

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...	10/22/2021
1C-7. PHA Moving On Preference	No	PHA Moving On Pre...	10/29/2021
1E-1. Local Competition Announcement	Yes	Local Competition...	11/03/2021
1E-2. Project Review and Selection Process	Yes	Project Review an...	11/09/2021
1E-5. Public Posting–Projects Rejected-Reduced	Yes	Public Posting - ...	10/29/2021
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	Housing Leveragin...	11/12/2021
3A-2a. Healthcare Formal Agreements	No	Healthcare formal...	11/03/2021
3C-2. Project List for Other Federal Statutes	No		

Attachment Details

Document Description: CE Assessment Tool

Attachment Details

Document Description: PHA Homeless Preference

Attachment Details

Document Description: PHA Moving On Preference

Attachment Details

Document Description: Local Competition Announcement

Attachment Details

Document Description: Project Review and Selection Process

Attachment Details

Document Description: Public Posting - Project Rejected - Reduced

Attachment Details

Document Description: Public Posting - Projects Accepted

Attachment Details

Document Description: Web Posting-CoC Approved Consolidated Application

Attachment Details

Document Description: Housing Leveraging Commitments

Attachment Details

Document Description: Healthcare formal agreements

Attachment Details

Document Description:

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

This attachment details the Coordinated Entry (CE) Intakes for NY-520. It includes the following:

1. CE Intake: This is the CE Assessment and Intake Form used by NY-520.
2. CE Policies and Procedures: This document governs the CE program, including the prioritization and outreach plan to reach those persons least likely to apply.
3. NY-520's Written Standards, Coordinated Entry Prioritization Section: This document details how the CE program prioritizes people most in need of assistance.

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

1. **CE Intake:** This is the Individual CE Assessment and Intake Form used by NY-520.

FRANKLIN-ESSEX CONTINUUM OF CARE FULL ASSESSMENT

ARE YOU SEEKING HOUSING SERVICES?	HAVE YOU PREVIOUSLY COMPLETED AN APPLICATION FOR ASSISTANCE THROUGH COORDINATED ENTRY?
<input type="checkbox"/> No <input type="checkbox"/> Yes	<input type="checkbox"/> No <input type="checkbox"/> Yes

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

STAFF MEMBER COMPLETING ASSESSMENT		AGENCY NAME
STAFF MEMBER'S EMAIL		PHONE NUMBER
		FAX NUMBER
CLIENT PHONE NUMBER		

PREVENTION STOP HERE – REFER CLIENT TO APPROPRIATE PREVENTION SERVICES AND SEND THIS FORM TO THE APPROPRIATE CE COORDINATOR

HMIS INFORMATION

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

*PRIOR LIVING SITUATION

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

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

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OR

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

OR

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

OR

UNKNOWN (ONLY IF NECESSARY)		
TYPE OF RESIDENCE (THE NIGHT BEFORE PROJECT ENTRY)		
<input type="checkbox"/> <i>Client doesn't know</i> <input type="checkbox"/> <i>Client refused</i> <input type="checkbox"/> <i>Data not collected</i>		

***CURRENT LIVING SITUATION**

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

HOMELESS SITUATIONS:
TYPE OF RESIDENCE (TONIGHT)
<input type="checkbox"/> Place not meant for human habitation (vehicle, abandoned building, bus/train/subway station etc) <input type="checkbox"/> Emergency shelter , including hotel or motel paid for with emergency shelter voucher <input type="checkbox"/> Safe Haven <input type="checkbox"/> Interim Housing

OR

INSTITUTIONAL SITUATIONS:	
TYPE OF RESIDENCE (TONIGHT)	
<input type="checkbox"/> Foster care home or foster care group home <input type="checkbox"/> Hospital or other residential non-psychiatric medical facility <input type="checkbox"/> Jail , prison or juvenile detention facility	<input type="checkbox"/> Long-term care facility or nursing home <input type="checkbox"/> Psychiatric hospital or other psychiatric facility <input type="checkbox"/> Substance abuse treatment facility or detox center

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IS CLIENT GOING TO LEAVE WITHIN 14 DAYS? <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> Client Doesn't Know <input type="checkbox"/> Client Refused <input type="checkbox"/> Data Not Collected	HAS A SUBSEQUENT RESIDENCE BEEN IDENTIFIED? <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> Client Doesn't Know <input type="checkbox"/> Client Refused <input type="checkbox"/> Data Not Collected
DOES INDIVIDUAL OR FAMILY HAVE RESOURCES OR SUPPORT NETWORKS TO OBTAIN OTHER PERMANENT HOUSING? <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> Client Doesn't Know <input type="checkbox"/> Client Refused <input type="checkbox"/> Data Not Collected	
HAS THE CLIENT HAD A LEASE OR OWNERSHIP INTEREST IN A PERMANENT HOUSING UNIT IN THE LAST 60 DAYS? <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> Client Doesn't Know <input type="checkbox"/> Client Refused <input type="checkbox"/> Data Not Collected	
HAS THE CLIENT MOVED 2 TIMES OR MORE IN THE LAST 60 DAYS? <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> Client Doesn't Know <input type="checkbox"/> Client Refused <input type="checkbox"/> Data Not Collected	

OR

TRANSITIONAL AND PERMANENT HOUSING SITUATIONS:	
TYPE OF RESIDENCE (TONIGHT)	
<input type="checkbox"/> Hotel or Motel paid for without emergency shelter voucher <input type="checkbox"/> Owned by client, no ongoing subsidy <input type="checkbox"/> Owned by client WITH ongoing subsidy <input type="checkbox"/> Permanent housing (other than RRH) for formerly homeless persons (PSH, HOPWA) <input type="checkbox"/> Rental by client, no ongoing subsidy <input type="checkbox"/> Rental by client with VASH subsidy	<input type="checkbox"/> Rental by client with GPD TIP subsidy <input type="checkbox"/> Rental by client with other housing subsidy (including RRH) <input type="checkbox"/> Residential project or halfway house with no homeless criteria <input type="checkbox"/> Staying or in a family member's room, apartment or house <input type="checkbox"/> Staying or in a friend's room, apartment or house <input type="checkbox"/> Transitional housing for homeless persons (incl. homeless youth)
IS CLIENT GOING TO LEAVE WITHIN 14 DAYS? <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> Client Doesn't Know <input type="checkbox"/> Client Refused <input type="checkbox"/> Data Not Collected	HAS A SUBSEQUENT RESIDENCE BEEN IDENTIFIED? <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> Client Doesn't Know <input type="checkbox"/> Client Refused <input type="checkbox"/> Data Not Collected
DOES INDIVIDUAL OR FAMILY HAVE RESOURCES OR SUPPORT NETWORKS TO OBTAIN OTHER PERMANENT HOUSING? <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> Client Doesn't Know <input type="checkbox"/> Client Refused <input type="checkbox"/> Data Not Collected	
HAS THE CLIENT HAD A LEASE OR OWNERSHIP INTEREST IN A PERMANENT HOUSING UNIT IN THE LAST 60 DAYS? <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> Client Doesn't Know <input type="checkbox"/> Client Refused <input type="checkbox"/> Data Not Collected	
HAS THE CLIENT MOVED 2 TIMES OR MORE IN THE LAST 60 DAYS? <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> Client Doesn't Know <input type="checkbox"/> Client Refused <input type="checkbox"/> Data Not Collected	

OR

UNKNOWN (ONLY IF NECESSARY) <input type="checkbox"/> Client doesn't know <input type="checkbox"/> Client refused <input type="checkbox"/> Data not collected	LIVNG SITUATION VERIFIED BY (NAME OF AGENCY)
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***INCOME & SOURCES / NON-CASH BENEFITS**

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

***HEALTH INSURANCE / DISABLING CONDITIONS**

*COVERED BY HEALTH INSURANCE	
<input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> Client Doesn't Know <input type="checkbox"/> Client Refused <input type="checkbox"/> Data Not Collected	
IF YES: CHECK ALL THAT APPLY	
MEDICAID <input type="checkbox"/> No <input type="checkbox"/> Yes State Children's Health Insurance Program <input type="checkbox"/> No <input type="checkbox"/> Yes Employer provided Health insurance <input type="checkbox"/> No <input type="checkbox"/> Yes Private Pay Health Insurance <input type="checkbox"/> No <input type="checkbox"/> Yes Indian Health Services <input type="checkbox"/> No <input type="checkbox"/> Yes	MEDICARE <input type="checkbox"/> No <input type="checkbox"/> Yes VA Medical Services <input type="checkbox"/> No <input type="checkbox"/> Yes Health ins. Via COBRA <input type="checkbox"/> No <input type="checkbox"/> Yes State Health Ins. Adults <input type="checkbox"/> No <input type="checkbox"/> Yes

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*PHYSICAL DISABILITY		IF YES: EXPECTED TO BE OF LONG-CONTINUED & INDEFINITE DURATION AND SUBSTANTIALLY IMPAIRS ABILITY TO LIVE INDEPENDENTLY?	
<input type="checkbox"/> No <input type="checkbox"/> Yes (SEE RIGHT) <input type="checkbox"/> Client Doesn't Know <input type="checkbox"/> Client Refused <input type="checkbox"/> Data Not Collected		<input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> Client Doesn't Know <input type="checkbox"/> Client Refused <input type="checkbox"/> Data Not Collected	
*DEVELOPMENTAL DISABILITY			
<input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> Client Doesn't Know <input type="checkbox"/> Client Refused <input type="checkbox"/> Data Not Collected			
*CHRONIC HEALTH CONDITION		IF YES: EXPECTED TO BE OF LONG-CONTINUED & INDEFINITE DURATION AND SUBSTANTIALLY IMPAIRS ABILITY TO LIVE INDEPENDENTLY?	
<input type="checkbox"/> No <input type="checkbox"/> Yes (SEE RIGHT) <input type="checkbox"/> Client Doesn't Know <input type="checkbox"/> Client Refused <input type="checkbox"/> Data Not Collected		<input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> Client Doesn't Know <input type="checkbox"/> Client Refused <input type="checkbox"/> Data Not Collected	
*HIV/AIDS			
<input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> Client Doesn't Know <input type="checkbox"/> Client Refused <input type="checkbox"/> Data Not Collected			
*MENTAL HEALTH PROBLEM		IF YES: EXPECTED TO BE OF LONG-CONTINUED & INDEFINITE DURATION AND SUBSTANTIALLY IMPAIRS ABILITY TO LIVE INDEPENDENTLY?	
<input type="checkbox"/> No <input type="checkbox"/> Yes (SEE RIGHT) <input type="checkbox"/> Client Doesn't Know <input type="checkbox"/> Client Refused <input type="checkbox"/> Data Not Collected		<input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> Client Doesn't Know <input type="checkbox"/> Client Refused <input type="checkbox"/> Data Not Collected	
*SUBSTANCE ABUSE PROBLEM		IF YES: EXPECTED TO BE OF LONG-CONTINUED & INDEFINITE DURATION AND SUBSTANTIALLY IMPAIRS ABILITY TO LIVE INDEPENDENTLY?	
<input type="checkbox"/> No <input type="checkbox"/> Yes, Alcohol (SEE RIGHT) <input type="checkbox"/> Client Doesn't Know <input type="checkbox"/> Yes, Drug (SEE RIGHT) <input type="checkbox"/> Client Refused <input type="checkbox"/> Yes, Both (SEE RIGHT) <input type="checkbox"/> Data Not Collected		<input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> Client Doesn't Know <input type="checkbox"/> Client Refused <input type="checkbox"/> Data Not Collected	

*** DV STATUS**

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

***ADDITIONAL INFORMATION**

*VETERAN STATUS		IF YES: SELECT BRANCH	
<input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> Client Doesn't Know <input type="checkbox"/> Client Refused <input type="checkbox"/> Data Not Collected		<input type="checkbox"/> Army <input type="checkbox"/> Air Force <input type="checkbox"/> Navy <input type="checkbox"/> Marines <input type="checkbox"/> Coast Guard <input type="checkbox"/> Other <input type="checkbox"/> Data Not Collected <input type="checkbox"/> Client Doesn't Know <input type="checkbox"/> Client Refused	
DISCHARGE STATUS			
<input type="checkbox"/> Honorable <input type="checkbox"/> General Under Honorable Discharge <input type="checkbox"/> Under Other than Honorable Conditions <input type="checkbox"/> Bad Conduct <input type="checkbox"/> Dishonorable <input type="checkbox"/> Uncharacterized <input type="checkbox"/> Data Not Collected <input type="checkbox"/> Client Doesn't Know <input type="checkbox"/> Client Refused			
*ZIP CODE OF LAST PERMANENT ADDRESS			

