income Growth – System Impact

Refer to **Attachment 5** (which measures **total income growth** between the two most recent client assessments for stayers; and between entry and exit for leavers), to note the percentage this project contributed to total income growth in the CoC in FY20: ____%

≥ 11% = 10 pts; 5-10% = 5 pts; 1-4% = 3 pts; 0% = 0 pts

8. Income Growth – Project Performance

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

8a. 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% = 1 pts; 0% = 0

8b. 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% = 1 pts; 0% = 0

8c. 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% = 1 pts; 0% = 0

8d. 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% = 1 pts; 0% = 0

9. Priority Population

What percentage of beds are dedicated to 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

10. Housing First (0-5 pts)

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

Any Yes - 0 All No - 5 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.	☐	☐

11. CoC Participation (0-10 pts)

11a. Does the project or agency staff regularly participate in any of the following CoC committees? *(CARES will verify via attendance sheets)* ☐ **Yes 5 pts** ☐ **No 0 pts**

Board	☐	HMIS Advisory	☐	Shelter Best Practices	☐
Consumer Advisory	☐	Membership	☐	Strategic Planning	☐
Fiscal Advisory	☐	NOFA	☐	Systems Collaboration	☐
Governance	☐	Operations	☐	Reg. Youth Homelessness	☐

11b. Does the project submit vouchers for reimbursement of CoC funds to the UFA Program Coordinator at least quarterly? ☐ **Yes 5 pts** ☐ **No 0 pts**

12. Coordinated Entry (up to 8 pts) [Note: This question will be weighted for GPD Projects. Also, CoC CE Lead will verify all responses.]

13a. Does your project comply with HUD requirements and ONLY admit clients who have been referred through the Coordinated Entry (CE) process? ☐ Yes 2pts ☐ No 0 pts

13b. Do you regularly attend the bi-weekly SPOA/CE meetings? ☐ Yes 2 pts ☐ No 0 pts

13c. Have all agency staff participating in the Coordinated Entry process received the required CE/CE HMIS training? ☐ Yes 2 pts ☐ No 0 pts

13d. Has your agency signed and returned to the CE lead agency the Coordinated Entry MOU? ☐ Yes 2 pts ☐ No 0 pts

ALBANY COUNTY COALITION ON HOMELESSNESS (ACCH)
RANK & REVIEW APPLICATION 2021
PART II – PROJECT / SYSTEM PERFORMANCE NARRATIVES

*New projects will be weighted during scoring.

PROJECT INFORMATION

Organization Name: _____

Project Name: _____

Application Contact Person: _____

Project Type: PSH RRH TH SSO (regular)

FY19 Funding Request: \$_____

Leasing \$_____

Rental Assistance \$_____

Supportive Services \$_____

Operations \$_____

Admin \$_____

PROJECT DESCRIPTION

Provide a brief project overview clearly describing the project's unique characteristics. Include the target population/s, number of participants served, number of contracted beds/units/vouchers and cost per bed, how participants access the project, services provided and project goals and achievements. Response must be 300 words or less.

1. Utilization Rate

This question should be answered **only** by projects that scored zero points on Question 1 of the 2021 Rank & Review Application Part 1. If your project did **not** achieve 100% utilization (i.e., number of projected/contracted households and/or persons served) during Federal Fiscal Year 2020 (10.01.19-10.30.20), please explain why in 250 words or less. **(0-20 pts)**

2. Coordinated Entry

If your project is dedicated to DV (or if you otherwise answered 'No' to Q13a of the 2021 Rank & Review Application Part 1) explain barriers to direct participation in CE and how you engage with partners who do participate in CE (250 words or less). **0-5 pts**

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? (250 words or less)

4. Local Strategic Plan (0-5 pts)

Note how the project meets a gap in services (either current or prior; including housing) as noted in the 2017 Albany County CoC's Strategic Plan (which is based on the federal plan, "Home Together"). 250 words or less

5. 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. How does your agency contribute to housing stability across the CoC? (250 words or less)

- *Up to 2.5 pts awarded if the narrative clearly describes positive outcomes through the DV provider lens.*
- *Up to 2.5 pts awarded if the narrative clearly describes how the agency contributed to positive housing stability across the CoC.*

6. Dedicated Youth Projects Only (0-5 pts)

Permanent supportive and transitional housing programs dedicated to youth generally struggle with increasing income for participants. How does your agency support youth in achieving income growth? Please note barriers encountered in 250 words or less.

- *Up to 2.5 pts awarded if the narrative clearly describes positive outcomes through the Youth provider lens.*
- *Up to 2.5 pts awarded if the narrative clearly describes how the agency contributed to positive housing stability across the CoC.*

7. What is your agency doing to forward racial diversity, equity and inclusion work within your agency and/or CoC-funded program/s? (250 words or less) (0 or 1 pt)

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 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? (Use Part III HMIS Attachment provide by CARES to respond) (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: (Use HMIS Demographic Data provided by CARES to respond)

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

ALBANY COUNTY COALITION ON HOMELESSNESS (ACCH) New Project RFP 2021 (Reallocation and/or Bonus Projects)

Application not to exceed three (3) pages.

1. Applicant/Agency Name: _____
2. Agency Point of Contact: _____
3. Proposed Project Name: _____
4. **Please circle the project type you are applying for:**
 - A) Permanent Supportive Housing that is either DedicatedPLUS OR has 100% of beds dedicated to persons experiencing chronic homelessness.
 - B) Permanent Housing-Rapid Rehousing
 - C) Joint TH and PH-RRH (project must be housing first)
 - D) HMIS (HMIS Lead Only)
 - E) Support Services Only-Coordinated Entry Project
5. Is the project you are applying for a new or expansion project? **Yes** ____ **No** ____
6. Does your agency currently report in the CoC's HMIS system or will you implement HMIS to ensure HUD reporting compliance for CoC funds?
Yes _____ **No** _____
7. Is the applicant a current member of the Albany County Coalition On Homelessness (ACCH) Continuum of Care (CoC)? ☐ **Yes - 10 points** ☐ **No - 0 points**
8. A. Is the agency applying a current CoC funded grantee?
☐ **Yes - 0 points** ☐ **No - 5 points**
B. If yes, are there any unresolved monitoring or audit findings from HUD or the CoC?
☐ **Yes - 0 points** ☐ **No - 3 points**
9. Is your agency an active participant in the ACCH Coordinated Entry?
☐ **Yes - 3 pts** ☐ **No - 0 pts**
10. Please provide a detailed description of the agency's experience in administering projects dedicated to serving an underserved population (i.e. your target population). Please specify the name of current or past programs and note the funding sources. (up to 10 points)

ALBANY COUNTY COALITION ON HOMELESSNESS (ACCH) New Project RFP 2021 (Reallocation and/or Bonus Projects)

11. Priority Population

What percentage of beds are dedicated to a priority population?

- ☐ 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**

12. 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. If the proposed project follows a Housing First model, please specifically detail Housing First aspects. **(0 – 20 points)**

- 10 points if you outline a detailed strategy that will be used to help participants regain and maintain housing stability.
- 1 point if the project clearly states the number of units/beds requested
- 2 points if an outreach plan is noted
- 2 points if the budget notes at least 80 percent of the requested funds are dedicated to housing
- 5 points if the narrative details how the project will implement the housing first model

13. Housing First (10 pts)

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

	<i>Any Yes - 0 All No - 10 pts</i>	
	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	☐	☐

**ALBANY COUNTY COALITION ON
HOMELESSNESS (ACCH)
New Project RFP 2021
(Reallocation and/or Bonus Projects)**

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 will:

In the case of a substance abuse treatment or recovery provider, it 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.

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 (i.e. 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. How will your program identify and connect clients with wrap-around services they require (e.g., mental and/or physical health care, peer support or other services for formerly incarcerated persons and for those aging out of the foster care system, etc.)?
(0-5 Points)

17. Will the project be able to begin within 12 months? ☐ **Yes- 5 points** ☐ **No – 0 points**

ALBANY COUNTY COALITION ON HOMELESSNESS (ACCH) New Project RFP 2021 (Reallocation and/or Bonus Projects)

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

ALBANY COUNTY COALITION ON HOMELESSNESS (ACCH)

DV Bonus Project RFP 2021

Application may not exceed three (3) pages

1. Applicant/Agency Name: _____
2. Agency Point of Contact: _____
3. Proposed Project Name: _____
4. Please circle the project type you are applying for:
 - A. Permanent Housing-Rapid Rehousing *(project must be housing first)
 - B. Joint TH and PH-RRH-Must be housing first *(project must be housing first)
 - C. Support Services Only-Coordinated Entry Project – if CoC already has a CE project the application must be an expansion.
5. Is the project you are applying for a new or expansion project? **Yes** ____ **No** ____
6. Agencies must have an HMIS-comparable database for capturing client data to be eligible for funding.
Does your agency currently have a system for capturing client data? **Yes**____ **No**____
If you do not currently have one, how will you implement a system for reporting?

7. **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? ***If you respond “Yes” to any of the following, your project is not be eligible to apply for this funding.***

	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.	☐	☐

ALBANY COUNTY COALITION ON HOMELESSNESS (ACCH) DV Bonus Project RFP 2021

8. Is the applicant a current member of the Albany County Coalition on Homelessness (ACCH) Continuum of Care (CoC)? ☐ **Yes - 10 points** ☐ **No - 0 points**
9. 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**
10. 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 **(up to 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
11. 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 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 - 25 points)
- 10 pts project description
 - 8 pts if a clear and detailed outreach plan is included
 - 2 pts if the project clearly states the number of units/beds requested
 - 2 pts if applying for an SSO-CE project (if a DV CE is not funded)
 - 3 pts for housing first model description
12. Please describe how this project addresses a current gap in services that has been identified in your geographic region. Please quantify this gap and how your project addresses it using an HMIS-comparable database and/or a local data source.
Agency will receive full points if they adequately demonstrate a gap in services that their project addresses using data.
Yes__ 10 points No__ 0 points

ALBANY COUNTY COALITION ON HOMELESSNESS (ACCH)

DV Bonus Project RFP 2021

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

Yes __ 3 points No __ 0 points

14. How will the agency ensure program participants have the resources they need to prevent transmission of COVID-19? **(up to 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.*

15. Please detail the steps your agency takes to ensure the safety of program participants.
(up to 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.

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

17. Is your agency an active participant in the ACCH Coordinated Entry program?

☐ **Yes - 3 pts** ☐ **No - 0 pts**

ALBANY COUNTY COALITION ON HOMELESSNESS (ACCH) DV Bonus Project RFP 2021

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.

2. A copy of one scored application form

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

NY-503

Objective Criteria Used to Review and Rank Projects for Funding	
Specific Criteria	Question Addressing Criteria
Utilization Rate	Renewal Application: Part I: Q1a-1b; Part II: Q 1
Data Quality & Completeness	Renewal Application: Part I: Q2a-2d
Performance Data (PSH only) Dedicated Chronic Homeless/DedicatedPLUS	Renewal Application: Part I: Q3a-3b
Priority Population	Renewal Application: Part I: Q9 New Bonus Application: Q11
Funding	New Bonus Application: Q8, Q 18 DV Bonus Application: Q 9, Q 18
Coordinated Entry Participation	Renewal Application: Part II: Q 2 New Bonus Application: Q9 DV Bonus Application: Q17
Type of housing/Type of housing proposed	New Bonus Application: Q4 DV Bonus Application: Q4
Match	New Bonus Application: Q18 DV Bonus Application: Q18
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)	Renewal Application: Part I: Q3, Q4a-4f, HMIS Attachment 1 & 2
Positive Outcomes	Renewal Application: Part I: Q5, HMIS Attachment 3
Exits to Homelessness	Renewal Application: Part I: Q6, HMIS Attachment 4
Effect on Income Growth	Renewal Application: Part I: Q7, HMIS Attachment 5; Q 8
Coordinated Entry	Renewal Application: Part I: Q12a-12d; Part II Q 2
Specific Method for Evaluating Projects Submitted by Victim Service Providers	
Specific Criteria	Question Addressing Criteria
Data Attachments 1-5	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	Renewal Application: Part II: Q5
Specific Method for Evaluating Projects Submitted by Youth Service Providers	
Youth Service Providers Only Positive Outcomes based on Increase of Income	Renewal Application: Part II: Q 6

