

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	10/22/2021
1C-7. PHA Homeless Preference	No	PHA Homeless Pref...	10/29/2021
1C-7. PHA Moving On Preference	No	PHA Moving On Pre...	11/08/2021
1E-1. Local Competition Announcement	Yes	Local Competition...	11/08/2021
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 - ...	10/29/2021
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...	11/12/2021
3C-2. Project List for Other Federal Statutes	No		

Attachment Details

Document Description: CE Assessment Tool

Attachment Details

Document Description: PHA Homeless Preference

Attachment Details

Document Description: PHA Moving On Preference

Attachment Details

Document Description: Local Competition Announcement

Attachment Details

Document Description: Project Review and Selection Process

Attachment Details

Document Description: Public Posting - Projects Rejected - Reduced

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 Agreements

Attachment Details

Document Description:

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

This attachment details the Coordinated Entry (CE) Intakes for NY-512. It includes the following:

1. CE Intake: This is the CE Assessment and Intake Form used by NY-512.
2. CE Prevention Intake: This is the CE Prevention Assessment and Intake Form used by NY-512
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-512'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-512.

Rensselaer County Homeless Services Collaborative v17 FINAL
COORDINATED ENTRY ASSESSMENT – HOUSING

For assessment & prioritization to Permanent Supportive Housing (PSH), Rapid Rehousing (RRH), and Emergency Housing Voucher (EHV) projects in Renss County

In general, RRH is for individuals and families who are currently homeless and seeking short term assistance. PSH offers long term housing & services, and individuals and families who are currently homeless and have a disability are eligible. EHV offers rental subsidies with no associated or embedded services or case management. *Please complete this application as completely and accurately as possible.* If you have questions, or are unsure how to answer for your particular situation, please visit or call any of the participating Coordinated Entry providers listed in the link on page 7 for information and assistance.

Staff Member Completing Assessment		Agency Name	
Staff Member's Email:	Phone #:	Fax #	Date:
Applicant Identifying and Contact Information			
1. First Name <i>Other Household Members may be listed on Page 3</i>		Last Name Please indicate if: ☐ Head of household or ☐ Single Individual	
2. Address where you can be located: <i>Please indicate if this</i> ☐ Current or ☐ Former address		City	State Zip
Contact Number(s) where you may be reached: Personal: (____) ____ - ____ Other: (____) ____ - ____ <i>If case worker / family / etc., please list name/relationship</i> _____		Email: ☐ None ☐ Declined	3. Date of Birth MM/DD/YYYY ____ / ____ / ____ ☐ Don't Know ☐ Declined
4. Social Security Number ____ / ____ / ____	5. Ethnicity ☐ Non-Hispanic/Non-Latino ☐ Hispanic/Latino ☐ Don't Know ☐ Declined		
6. Gender: ☐ Male ☐ Trans Male (FTM) ☐ Female ☐ Trans Female (MTF) ☐ Gender Non-Conforming (not exclusively male or female) ☐ Don't Know ☐ Declined	7. Race: (check as many as applicable) ☐ American Indian or Alaskan Native ☐ Asian ☐ Black or African American ☐ White ☐ Native Hawaiian or Pacific Islander ☐ Don't Know ☐ Declined		8. Can you easily provide personal identification, if required? ☐ Yes ☐ No If yes, please describe type(s) of identification: _____ _____
Veteran Status			
9. Have you served at least one day of active military duty ? ☐ Yes ☐ No ☐ Don't know ☐ Declined to answer			
History of Homelessness			
10. Please select the option that best describes your current living situation . <i>Note: a choice of "other" may impact your eligibility for PSH and RRH.</i> ☐ Emergency shelter or DSS-funded motel ☐ Exiting an institution after < 90 day stay & was literally homeless the night prior to entry (ex. hospital, jail, inpatient treatment) ☐ Other, please describe: _____ ☐ Place not meant for habitation, such as an abandoned building or anywhere outside ☐ Rapid Re-housing, and was homeless the night prior to entry ☐ Permanent Supportive Housing, and was homeless the night prior to entry ☐ Transitional Housing, and was homeless the night prior to entry			
11. Do you have documentation of current housing/homeless/shelter status? ☐ Yes ☐ No If Yes, what type: _____			

Rensselaer County Homeless Services Collaborative v17 FINAL
COORDINATED ENTRY ASSESSMENT – HOUSING

12. If currently homeless: Have you (and/or your household) been homeless for 12 months or more continuously ? ☐ Yes ☐ No ☐ Don't know ☐ Declined to answer 					
13. On what date did you become homeless this time?: _____ (MM/DD/YYYY) ☐ Don't know ☐ Declined to answer <i>If more than once, please answer for the most recent episode of homelessness. Use approximate, if actual date is unknown.</i> ☐ Not currently homeless 					
14. In the past three years, how many times have you (and/or those within your household) been housed and then homeless again ? ☐ 1 time ☐ 2 times ☐ 3 times ☐ 4+ times ☐ Don't Know ☐ Declined ☐ Not currently homeless			15. In the past three years, what is the total length of time you (and/or your household) have lived on the streets or in shelters? ☐ 1 month - This is the first month ☐ 2-5 months ☐ 6-11 months ☐ Don't Know ☐ 12-17 months ☐ 18- 23 months ☐ 24 months + ☐ Declined ☐ Not currently homeless		
16. From the following choices below, please select factors contributing to your homelessness or housing instability (select all that apply) ☐ Released from medical in-patient ☐ Evicted from own residence ☐ Disaster/Code closed residence ☐ Released from behavioral health in-patient/ behavioral health facility ☐ Asked to leave a shared residence (e.g. living in a home of a friend or family member) ☐ Stranded traveler ☐ Released from prison/jail ☐ Fleeing domestic violence ☐ Other: _____ ☐ Relocated from another area ☐ Sex trafficking or working in sex industry ☐ Don't know ☐ Declined					
17. Can you provide the zip code of your last residence / place you lived long enough to receive mail (other than the emergency shelter)? If same as page 1 check here ☐ Zip Code: _____ ☐ Don't Know ☐ Declined County: _____ ☐ Don't Know ☐ Declined					
18. How many times if any, in the past have you had to move due to eviction ? ☐ # of times _____ ☐ None ☐ Don't Know ☐ Declined					
19. Household Composition					
Names of individuals <i>who will live with the applicant & relationship to applicant</i>	Cash Income Source, Amount, and Frequency <i>(Salary/Wages, SSI/SSDI, Retirement, TANF/ Public Assistance, etc.)</i>	Social Security Number	DOB	Gender	Does household member have a long-term disabling condition? <i>Examples include: chronic physical illness/disability, developmental disability, serious mental illness, substance abuse disorder, HIV/AIDS, post-traumatic stress disorder, and/or cognitive impairments resulting from brain injury</i>
1. <i>(self/head of household)</i>					☐ Yes - 1 condition ☐ Yes - more than 1 condition ☐ No ☐ Don't Know ☐ Declined
2.					☐ Yes - 1 condition ☐ Yes - more than 1 condition ☐ No ☐ Don't Know ☐ Declined
3.					☐ Yes - 1 condition ☐ Yes - more than 1 condition ☐ No ☐ Don't Know ☐ Declined
4.					☐ Yes - 1 condition ☐ Yes - more than 1 condition ☐ No ☐ Don't Know ☐ Declined
5.					☐ Yes - 1 condition ☐ Yes - more than 1 condition ☐ No ☐ Don't Know ☐ Declined
6.					☐ Yes - 1 condition ☐ Yes - more than 1 condition ☐ No ☐ Don't Know ☐ Declined
7.					☐ Yes - 1 condition ☐ Yes - more than 1 condition ☐ No ☐ Don't Know ☐ Declined
8.					☐ Yes - 1 condition ☐ Yes - more than 1 condition ☐ No ☐ Don't Know ☐ Declined
9.					☐ Yes - 1 condition ☐ Yes - more than 1 condition ☐ No ☐ Don't Know ☐ Declined

Rensselaer County Homeless Services Collaborative v17 FINAL
COORDINATED ENTRY ASSESSMENT – HOUSING

20. Do you and/or anyone in your household receive any of the following non-cash benefits or health insurance? ☐ None					
☐ SNAP (Food Stamps)		☐ Special Supplemental Nutrition Program for Women, Infants and Children (WIC)			
☐ TANF child care services		☐ TANF transportation service			
☐ Other TANF funded services		☐ Other source: _____			
☐ MEDICAID health insurance program		☐ MEDICARE			
☐ State Children's Health Insurance Program		☐ Veteran's Administration Medical Services			
☐ Employer-Provided Health Insurance		☐ Health Insurance obtained through COBRA			
☐ Private Pay Health Insurance		☐ State Health Insurance for Adults			
☐ Indian Health Services		☐ Other Health Insurance			
CRIMINAL JUSTICE & PROTECTIVE SERVICES					
21. Have you or a member of your household been convicted of any of the following?: ☐ None ☐ Don't Know ☐ Declined to answer					
☐ Arson	☐ Assault	☐ Sale of illegal drugs	☐ Manufacture of illegal drugs	☐ Weapons possession	☐ Sexual offense ☐ Fraud/Bribery/Corruption with Federal Housing program
22. Are you, or a member of your household, currently on Probation or Parole? ☐ Yes ☐ No ☐ Don't Know ☐ Declined to answer					
If yes, are there any restrictions on where you can live? (briefly explain here): _____					
23. Do you, or does a member of your household, currently have an active case with Child Protective Services? ☐ Yes ☐ No ☐ Don't Know ☐ Declined to answer					
HEALTH INFORMATION					
24. Are you pregnant? ☐ Yes ☐ No If yes, due date: ____ / ____ / ____ ☐ Declined			25. Do you know your HIV/AIDS status? ☐ Yes ☐ No ☐ Don't Know ☐ Declined		
26. Special accommodations needed in a housing placement:					
Mobility Assistance	☐ Yes ☐ No ☐ Don't Know ☐ Declined	<i>Briefly describe:</i> _____			
Medication Assistance	☐ Yes ☐ No ☐ Don't Know ☐ Declined	<i>Briefly describe:</i> _____			
Wheelchair Accessibility	☐ Yes ☐ No ☐ Don't Know ☐ Declined	<i>Briefly describe:</i> _____			
Personal Care Assistance	☐ Yes ☐ No ☐ Don't Know ☐ Declined	<i>Briefly describe:</i> _____			
Deaf/Hard of Hearing Assistance	☐ Yes ☐ No ☐ Don't Know ☐ Declined	<i>Briefly describe:</i> _____			
Blind/Visual Impairment	☐ Yes ☐ No ☐ Don't Know ☐ Declined	<i>Briefly describe:</i> _____			
Limited / No English Proficiency	☐ Yes ☐ No ☐ Don't Know ☐ Declined	<i>Briefly describe:</i> _____			
Other: _____					
27. Do you or anyone in your household have a chronic health condition and/or compromised immune system that making living in a congregate setting dangerous? ☐ Yes ☐ No					
Have you or anyone in your household been unable to maintain social distancing requirements in a congregate setting ? ☐ Yes ☐ No					
If yes to either of these, please describe: _____					

Rensselaer County Homeless Services Collaborative v17 FINAL
COORDINATED ENTRY ASSESSMENT – HOUSING

Housing Assessment for Prospective RRH Clients

Eligibility Factor for Rapid Rehousing

*In order to be eligible for CoC funded Programs clients must answer **YES** to the following to question:*

Is the individual or family is currently homeless? (See Question 10)

For RRH, homeless situations may be any of the following: sleeping in a place not meant for human habitation (e.g. living on the streets, abandoned buildings); living in an emergency shelter, safe haven; in a Transitional Housing project and was literally homeless at entry; or exiting an institutional setting after 90 days or less and was literally homeless at entry
Please attach documentation to the end of this application

☐ No - Client does not meet eligibility based on current homelessness

☐ Yes - Client meets eligibility based on current homelessness, and has attached documentation

28. If seeking Rapid Rehousing:

a. Do you have any private housing options in place or in progress?

☐ No

☐ Yes, detail: _____

b. If yes, is it located in Rensselaer County?

☐ No

☐ Yes, detail: _____

c. If yes, is the rent affordable to you on an ongoing basis (after the financial assistance ends)?

☐ No

☐ Yes, detail: _____

d. If yes, are you seeking furniture to make an apartment habitable?

☐ No

☐ Yes, detail: _____

Additional space for detail, if needed (including type of assistance or furniture needed): _____

Check List

☐ Completed each relevant question of this 'Coordinated Entry Application' form?

☐ Completed and signed the attached 'Consent to Release Personal Information' Form?

☐ Attached documentation of homelessness? (ie. documentation of a shelter stay, contact with street outreach, other third-party evidence, or a signed statement describing another homeless situation)

Submission Information

If your program **does not** participate in Rensselaer CE HMIS, please send application and all checklist items noted above to:

Email – ce@josephshousetroy.org

Fax – (518) 874-1247 Attn: Coordinated Entry

Mail – 202 4th Street Troy, NY 12180 Attn: Coordinated Entry

Additional Comments (if any)

Rensselaer County Homeless Services Collaborative v17 FINAL
COORDINATED ENTRY ASSESSMENT – HOUSING

Housing Assessment for Prospective PSH Clients

Eligibility Factors for Permanent Supported Housing (PSH)

*In order to be eligible for CoC funded Programs clients must answer **YES** to the following to questions:*

Is the individual or family is currently homeless? (See Question 10) For PSH, homeless situations may be any of the following: sleeping in a place not meant for human habitation (e.g. living on the streets, abandoned buildings); living in an emergency shelter or safe haven; in Transitional or Rapid Rehousing project and was literally homeless at entry; or exiting an institutional setting after 90 days or less and was literally homeless at entry Please attach documentation to the end of this application	☐ No - Client does not meet eligibility based on current homelessness	☐ Yes - Client meets eligibility based on current homelessness, and has attached documentation
Does the head of household have a current disabling condition? (See Question 18) For PSH, the definition of a disabling condition can be found in section 401(9) of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11360(9)) Please attach documentation to the end of this application	☐ No - Client does not meet eligibility based on current disabling condition.	☐ Yes - Client meets eligibility based on disabling condition, and has attached documentation

For Informational Purposes Only - Will be Completed by the Coordinated Entry Review Team

PRIORITY INDEX SCORING FOR PERMANENT SUPPORTED HOUSING		Relevant Question	Points assigned	Explanation
Applicant meets the definition of chronically homeless in effect at the time of application, and has been homeless for:				
24 months or longer in total over the last three years	Score 15 points	10, 11, 12,		
18-23 months in total over the last three years	Score 12 points	14, 15, 19 & documentation		
12-17 months in total over the last three years	Score 10 points			
Applicant does not meet the definition of chronic homelessness in effect at the time of application, but has been homeless for 12 months or longer in total over the last three years	Score 3 points	10, 11, 14, 15, 19		
Applicant has indicated they are currently living:				
In a place not meant for habitation, such as an abandoned building or anywhere outside	Score 3 points	10		
In an emergency shelter, DSS-funded motel, or institutional placement	Score 2 points			
In a transitional housing or rapid re-housing project	Score 1 point			
Applicant indicated currently diagnosed with two or more disabling conditions, OR, More than one member of the household is currently diagnosed with a disabling condition	Score 3 points	19 & documentation		
Applicant is 24 years old or younger	Score 1 point	19		
Applicant has served at least one day of active military service	Score 1 point	9		
Applicant has 3 or more children in the household aged five years or less	Score 1 point	19		
Applicant has indicated they are currently homeless due to sex trafficking or work in sex industry	Score 1 point	16		
Applicant has indicated having active Parole, Probation or CPS involvement in the household	Score 1 point	22, 23		
Applicant has indicated a current pregnancy	Score 1 point	24		
Applicant has indicated COVID-19 Pandemic related factors affecting congregate placement	Use suffix "P" after score	27		
Other comments:				
TOTAL SCORE:				

Rensselaer County Homeless Services Collaborative v17 FINAL
COORDINATED ENTRY ASSESSMENT – HOUSING

Applicant's Housing Preference(s) if applying for PSH:

- | | |
|--|---|
| ☐ Catholic Charities – St Peter's SRO Residence
(Chronically homeless single adults) | ☐ YWCA – Family Apartment Program site-based program
(Female-led homeless family with 1 child <12) |
| ☐ Unity House CHAP scattered-site apartments
(Chronically homeless single adults or families) | ☐ YWCA – Apartment Program scattered-site
(Female-led homeless families) |
| ☐ Joseph's House Lansing Inn studio apartments
(Chronically homeless single adults) | ☐ St. Paul's Center - Lee Dyer Family Housing Program site-based
(Homeless families) |
| ☐ Joseph's House Hill Street Inn studio apartments
(Chronically homeless single adults) | ☐ St. Paul's Center - Scattered Site Apartments
(Chronically homeless families) |
| ☐ Joseph's House Bethune Apartment Program scattered-site
(Chronically homeless families) | ☐ <i>Other:</i> _____ |
| | ☐ <i>No housing preference given</i> |

Check List

- ☐ Completed each relevant question of this '*Coordinated Entry Application*' form?
- ☐ Completed and signed the attached '*Consent to Release Personal Information*' Form?
- ☐ Attached documentation of disabling condition(s)?
- ☐ Attached documentation of homelessness?
- ☐ Attached documentation of chronic homelessness (If applicable)?

Submission Information

If your program **does not** participate in Rensselaer CE HMIS, please send application and all checklist items noted above to:

Email – ce@josephshousetroy.org

Fax – (518) 874-1247 Attn: Coordinated Entry

Mail – 202 4th Street Troy, NY 12180 Attn: Coordinated Entry

Additional Comments (if any)

Rensselaer County Homeless Services Collaborative v17 FINAL
COORDINATED ENTRY ASSESSMENT – HOUSING

Housing Assessment for Prospective EHV Clients

Tiered Eligibility for Emergency Housing Vouchers

*In order to be eligible for the EHV program, clients must answer **YES** to one of the following to questions:*

I. Is the individual or family currently a participant in a Permanent Supportive Housing program, and was literally homeless prior to program entry? (See Question 10) Individuals or families served in PSH project are considered <i>recently homeless</i> or previously homeless for the EVH program. <i>Please attach detail or documentation to the end of this application</i>	☐ No - Client does not meet eligibility based on previous/recent homelessness	☐ Yes - Client meets eligibility based on previous/recent homelessness, and has attached documentation
II. Is the individual or family is currently homeless or fleeing domestic violence? (See Question 10) Situations may be any of the following: sleeping in a place not meant for human habitation (e.g. living on the streets, abandoned buildings); living in a temporary shelter such as congregate shelter, transitional housing, hotel/motel paid by a charitable or government program; or exiting an institutional setting after 90 days or less and was literally homeless at entry; or any individual or family who is fleeing, or attempting to flee, domestic violence, dating violence, sexual assault, stalking or human trafficking. <i>Please attach detail or documentation to the end of this application</i>	☐ No - Client does not meet eligibility based on current homelessness	☐ Yes - Client meets eligibility based on current homelessness, and has attached documentation
III. Is the individual or family at risk of homelessness? At risk of homelessness is defined in Continuum of Care Program regulations at 24 CFR 578.3. Generally, households in this situation: 1. Have annual income below 30% of median family income; 2. Lack resources or support networks to prevent homelessness; and 3. Meet one of several other criteria including: doubled up because of economic hardship, was notified they will be evicted or otherwise lose their housing within 21 days, self-pays in a hotel/motel, lives in crowded housing, or is exiting an institution or system of care. <i>Please attach detail or documentation to the end of this application</i>	☐ No - Client does not meet eligibility based on being at-risk of homelessness	☐ Yes - Client meets eligibility based on being at-risk of homelessness, and has attached documentation

If seeking Emergency Housing Vouchers:

29. Please tell us about your current housing situation, or the most recent housing situation you were in prior to homelessness:

Address: _____

Landlord Name & Contact Information: _____

a. In your current, previous, or most recent housing situation:

i. Were you on time with all rent and utility payments for the previous 12 months? ☐ Yes ☐ No, detail: _____

ii. (If no) Were you on time with rent and utility payments in the last two housing settings, prior to COVID? ☐ Yes ☐ No, detail: _____

☐ No, related to DV experience ☐ Not Applicable / No prior housing history / Decline

b. Did you personally receive notice of lease violation from your landlord in the previous 12 months? ☐ Yes, detail: _____ ☐ No

☐ Yes, and it was **only** related to DV experience ☐ Decline to answer

c. Have you vacated an apartment without notice (other than for DV) or been evicted in the last 24 months? ☐ Yes ☐ No ☐ Decline to answer

Rensselaer County Homeless Services Collaborative v17 FINAL
COORDINATED ENTRY ASSESSMENT – HOUSING

30. Please tell us about your income and budget for housing and other expenses:

- a.** Is 30% of your monthly income substantially more than the amount you currently pay for rent and utilities? ☐ Yes ☐ No ☐ Unsure, or they're about the same
- b.** Would you have sufficient income to meet monthly expenses for your household, if you received a housing stipend and the amount you pay for housing was capped at 30% of your monthly income? ☐ Yes ☐ No, detail: _____
☐ Don't Know / Declined to answer

31. Please select all that apply regarding services that you have accessed in the last 12 months:

- ☐ I need no assistance, or I have no trouble meeting my daily needs in my current or most recent housing setting (cleaning, cooking, trips to appointments, medications, landlord or other mediation services)
- ☐ I need assistance / have trouble meeting / do not meet my daily needs in my current or most recent housing setting (cleaning, cooking, trips to appointments, medications, landlord or other mediation services)
- ☐ I have an aide, a community case worker or an outside organization that helps me with my daily needs in my current or most recent housing setting (cleaning, cooking, trips to appointments, medications, landlord or other mediation services)
- ☐ My current housing has staff members who are my primary supports for daily needs (cleaning, cooking, trips to appointments, medications, landlord or other mediation services)
- ☐ I would like a referral for additional assistance with my daily needs (cleaning, cooking, trips to appointments, medications, landlord or other mediation services)
- Detail, if needed: _____

For Informational Purposes Only - Will be Completed by the Coordinated Entry Review Team

PRIORITY INDEX SCORING FOR EMERGENCY HOUSING VOUCHERS

		Relevant Question	Points assigned	Explanation
Current Housing : Timeliness (Max 2 points)				
Made on time monthly rent and utility payments in the last 12 months	Score 2 points	29a		
Made on time monthly rent and utility payments in last 2 housing settings prior to COVID or had DV-related reason	Score 1 points			
Neither of the above	Score 0 points			
Lease Violations: (Max 3 points)				
Had a lease violation due to only DV in the last 12 months	Score 3 points	29b		
Has received no lease violations in the last 12 months	Score 2 points			
Has not vacated apartment without notice (other than DV) or been evicted in last 24 months	Score 4 points	29c		
Household would have enough income for current needs if they received a housing stipend	Score 5 points	30b		
Service Needs: (Max 5 points)				
Household requires no or minimal services, or has service needs that are met by community-based providers	Score 5 points	31		
Household is currently receiving only minimal services from housing provider or needs a referral for minimal services (less than daily needs)	Score 3 points			
Other comments:				
TOTAL SCORE: Minimum of 15 needed for referral				

Rensselaer County Homeless Services Collaborative v17 FINAL
COORDINATED ENTRY ASSESSMENT – HOUSING

Check List if applying for EHV

- ☐ Completed each relevant question of this '*Coordinated Entry Application*' form?
- ☐ Completed and signed the attached '*Consent to Release Personal Information*' Form?
- ☐ Attached documentation demonstrating one of the following:
Current PSH Participant; Currently experiencing homeless or fleeing DV; OR Currently At-risk of Homelessness
- ☐ Attached documentation of income (*preferred, but not required*)

Submission Information

If your program **does not** participate in Rensselaer CE HMIS, please send application and all checklist items noted above to:

Email – ce@josephshousetroy.org

Fax – (518) 874-1247 Attn: Coordinated Entry

Mail – 202 4th Street Troy, NY 12180 Attn: Coordinated Entry

Additional Comments (if any)

Rensselaer County Homeless Services Collaborative v17 FINAL
COORDINATED ENTRY ASSESSMENT – HOUSING
CONSENT TO RELEASE PERSONAL INFORMATION

Signing this consent allows Coordinated Entry-participating programs in Rensselaer County to review some personal information related to your application, and to determine eligibility for housing and/or services. Regardless which housing program you may prefer, all applications are reviewed by a *Coordinated Entry Review Team* 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 the Coordinated Entry Review Team. A complete and current list of participating members can be found by visiting rebrand.ly/RenssCE or by calling Joseph's House at (518) 272-2544.

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

“This consent expires in one year, or when I communicate my request to withdraw this consent at any time before the one year expiration.”

Applicant Name: _____ Date: _____

Applicant Signature: _____

Witnessed By (Name): _____

Witnessed By (Signature): _____

(rev. 5/6/2020)

CRHMS CLIENT INCLUSION DISCLOSURE FOR COORDINATED ENTRY PROJECTS

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 -512 Reentry/after Coordinated Entry
CONTRACT NUMBER: 518-272-2544

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 CRHMS-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 CRHMS-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.

A. 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 ("CRHMS Provider"), meaning we collect and enter information about the persons we serve in the private and secure CARES Regional HMIS (CRHMS) 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 CRHMS, 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.

B. PERMITTED DATA USES AND DISCLOSURES

The CRHMS 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 CRHMS 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). **CRHMS 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.

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

Therefore, some CRHMS 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.

C. CLIENT CONTROL OVER DATA

The CRHMIS 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 CRHMIS Provider and consenting to your personal information being entered into a record within the CRHMIS, you transfer governance responsibility over your CRHMIS record to us, and we are responsible for handling your record in accordance with CRHMIS privacy policies and any applicable federal, state, or local requirements. You retain ownership of your information within your CRHMIS 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 CRHMIS;
- » **Access/Correction:** to request and view a copy of your project information record within the CRHMIS 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 CRHMIS; and
- » **Optional Data Sharing:** to choose if your information is shared outside of the CRHMIS 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 CRHMIS – it prohibits the sharing of your data as outlined on the consent form).

CRHMIS Provides 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.

D. RESPONSIBILITY TO PROTECT DATA

CARES of NY, Inc. (CARES) is the System Administrator of the CRHMIS. The CRHMIS 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 HGIS standards.

The CARES CRHMIS 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:** HGIS data is encrypted and securely transmitted from Providers to the HGIS database, extensive procedures are in place to prevent unauthorized access, and the entire HGIS system and database is protected at the highest level of security for health data;
- » **Access:** Only CARES CRHMIS staff and staff at providers may receive authorization to access the CRHMIS, and authorization requires comprehensive initial training and annual privacy and security training thereafter;
- » **Confidentiality Agreements:** Every CRHMIS Provider and every person authorized to read or enter information into the CRHMIS signs an agreement every year that includes: (1) commitments to maintain the confidentiality of all CRHMIS information; (2) commitments to comply with all security measures in compliance with federal HGIS requirements and any applicable federal, state, or local laws; and (3) penalties for violation of the agreement;
- » **Monitoring:** Annual monitoring is conducted for CRHMIS providers to ensure compliance with privacy and security policies; and
- » **Reporting:** Published CRHMIS 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 HGIS Privacy Notice) for your records. You may request a copy of any participating provider or CRHMIS policies from your intake worker. Further information regarding CRHMIS privacy and security is also available in the CRHMIS 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 CRHMIS directly at hmis@caresny.org or (518) 489-4130.

CRHMIS Inclusion Disclosure

The CRHMS has moved from *inferred consent* (a posted sign) to an *inclusion disclosure* for the HIMS. **No consumer consent is required by the CRHMS 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 HIMS 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.

E. ACKNOWLEDGEMENT OF INCLUSION

No client consent is required to enter client data from provider forms into the CRHMS, including personally identifying information. All Protected Identifying Information (PII) entered into the HIMS for the purpose of Coordinated Entry may be shared with other participating providers through the HIMS 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

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-512

Rensselaer County Homeless Services Collaborative - draft
COORDINATED ENTRY ASSESSMENT – PREVENTION

This form is used for assessment and prioritization to Prevention projects in Rensselaer County.

Please complete this application as completely and accurately as possible. If you have questions, or are unsure how to answer for your particular situation, please visit or call any of the participating Coordinated Entry providers listed in the link on page 7 for information and assistance.