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VULNERABILITY INDEX SCORING FOR INDIVIDUALS		
<p>Chronic Homelessness (CH) Status (CoC Priority) Client has been continuously homeless for at least one year OR experience 4 or more episodes of homelessness within the last 3 years (where combined length of time homeless equals at least 12 months) AND has a documented disabling condition.</p> <p><input type="checkbox"/> Yes (If yes, add “C” to final score below) <input type="checkbox"/> No <input type="checkbox"/> Unable to determine</p>		
	SCORE	SUBTOTAL
If client indicates they are currently homeless	1	
If client is currently staying in a place not meant for human habitation or is street homeless (remove comma)	1	
If client is 18-24 years of age	2	
If client is 60 years of age or older	2	
If client has served one day (other than training) in active military, naval, or air service	1	
If Veteran is female	1	
If client acknowledges experiencing domestic violence (DV) in the last 60 days	2	
If client indicates having limitations on where they can live due to DV	2	
If client is pregnant	1	
If client has a <u>documented</u> disability, as defined by HUD	1	
If client has two (2) or more <u>documented</u> disabilities, as defined by HUD	1	
If client has a terminal illness or end-stage disease that cannot be cured or adequately treated and is reasonably expected to result in death	1	
If client has a serious underlying medical condition and may be at higher risk for severe illness from COVID-19 due to the following: chronic lung disease, moderate to severe asthma, severe obesity, diabetes, immunocompromised, chronic kidney disease, and/or liver disease	2	
If client has a disabling condition or illness that substantially impairs their ability to access a housing unit, and accommodations are required for unit accessibility *Please briefly explain:	1	
If client indicates they have no income <u>OR</u> only receive DSS assistance	1	
If client indicates criminal history, and/or current probation or parole status	1	
If client indicates having limitations on where they can live due to probation, parole, or SO/Arson status	1	
If client has had any recent involvement with a Child Protective, Adult Protective, Juvenile Justice, Family Court, or Foster Care Agency; including Youth/Young adults who left foster care within the prior five years and who were in Foster Care at or over age 16	1	
If client has had multiple points of contact (3 or more) with Emergency Responders such as ambulance, ER visits, crisis, detox, fire, or police/LEAD Program within the last 90 days	1	
If client indicates that they have been homeless due to eviction, utility shut off, or Code Enforcement three (3) or more times in the last 2 years	1	
If Client indicates that they do not have access to their own transportation	1	
<p>Additional Points Section (2-point maximum) – User the space below to explain your reasoning for adding additional points.</p> <ul style="list-style-type: none"> • <i>Points many not be given for conditions already captured within Coordinated Entry intake</i> • <i>Additional points may be subject to change based upon review of explanation</i> <p>*Include explanation here or attached to referral – No points will be given if explanation is blank</p>	2	
<p>TOTAL POINTS – If documented CH or AOT status, add “C” or “A” to score, respectively (i.e., “4C”)</p>		

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PROCEED CRHMIS INCLUSION DISCLOSURE AND RELEASE OF INFORMATION

CRHMIS 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 -520 Franklin-Essex Counties Coordinated Entry
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CONTACT NUMBER:

INSTRUCTIONS: This form must be completed for every independent adult (18 years of age and over) and every unaccompanied minor PRIOR to data collection and entry into the HMIS at all CRHMIS-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 CRHMIS-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 ("CRHMIS Provider"), meaning we collect and enter information about the persons we serve in the private and secure CARES Regional HMIS (CRHMIS) 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 CRHMIS, 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 CRHMIS 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 CRHMIS 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). **CRHMIS 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.

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

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

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 HMIS 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:** HMIS data is encrypted and securely transmitted from Providers to the HMIS database, extensive procedures are in place to prevent unauthorized access, and the entire HMIS system and database is protected at the highest level of security for health data;
- » **Access:** Only CARES 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 HMIS 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 HMIS 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 CRHMIS has moved from *inferred consent* (a posted sign) to an *inclusion disclosure* for the HMIS. **No consumer consent is required by the CRHMIS to enter consumer data.** This disclosure replaces the posted sign but fulfills the same purpose. Consumers are asked to initial that they received the information. This is in addition to any agency specific or CoC specific forms that may be presented upon intake.

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

E. ACKNOWLEDGEMENT OF INCLUSION

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

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

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

Please indicate method by which acknowledgement was received.

- Phone
- In Person

IMPORTANT - CLIENT IS TO BE GIVEN PAGES 7 AND 8

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

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

Franklin Essex

Coordinated Entry

Policies and Procedure Manual

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

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Introduction

Document Overview

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

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

The Coordinated Entry Policies and Procedure will:

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

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

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

Goals of Coordinated Entry

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

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

Primary goals for the coordinated entry processes are:

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

Purpose of Coordinated Entry

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

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

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

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

Operating procedures of the Franklin Essex Coordinated Entry System

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

The Target Population for Coordinated Entry includes:

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

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

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

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

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

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

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

- People experiencing chronic homelessness are prioritized within the CE waitlist for permanent supportive housing and rapid rehousing. In addition to prioritizing people experiencing chronic homelessness, the coordinated entry process prioritizes people who are more likely to need some

form of assistance to end their homelessness or who are more vulnerable to the effects of homelessness.

- If it happens that the current Franklin Essex Coordinated Entry waitlist shows no chronically suitable households, with HUD guidance, a non-chronic homeless household may be approved for a vacant unit. It is expected that efforts have been undertaken to locate persons that would be considered the highest priority and a form documenting this action must be completed by agency accepting non-chronic household and approved by the lead CE agency.

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

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

- Over 60 years of age- 1 point
- Family with dependent children- 5 points
- Veterans- 5 points
- Youth – 2 points
- Chronic homelessness-3 points
- Currently unsheltered- 2 points
- Disabled- 1 point
- Physical or mental limitations that make it difficult to secure housing- 1 point
- Legal issues that make it difficult to secure housing - 1 point
- Fleeing Domestic Violence - 1 point
- No income- 1 point

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

- The point of entry (POE) agency completes the (CE) intake/assessment with a signed consumer consent/release form.
- All (CE) Point of Entry (POE) locations offer the same assessment approach and referrals using uniform decision-making processes. A person presenting at a coordinated entry location is not steered towards any program or provider simply because they presented at that location.

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

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

Coordinated Entry System Ensures:

- **Low Barrier:**
 - The coordinated entry process does not screen people out for assistance because of perceived barriers to housing or services, including, but not limited to, lack of employment or income, drug or alcohol use, or having a criminal record.
- **Person-Centered:**
 - The coordinated entry process incorporates participant choice, which may be facilitated by questions in the assessment tool or through other methods. Choice can include location and type of housing, level of services, and other options about which households can participate in decisions.
- **Emergency Services:**
 - The coordinated entry process does not delay access to emergency services such as shelter through the local Department of Social Services.
 - Emergency Shelter providers attend the coordinated entry monthly meetings. DSS places families and singles at emergency shelters and hotel/motels throughout Franklin Essex
- **Prevention Services:**
 - Referral to Prevention Services Provider is made through the Coordinated Entry system.
 - Prevention services within the CoC are available through Community Connections of Franklin County, Department of Veteran Affairs, DSS Adult Protective Services and Adirondack Community Action Program.
- **Inclusive:**
 - A coordinated entry process includes all subpopulations, including people experiencing chronic homelessness, Veterans, families, youth, and survivors of domestic violence.
 - All subpopulations including chronically homeless individuals and families, Veterans, youth, persons and households fleeing domestic violence, transgendered persons, and refugees and new immigrants must be provided equal access to the CoC's Coordinated Entry System services regardless of the characteristics and attributes of their specific subpopulations.
- **Ongoing planning and stakeholder consultation**
 - The CoC engages in ongoing planning with all stakeholders participating in the coordinated entry process. This planning includes evaluating and updating the coordinated entry process at least annually. Feedback from individuals and families experiencing homelessness or recently connected to housing through the coordinated entry process is regularly gathered through surveys, focus groups, and other means and is used to improve the process.
- **Informing local planning:**
 - Information gathered through the coordinated entry process is used to guide homeless assistance planning and system change efforts in the community.
- **Safety planning:**
 - The coordinated entry process ensures the safety of the individuals seeking assistance. This ensures that people fleeing domestic violence have safe and confidential access to the coordinated entry process and domestic violence services, and that any data collection adheres to the Violence Against Women Act (VAWA). The CoC coordinates with victim/

non-victim providers to ensure DV survivors are provided housing services that uphold safety by prioritizing programs that collaborate to offer victims a wide range of options. Households presenting at non-victim providers are linked with DV services via a phone assessment. Households are given options including VAWA and CoC services to guard personally identifiable information. If a client is eligible and elects DV services the provider will end intake, void electronic record and connect victim with DV service provider. If client elects for non DV services, the Client is referred to a nonvictim provider to fulfill CoC CE process. VAWA compliant informed consent is required to provide information to other providers.

- **Street Outreach:**
 - Programs that are staffed by outreach workers will address homeless individual and families housing by offering ongoing engagement with those not able or willing to access housing services on their own. Street outreach services will complete coordinated Entry application and provide follow up with the client while the client transitions to being housed. Unsheltered persons will be engaged to provide immediate support, intervention and connections with homeless assistance programs, social services and housing programs including permanent supportive housing and rapid rehousing programs. Street outreach efforts are linked to the coordinated entry process and participate in SPOA meetings. Through the street outreach efforts, The Franklin Essex Coordinated Entry ensures that people on the streets are prioritized for assistance in the same manner as any other person assessed through the Coordinated Entry process.
- **Using HMIS and other systems for Coordinated Entry process:**
 - Franklin Essex will use HMIS to collect and manage data associated with assessments and referrals in addition to an excel workbook designed to track activity and produce reports for weekly communication.
- **Fair and Equal Access:**
 - The Franklin Essex Coordinated Entry system 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 programs 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.
 - To ensure fair access by individuals with disabilities, 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: CoC's and recipients of HUD CoC Program and ESG Program funding are required to affirmatively market their housing and supportive services projects to eligible persons who are least likely to apply in the absence of special outreach. Marketing strategies may include participating agencies utilizing their websites to advertise that they are a point of access and a brochure outlining the coordinated entry process as well as where individuals can go to apply for housing assistance through the CoC. This brochure will be available at community organizations such as health centers, churches and libraries.

Evaluation/Oversight: Grievance/Appeal process:

- There will be formal grievance and appeals process overseen by the Advisory Committee. Consumer choice is central to coordinated entry and the appeals process will embrace that same person centered and easily navigable model. If a participant feels they did not receive fair treatment, they were denied resources or given an inappropriate referral, the participant may appeal these decisions or actions. It is Coordinated Entry policy to make every effort to settle difficulties and problems which may occur in the Coordinated Entry process.
- Every client who participates in the Coordinated Entry process is entitled to file a grievance if they have a complaint about the services they receive from any participating Coordinated Entry Agency. We would encourage every client to first attempt to resolve problems directly with the Agency that they are working with in the housing process. If, after addressing concerns with the Agency, the client is not satisfied with the outcome, then the client should proceed with the grievance procedure.
- Coordinated Entry Grievance Form will be available at each participating CoC Agency.
- The Advisory Committee will engage in regular evaluations. The committee will recommend changes to the CE process after these evaluations. Changes will be recommended to and approved by the FEHC Board. The Advisory Committee will also be responsible for overseeing the grievance and appeals process within CE.
- Coordinated Entry formal meetings will occur biweekly. This meeting should serve as a space for agency representatives to discuss participants' progress and referral status, troubleshoot any issues, and coordinate outreach. The agency representatives can make recommendations on suggested changes to the coordinated entry system.
- Programs will be evaluated on their level of participation in coordinated entry including having coordinated entry staff, participating in the bi-weekly meetings, taking referrals from coordinated entry, and regular updates on vacancies and waiting list. Participation in coordinated entry will be tracked through HMIS for quality, and agencies will be given the opportunity to submit their feedback on the process.

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

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

Name of Participating Agency: _____

Name of Designated Agency Representative authorized to sign: _____

Title: _____

Signature of Designated Agency Representative: _____

Date: _____

Please return this page to:

Denise Doin
CARES, Inc.
200 Henry Johnson Blvd.
Albany NY 12210
[\(518\) 489-4130 x112](tel:5184894130)
ddoin@caresny.org

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

3. NY-520's Written Standards, Coordinated Entry Prioritization Section: This document details how the CE program prioritizes people most in need of assistance.

assessment process at all access points.

- Marketing and Non-Discriminatory Access – CoC’s and recipients of HUD CoC Programs are required to affirmatively market their housing and supportive services projects to eligible persons who are least likely to apply in the absence of special outreach.
- Safety Planning – The CoC’s access must ensure the safety of persons who are fleeing, or attempting to flee, domestic violence (as well as dating violence, sexual assault, trafficking, or stalking).
- Privacy – The Coordinated Entry Process must ensure adequate privacy protections are extended to and enforced for all participants from the first point of access, through assessment and prioritization, and after participants have been offered permanent housing and even exited CoC projects.

The *Coordinated Entry Policies and Procedures* can be found on the FEHC website: caresny.org/wp-content/uploads/2019/02/NYS20-FEHC-CE-PolicyProc-Approved2018.06.pdf

Prioritization Standards

These 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 people who need assistance the most can receive it in a timely manner. All CoC funded PSH programs accept referrals only through a single prioritized list that is created through the CoC’s Coordinated Entry process. 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 CH Persons are, in order of prioritization:
 - First Priority- Chronically Homeless Individuals and Families with the Longest History of Homelessness and with the Most Severe Service Needs
 - Second Priority- Chronically Homeless Individuals and Families with the Longest History of Homelessness are prioritized in CoC funded PSH beds **Dedicated** to Persons Experiencing CH and PSH **Prioritized** for Occupancy by CH Persons.

- Third Priority - Chronically Homeless Individuals and Families with the most severe service needs are prioritized in CoC funded PSH beds **Dedicated** to Persons Experiencing CH and PSH **Prioritized** for Occupancy by CH Persons.
- Fourth Priority - All other Chronically Homeless Individuals and Families
- Fifth Priority- Non-chronically homeless households, 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 became available.
- Those prioritized in PSH beds that are NOT Dedicated or Prioritized for Persons Experiencing Chronic Homeless, in order of prioritization:
 - First Priority - Homeless Individuals and Families with a Disability with Long Periods of Episodic Homelessness; fewer than four occasions where they have been living or residing in a place not meant for human habitation, a safe haven, or in an emergency shelter but where the cumulative time homeless is at least 12 months, **and** Severe Service 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 who 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 not meant for human habitation, an emergency shelter, or a safe haven prior to entry in the TH.
 - Fifth Priority- All others that meet a lower priority of order, as long as the recipient of CoC Program-funded PSH documents how the determination was made that there were no eligible individuals or families within the CoC's geographic area that met a higher priority.
- 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.
 - Please see the FEHC Prevention Vulnerability Index for a list of prioritization standards for prevention assistance.