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:		IPH				Final
Project Name:		UFA:IPH Housing				Score: 111
		Submitted by Deadline w/Required	X	No=5 pt., penalty		
		Total Possible Points	Points Awarded			
Part I: Data-Related Questions (150)						
25 pts max	1a. Utilization Rate 100%		CARES	20	20	
	1b. Exceeded 100% in Persons & Households		CARES	5	0	
5 pts max	2. Data Quality and Completeness		CARES	5	0	
10 pts max	3a. Dedicated CH Beds		CARES	5	4	
	3b. Dedicated CH percentage		CARES	5	3	
10 pts max	4b, d, f. Effect on Chronic Homeless		CARES	10	5	
20 pts max	5. Positive Outcomes		CARES	20	5	
10 pts max	6. Exits to Homelessness		CARES	10	10	
10 pts max	7. Effect on Income Growth		CARES	10	3	
5 pts max	8a. Income Growth Project Performance		CARES	5	5	
5 pts max	8b Income Growth Project Performance		CARES	5	0	
5 pts max	8c Income Growth Project Performance		CARES	5	4	
5 pts max	8d Income Growth Project Performance		CARES	5	4	
10 points max	9. Priority Populations		CARES	10	10	
5 pts max	10. Housing First		CARES	5	5	
5 pts max	11a. CoC Participation		CARES	5	5	
5 pts max	11b. CoC Participation- UFA Vouchers		CARES	5	5	
2 pts max	12a. Coordinated Entry		CARES	2	2	
2 pts max	12b. Coordinated Entry		CARES	2	2	
2pts max	12c. Coordinated Entry		CARES	2	2	
2 pts max	12d. Coordinated Entry		CARES	2	2	
	Total			143	96	
Part II: Written Questions						
20 pts max	1. Utilization		Reviewers	20	0	
5 pts max	2. Coordinate Entry- DV		Reviewers	5	0	
5 pts max	3. Leveraging and Coordination of Services		Reviewers	5	5	
5 pts max	4. Local Strategic Plan		Reviewers	5	5	
5 pts max	5. DV Projects Only		Reviewers	5	0	
5 pts max	6. Dedicate Youth Programs Only		Reviewers	5	0	
1 pt max	7. Racial Equity		Reviewers	1	1	
	Total			46	11	
Part III: Interviews						
1 pt	Tailored support services			1	1	
1 pt	Lived Experience of homelessness			1	0	
2 pts max	System performance measures			2	2	
1 pt	Racial Data			1	1	
	Total			5	4	

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

ACCH 2021 Ranking and Tiering

Rank	Score	Applicant Name	Program Name	Funding Amount	Funding Amount for FY2021	Grant Number
1	NA	Equinox, Inc.	UFA: Equinox DV Coordinated Entry (2019)	\$71,223		NY1196U2C032002
2	131	HATAS	UFA: HATAS Pathways (2019)	\$834,025		NY0044U2C032013
3	126	Albany Damien Center	UFA: Damien Center Housing	\$293,507		NY1032U2C032005
4	126	St. Catherine's Center for Children	UFA: SCCC Supported Housing Plus (2019)	\$185,647		NY0570U2C032012
5	124.5	Equinox, Inc.	UFA: Equinox DV RRH (2019)	\$462,698		NY0045U2C032013
6	123	Interfaith Partnership for the Homeless	UFA: MultiDivision Housing - IPH HATAS SCCC Collaborative (2019)	\$433,496		NY1033U2C032005
7	120	Albany Housing Authority	UFA: CARES - S Plus C for Persons with Disabilities (Yr 3) (2019)	\$671,172	\$557,388	NY0054U2C032013
8	120	Albany Housing Authority	UFA: HATAS SPC (2019)	\$364,480		NY0568U2C032012
9	119.8	Albany Housing Coalition, Inc.	UFA: AHC - RRH for Homeless Veterans (2019)	\$107,302		NY1071U2C032004
10	117.8	Albany Housing Coalition, Inc.	UFA: AHC Veterans House (2019)	\$108,689		NY0056U2C032013
11	116	Joseph's House	UFA: JH-Kendal House	\$81,826		NY0037U2C032013
12	114	Albany Housing Coalition, Inc.	UFA: AHC - S Plus C for Homeless Veterans with Disabilities (2019)	\$329,767		NY0569U2C032012
13	114	St. Peter's Health Partners	UFA: SPARC - S Plus C (2019)	\$287,494		NY0051U2C032013
14	111	Interfaith Partnership for the Homeless	UFA: IPH Housing (2019)	\$275,318	\$389,102	NY0029U2C032011
15	110.7	Legal Aid Society of NENY	UFA: Legal Aid - RRH for Families Expansion (2019)	\$193,263		NY1067U2C032004
16	106.5	Hope House	UFA: Hope House - PSH (2019)	\$190,111		NY0039U2C032013
17	104.2	HATAS	UFA: HATAS - The Next Step (2019)	\$68,556		NY1144U2C032003
18	104	Albany Housing Coalition, Inc.	UFA: AHC PSH for Homeless Veterans (2019)	\$106,607		NY0041U2C032013
19	102.3	Equinox, Inc.	UFA: Equinox - Transitional Living (2019)	\$184,010		NY0032U2C032012
20	95.3	Albany Housing Coalition, Inc.	UFA: AHC - Operations at 280 Clinton Ave (2019)	\$21,400		NY0042U2C032013
21	94	Albany Housing Authority	UFA: CARES - PBRA for Homeless Persons Living with HIV/AIDS (Yr 2) (2019)	\$60,115		NY0049U2C032013
22	93	CARES of NY, Inc./Support Ministries, Inc.	UFA: Support Ministries - Arvilla House (2019)	\$102,472		NY0034U2C032012
23	92	CARES of NY, Inc./Support Ministries, Inc.	UFA: Support Ministries - Project HELP (2019)	\$111,840		NY0046U2C032013
24	87	Rehabilitation Support Services	UFA: RSS Albany - SAIL (2019)	\$90,790		NY0052U2C032013
25	84.5	Capital Area Peer Services	UFA: CAPS - 100 Clinton Ave (2019)	\$120,015		NY0031U2C032013
26	-	CARES of NY, Inc.	UFA: Albany HMIS (2019)	\$82,431		NY0033U2C032013
27	-	HATAS	UFA: HATAS Coordinated Entry (2019)	\$38,182		NY0996U2C032005
1		HATAS	HATAS CE Expansion	\$38,000		
2		St. Peter's Health Partners	SPARC CoC Expansion	\$255,822		
1		Equinox, Inc.	Project Break Free	\$524,612		

Annual Renewal Demand	\$5,876,436
Tier 1	\$5,876,436
Tier 2 (Bonus & DV Bonus funds)	\$818,434
UFA	\$176,293
Planning	\$176,293
Bonus	\$293,822
DV	\$524,612

Expansions	Rank	Applicant Name	Renewal Project	Expansion/Bonus Project	Funding Amount
Yes	1	HATAS	HATAS CE	CE Expansion	\$ 38,000
Yes	2	St. Peter's Health Partners	SPARC S+C	SPARC CoC Expansion	\$ 255,822
Yes	1	Equinox, Inc.	Equinox DV RRH	Project Break Free	\$ 524,612

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

This attachment details the 15 Day Notification of Projects Rejected and an example reduction letter for NY-503.

It contains the following:

1. October 19, 2021 Letters of Projects Rejected:
 - a. **HATAS**
 - i. HATAS The Next Step Expansion FY21 - *New Project Application*
2. Example Reduction Letter
 - a. *Note: no projects were reduced through the FY2021 CoC Local Rank & Review Competition*

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

1. October 19, 2021 Letters of Projects Rejected:

a. HATAS

i. HATAS The Next Step Expansion FY21 - *New Project Application*

October 19, 2021

Liz Hitt

Homeless and Traveler's Aid Society

Re: HATAS The Next Step Expansion FY21 New Project Application

Dear Liz,

On behalf of the Albany County Coalition on Homelessness Continuum of Care, 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 New 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 applications.

This year, applications that indicated they would serve priority populations, as identified by the CoC, were prioritized during the Rank & Review process, which is one reason why your application was ultimately not selected to be included in this year's application for Bonus funding. The CoC encourages you to apply again if funding becomes available in future CoC competitions.

Thank you,



Kelsey Addy

Planning Unit Director, CARES, Inc.

Collaborative Applicant

Albany County Coalition on Homelessness

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 Albany County Coalition on Homelessness NOFO 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.

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

Albany County Coalition on Homelessness

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

This attachment details the 15 Day Notification of Projects Accepted and Tiered for NY-503. It contains the following:

1. October 18, 2021 Email notification of Projects Accepted:

a. Interfaith Partnership for the Homeless

- i. MultiDivision Housing - IPH HATAS SCCC Collaborative (2019) - *Renewal Project Application*
- ii. IPH Housing (2019) - *Renewal project Application*

b. Legal Aid Society of NENY

- i. Legal Aid - RRH for Families Expansion (2019) – *Renewal Project Application*

c. Rehabilitation Support Services

- i. RSS Albany - SAIL (2019) - *Renewal Project Application*

d. St. Catherine's Center for Children

- i. SCCC Supported Housing Plus (2019) - *Renewal Project Application*

e. St. Peter's Health Partners

- i. SPARC - S Plus C (2019) – *Renewal Project Application*
- ii. SPARC CoC Expansion – *New Project Application*

f. Albany Housing Coalition, Inc.

- i. AHC - RRH for Homeless Veterans (2019) – *Renewal Project Application*
- ii. AHC Veterans House (2019) – *Renewal Project Application*
- iii. AHC - S Plus C for Homeless Veterans with Disabilities (2019) – *Renewal Project Application*
- iv. AHC PSH for Homeless Veterans (2019) – *Renewal Project Application*
- v. AHC - Operations at 280 Clinton Ave (2019) – *Renewal Project Application*

g. HATAS

- i. HATAS Pathways (2019) – *Renewal Project Application*
- ii. HATAS SPC (2019) – *Renewal Project Application*
- iii. HATAS - The Next Step (2019) – *Renewal Project Application*
- iv. HATAS Coordinated Entry (2019) – *Renewal Project Application*
- v. HATAS CE Expansion – *New Project Application*

h. CARES of NY, Inc./Support Ministries Inc.

- i. CARES - S Plus C for Persons with Disabilities (Yr 3) (2019) – *Renewal Project Application*
- ii. CARES - PBRA for Homeless Persons Living with HIV/AIDS (Yr 2) (2019) – *Renewal Project Application*
- iii. Support Ministries - Arvilla House (2019) – *Renewal Project Application*
- iv. Support Ministries - Project HELP (2019) – *Renewal Project Application*
- v. Albany HMIS (2019) – *Renewal Project Application*

- i. Albany Damien Center**
 - i. Damien Center Housing – *Renewal Project Application*
 - j. Joseph's House**
 - i. JH-Kendal House – *Renewal Project Application*
 - k. Capital Area Peer Services**
 - i. CAPS - 100 Clinton Ave (2019) – *Renewal Project Application*
 - l. Equinox, Inc.**
 - i. Equinox DV Coordinated Entry (2019) – *Renewal Project Application*
 - ii. Equinox DV RRH (2019) – *Renewal Project Application*
 - iii. Equinox - Transitional Living (2019) – *Renewal Project Application*
 - iv. Project Break Free – *New Project Application*
 - m. Hope House**
 - i. Hope House - PSH (2019) – *Renewal Project Application*
- 2. October 22, 2021 Email Notification of Ranking & Tiering for NY-503 Accepted Projects publicly posted on website
- 3. October 22, 2021 Website screenshot showing posted Ranking & Tiering for NY-503 Accepted Projects

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

1. October 18, 2021 Email notification of Projects Accepted:

a. Interfaith Partnership for the Homeless

- i. MultiDivision Housing - IPH HATAS SCCC Collaborative (2019) - *Renewal Project Application*
- ii. *IPH Housing (2019) - Renewal project Application*

Notification: CoC Projects Accepted

Maureen Van Deusen <mvandeusen@caresny.org>

Mon 10/18/2021 1:05 PM

To: KristenG <KristenG@iphny.org>

Good Afternoon,

As the Collaborative Applicant and Unified Funding Agency for the NY-503 CoC, CARES would like to congratulate Interfaith Partnership for the Homeless on having your projects accepted within the 2021 NY-503 CoC NOFO Application. Below is a detailed list of your agency's accepted projects, funding requests, and ranked positions:

- UFA: MultiDivision Housing - IPH HATAS SCCC Collaborative (2019) \$433,496, Ranked #6/27
- UFA: IPH Housing (2019) \$275,318, Ranked #14/27
 - *Note that the total funding amount for this project will be different in the final application due to reallocation of funds from CARES Yr 3 project to IPH Housing.*

Please feel free to contact me should you have any questions and congratulations on your accepted projects.

Thank you,

Maureen Van Deusen, M.Ed.

Planning Associate- CARES of NY, Inc.

518-489-4130 x 720

200 Henry Johnson Blvd., Suite 4, Albany, NY 12210

<http://www.caresny.org>



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

1. October 18, 2021 Email notification of Projects Accepted:

b. Legal Aid Society of NENY

i. Legal Aid - RRH for Families Expansion (2019) – *Renewal Project Application*

Notification: CoC Projects Accepted

Maureen Van Deusen <mvandeusen@caresny.org>

Mon 10/18/2021 11:14 AM

To: Wendy Wahlberg <wwahlberg@lasnny.org>

Good Morning,

As the Collaborative Applicant for the NY-503 CoC, CARES would like to congratulate Legal Aid Society of NENY on having your project accepted within the 2021 NY-503 CoC NOFO Application. Below is a detailed list of your agency's accepted project, funding request, and ranked position:

- UFA: Legal Aid - RRH for Families Expansion (2019) \$193,263, Ranked #15

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

Thank you,

Maureen Van Deusen, M.Ed.

Planning Associate- CARES of NY, Inc.