Staff Member Completing Assessment		Agency Name	
Staff Member's Email:		Phone #:	Fax #
		Date:	
Applicant Identifying and Contact Information			
1. First Name Other Household Members may be listed on Page 3		Last Name Please indicate if, ☐ Head of household or ☐ Single Individual	
2. Address where you can be located: Please indicate if this ☐ Current or ☐ Former address		City	State Zip
Contact Number(s) where you may be reached: Personal: (____) ____ - ____ Other: (____) ____ - ____ If case worker / family / etc., please list name/relationship		Email: ☐ None ☐ Declined	3. Date of Birth MM/DD/YYYY / / ☐ Don't Know ☐ Declined
4. Social Security Number / /	5. Ethnicity ☐ Non-Hispanic/Non-Latino ☐ Hispanic/Latino ☐ Don't Know ☐ Declined		
6. Gender: ☐ Male ☐ Trans Male (FTM) ☐ Female ☐ Trans Female (MTF) ☐ Gender Non-Conforming (not exclusively male or female) ☐ Don't Know ☐ Declined	7. Race: (check as many as applicable) ☐ American Indian or Alaskan Native ☐ Asian ☐ Black or African American ☐ White ☐ Native Hawaiian or Pacific Islander ☐ Don't Know ☐ Declined		8. Can you easily provide personal identification, if required? ☐ Yes ☐ No If yes, please describe type(s) of identification: _____ _____
Veteran Status			
9. Have you served at least one day of active military duty ? ☐ Yes ☐ No ☐ Don't know ☐ Declined to answer			
History of Homelessness			
10. Please select the option that best describes your current living situation . <i>Note: a choice of "other" may impact your eligibility for PSH and RRH.</i> ☐ Emergency shelter or DSS-funded motel ☐ Place not meant for habitation, such as an abandoned building or anywhere outside ☐ Exiting an institution after < 90 day stay & was literally homeless the night prior to entry (ex. hospital, jail, inpatient treatment) ☐ Rapid Re-housing, and was homeless the night prior to entry ☐ Transitional Housing, and was homeless the night prior to entry ☐ Other, please describe: _____			

Rensselaer County Homeless Services Collaborative - draft

COORDINATED ENTRY ASSESSMENT – PREVENTION

11. Do you have documentation of current housing/homeless/shelter status?				If Yes, what type: _____			
☐ Yes ☐ No							
12. Have you (and/or your household) been homeless for 12 months or more continuously?				☐ Yes ☐ No ☐ Don't know ☐ Declined to answer			
13. On what date did you first become homeless?: _____ (MM/DD/YYYY)				☐ Don't know ☐ Declined to answer			
<i>If more than once, please answer for the most recent episode of homelessness. Use approximate, if actual date is unknown.</i>							
14. In the past three years, how many times have you (and/or those within your household) been housed and then homeless again?				15. In the past three years, what is the total length of time you (and/or your household) have lived on the streets or in shelters?			
☐ 1 time ☐ 2 times ☐ 3 times ☐ 4+ times ☐ Don't Know ☐ Declined				☐ 1 month - This is the first month ☐ 2-5 months ☐ 6-11 months ☐ Don't Know ☐ 12-17 months ☐ 18- 23 months ☐ 24 months or longer ☐ Declined			
16. From the following choices below, please select factors contributing to your homelessness (select all that apply)							
☐ Released from medical in-patient		☐ Evicted from own residence		☐ Disaster/Code closed residence			
☐ Released from behavioral health in-patient/behavioral health facility		☐ Asked to leave a shared residence (e.g. living in a home of a friend or family member)		☐ Stranded traveler			
☐ Released from prison/jail		☐ Fleeing domestic violence		☐ Other: _____			
☐ Relocated from another area		☐ Sex trafficking or working in sex industry		☐ Don't know		☐ Declined	
17. Can you provide the zip code of your last residence / place you lived long enough to receive mail (other than the emergency shelter)?							
Zip Code: _____ ☐ Don't Know ☐ Declined				County: _____ ☐ Don't Know ☐ Declined			
Previous Address: _____				How long ago? _____			
18. How many times if any, in the past have you had to move due to eviction?							
☐ # of times _____ ☐ None ☐ Don't Know ☐ Declined							
19. Household Composition							
<i>Names of individuals who will live with the applicant & relationship to applicant</i>		<i>Cash Income Source, Amount, and Frequency (Salary/Wages, SSI/SSDI, Retirement, TANF/Public Assistance, Worker's Comp, Private Disability Insurance, Unemployment, Child Support, Alimony, etc.)</i>		<i>Age</i>		<i>Does household member have a long-term disabling condition? Examples include: chronic physical illness/disability, developmental disability, serious mental illness, substance abuse disorder, HIV/AIDS, post-traumatic stress disorder, and/or cognitive impairments resulting from brain injury</i>	
1. (self/head of household)						☐ Yes - 1 condition ☐ Yes - more than 1 condition ☐ No ☐ Don't Know ☐ Declined	
2.						☐ Yes - 1 condition ☐ Yes - more than 1 condition ☐ No ☐ Don't Know ☐ Declined	
3.						☐ Yes - 1 condition ☐ Yes - more than 1 condition ☐ No ☐ Don't Know ☐ Declined	
4.						☐ Yes - 1 condition ☐ Yes - more than 1 condition ☐ No ☐ Don't Know ☐ Declined	
5.						☐ Yes - 1 condition ☐ Yes - more than 1 condition ☐ No ☐ Don't Know ☐ Declined	
6.						☐ Yes - 1 condition ☐ Yes - more than 1 condition ☐ No ☐ Don't Know ☐ Declined	
7.						☐ Yes - 1 condition ☐ Yes - more than 1 condition ☐ No ☐ Don't Know ☐ Declined	

Rensselaer County Homeless Services Collaborative - draft
COORDINATED ENTRY ASSESSMENT – PREVENTION

8.			☐ Yes - 1 condition ☐ No	☐ Yes - more than 1 condition ☐ Don't Know ☐ Declined
9.			☐ Yes - 1 condition ☐ No	☐ Yes - more than 1 condition ☐ Don't Know ☐ Declined
20. Do you and/or anyone in your household receive any of the following non-cash benefits or health insurance? ☐ None ☐ SNAP (Food Stamps) ☐ TANF child care services ☐ Other TANF funded services ☐ MEDICAID health insurance program ☐ State Children's Health Insurance Program ☐ Employer-Provided Health Insurance ☐ Private Pay Health Insurance ☐ Indian Health Services ☐ Special Supplemental Nutrition Program for Women, Infants and Children (WIC) ☐ TANF transportation service ☐ Other source: _____ ☐ MEDICARE ☐ Veteran's Administration Medical Services ☐ Health Insurance obtained through COBRA ☐ State Health Insurance for Adults ☐ Other Health Insurance				
CRIMINAL JUSTICE & PROTECTIVE SERVICES				
21. Have you or a member of your household been convicted of any of the following?: ☐ None ☐ Arson ☐ Assault ☐ Sales of illegal drugs ☐ Weapons possession ☐ Sexual offense ☐ Don't Know ☐ Declined to answer				
22. Are you, or a member of your household, currently on Probation or Parole? ☐ Yes ☐ No ☐ Don't Know ☐ Declined to answer If yes, are there any restrictions on where you can live? (briefly explain here): _____				
23. Do you, or does a member of your household, currently have an active case with Child Protective Services? ☐ Yes ☐ No ☐ Don't Know ☐ Declined to answer				
HEALTH INFORMATION				
24. Are you pregnant? ☐ Yes ☐ No If yes, due date: ____ / ____ / ____ ☐ Declined			25. Do you know your HIV/AIDS status? ☐ Yes ☐ No ☐ Don't Know ☐ Declined	
26. Special accommodations needed in a housing placement:				
Mobility Assistance	☐ Yes	☐ No	☐ Don't Know	☐ Declined
Medication Assistance	☐ Yes	☐ No	☐ Don't Know	☐ Declined
Wheelchair Accessibility	☐ Yes	☐ No	☐ Don't Know	☐ Declined
Personal Care Assistance	☐ Yes	☐ No	☐ Don't Know	☐ Declined
Deaf/Hard of Hearing Assistance	☐ Yes	☐ No	☐ Don't Know	☐ Declined
Blind/Visual Impairment	☐ Yes	☐ No	☐ Don't Know	☐ Declined
Limited / No English Proficiency	☐ Yes	☐ No	☐ Don't Know	☐ Declined
Other: _____				
27. Do you or anyone in your household have a chronic health condition and/or compromised immune system that making living in a congregate setting dangerous? ☐ Yes ☐ No				

Rensselaer County Homeless Services Collaborative - draft
COORDINATED ENTRY ASSESSMENT – PREVENTION

Have you or anyone in your household been **unable to maintain social distancing** requirements in a **congregate setting**?

☐ Yes ☐ No

If yes to either of these, please describe: _____

Check List

- ☐ Completed each question of this '*Coordinated Entry Application*' form?
- ☐ Completed and signed the attached '*Consent to Release Personal Information*' Form?

Submission Information

If your program does not participate in Rensselaer CE HMIS, please send application and all checklist items noted above to:

Email – ce@josephshousetroy.org

Fax – (518) 874-1247 Attn: Coordinated Entry

Mail – 202 4th Street Troy, NY 12180 Attn: Coordinated Entry

Additional Comments (if any)

Rensselaer County Homeless Services Collaborative - draft
COORDINATED ENTRY ASSESSMENT – PREVENTION

For Informational Purposes Only - Will be Completed by the Coordinated Entry Review Team			
PRIORITY INDEX SCORING FOR PREVENTION		Points assigned	Explanation
URGENCY OF HOUSING SITUATION			
Lock out -Sheriff	Score 3 points		
Warrant (stayed or not)	Score 2 points		
Court/Trial date	Score 1 point		
14 day rent demand	Score 1 point		
POTENTIAL BARRIERS AND VULNERABILITIES			
No income or Income to housing ratio 80 +	Score 3 points		
Income to Housing 50 – 80	Score 2 points		
Income to Housing 30 – 50	Score 1 point		
COVID (Sick, Quarantined, income affected due to COVID)	Score 3 points		
Household of 5 or More	Score 3 points		
Single Parent w/ Minor Child(ren)	Score 2 points		
At Risk of Losing Public Housing	Score 2 points		
At Risk of Losing Supportive Housing	Score 1 point		
Homeless in past 5 years (street, shelter or motel)	Score 3 points		
Eviction in past 5 years (Court order or left after notice to quit)	Score 2 points		
Domestic Violence Victim/Survivor in the past 5 years	Score 3 points		
Household member with Disabling Condition (SMI, Chronic Illness, Substance Abuse, developmental, physical and/or other disabling condition)	Score 3 points		
Sustainability (Income/Next Month's Income/Reason for Arrears)	Score 1 point		
Individual with past convictions/felonies	Score 2 points		
Experienced Chronic Homelessness in past 5 years	Score 3 points		
Other comments:			
TOTAL SCORE:			

Rensselaer County Homeless Services Collaborative - draft
COORDINATED ENTRY ASSESSMENT – PREVENTION

Check List

- ☐ Completed each question of this '*Coordinated Entry Application*' form?
- ☐ Completed and signed the attached '*Consent to Release Personal Information*' Form?
- ☐ Attached documentation of disabling condition(s) and homelessness?
- ☐ Attached documentation of chronic homelessness (If applicable)?

Submission Information

If your program does not participate in Rensselaer CE HMIS, please send application and all checklist items noted above to:

Email – ce@josephshousetroy.org

Fax – (518) 874-1247 Attn: Coordinated Entry

Mail – 202 4th Street Troy, NY 12180 Attn: Coordinated Entry

Additional Comments (if any)

Rensselaer County Homeless Services Collaborative - draft
COORDINATED ENTRY ASSESSMENT – PREVENTION
CONSENT TO RELEASE PERSONAL INFORMATION

Signing this consent allows Coordinated Entry-participating programs in Rensselaer County to review some personal information related to your application, and to determine eligibility for housing. Regardless which housing program you may prefer, all applications are reviewed by a *Coordinated Entry Review Team* 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 the Coordinated Entry Review Team. A complete and current list of participating members can be found by visiting rebrand.ly/RenssCE or by calling Joseph's House at [\(518\) 272-2544](tel:5182722544).

“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).

“This consent expires in one year, or when I communicate my request to withdraw this consent at any time before the one year expiration.”

Applicant Name: _____ Date: _____

Applicant Signature: _____

Witnessed By (Name): _____

Witnessed By (Signature): _____

(rev. 5/6/2020)

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.

Rensselaer County

Homeless Services Collaborative

Coordinated Entry

Policies and Procedures Manual

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

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INTRODUCTION

The HUD Continuum of Care (CoC) Program Interim Rule requires that each continuum of care establish and operate a Coordinated Entry system. Most projects receiving funding under either the CoC or Emergency Solutions Grant (ESG) programs are required to participate in the system in operation in their community.

The Coordinated Entry system for the Rensselaer Continuum of Care (NY-512) was developed to meet federal regulations and local priorities for creating a systemic response to homelessness in the community. The Rensselaer Coordinated Entry System strives to ensure that people experiencing homelessness are prioritized for and matched with the most appropriate available intervention as quickly as possible. This process standardizes the access, assessment, prioritization and referral process across all providers who are Continuum of Care (CoC) or Emergency Solutions Grant (ESG) - funded, and for some that are non-CoC or ESG funded.

To implement and maintain a county-wide Coordinated Entry (CE) system, the Rensselaer County Homeless Services Collaborative (RCHSC) formed the Coordinated Entry Committee, which consists of partner agencies who receive CoC, ESG, and other types of funding. The CE Committee created a CE system that is informed by HUD regulations, national best practices, and local policies and priorities as described in the RCHSC Written Standards and Strategic Plan. The CE Committee, Joseph's House & Shelter as the Lead Agency for Coordinated Entry, and CARES as the Collaborative Applicant, have jointly developed the following *Policies and Procedures Manual* to outline and define the RCHSC Coordinated Entry system.

The RCHSC CE *Policies and Procedures Manual* provides the community with a framework to:

- Assist with the coordination of homeless housing and emergency services access and delivery across Rensselaer County as the foundation of the Coordinated Entry system;
- Unify the assessment and prioritization process for individuals and families seeking services, resulting in consistent and appropriate referrals to housing and services;
- Support homeless service projects in administering assistance fairly and methodically;
- Delineate roles and responsibilities of each agency and user involved in the system;
- Establish protocols for system assessment, user training, client privacy, and consumer disclosure;

- Strengthen community-level performance measures; and
- Support common project-level eligibility, assistance, and performance standards for all CoC and ESG-funded project components, as outlined in the RCHSC Written Standards

The *Policies and Procedures Manual* has been established to ensure that persons experiencing homelessness who enter homeless services projects throughout Rensselaer County will be given similar information and support to access and maintain permanent housing. Most projects that receive ESG or CoC funding are required to abide by the *Policies and Procedures* guidelines (with exception for certain projects serving victims of domestic violence). The CoC strongly encourages and welcomes collaboration with projects that do not receive either of these sources of funding, in order to provide comprehensive services to the community's homeless population. Agency procedures should reflect the policy and procedures described in this document. The Director of each participating agency must 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.

Coordinated Entry systems work by establishing a common process to assess the needs of all households who request help through the local housing crisis response system. There are four core elements to the Coordinated Entry System: Access, Assessment, Prioritization, and Referral. These elements will be described in detail in this manual.

GOALS OF COORDINATED ENTRY

Coordinated Entry 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 for the most intensive interventions. It helps communities prioritize assistance based upon vulnerability, severity of service needs, and length of time homeless to ensure that people who need assistance the most can receive it in a timely manner. CE also provides information about the need for additional services and gaps in housing availability to help the RCHSC plan their assistance and identify needed resources.

Primary goals for the Coordinated Entry process in the Rensselaer County CoC are:

- To allocate homeless services and housing as effectively as possible, and
- Ensure that homeless assistance is easily accessible, no matter where or how people present

PURPOSE OF COORDINATED ENTRY

Coordinated Entry is considered one of many interventions in a community's united effort to end, reduce, and combat homelessness. The process works best and provides the greatest value if it is driven by an approach that considers each client's unique circumstances and needs, rather than by provider eligibility. The term "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 RCHSC Coordinated Entry process is designed to identify, engage, and assist homeless individuals and families, and ensure those who need assistance are connected to appropriate housing and services. The implementation of Coordinated Entry is considered a national best practice.

When implemented effectively, Coordinated Entry can:

- Reduce the amount of research and the number of phone calls or visits to providers 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 households experiencing homelessness from entering and exiting multiple projects before their needs can be 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 RCHSC Coordinated Entry process makes referrals to all projects receiving ESG and CoC program funds, including emergency shelter (ES), street outreach (SO), rapid re-housing (RRH), permanent supportive housing (PSH), transitional housing (TH), and homelessness prevention (HP) in the continuum, as well as other housing and homelessness projects. These ESG and CoC-funded projects in the community that are dedicated to serving people experiencing homelessness fill vacancies exclusively through CE referrals, while other housing and services projects are encouraged to participate but ultimately determine the extent to which they rely on referrals from the coordinated entry process.

ROLES AND RESPONSIBILITIES OF KEY PARTICIPANTS

CE Lead Agency: Joseph's House as the CE Lead Agency will be responsible for tracking client information from initial application to housing by maintaining client data in excel spreadsheet and/or HMIS system; working with Collaborative Applicant to ensure project compliance; and conducting regular Coordinated Entry Review Team meetings. The CE Lead Agencies provides regular training to all key participants, using a training curricula approved by the CE Committee. A representative from the Lead Agency will also meet quarterly with the Collaborative Applicant and other regional Coordinated Entry Lead Agencies to discuss policies & procedures, best practices, the prioritization process, and other related topics.

Funded Agencies: Participation from most projects funded through the either the CoC or ESG Programs is required. Funded agencies will be responsible for: updating the Lead Agency on housing vacancies, receiving referrals, and updating the Lead Agency upon acceptance or rejection. All funded agencies also serve as a "No Wrong Door" point of entry access point by assisting potential CE applicants with triage and assessment including collecting disability and homeless documentation, and attending Review Team meetings. Relevant staff from funded agencies will participate in the CE Lead Agency-led training at least once upon start up, and once annually. All funded agencies will make every reasonable effort to locate chronically homeless persons in the CoC.

Non-Funded Agencies: Non-funded agencies are those who do not receive funding through the CoC or ESG program, but serve persons who are homeless or at risk of homelessness in a variety of ways. Non-funded agencies are strongly encouraged to participate and submit Coordinated Entry applications to the lead CE Agency to effectively and efficiently refer all households to services. Non-funded agencies may also serve as a "No Wrong Door" point of entry access point by assisting potential CE applicants with triage and assessment including collecting disability and homeless documentation, and attending Review Team meetings. Relevant staff from participating non-funded agencies will attend the CE Lead Agency-led training at least once upon start up, and once annually. All participating non-funded agencies will make every reasonable effort to locate chronically homeless persons in the CoC.

Coordinated Entry Committee: Created as a standing committee in the RCHSC Governance charter, the CE Committee is responsible for creating the coordinated entry process in Rensselaer County. It reviews all stages of the assessment, referral, application, vacancy posting, and acceptance/denial processes.

Coordinated Entry Review Team: A subcommittee of the RCHSC CE Committee, the CE Review Team is comprised of at least one staff member from each participating funded and non-funded agency. The Review Team is responsible for reviewing applications for completeness, determining a priority score, and making collaborative referrals to projects with vacancies.

Collaborative Applicant: Conducts quarterly trainings with regional CE representatives, and provides technical assistance as requested to any of the key participants or as deemed necessary by the CE Committee.

CORE ELEMENTS OF COORDINATED ENTRY

Full implementation and operation of the Coordinated Entry system includes core elements that are guided and informed by HUD regulations, national best practices, and local policies as described in the RCHSC Written Standards. The RCHSC Written Standards, which were developed in consultation with recipients of CoC and ESG funds, establish the baseline guidance for evaluating project-level eligibility and prioritization factors for all project types (including ES, SSO, HP, TH, RRH, and PSH), as well as the percentage or amount of rent participants must pay when receiving rapid rehousing financial assistance.

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

The RCHSC Coordinated Entry Committee chose a No Wrong Door approach to Coordinated Entry, whereby triage and assessment can be conducted regardless of which community stakeholder and/or participating homeless services provider the client presents. This ensures that participants have equal access to information about and referrals to the housing assistance for which they are eligible, and assists them in making informed choices about available services that best meet their needs regardless of language barriers or impairments.

- Examples of points of entry (POE) in the Rensselaer County CE System include: homeless shelters, RCDSS Temporary Assistance staff, street outreach projects, PSH providers, RRH providers, Homelessness Prevention providers, hospitals, probation/parole, and outpatient treatment clinics. See Addendum 1, or the Continuum's website for a list of currently participating POEs and special access considerations.
- **Access to Emergency and Outreach Services:**
 - The Coordinated Entry process does not delay access to emergency services, such as shelter through Rensselaer County Department of Social Services (RCDSS), Joseph's House, or Unity House. Very low-barrier emergency shelter and street outreach services are provided by immediate referral to ES or SO providers in the Rensselaer CoC.

- See Addendum 2 for the Emergency Shelter Index and Addendum 3 for the Street Outreach Index, which gives contact information, description of services, and eligibility requirements by project in the Rensselaer CoC.
- Emergency Shelter and Street Outreach programs, including those funded by the ESG program, regularly attend CE Review Team meetings and participate in the RCHSC Coordinated Entry Committee.
- **Access to Homelessness Prevention Services:**
 - The Coordinated Entry System provides immediate referral to Prevention Services Providers in the Rensselaer CoC.
 - See Addendum 4 for the Homelessness Prevention Services Index, which gives contact information, description of services, and eligibility requirements by project in the Rensselaer CoC.
- **Access to Permanent Housing Projects**
 - Permanent Supportive Housing (PSH) and Rapid Rehousing (RRH) services are provided based on the elements of assessment, prioritization and referral.
 - PSH and RRH assessments, prioritization, and referrals are uniformly available to all persons, regardless of which POE the person chooses to access.
 - See Addendum 5 for the Permanent Supportive Housing Index and Addendum 6 for the Rapid Rehousing Index which gives contact information, description of services, and eligibility requirements by project in the Rensselaer CoC.
- **Special Considerations for Access:**
 - All POEs in the CE system comply with federal, state, and/or local laws regarding physical accessibility for public buildings, and have reasonable accommodations in place for access by persons with disabilities, including those who use wheelchairs, as well as people in the CoC who are least likely to access homeless assistance.
 - All printed Coordinated Entry materials are available in English, and the core materials are also available Spanish (assessments, grievances). Specific POEs can also accommodate persons whose primary language is not English or Spanish via use of language line services.
 - Persons with vision impairment or who are illiterate will be offered all materials verbally or in recorded format. Those with hearing impairment will be offered materials in print format.
 - The Coordinated Entry process does not jeopardize the safety of persons seeking assistance. Individuals and families who are fleeing, or attempting to flee, domestic violence, dating violence, sexual assault, stalking, or other dangerous or life-threatening conditions (including human trafficking), may access specialized safe and confidential services with Unity House Domestic Violence

Services Program by hotline (518-272-2370) or in-person at the program's offices (see Addendum 1). Individuals and families presenting at mainstream POEs will be offered an immediate referral to safe and confidential services provided by UH DV. These services are voluntary, and include a safety assessment to establish a safety plan for the individual or family, which may include special considerations such as safe meeting points, transportation methods, contact methods, and temporary housing for pets. Persons accessing the CE system through a victim services provider will have confidential access to the same coordinated entry processes and services as those presenting at a mainstream POE, including immediate access to emergency shelter. Any person who is in imminent danger is always encouraged to contact the police or call 911.

ASSESSMENT: Upon access, CE point of entry (POE) staff will begin assessing the person's housing needs.

- Each POE offers the same assessment approach using uniform decision making processes. A person presenting at a particular POE location is not steered towards any project or provider simply because they presented at that location.
- A universal triage and assessment form is used for all participants at all points of entry. The process is designed to 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 and self-identified goals. The process will prevent duplication of services, reduce length of time homeless and improve communication among agencies.
- The first stage of the assessment is triage. Information collected is extremely brief, screening for an immediate referral to Emergency Shelter, Street Outreach, Homelessness Prevention, or Victim Services projects based on client choice.
- The second stage of the assessment is a more formal application, yet requests the minimum amount of client information in order to complete the prioritization and referral process. The POE agency explains the two types of permanent housing available in our community - permanent supportive housing and rapid rehousing - and the client may choose to apply for one or both types. POE staff offers assistance in completing the CE application, and serves as a witness of the signed consumer consent/release form. The POE is also responsible for gathering proof of homeless status and documentation of a HUD-defined disabling condition, if applicable. Each CE application is sent to the CE Lead Agency, who presents all new application to the CE Review Team.
- Clients are free to choose how much or what types of information they are willing to provide when completing any stage of the CE assessment. Clients will not be required to

disclose specific disabilities, unless necessary to determine eligibility for referrals to projects that serve a specific subpopulation. POEs will explain which minimal types of information are necessary to successfully complete an assessment, and offer alternative solutions whenever possible. Some examples are:

- Client doesn't know or doesn't have access to records proving homeless history -> POE will offer to obtain that information from emergency shelters, outreach teams, or other providers on the client's behalf, pending a signed release of information. If unsuccessful, POE offers to submit the client's assessment to the Review Team, but explains that acceptance to a particular project typically requires determining eligibility.
- Client doesn't know or doesn't have access to records proving disability -> POE will offer to obtain that information from Social Security, medical or behavioral health providers on the client's behalf, pending a signed release of information. If unsuccessful, POE offers to submit the client's assessment to the Review Team, but explains that acceptance to a particular project typically requires determining eligibility.
- Client refuses to sign any consent forms to release personal information -> POE offers to take down a statement that the client would like the POE to submit the assessment anonymously on their behalf *without* identifying information, and explains what types of information the client may be ultimately be required to provide to the housing program in the event of acceptance.
- Client refuses to provide information that relates to prioritization factors -> POE explains that while these fields are not required, complete answers would assist with the prioritization process, and could increase the likelihood of receiving a successful referral to a housing project.

PRIORITIZATION:

- Coordinated entry process ensures that people with the greatest needs receive priority for any type of homeless housing assistance available in the CoC, including PSH and RRH.
- The RCHSC Written Standards establish the prioritization standards for the Coordinated Entry system, with the intent to ensure that people with the most severe service needs, highest levels of vulnerability, and longest history of homelessness are prioritized for the most intensive housing and homeless assistance services. The prioritization process is separate and distinct from determining project-level eligibility. Project staff are ultimately responsible for determining eligibility, and may have different or more stringent documentation requirements than are necessary or practical for the CE system.
- In line with the RCHSC Written Standards, the CE process is designed so that persons experiencing chronic homelessness are prioritized for Permanent Supportive Housing. In addition to prioritizing people experiencing chronic homelessness, the coordinated

entry process prioritizes people with the most severe services needs, who are more likely to need some form of assistance to end their homelessness or who are more vulnerable to the effects of homelessness into PSH. The prioritization process does not, under any circumstances, take into account specific diagnosis or disability type.

- Rapid Rehousing financial assistance currently available in the CoC consists of extremely short term rental assistance (typically one month, occasionally up to three months), with the following project-level eligibility factors: persons who are literally homeless, and have either current stable and sufficient income or reasonable expectation of income before the term of assistance ends. The coordinated entry process prioritizes RRH assistance to persons who have more severe service needs who are more likely to need some form of assistance to end their homelessness or who are more vulnerable to the effects of homelessness, measured as receiving two or more points based on vulnerability factors in the RRH assessment.
- Driven by consumer consent, the CE Review team checks applications for completeness, and prioritizes applications based on a vulnerability score, which assigns priority points based on whether the household is currently experiencing (or has a history of) the following objective and documentable factors:

Factors apply to both PSH and RRH unless otherwise noted

- Chronic homelessness and/or total length of time homeless (3-15 points) *PSH only*
- Currently homeless, unsheltered, or unhoused (1-3 points)
- More than one disabling condition in the household (3 points)
- History of 3 or more evictions (1 point) *RRH only*
- Youth 24 years old and under (1 point)
- Served at least one day of active military service (1 point)
- Household has 3 or more children aged five years or less (1 point)
- Homeless due to sex trafficking or work in sex industry (1 point)
- Current parole, probation, or child protective services (CPS) involvement (1 point)
- Currently pregnant (1 point)

Applicants who are not chronically homeless are referred for PSH vacancies only when there are no chronically homeless households identified in the CoC's geographical area.

REFERRAL: The CE Review team will apply the prioritization factors to assign a vulnerability score to any active applications, and the resulting prioritized list is used as the basis for referring households to available homeless housing resources.

- Using the prioritized list sorted by score from high to low, the applicant's housing preferences, and an understanding of project-level eligibility, the CE Review Team

makes referrals to projects with vacancies for which the household with the highest vulnerability score is eligible.

- At times, due to the limited number of new vacancies in the CoC, the Review Team may offer a client a referral to a project that does not appear on their Housing Preference checklist (see Client Referral Rejection Policy below).
- At times, due to the limited number of new vacancies in the CoC, one or more applicants may receive the highest vulnerability score on the prioritized list, but there is only one vacancy. In this case, the Review Team will choose one referral by majority vote of members present based on case conferencing, total length of time homeless, and date of application.
- See Addendum 5 and 6 for an overview of project-level eligibility of PSH and RRH in the Rensselaer CoC.
- Projects that participate in the CoC's coordinated entry process accept all eligible referrals, unless the project submits to the Review Team an approved reason that would support rejecting a referral (see below). In the event that a project or client rejects a referral, the Review Team will refer a household with the next-highest vulnerability score.
- **Project Referral Rejection Policy:** Service denials by the housing provider should be infrequent. However, providers may defer 1 out of every 4 referrals, for specific and serious reasons such as an order of protection against another tenant or staff. To the extent practical, project staff should come to the Review Team meeting prepared with information about orders of protection to minimize delays in referrals. Members of the CE Review Team (except those from the rejecting provider) shall vote using simple majority to determine if a referral rejection request is accepted. If the members of the Review Team cannot come to a majority vote, the Review Team may refer the issue to the CoC Executive Board.
- **Client Referral Rejection Policy:** The Coordinated Entry system is designed to allow the maximum level of client choice via the "Applicant's Housing Preference(s)" section of the assessment. To the extent possible, the CE Review Team will attempt to match clients with the highest vulnerability score with projects they have indicated they would accept. However, due to the infrequency of vacancies in the Rensselaer CoC, clients may be offered referrals to programs that they do not prefer. Therefore, clients may reject an unlimited number of referrals and remain on the prioritized list.
- If there are no eligible chronically homeless households identified throughout the entire Rensselaer CoC, per HUD guidance, an eligible homeless household that is not considered chronic may be referred to vacant PSH unit. The CE Lead Agency staff will reach out to all CE partners and participating agencies to verify that all efforts have

been undertaken to locate persons that would be considered the highest priority. In this case, Lead Agency staff will provide the accepting agency with a statement indicating that at time of referral, there were no other eligible chronically homeless households located in the CoC.