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

- Access to programs is not contingent on sobriety, minimum income requirements, lack of a criminal record, completion of treatment, participation in services, or other unnecessary condition.
- Programs or projects do everything possible not to reject an individual or family on the basis of poor credit or financial history, poor or lack of rental history, minor criminal convictions,

- or behaviors that are interpreted as indicating a lack of “housing readiness.”
- People with disabilities are offered clear opportunities to request reasonable accommodations within applications and screening processes and during tenancy and building and apartment units includes special physical features that accommodate disabilities.
- Programs or projects that cannot serve someone work through the Coordinated Entry Process to ensure that those individuals or families have access to housing and services elsewhere.
- Housing and service goals and plans are highly tenant – driven.
- Supportive services emphasize engagement and problem- solving over therapeutic goals.
- Participation in services or compliance with service plans are not conditions of tenancy but are reviewed with tenants and regularly offered as a resource to tenants.
- Services are informed by a harm-reduction philosophy that recognizes that drug and alcohol use and addiction are part of some tenants’ lives. Tenants are engaged in non-judgmental communication regarding drug and alcohol use are offered education regarding how to avoid risky behaviors and engage in safer practices.
- Substance use in and of itself, without other lease violations, is not considered a reason for eviction.
- Tenants in supportive housing are given reasonable flexibility in paying their share of rent on time and offered special payment arrangements for rent arrears and/or assistance with financial management, including representative payee arrangements.
- Every effort is made to provide a tenant the opportunity to transfer from one housing situation, program, or project to another if a tenancy is in jeopardy. Whenever possible, eviction back into homelessness is avoided.
- People at severe risk of contracting coronavirus will be prioritized for projects utilizing ESG-CV funding, per CPD-20-08, p. 6. They will subsequently be prioritized based on the factors listed above.

Strategic Planning Objectives Specific to CoC Funded Projects

- Increase the number of beds dedicated and prioritized to serve chronically homeless individuals
- Increase housing stability
- Increase project participant income
- Increase the number of participants obtaining mainstream benefits
- Increase the number of individuals and families served by Rapid Rehousing

Anti-Discrimination Policy

Anti-Discrimination Policy in Administering Housing and Service Assistance

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

It shall be the policy of the Continuum of Care (CoC) to maintain and promote a safe environment for all persons in all CoC- and ESG-funded programs and beyond. All staff, volunteers, and contract providers are prohibited from engaging in any form of discrimination against or harassment of persons on the basis of actual or perceived race, ethnicity, immigration status, national origin, sex, disability, sexual orientation, gender identity, or gender expression. The CoC is committed to providing a healthy

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

This attachment contains the following:

1. Homeless Preference
 - a. **NYS Homes & Community Renewal (HCR)** - HCV Administrator
 - i. Administrative Plan - Highlighted Section: Homeless Preference
 - b. **Harriestown Housing Authority (HHA)** - PHA
 - i. Administrative Plan – Highlighted Section: Homeless Preference

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

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



Homes and Community Renewal

STATEWIDE SECTION 8 VOUCHER PROGRAM

Section 8 Housing Choice Voucher Administrative Plan

Effective April 26, 2021

Version 2021 - 1

INTRODUCTION

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

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

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

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

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

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

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

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

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

1.03 Preferences

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

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

First priority shall be given to the following:

Households defined as Homeless.

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

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

a. An individual or family with a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings, including a car, park, abandoned building, bus or train station, airport, or camping ground; *or*

b. An individual or family living in a supervised publicly or privately operated shelter designated to provide **temporary** living arrangements (including congregate shelters, transitional housing, and hotels and motels paid for by charitable organizations or by federal, state, or local government programs for low-income individuals); *or*

c. An individual who is exiting an institution where he or she resided for 90 days or less and who resided in an emergency shelter or place not meant for human habitation immediately before entering that institution.

Category 4: Any individual or family who:

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

b. Has no other residence; *and*

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

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

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

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

Third priority (No limitation):

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

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

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

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

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

- b. **Harriestown Housing Authority (HHA) - PHA**
 - i. Administrative Plan – Highlighted Section: Homeless Preference

4-III.B. SELECTION METHOD

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

Local Preferences [24 CFR 960.206]

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

PHA Policy

The PHA will use the following local preferences:

1. The PHA has a preference for “working” families, where the head, spouse, cohead, or sole member is employed at least 20 hours per week. As required by HUD, families where the head and spouse, or sole member is a person age 62 or older, or is a person with disabilities, are also given the benefit of the working preference [24 CFR 960.206(b)(2)].
2. A veteran or surviving spouse of a veteran.
3. Families that include victims of domestic violence, dating violence, sexual assault, or stalking who have either been referred by a partnering service agency or consortia or are seeking an emergency transfer under VAWA from another covered housing program operated by the PHA.

The applicant must certify that the abuser will not reside with the applicant unless the PHA gives prior written approval.

4. **A family that is homeless.**
5. Any family that has been terminated from its Housing Choice Voucher program due to insufficient program funding.

Income Targeting Requirement [24 CFR 960.202(b)]

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

If a PHA also operates a housing choice voucher (HCV) program, admissions of extremely low-income families to the PHA’s HCV program during a PHA fiscal year that exceed the 75 percent minimum target requirement for the voucher program, shall be credited against the PHA’s basic targeting requirement in the public housing program for the same fiscal year. However, under

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

This attachment contains the following:

1. Moving On Preference
 - a. **NYS Homes & Community Renewal (HCR)** - HCV Administrator
 - i. Emergency Housing Voucher (EHV) Memorandum of Understanding – Highlighted Section: Moving On preference in local priority
 - b. **Harriestown Housing Authority (HHA)** – PHA
 - i. Administrative Plan – Highlighted Section: Moving On Preference
2. NY-520'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 Preference

a. **NYS Homes & Community Renewal (HCR)** - HCV Administrator

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

**MEMORANDUM OF UNDERSTANDING
DATA SHARING FOR EMERGENCY HOUSING VOUCHERS IN NEW YORK STATE**

This Memorandum of Understanding (“MOU”) is made and entered into as of this 15th day of July, 2021 (the “Effective Date”). It is executed between the following parties:

New York State Homes and Community Renewal (“HCR”) and its subsidiaries, including the Housing Trust Fund Corporation (“HTFC”) and the Division of Housing and Community Renewal (“DHCR”), having its principal office at 38-40 State Street, Albany, NY 12207

-and-

Franklin County Community Housing Council
337 West Main Street
Malone, NY 12953

Signing this agreement as the lead agency and authorized representative for:

NY-520 Franklin & Essex Counties CoC

The following counties within the CoC service area are included within the scope of this agreement:

Franklin & Essex Counties

The following counties are excluded:

None

WHEREAS, the American Rescue Plan Act (a.k.a. COVID-19 Stimulus Package or “The Act”) was adopted into law on March 11, 2021, and provided for a \$1.9 trillion economic stimulus package;

WHEREAS, Section 3202 of The Act authorizes \$5 billion for Emergency Housing Vouchers (“EHVs”) to transition people currently experiencing or at risk of homelessness, including those who are survivors of domestic violence, to stable housing; and EHVs can be used by individuals and families experiencing homelessness who have difficulty being stably housed otherwise;

WHEREAS, funding for EHVs will be allocated by the U.S. Department of Housing and Urban Development (“HUD”) to state and local Public Housing Authorities (“PHAs”) for distribution through waiting lists created and maintained by those PHAs;

- v. Following the initial lease-up period, the CoC shall ensure that its list of referrals is updated as necessary. This includes notifying HCR to remove households on its waiting list who are no longer eligible for EHV assistance and sending additional referrals upon request.
- vi. The CoC shall validate tenant stipend expenses for reimbursement as described in Section IV of this agreement.
- vii. The CoC will strive to connect participating households to services that will ensure long term success. This may include services related to health and wellness, mental health counseling, substance abuse treatment, employment training, etc. The CoC shall provide a quarterly report of service referrals for households on the CoC's. The report shall not include data on individual households that would violate confidentiality; it shall provide a high level summary of the services being offered to participating households.
- viii. Where a voucher recipient referred by the CoC is identified by HTFC as falling behind in rent or otherwise becoming at risk, HTFC may refer that household to the CoC for linkages to additional services.

III. **PRIORITIZATION**

A. **Prioritization for the Initial Lease-up Phase**

The CoC shall commence sending referrals to HCR or its designated agent on or about August 16, 2021 and concluding within 6 weeks – referred to here as the **initial lease-up phase**. The referrals shall be received in the following order:

Priority 1 – HCR will only accept referrals for the following types of households within the first three weeks, or from August 16 – September 3.

1. Households meeting HUD's Definition of Chronically Homeless as determined by the CoC.
2. Any literally homeless families, as defined by HUD in the Criteria and Recordkeeping Requirements for Definition of Homeless, with minor children under 18 years of age.
3. Households who are fleeing or attempting to flee domestic violence, dating violence, sexual assault, stalking, or human trafficking.
4. Households participating in a Rapid Re-housing (RRH) program who would qualify for such assistance as defined by the terms of either the federal Emergency Solutions Grant ("ESG") program or the federal Continuum of Care program.

*Please note that households from local programs similar to RRH but serving a broader population than required within the federal definition should not be sent as a Priority 1 referral, unless the household being referred would have qualified under the federal definition. . To receive ESG rapid re-housing, an individual or family must demonstrate at initial evaluation that it is literally homeless (referred to as Category 1 in the Homeless Definition Final Rule).

Priority 2 – Within the second three weeks, or from September 6 to September 24, HCR will continue accepting referrals from Category 1 plus the following:

1. Any household classified as literally homeless, as defined above in Priority 1.

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

1. Moving On Preference

b. **Harriestown Housing Authority (HHA)** – PHA

i. Administrative Plan – Highlighted Section: Moving On Preference

Eligible Immigrants

Documents Required

All family members claiming eligible immigration status must declare their status in the same manner as U.S. citizens and nationals.

The documentation required for eligible noncitizens varies depending upon factors such as the date the person entered the U.S., the conditions under which eligible immigration status has been granted, age, and the date on which the family began receiving HUD-funded assistance. Exhibit 7-1 at the end of this chapter summarizes documents family members must provide.

PHA Verification [HCV GB, pp 5-3 and 5-7]

For family members age 62 or older who claim to be eligible immigrants, proof of age is required in the manner described in 7-II.C. of this ACOP. No further verification of eligible immigration status is required.

For family members under the age of 62 who claim to be eligible immigrants, the PHA must verify immigration status with the U.S. Citizenship and Immigration Services (USCIS).

The PHA will follow all USCIS protocols for verification of eligible immigration status.

7-II.H. VERIFICATION OF PREFERENCE STATUS

The PHA must verify any preferences claimed by an applicant that determined his or her placement on the waiting list.

PHA Policy

The PHA will offer a preference to:

1. Working families. As required by HUD, families where the head and spouse, or sole member is a person age 62 or older, or is a person with disabilities, will also be given the benefit of the working preference [24 CFR 960.206(b)(2)].

The PHA must verify that the family qualifies for the working family preference based on the family's submission of the working member's most recent paycheck stub indicating that the working member works at least 20 hours per week. The paycheck stub must have been issued to the working member within the last thirty days.

The PHA may also seek third party verification from the employer of the head, spouse, cohead or sole member of a family requesting a preference as a working family.

2. A veteran or surviving spouse of a veteran.

The PHA must verify veteran or spouse of veteran status via DD Form 214 (Certificate of Release of Discharge from Active Duty) and, if the surviving spouse of a veteran, the marriage certificate.

3. Families that include victims of domestic violence, dating violence, sexual assault, or stalking who have either been referred by a partnering service agency or consortia or

Moving-on Preference

is seeking an emergency transfer under VAWA from another covered housing program operated by the PHA.

The applicant must certify that the abuser will not reside with the applicant unless the PHA gives prior written approval.

The PHA must verify the family's qualification via documentation from the partnering service agency, consortia, or covered housing program.

4. Any family that is homeless and has been referred by a partnering service agency or consortia.

5. Any family that has been terminated from its Housing Choice Voucher program due to insufficient program funding.

The PHA will verify this preference using the PHA's termination records.

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

1. NY-520's Written Standards excerpt that details the CoC's Moving On Strategy.

MOVE ON STRATEGY FOR RECOGNITION OF TENANT INDEPENDENCE

Franklin-Essex Housing Coalition (FEHC, the Continuum of Care for Franklin and Essex Counties) has created a Move On Strategy to transition households in Supportive Housing (including Permanent Supportive Housing (PSH) and Rapid Rehousing (RRH)) who no longer need intensive services to affordable housing. This strategy is broken into Phase I and Phase II, and sets out the actions FEHC 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 FEHC Community Outreach and Governance Committees will be responsible for providing regular trainings, resources, relationship building, and outcome tracking to support implementation of and monitor the Moving On Strategy.

Recruiting Affordable Housing Providers

The 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 is currently being implemented and includes recruiting local affordable housing providers to participate in the program, by setting preferences for tenants moving on from supportive housing. Phase II of the Move On Strategy will include advocating to New York State to incorporate a preference for individuals and families moving on from supportive housing units in the NYS Affordable Housing Corporation Plan.

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

FEHC 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

FEHC 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

FEHC 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 FEHC 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. FEHC will also discuss strengths/weaknesses related to the strategy's recommendations for recruiting affordable housing providers, identifying households for moving on, eligibility considerations for tenants, transition services, aftercare supports, and creating a culture of moving on.