518-489-4130 x 720

200 Henry Johnson Blvd., Suite 4, Albany, NY 12210

<http://www.caresny.org>



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

1. October 18, 2021 Email notification of Projects Accepted:

- c. Rehabilitation Support Services**

- i. RSS Albany - SAIL (2019) - *Renewal Project Application*

Notification: CoC Projects Accepted

Maureen Van Deusen <mvandeusen@caresny.org>

Mon 10/18/2021 11:16 AM

To: moill@rehab.org <moill@rehab.org>

Good Morning,

As the Collaborative Applicant for the NY-503 CoC, CARES would like to congratulate Rehabilitation Support Services on having your project accepted within the 2021 NY-503 CoC NOFO Application. Below is a detailed list of your agency's accepted project, funding request, and ranked position:

- UFA: RSS Albany - SAIL (2019) \$90,790, Ranked #24

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

Thank you,

Maureen Van Deusen, M.Ed.

Planning Associate- CARES of NY, Inc.

518-489-4130 x 720

200 Henry Johnson Blvd., Suite 4, Albany, NY 12210

<http://www.caresny.org>



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

1. October 18, 2021 Email notification of Projects Accepted:

- d. St. Catherine's Center for Children**

- i. SCCC Supported Housing Plus (2019) - *Renewal Project Application*

Notification: CoC Projects Accepted

Maureen Van Deusen <mvandeusen@caresny.org>

Mon 10/18/2021 1:08 PM

To: lmarra@st-cath.org <lmarra@st-cath.org>

Good Morning,

As the Collaborative Applicant and Unified Funding Agency for the NY-503 CoC, CARES would like to congratulate St. Catherine's Center for Children on having your project accepted within the 2021 NY-503 CoC NOFO Application. Below is a detailed list of your agency's accepted project, funding request, and ranked position:

- UFA: SCCC Supported Housing Plus (2019) \$185,647, Ranked #4/27

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

Thank you,

Maureen Van Deusen, M.Ed.

Planning Associate- CARES of NY, Inc.

518-489-4130 x 720

200 Henry Johnson Blvd., Suite 4, Albany, NY 12210

<http://www.caresny.org>



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

1. October 18, 2021 Email notification of Projects Accepted:

e. St. Peter's Health Partners

- i. SPARC - S Plus C (2019) – *Renewal Project Application*
- ii. SPARC CoC Expansion – *New Project Application*

Notification: CoC Projects Accepted

Maureen Van Deusen <mvandeusen@caresny.org>

Mon 10/18/2021 11:19 AM

To: Lisa Smith <LisaR.Smith@sphp.com>; Jasmine Guerrero-Wiggs - SPARC (Jasmine.Guerrero-Wiggs@sphp.com) <Jasmine.Guerrero-Wiggs@sphp.com>; Jerald Johnson (Jerald.Johnson@sphp.com) <Jerald.Johnson@sphp.com>

Good Morning,

As the Collaborative Applicant for the NY-503 CoC, CARES would like to congratulate St. Peter's Health Partners on having your projects accepted within the 2021 NY-503 CoC NOFO Application. Below is a detailed list of your agency's accepted projects, funding requests, and ranked position:

- UFA: SPARC - S Plus C (2019) \$287,494, Ranked #13

New/Bonus Applications:

- SPARC CoC Expansion, \$255,822, Ranked #2 for New/Bonus Applications

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

Thank you,

Maureen Van Deusen, M.Ed.

Planning Associate- CARES of NY, Inc.

518-489-4130 x 720

200 Henry Johnson Blvd., Suite 4, Albany, NY 12210

<http://www.caresny.org>



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

1. October 18, 2021 Email notification of Projects Accepted:

f. Albany Housing Coalition, Inc.

- i. AHC - RRH for Homeless Veterans (2019) – *Renewal Project Application*
- ii. AHC Veterans House (2019) – *Renewal Project Application*
- iii. AHC - S Plus C for Homeless Veterans with Disabilities (2019) – *Renewal Project Application*
- iv. AHC PSH for Homeless Veterans (2019) – *Renewal Project Application*
- v. AHC - Operations at 280 Clinton Ave (2019) – *Renewal Project Application*

Notification: CoC Projects Accepted

Maureen Van Deusen <mvandeusen@caresny.org>

Mon 10/18/2021 10:42 AM

To: Lee Vartigian <l.vartigian@ahcvets.org>

Good Morning,

As the Collaborative Applicant for the NY-503 CoC, CARES would like to congratulate Albany Housing Coalition, Inc. on having your projects accepted within the 2021 NY-503 CoC NOFO Application. Below is a detailed list of your agency's accepted projects, funding requests, and ranked position:

- UFA: AHC - RRH for Homeless Veterans (2019) \$107,302, Ranked #9
- UFA: AHC Veterans House (2019) \$108,689, Ranked #10
- UFA: AHC - S Plus C for Homeless Veterans with Disabilities (2019), \$329,767, Ranked #12
- UFA: AHC PSH for Homeless Veterans (2019), \$106,607, Ranked #18
- UFA: AHC - Operations at 280 Clinton Ave (2019), \$21,400, Ranked #20

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

Thank you,

Maureen Van Deusen, M.Ed.

Planning Associate- CARES of NY, Inc.

518-489-4130 x 720

200 Henry Johnson Blvd., Suite 4, Albany, NY 12210

<http://www.caresny.org>



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

1. October 18, 2021 Email notification of Projects Accepted:

g. HATAS

- i. HATAS Pathways (2019) – *Renewal Project Application*
- ii. HATAS SPC (2019) – *Renewal Project Application*
- iii. HATAS - The Next Step (2019) – *Renewal Project Application*
- iv. HATAS Coordinated Entry (2019) – *Renewal Project Application*
- v. HATAS CE Expansion – *New Project Application*

Notification: CoC Projects Accepted

Maureen Van Deusen <mvandeusen@caresny.org>

Wed 10/20/2021 9:42 AM

To: Liz Hitt <lhitt@hatas.org>

Good Morning,

As the Collaborative Applicant for the NY-503 CoC, CARES would like to congratulate HATAS on having your projects accepted within the 2021 NY-503 CoC NOFO Application. Below is a detailed list of your agency's accepted projects, funding requests, and ranked positions:

- UFA: HATAS Pathways (2019) \$834,025, Ranked #2/27
- UFA: HATAS SPC (2019) \$364,480, Ranked #8/27
- UFA: HATAS - The Next Step (2019) \$68,556, Ranked #17/27
- UFA: HATAS Coordinated Entry (2019) \$38,182, Ranked #27/27

New/Bonus Projects:

- HATAS CE Expansion \$38,000, Ranked #1/2 for New/Bonus Applications

Thank you,

Maureen Van Deusen, M.Ed.

Planning Associate- CARES of NY, Inc.

518-489-4130 x 720

200 Henry Johnson Blvd., Suite 4, Albany, NY 12210

<http://www.caresny.org>



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

1. October 18, 2021 Email notification of Projects Accepted:

h. CARES of NY, Inc./Support Ministries Inc.

- i. CARES - S Plus C for Persons with Disabilities (Yr 3) (2019) – *Renewal Project Application*
- ii. CARES - PBRA for Homeless Persons Living with HIV/AIDS (Yr 2) (2019) – *Renewal Project Application*
- iii. Support Ministries - Arvilla House (2019) – *Renewal Project Application*
- iv. Support Ministries - Project HELP (2019) – *Renewal Project Application*
- v. Albany HMIS (2019) – *Renewal Project Application*

Notification; CoC Projects Accepted

Maureen Van Deusen <mvandeusen@caresny.org>

Mon 10/18/2021 1:00 PM

To: Jeanette Hemingway <jhemingway@caresny.org>; Michelle Sandoz-Dennis <msandozdennis@caresny.org>

Good Afternoon,

As the Collaborative Applicant for the NY-503 CoC, CARES would like to congratulate CARES of NY, Inc./Support Ministries Inc. on having your projects accepted within the 2021 NY-503 CoC NOFO Application. Below is a detailed list of your agency's accepted projects, funding requests, and ranked positions:

- UFA: CARES - S Plus C for Persons with Disabilities (Yr 3) (2019) \$671,172, Ranked #7/27
 - Note that the total funding amount for this project will be different in the final application due to reallocation of funds from CARES Yr 3 project to IPH Housing.
- UFA: CARES - PBRA for Homeless Persons Living with HIV/AIDS (Yr 2) (2019) \$60,115, Ranked #21/27
- UFA: Support Ministries - Arvilla House (2019) \$102,472, Ranked #22/27
- UFA: Support Ministries - Project HELP (2019) \$111,840, Ranked #23/27
- UFA: Albany HMIS (2019) \$82,431, Ranked #26/27

Please feel free to contact me should you have any questions and congratulations on your accepted projects.

Thank you,

Maureen Van Deusen, M.Ed.

Planning Associate- CARES of NY, Inc.

518-489-4130 x 720

200 Henry Johnson Blvd., Suite 4, Albany, NY 12210

<http://www.caresny.org>



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

1. October 18, 2021 Email notification of Projects Accepted:

i. Albany Damien Center

i. Damien Center Housing – *Renewal Project Application*

Notification: CoC Projects Accepted

Maureen Van Deusen <mvandeusen@caresny.org>

Mon 10/18/2021 11:00 AM

To: Perry Junjulas <perryj@albanydamiencenter.org>

Good Morning,

As the Collaborative Applicant for the NY-503 CoC, CARES would like to congratulate the Albany Damien Center on having your project accepted within the 2021 NY-503 CoC NOFO Application. Below is a detailed list of your agency's accepted project, funding request, and ranked position:

- UFA: Damien Center Housing \$293,507, Ranked #3

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

Thank you,

Maureen Van Deusen, M.Ed.

Planning Associate- CARES of NY, Inc.

518-489-4130 x 720

200 Henry Johnson Blvd., Suite 4, Albany, NY 12210

<http://www.caresny.org>



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

1. October 18, 2021 Email notification of Projects Accepted:

j. Joseph's House

i. JH-Kendal House – *Renewal Project Application*

Notification: CoC Projects Accepted

Maureen Van Deusen <mvandeusen@caresny.org>

Mon 10/18/2021 11:10 AM

To: Kevin O'Connor (koconnor@josephshousetroy.org) <koconnor@josephshousetroy.org>

Good Morning,

As the Collaborative Applicant for the NY-503 CoC, CARES would like to congratulate Joseph's House on having your project accepted within the 2021 NY-503 CoC NOFO Application. Below is a detailed list of your agency's accepted project, funding request, and ranked position:

- UFA: JH-Kendal House \$81,826, Ranked #11

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

Thank you,

Maureen Van Deusen, M.Ed.

Planning Associate- CARES of NY, Inc.

518-489-4130 x 720

200 Henry Johnson Blvd., Suite 4, Albany, NY 12210

<http://www.caresny.org>



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

1. October 18, 2021 Email notification of Projects Accepted:

k. Capital Area Peer Services

1. CAPS - 100 Clinton Ave (2019) – *Renewal Project Application*

Notification: CoC Projects Accepted

Maureen Van Deusen <mvandeusen@caresny.org>

Mon 10/18/2021 10:58 AM

To: Jane Zhang (jzhang@nycaps.org) <jzhang@nycaps.org>; cw100caps@gmail.com <cw100caps@gmail.com>; Dan Reilly <danr@nycaps.org>

Good Morning,

As the Collaborative Applicant for the NY-503 CoC, CARES would like to congratulate Capital Area Peer Services on having your project accepted within the 2021 NY-503 CoC NOFO Application. Below is a detailed list of your agency's accepted project, funding request, and ranked position:

- UFA: CAPS - 100 Clinton Ave (2019) \$120,015, Ranked #25

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

Thank you,

Maureen Van Deusen, M.Ed.

Planning Associate- CARES of NY, Inc.

518-489-4130 x 720

200 Henry Johnson Blvd., Suite 4, Albany, NY 12210

<http://www.caresny.org>



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

1. October 18, 2021 Email notification of Projects Accepted:

1. Equinox, Inc.

- ii. Equinox DV Coordinated Entry (2019) – *Renewal Project Application*
- iii. Equinox DV RRH (2019) – *Renewal Project Application*
- iv. Equinox - Transitional Living (2019) – *Renewal Project Application*
- v. Project Break Free – *New Project Application*

Notification: CoC Projects Accepted

Maureen Van Deusen <mvandeusen@caresny.org>

Mon 10/18/2021 11:05 AM

To: Christine Rodriguez <CRodriguez@equinoxinc.org>; Dominic Ruggeri <druggeri@equinoxinc.org>

Cc: Carol Phillips <CPhillips@equinoxinc.org>

Good Morning,

As the Collaborative Applicant for the NY-503 CoC, CARES would like to congratulate Equinox, Inc. on having your projects accepted within the 2021 NY-503 CoC NOFO Application. Below is a detailed list of your agency's accepted projects, funding requests, and ranked positions:

- UFA: Equinox DV Coordinated Entry (2019) \$71,223, Ranked #1
- UFA: Equinox DV RRH (2019) \$462,698, Ranked #5
- UFA: Equinox - Transitional Living (2019) \$184,010, Ranked #19

New/Bonus Projects:

- Project Break Free \$524,612, Ranked #1 for DV Bonus

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

Thank you,

Maureen Van Deusen, M.Ed.

Planning Associate- CARES of NY, Inc.