- **Project Transfers:**

- The CE Review Team will consider all **client-initiated project transfer** requests for vacancies in PSH. Clients may present at any POE for assistance with a transfer request, and POEs will screen for grievances or opportunities to collaboratively resolve possible housing issues without a transfer.
 - If the client chooses to proceed with a transfer request, the Review Team will consider the following when deciding to accept or deny the request: the client-identified reason for request including whether the transfer is anticipated to improve physical or behavioral health factors; whether a transition between on-site and off-site services is expected to better meet the client's service needs; potential grievance factors involved in the POE's screening; and whether the transfer will ultimately result in a new vacancy.
 - Using a simple majority vote, the Review Team will accept or deny the request. If the request is accepted, the client would maintain a priority score equal to the highest-scoring new applicant on the prioritization list, and the Review Team will make referrals from the prioritized list using the process described above. If denied, the client has the opportunity to appeal (see Grievance and Appeals Process below)
- The CE Review Team will also consider **project-initiated transfer requests** that are not voluntary on behalf of the project participant. Such requests will result in a thorough case review for grievances or opportunities to collaboratively resolve possible housing issues without a transfer. Using a simple majority vote (excluding members from the initiating agency), the Review Team will accept or deny the request. Project-initiated transfer requests should be extremely rare, and excessive requests from a particular project may be referred to the CoC Executive Board for review.

DETAILED PRINCIPLES OF COORDINATED ENTRY

COORDINATED ENTRY SYSTEM ENSURES:

- **Low Barrier Entry:** The RCHSC 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, or historical non-compliance with program requirements. Participating projects restricting access to housing or services based on specific client attributes or characteristics will need to provide documentation to the CoC providing a justification for their enrollment policy. CoC or ESG projects offering Prevention and/or short-term Rapid Rehousing assistance (0-6 months of financial assistance) may choose to apply some income standards for their enrollment determinations, provided the standards are in compliance with the RCHSC Written Standards.
- **Person-Centered Approach:** The coordinated entry process encourages 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.
- **Inclusiveness:** All subpopulations including chronically homeless individuals and families, Veterans, youth, persons and households fleeing domestic violence, transgendered persons, and refugees and new immigrants will 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.
- **Informed 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 provider POEs 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 POE will end triage or assessment, delete paper or electronic record if applicable, and connect victim with DV service provider. If client elects for non DV services, the client may continue to fulfill the CE process with the same or another POE. 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 needs by offering ongoing and progressive engagement with those not able or willing to access housing services on their own. Street outreach staff will complete Coordinated Entry triage and assessment, and provide follow up with the client while the client transitions to housing. 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 extensively linked to the coordinated entry process and participate in Review Team meetings. Through the street outreach efforts, Rensselaer County Coordinated Entry ensures that people on the streets are prioritized for assistance in the same manner as any other person assessed through another Point of Entry.
- **Privacy and Protection of Client-Level Data**
 - The Lead Agency may use HMIS and/or Excel workbooks to collect and manage data associated with assessments and referrals. The data management system is designed to allow the CE Lead Agency track activity, produce reports, and maintain regular communication. The CE Lead Agency is dedicated to managing client-level data in a way that affords each client the highest level of privacy and protection.
 - Client consent protocols, data use agreements, data disclosure policies, and any other privacy protections offered to households participating in the CE system will be developed in accordance with all applicable federal and state law, and protocols for maintaining the privacy and protection of individual client data will follow the same regulations governing HMIS as found in HUD HMIS Data and Technical Standards

- **Fair and Equal Access:**

- The RCHSC Written Standards establish protocols for fair and equal access to CoC and ESG housing and services, including Coordinated Entry. The Coordinated Entry system in Rensselaer 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.
- All participating projects and POEs will ensure fair and equal access to CE system programs and services for all clients regardless of actual or perceived race, color, religion, national origin, age, gender identity, pregnancy, citizenship, familial status, household composition, disability, Veteran status, sexual orientation, or domestic violence status. Physical and communication accessibility barriers must be addressed by appropriate accommodation within the Coordinated Entry System.
- 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 and Advertising:** CoCs 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 for Coordinated Entry may include: participating agencies utilizing their websites to advertise that they are a point of access, and flyers and brochures outlining the RCHSC Coordinated Entry process and locations of points of entry (POEs). These materials will be shared with mainstream community organizations such as health centers, churches and libraries.

TRAINING

The Lead Agency, in consultation with the Coordinated Entry Committee and the Collaborative Applicant, will develop a Coordinated Entry User Guide and provide regular trainings to the community at least semiannually, to ensure that each staff administering assessments has access to materials that clearly describe the methods by which assessments are conducted. Training will also include a review of the *Policies and Procedures Manual* and the prioritization process for Coordinated Entry. A webinar training will be available for project 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 the referral process. A checklist noting

the specific documents that should be submitted to verify disability and homeless status is attached to the User Guide.

EVALUATION AND OVERSIGHT

GRIEVANCE AND APPEALS PROCESS

- The grievance and appeals process is overseen by the Coordinated Entry Committee. Consumer choice is central to the RCHSC Coordinated Entry system, and the grievance and appeals process will embrace that same person-centered and easily-navigable model. The Coordinated Entry Committee is dedicated make every effort to settle difficulties and problems which may occur in the Coordinated Entry process. Clients are informed about the grievance and appeals process during triage and assessment.
- **Appeals:** A participant may appeal a decision or action made by the CE Review Team if they feel they did not receive fair treatment or were discriminated against during the prioritization process, or given an inappropriate referral.
- **Grievance:** A participant may file a grievance if they have a complaint about the Coordinated Entry-related services they receive from any participating agency or point of entry (POE). The Coordinated Entry Committee encourages every client to first attempt to resolve problems directly with the agency or POE 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 process with any other POE.
- RCHSC Coordinated Entry Grievance and Appeals Form will be available at each participating agency and POE. A participant may choose to file a grievance and appeals form with any POE they choose. This form will be forwarded to the Coordinated Entry Committee for review. If the Coordinated Entry Committee is not able to bring the grievance or appeal to resolution, it may choose to refer the issue to the CoC Executive Board.

ONGOING SYSTEM EVALUATION

- Coordinated Entry is an evolving practice and new research, models, and assessment tools are continually being created. The RCHSC CE Committee will be flexible and responsive to new information about more effective approaches as the process evolves and additional services are wrapped into the Coordinated Entry process.
- The Coordinated Entry Committee will engage in regular evaluations at least annually.

The committee will seek input from relevant parties including Review Team members, POEs, housing providers, and clients. The CE Committee will solicit feedback on the quality and effectiveness of the entire CE process experience both for participating projects and for households, and may develop recommendations to changes in the Coordinated Entry system after these evaluations. Evaluations may be conducted by survey, focus groups, and/or online polling, of all participating projects as well as a randomly selected representative population of clients served by the CE system. All participant information collected in the course of evaluation will be protected to maximize client privacy.

- The evaluation process may result in changes that could include updates to the Policy and Procedures Manual, Assessment Forms, and user guides or training materials. The Coordinated Entry Committee will present all changes to documented processes to be approved by the RCHSC Board.
- The Coordinated Entry Review Team meetings will occur in person or by telephone at least monthly, or more frequently as vacancies arise. 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 to the CE Lead Agency on changes or improvements to the coordinated entry system.
- Participating projects will be evaluated on their level of participation in the Coordinated Entry system including having staff trained to complete CE applications, participating in the Review Team meetings, taking referrals from Coordinated Entry, and providing regular updates on vacancies. The CE Lead Agency may provide the NOFA Committee with participation information as it relates to grant applications or rank and review processes. Project-level participation in Coordinated Entry may 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 by the Coordinated Entry Committee to the RCHSC Board.

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

4. **NY-512's Written Standards, Coordinated Entry Prioritization Section:** This document details how the CE program prioritizes people most in need of assistance.

attempting to flee, domestic violence (as well as dating violence, sexual assault, trafficking, or stalking).

Privacy – The Coordinated Entry Process must ensure adequate privacy protections are extended to and enforced for all participants from the first point of access, through assessment and prioritization, and after participants have been offered permanent housing and even exited CoC projects.

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 prioritize assistance based on vulnerability and severity of service needs to ensure that households who need assistance the most can receive it in a timely manner. The CoC's *Coordinated Entry Policies & Procedures* and process are in alignment with HUD guidance and notices, namely:

- 24 CFR Part 578 – Homeless Emergency Assistance and Rapid Transition to Housing: Continuum of Care Program (specifically: 578.3 and 578.7(a)(8))
- CPD-016-11- Notice on Prioritizing Persons Experiencing Chronic Homelessness and Other Vulnerable Homeless Persons in Permanent Supportive Housing
- CPD-017-01- Notice Establishing Additional Requirements for a Continuum of Care Centralized Coordinated Assessment System
- CPD-20-08- 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 that update or replace 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 persons experiencing Chronic Homelessness 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, as long as 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 Homelessness, 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 Housing First shelter but where the cumulative time homeless is at least 12 months, **and** there is a severe service need.
- 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 habitation, 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 (TH) 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 prior to residing in that TH project even if they did not live in a place 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 a CoC Program-funded PSH documents how the determination was made that there were no eligible individuals or families within the CoC's geographic area that met a higher priority.

A Housing First Model is to be prioritized. Housing First is an approach in which housing is offered to people experiencing homelessness without preconditions. Programs ensure that no potential clients are screened out or terminated based on any of the following criteria:

- Having too little or no income
- Active/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
- Being a victim of domestic violence
- Any other activity not covered in a lease agreement typically found in the CoC's geographic area.
- People at severe risk of contracting coronavirus will be prioritized for projects utilizing ESG-CV funding, per CPD-20-08, pg. 6. They will subsequently be prioritized based on the factors listed above.

Anti-Discrimination Policy

Anti-Discrimination Policy in Administering Housing and Service Assistance

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

It shall be the policy of the Continuum of Care (CoC) to maintain and promote a safe environment for all persons in all CoC- and ESG-funded programs and beyond. All staff, volunteers, and contract providers are prohibited

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

This attachment contains the following:

1. **Troy Housing Authority** – PHA
 - a. Administrative Plan – Highlighted Section: Homeless Preference
2. **Hoosick Housing Authority** - PHA
 - a. No Homeless Preference

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

1. **Troy 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.

Troy Housing Authority Policy

The PHA will give each of the following preferences one (1) preference point:

- A. Families of Federally-declared disasters as certified by the Federal Emergency Management Agency (FEMA).
- B. Working families where the head, spouse, co-head, or sole member is employed 20 hours or more per week and those unable to work because of age (62+) or disability. (Working means documented employment or contracting of 20 hours or more per week that will be reported to the Internal Revenue Service.)
- C. U.S. Veterans or Active U.S. Service Members, except those who were dishonorably discharged. This includes the surviving spouse of a deceased service member or veteran.
- D. Applicants who live in Troy, New York (including applicants temporarily placed outside the city, through no fault of their own by Rensselaer County Department of Social Services whose last permanent address was within the City of Troy, New York). Applicants working in Troy or who have a verified job offer in Troy are eligible for this residency preference.
- E. Families from the jurisdiction of Troy Housing Authority who have become homeless, through no fault of their own, and are presently being housed in shelters or motels through assistance from the Rensselaer County Department of Social Services.
- F. Households with non-elderly persons (18- 62 years of age) with disabilities transitioning out of institutional and other segregated settings, at serious risk of institutionalization, homeless, or at risk of becoming homeless.

The PHA will not deny a local preference, nor otherwise exclude or penalize a family in admission to the program, solely because the family resides in public housing.

Homeless
Preference



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

This attachment contains the following:

1. Moving On Preferences
 - a. **Troy Housing Authority (THA)** - PHA
 - i. Emergency Housing Voucher (EHV) Memorandum of Understanding –
Highlighted Section: Moving On preference in local priority
2. NY-512'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. **Troy Housing Authority (THA)** - PHA

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

Memorandum of Understanding

Created and entered into on June 15, 2021

Between

Troy Housing Authority (PHA)

1 Eddy's Lane

Troy, New York 12180

and

**Rensselaer County Homeless Services Collaborative (RCHSC)
aka NY-512 Troy/Rensselaer County Continuum of Care (CoC)**

c/o CARES OF NY, INC.

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

I. Introduction and Goals:

- The PHA and CoC commit to administering the Emergency Housing Vouchers (EHVs) in accordance with all program requirements.
- 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.
- Identification of staff position at the PHA and CoC who will serve as the lead EHV liaisons.

PHA Lead HCV Liaison: Michael Belanger, Housing Choice Voucher (HCV) Program Manager
Responsibilities of the PHA EHV liaison: Oversee utilization of EHVs.

CoC Lead Staff Liaison: Andra Ordansky, Coordinated Entry Manager
(Joseph's House Planning and Grants Coordinator)

Responsibilities of the CoC EHV liaison: Oversees the prioritization of applicants and referrals to the EHV Program through the CoC

Moving-on Preference

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

Tier 1 – Recently Homeless – Individuals and families who are in Permanent Supportive Housing and are assessed by CE as having service needs that have been resolved but who still need rental subsidy to remain stably housed.

Tier 2 – Individuals and families who are Homeless and/or fleeing, or attempting to flee, domestic violence, dating violence, sexual assault, stalking, or human trafficking, and who are assessed by CE as having service needs that are resolved through RRH or other community providers, and who still will need a long term rental subsidy to become and to remain stably housed.

Tier 3 – At Risk of Homelessness - Individuals and families who are at risk of losing their housing, and who are assessed by CE as having service needs that are resolved by Homelessness Prevention or other community providers but who still need a long term rental subsidy to be stably housed.

Applicants will be referred and tiered on a unique EHV Wait List. Within each tier, the CE system will generate a ranking value. There will be no further ranking based on local preferences as established for the regular HCV Program.

Because the EHV waiting list is based on direct referrals from the CoC or requests through the PHA's VAWA emergency transfer plan and not applications from the general public, HUD is waiving § 982.206, which requires the PHA to give public notice when opening and closing the waiting list. Under this alternative requirement, the PHA will work directly with the CoC and other referral agency partners to manage the number of referrals and the

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

2. NY-512's Written Standards excerpt that details the CoC's Moving On Strategy.

MOVE ON STRATEGY FOR RECOGNITION OF TENANT INDEPENDENCE

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

Recruiting Affordable Housing Providers

The Move On Strategy targets existing tenants in supportive housing who are stable and require only minimal supportive services. These tenants are, with client choice, assisted to transition to a mainstream rent subsidy (typically the Housing Choice Voucher program) or an affordable housing unit, which frees up their subsidy for someone who is chronically homeless and needs the intensive services and long-term subsidies offered in supportive housing. The mainstream rent subsidy may include programs like Public Housing Authorities (PHAs), multifamily assisted housing owners, Low Income Tax Credit (LIHTC) developments, and local low-income housing programs. Phase I of the Move On Strategy has been implemented with the Troy Housing Authority (THA), who works with local supportive housing providers to support clients in moving on from supportive housing units. Phase II of the Move On Strategy will include formalizing this practice with THA and 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

RCHSC 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

RCHSC 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

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

Ongoing CoC Assessment of Move On Strategy

Once annually the CoC will assess the success of this Move On Strategy, reviewing number/percentage of persons who have moved on and rate of retention in affordable housing destinations. 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 and website screen shot announcing the final Rank & Review **New/DV Bonus 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-512'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-512's draft Rank & Review **Renewal Part 2 Tool**

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

e) Email announcement and screen shot of public comment period for NY-512's draft Rank & Review **New/DV Bonus Application Tool**

f) Blank Rank & Review **New/DV Bonus Application Tool**

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

1. Screen shot of a website posting that demonstrates your CoC announced it was accepting project applications.
 - (a) Email and website screen shot announcing the final Rank & Review **Renewal Part 1 Tool** is ready for completion

Nicholas Cassaro

From: Nicholas Cassaro
Sent: Monday, June 7, 2021 3:30 PM
To: 'Amy LaFountain (alafountain@josephshousetroy.org)'; 'Andra Zubkovs (andraz@josephshousetroy.org)'; 'Bonnie Benson (bonnieb@ywca-gcr.org)'; Christopher Burke ; 'dwarren@unityhouseny.org'; 'grants.contracts@unityhouseny.org'; 'kaddy@caresny.org'; 'Kathleen Ide (kathleen.ide@rcda.org)'; 'Kevin O'Connor (koconnor@josephshousetroy.org)'; 'Sondra Young'; Starletta Smith (starlettas@ywca-gcr.org); Tracy Pitcher
Cc: Samantha Barnaby
Subject: Released for Completion R&R Part 1 Tool: Deadline Friday, June 11, 2021
Attachments: 2021 Rank and Review Part 1 Tool Final.pdf; Final HMIS Data Attachments.pdf; RCHSC-Rank-Review-2021-Part-1-Checklist.pdf

Importance: High

Dear Continuum of Care Applicants,

Please see attached:

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

The application is also available on the CARES website:

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

The application must be completed by **COB 6/11/2021** and submitted in one PDF attachment. Please include the Rank and Review Attachments Checklist, completed Part 1 Tool, and supporting Data Attachments as specified on the checklist. Applications should be submitted to ncassaro@caresny.org using your agency name/project name as the subject line.

Sincerely,

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



Find us on [Facebook](#)



- 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

Rensselaer County Homeless Services Collaborative (RCHSC)

 [RCHSC Home Page](#)

2021 RANK & REVIEW DOCUMENTS

FINAL:  [2021 NY 512 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

Release Date: **June 7, 2021** Due Date: **June 11, 2021**

 [NY-512 Rank and Review Part 1 Attachments Checklist](#)

 [NY-512 Rank and Review Part 1 Tool](#)

View Rank & Review Archives

 2020 Rank & Review: RCHSC

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

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

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

Nicholas Cassaro

From: Nicholas Cassaro
Sent: Tuesday, September 14, 2021 8:21 AM
To: Aimee Ohlidal (aohlidal@unityhouseny.org); Allyson Ryan; Allyson Thiessen ; Amber Luke (aluke@unityhouseny.org); Amber Sullivan - Capital District EOC (a.sullivan1@hvcc.edu); Amy LaFountain (alafountain@josephshousetroy.org); Andra Zubkovs (andraz@josephshousetroy.org); Andrea Ryan; Angela Balogun (abalogun@ceoempowers.org); asmith@vanderheyden.org; Bernice White - Community Builders (bernice.white@tcbinc.org); Bonnie Benson (bonnieb@ywca-gcr.org); Brittany Piccolo (Bpiccolo@vanderheyden.org); Charles Doyle (charles.doyle@troyny.gov); Christine Nealon (Christine@triponline.org); Christopher Burke (cburke@unityhouseny.org); Claudete Senior; Colleen Seeley; Dana Plusch; David Kunzelman (David.kunzelman@redcross.org); David Sosa; Elaine Davies (edavies@unityhouseny.org); Elaine Harwood (e.harwood@hvcc.edu); Erin Bradley (ebradley@ceo-cap.org); Fawn Potash (fpotash@ilchv.org); Geoff Raiti ; grants.contracts@unityhouseny.org; Haleigh Schmidhamer; Jacob Dale (jacob.t.dale@hud.gov); Janelle Shults; Janet Simmons (jsimmons@northeastcareer.org); Jennifer LeMay; Jim Crawford (jim.crawford@cchoalbany.org); Joe Sluszka (jsluszka@ahcvets.org); John Salka (john.salka@troyny.gov); Katrina Middleton; Kelli Clark; Kelsey Addy; Kevin O'Connor (koconnor@josephshousetroy.org); Kirstein DonVito (KDonVito@renesco.com); Laura Amos (laura.amos@troyny.gov); Laurie Mooney (lmooney@rensselaerhousing.org); laurie.mcbain (laurie.mcbain@sphp.com); Leslie Cheu (lcheu@tsbfoundation.org); Linda Jones-Pettis (linda.jones-pettis@dfa.state.ny.us); Linda Lewis ; Lindsey Crusan; Loni Warrington (lwarrington@renesco.com); Mary Ann Ogren (mogren@rensselaerhousing.org); Mary Kay Cassidy (marykay.cassidy@dfa.state.ny.us); Maura Psoino - Vanderheyden (mpsoinos@vanderheyden.org); Maureen Corbett (Maureen.corbett@va.gov); Mayor Patrick Madden (mayorsoffice@troyny.gov); meghan.meyerson@ccrcda.org; Melissa Cherubino; Michael Hagmaier; Michelle Abel (michellea@ccalbany.org); Michelle Chavarria; Mike Maloney (mmaloney@unityhouseny.org); nbraun@josephshousetroy.org; Nicholas Cassaro; Nina Nichols; Pam Booker (pbooker@ccalbany.org); Patrick Madden ; Peter Goebel (pgoebel@renesco.com); Ray Reuter (raymhep@outlook.com); Rev Donna Elia (delia@taum.org); Robert Romaker; Rose Kelly (rkelly@rensselaerhousing.org); Salley Zglonski; Sarah Trombley (strombley@unityhouseny.org); Stacey Thayer (stacey.thayer@cdphp.com); Starletta Smith (starlettas@ywca-gcr.org); Stephen Piasecki; Susan Benjamin (susanbenjamin@hotmail.com); Susan Jones; Tabita Dunn Unity House; Talia Gamble (gamblet@troy.k12.ny.us); Terra Stone (tstone@renesco.com); Theresa Beaudoin ; Thomas Hulihan (hulihant@troyhousing.org); Totia Harris; Tracy Pitcher (tpitcher@stpaulscenter.com); Tyrone Byrd (tbyrd@wesoldieron.org); Veronica Lestage; Warren Youngblood (w.youngblood@ahcvets.org); Wendy Wahlberg (wwahlberg@lasnny.org); William Brown (wbrown@wesoldieron.org); William Robson
Subject: Released for Completion CoC Funding Opportunities for New Projects; Deadline September 21, 2021
Attachments: 2021 NY 501-New Project Application.docx; DV Bonus RFP 2021 NY-501.docx
Importance: High

Dear RCHSC CoC Members,

The **FY21 CoC Renewal Part 2 and New/DV Bonus applications** for Rank & Review are now open for completion, are attached to this email, and can be found on the [CARES](#) website. Please feel free to extend this information broadly as New Project proposals will be considered from all eligible applicants regardless of whether an organization has previously received CoC Program funding.

The application must be completed by **COB Tuesday, September 21st** and submitted as a PDF attachment. Applications should be submitted to [Nick Cassaro](#) using your agency name/project name as the subject line. Please be aware all new project applications are **due in Esnaps by October 1st** to meet HUD deadlines, even though scoring Rank and Review is not yet finalized.

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

Thank you!

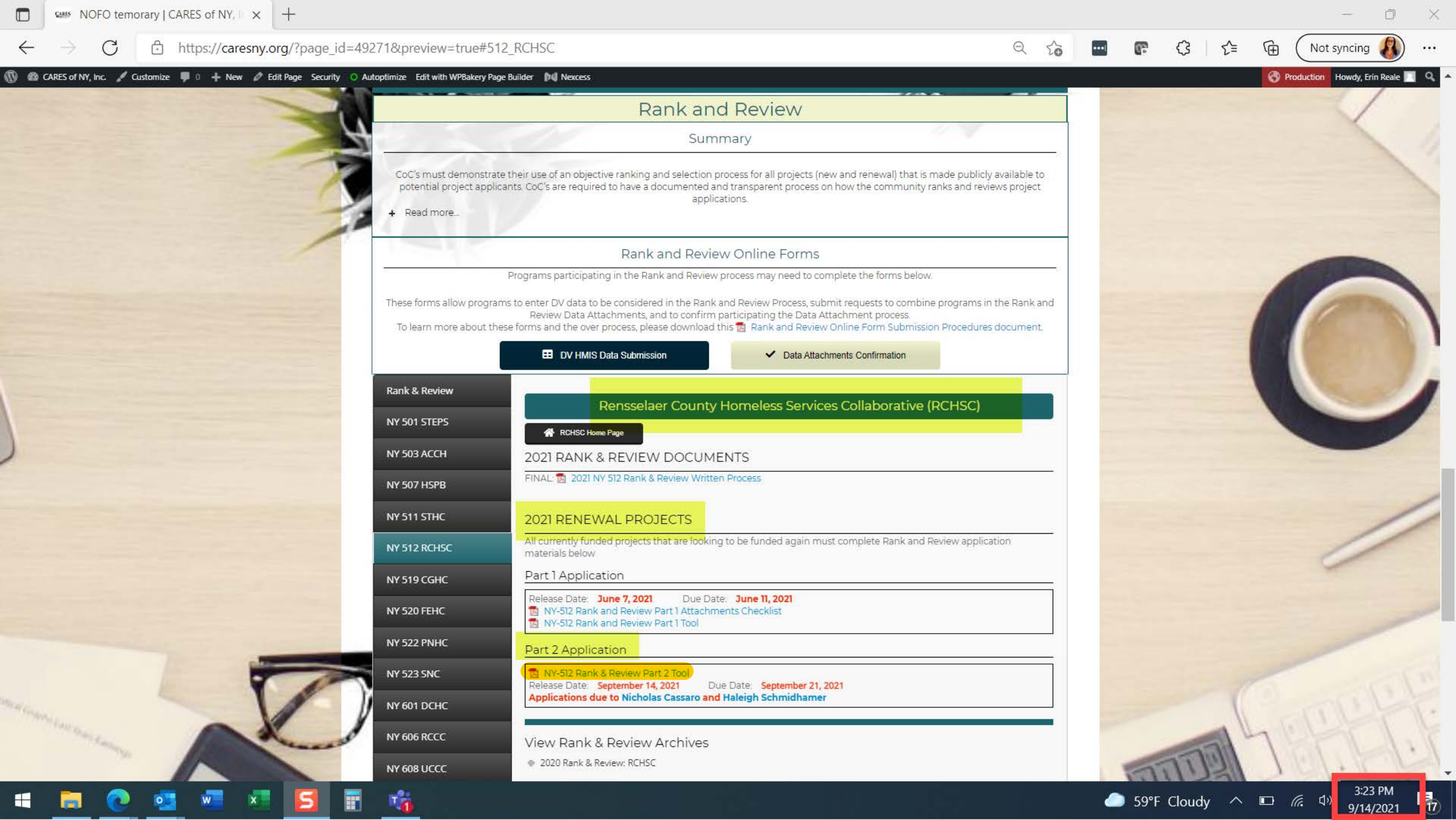
Sincerely,

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



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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

NY 606 RCCC

NY 608 UCCC

Rensselaer County Homeless Services Collaborative (RCHSC)

[RCHSC Home Page](#)

2021 RANK & REVIEW DOCUMENTS

FINAL: [2021 NY 512 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

Release Date: **June 7, 2021** Due Date: **June 11, 2021**

[NY-512 Rank and Review Part 1 Attachments Checklist](#)

[NY-512 Rank and Review Part 1 Tool](#)

Part 2 Application

[NY-512 Rank & Review Part 2 Tool](#)

Release Date: **September 14, 2021** Due Date: **September 21, 2021**

Applications due to Nicholas Cassaro and Haleigh Schmidhamer

View Rank & Review Archives

[2020 Rank & Review: RCHSC](#)

59°F Cloudy

3:23 PM

9/14/2021

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.