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

1. Screen shot of a website posting that demonstrates your CoC announced it was accepting project applications.
 - (a) Email and website screen shot announcing the final Rank & Review **Renewal Part 1 Tool** is ready for completion
 - (b) Email and website screen shot announcing the final Rank & Review **Renewal Part 2 Tool** is ready for completion
 - (c) Email announcing the final Rank & Review **Renewal Part 3 Tool** is ready for completion
 - (d) Email and website screen shot announcing the final Rank & Review **DV Bonus Tool** is ready for completion
 - (e) Email and website Screenshot announcing the final Rank & Review **New Project Tool** is ready for completion

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

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

- a) Email announcement and screen shot of public comment period for NY-520'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-520's draft Rank & Review **Renewal Part 2 Tool**
- d) Blank Rank & Review **Renewal Part 2 Tool**
- e) Email announcement for NY-520's Rank & Review **Renewal Part 3 Tool**
- f) Blank Rank & Review **Renewal Part 3 Tool (interview questions)**
- g) Email announcement and screen shot of public comment period for NY-520's draft Rank & Review **New Application Tool**
- h) Blank Rank & Review **New Application Tool**
- i) Email announcement and screen shot of public comment period for NY-520's draft Rank & Review **DV Bonus Tool**
- j) Blank Rank & Review **DV Bonus Tool**

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

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

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

From: [Samantha Barnaby](#)
To: [Eileen Gillen](#); [Starletta Smith](#)
Subject: Released for Completion R&R Part 1 Tool: Deadline Friday, June 11, 2021
Date: Monday, June 7, 2021 5:36:00 PM
Attachments: [FEHC-Rank-Review-2021-Part-1-Checklist.pdf](#)
[image001.png](#)
[FEHC-Rank and Review 2021 Part 1 Tool.pdf](#)
[Final Version NY-520 Rank and Review HMIS Data Attachments.pdf](#)
Importance: High

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 Friday, June 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 sbarnaby@caresny.org using your agency name/project name as the subject line.

Thank you!

Samantha Barnaby
Sr. Planning Associate – CARES of NY, Inc.
200 Henry Johnson Blvd., Albany, NY 12210
518-489-4130 ext. 709
<http://www.caresny.org>

Find us on [Facebook](#)

CARES
OF NY, INC
ENDING HOMELESSNESS



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 606 RCCC
- NY 608 UCCC

Franklin Essex Housing Coalition (FEHC)

[FEHC Home Page](#)

2021 RANK & REVIEW DOCUMENTS

FINAL: [2021 NY 520 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-520 Rank and Review Part 1 Attachments Checklist](#)

[NY-520 Rank and Review Part 1 Tool](#)

View Rank & Review Archives

[2020 Rank & Review: FEHC](#)

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

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

From: [Samantha Barnaby](#)
To: [Eileen Gillen](#); [Star Langdon](#)
Subject: Released for Completion R&R Part 2 Tool: Deadline Tuesday, July 6, 2021
Date: **Tuesday, June 29, 2021 8:25:00 AM**
Attachments: [image001.png](#)
[FEHC 2021 Rank and Review Part 2 Tool.docx](#)
Importance: High

Continuum of Care Applicants,

Please see attached:

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

The application is also available on the CARES website:

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

The application must be completed by COB **Tuesday, July 6, 2021** and submitted as a PDF attachment. Applications should be submitted to sbarnaby@caresny.org using your agency name/project name as the subject line. Reminder 1 PDF application per project.

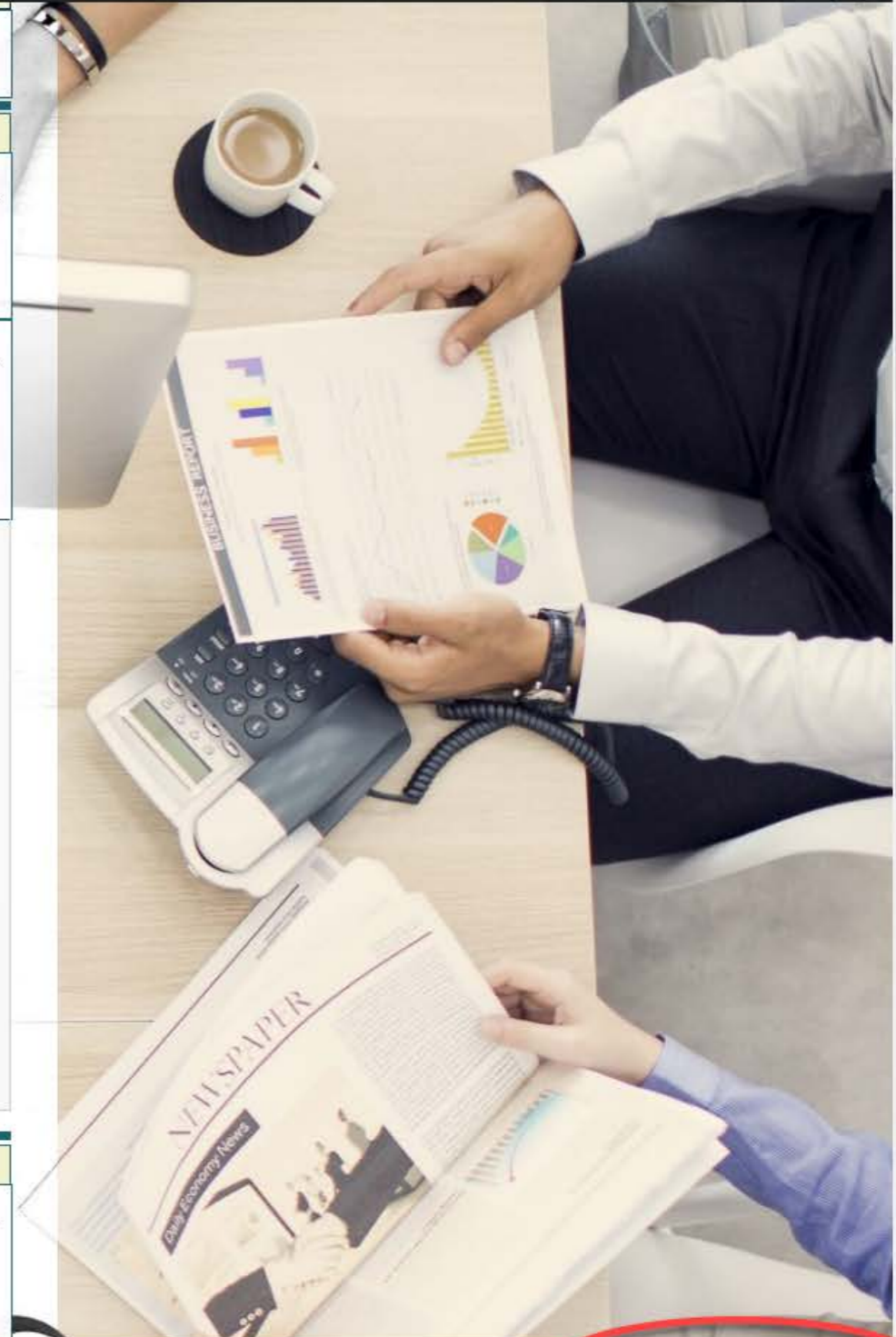
Thank you!

Samantha Barnaby
Sr. Planning Associate – CARES of NY, Inc.
200 Henry Johnson Blvd., Albany, NY 12210
518-489-4130 ext. 709
<http://www.caresny.org>

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CARES
OF NY, INC
ENDING HOMELESSNESS





HUD Consolidated Application: CoC Program Funding

2021 Application Coming Soon

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

Franklin Essex Housing Coalition (FEHC)

[FEHC Home Page](#)

2021 RANK & REVIEW DOCUMENTS

FINAL: [2021 NY 520 Rank & Review Written Process](#)

2021 RENEWAL PROJECTS

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Part 2 Application

[NY-520 Rank & Review Part 2 Tool](#)
Release Date: **June 29, 2021** Due Date: **July 6, 2021**

View Rank & Review Archives

[2020 Rank & Review: FEHC](#)

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.

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

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

(c) Email announcing the final Rank & Review **Renewal Part 3 Tool** is ready for completion

From: [Samantha Barnaby](#)
To: [Eileen Gillen](#)
Subject: Rank and Review Interview Questions
Date: Tuesday, September 21, 2021 5:59:00 PM
Attachments: [Final Version NY-520 Rank and Review HMIS Data Attachments.pdf](#)
[Part 3- Interview Questions- 2021.docx](#)
[image001.png](#)
Importance: High

Good Afternoon

Thank you for signing up for a **Renewal Projects Interview** slot on Monday, **September 27th @ 10:00 am.** You should have received an email and calendar invite to confirm your time, and you can access the link to your interview directly in the calendar invite.

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

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

Thank you, and don't hesitate to reach out with any questions about this process.

Thank you!

Samantha Barnaby
Sr. Planning Associate – CARES of NY, Inc.
200 Henry Johnson Blvd., Albany, NY 12210
518-489-4130 ext. 709
<http://www.caresny.org>

Find us on [Facebook](#)

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

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

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

From: [Samantha Barnaby](#)
To: [Alan Jones](#); [alincoln@stjoestreatment.org](#); [Allyson Ryan](#); [Allyson Thiessen](#); [Amanda Baker \(abaker@bhsn.org\)](#); [Amber Brown-Rose](#); [austin.kissane@dfa.state.ny.us](#); [Bruce Misarski](#); [Bryon Connolly](#); [Cheryl Blanchard \(cherylblanchard@citizenadvocates.net\)](#); [Connie Prickett \(connie@adkfoundation.org\)](#); [courtneybarden@citizenadvocates.net](#); [csherwin@co.franklin.ny.us](#); [ctoms@milcinc.org](#); [Cynthia Cobb](#); [Darren Dumas \(ddumas@communityconnectionsfcny.org\)](#); [David Kunzelman \(David.kunzelman@redcross.org\)](#); [Douglas Meyer \(doug@mhainessex.org\)](#); [Erika Bezio](#); [fcchcas@yahoo.com](#); [fcchcip@yahoo.com](#); [Geoff Raiti](#); [Jannelle Reome - Franklin County DSS](#); [Jennifer.Rafferty@dfa.state.ny.us](#); [jillianfowler@citizenadvocates.net](#); [Kari Lautenschuetz](#); [Kathleen Kirkpatrick](#); [Kathleen Kmen](#); [kellie@mhainessex.org](#); [kellym32@hotmail.com](#); [kmulverhill@co.franklin.ny.us](#); [Lindsay Hendricks \(housing1st@3ddevelopment.com\)](#); [lrivers@communityconnectionsfcny.org](#); [Maghan Mitchell \(maghan@mhainessex.org\)](#); [Marc Czadzeck](#); [Maureen Corbett \(Maureen.corbett@va.gov\)](#); [mhousin1@twcny.rr.com](#); [Michael Mascaranas](#); [Michael Slavett](#); [mjohnson@adironackhealth.org](#); [Morgan Zimmer](#); [nicolesoulia@citizenadvocates.net](#); [Patrick.Ryan@troopers.ny.gov](#); [Penny Daniels](#); [Retha Leno](#); [rgay@stjoestreatment.org](#); [rich@kisco.com](#); [Richard Brown](#); [Robyn Scherer](#); [Samantha Barnaby](#); [Sarah Clarkin](#); [Sarah Louer](#); [saranaclakeyouth@gmail.com](#); [Scott Gilligan](#); [slavigne@franklincony.org](#); [sloran@aha-nsn.gov](#); [stephanie.snow@dfa.state.ny.us](#); [Susan Gagnon](#); [Suzanne Nicholas - Saranac Lake Central School District \(nicholasuz@slcs.org\)](#); [Tara Glynn \(tglynn@lasnny.org\)](#); [tcole@aha-nsn.gov](#); [Terri Morse - Essex Co. \(terri.morse@essexcountyny.gov\)](#); [Theodore Tighe](#); [tlshreve0425@gmail.com](#); [Tracy Bedard](#); [valerie@mhainessex.org](#); [Vicki Smith \(Vsmith@ech.org\)](#); [wbrown@wesoldieron.org](#); [William Miller](#); [zrandolph@stjoestreatment.org](#)
Subject: Released for Completion CoC Funding Opportunities for New Projects: Deadline September 20, 2021
Date: Wednesday, September 8, 2021 3:31:00 PM
Attachments: [image003.png](#)
[FEHC Final NEW PROJECT RFP 2021.pdf](#)
[FEHC Final DV Bonus RFP 2021.pdf](#)

Good Afternoon Franklin Essex CoC Members,

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

The application must be completed by **COB Monday, September 20th**, and submitted as a PDF attachment. Applications should be submitted to [Samantha Barnaby](#) using your agency name/project name as the subject line. New Project Applications will be scored by October 8, 2021. As UFA for your community, CARES will then be drafting selected new project applications in Esnaps and providing you with a copy for editing/feedback prior to submission.

As a reminder, CARES is hosting a webinar on 2021 CoC Funding Opportunities for New Projects tomorrow, September 9th, at 3:00 pm.

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

Thank you!

Thank you!