518-489-4130 x 720

200 Henry Johnson Blvd., Suite 4, Albany, NY 12210

<http://www.caresny.org>



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

1. October 18, 2021 Email notification of Projects Accepted:

- m. Hope House**

- i. Hope House - PSH (2019) – *Renewal Project Application*

Notification: CoC Projects Accepted

Maureen Van Deusen <mvandeusen@caresny.org>

Mon 10/18/2021 11:08 AM

To: jdaley@hopehouseinc.org <jdaley@hopehouseinc.org>

Good Morning,

As the Collaborative Applicant for the NY-503 CoC, CARES would like to congratulate Hope House on having your project accepted within the 2021 NY-503 CoC NOFO Application. Below is a detailed list of your agency's accepted project, funding request, and ranked position:

- UFA: Hope House - PSH (2019) \$190,111, Ranked #16

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

Thank you,

Maureen Van Deusen, M.Ed.

Planning Associate- CARES of NY, Inc.

518-489-4130 x 720

200 Henry Johnson Blvd., Suite 4, Albany, NY 12210

<http://www.caresny.org>



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

-
2. October 22, 2021 Email Notification of Ranking & Tiering for NY-503 Accepted Projects publicly posted on website

From: [CARES Planning Team](#)
To: [Alexandra St.Martin](#); [Alice Geel \(Alice.Geel@albanycountyny.gov\)](#); [Allyson Thiessen](#); [Andra Ordansky](#); [Bea Cruz](#); [Brian Shea](#); [Brooke LaTart \(blatart@EquinoxInc.onmicrosoft.com\)](#); [Bruce France \(edcapareacc@gmail.com\)](#); [Cagwin, Sarah](#); [Carol Phillips](#); [Chiquita D'Arbeau](#); [christina.mead@va.gov](#); [Christine Rodriguez](#); [Christopher Burke](#); [cw100caps@gmail.com](#); [Dan Reilly](#); [Daniel Biette](#); [Daniel Brunner \(d.brunner@ahcvets.org\)](#); [David Bradley](#); [David Kunzelman \(David.kunzelman@redcross.org\)](#); [David Poach \(dpoach@albanymission.com\)](#); [Dawn Pasquarell](#); [Debra.Schienberg@albanycountyny.gov](#); [deirdre.hammer@pyhit.org](#); [Digna Betancourt Swingle](#); [Dominic Ruggeri](#); [Donna Smith \(Donna.Smith@sphp.com\)](#); [dwarren@rehab.org](#); [Fawn Potash \(fpotash@ilchv.org\)](#); [Faye Andrews](#); [Frank Pindiak](#); [Fred Boehrer \(fredb@focuschurches.net\)](#); [Fred Sumner \(fsumner@theacca.net\)](#); [Geoffrey Raiti](#); [Georgia Johnson \(gjohnson@equinoxinc.org\)](#); [Gilda Ashby](#); [grants.contracts@unityhouseny.org](#); [Harris Oberlander](#); [Hoffman, Cindy G.](#); [Jacqueline C. Lombardo](#); [Jane Zhang \(jzhang@nycaps.org\)](#); [Janet Simmons \(jsimmons@northeastcareer.org\)](#); [Janine Robitaille](#); [Jasmine Guerrero-Wiggs - SPARC \(Jasmine.Guerrero-Wiggs@sphp.com\)](#); [Jeanette Hemingway](#); [Jerald Johnson](#); [Jerald Johnson \(Jerald.Johnson@sphp.com\)](#); [Jessica DeJesus](#); [Jessica Loomis](#); [igamble@depaul.org](#); [Jim Jeffreys \(James.Jeffreys@sphp.com\)](#); [Jim Matteo](#); [Joe Sluska](#); [Justin Wallace \(jwallace@albanyyny.gov\)](#); [Kaitlyn Walsh](#); [Kamron Johnson](#); [Karen Karl \(kakarl@verizon.net\)](#); [Kathleen Ide](#); [Kathy Fletcher](#); [Kathy Leyden](#); [Katrina Middleton](#); [Keion Hennessey](#); [Keith Brown - \(health.safety.strategies@gmail.com\)](#); [Kelli Clark](#); [Kelsey Addy](#); [Kennedy, Jennifer](#); [Keshana M Owens-Cody](#); [Kevin Connally](#); [Kevin O'Connor](#); [Kimberly Aichner \(kaichner@hopehouseinc.org\)](#); [Kimberly Rockenstyre \(KRockenstyre@albany.k12.ny.us\)](#); [KristenG](#); [Lauren Selmon](#); [Lauren Sportman \(laurenstrauss@hotmail.com\)](#); [Lee Vartigian \(L.vartigian@ahcvets.org\)](#); [LisaR.Smith@sphp.com](#); [Liz Hitt](#); [Louisa Marra](#); [L.mack@ahcvets.org](#); [Marcus May \(mmay@albanydamiencenter.org\)](#); [Maria Grillo](#); [Marsha Penrose](#); [Mary Campagna](#); [Mary Giordano](#); [moill@rehab.org](#); [mashama.lipscomb@pyhit.org](#); [Maureen Corbett \(Maureen.corbett@va.gov\)](#); [Maureen Van Deusen](#); [McClave, Michele](#); [MHarris@albanydamiencenter.org](#); [MHawes@albanydamiencenter.org](#); [K. Michelle Arthur](#); [Mildred Figueroa](#); [Nadine Fornum](#); [Naomi Clarke \(naomi.clarke@abhealth.us\)](#); [Nathaniel Webb](#); [Neeah Bland](#); [Nicole Ward](#); [Nina Nichols](#); [Perry Jones - Capital City Rescue Mission \(givinghope@albanymission.com\)](#); [Perry Junjulas](#); [Peter Kelsey \(epkels@aol.com\)](#); [Phil Burse \(pburse@inourownvoices.org\)](#); [Rachel Alexander](#); [Randy Vele](#); [Rebecca Sparks \(RebeccaS@albanydamiencenter.org\)](#); [Renee & Mike Fahey](#); [RHucke@s-a-i.org](#); [Richard DeGriize](#); [Robert Romaker](#); [Robin Roberts](#); [Rocky Ferraro](#); [Shatiqua Pannell-Hyndman \(Shatiqua@unitedtenantsalbany.org\)](#); [Sondra Young](#); [Stacey Thayer \(stacey.thayer@cdphp.com\)](#); [Suzanne Beattie \(SBeattie@albanydamiencenter.org\)](#); [Tandra R. LaGrone \(tlagrone@inourownvoices.org\)](#); [Tania Miolan](#); [tatiana@unitedtenantsalbany.org](#); [Terry Lumpkin](#); [Valerie Sacks](#); [Wendy Wahlberg](#); [William Brown](#); [William Robson](#); [Windy Spearman \(wbest-spearman@hopehouseinc.org\)](#)
Cc: [Amy Lacey](#); [Erin Reale](#); [Genesis Matthey](#); [Haleigh Schmidhamer](#); [Kathy Germain](#); [Kelsey Addy](#); [Maureen Van Deusen](#); [Nicholas Cassaro](#); [Samantha Barnaby](#); [Michelle Sandoz-Dennis](#); [Nancy Harrington](#); [Allyson Thiessen](#); [Denise Brodt](#); [Kirstin Jones](#)
Subject: ACCH Public Posting of FY21 CoC Application (Draft #5)
Date: Friday, October 22, 2021 5:44:33 PM
Attachments: [image001.png](#)
[image002.png](#)

Good Afternoon Albany 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](#), and Project Descriptions, Planning Project, and UFA Project

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.

200 Henry Johnson Blvd., Albany, 12210

518-489-4130 x704

www.caresny.org

Find us on [Facebook](#)



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

3. October 22, 2021 Website screenshot showing posted Ranking & Tiering for NY-503 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

Albany County Coalition on Homelessness (ACCH)

CoC Project Applications

[ACCH Home Page](#)

2021 Funding Snapshot

NY-503 Albany						
ARD	Tier 1	Tier 2*	CoC Bonus	DV Bonus	CoC	UFA Grant
\$5,876,436	\$5,876,436	\$818,434	\$293,822	\$524,612	\$176,293	\$176,293
	(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 503 CoC Consolidated Application – Narrative](#)

DRAFT: [NY 503 CoC Consolidated Application – Attachments](#)

2021 CoC Priority Listing

Public Posting Date: 10.22.2021

FINAL: [NY 503 CoC Priority Listing](#)

FINAL: [NY 503 CoC Project Descriptions](#)

FINAL: [NY 503 Project Ranking & Tiering](#)

2021 CoC Planning Project

Public Posting Date: 10.22.2021

FINAL: [NY 503 CoC Planning Project](#)

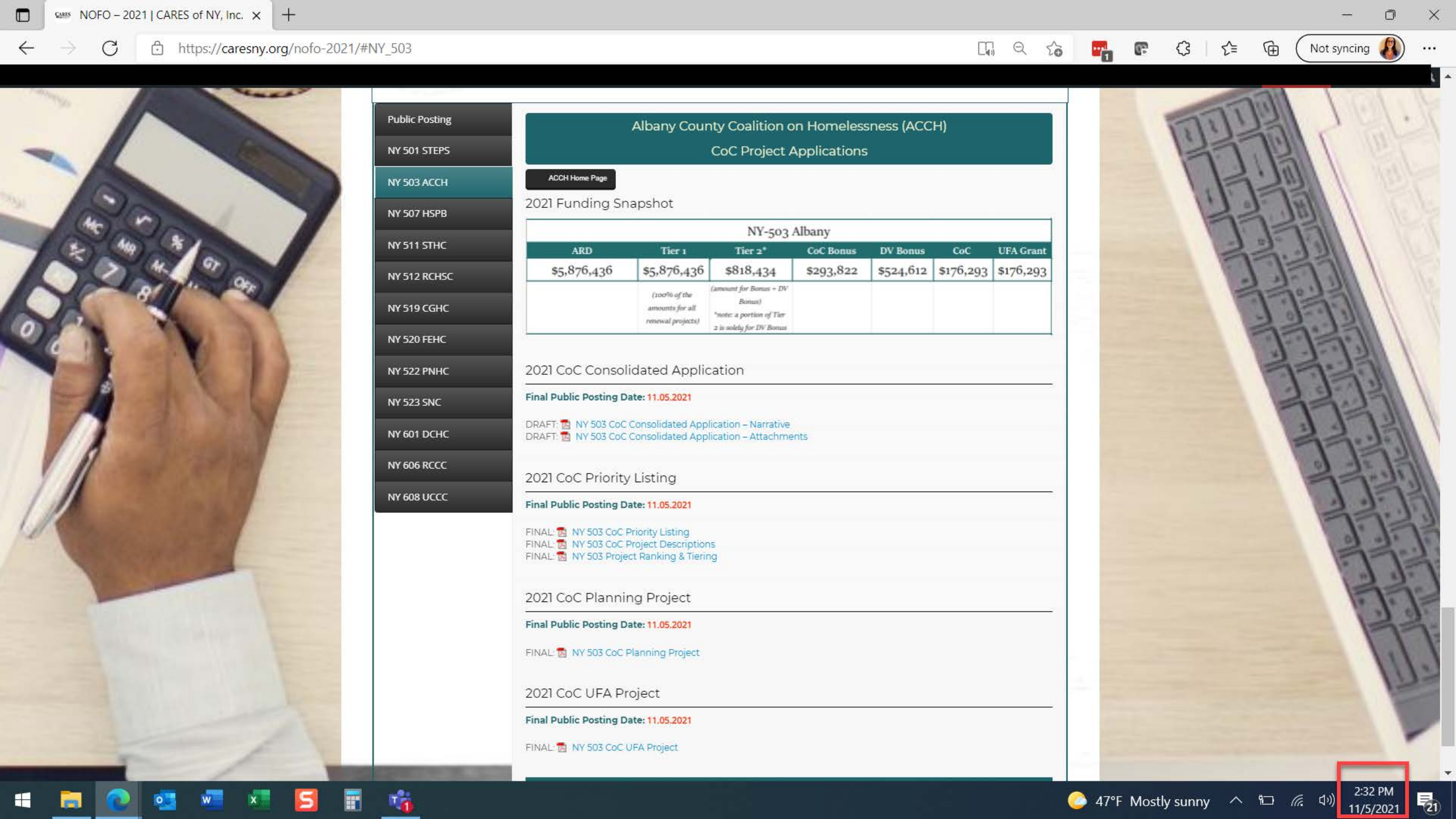
1E-6: Web Posting CoC-Approved Consolidated Application for CoC.