(c) Email Membership and website screen shot announcing the final Rank & Review
New/DV Bonus Tool is ready for completion

Nicholas Cassaro

From: Nicholas Cassaro
Sent: Tuesday, September 14, 2021 8:21 AM
To: Aimee Ohlidal (aohlidal@unityhouseny.org); Allyson Ryan; Allyson Thiessen ; Amber Luke (aluke@unityhouseny.org); Amber Sullivan - Capital District EOC (a.sullivan1@hvcc.edu); Amy LaFountain (alafountain@josephshousetroy.org); Andra Zubkovs (andraz@josephshousetroy.org); Andrea Ryan; Angela Balogun (abalogun@ceoempowers.org); asmith@vanderheyden.org; Bernice White - Community Builders (bernice.white@tcbinc.org); Bonnie Benson (bonnieb@ywca-gcr.org); Brittany Piccolo (Bpiccolo@vanderheyden.org); Charles Doyle (charles.doyle@troyny.gov); Christine Nealon (Christine@triponline.org); Christopher Burke (cburke@unityhouseny.org); Claudete Senior; Colleen Seeley; Dana Plusch; David Kunzelman (David.kunzelman@redcross.org); David Sosa; Elaine Davies (edavies@unityhouseny.org); Elaine Harwood (e.harwood@hvcc.edu); Erin Bradley (ebradley@ceo-cap.org); Fawn Potash (fpotash@ilchv.org); Geoff Raiti ; grants.contracts@unityhouseny.org; Haleigh Schmidhamer; Jacob Dale (jacob.t.dale@hud.gov); Janelle Shults; Janet Simmons (jsimmons@northeastcareer.org); Jennifer LeMay; Jim Crawford (jim.crawford@cchoalbany.org); Joe Sluszka (jsluszka@ahcvets.org); John Salka (john.salka@troyny.gov); Katrina Middleton; Kelli Clark; Kelsey Addy; Kevin O'Connor (koconnor@josephshousetroy.org); Kirstein DonVito (KDonVito@rensco.com); Laura Amos (laura.amos@troyny.gov); Laurie Mooney (lmooney@rensselaerhousing.org); laurie.mcbain (laurie.mcbain@sphp.com); Leslie Cheu (lcheu@tsbfoundation.org); Linda Jones-Pettis (linda.jones-pettis@dfa.state.ny.us); Linda Lewis ; Lindsey Crusan; Loni Warrington (lwarrington@rensco.com); Mary Ann Ogren (mogren@rensselaerhousing.org); Mary Kay Cassidy (marykay.cassidy@dfa.state.ny.us); Maura Psoino - Vanderheyden (mpsoinos@vanderheyden.org); Maureen Corbett (Maureen.corbett@va.gov); Mayor Patrick Madden (mayoroffice@troyny.gov); megan.meyerson@ccrcda.org; Melissa Cherubino; Michael Hagmaier; Michelle Abel (michellea@ccalbany.org); Michelle Chavarria; Mike Maloney (mmaloney@unityhouseny.org); nbraun@josephshousetroy.org; Nicholas Cassaro; Nina Nichols; Pam Booker (pbooker@ccalbany.org); Patrick Madden ; Peter Goebel (pgoebel@rensco.com); Ray Reuter (raymhep@outlook.com); Rev Donna Elia (delia@taum.org); Robert Romaker; Rose Kelly (rkelly@rensselaerhousing.org); Salley Zglonski; Sarah Trombley (strombley@unityhouseny.org); Stacey Thayer (stacey.thayer@cdphp.com); Starletta Smith (starlettas@ywca-gcr.org); Stephen Piasecki; Susan Benjamin (susanbenjamin@hotmail.com); Susan Jones; Tabita Dunn Unity House; Talia Gamble (gamblet@troy.k12.ny.us); Terra Stone (tstone@rensco.com); Theresa Beaudoin ; Thomas Hulihan (hulihant@troyhousing.org); Totia Harris; Tracy Pitcher (tpitcher@stpaulscenter.com); Tyrone Byrd (tbyrd@wesoldieron.org); Veronica Lestage; Warren Youngblood (w.youngblood@ahcvets.org); Wendy Wahlberg (wwahlberg@lasnny.org); William Brown (wbrown@wesoldieron.org); William Robson
Subject: Released for Completion CoC Funding Opportunities for New Projects: Deadline September 21, 2021
Attachments: 2021 NY 501-New Project Application.docx; DV Bonus RFP 2021 NY-501.docx
Importance: High

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Thank you!

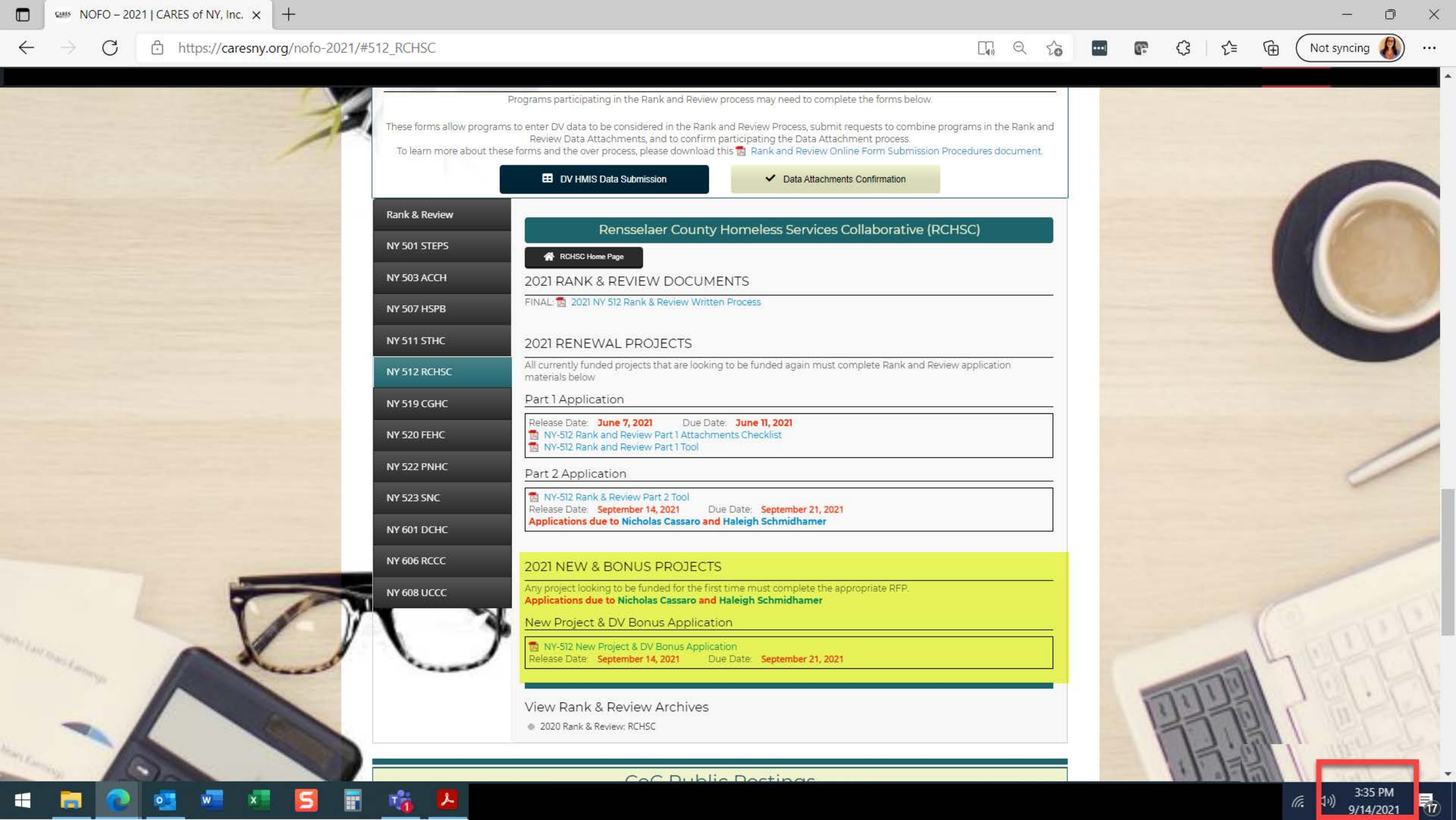
Sincerely,

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



Find us on [Facebook](#)





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DV HMIS Data Submission Data Attachments Confirmation

- Rank & Review
- NY 501 STEPS
- NY 503 ACCH
- NY 507 HSPB
- NY 511 STHC
- NY 512 RCHSC**
- NY 519 CGHC
- NY 520 FEHC
- NY 522 PNHC
- NY 523 SNC
- NY 601 DCHC
- NY 606 RCCC
- NY 608 UCCC

Rensselaer County Homeless Services Collaborative (RCHSC)

RCHSC Home Page

2021 RANK & REVIEW DOCUMENTS

FINAL: [2021 NY 512 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

Release Date: **June 7, 2021** Due Date: **June 11, 2021**
 [NY-512 Rank and Review Part 1 Attachments Checklist](#)
 [NY-512 Rank and Review Part 1 Tool](#)

Part 2 Application

[NY-512 Rank & Review Part 2 Tool](#)
Release Date: **September 14, 2021** Due Date: **September 21, 2021**
Applications due to Nicholas Cassaro and Haleigh Schmidhamer

2021 NEW & BONUS PROJECTS

Any project looking to be funded for the first time must complete the appropriate RFP.
Applications due to Nicholas Cassaro and Haleigh Schmidhamer

New Project & DV Bonus Application

[NY-512 New Project & DV Bonus Application](#)
Release Date: **September 14, 2021** Due Date: **September 21, 2021**

View Rank & Review Archives

2020 Rank & Review: RCHSC

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-512's draft Rank & Review **Renewal Part 1 Tool**

Nicholas Cassaro

From: Nicholas Cassaro
Sent: Thursday, April 8, 2021 1:57 PM
To: Aimee Ohlidal (aohlidal@unityhouseny.org); Allyson Ryan; Allyson Thiessen ; Amber Luke (aluke@unityhouseny.org); Amber Sullivan - Capital District EOC (a.sullivan1@hvcc.edu); Amy LaFountain (alafountain@josephshousetroy.org); Andra Zubkovs (andraz@josephshousetroy.org); Angela Balogun (abalogun@ceoempowers.org); asmith@vanderheyden.org; Bernice White - Community Builders (bernice.white@tcbinc.org); Bonnie Benson (bonnieb@ywca-gcr.org); Brittany Piccolo (Bpiccolo@vanderheyden.org); Carrie Blanchard; Charles Doyle (charles.doyle@troyny.gov); Charlotte O'Connor (charlotte.oconnor@TCBINC.ORG); Christopher Burke (cburke@unityhouseny.org); Claudete Senior; Colleen Seeley; Dana Plusch; Dave Warren (dwarren@unityhouseny.org); David Kunzelman (David.kunzelman@redcross.org); David Sosa; Donna Vaughn ; Elaine Davies (edavies@unityhouseny.org); Elaine Harwood (e.harwood@hvcc.edu); Erin Bradley (eradley@ceo-cap.org); Fawn Potash (fpotash@ilchv.org); Geoff Raiti ; grants.contracts@unityhouseny.org; Jacob Dale (jacob.t.dale@hud.gov); Janelle Shults; Janet Simmons (jsimmons@northeastcareer.org); Jennifer LeMay; Jenny Hixon; Jim Crawford (jim.crawford@cchoalbany.org); Joe Sluszka (jsluszka@ahcvets.org); John Salka (john.salka@troyny.gov); Kathleen Ide (kathleen.ide@rcda.org); Katrina Middleton; Kelli Clark; Kelsey Addy; Kevin O'Connor (koconnor@josephshousetroy.org); Kirstein DonVito (KDonVito@renesco.com); Kirsten Danforth (kirsten.danforth@VA.gov); Laura Amos (laura.amos@troyny.gov); Laurie Mooney (lmooney@rensselaerhousing.org); laurie.mcbain (laurie.mcbain@sphp.com); Leslie Cheu (lcheu@tsbfoundation.org); Linda Jones-Pettis (linda.jones-pettis@dfa.state.ny.us); Linda Lewis ; Lindsey Crusan; Loni Warrington (lwarrington@renesco.com); Mary Ann Ogren (mogren@rensselaerhousing.org); Mary Kay Cassidy (marykay.cassidy@dfa.state.ny.us); Maura Psolino - Vanderheyden (mpsoinos@vanderheyden.org); Maureen Corbett (Maureen.corbett@va.gov); Mayor Patrick Madden (mayoroffice@troyny.gov); Meghan Meyerson (mmeyerson@stpaulscenter.com); Melissa Cherubino; Michael Hagmaier; Michelle Abel (michellea@ccalbany.org); Michelle Chavarria; Mike Maloney (mmaloney@unityhouseny.org); nbraun@josephshousetroy.org; Nicholas Cassaro; Nina Nichols; Pam Booker (pbooker@ccalbany.org); Peter Goebel (pgoebel@renesco.com); Ray Reuter (raymhiep@outlook.com); Rev Donna Elia (delia@taum.org); Robert Romaker; Rose Kelly (rkelly@rensselaerhousing.org); Salley Zglonski; Sarah Trombley (strombley@unityhouseny.org); Shara Bender (sharab@ywca-gcr.org); Stacey Thayer (stacey.thayer@cdphp.com); Starletta Smith (starlettas@ywca-gcr.org); Stephen Piasecki; Susan Benjamin (susanbenjamin@hotmail.com); Susan Jones; Tabita Dunn Unity House; Talia Gamble (gamblet@troy.k12.ny.us); Terra Stone (tstone@renesco.com); Theresa Beaudoin ; Thomas Hulihan (hulihant@troyhousing.org); Tom B; Totia Harris; Tracy Pitcher (tpitcher@stpaulscenter.com); Tyrone Byrd (tbyrd@wesoldieron.org); Veronica Lestage; Warren Youngblood (w.youngblood@ahcvets.org); Wendy Wahlberg (wwahlberg@lasnny.org); William Brown (wbrown@wesoldieron.org); William Robson
Subject: Public Comment Notification: 2021 CoC Rank and Review Written Process and Part One Tool

Dear RCHSC Members,

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

Please send all comments to ncassaro@caresny.org by COB April 15, 2020.

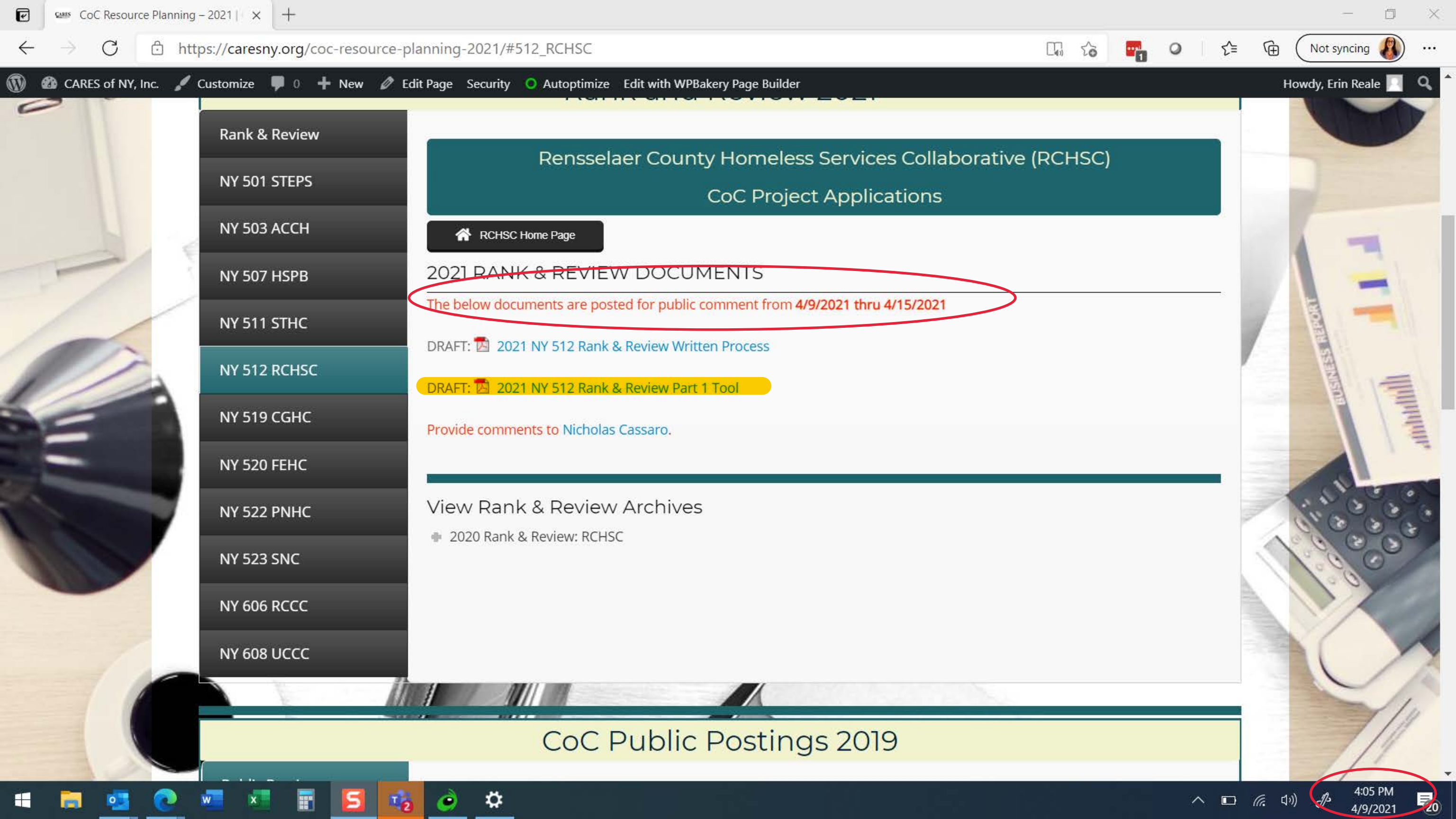
[NY-512 CoC/Planning](#)

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



Find us on [Facebook](#)





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

Rensselaer County Homeless Services Collaborative (RCHSC) CoC Project Applications

[RCHSC Home Page](#)

2021 RANK & REVIEW DOCUMENTS

The below documents are posted for public comment from 4/9/2021 thru 4/15/2021

DRAFT: [2021 NY 512 Rank & Review Written Process](#)

DRAFT: [2021 NY 512 Rank & Review Part 1 Tool](#)

Provide comments to [Nicholas Cassaro](#).

View Rank & Review Archives

[2020 Rank & Review: RCHSC](#)

CoC Public Postings 2019

4:05 PM
4/9/2021

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

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

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

RENSSELAER COUNTY HOMELESS SERVICES COLLABORATIVE

RANK AND REVIEW APPLICATION 2021

PART 1: SYSTEM PERFORMANCE AND DATA QUALITY QUESTIONS

APPLICATION DUE DATE: JUNE 11, 2021

- Utilization:** Using the project's FY19 Project Application and Federal Fiscal Year 2020 (FY20)* APR, complete the chart below. Please round up to the closest whole number.

MAX 20 pts

Please print and attach the questions noted below from the FY19 Application and FY20 APR.

	Projected Persons Served during Average PIT (Project Application Q5A)	Actual Number Served during PIT (APR Q7 & 8)	
		Household	Persons
January	_____ Households		
April			
July			
October			
Average	_____ Persons		

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

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

- Did your project meet its projected number of *either* households or persons served during the year (100% or more utilization)? ☐ **Yes 15 pts** ☐ **No 0 pts**

- The Continuum prioritizes projects that best utilize resources. Did your project have a utilization rate of more than 100% in *both* households and persons? ☐ **Yes 5 pts** ☐ **No 0 pts**

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

- Chronic Homeless - Dedicated:**

MAX 15 pts

To show the impact that this project had on ending chronic homelessness (CH) in the CoC, refer to **Attachment 1** and note below the percentage of dedicated CH beds this project contributes to the CoC: _____.

≥21%=15 pts.; 20-11=10 pts.; 10-1=5 pts.; 0=0 pts.

3. Effect on Chronic Homeless:

MAX 15 pts

Permanent Supportive Housing Programs ONLY

During FY20, the CoC's **PSH projects** served **171** chronically homeless individuals. To show the impact this project had toward the goal of ending chronic homelessness, refer to **Attachment 2** to note the following:

- 3a.** The total number of chronically homeless persons this project served in FY20:
_____ **(0 pts)**
- 3b.** This project served what percent of the total number of CH served by the CoC in FY20 ____ %
30-100% = 15 pts; 29-20% = 12 pts; 19-10% = 8 pts; 9-1%=4; 0%=0 pts

Rapid Rehousing Housing Programs ONLY

During FY20, all federally funded **RRH projects (CoC, ESG, STEHP)** served **9** chronically homeless individuals. To show the impact of this project towards goal of ending chronic homelessness, refer to **Attachment 2** to note the following:

- 3c.** The total number of chronically homeless persons this project served in FY20:
_____ **(0 pts)**
- 3d.** This RRH project served what percentage of the total number of CH in the community in FY20 ____ %
30-100% = 15 pts; 29-20% = 12 pts; 19-10% = 8 pts; 9-1%=4; 0%=0 pts

4. Total Awarded Funds

MAX 20 pts

4a. Did the project spend at least 90% of total awarded funds? ☐ **Yes 10 pts** ☐ **No 0 pts**

4b. Did the project spend between 80-89% of total awarded funds? ☐ **Yes 5 pts** ☐ **No 0 pts**

4c. The Continuum returned a total of \$ _____ (CARES will provide total amount after application is submitted) from the total FY18 (or most recently ended contract) awarded funds.

What dollar amount did this project return in the most recently ended contract?
_____ **0-10 pts**

Percentage of program funds returned in relation to overall CoC returned: ____%
(to be filled in by CARES)

5. Positive Outcomes:

(0-25 points)

Permanent Supportive Housing Projects: During FY20, the average positive outcome rate across all persons served** in CoC PSH projects (**a positive outcome for PSH is when an individual is a stayer or exits to a PH destination**) was **96%**. The CoC's Written Standard for PSH projects is 80%. To indicate how this project contributed to housing stability across the system, please note the positive housing outcome rate listed in **Attachment 3: _____%**

100% = 25 pts; 95-99% = 20 pts; 85-94% = 15 pts; 84-70%=10 pts; < 70% = 0 pts

Rapid Rehousing Projects: During FY20, the average positive outcome rate across all persons served** in RRH projects in the Continuum (**a positive outcome for RRH is when an individual exit to a PH destination**) was **64%**.

To indicate how this project contributed to housing stability across the system, please note the positive housing outcome rate listed in **Attachment 3: _____%**

100% = 25 pts; 95-99% = 20 pts; 85-94% = 15 pts; 84-70%=10 pts; < 70% = 0 pts

*****For the purpose of this Rank & Review Tool, persons served is defined as having an entry in HMIS or DV comparable database on or before the last day of Federal FY20.***

6. Exits to Homelessness:

(0-20 points)

To indicate the impact of this project ending homelessness, refer to **Attachment 4** (citing all CoC project leavers to emergency shelter or a place not meant for habitation) and note the percentage who exited this project to a shelter or the street. _____%

0%=20 pts, 1-5%=15 pts, 6-9%=10 pts, 10-15%=5 pts, > 16%=0

7. Income Growth: System Impact

(0-20 points)

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: _____%

>39% = 20 pts; 39-25% = 15 pts; 24-10% = 10; 9-0% = 0

8. Income Growth – Project Performance

(MAX 10 points)

(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% = 2.5 pts; 50-74% = 2 pts; 25-49% = 1.5 pts; 15-24% = 1 pts; 1-14% = .5 pts; 0% = 0 pts

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% = 2.5 pts; 50-74% = 2 pts; 25-49% = 1.5 pts; 15-24% = 1 pts; 1-14% = .5 pts; 0% = 0 pts

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% = 2.5 pts; 50-74% = 2 pts; 25-49% = 1.5 pts; 15-24% = 1 pts; 1-14% = .5 pts; 0% = 0 pts

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% = 2.5 pts; 50-74% = 2 pts; 25-49% = 1.5 pts; 15-24% = 1 pts; 1-14% = .5 pts; 0% = 0 pts

9. Data Quality & Completeness: Based on your FY20 APR Q6:

Any Yes - 0 pts All No - 5 pts

	Yes	No
9a. Is there an error rate of more than 5% of project participants' Personal Identifying Information?	☐	☐
9b. Is there an error rate of more than 5% of project's Universal Data elements?	☐	☐
9c. Is there an error rate of more than 5% of project participants' Income and Housing data?	☐	☐
9d. Is there an error rate of more than 5% of project's Chronic Homelessness data?	☐	☐

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-512's draft Rank & Review **Renewal Part 2 Tool**

Nicholas Cassaro

From: Nicholas Cassaro
Sent: Thursday, September 2, 2021 11:39 AM
To: Aimee Ohlidal (aohlidal@unityhouseny.org); Allyson Ryan; Allyson Thiessen ; Amber Luke (aluke@unityhouseny.org); Amber Sullivan - Capital District EOC (a.sullivan1@hvcc.edu); Amy LaFountain (alafountain@josephshousetroy.org); Andra Zubkovs (andraz@josephshousetroy.org); Andrea Ryan; Angela Balogun (abalogun@ceoempowers.org); asmith@vanderheyden.org; Bernice White - Community Builders (bernice.white@tcbinc.org); Bonnie Benson (bonnieb@ywca-gcr.org); Brittany Piccolo (Bpiccolo@vanderheyden.org); Charles Doyle (charles.doyle@troyny.gov); Christine Nealon (Christine@triponline.org); Christopher Burke (cburke@unityhouseny.org); Claudete Senior; Colleen Seeley; Dana Plusch; Dave Warren (dwarren@unityhouseny.org); David Kunzelman (David.kunzelman@redcross.org); David Sosa; Elaine Davies (edavies@unityhouseny.org); Elaine Harwood (e.harwood@hvcc.edu); Erin Bradley (ebradley@ceo-cap.org); Fawn Potash (fpotash@ilchv.org); Geoff Raiti ; grants.contracts@unityhouseny.org; Haleigh Schmidhamer; Jacob Dale (jacob.t.dale@hud.gov); Janelle Shults; Janet Simmons (jsimmons@northeastcareer.org); Jennifer LeMay; Jim Crawford (jim.crawford@cchoalbany.org); Joe Sluszka (jsluszka@ahcvets.org); John Salka (john.salka@troyny.gov); Katrina Middleton; Kelli Clark; Kelsey Addy; Kevin O'Connor (koconnor@josephshousetroy.org); Kirstein DonVito (KDonVito@renesco.com); Kirsten Danforth (kirsten.danforth@VA.gov); Laura Amos (laura.amos@troyny.gov); Laurie Mooney (lmooney@rensselaerhousing.org); laurie.mcbain (laurie.mcbain@sphp.com); Leslie Cheu (lcheu@tsbfoundation.org); Linda Jones-Pettis (linda.jones-pettis@dfa.state.ny.us); Linda Lewis ; Lindsey Crusan; Loni Warrington (lwarrington@renesco.com); Mary Ann Ogren (mogren@rensselaerhousing.org); Mary Kay Cassidy (marykay.cassidy@dfa.state.ny.us); Maura Psoino - Vanderheyden (mpsoinos@vanderheyden.org); Maureen Corbett (Maureen.corbett@va.gov); Mayor Patrick Madden (mayoroffice@troyny.gov); megan.meyerson@ccrcda.org; Melissa Cherubino; Michael Hagmaier; Michelle Abel (michellea@ccalbany.org); Michelle Chavarria; Mike Maloney (mmaloney@unityhouseny.org); nbraun@josephshousetroy.org; Nicholas Cassaro; Nina Nichols; Pam Booker (pbooker@ccalbany.org); Peter Goebel (pgoebel@renesco.com); Ray Reuter (raymhep@outlook.com); Rev Donna Elia (delia@taum.org); Robert Romaker; Rose Kelly (rkelly@rensselaerhousing.org); Salley Zglonski; Sarah Trombley (strombley@unityhouseny.org); Stacey Thayer (stacey.thayer@cdphp.com); Starletta Smith (starlettas@ywca-gcr.org); Stephen Piasecki; Susan Benjamin (susanbenjamin@hotmail.com); Susan Jones; Tabita Dunn Unity House; Talia Gamble (gamblet@troy.k12.ny.us); Terra Stone (tstone@renesco.com); Theresa Beaudoin ; Thomas Hulihan (hulihant@troyhousing.org); Totia Harris; Tracy Pitcher (tpitcher@stpaulscenter.com); Tyrone Byrd (tbyrd@wesoldieron.org); Veronica Lestage; Warren Youngblood (w.youngblood@ahcvets.org); Wendy Wahlberg (wwahlberg@lasnny.org); William Brown (wbrown@wesoldieron.org); William Robson
Cc: Samantha Barnaby
Subject: Public Comment Notification: 2021 CoC Rank and Review New & DV Bonus Applications
Importance: High

Dear RCHSC Members,

The comment period for the 2021 CoC Rank and Review Renewal Part 2 Tool & New/DV Bonus Applications is now open. Please use the link below to view the documents.

Please send all comments to ncassaro@caresny.org on or before Thursday, September 9, 2021.