Samantha Barnaby
Sr. Planning Associate – CARES of NY, Inc.
200 Henry Johnson Blvd., Albany, NY 12210
518-489-4130 ext. 709

- NY 501 STPB
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FEHC Home Page

2021 RANK & REVIEW DOCUMENTS

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2021 NEW & BONUS PROJECTS

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

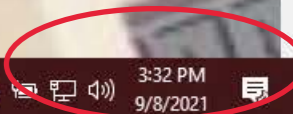
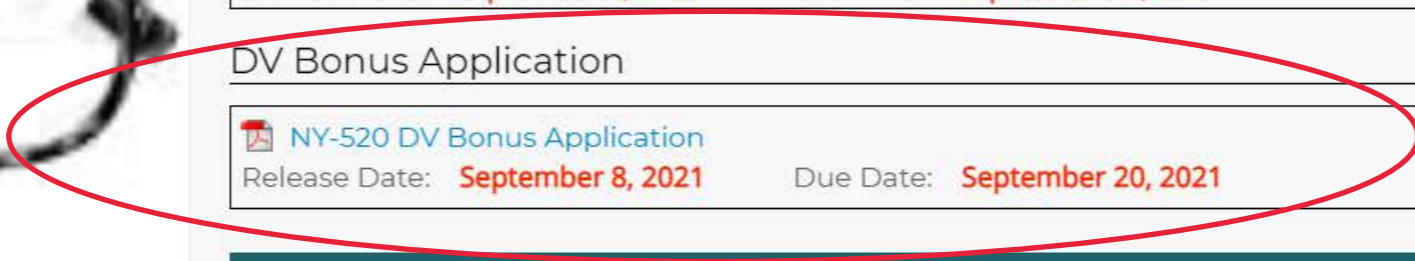
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(e) Email Membership and website screenshot announcing the final Rank & Review **New Project Tool** is ready for completion

From: [Samantha Barnaby](#)
To: [Alan Jones](#); [alincolin@stjoestreatment.org](#); [Allyson Ryan](#); [Allyson Thiessen](#); [Amanda Baker \(abaker@bhsn.org\)](#); [Amber Brown-Rose](#); [austin.kissane@dfa.state.ny.us](#); [Bruce Misarski](#); [Bryon Connolly](#); [Cheryl Blanchard \(cherylblanchard@citizenadvocates.net\)](#); [Connie Prickett \(connie@adkfoundation.org\)](#); [courtneybarden@citizenadvocates.net](#); [csherwin@co.franklin.ny.us](#); [ctoms@milcinc.org](#); [Cynthia Cobb](#); [Darren Dumas \(ddumas@communityconnectionsfcny.org\)](#); [David Kunzelman \(David.kunzelman@redcross.org\)](#); [Douglas Meyer \(doug@mhainessex.org\)](#); [Erika Bezio](#); [fcchcas@yahoo.com](#); [fcchcip@yahoo.com](#); [Geoff Raiti](#); [Jannelle Reome - Franklin County DSS](#); [Jennifer.Rafferty@dfa.state.ny.us](#); [jillianfowler@citizenadvocates.net](#); [Kari Lautenschuetz](#); [Kathleen Kirkpatrick](#); [Kathleen Kmen](#); [kellie@mhainessex.org](#); [kellym32@hotmail.com](#); [kmulverhill@co.franklin.ny.us](#); [Lindsay Hendricks \(housing1st@3ddevelopment.com\)](#); [lrivers@communityconnectionsfcny.org](#); [Maghan Mitchell \(maghan@mhainessex.org\)](#); [Marc Czadzeck](#); [Maureen Corbett \(Maureen.corbett@va.gov\)](#); [mhousin1@twcny.rr.com](#); [Michael Mascaranas](#); [Michael Slavett](#); [mjohnson@adironackhealth.org](#); [Morgan Zimmer](#); [nicolesoulia@citizenadvocates.net](#); [Patrick.Ryan@troopers.ny.gov](#); [Penny Daniels](#); [Retha Leno](#); [rgay@stjoestreatment.org](#); [rich@kisco.com](#); [Richard Brown](#); [Robyn Scherer](#); [Samantha Barnaby](#); [Sarah Clarkin](#); [Sarah Louer](#); [saranaclakeyouth@gmail.com](#); [Scott Gilligan](#); [slavigne@franklincony.org](#); [sloran@aha-nsn.gov](#); [stephanie.snow@dfa.state.ny.us](#); [Susan Gagnon](#); [Suzanne Nicholas - Saranac Lake Central School District \(nicholasuz@slcs.org\)](#); [Tara Glynn \(tglynn@lasnny.org\)](#); [tcole@aha-nsn.gov](#); [Terri Morse - Essex Co. \(terri.morse@essexcountyny.gov\)](#); [Theodore Tighe](#); [tlshreve0425@gmail.com](#); [Tracy Bedard](#); [valerie@mhainessex.org](#); [Vicki Smith \(Vsmith@ech.org\)](#); [wbrown@wesoldieron.org](#); [William Miller](#); [zrandolph@stjoestreatment.org](#)
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1E-1: Announcement of 30-Day Local Competition Deadline – Advance Public Notice of How Your CoC Would Review, Rank, and Select Projects.

2. A copy of the document posted in advance that included point values for objective criteria your CoC would use to review and rank projects.
 - a) Email announcement and screen shot of public comment period for NY-520's draft Rank & Review **Renewal Part 1 Tool**

From: [Samantha Barnaby](#)
To: [Janine Mead](#); [Alan Jones](#); alincoln@stjoestreatment.org; [Allyson Ryan](#); [Allyson Thiessen](#); [Amanda Baker](#) (abaker@bhsn.org); [Amber Brown-Rose](#); austin.kissane@dfa.state.ny.us; [Bruce Misarski](#); [Bryon Connolly](#); [Cheryl Blanchard](#) (cherylblanchard@citizenadvocates.net); [Connie Prickett](#) (connie@adkfoundation.org); [Courtney Barden](#) (courtneybarden@citizenadvocates.net); csherwin@co.franklin.ny.us; ctoms@milcinc.org; [Cynthia Cobb](#); [Darren Dumas](#) (ddumas@communityconnectionsfcny.org); [David Kunzelman](#) (David.kunzelman@redcross.org); [Douglas Meyer](#) (doug@mhainessex.org); [Erika Bezio](#); fcchcas@yahoo.com; fcchcjp@yahoo.com; [Geoff Raiti](#); [Jannelle Reome](#) - Franklin County DSS; [Jennifer Rafferty](#); jillianfowler@citizenadvocates.net; [Kari Lautenschuetz](#); [Kathleen Kirkpatrick](#); kellie@mhainessex.org; kellym32@hotmail.com; kmulverhill@co.franklin.ny.us; [Lindsay Hendricks](#) (housing1st@3ddevelopment.com); lrviers@communityconnectionsfcny.org; [Maghan Mitchell](#) (maghan@mhainessex.org); [Maureen Corbett](#) (Maureen.corbett@va.gov); mhousin1@twcny.rr.com; [Michael Mascaranas](#); [Michael Slavett](#); mjohnson@adirondackhealth.org; [Morgan Zimmer](#); nicolesoulia@citizenadvocates.net; Patrick.Ryan@troopers.ny.gov; [Peter Griffiths](#); [Retha Leno](#); rgay@stjoestreatment.org; rich@kisco.com; [Richard Brown](#); [Robyn Scherer](#); [Samantha Barnaby](#); [Sarah Clarkin](#); [Sarah Louer](#); saranackeyyouth@gmail.com; [Scott Gilligan](#); slavigne@franklinconv.org; sloran@aha-nsn.gov; [Stephanie Snow](#) (dfa.state.ny.us); [Susan Gagnon](#); [Suzanne Nicholas](#) - Saranac Lake Central School District (nicholasuz@slcs.org); [Tara Glynn](#) (tglynn@lasnny.org); tcole@aha-nsn.gov; [Terri Morse](#) - Essex Co. (terri.morse@essexcountyny.gov); [Theodore Tighe](#); tshreve0425@gmail.com; [Tracy Bedard](#); valerie@mhainessex.org; Vicki.Smith@ech.org; wbrown@wesoldieron.org; [William Miller](#); zrandolph@stjoestreatment.org

Subject: Public Comment Notification: 2021 CoC Rank and Review Written Process and Part One Tool
Date: Wednesday, April 21, 2021 2:13:00 PM
Attachments: [image001.png](#)

Dear FEHC 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 sbarnaby@caresny.org by **COB April 28, 2021.**

[NY-520 CoC/Planning](#)

Thank you!

Samantha Barnaby
Sr. Planning Associate – CARES of NY, Inc.
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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. Within each tab on the chart below, you will find the Rank and Review Process and associated Rank and Review tools (for both Renewal and New Projects).

[Read more...](#)

- Rank & Review
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Franklin Essex Housing Coalition (FEHC)

[FEHC Home Page](#)

2021 RANK & REVIEW DOCUMENTS

The below documents are posted for public comment from 4/21/2021 thru 4/28/2021

DRAFT: [2021 NY 520 Rank & Review Written Process](#)

DRAFT: [2021 NY 520 Rank & Review Part 1 Tool](#)

[Provide comments to Samantha Barnaby.](#)

View Rank & Review Archives

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CoC Public Postings

Summary

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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**

FRANKLIN ESSEX HOUSING COALITION
RANK AND REVIEW APPLICATION 2021
PART 1: DATA-RELATED QUESTIONS
DEADLINE TO SUBMIT: JUNE 11, 2021

1. **Utilization:** Using the project’s FY19 Program Application and Federal Fiscal Year 2020 (FY20)* Please attach relevant pages of Application and APR to this application. **MAX 25 pts**

	Projected Persons Served during Average PIT (Project Application Question 5A)	Actual Number Served during PIT (APR Questions 7 and 8)	
		Household	Persons
January	_____ Households _____ Persons		
April			
July			
October			
		Average	

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

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

- 1a. Did your project meet its projected number of *either* households and/or persons served** during the year (100% or more utilization)? **Yes 20 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**

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

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

2a. Is there an error rate of more than 5% of project participants' Personally Identifying Information?

2b. Is there an error rate of more than 5% of project's Universal Data elements?

2c. Is there an error rate of more than 5% of project participants' Income and Housing data?

2d. Is there an error rate of more than 5% of project's Chronic Homelessness data?

Any Yes - 0 pts **All No - 5 pts**

3. Chronic Homeless - Dedicated: [Only PSH RRH & TH projects will be weighted]

Please refer to Attachment 1 to note the following:

3a. The percentage of CH beds the project contributes to the CoC (i.e., the impact of your project on ending chronic homelessness in FEHC).

36-100% = 15 pts; 16-35% = 10 pts; 1-15% = 8 pts; 0% = 0 pts

4. Effect on Chronic Homeless:

Permanent Supportive Housing Programs ONLY

During Federal FY20, the CoC's **PSH projects** served **1** chronically homeless individual. To show the impact of this project towards goal of ending chronic homelessness, refer to **Attachment 2** to note the following:

4a. The total number of chronically homeless persons this project served in Federal FY20: _____ **(0 pts)**

4b. Of the total CH served by the CoC, note the % this project served in FY20: ____%

81-100% = 15 pts; 61-80% = 12 pts; 41-60% = 8 pts; 21-40%=4; 0-20%=0 pts

5. SYSTEM PERFORMANCE OUTCOMES:

Positive Outcomes: (0-15 points)

5a. Permanent Supportive Housing Projects: During FY20, there were **55** persons with positive outcomes noted across all CoC **PSH** programs. *An outcome is positive for PH if client is a stayer or exited to a PH destination.* To indicate how this project contributed to housing stability across the system, please note the positive housing outcome rate listed in **Attachment 3:** ____%

51-100%=15; 26-50%=10; 1-25%=5; 0=0

6. Exits to Homelessness:

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

___ %

0% = 15 pts; 1-40% = 12 pts; 41-80% = 8 pts; 81-100%= 4pts

7. Income Growth: System Impact.

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

51-100%=15; 26-50%=10; 1-25%=5; 0=0

8. Income Growth – Project Performance

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

8a. What percentage of **stayers** gained or increased **earned income** between start and annual assessment? Note percent in **Q19a1. Row 1)** Number of Adults with Earned Income - **Column 9)** Performance Measure: Percent of Persons to accomplish this measure: ___%

75-100% = 2.5 pts; 50-74% = 2 pts; 25-49% = 1.5 pts; 15-24% = 1 pts; 1-14% = .5 pts; 0% = 0

8b. What percentage of **stayers** gained or increased **other income** between start and annual assessment? Note percent in **Q19a1. Row 3)** Number of Adults with Other Income - **Column 9)** Performance Measure: Percent of Persons to accomplish this measure: ___%

75-100% = 2.5 pts; 50-74% = 2 pts; 25-49% = 1.5 pts; 15-24% = 1 pts; 1-14% = .5 pts; 0% = 0

8c. What percentage of **leavers** gained or increased **earned income** between start and annual assessment? Note percent in **Q19a2. Row 1)** Number of Adults with Earned Income - **Column 9)** Performance Measure: Percent of Persons to accomplish this measure: ___%

75-100% = 2.5 pts; 50-74% = 2 pts; 25-49% = 1.5 pts; 15-24% = 1 pts; 1-14% = .5 pts; 0% = 0

8d. What percentage of **leavers** gained or increased **other income** between start and annual assessment? Note percent in **Q19a1. Row 3)** Number of Adults with Other Income - **Column 9)** Performance Measure: Percent of Persons to accomplish this measure: ___%

75-100% = 2.5 pts; 50-74% = 2 pts; 25-49% = 1.5 pts; 15-24% = 1 pts; 1-14% = .5 pts; 0% = 0

9. Total Awarded Funds

9a. Did the project spend at least 90% of total awarded funds? **Yes 10 pts** **No 0 pts**

9b. Did the project spend between 80-89% of total awarded funds? **Yes 5 pts** **No 0 pts**

9c. The Continuum returned a total of _____\$ (CARES will provide total amount after application is submitted) from the total FY19 (or most recently ended contract) awarded funds.

What dollar amount did this project return in the most recently ended contract? _____

Percentage of program funds returned in relation to overall CoC returned: _____ **0-10 pts**
(to be filled in by CARES)

10. Did the project draw down funds from LOCCS at least quarterly in the most recently ended contract? (Please attach copies of last three drawdowns) **Yes 5 pts** **No 0 pts**

11. 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 5pts** **No 0 pts**

12. 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
History of alcohol or substance abuse	<input type="checkbox"/>	<input type="checkbox"/>
Not maintaining service and/or treatment compliance	<input type="checkbox"/>	<input type="checkbox"/>
Earning too little or no income	<input type="checkbox"/>	<input type="checkbox"/>
Credit, financial and/or rental history	<input type="checkbox"/>	<input type="checkbox"/>
Clients w/disabilities receive necessary accommodations	<input type="checkbox"/>	<input type="checkbox"/>
Support service plans/goals are client-driven	<input type="checkbox"/>	<input type="checkbox"/>
Every effort is made to house eligible clients as soon as possible	<input type="checkbox"/>	<input type="checkbox"/>
Every effort made to help clients avoid eviction to homelessness	<input type="checkbox"/>	<input type="checkbox"/>

13. 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 FEHC? **Yes** **No**

2 Committees and ≥50% attendance = 5

1 Committee and ≥50% attendance = 2

0 Committees = 0

14. Self-Monitoring: 5 points each **Yes No**

14a. Were the self-monitoring forms submitted on or before the noted due date?