This attachment details the correspondence to NY-503's 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. November 5, 2021 Final Draft Public Posting
 - ii. 9/24/21; 10/1/21; 10/8/21; 10/15/21; 10/22/21; 10/29/21
 - b. Emails informing CoC of Draft & Final Public Posting
 - i. November 5, 2021 Final Draft Public Posting
 - ii. 9/24/21; 10/1/21; 10/8/21; 10/15/21; 10/22/21; 10/29/21

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 Public Postings
 - i. November 5, 2021 Final Public Posting



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

Albany County Coalition on Homelessness (ACCH)

CoC Project Applications

ACCH Home Page

2021 Funding Snapshot

NY-503 Albany						
ARD	Tier 1	Tier 2*	CoC Bonus	DV Bonus	CoC	UFA Grant
\$5,876,436	\$5,876,436	\$818,434	\$293,822	\$524,612	\$176,293	\$176,293
	(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

Final Public Posting Date: 11.05.2021

DRAFT: [NY 503 CoC Consolidated Application - Narrative](#)
DRAFT: [NY 503 CoC Consolidated Application - Attachments](#)

2021 CoC Priority Listing

Final Public Posting Date: 11.05.2021

FINAL: [NY 503 CoC Priority Listing](#)
FINAL: [NY 503 CoC Project Descriptions](#)
FINAL: [NY 503 Project Ranking & Tiering](#)

2021 CoC Planning Project

Final Public Posting Date: 11.05.2021

FINAL: [NY 503 CoC Planning Project](#)

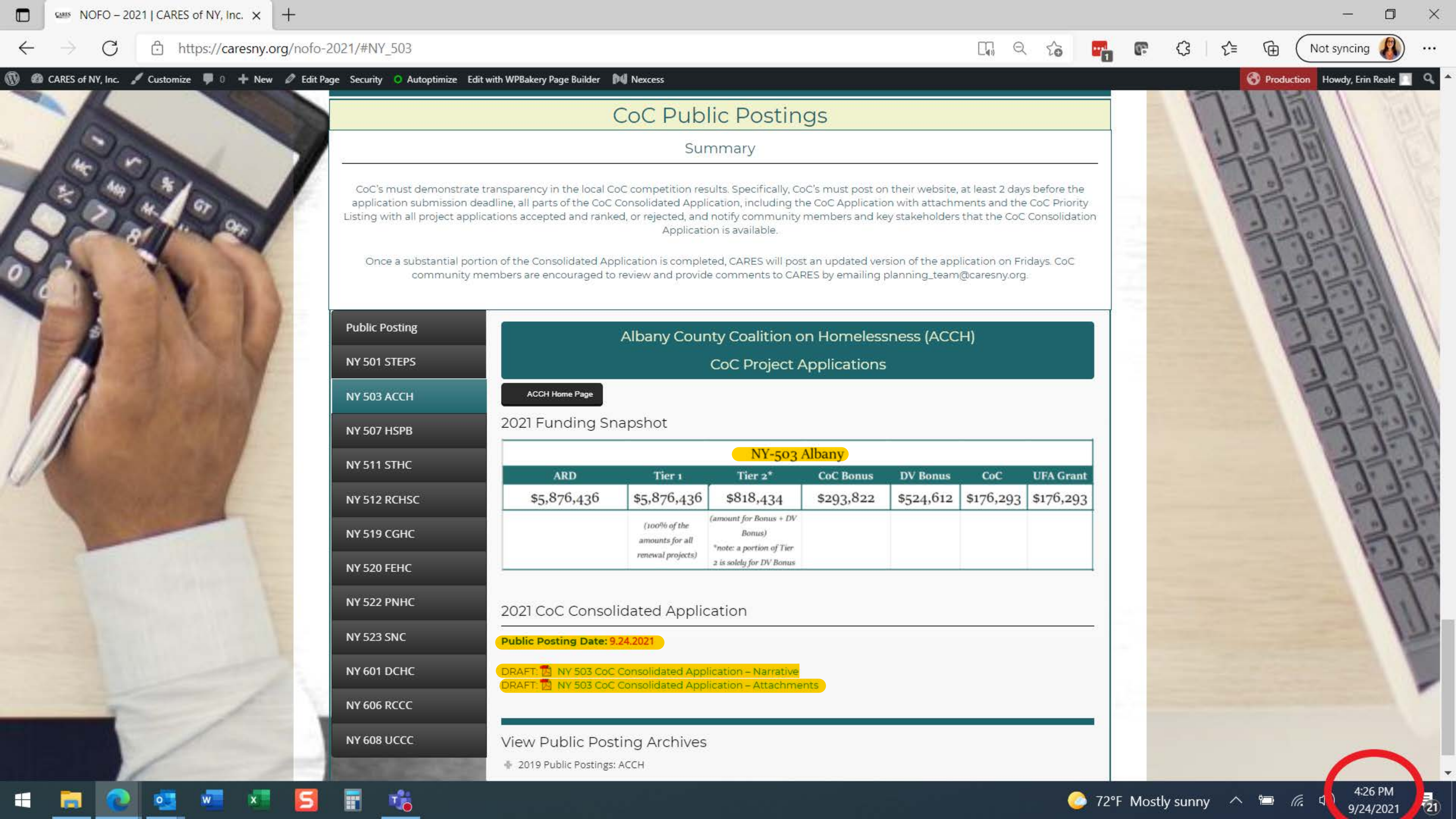
2021 CoC UFA Project

Final Public Posting Date: 11.05.2021

FINAL: [NY 503 CoC UFA Project](#)

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

Albany County Coalition on Homelessness (ACCH)

CoC Project Applications

ACCH Home Page

2021 Funding Snapshot

NY-503 Albany

ARD	Tier 1	Tier 2*	CoC Bonus	DV Bonus	CoC	UFA Grant
\$5,876,436	\$5,876,436	\$818,434	\$293,822	\$524,612	\$176,293	\$176,293
	(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 503 CoC Consolidated Application – Narrative

DRAFT:  NY 503 CoC Consolidated Application – Attachments

View Public Posting Archives

📌 2019 Public Postings: ACCH

🌤️ 72°F Mostly sunny

⬆ 🔌 📶 🔊

🕒 4:26 PM 9/24/2021

📶 21

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

Albany County Coalition on Homelessness (ACCH)

CoC Project Applications

[ACCH Home Page](#)

2021 Funding Snapshot

NY-503 Albany						
ARD	Tier 1	Tier 2*	CoC Bonus	DV Bonus	CoC	UFA Grant
\$5,876,436	\$5,876,436	\$818,434	\$293,822	\$524,612	\$176,293	\$176,293
	(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 503 CoC Consolidated Application – Narrative

DRAFT:  NY 503 CoC Consolidated Application – Attachments

View Public Posting Archives

2019 Public Postings: ACCH

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

Albany County Coalition on Homelessness (ACCH)

CoC Project Applications

[ACCH Home Page](#)

2021 Funding Snapshot

NY-503 Albany						
ARD	Tier 1	Tier 2*	CoC Bonus	DV Bonus	CoC	UFA Grant
\$5,876,436	\$5,876,436	\$818,434	\$293,822	\$524,612	\$176,293	\$176,293
	(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 503 CoC Consolidated Application – Narrative

DRAFT:  NY 503 CoC Consolidated Application – Attachments

View Public Posting Archives

✚ 2019 Public Postings: ACCH

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

Albany County Coalition on Homelessness (ACCH)

CoC Project Applications

[ACCH Home Page](#)

2021 Funding Snapshot

NY-503 Albany						
ARD	Tier 1	Tier 2*	CoC Bonus	DV Bonus	CoC	UFA Grant
\$5,876,436	\$5,876,436	\$818,434	\$293,822	\$524,612	\$176,293	\$176,293
	(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: 10.15.2021

DRAFT:  NY 503 CoC Consolidated Application – Narrative

DRAFT:  NY 503 CoC Consolidated Application – Attachments

2021 CoC Priority Listing

Public Posting Date: 10.15.2021

DRAFT:  NY 503 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

Albany County Coalition on Homelessness (ACCH)

CoC Project Applications

[ACCH Home Page](#)

2021 Funding Snapshot

NY-503 Albany						
ARD	Tier 1	Tier 2*	CoC Bonus	DV Bonus	CoC	UFA Grant
\$5,876,436	\$5,876,436	\$818,434	\$293,822	\$524,612	\$176,293	\$176,293
	(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 503 CoC Consolidated Application – Narrative

DRAFT:  NY 503 CoC Consolidated Application – Attachments

2021 CoC Priority Listing

Public Posting Date: 10.22.2021

FINAL:  NY 503 CoC Priority Listing

FINAL:  NY 503 CoC Project Descriptions

FINAL:  NY 503 Project Ranking & Tiering

2021 CoC Planning Project

Public Posting Date: 10.22.2021

FINAL:  NY 503 CoC Planning Project



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

Albany County Coalition on Homelessness (ACCH)

CoC Project Applications

ACCH Home Page

2021 Funding Snapshot

NY-503 Albany						
ARD	Tier 1	Tier 2*	CoC Bonus	DV Bonus	CoC	UFA Grant
\$5,876,436	\$5,876,436	\$818,434	\$293,822	\$524,612	\$176,293	\$176,293
	(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 503 CoC Consolidated Application – Narrative

DRAFT: NY 503 CoC Consolidated Application – Attachments

2021 CoC Priority Listing

Public Posting Date: 10.29.2021

FINAL: NY 503 CoC Priority Listing

FINAL: NY 503 CoC Project Descriptions

FINAL: NY 503 Project Ranking & Tiering

2021 CoC Planning Project

Public Posting Date: 10.29.2021

FINAL: NY 503 CoC Planning Project

2021 CoC UFA Project

Public Posting Date: 10.29.2021

FINAL: NY 503 CoC UFA 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 Public Postings
 - i. November 5, 2021 Final Draft Public Posting

From: CARES Planning Team
To: Alexandra St.Martin.; Alice Geel (Alice.Geel@albanycountyny.gov); andraz@josephshousetroy.org.; Bea Cruz; Brian Shea (bshea@hataas.org); Brooke LaTart (blatart@EquinoxInc.onmicrosoft.com); Bruce France (edcapareacc@gmail.com); Cagwin, Sarah; Carol Phillips; Chiquita D'Arbeau; Christina Mead; Christine Rodriguez; Christopher Burke; Crystal Steele; Dan Reilly.; Daniel Biette; Daniel Brunner (d.brunner@ahcvets.org); David Bradley; David Kunzelman (David.kunzelman@redcross.org); David Poach (dpoach@albanymission.com); Dawn Pasquarell; Debra.Schienberg@albanycountyny.gov; deirdre.hammer@pyhit.org; Digna Betancourt Swingle; Dominic Ruggeri; Donna Smith (Donna.Smith@sphp.com); dwarden@rehab.org; Fawn Potash (fpotash@ilchv.org); Faye Andrews; Frank Pindiak; Fred Boehrer (fredb@focuschurches.net); Fred Sumner (fsumner@theacca.net); Geoff Raiti; Georgia Johnson (gjohnson@equinoxinc.org); Gilda Ashby; grants.contracts@unityhouseny.org; Harris Oberlander; Hoffman, Cindy G.; Jacqueline C. Lombardo; Jane Zhang (jzhang@nycaps.org); Janet Simmons (jsimmons@northeastcareer.org); Janine Robitaille; Jasmine Guerrero-Wiggs - SPARC (Jasmine.Guerrero-Wiggs@sphp.com); Jeanette Hemingway; Jerald Johnson; Jerald Johnson (Jerald.Johnson@sphp.com); Jessica DeJesus; Jessica Loomis; jqamble@depaul.org; Jim Jeffreys (James.Jeffreys@sphp.com); Jim Matteo; Joe Sluska.; Justin Wallace (jwallace@albanyyny.gov); Kaitlyn Walsh; Kamron Johnson; Karen Karl (kakarl@verizon.net); Kathleen Ide; Kathy Fletcher; Kathy.Leyden@cdphp.com; Katrina Middleton; Keion Hennessey.; Keith Brown - (health.safety.strategies@gmail.com); Kelli Clark; Kennedy, Jennifer; Keshana M Owens-Cody.; Kevin Connally; Kevin O'Connor; Kimberly Aichner (kaichner@hopehouseinc.org); Kimberly Rockenstyre (KRockenstyre@albany.k12.ny.us); Kristen Giroux - Interfaith Partnership for the Homeless (KirstenG@iphny.org); Lauren Selmon; Lauren Sportman (laurenstrauss@hotmail.com); Lee Vartigian (L.vartigian@ahcvets.org); LisaR.Smith@sphp.com; Liz Hitt; Louisa Marra; Lyn Mack; Marcus May (mmay@albanydamiencenter.org); Maria Grillo.; Marsha Penrose; Mary Campagna; Mary Giordano; Mary Oill; Mashama Lipscomb (Mashama.Lipscomb@pyhit.org); Maureen Corbett (Maureen.corbett@va.gov); McClave, Michele; MHarris@albanydamiencenter.org; MHawes@albanydamiencenter.org; Michelle@unitedtenantsalbany.org; Mildred Figueroa; Naomi Clarke (naomi.clarke@abhealth.us); Nathaniel Webb; Neenah Bland.; Nicole Ward; Nina Nichols; Perry Jones - Capital City Rescue Mission (givinghope@albanymission.com); Perry Junjulas; Peter Kelsey (epkels@aol.com); Phil Burse (pburse@inourownvoices.org); Rachel Alexander; Randy Viele; Rebecca Sparks (RebeccaS@albanydamiencenter.org); Renee & Mike Fahey; RHucke@s-a-i.org; Richard DeGriize; Robert Romaker; Robin Roberts; Rocky Ferraro; Sara Adams; Shatiqua Pannell-Hyndman (Shatiqua@unitedtenantsalbany.org); Sondra.Young@rcda.org; Stacey Thayer (stacey.thayer@cdphp.com); Suzanne Beattie (SBeattie@albanydamiencenter.org); Tandra R. LaGrone (tlagrone@inourownvoices.org); Tania Miolan; tatiana@unitedtenantsalbany.org; Terry Lumpkin; Valerie Sacks; w.collier@ta-cr.org; Wendy Wahlberg; William Brown.; William Robson; Windy Spearman (wbest-spearman@hopehouseinc.org)
Cc: Amy Lacey; Erin Reale; Genesis Matthey; Haleigh Schmidhamer; Kathy Germain; Kelsey Addy; Maureen Van Deusen; Samantha Barnaby; Michelle Sandoz-Dennis; Nancy Harrington; Allyson Thiessen; Denise Brodt; Kirstin Jones
Subject: Final Posting of ACCH FY2021 CoC Consolidated Application
Date: Friday, November 5, 2021 2:10:00 PM
Attachments: image001.png

Dear Albany County Coalition on Homelessness,

As the end of the 2021 Continuum of Care competition season approaches, we have some important announcements:

- The final version of the ACCH 2021 Consolidated Application with Attachments and Priority Listing are now available on [CARES webpage](#).
- Comments may be submitted to Genesis Matthey (gmatthey@caresny.org) by COB Tuesday, November 9th.
- Our submission goal is Friday, November 12th (well before HUD's November 16th deadline).