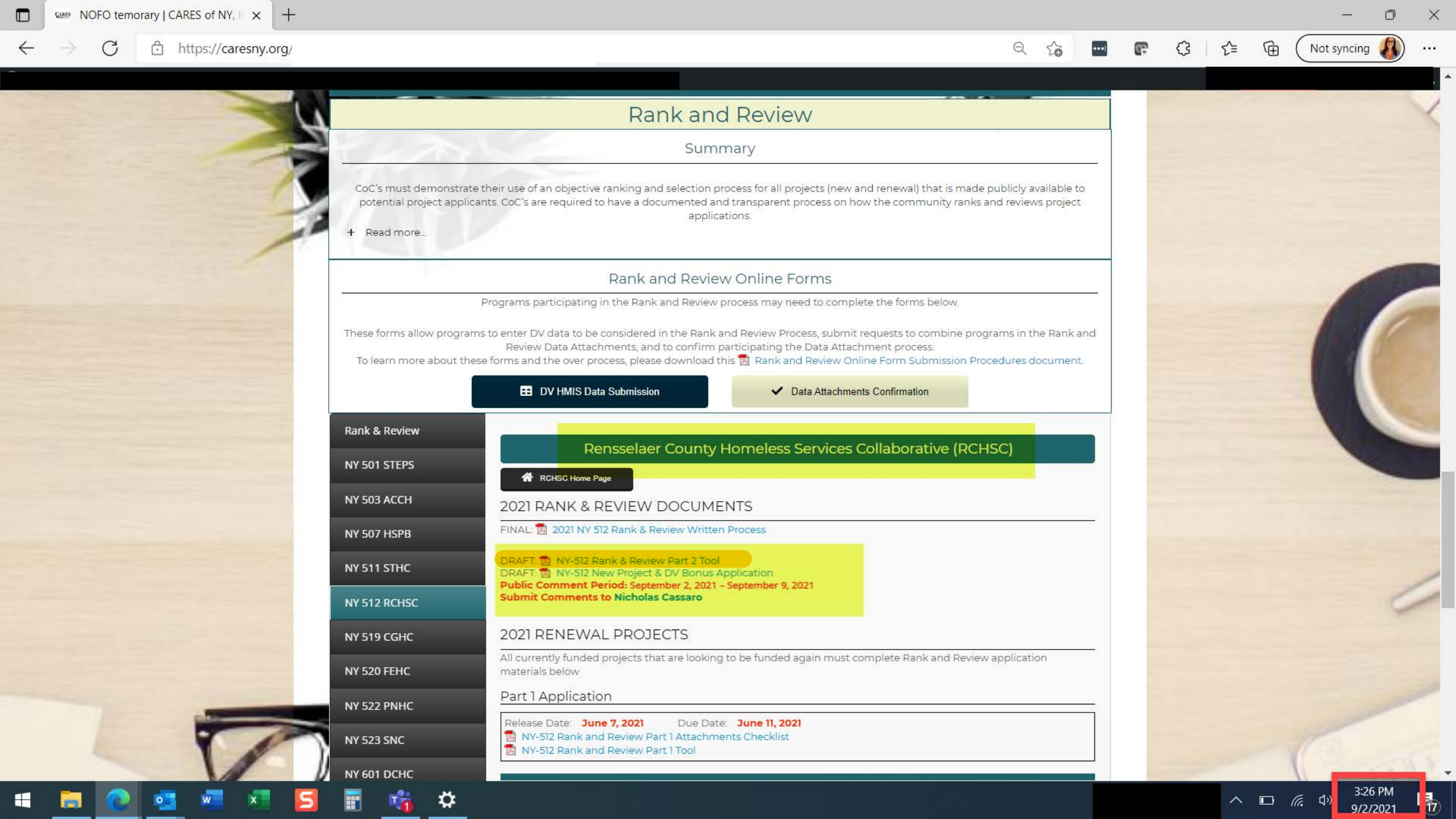
[NY-512 CoC/Planning](#)

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



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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

Rensselaer County Homeless Services Collaborative (RCHSC)

RCHSC Home Page

2021 RANK & REVIEW DOCUMENTS

FINAL: [2021 NY 512 Rank & Review Written Process](#)

DRAFT: NY-512 Rank & Review Part 2 Tool

DRAFT: NY-512 New Project & DV Bonus Application

Public Comment Period: September 2, 2021 – September 9, 2021

Submit Comments to Nicholas Cassaro

2021 RENEWAL PROJECTS

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

Part 1 Application

Release Date: **June 7, 2021** Due Date: **June 11, 2021**

[NY-512 Rank and Review Part 1 Attachments Checklist](#)

[NY-512 Rank and Review Part 1 Tool](#)

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**

RENSSELAER COUNTY HOMELESS SERVICES COLLABORATIVE
RANK AND REVIEW APPLICATION 2021
PART 2: WRITTEN QUESTIONS

PROJECT INFORMATION

Organization Name: _____

Project Name: _____

Application Contact Person: _____

Project Type: PSH ☐ RRH ☐ SSO ☐

FY20 Proposed Total Funding Request: \$ _____

Leasing \$ _____

Rental Assistance \$ _____

Supportive Services \$ _____

Operations \$ _____

Admin \$ _____

Is this project voluntarily reallocating funds to the CoC? ☐ **Yes** ☐ **No**

PROJECT DESCRIPTION

To assist reviewers, please provide a brief overview of the project (250 words or less). Please include the target population/s, primary and supplemented services provided/offered to participants, the number of contracted beds and units, and any other information you think will help reviewers understand the program's fundamental and unique characteristics.

- 1. Utilization:** If the utilization rate of both households and persons was less than 100% in Part 1 Tool question 1b due to circumstance beyond the project's control (e.g., natural disaster), please explain why in 250 words or less.
o to 20 points.

2. **Housing First:** Does your project follow core elements of the *Housing First* approach by ensuring access to the project for eligible clients is **not** prohibited by:

All Yes - 10 pts Any No - 0 points

	Yes	No
Active or history of substance use	☐	☐
Having a criminal record with exceptions for state-mandated restriction	☐	☐
Having too little or little income	☐	☐
History of victimization (e.g. domestic violence, sexual assault, childhood abuse)	☐	☐
Failure to participate in supportive services	☐	☐
Failure to make progress on a service plan	☐	☐
Loss of income or failure to improve income	☐	☐
Any other activity not covered in a lease agreement typically found for unassisted persons in the project's geographic area	☐	☐

3. **CoC Participation:** Do project/agency staff participate in the CoC process by attending board and/or membership meetings, and/or participating in any CoC standing or Ad hoc committees of the RCHSC?

☐ Yes 5 points ☐ No 0 points

4. **Coordinated Entry**

a. Did your project exclusively receive referrals for potential new participants through the Coordinated Entry process or through a parallel process for DV providers? (*to be verified by the CoC CE Lead Agencies or supported with documents provided by the applicant*)

☐ Yes 10 points ☐ No 0 points

b. Did your agency attend at least 75 % of the coordinated entry team meetings in 2020? (*to be verified by the CoC CE Lead Agencies*)

☐ Yes 5 points ☐ No 0 points

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

0-5 points

Up to 2.5 pts awarded if the narrative clearly states the names of other funded and non-funded projects specifically.

Up to 2.5 pts awarded if the narrative clearly state(s) examples of how the collaboration affected the project's housing stability and/or impacted participant income growth to include non-cash benefits.

6. **Cultural Barriers** Please describe your agency's resources and experience in meeting the needs of clients facing various cultural barriers (e.g., language, gender identity, racial disparity, LGBTQ, mental health) in 250 words or less.

0-5 points

Up to 2.5 pts awarded if the narrative clearly describes the agency's resources in meeting the needs of the clients with cultural barriers.

Up to 2.5 pts awarded if the narrative clearly describes agency experience in meeting the needs of clients with cultural barriers.

7. **Number of Homeless Persons:** Was your project included in the final submission of the 2021 Housing Inventory and Point in Time by the Collaborative Applicant (*to be verified by the Collaborative Applicant*).

☐ **Yes 3 points**

☐ **No 0 points**

8. **Positive Outcomes:** The CoC acknowledges that positive outcomes for certain vulnerable populations (including victims of DV, persons with current or past substance abuse, and persons who have been chronically homeless) may not align with the typical definition of permanent housing attainment. If the project is operated by a victim services provider, and serves victims of domestic violence, please describe how you work to improve safety for participants. If the project serves a vulnerable population, please describe that population and how your project contributes to positive outcomes for participants.

MAX 5 pts

Up to 2.5 pts awarded if the narrative clearly describes measures that improve participant safety (does not apply to "mainstream" projects not operated by a DV provider).

Up to 2.5 pts awarded if the narrative clearly describes: at least one vulnerable population that it serves AND at least two ways that the project contributes to positive outcomes.

9. **Move on Strategy:** HUD encourages projects to partner with their local PHAs or other organizations to help CoC Program participants who no longer require intensive services "Move On" to other housing assistance programs (including, but not limited to HCV and Public Housing), in order to free up CoC Program funded PSH beds to be used for persons experience homelessness. Briefly describe what your project has done or will be doing in FY21 to support participants who may be ready to "Move On".

MAX 3 points

Up to 1.5 pts awarded if the narrative clearly describes potential partner agencies or projects.

Up to 1.5 pts awarded if the narrative clearly defines at least two of the following: potential strategies, benchmarks, or criteria for Move On.

10. **Employment Opportunities:** What strategies does your project use to connect participants to income, employment, or volunteering opportunities, in the context of their lives, goals, and service plans?
MAX 5 points.
Up to 2.5 pts awarded if the narrative clearly describes connection to participants life goals.
Up to 2.5 pts awarded if the narrative clearly describes connection to service plans.
11. **Performance Monitoring Results** - RCHSC continually monitors project performance throughout the year, as well as HUD APR Reviews, and annual monitoring and report. Please attach your memo from your most recently submitted annual monitoring and report.
0-10 points
10 points if most recently submitted annual monitoring report is attached and agency is in full compliance
5 points if most recently submitted annual monitoring report is attached and agency is not in full compliance
12. **Service Delivery Model Adjustments for COVID-19**
How have you adjusted your service delivery model to help clients during the pandemic?
(250 words or less)
0-5 points
1 point for continuing at least monthly contact with clients (including virtual)
2 points for ensuring clients have necessary items and supplies
2 points for adaptive service delivery (including virtual)
13. **Client Needs via New Partnerships During COVID-19** (250 words or less)
Explain how your organization worked with new partners (e.g., DOH, Health Providers/Pharmacies) to meet the health care needs of clients and how these partnerships can help build stronger and more equitable homeless response systems.
0-5 points
2.5 points for exemplifying partnerships were made to meet the health care needs of persons during the pandemic
2.5 points for exemplifying partnerships that will build a more equitable homelessness response system in the future
14. **Building COVID-19 Vaccine Confidence** (250 words or less)
How has your agency helped build COVID-19 vaccine confidence in clients and staff?
0-2 points
1 points for identifying and referring clients and/or staff to educational resources
1 points for hosting information sessions to promote vaccine confidence
15. **Agency Diversity, Equity and Inclusion Work** (250 words or less)

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

0-6 points

2 points for activities related to staff

2 points for activities related to clients

2 points for activities related to management/board

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 and screen shot of public comment period for NY-512's draft Rank & Review **New/DV Bonus Project Application Tool**

Nicholas Cassaro

From: Nicholas Cassaro
Sent: Thursday, September 2, 2021 11:39 AM
To: Aimee Ohlidal (aohlidal@unityhouseny.org); Allyson Ryan; Allyson Thiessen ; Amber Luke (aluke@unityhouseny.org); Amber Sullivan - Capital District EOC (a.sullivan1@hvcc.edu); Amy LaFountain (alafountain@josephshousetroy.org); Andra Zubkovs (andraz@josephshousetroy.org); Andrea Ryan; Angela Balogun (abalogun@ceoempowers.org); asmith@vanderheyden.org; Bernice White - Community Builders (bernice.white@tcbinc.org); Bonnie Benson (bonnieb@ywca-gcr.org); Brittany Piccolo (Bpiccolo@vanderheyden.org); Charles Doyle (charles.doyle@troyny.gov); Christine Nealon (Christine@triponline.org); Christopher Burke (cburke@unityhouseny.org); Claudete Senior; Colleen Seeley; Dana Plusch; Dave Warren (dwarren@unityhouseny.org); David Kunzelman (David.kunzelman@redcross.org); David Sosa; Elaine Davies (edavies@unityhouseny.org); Elaine Harwood (e.harwood@hvcc.edu); Erin Bradley (ebradley@ceo-cap.org); Fawn Potash (fpotash@ilchv.org); Geoff Raiti ; grants.contracts@unityhouseny.org; Haleigh Schmidhamer; Jacob Dale (jacob.t.dale@hud.gov); Janelle Shults; Janet Simmons (jsimmons@northeastcareer.org); Jennifer LeMay; Jim Crawford (jim.crawford@cchoalbany.org); Joe Sluszka (jsluszka@ahcvets.org); John Salka (john.salka@troyny.gov); Katrina Middleton; Kelli Clark; Kelsey Addy; Kevin O'Connor (koconnor@josephshousetroy.org); Kirstein DonVito (KDonVito@renesco.com); Kirsten Danforth (kirsten.danforth@VA.gov); Laura Amos (laura.amos@troyny.gov); Laurie Mooney (lmooney@rensselaerhousing.org); laurie.mcbain (laurie.mcbain@sphp.com); Leslie Cheu (lcheu@tsbfoundation.org); Linda Jones-Pettis (linda.jones-pettis@dfa.state.ny.us); Linda Lewis ; Lindsey Crusan; Loni Warrington (lwarrington@renesco.com); Mary Ann Ogren (mogren@rensselaerhousing.org); Mary Kay Cassidy (marykay.cassidy@dfa.state.ny.us); Maura Psoino - Vanderheyden (mpsoinos@vanderheyden.org); Maureen Corbett (Maureen.corbett@va.gov); Mayor Patrick Madden (mayoroffice@troyny.gov); megan.meyerson@ccrcda.org; Melissa Cherubino; Michael Hagmaier; Michelle Abel (michellea@ccalbany.org); Michelle Chavarria; Mike Maloney (mmaloney@unityhouseny.org); nbraun@josephshousetroy.org; Nicholas Cassaro; Nina Nichols; Pam Booker (pbooker@ccalbany.org); Peter Goebel (pgoebel@renesco.com); Ray Reuter (raymhep@outlook.com); Rev Donna Elia (delia@taum.org); Robert Romaker; Rose Kelly (rkelly@rensselaerhousing.org); Salley Zglonski; Sarah Trombley (strombley@unityhouseny.org); Stacey Thayer (stacey.thayer@cdphp.com); Starletta Smith (starlettas@ywca-gcr.org); Stephen Piasecki; Susan Benjamin (susanbenjamin@hotmail.com); Susan Jones; Tabita Dunn Unity House; Talia Gamble (gamblet@troy.k12.ny.us); Terra Stone (tstone@renesco.com); Theresa Beaudoin ; Thomas Hulihan (hulihant@troyhousing.org); Totia Harris; Tracy Pitcher (tpitcher@stpaulscenter.com); Tyrone Byrd (tbyrd@wesoldieron.org); Veronica Lestage; Warren Youngblood (w.youngblood@ahcvets.org); Wendy Wahlberg (wwahlberg@lasnny.org); William Brown (wbrown@wesoldieron.org); William Robson
Cc: Samantha Barnaby
Subject: Public Comment Notification: 2021 CoC Rank and Review New & DV Bonus Applications
Importance: High

Dear RCHSC Members,

The comment period for the 2021 CoC Rank and Review Renewal Part 2 Tool & New/DV Bonus Applications is now open. Please use the link below to view the documents.

Please send all comments to ncassaro@caresny.org on or before Thursday, September 9, 2021.

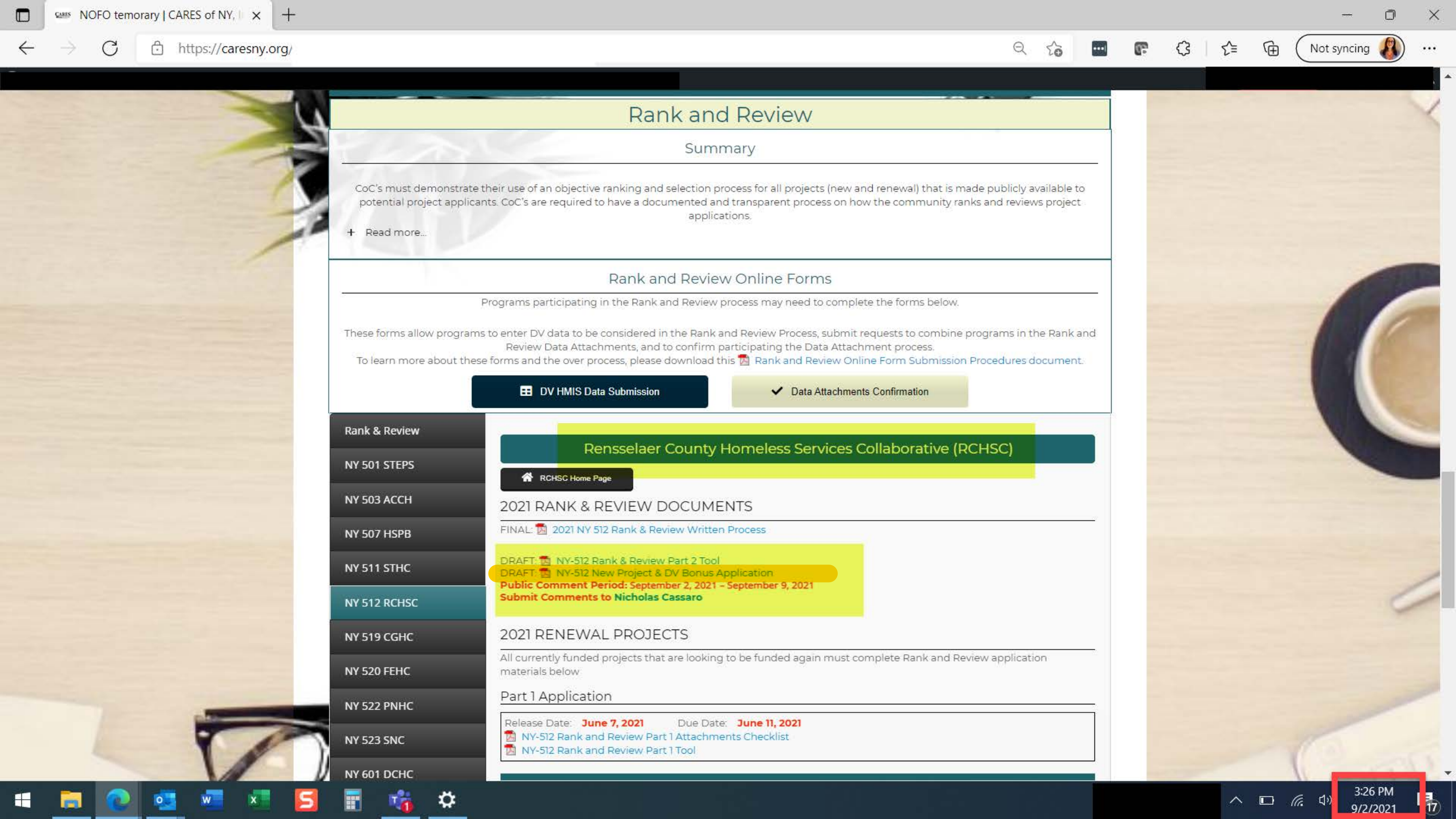
[NY-512 CoC/Planning](#)

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



Find us on [Facebook](#)





Rank and Review

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

Rensselaer County Homeless Services Collaborative (RCHSC)

[RCHSC Home Page](#)

2021 RANK & REVIEW DOCUMENTS

FINAL: [2021 NY 512 Rank & Review Written Process](#)

DRAFT: [NY-512 Rank & Review Part 2 Tool](#)

DRAFT: [NY-512 New Project & DV Bonus Application](#)

Public Comment Period: September 2, 2021 – September 9, 2021

Submit Comments to Nicholas Cassaro

2021 RENEWAL PROJECTS

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

Part 1 Application

Release Date: **June 7, 2021** Due Date: **June 11, 2021**

[NY-512 Rank and Review Part 1 Attachments Checklist](#)

[NY-512 Rank and Review Part 1 Tool](#)

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 **New/DV Bonus Project Application Tool**

Rensselaer County Homeless Services Collaborative

New/DV Bonus Project RFP 2021 (Reallocation, New Bonus, and/or DV Bonus Projects)

Application may not exceed four (4) pages

Is this proposal seeking funds under the DV Bonus? ☐ Yes ☐ No
(note: DV Bonus funds may only support PH-RRH, Joint TH and PH-RRH,)

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

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

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

- ☐ New Project
- ☐ Expansion Project

1. Applicant/Agency Name: _____
2. Agency Point of Contact: _____
3. Proposed Project Name: _____
4. Is the applicant a current member of the Rensselaer County Homeless Services Collaborative (RCHSC) Continuum of Care (CoC)? ☐ Yes - 10 pts ☐ No - 0 pts
 - a. If no, what is the agency's current involvement with the RCHSC CoC?
5. Is the agency applying as a current CoC funded grantee? ☐ Yes - 5 pts ☐ No - 10 pts
 - a. If yes, are there any unresolved monitoring or audit findings from HUD or the CoC? ☐ Yes - 0 pts ☐ No - 3 pts
6. Is your agency an active participant in the RCHSC Coordinated Entry program? ☐ Yes - 5 pts ☐ No - 0 pts
 - a. If no, is your agency willing to become an active participant in the RCHSC Coordinated Entry program? ☐ Yes - 2 pts ☐ No - 0 pts
7.
 - a. (New/Reallocated Projects Only)
 - i. Is your agency an active participant in the HMIS System? ☐ Yes - 3 pts ☐ No - 0 pts
 - ii. If no, is your agency willing and able to become an active participant in the HMIS System? ☐ Yes - 3 pts ☐ No - 0 pts
 - b. (DV Bonus Projects Only)
 - i. Does your agency currently report in a DV system that is comparable to the HMIS system? ☐ Yes - 3 pts ☐ No - 0 pts

- ii. If not, how will you implement a comparable HMIS system for this project, for reporting purposes?

3 pts if agency details how comparable HMIS system implementation will be accomplished.

8. a. **(DV Bonus Projects Only)** 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. 0-10 pts

- 3 points for past experience serving a domestic violence survivor population
- 3 points for 4 or more years serving a domestic violence survivor population
- 3 points for serving more than 25 households in a calendar year
- 1 point for listing funding sources

- b. **(All Other Projects)** Please provide a detailed description of the agency's experience in administering projects dedicated to serving an underserved population. Please specify the name of current or past programs, and note the funding sources. 0-10 pts

- 3 points for past experience serving the homeless population
- 3 points for 4 or more years serving any underserved population
- 3 points for serving more than 25 households in a calendar year
- 1 point for listing funding sources

9. Please provide a *description* AND 12 month *budget* that address the entire scope of your project. 0 - 20 pts

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

HMIS projects only:

- 10 points for demonstrating that your project currently provides essential HMIS services to the RCHSC
- 5 points for detailing how current resources are insufficient to cover costs
- 5 points for including a detailed budget by line item

All other projects:

- 1 point if the number of units/beds/persons to be served is clearly stated
- 2 points if a target population is clearly stated
- 2 points if an outreach plan is included
- 2 points if a detailed budget by line item is included
- 3 points if the budget specifies at least 80% of requested funding is dedicated to a housing program OR costs related to a CE system
- 5 points if the project is designed to meet the needs of vulnerable individuals (including victims of domestic violence, youth, persons experiencing chronic homelessness) by using trauma-informed or victim-centered approaches
- 5 points if the narrative details how the project will implement the Housing First model

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

11. Please describe how the need for this project within this geographic area was identified. Please note where in the **Ten Year Plan/Addendum to the Ten Year Plan** it points to this gap in service, and using the most recent HMIS Annual Report (or DV equivalent) note the population in need of this service.

0-5 pts

- 2.5 points for referencing a gap in service within the Ten-Year Plan/Addendum to the Ten Year Plan
- 2.5 points for relating the project's target population to the most recent HMIS annual report (or DV equivalent)

12. Document cash or in-kind sources of match that will allow the program to meet HUD's 25% match requirement. *0-10 pts*

- 10 points if full requirements are met with unconditional funding source(s)/firm commitment(s).
- 5 points if full match requirements are met with grant(s) applied for but not yet announced, funding source(s) conditional on anything other than receipt of CoC funds, or soft commitment(s).
- 0 points if no match or insufficient match is documented.

13. The CoC prioritizes a Housing First model. Please indicate with a check mark whether the proposed project agrees with the following Housing First criteria. Please note that you must agree with both criteria in order to meet the Housing First definition and receive full points. *0-20 pts*

(HMIS projects refer to section c.; all other projects refer to a. and b.)

- a. Will the project ensure that participants are not screened out based on the following items?

☐ Agree ☐ Disagree

- i. Having too little or no income
- ii. Active or history of substance abuse
- iii. Having a criminal record with exceptions for state-mandated restrictions
- iv. History of domestic violence (e.g., lack of a protective order, period of separation from abuser, or law enforcement involvement)

AND

- b. Will the project ensure that participants are not terminated from the program for the following reasons?

☐ Agree ☐ Disagree

- i. Failure to participate in supportive services
- ii. Failure to make progress on a service plan
- iii. Loss of income or failure to improve income
- iv. Being a victim of domestic violence
- v. Any other activity not covered in a lease agreement typically found in the project's geographic area.

OR

- c. 20 points if your project provides essential HMIS services to the community (HMIS projects only).

14. Did your agency voluntarily reallocate funds? ☐ Yes – 2 pts ☐ No – 0 pts

15. Both HUD and the local community prioritize projects that provide healthcare services to program participants. Does your project (or will your project by the time of CoC Application submission) have a written commitment with a health care organization that ensures the value of assistance being provided is at least:

- In the case of a substance abuse treatment or recovery provider, will provide access to treatment or recovery services for all program participants who qualify and choose those services, OR
- An amount that is equivalent to 25 percent of the funding being requested for the project will be covered by the healthcare organization?

Value of the commitment and dates of services must be included in the written commitment.

Yes – 10 points No – 0 points

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

16. Both HUD and the local community prioritize projects that incorporate PSH or RRH units using funds other than CoC or ESG (e.g. ESSHI, NYSSHP, private sources such as CDPHP.) Will your project expand upon an awarded or existing PSH or RRH project not funded through CoC or ESG?

Yes – 10 points No – 0 points

N/A for applications for Coordinated Entry and HMIS (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.

17. Does your agency have a policy focused on ensuring equitable services and program outcomes across participants of all races and ethnicities? Please attach your agency's policy.

Yes – 5 points No – 0 points

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

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

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

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

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

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

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

(DV Projects Only)

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

This attachment details the Rank & Review process for **NY-512** 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-512'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 application.

(a) NY512's Rank and Review Written Process

RENSSELAER COUNTY HOMELESS SERVICES COLLABORATIVE: 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 Rensselaer County, and the planning body coordinating these services is the Rensselaer County Homeless Services Collaborative (RCHSC). Working with the CoC (RCHSC) and providing support and technical assistance is CARES of NY, Inc., the Collaborative Applicant.

In 2020, Rensselaer CoC (RCHSC) received \$3,788,987 from HUD to support 14 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 (RCHSC) prioritize programs which most effectively serve the community at the local level. To reach this goal, a Rank and 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 (RCHSC) learn about each project's performance and effectiveness.

The Rensselaer County Homeless Services Collaborative (RCHSC) NOFA Committee is charged with overseeing the Rank and Review process. As stated in the RCHSC Governance Charter, the NOFA Committee is responsible for "assisting the Collaborative Applicant in preparing and submitting the Continuum of Care application" including the design and operation of a collaborative process for developing and approving the submission of applications. Each year the Rank & Review Application Tool (Renewal and New/Bonus) and a Review Team is established by the Committee, which is then reviewed and approved by both the Board and full Membership.

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

Review and Approval of the Rank & Review Application

After the annual CoC Application is submitted to HUD by the Collaborative Applicant, the NOFA Committee begins discussing that year's Rank and Review Written Process and Application, based on feedback from reviewers and applicants. The NOFA Committee:

1. Establishes a tentative timeline annually for the Rank and Review Process, working around the NOFA release.
2. Discusses the prior year's Rank & Review Application Tools, Written Process, and feedback from reviewers and applicants.

3. Revises the Applications based on information gained on behalf of the CoC in the past year.
4. Recommends 3-5 Review Team members, considering previous and potential new reviewers.
5. Presents the revised draft of the Written Process, Reviewers and Application Tools (Renewal, New/Bonus) to the RCHSC Board in phases. Any subsequent recommendations for changing the Written Process, Reviewers and/or Application Tools from the Board (majority vote) will be made by the Committee.
6. Presents the revised Written Process, Application Tools and Review Team to full Membership for review, allowing for a one-week comment period per HUD NOFA guidance after each phase. Any comments from Membership are considered by the Committee and any further revisions are determined and accepted by the Board.
7. Finalizes and distributes the Rank & Review Application Tools with Membership for agencies to complete.
8. Opportunities for New/Bonus Projects are discussed with CoC Membership.

Project Participation

Renewal Projects

Each Renewal project completes a Rank and Review Application. The 2021 Rank & Review Application process will occur in two (2) phases, with the intent to allow agencies adequate time to complete the full Rank & Review Application.

- o Phase 1 focuses on quantitative project and system outcome data using the Federal Fiscal year 2020 project APR and HMIS System Performance data to “prioritize” projects. **Projects will have 2 weeks to review and sign off on their agency data. If sign off is not received the data becomes final. No changes to data will be made after the 2-week review period.**
- o Phase 2 focuses on qualitative project and system outcome data; allowing staff to explain in narrative unique circumstances that affect project performance and answer questions related to local priorities.

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

New Project Proposals

A separate application is required for Bonus and Reallocated project proposals. The CoC will create this application for new projects proposals. New proposals will be scored and ranked against other.

Reallocated Projects: Reallocation is the process by which the CoC shifts funds, in whole or in part, from existing eligible renewal grant(s) in order to create new projects which will meet unmet local need/s. CoC agencies which voluntarily choose to reallocate funds will receive priority in the Ranking Process (also overseen by the Review Team). Project types that can be developed through reallocation are decided annually by HUD.