14b. Were there findings on your self-monitoring?

14c. If there were findings, have they been resolved?

Final

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-520's draft Rank & Review **Renewal Part 2 Tool**

From: [Samantha Barnaby](#)
To: [Janine Mead](#); [Alan Jones](#); alincoln@stjoestreatment.org; [Allyson Ryan](#); [Allyson Thiessen](#); [Amanda Baker](#) (abaker@bhsn.org); [Amber Brown-Rose](#); austin.kissane@dfa.state.ny.us; [Bruce Misarski](#); [Bryon Connolly](#); [Cheryl Blanchard](#) (cherylblanchard@citizenadvocates.net); [Connie Prickett](#) (connie@adkfoundation.org); [Courtney Barden](#) (courtneybarden@citizenadvocates.net); csherwin@co.franklin.ny.us; ctoms@milcinc.org; [Cynthia Cobb](#); [Darren Dumas](#) (ddumas@communityconnectionsfcny.org); [David Kunzelman](#) (David.kunzelman@redcross.org); [Douglas Meyer](#) (doug@mhainessex.org); [Erika Bezio](#); fcchcas@yahoo.com; fcchcjp@yahoo.com; [Geoff Raiti](#); [Jannelle Reome](#) - Franklin County DSS; [Jennifer Rafferty](#); jillianfowler@citizenadvocates.net; [Kari Lautenschuetz](#); [Kathleen Kirkpatrick](#); kellie@mhainessex.org; kellym32@hotmail.com; kmulverhill@co.franklin.ny.us; [Lindsay Hendricks](#) (housing1st@3ddevelopment.com); livers@communityconnectionsfcny.org; [Maghan Mitchell](#) (maghan@mhainessex.org); [Marc Czadzeck](#); [Maureen Corbett](#) (Maureen.corbett@va.gov); mhousin1@twcny.rr.com; [Michael Mascaranas](#); [Michael Slavett](#); mjohnson@adironackhealth.org; [Morgan Zimmer](#); nicolesoulia@citizenadvocates.net; Patrick.Ryan@troopers.ny.gov; [Retha Leno](#); rgay@stjoestreatment.org; rich@kisco.com; [Richard Brown](#); [Robyn Scherer](#); [Samantha Barnaby](#); [Sarah Clarkin](#); [Sarah Louer](#); saranackeyouth@gmail.com; [Scott Gilligan](#); slavigne@franklincony.org; sloran@aha-nsn.gov; [stephanie.snow@dfa.state.ny.us](#); [Susan Gagnon](#); [Suzanne Nicholas](#) - Saranac Lake Central School District (nicholasuz@slcs.org); [Tara Glynn](#) (tglynn@lasnny.org); tcoble@aha-nsn.gov; [Terri Morse](#) - Essex Co. (terri.morse@essexcountyny.gov); [Theodore Tighe](#); tshreve0425@gmail.com; [Tracy Bedard](#); valerie@mhainessex.org; Vicki.Smith@ech.org; wbrown@wesoldieron.org; [William Miller](#); zrandolph@stjoestreatment.org
Subject: Public Comment Notification: 2021 CoC Rank and Review Part Two Tool
Date: Wednesday, May 19, 2021 5:38:00 PM
Attachments: [image001.png](#)

Good Afternoon FEHC CoC Members,

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

Please send all comments to sbarnaby@caresny.org on or before **May 26, 2021**.

[NY-520 CoC/Planning](#)

Thank you!

Samantha Barnaby
Sr. Planning Associate – CARES of NY, Inc.
200 Henry Johnson Blvd., Albany, NY 12210
518-489-4130 ext. 709
<http://www.caresny.org>

Find us on [Facebook](#)



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

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

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

[DV HMIS Data Submission](#)
[Combined HMIS Programs Submission](#)
[Data Attachments Confirmation](#)

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

Franklin Essex Housing Coalition (FEHC)

[FEHC Home Page](#)

2021 RANK & REVIEW DOCUMENTS

FINAL: [2021 NY 520 Rank & Review Written Process](#)

FINAL: [2021 NY 520 Rank & Review Part 1 Tool](#)

Public Comment Period: 5.19.2021 - 5.26.2021

DRAFT: 2021 NY 520 Rank & review Part 2 Tool

[Submit Comments to Sam Barnaby](#)

View Rank & Review Archives

2020 Rank & Review: FEHC

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

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**

FRANKLIN ESSEX HOUSING COALITION
RANK AND REVIEW APPLICATION 2021
PART 2: WRITTEN QUESTIONS
DEADLINE TO SUBMIT: JULY 6, 2021

A. PROJECT INFORMATION

1. Organization Name: _____
2. Project Name: _____
3. Application Contact Person: _____
4. Project Type: PSH RRH SSO
5. FY19 Proposed Total Funding Request: \$ _____
- Leasing \$ _____
- Rental Assistance \$ _____
- Supportive Services \$ _____
- Operations \$ _____
- Admin \$ _____
6. Is this project voluntarily reallocating funds to the CoC? Yes No
- If yes, how much funding would the project voluntarily reallocate? _____

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 supplemental 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. **0 to 20 pts.**

FRANKLIN ESSEX HOUSING COALITION
RANK AND REVIEW APPLICATION 2021
PART 2: WRITTEN QUESTIONS
DEADLINE TO SUBMIT: JULY 6, 2021

2. Coordinated Entry [Note: This question will be verified by CoC CE Lead]. 0 to 5 pts

2a. Does your project receive referrals through the Coordinated Entry (CE) process ONLY?

Yes (2.5 pts) **No (0 pts.)**

2b. Do you regularly attend the monthly CE meetings? **Yes (2.5 pts)** **No (0 pts.)**

2c. If your project is dedicated to victims of domestic violence (or if you otherwise answered “No” to Q4a) please explain barriers to direct participation in CE and how you engage with partners involved (250 words or less). **0 to 5 pts.**

3. Leveraging & Coordination of Services: Please provide specific examples of how your project coordinates services with other CoC, and HUD/VA funded projects. Please refer to specific programs (250 words or less). **0 to 5 pts.**

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

Up to 2.5 pts awarded if the narrative clearly state(s) examples of how the project coordinates services with the noted funded projects.

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

0 to 5 pts

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.

5. Employment Opportunities: How do you currently work with local employment agencies, employers and or partners to advance training and employment opportunities for people experiencing homelessness? **0 to 5 pts.**

FRANKLIN ESSEX HOUSING COALITION
RANK AND REVIEW APPLICATION 2021
PART 2: WRITTEN QUESTIONS
DEADLINE TO SUBMIT: JULY 6, 2021

6. How have you adjusted your service delivery model to help clients during the pandemic?
0 to 5 pts
Up to 2.5 points for continuing at least monthly contact with clients (including virtually).
Up to 2.5 points for providing resources to ensure your clients had the necessary assistance needed during the pandemic.
7. Explain how your organization worked with new or existing 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 to 5 pts
Up to 2.5 points for exemplifying partnerships were made to meet the health care needs of persons in the program.
Up to 2.5 points for exemplifying partnerships will build a more equitable homelessness response system in the future.
8. How has your agency helped clients and staff stay informed about the COVID-19 vaccinations?
0 to 5 pts
Up to 2.5 points for identifying and referring clients and or staff to educational resources.
Up to 2.5 points for hosting onsite/virtual information to promote vaccine confidence.
9. What is your agency doing to forward racial diversity, equity and inclusion work within your agency and/or CoC-funded program?
0 to 2 pts
10. **DV Programs Only:** We realize that a positive outcome for vulnerable populations programs may not be the same as a positive outcome for a permanent supportive housing program. With that being said, how do you feel your agency contributes to the housing stability across the CoC system.
0 to 2 pts

FRANKLIN ESSEX HOUSING COALITION
RANK AND REVIEW APPLICATION 2021
PART 2: WRITTEN QUESTIONS
DEADLINE TO SUBMIT: JULY 6, 2021

Up to 1 pts awarded if the narrative clearly describes positive outcomes through the DV provider lens.

Up to 1 pts awarded if the narrative clearly describes how the agency contributed to positive housing stability across the CoC.

11. **Dedicated Youth Projects Only:** Permanent supportive and transitional housing programs dedicated to youth (0-24) generally struggle with increasing income for participants. That said, how does your agency support youth in achieving income growth? Please note barriers encountered. **0-2 points**

Up to 1 pts awarded if the narrative clearly describes positive outcomes through the youth provider lens.

Up to 1 pts awarded if the narrative clearly describes how the agency contributed to positive outcomes across the CoC.

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

2. A copy of the document posted in advance that included point values for objective criteria your CoC would use to review and rank projects.
 - e) Email announcement for NY-520's Rank & Review **Renewal Part 3 Tool**

From: [Samantha Barnaby](#)
To: [Eileen Gillen](#)
Subject: Rank and Review Interview Questions
Date: Tuesday, September 21, 2021 5:59:00 PM
Attachments: [Final Version NY-520 Rank and Review HMIS Data Attachments.pdf](#)
[Part 3- Interview Questions- 2021.docx](#)
[image001.png](#)
Importance: High

Good Afternoon

Thank you for signing up for a **Renewal Projects Interview** slot on Monday, **September 27th @ 10:00 am.** You should have received an email and calendar invite to confirm your time, and you can access the link to your interview directly in the calendar invite.

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

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

Thank you, and don't hesitate to reach out with any questions about this process.

Thank you!

Samantha Barnaby
Sr. Planning Associate – CARES of NY, Inc.
200 Henry Johnson Blvd., Albany, NY 12210
518-489-4130 ext. 709
<http://www.caresny.org>

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CARES
OF NY, INC
ENDING HOMELESSNESS



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

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

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

2021 Rank & Review Interview Questions

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

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

Interview questions were formulated based on HUD priorities as outlined in the 2021 NOFO. Check out the HUD priorities that informed Part 3 interview questions here:

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

How to Have a Successful Interview:

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

Scoring Criteria *(5 total points available):*

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

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

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

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

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

Question 4:

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

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g) Email announcement and screen shot of public comment period for NY-520's draft Rank & Review **New Application Tool**

From: [Samantha Barnaby](#)
To: [Janine Mead](#); [Alan Jones](#); alincoln@stjoestreatment.org; [Allyson Ryan](#); [Allyson Thiessen](#); [Amanda Baker](#) (abaker@bhsn.org); [Amber Brown-Rose](#); austin.kissane@dfa.state.ny.us; [Bruce Misarski](#); [Bryon Connolly](#); [Cheryl Blanchard](#) (cherylblanchard@citizenadvocates.net); [Connie Prickett](#) (connie@adkfoundation.org); courtneybarden@citizenadvocates.net; csherwin@co.franklin.ny.us; ctoms@milcinc.org; [Cynthia Cobb](#); [Darren Dumas](#) (ddumas@communityconnectionsfcny.org); [David Kunzelman](#) (David.kunzelman@redcross.org); [Douglas Meyer](#) (doug@mhainessex.org); [Erika Bezio](#); fcchcas@yahoo.com; fcchcip@yahoo.com; [Geoff Raiti](#); [Jannelle Reome](#) - Franklin County DSS; [Jennifer Rafferty](#); Jennifer.Rafferty@dfa.state.ny.us; jillianfowler@citizenadvocates.net; [Kathleen Kirkpatrick](#); kellie@mhainessex.org; kellylm32@hotmail.com; kmulverhill@co.franklin.ny.us; [Lindsay Hendricks](#) (housing1st@3ddevelopment.com); lrviers@communityconnectionsfcny.org; [Maghan Mitchell](#) (maghan@mhainessex.org); [Marc Czadzeck](#); [Maureen Corbett](#) (Maureen.corbett@va.gov); mhousin1@twcny.rr.com; [Michael Mascaranas](#); [Michael Slavett](#); mjohnson@adironackhealth.org; [Morgan Zimmer](#); nicolesoulia@citizenadvocates.net; Patrick.Ryan@troopers.ny.gov; [Penny Daniels](#); [Retha Leno](#); rgay@stjoestreatment.org; rich@kisco.com; [Richard Brown](#); richardbrown@citizenadvocates.net; [Robyn Scherer](#); [Samantha Barnaby](#); [Sarah Clarkin](#); [Sarah Louer](#); saranaclakeyouth@gmail.com; [Scott Gilligan](#); slavigne@franklincony.org; sloran@aha-nsn.gov; stephanie.snow@dfa.state.ny.us; [Susan Gagnon](#); [Suzanne Nicholas](#) - Saranac Lake Central School District (nicholasuz@slcs.org); [Tara Glynn](#) (tglynn@lasnny.org); tcoble@aha-nsn.gov; [Terri Morse](#) - Essex Co. (terri.morse@essexcountyny.gov); [Theodore Tighe](#); tishreve0425@gmail.com; [Tracy Bedard](#); valerie@mhainessex.org; Vsmith@ech.org; wbrown@wesoldieron.org; [William Miller](#); zrandolph@stjoestreatment.org
Subject: Public Comment Notification: 2021 CoC Rank and Review New & DV Bonus Applications
Date: Monday, August 30, 2021 12:45:00 PM
Attachments: [image001.png](#)

Good Morning FEHC CoC Members,

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

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

[NY-520 CoC/Planning](#)

Thank you!

Samantha Barnaby

Senior Planning Associate – CARES of NY, Inc.