I want to thank all the funded agencies and systems partners who have worked collaboratively with CARES staff to complete the application.

We look forward to our continued partnership and coordination.

As always, please feel free to contact me directly if you have any comments or questions.

Thank you,

Kelsey Addy, MPA

Pronouns: She/Her/Hers

Director of Planning – CARES of NY, Inc.

200 Henry Johnson Blvd., Albany, 12210

518-489-4130 x704

www.caresny.org

Find us on [Facebook](#)



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
 - i. 9/24/21; 10/1/21; 10/8/21; 10/15/21; 10/22/21; 10/29/21

From: CARES Planning Team
To: Alexandra St.Martin ; Alice Geel (Alice.Geel@albanycountyny.gov); Allyson Thiessen; andraz@josephshousetroy.org ; Bea Cruz; Brian Shea (bshea@hatas.org); Brooke LaTart (blatart@EquinoxInc.onmicrosoft.com); Bruce France (edcapareacc@gmail.com); Cagwin, Sarah; Carol Phillips; Chiquita D'Arbeau; Christina Mead; Christine Rodriguez; Christopher Burke; Crystal Steele; Dan Reilly; Daniel Biette; Daniel Brunner (d.brunner@ahcvets.org); David Bradley; David Kunzelman (David.kunzelman@redcross.org); David Poach (dpoach@albanymission.com); Dawn Pasquarell; Debra.Schienberg@albanycountyny.gov; deirdre.hammer@pyhit.org; Digna Betancourt Swingle; Dominic Ruggeri; Donna Smith (Donna.Smith@sphp.com); dwarren@rehab.org; Fawn Potash (fpotash@ilchv.org); Faye Andrews; Frank Pindiak; Fred Boehrer (fredb@focuschurches.net); Fred Sumner (fsumner@theacca.net); Geoff Raiti; Georgia Johnson (gjohnson@equinoxinc.org); Gilda Ashby; grants.contracts@unityhouseny.org; Harris Oberlander; Hoffman, Cindy G.; Jacqueline C. Lombardo; Jane Zhang (jzhang@nycaps.org); Janet Simmons (jsimmons@northeastcareer.org); Janine Robitaille; Jasmine Guerrero-Wiggs - SPARC (Jasmine.Guerrero-Wiggs@sphp.com); Jeanette Hemingway; Jerald Johnson; Jerald Johnson (Jerald.Johnson@sphp.com); Jessica DeJesus; Jessica Loomis; Jim Jeffreys (James.Jeffreys@sphp.com); Jim Matteo; Joe Sluska; Justin Wallace (jwallace@albanyyny.gov); Kaitlyn Walsh; Kamron Johnson; Karen Karl (kakar@verizon.net); Kathleen Ide; Kathy Fletcher; Kathy.Leyden@cdphp.com; Katrina Middleton; Keion Hennessey; Keith Brown - (health.safety.strategies@gmail.com); Kelli Clark; Kelsey Addy; Kennedy, Jennifer; Keshana M.Owens-Cody; Kevin Connally; Kevin O'Connor; Kimberly Aichner (kaichner@hopehouseinc.org); Kimberly Rockenstyre (KRockenstyre@albany.k12.ny.us); Kristen Giroux - Interfaith Partnership for the Homeless (KristenG@iphny.org); Lauren Selmon; Lauren Sportman (laurenstrauss@hotmail.com); Lee Vartigian (L.vartigian@ahcvets.org); LisaR.Smith@sphp.com; Liz Hitt; Louisa Marra; Lyn Mack; Marcus May (mmay@albanydamiencenter.org); Maria Grillo; Marsha Penrose; Mary Campagna; Mary Giordano; Mary Oill; Mashama Lipscomb (Mashama.Lipscomb@pyhit.org); Maureen Corbett (Maureen.corbett@va.gov); Maureen Van Deusen; McClave, Michele; MHarris@albanydamiencenter.org; MHawes@albanydamiencenter.org; Michelle@unitedtenantsalbany.org; Mildred Figueroa; Naomi Clarke (naomi.clarke@abhealth.us); Nathaniel Webb; Neenah Bland; Nicole Ward; Nina Nichols; Perry Jones - Capital City Rescue Mission (givinghope@albanymission.com); Perry Junjulas; Peter Kelsey (epkels@aol.com); Phil Burse (pburse@inourownvoices.org); Rachel Alexander; Randy Viele; Rebecca Sparks (RebeccaS@albanydamiencenter.org); Renee & Mike Fahey; RHucke@s-a-i.org; Richard DeGriize; Robert Romaker; Robin Roberts; Rocky Ferraro; Shatiqua Pannell-Hyndman (Shatiqua@unitedtenantsalbany.org); Sondra.Young@rcda.org; Stacey Thayer (stacey.thayer@cdphp.com); Suzanne Beattie (SBeattie@albanydamiencenter.org); Tandra R. LaGrone (tlagrone@inourownvoices.org); Tania Miolan; tatiana@unitedtenantsalbany.org; Terry Lumpkin; Valerie Sacks; Wendy Wahlberg; William Brown; William Robson; Windy Spearman (wbest-spearman@hopehouseinc.org)
Cc: Nancy Harrington; Michelle Sandoz-Dennis; Allyson Thiessen; Kirstin Jones; Denise Brodt; Amy Lacey; Erin Reale; Genesis Matthey; Haleigh Schmidhamer; Kathy Germain; Nicholas Cassaro; Samantha Barnaby
Subject: ACCH Public Posting of FY21 Draft Consolidated Application
Date: Friday, September 24, 2021 4:45:00 PM
Attachments: image001.png
image002.png

Good Afternoon Albany County CoC,

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

Director of Planning – CARES of NY, Inc.

200 Henry Johnson Blvd., Albany, 12210

518-489-4130 x704

From: CARES Planning Team
To: Alexandra St.Martin.; Alice Geel (Alice.Geel@albanycountyny.gov); Allyson Thiessen; Andra Ordansky; Bea Cruz; Brian Shea; Brooke LaTart (blatart@EquinoxInc.onmicrosoft.com); Bruce France (edcapareacc@gmail.com); Cagwin, Sarah; Carol Phillips; Chiquita D'Arbeau; christina.mead@va.gov; Christine Rodriguez; Christopher Burke; cw100caps@gmail.com; Dan Reilly; Daniel Biette; Daniel Brunner (d.brunner@ahcvets.org); David Bradley; David Kunzelman (David.kunzelman@redcross.org); David Poach (dpoach@albanymission.com); Dawn Pasquarell; Debra.Schienberg@albanycountyny.gov; deirdre.hammer@pyhit.org; Digna Betancourt Swingle; Dominic Ruggeri; Donna Smith (Donna.Smith@sphp.com); dwarren@rehab.org; Fawn Potash (fpotash@ilchv.org); Faye Andrews; Frank Pindiak; Fred Boehrer (fredb@focuschurches.net); Fred Sumner (fsumner@theacca.net); Geoffrey Raiti; Georgia Johnson (gjohnson@equinoxinc.org); Gilda Ashby; grants.contracts@unityhouseny.org; Harris Oberlander; Hoffman, Cindy G.; Jacqueline C. Lombardo; Jane Zhang (jzhang@nycaps.org); Janet Simmons (jsimmons@northeastcareer.org); Janine Robitaille; Jasmine Guerrero-Wiggs - SPARC (Jasmine.Guerrero-Wiggs@sphp.com); Jeanette Hemingway; Jerald Johnson; Jerald Johnson (Jerald.Johnson@sphp.com); Jessica DeJesus; Jessica Loomis; igamble@depaul.org; Jim Jeffreys (James.Jeffreys@sphp.com); Jim Matteo; Joe Sluska; Justin Wallace (jwallace@albanyny.gov); Kaitlyn Walsh; Kamron Johnson; Karen Karl (kakarl@verizon.net); Kathleen Ide; Kathy Fletcher; Kathy Leyden; Katrina Middleton; Keion Hennessey; Keith Brown - (health.safety.strategies@gmail.com); Kelli Clark; Kelsey Addy; Kennedy, Jennifer; Keshana M Owens-Cody; Kevin Connally; Kevin O'Connor; Kimberly Aichner (kaichner@hopehouseinc.org); Kimberly Rockenstyre (KRockenstyre@albany.k12.ny.us); KristenG; Lauren Selmon; Lauren Sportman (laurenstrauss@hotmail.com); Lee Vartigian (L.vartigian@ahcvets.org); LisaR.Smith@sphp.com; Liz Hitt; Louisa Marra; L.mack@ahcvets.org; Marcus May (mmay@albanydamiencenter.org); Maria Grillo; Marsha Penrose; Mary Campagna; Mary Giordano; moill@rehab.org; mashama.lipscomb@pyhit.org; Maureen Corbett (Maureen.corbett@va.gov); Maureen Van Deusen; McClave, Michele; MHarris@albanydamiencenter.org; MHawes@albanydamiencenter.org; K. Michelle Arthur; Mildred Figueroa; Naomi Clarke (naomi.clarke@abhealth.us); Nathaniel Webb; Neenah Bland; Nicole Ward; Nina Nichols; Perry Jones - Capital City Rescue Mission (givinghope@albanymission.com); Perry Junius; Peter Kelsey (epkels@aol.com); Phil Burse (pburse@inourownvoices.org); Rachel Alexander; Rebecca Sparks (RebeccaS@albanydamiencenter.org); Renee & Mike Fahey; RHucke@s-a-i.org; Richard DeGriize; Robert Romaker; Robin Roberts; Rocky Ferraro; Shatiqua Pannell-Hyndman (Shatiqua@unitedtenantsalbany.org); Sondra Young; Stacey Thayer (stacey.thayer@cdphp.com); Suzanne Beattie (SBeattie@albanydamiencenter.org); Tandra R. LaGrone (ttagrone@inourownvoices.org); Tania Miolan; tatiana@unitedtenantsalbany.org; Terry Lumpkin; Valerie Sacks; Wendy Wahlberg; William Brown; William Robson; Windy Spearman (wbest-spearman@hopehouseinc.org)
Cc: Amy Lacey; Erin Reale; Genesis Matthey; Haleigh Schmidhamer; Kathy Germain; Nicholas Cassaro; Samantha Barnaby
Subject: ACCH Public Posting of FY21 Draft #2 Consolidated Application
Date: Friday, October 1, 2021 3:06:12 PM
Attachments: image001.png
image002.png

Good Afternoon Albany County CoC,

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

Pronouns: She/Her/Hers

Director of Planning – CARES of NY, Inc.