Bonus Projects: Bonus funds may be available each year. The CoC is permitted to apply for Bonus Projects which will compete nationally against other Bonus Project Applications based on a HUD scoring system set forth in the NOFA. HUD notifies the CoC if Bonus Funds are available annually and how funds may be used. Proposed Bonus Projects must complement and fulfill unmet need/s in the community. The CoC will create a separate application for new projects proposals (separate RFP), and new proposals will be scored and ranked against other. The CoC will issue public notification of the amount of Bonus

funding available, if any, along with a deadline to respond to the Request for Proposals. Bonus Projects will be selected in order to apply for all available funds.

Data Sign-Off for Phase 1

Applicants must review data attachments provided by the Collaborative Applicant, and sign-off (within a two-week period) stating the data is correct. *If the data sign-off form is not completed by the provided date, it will be assumed the data is correct.* If edits to the data are noted within the two-week timeframe, those edits will be reviewed and made, if applicable, by the Collaborative Applicant. If edits to the data are made after the two-week timeframe, those edits will not be made by the Collaborative Applicant. The agency may present any proposed errors to the Review Team during the Appeals Process (see below), the Review Team will then decide on awarding additional points based on the new data. All agencies should review and confirm their data within the two-week period in order to ensure maximum number of points are awarded based on accurate data.

Debriefings

At the end of each phase, Renewal Projects and New/Bonus Projects will receive a scorecard from the Collaborative Applicant and will have an opportunity to request a debriefing of their scores with the Collaborative Applicant.

Review Team

Members of the Review Team include individuals from the Continuum who are not CoC funded or from neighboring communities knowledgeable about the CoC process, services, and its providers. Reviewers are non-funded, objective individuals who may be members and non-members of the CoC. The Collaborative Applicant invites potential Review Team members to participate in the CoC's Rank & Review process. Each reviewer is provided a copy of project applications and score card forms. The Review Team convenes to score each application which results in the CoC ranking from highest to lowest points. In the event project applications receive the same score it is the responsibility of the Review Team to reconsider scoring in order to break the tie. The Review Team provides any final comments to CARES to be shared with projects or the NOFA Committee, and will also serve as the Appeals Committee if an appeal is submitted by a project.

Project Ranking

Using the CoC-approved Rank and 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. Project scores and ranking are first shared with the projects falling in Tier 2, the Board, and then each agency receives a copy of their individual project score/s and an invitation to debrief with the Collaborative Applicant (within two days of notification). If a mathematical error is found during the review or debriefing, the score will be corrected. After any appeals are processed (see below) the NOFA Committee will adjust scores and ranking per Review Team determinations. The final ranking is first shared with agencies whose project/s fall into Tier 2, the Board, and finally shared with full Membership.

Appeals Process

Formal appeals can be submitted by an agency only after debriefings occur. Appeals must be submitted to CARES within five business days after debriefing. The Appeals Process applies only to project scoring and ranking; there is no appeal for project tiering. An appeal may not be based on the following:

- 1) failure to answer required question/s;
- 2) failure to submit the application with all required attachments, or
- 3) failure to submit by the required deadline.

The Review Team also serves as the Appeals Committee. Representatives from each project have 15 minutes to present their appeal either via written materials and/or oral argument. After presentations, the Appeals Committee determines if project/s will receive any additional points and projects will be notified within 24 hours.

Threshold Review

In addition to scoring criteria, all projects must meet a minimum threshold of 100 points. A Threshold Review will occur after the Rank and Review process is complete and final scores tallied. If the threshold is not met, the Rank and Review Team may recommend possible reallocation/s or significant amendments to the contract/s to the CoC Board. Projects that may be automatically flagged for reallocation consideration:

- Projects with inadequate financial management
- Projects with a history of expending funds on ineligible activities or not expending funds at all
- Projects not participating in Coordinated Entry, Point-in-Time, or Homeless Management Information System.

Project Tiering

When the NOFA is released, the national priorities and tiering outlined are strategically applied to project ranking by the CoC. Due to the essential nature of HMIS and Coordinated Entry projects, these projects are automatically placed at the bottom of Tier 1. Projects that were not yet operational on January 1, 2020 will be placed at the bottom of Tier 1 with the HMIS and Coordinated Entry projects. Reallocated and Bonus Projects are placed below all Renewal Projects. Per HUD guidelines, Planning Projects do not appear in the Tiering. The Board reviews and approves project tiering, then shares with Membership for a final vote. Membership votes on the tiering, which is submitted as the Project Listing in the CoC Application.

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

RENSSELAER COUNTY HOMELESS SERVICES COLLABORATIVE

RANK AND REVIEW APPLICATION 2021

PART 1: SYSTEM PERFORMANCE AND DATA QUALITY QUESTIONS

APPLICATION DUE DATE: JUNE 11, 2021

1. **Utilization:** Using the project's FY19 Project Application and Federal Fiscal Year 2020 (FY20)* APR, complete the chart below. Please round up to the closest whole number.

MAX 20 pts

Please print and attach the questions noted below from the FY19 Application and FY20 APR.

	Projected Persons Served during Average PIT (Project Application Q5A)	Actual Number Served during PIT (APR Q7 & 8)	
		Household	Persons
January	_____ Households		
April			
July			
October			
Average	_____ Persons		

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

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

- 1a. Did your project meet its projected number of *either* households or persons served during the year (100% or more utilization)? ☐ **Yes 15 pts** ☐ **No 0 pts**

- 1b. The Continuum prioritizes projects that best utilize resources. Did your project have a utilization rate of more than 100% in *both* households and persons? ☐ **Yes 5 pts** ☐ **No 0 pts**

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

2. **Chronic Homeless - Dedicated:**

MAX 15 pts

To show the impact that this project had on ending chronic homelessness (CH) in the CoC, refer to **Attachment 1** and note below the percentage of dedicated CH beds this project contributes to the CoC: _____.

≥21%=15 pts.; 20-11=10 pts.; 10-1=5 pts.; 0=0 pts.

3. Effect on Chronic Homeless:

MAX 15 pts

Permanent Supportive Housing Programs ONLY

During FY20, the CoC's **PSH projects** served **171** chronically homeless individuals. To show the impact this project had toward the goal of ending chronic homelessness, refer to **Attachment 2** to note the following:

- 3a.** The total number of chronically homeless persons this project served in FY20:
_____ **(0 pts)**
- 3b.** This project served what percent of the total number of CH served by the CoC in FY20 ____ %
30-100% = 15 pts; 29-20% = 12 pts; 19-10% = 8 pts; 9-1%=4; 0%=0 pts

Rapid Rehousing Housing Programs ONLY

During FY20, all federally funded **RRH projects (CoC, ESG, STEHP)** served **9** chronically homeless individuals. To show the impact of this project towards goal of ending chronic homelessness, refer to **Attachment 2** to note the following:

- 3c.** The total number of chronically homeless persons this project served in FY20:
_____ **(0 pts)**
- 3d.** This RRH project served what percentage of the total number of CH in the community in FY20 ____ %
30-100% = 15 pts; 29-20% = 12 pts; 19-10% = 8 pts; 9-1%=4; 0%=0 pts

4. Total Awarded Funds

MAX 20 pts

4a. Did the project spend at least 90% of total awarded funds? ☐ **Yes 10 pts** ☐ **No 0 pts**

4b. Did the project spend between 80-89% of total awarded funds? ☐ **Yes 5 pts** ☐ **No 0 pts**

4c. The Continuum returned a total of \$ _____ (CARES will provide total amount after application is submitted) from the total FY18 (or most recently ended contract) awarded funds.

What dollar amount did this project return in the most recently ended contract?
_____ **0-10 pts**

Percentage of program funds returned in relation to overall CoC returned: ____%
(to be filled in by CARES)

5. Positive Outcomes:

(0-25 points)

Permanent Supportive Housing Projects: During FY20, the average positive outcome rate across all persons served** in CoC PSH projects (**a positive outcome for PSH is when an individual is a stayer or exits to a PH destination**) was **96%**. The CoC's Written Standard for PSH projects is 80%. To indicate how this project contributed to housing stability across the system, please note the positive housing outcome rate listed in **Attachment 3: _____%**

100% = 25 pts; 95-99% = 20 pts; 85-94% = 15 pts; 84-70%=10 pts; < 70% = 0 pts

Rapid Rehousing Projects: During FY20, the average positive outcome rate across all persons served** in RRH projects in the Continuum (**a positive outcome for RRH is when an individual exit to a PH destination**) was **64%**.

To indicate how this project contributed to housing stability across the system, please note the positive housing outcome rate listed in **Attachment 3: _____%**

100% = 25 pts; 95-99% = 20 pts; 85-94% = 15 pts; 84-70%=10 pts; < 70% = 0 pts

*****For the purpose of this Rank & Review Tool, persons served is defined as having an entry in HMIS or DV comparable database on or before the last day of Federal FY20.***

6. Exits to Homelessness:

(0-20 points)

To indicate the impact of this project ending homelessness, refer to **Attachment 4** (citing all CoC project leavers to emergency shelter or a place not meant for habitation) and note the percentage who exited this project to a shelter or the street. _____%

0%=20 pts, 1-5%=15 pts, 6-9%=10 pts, 10-15%=5 pts, > 16%=0

7. Income Growth: System Impact

(0-20 points)

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: _____%

>39% = 20 pts; 39-25% = 15 pts; 24-10% = 10; 9-0% = 0

8. Income Growth – Project Performance

(MAX 10 points)

(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% = 2.5 pts; 50-74% = 2 pts; 25-49% = 1.5 pts; 15-24% = 1 pts; 1-14% = .5 pts; 0% = 0 pts

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% = 2.5 pts; 50-74% = 2 pts; 25-49% = 1.5 pts; 15-24% = 1 pts; 1-14% = .5 pts; 0% = 0 pts

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% = 2.5 pts; 50-74% = 2 pts; 25-49% = 1.5 pts; 15-24% = 1 pts; 1-14% = .5 pts; 0% = 0 pts

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% = 2.5 pts; 50-74% = 2 pts; 25-49% = 1.5 pts; 15-24% = 1 pts; 1-14% = .5 pts; 0% = 0 pts

9. Data Quality & Completeness: Based on your FY20 APR Q6:

Any Yes - 0 pts All No - 5 pts

	Yes	No
9a. Is there an error rate of more than 5% of project participants' Personal Identifying Information?	☐	☐
9b. Is there an error rate of more than 5% of project's Universal Data elements?	☐	☐
9c. Is there an error rate of more than 5% of project participants' Income and Housing data?	☐	☐
9d. Is there an error rate of more than 5% of project's Chronic Homelessness data?	☐	☐

RENSSELAER COUNTY HOMELESS SERVICES COLLABORATIVE
RANK AND REVIEW APPLICATION 2021
PART 2: WRITTEN QUESTIONS

PROJECT INFORMATION

Organization Name: _____

Project Name: _____

Application Contact Person: _____

Project Type: PSH ☐ RRH ☐ SSO ☐

FY20 Proposed Total Funding Request: \$ _____

Leasing \$ _____

Rental Assistance \$ _____

Supportive Services \$ _____

Operations \$ _____

Admin \$ _____

Is this project voluntarily reallocating funds to the CoC? ☐ **Yes** ☐ **No**

PROJECT DESCRIPTION

To assist reviewers, please provide a brief overview of the project (250 words or less). Please include the target population/s, primary and supplemented services provided/offered to participants, the number of contracted beds and units, and any other information you think will help reviewers understand the program's fundamental and unique characteristics.

- 1. Utilization:** If the utilization rate of both households and persons was less than 100% in Part 1 Tool question 1b due to circumstance beyond the project's control (e.g., natural disaster), please explain why in 250 words or less.
o to 20 points.

2. **Housing First:** Does your project follow core elements of the *Housing First* approach by ensuring access to the project for eligible clients is **not** prohibited by:

All Yes - 10 pts Any No - 0 points

	Yes	No
Active or history of substance use	☐	☐
Having a criminal record with exceptions for state-mandated restriction	☐	☐
Having too little or little income	☐	☐
History of victimization (e.g. domestic violence, sexual assault, childhood abuse)	☐	☐
Failure to participate in supportive services	☐	☐
Failure to make progress on a service plan	☐	☐
Loss of income or failure to improve income	☐	☐
Any other activity not covered in a lease agreement typically found for unassisted persons in the project's geographic area	☐	☐

3. **CoC Participation:** Do project/agency staff participate in the CoC process by attending board and/or membership meetings, and/or participating in any CoC standing or Ad hoc committees of the RCHSC?

☐ Yes 5 points ☐ No 0 points

4. **Coordinated Entry**

a. Did your project exclusively receive referrals for potential new participants through the Coordinated Entry process or through a parallel process for DV providers? (*to be verified by the CoC CE Lead Agencies or supported with documents provided by the applicant*)

☐ Yes 10 points ☐ No 0 points

b. Did your agency attend at least 75 % of the coordinated entry team meetings in 2020? (*to be verified by the CoC CE Lead Agencies*)

☐ Yes 5 points ☐ No 0 points

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

0-5 points

Up to 2.5 pts awarded if the narrative clearly states the names of other funded and non-funded projects specifically.

Up to 2.5 pts awarded if the narrative clearly state(s) examples of how the collaboration affected the project's housing stability and/or impacted participant income growth to include non-cash benefits.

6. **Cultural Barriers** Please describe your agency's resources and experience in meeting the needs of clients facing various cultural barriers (e.g., language, gender identity, racial disparity, LGBTQ, mental health) in 250 words or less.

0-5 points

Up to 2.5 pts awarded if the narrative clearly describes the agency's resources in meeting the needs of the clients with cultural barriers.

Up to 2.5 pts awarded if the narrative clearly describes agency experience in meeting the needs of clients with cultural barriers.

7. **Number of Homeless Persons:** Was your project included in the final submission of the 2021 Housing Inventory and Point in Time by the Collaborative Applicant (*to be verified by the Collaborative Applicant*).

☐ **Yes 3 points**

☐ **No 0 points**

8. **Positive Outcomes:** The CoC acknowledges that positive outcomes for certain vulnerable populations (including victims of DV, persons with current or past substance abuse, and persons who have been chronically homeless) may not align with the typical definition of permanent housing attainment. If the project is operated by a victim services provider, and serves victims of domestic violence, please describe how you work to improve safety for participants. If the project serves a vulnerable population, please describe that population and how your project contributes to positive outcomes for participants.

MAX 5 pts

Up to 2.5 pts awarded if the narrative clearly describes measures that improve participant safety (does not apply to "mainstream" projects not operated by a DV provider).

Up to 2.5 pts awarded if the narrative clearly describes: at least one vulnerable population that it serves AND at least two ways that the project contributes to positive outcomes.

9. **Move on Strategy:** HUD encourages projects to partner with their local PHAs or other organizations to help CoC Program participants who no longer require intensive services "Move On" to other housing assistance programs (including, but not limited to HCV and Public Housing), in order to free up CoC Program funded PSH beds to be used for persons experience homelessness. Briefly describe what your project has done or will be doing in FY21 to support participants who may be ready to "Move On".

MAX 3 points

Up to 1.5 pts awarded if the narrative clearly describes potential partner agencies or projects.

Up to 1.5 pts awarded if the narrative clearly defines at least two of the following: potential strategies, benchmarks, or criteria for Move On.

10. **Employment Opportunities:** What strategies does your project use to connect participants to income, employment, or volunteering opportunities, in the context of their lives, goals, and service plans?
MAX 5 points.
Up to 2.5 pts awarded if the narrative clearly describes connection to participants life goals.
Up to 2.5 pts awarded if the narrative clearly describes connection to service plans.
11. **Performance Monitoring Results** - RCHSC continually monitors project performance throughout the year, as well as HUD APR Reviews, and annual monitoring and report. Please attach your memo from your most recently submitted annual monitoring and report.
0-10 points
10 points if most recently submitted annual monitoring report is attached and agency is in full compliance
5 points if most recently submitted annual monitoring report is attached and agency is not in full compliance
12. **Service Delivery Model Adjustments for COVID-19**
How have you adjusted your service delivery model to help clients during the pandemic?
(250 words or less)
0-5 points
1 point for continuing at least monthly contact with clients (including virtual)
2 points for ensuring clients have necessary items and supplies
2 points for adaptive service delivery (including virtual)
13. **Client Needs via New Partnerships During COVID-19** (250 words or less)
Explain how your organization worked with new partners (e.g., DOH, Health Providers/Pharmacies) to meet the health care needs of clients and how these partnerships can help build stronger and more equitable homeless response systems.
0-5 points
2.5 points for exemplifying partnerships were made to meet the health care needs of persons during the pandemic
2.5 points for exemplifying partnerships that will build a more equitable homelessness response system in the future
14. **Building COVID-19 Vaccine Confidence** (250 words or less)
How has your agency helped build COVID-19 vaccine confidence in clients and staff?
0-2 points
1 points for identifying and referring clients and/or staff to educational resources
1 points for hosting information sessions to promote vaccine confidence
15. **Agency Diversity, Equity and Inclusion Work** (250 words or less)

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

0-6 points

2 points for activities related to staff

2 points for activities related to clients

2 points for activities related to management/board

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

Rensselaer County Homeless Services Collaborative

New/DV Bonus Project RFP 2021 (Reallocation, New Bonus, and/or DV Bonus Projects)

Application may not exceed four (4) pages

Is this proposal seeking funds under the DV Bonus? ☐ Yes ☐ No
(note: DV Bonus funds may only support PH-RRH, Joint TH and PH-RRH,)

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

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

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

- ☐ New Project
- ☐ Expansion Project

1. Applicant/Agency Name: _____
2. Agency Point of Contact: _____
3. Proposed Project Name: _____
4. Is the applicant a current member of the Rensselaer County Homeless Services Collaborative (RCHSC) Continuum of Care (CoC)? ☐ Yes - 10 pts ☐ No - 0 pts
 - a. If no, what is the agency's current involvement with the RCHSC CoC?
5. Is the agency applying as a current CoC funded grantee? ☐ Yes - 5 pts ☐ No - 10 pts
 - a. If yes, are there any unresolved monitoring or audit findings from HUD or the CoC? ☐ Yes - 0 pts ☐ No - 3 pts
6. Is your agency an active participant in the RCHSC Coordinated Entry program? ☐ Yes - 5 pts ☐ No - 0 pts
 - a. If no, is your agency willing to become an active participant in the RCHSC Coordinated Entry program? ☐ Yes - 2 pts ☐ No - 0 pts
7.
 - a. (New/Reallocated Projects Only)
 - i. Is your agency an active participant in the HMIS System? ☐ Yes - 3 pts ☐ No - 0 pts
 - ii. If no, is your agency willing and able to become an active participant in the HMIS System? ☐ Yes - 3 pts ☐ No - 0 pts
 - b. (DV Bonus Projects Only)
 - i. Does your agency currently report in a DV system that is comparable to the HMIS system? ☐ Yes - 3 pts ☐ No - 0 pts

- ii. If not, how will you implement a comparable HMIS system for this project, for reporting purposes?

3 pts if agency details how comparable HMIS system implementation will be accomplished.

8. a. **(DV Bonus Projects Only)** 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. 0-10 pts

- 3 points for past experience serving a domestic violence survivor population
- 3 points for 4 or more years serving a domestic violence survivor population
- 3 points for serving more than 25 households in a calendar year
- 1 point for listing funding sources

- b. **(All Other Projects)** Please provide a detailed description of the agency's experience in administering projects dedicated to serving an underserved population. Please specify the name of current or past programs, and note the funding sources. 0-10 pts

- 3 points for past experience serving the homeless population
- 3 points for 4 or more years serving any underserved population
- 3 points for serving more than 25 households in a calendar year
- 1 point for listing funding sources

9. Please provide a *description* AND 12 month *budget* that address the entire scope of your project. 0 - 20 pts

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

HMIS projects only:

- 10 points for demonstrating that your project currently provides essential HMIS services to the RCHSC
- 5 points for detailing how current resources are insufficient to cover costs
- 5 points for including a detailed budget by line item

All other projects:

- 1 point if the number of units/beds/persons to be served is clearly stated
- 2 points if a target population is clearly stated
- 2 points if an outreach plan is included
- 2 points if a detailed budget by line item is included
- 3 points if the budget specifies at least 80% of requested funding is dedicated to a housing program OR costs related to a CE system
- 5 points if the project is designed to meet the needs of vulnerable individuals (including victims of domestic violence, youth, persons experiencing chronic homelessness) by using trauma-informed or victim-centered approaches
- 5 points if the narrative details how the project will implement the Housing First model

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

11. Please describe how the need for this project within this geographic area was identified. Please note where in the **Ten Year Plan/Addendum to the Ten Year Plan** it points to this gap in service, and using the most recent HMIS Annual Report (or DV equivalent) note the population in need of this service.

0-5 pts

- 2.5 points for referencing a gap in service within the Ten-Year Plan/Addendum to the Ten Year Plan
- 2.5 points for relating the project's target population to the most recent HMIS annual report (or DV equivalent)

12. Document cash or in-kind sources of match that will allow the program to meet HUD's 25% match requirement. 0-10 pts

- 10 points if full requirements are met with unconditional funding source(s)/firm commitment(s).
- 5 points if full match requirements are met with grant(s) applied for but not yet announced, funding source(s) conditional on anything other than receipt of CoC funds, or soft commitment(s).
- 0 points if no match or insufficient match is documented.

13. The CoC prioritizes a Housing First model. Please indicate with a check mark whether the proposed project agrees with the following Housing First criteria. Please note that you must agree with both criteria in order to meet the Housing First definition and receive full points. 0-20 pts

(HMIS projects refer to section c.; all other projects refer to a. and b.)

- a. Will the project ensure that participants are not screened out based on the following items?

☐ Agree ☐ Disagree

- i. Having too little or no income
- ii. Active or history of substance abuse
- iii. Having a criminal record with exceptions for state-mandated restrictions
- iv. History of domestic violence (e.g., lack of a protective order, period of separation from abuser, or law enforcement involvement)

AND

- b. Will the project ensure that participants are not terminated from the program for the following reasons?

☐ Agree ☐ Disagree

- i. Failure to participate in supportive services
- ii. Failure to make progress on a service plan
- iii. Loss of income or failure to improve income
- iv. Being a victim of domestic violence
- v. Any other activity not covered in a lease agreement typically found in the project's geographic area.

OR

- c. 20 points if your project provides essential HMIS services to the community (HMIS projects only).

14. Did your agency voluntarily reallocate funds? ☐ Yes – 2 pts ☐ No – 0 pts

15. Both HUD and the local community prioritize projects that provide healthcare services to program participants. Does your project (or will your project by the time of CoC Application submission) have a written commitment with a health care organization that ensures the value of assistance being provided is at least:

- In the case of a substance abuse treatment or recovery provider, will provide access to treatment or recovery services for all program participants who qualify and choose those services, OR
- An amount that is equivalent to 25 percent of the funding being requested for the project will be covered by the healthcare organization?

Value of the commitment and dates of services must be included in the written commitment.

Yes – 10 points No – 0 points

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

16. Both HUD and the local community prioritize projects that incorporate PSH or RRH units using funds other than CoC or ESG (e.g. ESSHI, NYSSHP, private sources such as CDPHP.) Will your project expand upon an awarded or existing PSH or RRH project not funded through CoC or ESG?

Yes – 10 points No – 0 points

N/A for applications for Coordinated Entry and HMIS (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.

17. Does your agency have a policy focused on ensuring equitable services and program outcomes across participants of all races and ethnicities? Please attach your agency's policy.

Yes – 5 points No – 0 points

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

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

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

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

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

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

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

(DV Projects Only)

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

Rensselaer County Homeless Services Collaborative

New/DV Bonus Project RFP 2021 (Reallocation, New Bonus, and/or DV Bonus Projects)

Application may not exceed four (4) pages

Is this proposal seeking funds under the DV Bonus? ☐ Yes ☐ No

(note: DV Bonus funds may only support PH-RRH, Joint TH and PH-RRH,)

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

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- ☐ Permanent Housing-Rapid Rehousing
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Please check the box to signify whether the project being applied for is a:

- ☐ New Project
- ☐ Expansion Project

1. Applicant/Agency Name: _____
2. Agency Point of Contact: _____
3. Proposed Project Name: _____
4. Is the applicant a current member of the Rensselaer County Homeless Services Collaborative (RCHSC) Continuum of Care (CoC)? ☐ Yes - 10 pts ☐ No - 0 pts
 - a. If no, what is the agency's current involvement with the RCHSC CoC?
5. Is the agency applying as a current CoC funded grantee? ☐ Yes - 5 pts ☐ No - 10 pts
 - a. If yes, are there any unresolved monitoring or audit findings from HUD or the CoC? ☐ Yes - 0 pts ☐ No - 3 pts
6. Is your agency an active participant in the RCHSC Coordinated Entry program? ☐ Yes - 5 pts ☐ No - 0 pts
 - a. If no, is your agency willing to become an active participant in the RCHSC Coordinated Entry program? ☐ Yes - 2 pts ☐ No - 0 pts
7.
 - a. (New/Reallocated Projects Only)
 - i. Is your agency an active participant in the HMIS System? ☐ Yes - 3 pts ☐ No - 0 pts
 - ii. If no, is your agency willing and able to become an active participant in the HMIS System? ☐ Yes - 3 pts ☐ No - 0 pts
 - b. (DV Bonus Projects Only)
 - i. Does your agency currently report in a DV system that is comparable to the HMIS system? ☐ Yes - 3 pts ☐ No - 0 pts

- ii. If not, how will you implement a comparable HMIS system for this project, for reporting purposes?

3 pts if agency details how comparable HMIS system implementation will be accomplished.

8. a. **(DV Bonus Projects Only)** 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. 0-10 pts

- 3 points for past experience serving a domestic violence survivor population
- 3 points for 4 or more years serving a domestic violence survivor population
- 3 points for serving more than 25 households in a calendar year
- 1 point for listing funding sources

- b. **(All Other Projects)** Please provide a detailed description of the agency's experience in administering projects dedicated to serving an underserved population. Please specify the name of current or past programs, and note the funding sources. 0-10 pts

- 3 points for past experience serving the homeless population
- 3 points for 4 or more years serving any underserved population
- 3 points for serving more than 25 households in a calendar year
- 1 point for listing funding sources

9. Please provide a *description* AND 12 month *budget* that address the entire scope of your project. 0 - 20 pts

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

HMIS projects only:

- 10 points for demonstrating that your project currently provides essential HMIS services to the RCHSC
- 5 points for detailing how current resources are insufficient to cover costs
- 5 points for including a detailed budget by line item

All other projects:

- 1 point if the number of units/beds/persons to be served is clearly stated
- 2 points if a target population is clearly stated
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- 2 points if a detailed budget by line item is included
- 3 points if the budget specifies at least 80% of requested funding is dedicated to a housing program OR costs related to a CE system
- 5 points if the project is designed to meet the needs of vulnerable individuals (including victims of domestic violence, youth, persons experiencing chronic homelessness) by using trauma-informed or victim-centered approaches
- 5 points if the narrative details how the project will implement the Housing First model

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

11. Please describe how the need for this project within this geographic area was identified. Please note where in the **Ten Year Plan/Addendum to the Ten Year Plan** it points to this gap in service, and using the most recent HMIS Annual Report (or DV equivalent) note the population in need of this service.

0-5 pts

- 2.5 points for referencing a gap in service within the Ten-Year Plan/Addendum to the Ten Year Plan
- 2.5 points for relating the project's target population to the most recent HMIS annual report (or DV equivalent)

12. Document cash or in-kind sources of match that will allow the program to meet HUD's 25% match requirement. *0-10 pts*

- 10 points if full requirements are met with unconditional funding source(s)/firm commitment(s).
- 5 points if full match requirements are met with grant(s) applied for but not yet announced, funding source(s) conditional on anything other than receipt of CoC funds, or soft commitment(s).
- 0 points if no match or insufficient match is documented.

13. The CoC prioritizes a Housing First model. Please indicate with a check mark whether the proposed project agrees with the following Housing First criteria. Please note that you must agree with both criteria in order to meet the Housing First definition and receive full points. *0-20 pts*

(HMIS projects refer to section c.; all other projects refer to a. and b.)

a. Will the project ensure that participants are not screened out based on the following items?

☐ Agree ☐ Disagree

- i. Having too little or no income
- ii. Active or history of substance abuse
- iii. Having a criminal record with exceptions for state-mandated restrictions
- iv. History of domestic violence (e.g., lack of a protective order, period of separation from abuser, or law enforcement involvement)

AND

b. Will the project ensure that participants are not terminated from the program for the following reasons?

☐ Agree ☐ Disagree

- i. Failure to participate in supportive services
- ii. Failure to make progress on a service plan
- iii. Loss of income or failure to improve income
- iv. Being a victim of domestic violence
- v. Any other activity not covered in a lease agreement typically found in the project's geographic area.

OR

c. 20 points if your project provides essential HMIS services to the community (HMIS projects only).

14. Did your agency voluntarily reallocate funds? ☐ Yes – 2 pts ☐ No – 0 pts

15. Both HUD and the local community prioritize projects that provide healthcare services to program participants. Does your project (or will your project by the time of CoC Application submission) have a written commitment with a health care organization that ensures the value of assistance being provided is at least:

- In the case of a substance abuse treatment or recovery provider, will provide access to treatment or recovery services for all program participants who qualify and choose those services, OR
- An amount that is equivalent to 25 percent of the funding being requested for the project will be covered by the healthcare organization?

Value of the commitment and dates of services must be included in the written commitment.