200 Henry Johnson Blvd., Albany, NY 12210

518-489-4130 ext. 106

<http://www.caresny.org>

Find us on [Facebook](#)



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
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- NY 512 RCHSC
- NY 519 CGHC
- NY 520 FEHC**
- NY 522 PNHC
- NY 523 SNC
- NY 601 DCHC
- NY 606 RCCC
- NY 608 UCCC

Franklin Essex Housing Coalition (FEHC)

FEHC Home Page

2021 RANK & REVIEW DOCUMENTS

**Public Comment Period for Below Draft Documents:
August 30, 2021 through September 3, 2021**

DRAFT: NY-520 New Project Application

DRAFT: NY-520 DV Bonus Application

Submit Comments to Samantha Barnaby

FINAL: 2021 NY 520 Rank & Review Written Process

2021 RENEWAL PROJECTS

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

Part 1 Application

NY-520 Rank and Review Part 1 Attachments Checklist

NY-520 Rank and Review Part 1 Tool

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

Part 2 Application

NY-520 Rank & Review Part 2 Tool

Release Date: **June 29, 2021** Due Date: **July 6, 2021**

View Rank & Review Archives

2020 Rank & Review: FEHC

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

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

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

Franklin Essex Housing Coalition: New Project RFP 2021 (Reallocation and/or Bonus Projects)

Application not to exceed three (3) pages.

1. Applicant/Agency Name: _____
2. Agency Point of Contact: _____
3. Proposed Project Name: _____
4. Please circle the project type you are applying for:
 - Permanent Supportive Housing that is either Dedicated PLUS 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
5. Is the project you are applying for a new or expansion project? **New** **Expansion**
6. Is the applicant a current member of the Franklin Essex Housing Coalition (FEHC) Continuum of Care (CoC)? **Yes – 10 points** **No – 0 points**
7. Is the agency applying a current CoC funded grantee? **No – 5 points**
 - a. If yes, are there any unresolved monitoring or audit findings from HUD or the CoC? **Yes – 0 points** **No – 3 points**
8. Is your agency an active participant in the FEHC Coordinated Entry program?
 Yes – 3 pts **No - 0 pts**

If no, is your agency willing and able to become an active participant in the FEHC Coordinated Entry program? **Yes – 3 pts** **No - 0 pts**
9. Is your agency an active participant in the FEHC HMIS System?
 Yes – 3 pts **No - 0 pts**

If no, is your agency willing and able to become an active participant in the FEHC HMIS System? **Yes – 3 pts** **No - 0 pts**
10. Please provide a detailed description of the agency's experience in administering projects dedicated to serving an underserved population (i.e. your target population) that meets a gap in needed services. Please specify the name of current or past programs and note the funding sources. **(10 points)**

Franklin Essex Housing Coalition: New Project RFP 2021 (Reallocation and/or Bonus Projects)

11. Do any of the following apply to your proposed program? **(if any checked 2 points)**
- Prioritized or Dedicated to Singles with Mental Health Diagnosis
 - Prioritized or Dedicated to Singles with Substance Use Disorders
 - Prioritized or Dedicated to Singles with a Sex Offender Status
12. Please provide a project description that addresses the entire scope of your project. Please include the target population that will be served and the outreach plan. If the proposed project follows a Housing First model, please specifically detail Housing First aspects. **(0 – 18 points)**
- 10 points if you outline a detailed strategy that will be used to help participants regain and maintain housing stability.
 - 1 point if the project clearly states the number of units/beds requested
 - 2 points if an outreach plan is noted
 - 5 points if the narrative details how the project will implement the housing first model
13. How will your program identify and connect clients with wrap-around services they require (e.g., behavioral and/or physical health care, peer support for formerly incarcerated persons, etc.)? **(0-5 points)**
14. Will the project be able to begin within 12 months? **Yes- 5 points** **No – 0 points**
15. Please describe how the need for this project within this geographic area was identified. Please note where in the FEHC Action Plan it points to this gap in service and using the most recent HMIS Annual Report note the population in need of this service. **(0-5 points)**
- 2.5 points for referencing the FEHC Action Plan
 - 2.5 points for referencing the last HMIS Annual report
16. 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, it will provide access to treatment or recovery services for all program participants who qualify and choose those services, OR
 - An amount that is equivalent to 25 percent of the funding being requested for the project will be covered by the healthcare organization.

Franklin Essex Housing Coalition: New Project RFP 2021 (Reallocation and/or Bonus Projects)

Value of the commitment and dates of services must be included in the written commitment. **Yes – 10 points No – 0 points**

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

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

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

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

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

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

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

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

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

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

Franklin Essex Housing Coalition: New Project RFP 2021 (Reallocation and/or Bonus Projects)

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

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

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.
 - i) Email announcement and screen shot of public comment period for NY-520's draft Rank & Review **DV Bonus Tool**

From: [Samantha Barnaby](#)
To: [Janine Mead](#); [Alan Jones](#); alincoln@stjoestreatment.org; [Allyson Ryan](#); [Allyson Thiessen](#); [Amanda Baker](#) (abaker@bhsn.org); [Amber Brown-Rose](#); austin.kissane@dfa.state.ny.us; [Bruce Misarski](#); [Bryon Connolly](#); [Cheryl Blanchard](#) (cherylblanchard@citizenadvocates.net); [Connie Prickett](#) (connie@adkfoundation.org); [Courtney Barden](#) (courtneybarden@citizenadvocates.net); csherwin@co.franklin.ny.us; ctoms@milcinc.org; [Cynthia Cobb](#); [Darren Dumas](#) (ddumas@communityconnectionsfcny.org); [David Kunzelman](#) (David.kunzelman@redcross.org); [Douglas Meyer](#) (doug@mhainessex.org); [Erika Bezio](#); fcchcas@yahoo.com; fcchcip@yahoo.com; [Geoff Raiti](#); [Jannelle Reome](#) - Franklin County DSS; [Jennifer Rafferty](#); Jennifer.Rafferty@dfa.state.ny.us; jillianfowler@citizenadvocates.net; [Kathleen Kirkpatrick](#); kellie@mhainessex.org; kellylm32@hotmail.com; kmulverhill@co.franklin.ny.us; [Lindsay Hendricks](#) (housing1st@3ddevelopment.com); livers@communityconnectionsfcny.org; [Maghan Mitchell](#) (maghan@mhainessex.org); [Marc Czadzeck](#); [Maureen Corbett](#) (Maureen.corbett@va.gov); mhousin1@twcny.rr.com; [Michael Mascaranas](#); [Michael Slavett](#); mjohnson@adironackhealth.org; [Morgan Zimmer](#); nicolesoulia@citizenadvocates.net; Patrick.Ryan@troopers.ny.gov; [Penny Daniels](#); [Retha Leno](#); rgay@stjoestreatment.org; rich@kisco.com; [Richard Brown](#); richardbrown@citizenadvocates.net; [Robyn Scherer](#); [Samantha Barnaby](#); [Sarah Clarkin](#); [Sarah Louer](#); saranaclakeyouth@gmail.com; [Scott Gilligan](#); slavigne@franklincony.org; sloran@aha-nsn.gov; stephanie.snow@dfa.state.ny.us; [Susan Gagnon](#); [Suzanne Nicholas](#) - Saranac Lake Central School District (nicholasuz@slcs.org); [Tara Glynn](#) (tglynn@lasnny.org); tcole@aha-nsn.gov; [Terri Morse](#) - Essex Co. (terri.morse@essexcountyny.gov); [Theodore Tighe](#); tishreve0425@gmail.com; [Tracy Bedard](#); valerie@mhainessex.org; Vsmith@ech.org; wbrown@wesoldieron.org; [William Miller](#); zrandolph@stjoestreatment.org
Subject: Public Comment Notification: 2021 CoC Rank and Review New & DV Bonus Applications
Date: Monday, August 30, 2021 12:45:00 PM
Attachments: [image001.png](#)

Good Morning FEHC CoC Members,

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

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

[NY-520 CoC/Planning](#)

Thank you!

Samantha Barnaby

Senior Planning Associate – CARES of NY, Inc.

200 Henry Johnson Blvd., Albany, NY 12210

518-489-4130 ext. 106

<http://www.caresny.org>

Find us on [Facebook](#)



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

Franklin Essex Housing Coalition (FEHC)

FEHC Home Page

2021 RANK & REVIEW DOCUMENTS

**Public Comment Period for Below Draft Documents:
August 30, 2021 through September 3, 2021**

DRAFT: [NY-520 New Project Application](#)

DRAFT: [NY-520 DV Bonus Application](#)

[Submit Comments to Samantha Barnaby](#)

FINAL: [2021 NY 520 Rank & Review Written Process](#)

2021 RENEWAL PROJECTS

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

Part 1 Application

[NY-520 Rank and Review Part 1 Attachments Checklist](#)

[NY-520 Rank and Review Part 1 Tool](#)

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

Part 2 Application

[NY-520 Rank & Review Part 2 Tool](#)

Release Date: **June 29, 2021** Due Date: **July 6, 2021**

View Rank & Review Archives

2020 Rank & Review: FEHC

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.

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

Franklin Essex Housing Coalition

DV Bonus Project RFP 2021

Application may not exceed three (3) pages

1. Applicant/Agency Name: _____
2. Agency Point of Contact: _____
3. Proposed Project Name: _____
4. Please circle the project type you are applying for:
 - Permanent Housing-Rapid Rehousing *(project must be housing first)
 - Joint TH and PH-RRH-Must be housing first *(project must be housing first)
 - Support Services Only-Coordinated Entry Project
5. Is the project you are applying for a new or expansion project? **New** **Expansion**
6. Is the applicant a current member of the Franklin Essex Housing Coalition (FEHC) Continuum of Care (CoC)? **Yes - 5 points** **No - 10 points**
 - a. If no, what is the agency's current involvement with the FEHC CoC?
7. 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 points** **No - 3 points**
8. Please provide a detailed description of the agency's experience in administering projects dedicated to serving survivors of domestic violence, dating violence and stalking. Please specify the name of current or past programs and note the funding sources **(10 points)**
 - 3 points for past experience serving a domestic violence survivor population
 - 3 points for four or more years serving a domestic violence survivor population
 - 3 points for serving more than 25 households in a calendar year (CY)
 - 1 point for listing funding sources
7. Please provide a description addressing the entire scope of your project. Please include an outreach plan to the targeted population. Specify whether the project will be a Rapid Rehousing (PH-RRH) project, Joint TH and PH-RRH component project or a SSO project for Coordinated Entry (SSO-CE) designed to implement policies, procedures and practices to equip the CoC's Coordinated Entry system to better meet the needs of survivors of

Franklin Essex Housing Coalition

DV Bonus Project RFP 2021

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

- 8 pts if the project narrative clearly details how the project will implement the Housing First model
- 8 pts if a clear and detailed outreach plan is included
- 2 pts if the project clearly states the number of units/beds requested
- 2 pts if applying for an SSO-CE project

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

9. Is your agency an active participant in the FEHC Coordinated Entry program?

Yes – 3 pts **No - 0 pts**

If no, is your agency willing and able to become an active participant in the FEHC Coordinated Entry program? **Yes – 3 pts** **No - 0 pts**

10. Does your agency currently report in a DV system that is compatible to the HMIS system? If not, how will you implement a compatible HMIS system for this project, for reporting purposes? **1-3 pts if agency details how compatible HMIS system implementation will be accomplished.**

11. 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.
- 2 points if agency uses a trauma-informed, victim-centered approach to their project.

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

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

Franklin Essex Housing Coalition

DV Bonus Project RFP 2021

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

- 1 point if the agency has/will have a partnership with a healthcare agency that provides regular health screenings
- 1 point if the agency will provide PPE/sanitation supplies to staff/program participants as needed
- 1 point if the agency describes how it will build COVID-19 vaccine confidence

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

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

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

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

This attachment details the Rank & Review process for **NY-520** 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-520's Rank and Review Written Process
 - (b) Blank Renewal Application Tool
 - (c) Blank New Project Application Tool
 - (d) Blank Bonus/DV Application Tool

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

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

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

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

(a) NY520's Rank and Review Written Process

FRANKLIN ESSEX HOUSING COALITION: 2021 RANK AND REVIEW PROCESS

Background

HUD Continuum of Care (CoC) homeless assistance programs serve as a source of funding for homeless services in the Counties of Franklin and Essex and the planning body coordinating these services is the Franklin Essex Housing Coalition. Working with the CoC (FEHC) and providing support and technical assistance is CARES of NY, Inc., the Collaborative Applicant.

In the 2020 NOFA, the Franklin Essex CoC received \$94,395 from HUD to support three projects one for homeless individuals and families, one HMIS project and one CoC planning project. HUD awards homeless assistance grants through an annual application process known as the CoC Program Competition.

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

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

CoC Transparency

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

FY 2021 Rank and Review Application

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

Review and Approval of the Rank and Review Application

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

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

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

- Phase 1 focuses on quantitative project and system outcome data using the Federal Fiscal year (October 1st-September 30th) project APR and HMIS System Performance data to “rate” projects. **Agencies will have 1-week from the date the data is presented during the Part 1/Data Training Session to review and sign off on their project data. If the sign off is not received the data will be considered final. No changes to data will be made after the 1-week review period.**
- Phase 2 includes narrative allowing agencies to explain unique circumstances which may affect project performance.
- Phase 3 of the Rank & Review Process includes project interviews with the Review Team. After release of the NOFA, the Operations Committee will draft questions based on specific criteria included in the NOFA Application to be asked during project interviews. Projects will receive these questions prior to the interview. Additionally, reviewers may choose additional points for Phases 1 and 2.

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

At the end of each phase renewal projects will have an opportunity to request a debriefing of their scores with the collaborative applicant.