200 Henry Johnson Blvd., Albany, 12210

518-489-4130 x704

From: CARES Planning Team
To: Alexandra St.Martin.; Alice Geel (Alice.Geel@albanycountyny.gov); Allyson Thiessen; Andra Ordansky; Bea Cruz; Brian Shea; Brooke LaTart (blatart@EquinoxInc.onmicrosoft.com); Bruce France (edcapareacc@gmail.com); Cagwin, Sarah; Carol Phillips; Chiquita D'Arbeau; christina.mead@va.gov; Christine Rodriguez; Christopher Burke; cw100caps@gmail.com; Dan Reilly.; Daniel Biette; Daniel Brunner (d.brunner@ahcvets.org); David Bradley; David Kunzelman (David.kunzelman@redcross.org); David Poach (dpoach@albanymission.com); Dawn Pasquarell; Debra.Schienberg@albanycountyny.gov; deirdre.hammer@pyhit.org; Digna Betancourt Swingle; Dominic Ruggeri; Donna Smith (Donna.Smith@sphp.com); dvarren@rehab.org; Fawn Potash (fpotash@ilchv.org); Faye Andrews; Frank Pindiak; Fred Boehrer (fredb@focuschurches.net); Fred Sumner (fsumner@theacca.net); Geoffrey Raiti; Georgia Johnson (gjohnson@equinoxinc.org); Gilda Ashby; grants.contracts@unityhouseny.org; Harris Oberlander; Hoffman, Cindy G.; Jacqueline C. Lombardo; Jane Zhang (jzhang@nycaps.org); Janet Simmons (jsimmons@northeastcareer.org); Janine Robitaille; Jasmine Guerrero-Wiggs - SPARC (Jasmine.Guerrero-Wiggs@sphp.com); Jeanette Hemingway; Jerald Johnson; Jerald Johnson (Jerald.Johnson@sphp.com); Jessica DeJesus; Jessica Loomis; igamble@depaul.org; Jim Jeffreys (James.Jeffreys@sphp.com); Jim Matteo; Joe Sluska; Justin Wallace (jwallace@albanyny.gov); Kaitlyn Walsh; Kamron Johnson; Karen Karl (kakarl@verizon.net); Kathleen Ide; Kathy Fletcher; Kathy Leyden; Katrina Middleton; Keion Hennessey; Keith Brown - (health.safety.strategies@gmail.com); Kelli Clark; Kelsey Addy; Kennedy, Jennifer; Keshana M Owens-Cody.; Kevin Connally; Kevin O'Connor; Kimberly Aichner (kaichner@hopehouseinc.org); Kimberly Rockenstyre (KRockenstyre@albany.k12.ny.us); KristenG; Lauren Selmon; Lauren Sportman (laurenstrauss@hotmail.com); Lee Vartigian (L.vartigian@ahcvets.org); LisaR.Smith@sphp.com; Liz Hitt; Louisa Marra; L.mack@ahcvets.org; Marcus May (mmay@albanydamiencenter.org); Maria Grillo; Marsha Penrose; Mary Campagna; Mary Giordano; moill@rehab.org; mashama.lipscomb@pyhit.org; Maureen Corbett (Maureen.corbett@va.gov); Maureen Van Deusen; McClave, Michele; MHarris@albanydamiencenter.org; MHawes@albanydamiencenter.org; K. Michelle Arthur; Mildred Figueroa; Naomi Clarke (naomi.clarke@abhealth.us); Nathaniel Webb; Neenah Bland; Nicole Ward; Nina Nichols; Perry Jones - Capital City Rescue Mission (givinghope@albanymission.com); Perry Junius; Peter Kelsey (epkels@aol.com); Phil Burse (pburse@inourownvoices.org); Rachel Alexander; Rebecca Sparks (RebeccaS@albanydamiencenter.org); Renee & Mike Fahey; RHucke@s-a-i.org; Richard DeGriize; Robert Romaker; Robin Roberts; Rocky Ferraro; Shatiqua Pannell-Hyndman (Shatiqua@unitedtenantsalbany.org); Sondra Young; Stacey Thayer (stacey.thayer@cdphp.com); Suzanne Beattie (SBeattie@albanydamiencenter.org); Tandra R. LaGrone (tlagrone@inourownvoices.org); Tania Miolan; tatiana@unitedtenantsalbany.org; Terry Lumpkin; Valerie Sacks; Wendy Wahlberg; William Brown; William Robson; Windy Spearman (wbest-spearman@hopehouseinc.org)
Cc: Amy Lacey; Erin Reale; Haleigh Schmidhamer; Kathy Germain; Nicholas Cassaro; Samantha Barnaby
Subject: ACCH Public Posting of FY21 Draft #3 Consolidated Application
Date: Friday, October 8, 2021 1:42:00 PM
Attachments: image001.png
image002.png

Good Afternoon Albany County CoC,

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

Director of Planning – CARES of NY, Inc.

200 Henry Johnson Blvd., Albany, 12210

518-489-4130 x704

www.caresny.org

From: [CARES Planning Team](#)
To: [CARES Planning Team](#); [Alexandra St.Martin](#); [Alice Geel \(Alice.Geel@albanycountyny.gov\)](#); [Allyson Thiessen](#); [Andra Ordansky](#); [Bea Cruz](#); [Brian Shea](#); [Brooke LaTart \(blatart@EquinoxInc.onmicrosoft.com\)](#); [Bruce France \(edcapareacc@gmail.com\)](#); [Cagwin, Sarah](#); [Carol Phillips](#); [Chiquita D'Arbeau](#); [christina.mead@va.gov](#); [Christine Rodriguez](#); [Christopher Burke](#); [cw100caps@gmail.com](#); [Dan Reilly](#); [Daniel Biette](#); [Daniel Brunner \(d.brunner@ahcvets.org\)](#); [David Bradley](#); [David Kunzelman \(David.kunzelman@redcross.org\)](#); [David Poach \(dpcoach@albanymission.com\)](#); [Dawn Pasquarell](#); [Debra.Schienberg@albanycountyny.gov](#); [deirdre.hammer@pyhit.org](#); [Digna Betancourt Swingle](#); [Dominic Ruggeri](#); [Donna Smith \(Donna.Smith@sphp.com\)](#); [dwarren@rehab.org](#); [Fawn Potash \(fpotash@ilchv.org\)](#); [Faye Andrews](#); [Frank Pindiak](#); [Fred Boehrer \(fredb@focuschurches.net\)](#); [Fred Sumner \(fsumner@theacca.net\)](#); [Geoffrey Raiti](#); [Georgia Johnson \(gjohnson@equinoxinc.org\)](#); [Gilda Ashby](#); [grants.contracts@unityhousesny.org](#); [Harris Oberlander](#); [Hoffman, Cindy G.](#); [Jacqualine C. Lombardo](#); [Jane Zhang \(jzhang@nycaps.org\)](#); [Janet Simmons \(jsimmons@northeastcareer.org\)](#); [Janine Robitaille](#); [Jasmine Guerrero-Wiggs - SPARC \(Jasmine.Guerrero-Wiggs@sphp.com\)](#); [Jeanette Hemingway](#); [Jerald Johnson](#); [Jerald Johnson \(Jerald.Johnson@sphp.com\)](#); [Jessica DeJesus](#); [Jessica Loomis](#); [jqamble@depaul.org](#); [Jim Jeffreys \(James.Jeffreys@sphp.com\)](#); [Jim Matteo](#); [Joe Sluska](#); [Justin Wallace \(jwallace@albanyny.gov\)](#); [Kaitlyn Walsh](#); [Kamron Johnson](#); [Karen Karl \(kakarl@verizon.net\)](#); [Kathleen Ide](#); [Kathy Fletcher](#); [Kathy Leyden](#); [Katrina Middleton](#); [Keion Hennessey](#); [Keith Brown - \(health.safety.strategies@gmail.com\)](#); [Kelli Clark](#); [Kelsey Addy](#); [Kennedy, Jennifer](#); [Keshana M Owens-Cody](#); [Kevin Connally](#); [Kevin O'Connor](#); [Kimberly Aichner \(kaichner@hopehouseinc.org\)](#); [Kimberly Rockenstyre \(KRockenstyre@albany.k12.ny.us\)](#); [KristenG](#); [Lauren Selmon](#); [Lauren Sportman \(laurenstrauss@hotmail.com\)](#); [Lee Vartigian \(L.vartigian@ahcvets.org\)](#); [LisaR.Smith@sphp.com](#); [Liz Hitt](#); [Louisa Marra](#); [l.mack@ahcvets.org](#); [Marcus May \(mmay@albanydamiencenter.org\)](#); [Maria Grillo](#); [Marsha Penrose](#); [Mary Campagna](#); [Mary Giordano](#); [moill@rehab.org](#); [mashama.lipscomb@pyhit.org](#); [Maureen Corbett \(Maureen.corbett@va.gov\)](#); [Maureen Van Deusen](#); [McClave, Michele](#); [MHarris@albanydamiencenter.org](#); [MHawes@albanydamiencenter.org](#); [K. Michelle Arthur](#); [Mildred Figueroa](#); [Naomi Clarke \(naomi.clarke@abhealth.us\)](#); [Nathaniel Webb](#); [Neenah Bland](#); [Nicole Ward](#); [Nina Nichols](#); [Perry Jones - Capital City Rescue Mission \(givinghope@albanymission.com\)](#); [Perry Junjulas](#); [Peter Kelsey \(epkels@aol.com\)](#); [Phil Burse \(pburse@inourownvoices.org\)](#); [Rachel Alexander](#); [Rebecca Sparks \(RebeccaS@albanydamiencenter.org\)](#); [Renee & Mike Fahey](#); [RHucke@s-a-i.org](#); [Richard DeGriize](#); [Robert Romaker](#); [Robin Roberts](#); [Rocky Ferraro](#); [Shatiqua Pannell-Hyndman \(Shatiqua@unitedtenantsalbany.org\)](#); [Sondra Young](#); [Stacey Thayer \(stacey.thayer@cdphp.com\)](#); [Suzanne Beattie \(SBeattie@albanydamiencenter.org\)](#); [Tandra R. LaGrone \(ttagrone@inourownvoices.org\)](#); [Tania Miolan](#); [tatiana@unitedtenantsalbany.org](#); [Terry Lumpkin](#); [Valerie Sacks](#); [Wendy Wahlberg](#); [William Brown](#); [William Robson](#); [Windy Spearman \(wbest-spearman@hopehouseinc.org\)](#)
Cc: [Amy Lacey](#); [Erin Reale](#); [Haleigh Schmidhamer](#); [Kathy Germain](#); [Nicholas Cassaro](#); [Samantha Barnaby](#); [Kelsey Addy](#); [Genesis Matthey](#)
Subject: ACCH Public Posting of FY21 Draft #1 Priority Listing & Draft #4 Consolidated Application
Date: Friday, October 15, 2021 2:00:18 PM
Attachments: [image004.png](#)
[image005.png](#)
[image006.png](#)
[image001.png](#)

Good Afternoon Albany County CoC,

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.

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

Director of Planning – CARES of NY, Inc.

From: [CARES Planning Team](#)
To: [Alexandra St.Martin](#); [Alice Geel \(Alice.Geel@albanycountyny.gov\)](#); [Allyson Thiessen](#); [Andra Ordansky](#); [Bea Cruz](#); [Brian Shea](#); [Brooke LaTart \(blatart@EquinoxInc.onmicrosoft.com\)](#); [Bruce France \(edcapareacc@gmail.com\)](#); [Cagwin, Sarah](#); [Carol Phillips](#); [Chiquita D'Arbeau](#); [christina.mead@va.gov](#); [Christine Rodriguez](#); [Christopher Burke](#); [cv100caps@gmail.com](#); [Dan Reilly](#); [Daniel Biette](#); [Daniel Brunner \(d.brunner@ahcvets.org\)](#); [David Bradley](#); [David Kunzelman \(David.kunzelman@redcross.org\)](#); [David Poach \(dpoach@albanymission.com\)](#); [Dawn Pasquarell](#); [Debra.Schienberg@albanycountyny.gov](#); [deirdre.hammer@pyhit.org](#); [Digna Betancourt Swingle](#); [Dominic Ruggeri](#); [Donna Smith \(Donna.Smith@sphp.com\)](#); [dwarren@rehab.org](#); [Fawn Potash \(fpotash@ilchv.org\)](#); [Faye Andrews](#); [Frank Pindiak](#); [Fred Boehrer \(fredb@focuschurches.net\)](#); [Fred Sumner \(fsumner@theacca.net\)](#); [Geoffrey Raiti](#); [Georgia Johnson \(gjohnson@equinoxinc.org\)](#); [Gilda Ashby](#); [grants.contracts@unityhouseny.org](#); [Harris Oberlander](#); [Hoffman, Cindy G.](#); [Jacqueline C. Lombardo](#); [Jane Zhang \(jzhang@nycaps.org\)](#); [Janet Simmons \(jsimmons@northeastcareer.org\)](#); [Janine Robitaille](#); [Jasmine Guerrero-Wiggs - SPARC \(Jasmine.Guerrero-Wiggs@sphp.com\)](#); [Jeanette Hemingway](#); [Jerald Johnson](#); [Jerald Johnson \(Jerald.Johnson@sphp.com\)](#); [Jessica DeJesus](#); [Jessica Loomis](#); [igamble@depaul.org](#); [Jim Jeffreys \(James.Jeffreys@sphp.com\)](#); [Jim Matteo](#); [Joe Sluska](#); [Justin Wallace \(jwallace@albanyyny.gov\)](#); [Kaitlyn Walsh](#); [Kamron Johnson](#); [Karen Karl \(kakarl@verizon.net\)](#); [Kathleen Ide](#); [Kathy Fletcher](#); [Kathy Leyden](#); [Katrina Middleton](#); [Keion Hennessey](#); [Keith Brown - \(health.safety.strategies@gmail.com\)](#); [Kelli Clark](#); [Kelsey Addy](#); [Kennedy, Jennifer](#); [Keshana M Owens-Cody](#); [Kevin Connally](#); [Kevin O'Connor](#); [Kimberly Aichner \(kaichner@hopehouseinc.org\)](#); [Kimberly Rockenstyre \(KRockenstyre@albany.k12.ny.us\)](#); [KristenG](#); [Lauren Selmon](#); [Lauren Sportman \(laurenstrauss@hotmail.com\)](#); [Lee Vartigian \(L.vartigian@ahcvets.org\)](#); [LisaR.Smith@sphp.com](#); [Liz Hitt](#); [Louisa Marra](#); [L.mack@ahcvets.org](#); [Marcus May \(mmay@albanydamiencenter.org\)](#); [Maria Grillo](#); [Marsha Penrose](#); [Mary Campagna](#); [Mary Giordano](#); [moill@rehab.org](#); [mashama.lipscomb@pyhit.org](#); [Maureen Corbett \(Maureen.corbett@va.gov\)](#); [Maureen Van Deusen](#); [McClave, Michele](#); [MHarris@albanydamiencenter.org](#); [MHawes@albanydamiencenter.org](#); [K. Michelle Arthur](#); [Mildred Figueroa](#); [Nadine Fornum](#); [Naomi Clarke \(naomi.clarke@abhealth.us\)](#); [Nathaniel Webb](#); [Neeah Bland](#); [Nicole Ward](#); [Nina Nichols](#); [Perry Jones - Capital City Rescue Mission \(givinghope@albanymission.com\)](#); [Perry Junjulas](#); [Peter Kelsey \(epkels@aol.com\)](#); [Phil Burse \(pburse@inourrownvoices.org\)](#); [Rachel Alexander](#); [Randy Viele](#); [Rebecca Sparks \(RebeccaS@albanydamiencenter.org\)](#); [Renee & Mike Fahey](#); [RHucke@s-a-i.org](#); [Richard DeGriize](#); [Robert Romaker](#); [Robin Roberts](#); [Rocky Ferraro](#); [Shatiqua Pannell-Hyndman \(Shatiqua@unitedtenantsalbany.org\)](#); [Sondra Young](#); [Stacey Thayer \(stacey.thayer@cdphp.com\)](#); [Suzanne Beattie \(SBeattie@albanydamiencenter.org\)](#); [Tandra R. LaGrone \(tlagrone@inourrownvoices.org\)](#); [Tania Miolan](#); [tatiana@unitedtenantsalbany.org](#); [Terry Lumpkin](#); [Valerie Sacks](#); [Wendy Wahlberg](#); [William Brown](#); [William Robson](#); [Windy Spearman \(wbest-spearman@hopehouseinc.org\)](#)
Cc: [Amy Lacey](#); [Erin Reale](#); [Genesis Matthey](#); [Haleigh Schmidhamer](#); [Kathy Germain](#); [Kelsey Addy](#); [Maureen Van Deusen](#); [Nicholas Cassaro](#); [Samantha Barnaby](#); [Michelle Sandoz-Dennis](#); [Nancy Harrington](#); [Allyson Thiessen](#); [Denise Brodt](#); [Kirstin Jones](#)
Subject: ACCH Public Posting of FY21 CoC Application (Draft #5)
Date: Friday, October 22, 2021 5:44:35 PM
Attachments: [image001.png](#)
[image002.png](#)

Good Afternoon Albany 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, and Project Descriptions, Planning Project, and UFA Project

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.