Yes – 10 points No – 0 points

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

16. Both HUD and the local community prioritize projects that incorporate PSH or RRH units using funds other than CoC or ESG (e.g. ESSHI, NYSSHP, private sources such as CDPHP.) Will your project expand upon an awarded or existing PSH or RRH project not funded through CoC or ESG?

Yes – 10 points No – 0 points

N/A for applications for Coordinated Entry and HMIS (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.

17. Does your agency have a policy focused on ensuring equitable services and program outcomes across participants of all races and ethnicities? Please attach your agency's policy.

Yes – 5 points No – 0 points

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

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

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

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

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

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

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

(DV Projects Only)

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-512

Objective Criteria Used to Review and Rank Projects for Funding	
Specific Criteria	Question Addressing Criteria
Utilization Rate	Part I: Q1a-Q1b
Data Quality & Completeness	Part I: Q9a-9d
Performance Data (PSH only) Dedicated Chronic Homeless/DedicatedPLUS	Part I: Q2, Q3
Funding	Part I: Q4a-4c
Priority Population	
Coordinated Entry Participation	Part II: Q4a-4b New/DV Bonus: Q6a-6b
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)	Part I: Q2 Part I: Q3a-3d, HMIS Attachment 1 & 2
Positive Outcomes	Part I: Q5, HMIS Attachment 3
Exits to Homelessness	Part I: Q6., HMIS Attachment 4
Effect on Income Growth	Part I: Q7., HMIS Attachment 5
Coordinated Entry	Part II: Q4a-4b New/DV Bonus: Q6
Specific Method for Evaluating Projects Submitted by Victim Service Providers	
Specific Criteria	Question Addressing Criteria
HMIS 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	Part II: Q8 New/DV Bonus: Q19

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:	Joseph's House & Shelter				Final Score: 212
Project Name:	Bert's Place				
	Submitted by Deadline w/Required Docs		Yes		
		Total Possible Points	Points Awarded		
Part I: Data-Related Questions (150)					
20 points max	1a. Utilization Rate 100%	CARES	15	15	
	1b. Exceeded 100% in Persons & Households	CARES	5	0	
15 pts max	2. Dedicated CH	Attach 1	15	5	
15 pts max PSH Projects Only	3b. /3d. Effect on Chronic Homelessness	Attach 2	15	8	
20 points max	4a. Spent ≥ 90% funds or 4b. Spent between 80-89%	CARES	10	10	
	4c. Amount of Returned Funds	CARES	10	10	
	5. Positive Outcomes	Attach 3	25	15	
	6. Exits to Homelessness	Attach 4	20	20	
	7. Income Growth : System Impact	Attach 5	20	15	
	8. Income Growth : Project Performance	APRQ19	10	5	
	9. Data Quality and Completeness	APR Q6	5	5	
	Total		150	108	
Part II: Project & System Performance-Related Questions					
	1. Utilization	Reviewers	20	20	
	2. Housing First	CARES	10	10	
	3. CoC Participation	CARES	5	5	
	4a. CE Referrals Only	CE Lead	10	10	
	4b. CE Regular Attendee 75%	CE Lead	5	5	
	5. Leveraging/Coordination of Services	Reviewers	5	5	
	6. Cultural Barriers	Reviewers	5	5	
	7. Number of Homeless Persons	CARES	3	3	
	8. Positive Outcomes	Reviewers	5	5	
	9. Move-On Strategy	Reviewers	3	3	
	10. Employment Opportunities	Reviewers	5	5	
	11. Performance Monitoring Results	Reviewers	10	10	
	12. Service Delivery Adjustment for COVID-19	Reviewers	5	5	
	13. Client Needs via New Partnerships During COVID-19	Reviewers	5	5	
	14. Building COVID-19 Vaccine Confidence	Reviewers	2	2	
	15. Agency Diversity Equity and Inclusion	Reviewers	6	6	
	Total		104	104	

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

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

(a) Ranking and Tiering PDF

2021 Rensselaer Ranking

Rank	Score	Applicant Name	Program	Funding Amount
1	243	Unity House of Troy, Inc.	Unity House Troy - UH 800 (2021)	\$2,186,282
2	227	Unity House of Troy, Inc.	Unity House Troy - UH 309 (2021)	\$78,229
3	219	Joseph's House and Shelter, Inc.	JH - Bethune (2021)	\$159,435
4	218	YWCA of the Greater Capital Region, Inc.	YWCA-GCR Apartment Program (2021)	\$140,996
5	213	Unity House of Troy, Inc.	Unity House Troy - UH 352 (2021)	\$80,125
6	212	Joseph's House and Shelter, Inc.	JH - Bert's Place (2021)	\$115,334
7	212	Catholic Charities Housing Office	CCHO-St. Peter's Consolidated PSH (2021)	\$358,838
8	210	St. Paul's Center	St. Paul Center - PSH (2021)	\$86,750
9	195	Joseph's House and Shelter, Inc.	JH - Consolidated (2021)	\$330,938
10	190	YWCA of the Greater Capital Region, Inc.	YWCA-GCR Family Apartment Program (2021)	\$32,023
11		Unity House of Troy, Inc.	Unity House Coordinated Entry for RCHSC 2021	\$11,520
12		Corporation for AIDS Research, Education and Services, Inc.	Rensselaer County Portion of the Capital Region HMIS (2021)	\$16,983
13		Joseph's House and Shelter, Inc.	JH - Rensselaer Coordinated Entry (2021)	\$82,548
DV1	123	Unity House of Troy, Inc.	UH 302 Expansion	\$42,480
B1	118	CARES of NY Inc.	Rensselaer HMIS Expansion	\$36,715
B2	113	Joseph's House and Shelter, Inc.	JH Consolidated Expansion	\$147,285
Annual Renewal Demand		\$3,680,001		
Tier 1		\$3,680,001		
Tier 2		\$184,000		
Planning		\$110,400		
Bonus		\$184,000		
DV Bonus		\$292,460		

Expansions		Applicant Name	Renewal Project	Expansion Project
		Joseph's House and Shelter, Inc.	JH - Consolidated 2021	JH Consolidated Expansion
		CARES of NY Inc.	Rensselaer County Portion of the Capital Region HMIS (2021)	Rensselaer HMIS Expansion
		Unity House of Troy, Inc.	Unity House Coordinated Entry for RCHSC 2021	UH 302 Expansion

Consolidations	Surviving Pin	Applicant Name	Renewal Project 1	Renewal Project 2	Consolidated Project Name
None					

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

This attachment details the examples of 15 Day Notification of Projects Rejected or Reduced for NY-512

It contains the following:

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

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

1. Example Rejection Letters

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

October 22, 2021

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

RE: CARES FY2021 **Renewal Project Application**

Dear Nancy:

On behalf of the Rensselaer County Homeless Services Coalition NOFA Committee, we would like to thank you for your application for funding through the FY21 Continuum of Care competition. Unfortunately, through the Rank and Review process for Renewal Projects, **your application was not selected to apply**. Although the project was eligible and strong, your project was ranked outside of the eligible funding amount after the combined total of accepted application.

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

Thank you,

Kelsey Addy

Planning Unit Director, CARES, Inc.

Collaborative Applicant

Rensselaer County Homeless Services Coalition

October 22, 2021

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

RE: CARES FY2021 New Project Application

Dear Nancy:

On behalf of the Rensselaer County Homeless Services Collaborative NOFA Committee, we would like to thank you for your application for bonus funding through the FY21 Continuum of Care competition. Unfortunately, through the Rank and Review process for 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 application.

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

Thank you,

Kelsey Addy

Planning Unit Director, CARES, Inc.

Collaborative Applicant

Rensselaer County Homeless Services Coalition

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 Rensselaer County Homeless Services Collaborative 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

Rensselaer County Homeless Services Coalition

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

This attachment details the 15 Day Notification of Projects Accepted and Tiered for NY-512. It contains the following:

1. October 15, 2021 Email notification of Projects Accepted:
 - a. **CARES of NY, Inc.**
 - i. Rensselaer County Portion of the Capital Region HMIS (2021) - *Renewal Project Application*
 - ii. Rensselaer HMIS Expansion – *New Project Application*
 - b. **Catholic Charities Housing Office**
 - i. CCHO-St. Peter's Consolidated PSH – *Renewal Project Application*
 - c. **Joseph House and Shelter**
 - i. JH - Bethune (2021) – *Renewal Project Application*
 - ii. JH - Bert's Place (2021) – *Renewal Project Application*
 - iii. JH - Consolidated (2021) – *Renewal Project Application*
 - iv. JH - Rensselaer Coordinated Entry (2021) – *Renewal Project Application*
 - v. JH Consolidated Expansion – *New Project Application*
 - d. **St. Paul Center**
 - i. St. Paul Center - PSH (2021) - *Renewal Project Application*
 - e. **Unity House of Troy**
 - i. UH 800 (2021) - *Renewal Project Application*
 - ii. UH 309 (2021) - *Renewal Project Application*
 - iii. UH 352 (2021) - *Renewal Project Application*
 - iv. Unity House Coordinated Entry for RCHSC 2021 - *Renewal Project Application*
 - v. UH 302 Expansion - *New Project Application*
 - f. **YWCA of the Greater Capital Region**
 - i. YWCA-GCR Apartment Program (2021) – *Renewal Project Application*
 - ii. YWCA-GCR Family Apartment Program (2021) – *Renewal Project Application*
2. October 22, 2021 Email Notification of Ranking & Tiering for NY-512 Accepted Projects publicly posted on website
3. October 22, 2021 Website screenshot showing posted Ranking & Tiering for NY-512 Accepted Projects

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

1. October 15, 2021 Email notification of Projects Accepted:

a. CARES of NY, Inc.

- i. Rensselaer County Portion of the Capital Region HMIS (2021) - *Renewal Project Application*
- ii. Rensselaer HMIS Expansion – *New Project Application*

Genesis Matthey

From: Nicholas Cassaro
Sent: Friday, October 15, 2021 4:57 PM
To: Allyson Thiessen
Cc: Haleigh Schmidhamer
Subject: Notification: Project Accepted

Dear Allyson,

As the Collaborative Applicant for the NY-512 CoC, CARES would like to congratulate CARES HMIS on having your project accepted within the 2021 NY-512 CoC NOFO Application. Below is a detailed list of your agency's accepted projects, funding requests, and their ranked position:

- CoC Bonus: Rensselaer HMIS Expansion, \$36,715, Rank#1
- Renewal: Rensselaer County Portion of the Capital Region HMIS (2021), \$16,983, Rank# 12

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

Thank you!

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



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

1. October 15, 2021 Email notification of Projects Accepted:

- b. Catholic Charities Housing Office**

- i. CCHO-St. Peter's Consolidated PSH – *Renewal Project Application*

Genesis Mattey

From: Nicholas Cassaro
Sent: Friday, October 15, 2021 4:57 PM
To: Sondra Young
Cc: Haleigh Schmidhamer
Subject: Notification: Project Accepted

Dear Sondra,

As the Collaborative Applicant for the NY-512 CoC, CARES would like to congratulate Catholic Charities Housing Office on having your project accepted within the 2021 NY-512 CoC NOFO Application. Below is a detailed list of your agency's accepted projects, funding requests, and their ranked position:

Renewal: CCHO-St. Peter's Consolidated PSH, \$358,838, Rank# 7

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

Thank you!

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



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

1. October 15, 2021 Email notification of Projects Accepted:

- c. **Joseph House and Shelter**

- i. JH - Bethune (2021) – *Renewal Project Application*
 - ii. JH - Bert's Place (2021) – *Renewal Project Application*
 - iii. JH - Consolidated (2021) – *Renewal Project Application*
 - iv. JH - Rensselaer Coordinated Entry (2021) – *Renewal Project Application*
 - v. JH Consolidated Expansion – *New Project Application*

Genesis Matthey

From: Nicholas Cassaro
Sent: Friday, October 15, 2021 4:57 PM
To: Kevin O'connor
Cc: Haleigh Schmidhamer
Subject: Notification: Projects Accepted

Dear Kevin,

As the Collaborative Applicant for the NY-512 CoC, CARES would like to congratulate Joseph's House on having your projects accepted within the 2021 NY-512 CoC NOFO Application. Below is a detailed list of your agency's accepted projects, funding requests, and their ranked position:

- Renewal JH - Bethune (2021) \$159,435 Rank# 3
- Renewal JH - Bert's Place (2021) \$115,334 Rank# 6
- Renewal JH - Consolidated (2021) \$330,938 Rank# 9
- Renewal JH - Rensselaer Coordinated Entry (2021) \$82,548 Rank# 13
- CoC Bonus JH Consolidated Expansion \$147,285 Rank#2

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

Thank you!

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



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

1. October 15, 2021 Email notification of Projects Accepted:

d. St. Paul Center

i. St. Paul Center - PSH (2021) - *Renewal Project Application*

Genesis Matthey

From: Nicholas Cassaro
Sent: Friday, October 15, 2021 4:57 PM
To: Tracy Pitcher
Cc: Haleigh Schmidhamer
Subject: Notification: Project Accepted

Dear Tracy,

As the Collaborative Applicant for the NY-512 CoC, CARES would like to congratulate St. Paul's Center on having your project accepted within the 2021 NY-512 CoC NOFO Application. Below is a detailed list of your agency's accepted projects, funding requests, and their ranked position:

Renewal: St. Paul Center - PSH (2021), \$86,750, Rank # 8

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

Thank you!

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



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

1. October 15, 2021 Email notification of Projects Accepted:

e. Unity House of Troy

- i. UH 800 (2021) - *Renewal Project Application*
- ii. UH 309 (2021) - *Renewal Project Application*
- iii. UH 352 (2021) - *Renewal Project Application*
- iv. Unity House Coordinated Entry for RCHSC 2021 - *Renewal Project*
- v. *UH 302 Expansion - New Project Application* **(October 28, 2021 email)**

Genesis Matthey

From: Nicholas Cassaro
Sent: Friday, October 15, 2021 4:56 PM
To: Andrea Ryan
Cc: GRANTS.CONTRACTS; Haleigh Schmidhamer
Subject: Notification: Projects Accepted

Dear Andrea,

As the Collaborative Applicant for the NY-512 CoC, CARES would like to congratulate Unity House on having your projects accepted within the 2021 NY-512 CoC NOFO Application. Below is a detailed list of your agency's accepted projects, funding requests, and their ranked position:

- Renewal: Unity House Troy - UH 800 (2021) \$2,186,282 Rank# 1
- Renewal: Unity House Troy - UH 309 (2021) \$78,229 Rank# 2
- Renewal: Unity House Troy - UH 352 (2021) \$80,125 Rank # 5
- Renewal: Unity House Coordinated Entry for RCHSC 2021 \$11,520 Rank# 11

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

Thank you!

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



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Haleigh Schmidhamer

From: Haleigh Schmidhamer
Sent: Thursday, October 28, 2021 9:57 AM
To: Andrea Ryan
Cc: Kelsey Addy; Nicholas Cassaro
Subject: Notification : Project Accepted

Dear Andrea,

As the Collaborative Applicant for the NY-512 CoC, CARES would like to congratulate Unity House on having your DV Bonus project accepted within the 2021 NY-512 CoC NOFO Application. Below is a detailed list of your agency's accepted projects, funding requests, and their ranked position:

- DV Bonus: UH 302 Expansion \$42,480 Rank #1

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

Thank you,

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



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

2. October 15, 2021 Email notification of Projects Accepted:

f. YWCA of the Greater Capital Region

- i. YWCA-GCR Apartment Program (2021) – *Renewal Project Application*
- ii. YWCA-GCR Family Apartment Program (2021) – *Renewal Project Application*

Genesis Matthey

From: Nicholas Cassaro
Sent: Friday, October 15, 2021 4:56 PM
To: Bonnie Benson
Cc: Haleigh Schmidhamer
Subject: Notification: Projects Accepted

Dear Bonnie,

As the Collaborative Applicant for the NY-512 CoC, CARES would like to congratulate YWCA of the Greater Capital Region on having your projects accepted within the 2021 NY-512 CoC NOFO Application. Below is a detailed list of your agency's accepted projects, funding requests, and their ranked position:

- Renewal: YWCA-GCR Apartment Program (2021) \$140,996 Rank # 4
- Renewal: YWCA-GCR Family Apartment Program (2021) \$32,023 Rank # 10

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

Thank you!

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



Find us on [Facebook](#)



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

2. October 22, 2021 Email Notification of Ranking & Tiering for NY-512 Accepted Projects publicly posted on website

From: CARES Planning Team
To: Aimee Ohlidal (aohlidal@unityhouseny.org); Allyson Ryan; Allyson Thiessen; Amber Luke (aluke@unityhouseny.org); Amber Sullivan - Capital District EOC (a.sullivan1@hvcc.edu); Amy LaFountain (alafountain@josephshousetroy.org); Andra Ordansky; Andrea Ryan; Angela Balogun (abalogun@ceoempowers.org); asmith@vanderheyden.org; Bernice White - Community Builders (bernice.white@tcbinc.org); Bonnie Benson; Brittany Piccolo (bpiccolo@vanderheyden.org); Charles Doyle; Christine Nealon (Christine@triplonline.org); Christopher Burke (cburke@unityhouseny.org); Claudete Senior; Colleen Seeley; Dana Plusch; David Kunzelman (David.kunzelman@redcross.org); David Sosa; Elaine Davies (edavies@unityhouseny.org); Elaine Harwood (e.harwood@hvcc.edu); Erin Bradley (erbradley@ceo-cap.org); Fawn Potash (fpotash@ilchv.org); Geoffrey Raiti; grants.contracts@unityhouseny.org; Haleigh Schmidhamer; Jacob Dale (jacob.t.dale@hud.gov); Janelle Shults; Janet Simmons (jsimmons@northeastcareer.org); Jennifer LeMay; Jim Crawford (jim.crawford@cchoalbany.org); Joe Sluszk (jsluszka@ahcvets.org); John Salka (john.salka@troyny.gov); Katrina Middleton; Kelli Clark; Kelsey Addy; Kevin O'Connor (koconnor@josephshousetroy.org); Kirstein DonVito (KDonVito@rensko.com); Laura Amos (laura.amos@troyny.gov); Laurie Mooney (lmooney@rensselaerhousing.org); laurie.mcbain (laurie.mcbain@sphp.com); Leslie Cheu (lcheu@tsbfoundation.org); Linda Jones-Pettis (linda.jones-pettis@dfa.state.ny.us); Linda Lewis; Lindsey Crusan; Loni Warrington (lwarrington@rensko.com); Mary Ann Ogren (mogren@rensselaerhousing.org); Mary Kay Cassidy (marykay.cassidy@dfa.state.ny.us); Maura Psolino - Vanderheyden (mpsinos@vanderheyden.org); Maureen Corbett (Maureen.corbett@va.gov); Mayor Patrick Madden (mayoroffice@troyny.gov); meghan.meyerson@ccrcda.org; Melissa Cherubino; Michael Hagmaier; michellea@ccalbany.org; Michelle Chavarria; Mike Maloney (mmaloney@unityhouseny.org); nbraun@josephshousetroy.org; Nicholas Cassaro; Nina Nichols; Pam Booker (pbooker@ccalbany.org); Patrick Madden; Peter Goebel (pgoebel@rensko.com); Ray Reuter (raymhep@outlook.com); Donna Elia; Robert Romaker; Rose Kelly (rkelly@rensselaerhousing.org); Salley Zglonski; Sarah Trombley (strombley@unityhouseny.org); Sondra Young; Stacey Thayer (stacey.thayer@cdphp.com); Starletta Smith; Stephen Piasecki; Susan Benjamin (susanbenjamin@hotmail.com); Susan Jones; Tabita Dunn Unity House; Talia Gamble (gamblet@trov.k12.ny.us); Terra Stone (tstone@rensko.com); Theresa Beaudoin; Thomas Hulihan (hulihant@troyhousing.org); Totia Harris; Tracy Pitcher (tpitcher@stpaulscenter.com); Tyrone Byrd (tbyrd@wesoldieron.org); Veronica Lestage; Warren Youngblood (w.youngblood@ahcvets.org); Wendy Wahlberg; William Brown (wbrown@wesoldieron.org); William Robson
Cc: Amy Lacey; Erin Reale; Genesis Matthey; Haleigh Schmidhamer; Kathy Germain; Kelsey Addy; Maureen Van Deusen; Nicholas Cassaro; Samantha Barnaby; Nancy Harrington; Michelle Sandoz-Dennis; Kirstin Jones; Allyson Thiessen; Denise Brodt
Subject: RCHSC Public Posting of FY21 CoC Application (Draft #5)
Date: Friday, October 22, 2021 5:45:51 PM
Attachments: [image001.png](#)
[image002.png](#)

Good Afternoon Rensselaer Co. CoC,

All parts of the 2021 Consolidated Application and Attachments have been posted to the [CARES Website](#) for public comment.

Specifically, you will find:

- Draft #5: Consolidated Application Narratives & Attachments
- Final Draft: Priority Listing (including project rankings), Project Ranking & Tiering, Project Descriptions, and Planning Grant

CARES will be posting an updated application every Friday until submission to reflect our progress and allow for community input. Please send public comments to [Genesis Matthey](#).

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

Thank you,

Kelsey Addy, MPA

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

3. October 22, 2021 Website screenshot showing posted Ranking & Tiering for NY-512 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

Rensselaer County Homeless Services Collaborative (RCHSC) CoC Project Applications

[RCHSC Home Page](#)

Funding Snapshot

NY-512 Rensselaer						
ARD	Tier 1	Tier 2*	CoC Bonus	DV Bonus	CoC	UFA Grant
\$3,680,001	\$3,680,001	\$476,460	\$184,000	\$292,460	\$110,400	-
	(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 512 CoC Consolidated Application – Narrative](#)

DRAFT:  [NY 512 CoC Consolidated Application – Attachments](#)

2021 CoC Priority Listing

Public Posting Date: 10.22.2021

FINAL:  [NY 512 CoC Priority Listing](#)

FINAL:  [NY 512 CoC Project Descriptions](#)

FINAL:  [NY 512 Project Ranking and Tiering](#)

2021 CoC Planning Project

Public Posting Date: 10.22.2021

FINAL:  [NY 512 CoC Planning Project](#)

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

This attachment details the correspondence to NY-512'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

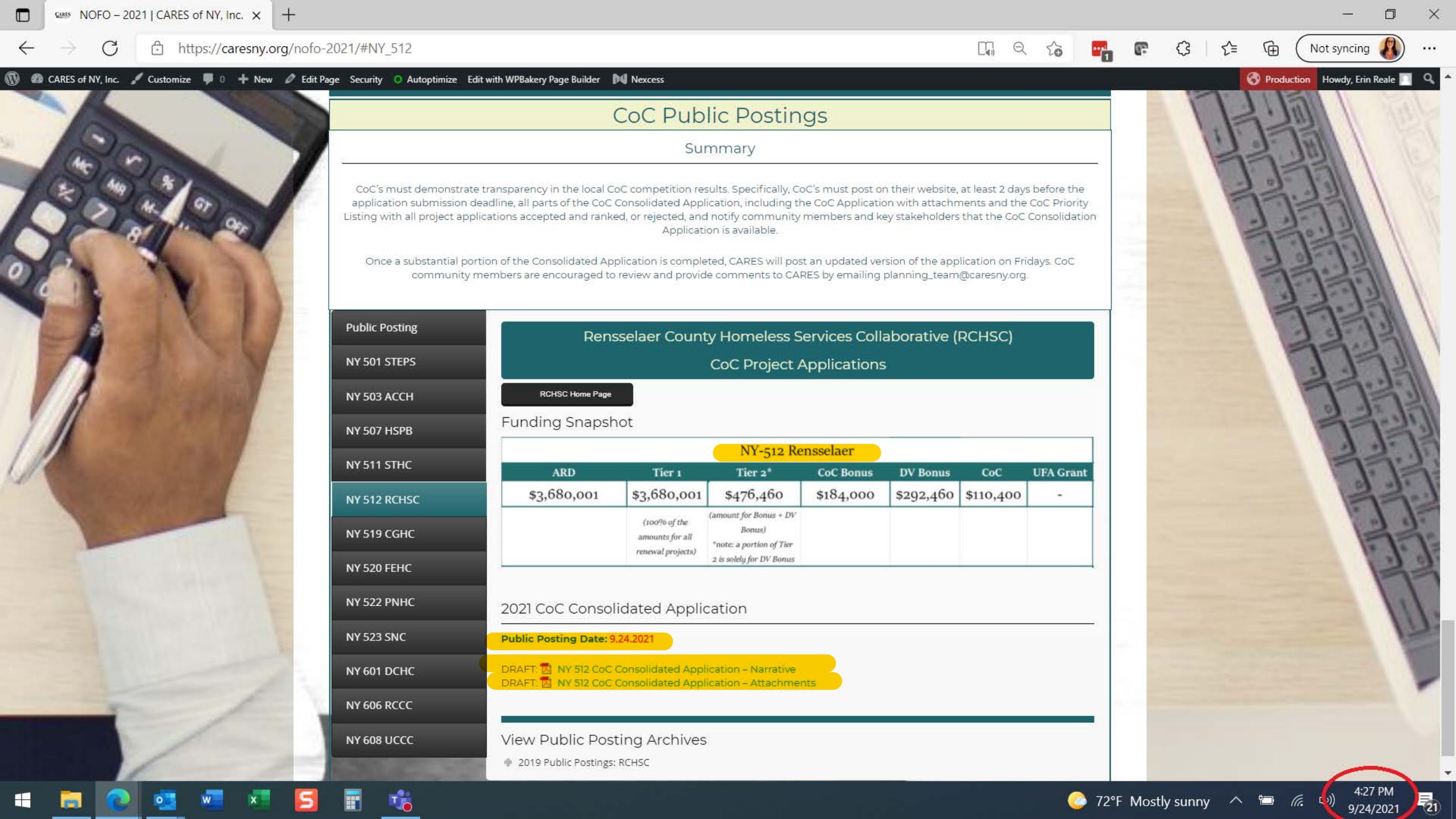
Once a substantial portion of the Consolidated Application is completed, CARES will post an updated version of the application on Fridays. CoC community members are encouraged to review and provide comments to CARES by emailing planning_team@caresny.org.

NY 608 UCCC

FINAL- NY 512 CoC Planning Project

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

1. Public Posting of the Final Version of the CoC Consolidated Application
 - 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

Rensselaer County Homeless Services Collaborative (RCHSC)

CoC Project Applications

[RCHSC Home Page](#)

Funding Snapshot

NY-512 Rensselaer						
ARD	Tier 1	Tier 2*	CoC Bonus	DV Bonus	CoC	UFA Grant
\$3,680,001	\$3,680,001	\$476,460	\$184,000	\$292,460	\$110,400	-
	(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 512 CoC Consolidated Application - Narrative

DRAFT: NY 512 CoC Consolidated Application - Attachments

View Public Posting Archives

2019 Public Postings: RCHSC

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

Rensselaer County Homeless Services Collaborative (RCHSC)

CoC Project Applications

[RCHSC Home Page](#)

Funding Snapshot

NY-512 Rensselaer						
ARD	Tier 1	Tier 2*	CoC Bonus	DV Bonus	CoC	UFA Grant
\$3,680,001	\$3,680,001	\$476,460	\$184,000	\$292,460	\$110,400	-
	(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 512 CoC Consolidated Application – Narrative

DRAFT:  NY 512 CoC Consolidated Application – Attachments

View Public Posting Archives

+ 2019 Public Postings: RCHSC

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.

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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

Rensselaer County Homeless Services Collaborative (RCHSC)

CoC Project Applications

[RCHSC Home Page](#)

Funding Snapshot

NY-512 Rensselaer						
ARD	Tier 1	Tier 2*	CoC Bonus	DV Bonus	CoC	UFA Grant
\$3,680,001	\$3,680,001	\$476,460	\$184,000	\$292,460	\$110,400	-
	(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 512 CoC Consolidated Application – Narrative

DRAFT:  NY 512 CoC Consolidated Application – Attachments

View Public Posting Archives

✚ 2019 Public Postings: RCHSC

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

Rensselaer County Homeless Services Collaborative (RCHSC)

CoC Project Applications

[RCHSC Home Page](#)

Funding Snapshot

NY-512 Rensselaer						
ARD	Tier 1	Tier 2*	CoC Bonus	DV Bonus	CoC	UFA Grant
\$3,680,001	\$3,680,001	\$476,460	\$184,000	\$292,460	\$110,400	-
	(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 512 CoC Consolidated Application – Narrative

DRAFT:  NY 512 CoC Consolidated Application – Attachments

2021 CoC Priority Listing

Public Posting Date: 10.15.2021

DRAFT:  NY 512 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

Rensselaer County Homeless Services Collaborative (RCHSC)

CoC Project Applications

[RCHSC Home Page](#)

Funding Snapshot

NY-512 Rensselaer						
ARD	Tier 1	Tier 2*	CoC Bonus	DV Bonus	CoC	UFA Grant
\$3,680,001	\$3,680,001	\$476,460	\$184,000	\$292,460	\$110,400	-
	(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 512 CoC Consolidated Application – Narrative

DRAFT:  NY 512 CoC Consolidated Application – Attachments

2021 CoC Priority Listing

Public Posting Date: 10.22.2021

FINAL:  NY 512 CoC Priority Listing

FINAL:  NY 512 CoC Project Descriptions

FINAL:  NY 512 Project Ranking and Tiering

2021 CoC Planning Project

Public Posting Date: 10.22.2021

FINAL:  NY 512 CoC Planning Project

Public Posting

NY 501 STEPS

NY 503 ACCH

NY 507 HSPB

NY 511 STHC

NY 512 RCHSC

NY 519 CGHC

NY 520 FEHC

NY 522 PNHC

NY 523 SNC

NY 601 DCHC

NY 606 RCCC

NY 608 UCCC

Rensselaer County Homeless Services Collaborative (RCHSC)

CoC Project Applications

RCHSC Home Page

Funding Snapshot

NY-512 Rensselaer						
ARD	Tier 1	Tier 2*	CoC Bonus	DV Bonus	CoC	UFA Grant
\$3,680,001	\$3,680,001	\$476,460	\$184,000	\$292,460	\$110,400	-
	(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 512 CoC Consolidated Application – Narrative

DRAFT: NY 512 CoC Consolidated Application – Attachments

2021 CoC Priority Listing

Public Posting Date: 10.29.2021

FINAL: NY 512 CoC Priority Listing

FINAL: NY 512 CoC Project Descriptions

FINAL: NY 512 Project Ranking and Tiering

2021 CoC Planning Project

Public Posting Date: 10.29.2021

FINAL: NY 512 CoC Planning Project

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

1. Public Posting of the Final Version of the CoC Consolidated Application
 - b. Emails informing CoC of Public Postings
 - i. November 5, 2021 Final Draft Public Posting

From: CARES Planning Team
To: Aimee Ohlidal (aohlidal@unityhouseny.org); Allyson Ryan; Allyson Thiessen; Amber Luke (aluke@unityhouseny.org); Amber Sullivan - Capital District EOC (a.sullivan1@hvcc.edu); Amy LaFountain (alafountain@josephshousetroy.org); Andra Zubkovs (andraz@josephshousetroy.org); Andrea Ryan; Angela Balogun (abalogun@ceoempowers.org); asmith@vanderheyden.org; Bernice White - Community Builders (bernice.white@tcbinc.org); Bonnie Benson (bonnieb@ywca-gcr.org); Brittany Piccolo (bpiccolo@vanderheyden.org); Charles Doyle (charles.doyle@troyny.gov); Christine Nealon (Christine@trionline.org); Christopher Burke (cburke@unityhouseny.org); Claudete Senior; Colleen Seeley; Dana Plusch; David Kunzelman (David.kunzelman@redcross.org); David Sosa; Elaine Davies (edavies@unityhouseny.org); Elaine Harwood (e.harwood@hvcc.edu); Erin Bradley (eradley@ceo-cap.org); Fawn Potash (fpotash@ilchv.org); Geoff Raiti; grants.contracts@unityhouseny.org; Jacob Dale (jacob.t.dale@hud.gov); Janelle Shults; Janet Simmons (jsimmons@northeastcareer.org); Janis Stewart (jstewart@tcbinc.org); Jennifer LeMay; Jim Crawford (jim.crawford@cchoalbany.org); Joe Sluska (jsluska@ahcvets.org); John Salka (john.salka@troyny.gov); JPatrik-Huff (JPatrik-Huff@TCBINC.ORG); Katrina Middleton; Kelli Clark; Kevin O'Connor (koconnor@josephshousetroy.org); Kirstein DonVito (KDonVito@renesco.com); Laura Amos (laura.amos@troyny.gov); Laurie Mooney (lmoney@rensselaerhousing.org); laurie.mcbain (laurie.mcbain@sphp.com); Leslie Cheu (lcheu@tsbfoundation.org); Linda Jones-Pettis (linda.jones-pettis@dfa.state.ny.us); Linda Lewis; Lindsey Crusan; Loni Warrington (lwarrington@renesco.com); Mary Ann Ogren (mogren@rensselaerhousing.org); Mary Kay Cassidy (marykay.cassidy@dfa.state.ny.us); Maura Psolino - Vanderheyden (mpsoinos@vanderheyden.org); Maureen Corbett (Maureen.corbett@va.gov); Mayor Patrick Madden (mayoroffice@troyny.gov); megan.meyerson@ccrcda.org; Melissa Cherubino; Michael Hagmaier; Michelle Abel (michellea@ccalbany.org); Michelle Chavarria; Mike Maloney (mmaloney@unityhouseny.org); nbraun@josephshousetroy.org; Nicholas Cassaro; Nina Nichols; Pam Booker (pbooker@ccalbany.org); Peter Goebel (pgoebel@renesco.com); Ray Reuter (raymh@outlook.com); Rev Donna Elia (delia@taum.org); Robert Romaker; Rose Kelly (rkelly@rensselaerhousing.org); Salley Zglonski; Sarah Trombley (strombley@unityhouseny.org); Sondra Young@rcda.org; Stacey Thayer (stacey.thayer@cdphp.com); Starletta Smith (starlettas@ywca-gcr.org); Stephen Piasecki; Susan Benjamin (susanbenjamin@hotmail.com); Susan Jones; Tabita Dunn Unity House; Talia Gamble (gamblet@troyny.k12.ny.us); Terra Stone (tstone@renesco.com); Theresa Beaudoin; Thomas Hulihan (hulihant@troynhousing.org); Totia Harris; Tracy Pitcher (tpitcher@stpaulscenter.com); Tyrone Byrd (tbyrd@wesoldieron.org); Veronica Lestage; Warren Youngblood (w.youngblood@ahcvets.org); Wendy Wahlberg (wwahlberg@lasnny.org); William Brown (wbrown@wesoldieron.org); William Robson
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 RCHSC FY2021 CoC Consolidated Application
Date: Friday, November 5, 2021 2:10:00 PM
Attachments: [image001.png](#)

Dear Rensselaer County Homeless Services Collaborative,

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

- The final version of the RCHSC 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: Aimee Ohlidal (aohlidal@unityhouseny.org); Allyson Ryan; Amber Luke (aluke@unityhouseny.org); Amber Sullivan - Capital District EOC (a.sullivan1@hvcc.edu); Amy LaFountain (alafountain@josephshousetroy.org); Andra Zubkovs (andraz@josephshousetroy.org); Andrea Ryan; Angela Balogun (abalogun@ceoempowers.org); asmith@vanderheyden.org; Bernice White - Community Builders (bernice.white@tcbinc.org); Bonnie Benson (bonnieb@ywca-gcr.org); Brittany Piccolo (Bpiccolo@vanderheyden.org); Charles Doyle (charles.doyle@troyny.gov); Christine Nealon (Christine@triplonline.org); Christopher Burke (cburke@unityhouseny.org); Claudete Senior; Colleen Seeley; Dana Plusch; David Kunzelman (David.kunzelman@redcross.org); David Sosa; Elaine Davies (edavies@unityhouseny.org); Elaine Harwood (e.harwood@hvcc.edu); Erin Bradley (eradley@ceo-cap.org); Fawn Potash (fpotash@ilchv.org); Geoff Raiti; grants.contracts@unityhouseny.org; Haleigh Schmidhamer; Jacob Dale (jacob.t.dale@hud.gov); Janelle Shults; Janet Simmons (jsimmons@northeastcareer.org); Jennifer LeMay; Jim Crawford (jim.crawford@cchoalbany.org); Joe Sluska (jsluska@ahcvets.org); John Salka (john.salka@troyny.gov); Katrina Middleton; Kelli Clark; Kelsey Addy; Kevin O'Connor (koconnor@josephshousetroy.org); Kirstein DonVito (KDonVito@renesco.com); Laura Amos (laura.amos@troyny.gov); Laurie Mooney (lmooney@rensselaerhousing.org); laurie.mcbain (laurie.mcbain@sphp.com); Leslie Cheu (lcheu@tsbfoundation.org); Linda Jones-Pettis (linda.jones-pettis@dfa.state.ny.us); Linda Lewis; Lindsey Crusan; Loni Warrington (lwarrington@renesco.com); Mary Ann Ogren (mogren@rensselaerhousing.org); Mary Kay Cassidy (marykay.cassidy@dfa.state.ny.us); Maura Psolino - Vanderheyden (mpsinos@vanderheyden.org); Maureen Corbett (Maureen.corbett@va.gov); Mayor Patrick Madden (mayoroffice@troyny.gov); meghan.meyerson@ccrcda.org; Melissa Cherubino; Michael Hagmaier; Michelle Abel (michellea@ccalbany.org); Michelle Chavarria; Mike Maloney (mmaloney@unityhouseny.org); nbraun@josephshousetroy.org; Nicholas Cassaro; Nina Nichols; Pam Booker (pbooker@ccalbany.org); Peter Goebel (pgoebel@renesco.com); Ray Reuter (raymhep@outlook.com); Rev Donna Elia (delia@taum.org); Robert Romaker; Rose Kelly (rkelly@rensselaerhousing.org); Salley Zglonski; Sarah Trombley (strombley@unityhouseny.org); Sondra Young@rcda.org; Stacey Thayer (stacey.thayer@cdphp.com); Starletta Smith (starlettas@ywca-gcr.org); Stephen Piasecki; Susan Benjamin (susanbenjamin@hotmail.com); Susan Jones; Tabita Dunn Unity House; Talia Gamble (gamblet@troyny.k12.ny.us); Terra Stone (tstone@renesco.com); Theresa Beaudoin; Thomas Hulihan (hulihant@troynyhousing.org); Totia Harris; Tracy Pitcher (tpitcher@stpaulscenter.com); Tyrone Byrd (tbyrd@wesoldieron.org); Veronica Lestage; Warren Youngblood (w.youngblood@ahcvets.org); Wendy Wahlberg (wwahlberg@lasnny.org); William Brown (wbrown@wesoldieron.org); William Robson
Cc: Nancy Harrington; Michelle Sandoz-Dennis; Allyson Thiessen; Kirstin Jones; Denise Brodt; Amy Lacey; Erin Reale; Genesis Matthey; Kathy Germain; Maureen Van Deusen; Samantha Barnaby
Subject: RCHSC Public Posting of FY21 Draft Consolidated Application
Date: Friday, September 24, 2021 4:46:00 PM
Attachments: image002.png

Good Afternoon RCHSC

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

www.caresny.org

Find us on [Facebook](#)

From: CARES Planning Team
To: Aimee Ohlidal (aohlidal@unityhouseny.org); Allyson Ryan; Allyson Thiessen; Amber Luke (aluke@unityhouseny.org); Amber Sullivan - Capital District EOC (a.sullivan1@hvcc.edu); Amy LaFountain (alafountain@josephshousetroy.org); Andra Ordansky; Andrea Ryan; Angela Balogun (abalogun@ceoempowers.org); asmith@vanderheyden.org; Bernice White - Community Builders (bernice.white@tcbinc.org); Bonnie Benson; Brittany Piccolo (Bpiccolo@vanderheyden.org); Charles Doyle; Christine Nealon (Christine@triplonline.org); Christopher Burke (cburke@unityhouseny.org); Claudete Senior; Colleen Seeley; Dana Plusch; David Kunzelman (David.kunzelman@redcross.org); David Sosa; Elaine Davies (edavies@unityhouseny.org); Elaine Harwood (e.harwood@hvcc.edu); Erin Bradley (eradley@ceo-cap.org); Fawn Potash (fpotash@ilchv.org); Geoffrey Raiti; grants.contracts@unityhouseny.org; Haleigh Schmidhamer; Jacob Dale (jacob.t.dale@hud.gov); Janelle Shults; Janet Simmons (jsimmons@northeastcareer.org); Jennifer LeMay; Jim Crawford (jim.crawford@cchoalbany.org); Joe Sluska (jlsuska@ahcvets.org); John Salka (john.salka@troyny.gov); Katrina Middleton; Kelli Clark; Kelsey Addy; Kevin O'Connor (koconnor@josephshousetroy.org); Kirstein DonVito (KDonVito@renesco.com); Laura Amos (laura.amos@troyny.gov); Laurie Mooney (lmooney@rensselaerhousing.org); laurie.mcbain (laurie.mcbain@sphp.com); Leslie Cheu (lcheu@tsbfoundation.org); Linda Jones-Pettis (linda.jones-pettis@dfa.state.ny.us); Linda Lewis; Lindsey Crusan; Loni Warrington (lwarrington@renesco.com); Mary Ann Ogren (mogren@rensselaerhousing.org); Mary Kay Cassidy (marykay.cassidy@dfa.state.ny.us); Maura Psolino - Vanderheyden (mpsinos@vanderheyden.org); Maureen Corbett (Maureen.corbett@va.gov); Mayor Patrick Madden (mayoroffice@troyny.gov); meghan.meyerson@ccrcda.org; Melissa Cherubino; Michael Hagmaier; michellea@ccalbany.org; Michelle Chavarria; Mike Maloney (mmaloney@unityhouseny.org); nbraun@josephshousetroy.org; Nicholas Cassaro; Nina Nichols; Pam Booker (pbooker@ccalbany.org); Peter Goebel (pgoebel@renesco.com); Ray Reuter (raymhep@outlook.com); Donna Elia; Robert Romaker; Rose Kelly (rkelly@rensselaerhousing.org); Salley Zglonski; Sarah Trombley (strombley@unityhouseny.org); Sondra Young; Stacey Thayer (stacey.thayer@cdphp.com); Starletta Smith; Stephen Piasecki; Susan Benjamin (susanbenjamin@hotmail.com); Susan Jones; Tabita Dunn Unity House; Talia Gamble (gamblet@troy.k12.ny.us); Terra Stone (tstone@renesco.com); Theresa Beaudoin; Thomas Hulihan (hulihant@troyhousing.org); Totia Harris; Tracy Pitcher (tpitcher@stpaulscenter.com); Tyrone Byrd (tbyrd@wesoldieron.org); Veronica Lestage; Warren Youngblood (w.youngblood@ahcvets.org); Wendy Wahlberg; William Brown (wbrown@wesoldieron.org); William Robson
Cc: Amy Lacey; Erin Reale; Genesis Matthey; Kathy Germain; Maureen Van Deusen; Samantha Barnaby
Subject: RCHSC Public Posting of FY21 Draft #2 Consolidated Application
Date: Friday, October 1, 2021 3:07:19 PM
Attachments: image002.png

Good Afternoon RCHSC,

Draft version 2 of the 2021 Consolidated Application and Attachments have been posted to the [CARES Website](#) for public comment.

CARES will be posting an updated application every Friday until submission to reflect our progress and allow for community input. Please pay particular attention to question 1C-16, and let us know if you have lived experience that can be reflected in the application. Please send public comments to [Genesis Matthey](#).

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

Thank you,

Kelsey Addy, MPA

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Find us on [Facebook](#)

From: CARES Planning Team
To: Aimee Ohlidal (aohlidal@unityhouseny.org); Allyson Ryan; Allyson Thiessen; Amber Luke (aluke@unityhouseny.org); Amber Sullivan - Capital District EOC (a.sullivan1@hvcc.edu); Amy LaFountain (alafountain@josephshousetroy.org); Andra Ordansky; Andrea Ryan; Angela Balogun (abalogun@ceoempowers.org); asmith@vanderheyden.org; Bernice White - Community Builders (bernice.white@tcbinc.org); Bonnie Benson; Brittany Piccolo (Bpiccolo@vanderheyden.org); Charles Doyle; Christine Nealon (Christine@triplonline.org); Christopher Burke (cburke@unityhouseny.org); Claudete Senior; Colleen Seeley; Dana Plusch; David Kunzelman (David.kunzelman@redcross.org); David Sosa; Elaine Davies (edavies@unityhouseny.org); Elaine Harwood (e.harwood@hvcc.edu); Erin Bradley (eradley@ceo-cap.org); Fawn Potash (fpotash@ilchv.org); Geoffrey Raiti; grants.contracts@unityhouseny.org; Haleigh Schmidhamer; Jacob Dale (jacob.t.dale@hud.gov); Janelle Shults; Janet Simmons (jsimmons@northeastcareer.org); Jennifer LeMay; Jim Crawford (jim.crawford@cchoalbany.org); Joe Sluska (jlsuska@ahcvets.org); John Salka (john.salka@troyny.gov); Katrina Middleton; Kelli Clark; Kelsey Addy; Kevin O'Connor (koconnor@josephshousetroy.org); Kirstein DonVito (KDonVito@renesco.com); Laura Amos (laura.amos@troyny.gov); Laurie Mooney (lmooney@rensselaerhousing.org); laurie.mcbain (laurie.mcbain@sphp.com); Leslie Cheu (lcheu@tsbfoundation.org); Linda Jones-Pettis (linda.jones-pettis@dfa.state.ny.us); Linda Lewis; Lindsey Crusan; Loni Warrington (lwarrington@renesco.com); Mary Ann Ogren (mogren@rensselaerhousing.org); Mary Kay Cassidy (marykay.cassidy@dfa.state.ny.us); Maura Psolino - Vanderheyden (mpsinos@vanderheyden.org); Maureen Corbett (Maureen.corbett@va.gov); Mayor Patrick Madden (mayoroffice@troyny.gov); meghan.meyerson@ccrcda.org; Melissa Cherubino; Michael Hagmaier; michellea@ccalbany.org; Michelle Chavarria; Mike Maloney (mmaloney@unityhouseny.org); nbraun@josephshousetroy.org; Nicholas Cassaro; Nina Nichols; Pam Booker (pbooker@ccalbany.org); Peter Goebel (pgoebel@renesco.com); Ray Reuter (raymhep@outlook.com); Donna Elia; Robert Romaker; Rose Kelly (rkelly@rensselaerhousing.org); Salley Zglonski; Sarah Trombley (strombley@unityhouseny.org); Sondra Young; Stacey Thayer (stacey.thayer@cdphp.com); Starletta Smith; Stephen Piasecki; Susan Benjamin (susanbenjamin@hotmail.com); Susan Jones; Tabita Dunn Unity House; Talia Gamble (gamble@troy.k12.ny.us); Terra Stone (tstone@renesco.com); Theresa Beaudoin; Thomas Hulihan (hulihant@troyhousing.org); Totia Harris; Tracy Pitcher (tpitcher@stpaulscenter.com); Tyrone Byrd (tbyrd@wesoldieron.org); Veronica Lestage; Warren Youngblood (w.youngblood@ahcvets.org); Wendy Wahlberg; William Brown (wbrown@wesoldieron.org); William Robson
Cc: Amy Lacey; Erin Reale; Kathy Germain; Maureen Van Deusen; Samantha Barnaby
Subject: RCHSC Public Posting of FY21 Draft #3 Consolidated Application
Date: Friday, October 8, 2021 1:45:00 PM
Attachments: image001.png

Good Afternoon RCHSC,

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

Find us on [Facebook](#)

From: CARES Planning Team
To: CARES Planning Team; Aimee Ohlidal (aohlidal@unityhouseny.org); Allyson Ryan; Allyson Thiessen; Amber Luke (aluke@unityhouseny.org); Amber Sullivan - Capital District EOC (a.sullivan1@hvcc.edu); Amy LaFountain (alafountain@josephshousetroy.org); Andra Ordansky; Andrea Ryan; Angela Balogun (abalogun@ceoempowers.org); asmith@vanderheyden.org; Bernice White - Community Builders (bernice.white@tcbinc.org); Bonnie Benson; Brittany Piccolo (bpiccolo@vanderheyden.org); Charles Doyle; Christine Nealon (Christine@triplonline.org); Christopher Burke (cburke@unityhouseny.org); Claudete Senior; Colleen Seeley; Dana Plusch; David Kunzelman (David.kunzelman@redcross.org); David Sosa; Elaine Davies (edavies@unityhouseny.org); Elaine Harwood (e.harwood@hvcc.edu); Erin Bradley (eradley@ceo-cap.org); Fawn Potash (fpotash@ilchv.org); Geoffrey Raiti; grants.contracts@unityhouseny.org; Haleigh Schmidhamer; Jacob Dale (jacob.t.dale@hud.gov); Janelle Shults; Janet Simmons (jsimmons@northeastcareer.org); Jennifer LeMay; Jim Crawford (jim.crawford@cchoalbany.org); Joe Sluska (jlsuska@ahcvets.org); John Salka (john.salka@troyny.gov); Katrina Middleton; Kelli Clark; Kelsey Addy; Kevin O'Connor (koconnor@josephshousetroy.org); Kirstein DonVito (KDonVito@renesco.com); Laura Amos (laura.amos@troyny.gov); Laurie Mooney (lmooney@rensselaerhousing.org); laurie.mcbain (laurie.mcbain@sphp.com); Leslie Cheu (lcheu@tsbfoundation.org); Linda Jones-Pettis (linda.jones-pettis@dfa.state.ny.us); Linda Lewis; Lindsey Crusan; Loni Warrington (lwarrington@renesco.com); Mary Ann Ogren (mogren@rensselaerhousing.org); Mary Kay Cassidy (marykay.cassidy@dfa.state.ny.us); Maura Psolino - Vanderheyden (mpsinos@vanderheyden.org); Maureen Corbett (Maureen.corbett@va.gov); Mayor Patrick Madden (mayoroffice@troyny.gov); meghan.meyerson@ccrcda.org; Melissa Cherubino; Michael Hagmaier; michellea@ccalbany.org; Michelle Chavarria; Mike Maloney (mmaloney@unityhouseny.org); nbraun@josephshousetroy.org; Nicholas Cassaro; Nina Nichols; Pam Booker (pbooker@ccalbany.org); Peter Goebel (pgoebel@renesco.com); Ray Reuter (raymhep@outlook.com); Donna Elia; Robert Romaker; Rose Kelly (rkelly@rensselaerhousing.org); Salley Zglonski; Sarah Trombley (strombley@unityhouseny.org); Sondra Young; Stacey Thayer (stacey.thayer@cdphp.com); Starletta Smith; Stephen Piasecki; Susan Benjamin (susanbenjamin@hotmail.com); Susan Jones; Tabita Dunn Unity House; Talia Gamble (gamblet@troy.k12.ny.us); Terra Stone (tstone@renesco.com); Theresa Beaudoin; Thomas Hulihan (hulihant@troyhousing.org); Totia Harris; Tracy Pitcher (tpitcher@stpaulscenter.com); Tyrone Byrd (tbyrd@wesoldieron.org); Veronica Lestage; Warren Youngblood (w.youngblood@ahcvets.org); Wendy Wahlberg; William Brown (wbrown@wesoldieron.org); William Robson
Cc: Amy Lacey; Erin Reale; Kathy Germain; Maureen Van Deusen; Samantha Barnaby; Kelsey Addy; Genesis Matthey
Subject: RCHSC Public Posting of FY21 Draft #1 Priority Listing & Draft #4 Consolidated Application
Date: Friday, October 15, 2021 2:06:17 PM
Attachments: image003.png
image004.png
image002.png

Good Afternoon Rensselaer Co. 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

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Subject: RCHSC Public Posting of FY21 CoC Application (Draft #5)
Date: Friday, October 22, 2021 5:45:51 PM
Attachments: image001.png
image002.png

Good Afternoon Rensselaer Co. CoC,

All parts of the 2021 Consolidated Application and Attachments have been posted to the [CARES Website](#) for public comment.

Specifically, you will find:

- Draft #5: Consolidated Application Narratives & Attachments
- Final Draft: Priority Listing (including project rankings), Project Ranking & Tiering, Project Descriptions, and Planning Grant

CARES will be posting an updated application every Friday until submission to reflect our progress and allow for community input. Please send public comments to [Genesis Matthey](#).

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

Thank you,

Kelsey Addy, MPA

From: CARES Planning Team
To: Aimee Ohlidal (aohlidal@unityhouseny.org); Allyson Ryan; Allyson Thiessen; Amber Luke (aluke@unityhouseny.org); Amber Sullivan - Capital District EOC (a.sullivan1@hvcc.edu); Amy LaFountain (alafountain@josephshousetroy.org); Andra Zubkovs (andraz@josephshousetroy.org); Andrea Ryan; Angela Balogun (abalogun@ceompowers.org); asmith@vanderheyden.org; Bernice White - Community Builders (bernice.white@tcbinc.org); Bonnie Benson (bonnieb@ywca-gcr.org); Brittany Piccolo (bpiccolo@vanderheyden.org); Charles Doyle (charles.doyle@troyny.gov); Christine Nealon (Christine@trionline.org); Christopher Burke (cburke@unityhouseny.org); Claudete Senior; Colleen Seeley; Dana Plusch; David Kunzelman (David.kunzelman@redcross.org); David Sosa; Elaine Davies (edavies@unityhouseny.org); Elaine Harwood (e.harwood@hvcc.edu); Erin Bradley (eradley@ceo-cap.org); Fawn Potash (fpotash@ilchv.org); Geoff Raiti; grants.contracts@unityhouseny.org; Haleigh Schmidhamer; Jacob Dale (jacob.t.dale@hud.gov); Janelle Shults; Janet Simmons (jsimmons@northeastcareer.org); Jennifer LeMay; Jim Crawford (jim.crawford@cchoalbany.org); Joe Sluska (jsluska@ahcvets.org); John Salka (john.salka@troyny.gov); Katrina Middleton; Kelli Clark; Kelsey Addy; Kevin O'Connor (koconnor@josephshousetroy.org); Kirstein DonVito (KDonVito@renesco.com); Laura Amos (laura.amos@troyny.gov); Laurie Mooney (lmooney@rensselaerhousing.org); laurie.mcbain (laurie.mcbain@sphp.com); Leslie Cheu (lcheu@tsbfoundation.org); Linda Jones-Pettis (linda.jones-pettis@dfa.state.ny.us); Linda Lewis; Lindsey Crusan; Loni Warrington (lwarrington@renesco.com); Mary Ann Ogren (mogren@rensselaerhousing.org); Mary Kay Cassidy (marykay.cassidy@dfa.state.ny.us); Maura Psolino - Vanderheyden (mposinos@vanderheyden.org); Maureen Corbett (Maureen.corbett@va.gov); Mayor Patrick Madden (mayoroffice@troyny.gov); meghan.meyerson@ccrda.org; Melissa Cherubino; Michael Hagmaier; Michelle Abel (michellea@ccalbany.org); Michelle Chavarria; Mike Maloney (mmaloney@unityhouseny.org); nbraun@josephshousetroy.org; Nicholas Cassaro; Nina Nichols; Pam Booker (pbooker@ccalbany.org); Patrick Madden; Peter Goebel (pgoebel@renesco.com); Ray Reuter (raymh@outlook.com); Rev Donna Elia (delia@taum.org); Robert Romaker; Rose Kelly (rkelly@rensselaerhousing.org); Salley Zglonski; Sarah Trombley (strombley@unityhouseny.org); Sondra.Young@rcda.org; Stacey Thayer (stacey.thayer@cdphp.com); Starletta Smith (starlettas@ywca-gcr.org); Stephen Piasecki; Susan Benjamin (susanbenjamin@hotmail.com); Susan Jones; Tabita Dunn Unity House; Talia Gamble (gamblet@troyny.k12.ny.us); Terra Stone (tstone@renesco.com); Theresa Beaudoin; Thomas Hulihan (hulihant@troyhousing.org); Totia Harris; Tracy Pitcher (tpitcher@stpaulscenter.com); Tyrone Byrd (tbyrd@wesoldieron.org); Veronica Lestage; Warren Youngblood (w.youngblood@ahcvets.org); Wendy Wahlberg (wwahlberg@lasnny.org); William Brown (wbrown@wesoldieron.org); William Robson
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Subject: RCHSC Public Posting of FY21 CoC Application (Draft #6)
Date: Friday, October 29, 2021 5:08:00 PM
Attachments: [image001.png](#)
[image002.png](#)

Good Afternoon Rensselaer Co. CoC,

All parts of the 2021 Consolidated Application and Attachments have been posted to the [CARES Website](#) for public comment.

Specifically, you will find:

- Draft #6: Consolidated Application Narratives & Attachments
- Final Draft: Priority Listing (including project rankings), Project Ranking & Tiering, Project Descriptions, and Planning Grant

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

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

Thank you,

Kelsey Addy, MPA

3A-2a Healthcare Formal Agreements

This attachment details the Healthcare Formal Agreements for NY **512**. It includes the following:

1. Signed MOU between **Joseph's House and Shelter** and **St Peters Health Partners**, to provide services for **JH Consolidated Expansion** for all program participants who qualify and choose these services.



St Mary's Hospital

ST PETER'S HEALTH PARTNERS

1300 Massachusetts Avenue
Troy, NY 12180
(518) 268-5000

sphp.com

Oct 28, 2021

Kevin O'Connor
Joseph's House & Shelter
202 4th Street
Troy, NY 12180

Re: Joseph's House HUD CoC Funded Grants

Dear Kevin:

On behalf of St. Peter's Health Partners – Addiction Services at St. Mary's Campus, I gladly write this letter in support of Joseph's House & Shelter HUD Continuum of Care funded grants that provide rental assistance and services to single adults.

Based on recent enrollment information, we estimate serving a number of patients each year who are also served by the Joseph's House Supported Housing Program.

Together, we anticipate: 20 patients enrolled in the Addiction Services Program, at \$9,352 per patient, for a total of \$187,040 of service provided over the course of one operating year.

We look forward to our continued collaboration in support of formerly homeless households in the City of Troy and Rensselaer County.

Sincerely,

Kristin Hansen, MEd, CASAC-M

Operations Manager

SPHP, Samaritan Hospital, St. Mary's Campus Addiction Services