200 Henry Johnson Blvd., Albany, 12210

518-489-4130 x704

From: CARES Planning Team
To: Alexandra St.Martin.; Alice Geel (Alice.Geel@albanycountyny.gov); andraz@josephshousetroy.org.; Bea Cruz; Brian Shea (bshea@hataas.org); Brooke LaTart (blatart@EquinoxInc.onmicrosoft.com); Bruce France (edcapareacc@gmail.com); Cagwin, Sarah; Carol Phillips; Chiquita D'Arbeau; Christina Mead; Christine Rodriguez; Christopher Burke; Crystal Steele; Dan Reilly.; Daniel Biette; Daniel Brunner (d.brunner@ahcvets.org); David Bradley; David Kunzelman (David.kunzelman@redcross.org); David Poach (dpoach@albanymission.com); Dawn Pasquarell; Debra.Schienberg@albanycountyny.gov; deirdre.hammer@pyhit.org; Digna Betancourt Swingle; Dominic Ruggeri; Donna Smith (Donna.Smith@sphp.com); dwarden@rehab.org; Fawn Potash (fpotash@ilchv.org); Faye Andrews; Frank Pindiak; Fred Boehrer (fredb@focuschurches.net); Fred Sumner (fsumner@theacca.net); Geoff Raiti; Georgia Johnson (gjohnson@equinoxinc.org); Gilda Ashby; grants.contracts@unityhouseny.org; Harris Oberlander; Hoffman, Cindy G.; Jacqueline C. Lombardo; Jane Zhang (jizhang@nycaps.org); Janet Simmons (jsimmons@northeastcareer.org); Janine Robitaille; Jasmine Guerrero-Wiggs - SPARC (Jasmine.Guerrero-Wiggs@sphp.com); Jeanette Hemingway; Jerald Johnson; Jerald Johnson (Jerald.Johnson@sphp.com); Jessica DeJesus; Jessica Loomis; jgamble@depaul.org; Jim Jeffreys (James.Jeffreys@sphp.com); Jim Matteo; Joe Sluska; Justin Wallace (jwallace@albanyyny.gov); Kaitlyn Walsh; Kamron Johnson; Karen Karl (kakarl@verizon.net); Kathleen Ide; Kathy Fletcher; Kathy.Leyden@cdphp.com; Katrina Middleton; Keion Hennessey.; Keith Brown - (health.safety.strategies@gmail.com); Kelli Clark; Kelsey Addy; Kennedy, Jennifer; Keshana M Owens-Cody.; Kevin Connally; Kevin O'Connor; Kimberly Aichner (kaichner@hopehouseinc.org); Kimberly Rockenstyre (KRockenstyre@albany.k12.ny.us); Kristen Giroux - Interfaith Partnership for the Homeless (KristenG@iphny.org); Lauren Selmon; Lauren Sportman (laurenstrauss@hotmail.com); Lee Vartigian (L.vartigian@ahcvets.org); LisaR.Smith@sphp.com; Liz Hitt; Louisa Marra; Lyn Mack; Marcus May (mmay@albanydamiencenter.org); Maria Grillo.; Marsha Penrose; Mary Campagna; Mary Giordano; Mary Oill; Mashama Lipscomb (Mashama.Lipscomb@pyhit.org); Maureen Corbett (Maureen.corbett@va.gov); Maureen Van Deusen; McClave, Michele; MHarris@albanydamiencenter.org; MHawes@albanydamiencenter.org; Michelle@unitedtenantsalbany.org; Mildred Figueroa; Naomi Clarke (naomi.clarke@abhealth.us); Nathaniel Webb; Neenah Bland.; Nicole Ward; Nina Nichols; Perry Jones - Capital City Rescue Mission (givinghope@albanymission.com); Perry Junjulas; Peter Kelsey (epkels@aol.com); Phil Burse (pburse@inourownvoices.org); Rachel Alexander; Rebecca Sparks (RebeccaS@albanydamiencenter.org); Renee & Mike Fahey; RHucke@s-a-i.org; Richard DeGrijze; Robert Romaker; Robin Roberts; Rocky Ferraro; Sara Adams; Shatiqua Pannell-Hyndman (Shatiqua@unitedtenantsalbany.org); Sondra.Young@rcda.org; Stacey Thayer (stacey.thayer@cdphp.com); Suzanne Beattie (SBeattie@albanydamiencenter.org); Tandra R. LaGrone (tlagrone@inourownvoices.org); Tania Miolan; tatiana@unitedtenantsalbany.org; Terry Lumpkin; Valerie Sacks; w.collier@ta-cr.org; Wendy Wahlberg; William Brown.; William Robson; Windy Spearman (wbst-spearman@hopehouseinc.org)
Cc: Nancy Harrington; Michelle Sandoz-Dennis; Kirstin Jones; Denise Brodt; Allyson Thiessen; Amy Lacey; Erin Reale; Genesis Matvey; Haleigh Schmidhamer; Kathy Germain; Nicholas Cassaro; Samantha Barnaby
Subject: ACCH Public Posting of FY21 CoC Application (Draft #6)
Date: Friday, October 29, 2021 4:59:00 PM
Attachments: image001.png
image002.png

Good Afternoon Albany 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, Planning Grant, and UFA Grant

CARES will be posting the Submission Posting next Friday, November 5th. Please send public comments to [Genesis Matvey](#).

If you have any questions or comments, please feel free to reach out.

Thank you,

3A-2a Healthcare Formal Agreements

This attachment details the Healthcare Formal Agreements for NY **503**. It includes the following:

1. Letter from **SPARC** indicating anticipated funds from **Albany County Department of Mental Health** for **CoC Expansion Project**.
2. Signed MOU between **SPARC** and **Albany County Department of Mental Health**, to provide services to existing SPARC projects.

3A-2a Healthcare Formal Agreements

1. Letter from **SPARC** indicating anticipated funds from **Albany County Department of Mental Health** for **CoC Expansion Project**.



ST PETER'S HEALTH PARTNERS

Addiction Recovery Center Outpatient Clinic & Community Residence

64 2nd Ave Albany NY 12202

Phone: (518)449-5170

Fax: (518)598-0493

11/01/2021

To whom it may concern,

This letter is to certify that the SPARC CoC program expects the Albany County Department of Mental Health to continue to provide SPARC with support past the end of our current agreement that runs through the end of 2021. The program expects the same support to be provided to for the SPARC CoC Expansion Project in 2022-23.

Sincerely,


Patrick Carrese JNS

Director of Addiction Services
St. Peter's Health Partners

3A-2a Healthcare Formal Agreements

2. Signed MOU between **SPARC** and **Albany County Department of Mental Health**, to provide services to existing SPARC projects.



Daniel P. McCoy
County Executive

Daniel C. Lynch, Esq.
Deputy County Executive

COUNTY OF ALBANY
DEPARTMENT OF MENTAL HEALTH
175 GREEN STREET
ALBANY, NEW YORK 12202
518-447-4537 FAX 518-447-4577
WWW.ALBANYCOUNTY.COM

Stephen J. Giordano, Ph.D.
Director of Mental Health

Cindy G. Hoffman
Deputy Director

February 10, 2021

Mr. Patrick Carrese, ED
St. Peter's Hospital-SPARC
3 Mercy Care Lane
Guilderland, New York 12084

RE: 2021 Contract

Dear Mr. Carrese,

Please find enclosed one Albany County contract signature page with St. Peter's Hospital-SPARC for 2021. With the contract in place, you may begin vouchering for 2021 funds.

Please do not hesitate to contact me if you have any questions or are in need of additional information at 518-447-3014.

Sincerely,

Mark Gleason
Operations Analyst
Albany County Department of Mental Health



Daniel P. McCoy
County Executive

Daniel C. Lynch, Esq.
Deputy County Executive

COUNTY OF ALBANY
DEPARTMENT OF MENTAL HEALTH
175 GREEN STREET
ALBANY, NEW YORK 12202
518-447-4537 FAX 518-447-4577
WWW.ALBANYCOUNTY.COM

Stephen J. Giordano, Ph.D.
Director of Mental Health

MEMORANDUM

TO: Albany County Mental Hygiene Contract Agencies
ATTN: Executive Director

FROM: Mark Gleason, Operations Analyst

RE: Year 2021 Service Contract

DATE: December 7, 2020

Attached please find the *Albany County Contractual Agreement for the Provision of Chemical Dependence and/or Compulsive Gambling Services* for the 2021 Contract Year. Attached you'll find (3) copies of the **2021 Contract** cover signature page defining funding amounts approved by the New York State Office of Addiction Services and Supports for the contract between your agency and Albany County for the 2021 Calendar year. In addition, please find a copy of the actual contract which you may retain for your records. Please submit your contract package of signed and notarized contract signature pages, together with an updated **Certificate of Insurance**.

The *Certificate of Insurance* shall demonstrate **some** or **all** of the following coverages below (limits are defined/laid out in the Contract attached):

- General Liability
- Worker's Compensation
- Professional Liability or Medical Malpractice
- Property Damage
- Personal or Bodily Injury

Per the Contractual Agreement under the New York State Office of Addiction Services and Supports, your Agency must furnish said Certificate to the County listing appropriate coverages before commencing work and shall name Albany County Department of Mental Health as *additional insured*.

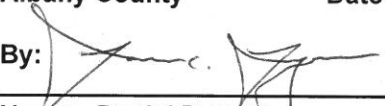
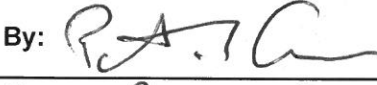
Over
✓

2021 Albany County Services Contract: OASAS Services

Albany County 112 State Street (Principal Offices) Albany, New York 12207 (Hereinafter Referred to as the "County")	Service Agency: St. Peter's Hospital-SPARC 3 Mercy Care Lane Guilderland, New York 12084 (Hereinafter Referred to as the "Agency")
Albany County Department of Mental Health 175 Green Street Albany, New York 12202 (Hereinafter Referred to as the "Department")	Period of Agreement: From: January 1, 2021 To: December 31, 2021 Contract No. 5973 / Resolution No.: 419 Date: 11/9/2020

Financial Terms of Agreement: Gross Agency Expenditures \$656,702		Estimated Revenue \$331,851	Approved Net Operating Cost \$324,851	Comprehensive Liability Insurance Property Liability See Section 19
M.H.L. Funding Authority Section	Total Funds	Agency Funds	Reimbursable County Tax Funds	Amounts State Aid
41.18				
Shelter Plus Care Case Mgt.	\$49,288	-0-	-0-	\$49,288
SPARC Community Residence – Adult Males Federal	\$275,563	0	0	\$275,563

This Agreement is made between the County, a municipal corporation of the State of New York, identified above, acting through its duly constituted Albany County Department of Mental Health, identified above, and the Service Provider, referred to above. Federal funds require compliance with Circular A-133 for single audit if total funds exceed \$750,000. IN WITNESS WHEREOF, the parties hereto have executed this Agreement for the consideration and in accordance with the terms, provisions and conditions of this Agreement as set forth within the following pages, on the date appearing next to their signatures below:

Albany County By:  Name: Daniel P. McCoy Title: Albany County Executive	Date 1/27/2021 By:  Name: PATRICK CARR Title: Executive Director
--	---

Notary:

EUGENIA K. CONDON
 Notary Public, State of New York
 No. 02CO4969817
 Qualified in Albany County
 Commission Expires July 23, 2022

Notary:


 TAMMY L. SADDLEIRE
 Notary Public, State of New York
 Qualified in Albany County
 No. 01SA6088904
 Commission Expires March 17, 2023