Reviewers

Reviewers must be individuals from the community who are not CoC-funded or from neighboring communities and knowledgeable about the CoC process, services, and providers. Review Team members are considered by the Operations Committee and invited by the Collaborative Applicant (CARES) to participate. After reviewers agree to participate, one to two days are scheduled to conduct project interviews and for scoring to take place. Interviews will be scheduled for a date after the NOFA is released to allow for any HUD-specific criteria to be incorporated into the interview process.

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

Threshold Review

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

Project Ranking

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

Appeal Process

1. Who May Appeal?

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

2. What May Be Appealed?

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

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

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

3. Timing of an Appeal

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

Project Tiering

HUD requires that the CoC ranks projects into two tiers based on the funding allocation released in the NOFA. Tiering prioritizes projects for funding. Using the project ranking, the Collaborative Applicant tiers projects (New/Bonus projects are always placed at bottom of Tier 2) and presents the results to the Board. When the NOFA is released, priorities outlined in the application may be strategically applied by the CoC to project tiering. Final tiering results are presented to the Board for approval and vote, tiering results are then shared with Membership. The Board votes on the full application, including tiering.

New Projects

A separate application is required for Bonus and Reallocated project proposals. If, after the ranking process, additional money becomes available through reallocation, and if all new projects have been approved, the new project RFP will re-open for submission in efforts to utilize all available funding. RFPs submitted during the second application process will automatically be ranked below projects from the first round. The Review Team reviews and scores all New/Bonus project applications submitted. New project applications are required to interview with the Review Team. Interview questions will include specific criteria included in the NOFA. New project applications will be ranked, approved by the Board, and presented to Membership. The community's goal is to apply for the maximum amount of available funds. The same appeals process that applies to Renewal applications applies to New project applications.

Bonus Projects

Each year, HUD *may* offer bonus funding and the NOFA outlines how the funds may be spent. Bonus project proposals must fill an unmet need as noted within the Action Plan or locally determined priorities. Bonus project applications are required to interview with the Review Team. Interview questions will include specific criteria included in the NOFA. Bonus applications will be ranked, approved by the Board and presented to

Membership. The community's goal is to apply for the maximum amount of available funds. The same appeals process that applies to Renewal applications applies to Bonus project applications.

Reallocation

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

Projects that can be flagged for reallocation consideration include those that have demonstrated inadequate financial management, a history of expending funds on ineligible activities, a lack of full expenditure of funds, and consistent low scores during the Rank and Review. Reallocation is recommended for any project *not* participating in Coordinated Entry, HMIS or the annual Point-in-Time, or operated by an agency that is not a member in good standing of the FEHC may be considered for reallocation. The Board may determine reallocation of a particular project as in the best interest of the CoC and essential to maintaining full funding. Further, agencies may voluntarily choose to reallocate funds from their own projects. New project proposals developed by agencies through reallocation of their own funds will be prioritized during the ranking process. All other proposed projects using reallocated funds will be ranked according to general ranking procedures.

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

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

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

(b) Blank Renewal Application Tool

FRANKLIN ESSEX HOUSING COALITION
RANK AND REVIEW APPLICATION 2021
PART 1: DATA-RELATED QUESTIONS
DEADLINE TO SUBMIT: JUNE 11, 2021

1. **Utilization:** Using the project’s FY19 Program Application and Federal Fiscal Year 2020 (FY20)* Please attach relevant pages of Application and APR to this application. **MAX 25 pts**

	Projected Persons Served during Average PIT (Project Application Question 5A)	Actual Number Served during PIT (APR Questions 7 and 8)	
		Household	Persons
January	_____ Households _____ Persons		
April			
July			
October			
		Average	

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

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

- 1a. Did your project meet its projected number of *either* households and/or persons served** during the year (100% or more utilization)? **Yes 20 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**

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

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

2a. Is there an error rate of more than 5% of project participants' Personally Identifying Information?

2b. Is there an error rate of more than 5% of project's Universal Data elements?

2c. Is there an error rate of more than 5% of project participants' Income and Housing data?

2d. Is there an error rate of more than 5% of project's Chronic Homelessness data?

Any Yes - 0 pts **All No - 5 pts**

3. Chronic Homeless - Dedicated: [Only PSH RRH & TH projects will be weighted]

Please refer to Attachment 1 to note the following:

3a. The percentage of CH beds the project contributes to the CoC (i.e., the impact of your project on ending chronic homelessness in FEHC).

36-100% = 15 pts; 16-35% = 10 pts; 1-15% = 8 pts; 0% = 0 pts

4. Effect on Chronic Homeless:

Permanent Supportive Housing Programs ONLY

During Federal FY20, the CoC's **PSH projects** served **1** chronically homeless individual. To show the impact of this project towards goal of ending chronic homelessness, refer to **Attachment 2** to note the following:

4a. The total number of chronically homeless persons this project served in Federal FY20: _____ **(0 pts)**

4b. Of the total CH served by the CoC, note the % this project served in FY20: ____%

81-100% = 15 pts; 61-80% = 12 pts; 41-60% = 8 pts; 21-40%=4; 0-20%=0 pts

5. SYSTEM PERFORMANCE OUTCOMES:

Positive Outcomes: (0-15 points)

5a. Permanent Supportive Housing Projects: During FY20, there were **55** persons with positive outcomes noted across all CoC **PSH** programs. *An outcome is positive for PH if client is a stayer or exited to a PH destination.* To indicate how this project contributed to housing stability across the system, please note the positive housing outcome rate listed in **Attachment 3:** ____%

51-100%=15; 26-50%=10; 1-25%=5; 0=0

6. Exits to Homelessness:

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

___ %

0% = 15 pts; 1-40% = 12 pts; 41-80% = 8 pts; 81-100%= 4pts

7. Income Growth: System Impact.

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

51-100%=15; 26-50%=10; 1-25%=5; 0=0

8. Income Growth – Project Performance

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

8a. What percentage of **stayers** gained or increased **earned income** between start and annual assessment? Note percent in **Q19a1. Row 1**) Number of Adults with Earned Income - **Column 9**) Performance Measure: Percent of Persons to accomplish this measure: ___%

75-100% = 2.5 pts; 50-74% = 2 pts; 25-49% = 1.5 pts; 15-24% = 1 pts; 1-14% = .5 pts; 0% = 0

8b. What percentage of **stayers** gained or increased **other income** between start and annual assessment? Note percent in **Q19a1. Row 3**) Number of Adults with Other Income - **Column 9**) Performance Measure: Percent of Persons to accomplish this measure: ___%

75-100% = 2.5 pts; 50-74% = 2 pts; 25-49% = 1.5 pts; 15-24% = 1 pts; 1-14% = .5 pts; 0% = 0

8c. What percentage of **leavers** gained or increased **earned income** between start and annual assessment? Note percent in **Q19a2. Row 1**) Number of Adults with Earned Income - **Column 9**) Performance Measure: Percent of Persons to accomplish this measure: ___%

75-100% = 2.5 pts; 50-74% = 2 pts; 25-49% = 1.5 pts; 15-24% = 1 pts; 1-14% = .5 pts; 0% = 0

8d. What percentage of **leavers** gained or increased **other income** between start and annual assessment? Note percent in **Q19a1. Row 3**) Number of Adults with Other Income - **Column 9**) Performance Measure: Percent of Persons to accomplish this measure: ___%

75-100% = 2.5 pts; 50-74% = 2 pts; 25-49% = 1.5 pts; 15-24% = 1 pts; 1-14% = .5 pts; 0% = 0

9. Total Awarded Funds

9a. Did the project spend at least 90% of total awarded funds? **Yes 10 pts** **No 0 pts**

9b. Did the project spend between 80-89% of total awarded funds? **Yes 5 pts** **No 0 pts**

9c. The Continuum returned a total of _____\$ (CARES will provide total amount after application is submitted) from the total FY19 (or most recently ended contract) awarded funds.

What dollar amount did this project return in the most recently ended contract? _____

Percentage of program funds returned in relation to overall CoC returned: _____ **0-10 pts**
(to be filled in by CARES)

10. Did the project draw down funds from LOCCS at least quarterly in the most recently ended contract? (Please attach copies of last three drawdowns) **Yes 5 pts** **No 0 pts**

11. 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 5pts** **No 0 pts**

12. 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
History of alcohol or substance abuse	<input type="checkbox"/>	<input type="checkbox"/>
Not maintaining service and/or treatment compliance	<input type="checkbox"/>	<input type="checkbox"/>
Earning too little or no income	<input type="checkbox"/>	<input type="checkbox"/>
Credit, financial and/or rental history	<input type="checkbox"/>	<input type="checkbox"/>
Clients w/disabilities receive necessary accommodations	<input type="checkbox"/>	<input type="checkbox"/>
Support service plans/goals are client-driven	<input type="checkbox"/>	<input type="checkbox"/>
Every effort is made to house eligible clients as soon as possible	<input type="checkbox"/>	<input type="checkbox"/>
Every effort made to help clients avoid eviction to homelessness	<input type="checkbox"/>	<input type="checkbox"/>

13. 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 FEHC? **Yes** **No**

2 Committees and ≥50% attendance = 5

1 Committee and ≥50% attendance = 2

0 Committees = 0

14. Self-Monitoring: 5 points each **Yes No**

14a. Were the self-monitoring forms submitted on or before the noted due date?

14b. Were there findings on your self-monitoring?

14c. If there were findings, have they been resolved?

Final

FRANKLIN ESSEX HOUSING COALITION
RANK AND REVIEW APPLICATION 2021
PART 2: WRITTEN QUESTIONS
DEADLINE TO SUBMIT: JULY 6, 2021

A. PROJECT INFORMATION

1. Organization Name: _____
2. Project Name: _____
3. Application Contact Person: _____
4. Project Type: PSH RRH SSO
5. FY19 Proposed Total Funding Request: \$ _____
- Leasing \$ _____
- Rental Assistance \$ _____
- Supportive Services \$ _____
- Operations \$ _____
- Admin \$ _____
6. Is this project voluntarily reallocating funds to the CoC? Yes No
- If yes, how much funding would the project voluntarily reallocate? _____

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 supplemental 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. **0 to 20 pts.**

FRANKLIN ESSEX HOUSING COALITION
RANK AND REVIEW APPLICATION 2021
PART 2: WRITTEN QUESTIONS
DEADLINE TO SUBMIT: JULY 6, 2021

2. Coordinated Entry [Note: This question will be verified by CoC CE Lead]. 0 to 5 pts

2a. Does your project receive referrals through the Coordinated Entry (CE) process ONLY?

Yes (2.5 pts) **No (0 pts.)**

2b. Do you regularly attend the monthly CE meetings? **Yes (2.5 pts)** **No (0 pts.)**

2c. If your project is dedicated to victims of domestic violence (or if you otherwise answered “No” to Q4a) please explain barriers to direct participation in CE and how you engage with partners involved (250 words or less). **0 to 5 pts.**

3. Leveraging & Coordination of Services: Please provide specific examples of how your project coordinates services with other CoC, and HUD/VA funded projects. Please refer to specific programs (250 words or less). **0 to 5 pts.**

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

Up to 2.5 pts awarded if the narrative clearly state(s) examples of how the project coordinates services with the noted funded projects.

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

0 to 5 pts

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.

5. Employment Opportunities: How do you currently work with local employment agencies, employers and or partners to advance training and employment opportunities for people experiencing homelessness? **0 to 5 pts.**

FRANKLIN ESSEX HOUSING COALITION
RANK AND REVIEW APPLICATION 2021
PART 2: WRITTEN QUESTIONS
DEADLINE TO SUBMIT: JULY 6, 2021

6. How have you adjusted your service delivery model to help clients during the pandemic?
0 to 5 pts
Up to 2.5 points for continuing at least monthly contact with clients (including virtually).
Up to 2.5 points for providing resources to ensure your clients had the necessary assistance needed during the pandemic.
7. Explain how your organization worked with new or existing 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 to 5 pts
Up to 2.5 points for exemplifying partnerships were made to meet the health care needs of persons in the program.
Up to 2.5 points for exemplifying partnerships will build a more equitable homelessness response system in the future.
8. How has your agency helped clients and staff stay informed about the COVID-19 vaccinations?
0 to 5 pts
Up to 2.5 points for identifying and referring clients and or staff to educational resources.
Up to 2.5 points for hosting onsite/virtual information to promote vaccine confidence.
9. What is your agency doing to forward racial diversity, equity and inclusion work within your agency and/or CoC-funded program?
0 to 2 pts
10. **DV Programs Only:** We realize that a positive outcome for vulnerable populations programs may not be the same as a positive outcome for a permanent supportive housing program. With that being said, how do you feel your agency contributes to the housing stability across the CoC system.
0 to 2 pts

FRANKLIN ESSEX HOUSING COALITION
RANK AND REVIEW APPLICATION 2021
PART 2: WRITTEN QUESTIONS
DEADLINE TO SUBMIT: JULY 6, 2021

Up to 1 pts awarded if the narrative clearly describes positive outcomes through the DV provider lens.

Up to 1 pts awarded if the narrative clearly describes how the agency contributed to positive housing stability across the CoC.

11. **Dedicated Youth Projects Only:** Permanent supportive and transitional housing programs dedicated to youth (0-24) generally struggle with increasing income for participants. That said, how does your agency support youth in achieving income growth? Please note barriers encountered. **0-2 points**

Up to 1 pts awarded if the narrative clearly describes positive outcomes through the youth provider lens.

Up to 1 pts awarded if the narrative clearly describes how the agency contributed to positive outcomes across the CoC.

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

Franklin Essex Housing Coalition: New Project RFP 2021 (Reallocation and/or Bonus Projects)

Application not to exceed three (3) pages.

1. Applicant/Agency Name: _____
2. Agency Point of Contact: _____
3. Proposed Project Name: _____
4. Please circle the project type you are applying for:
 - Permanent Supportive Housing that is either Dedicated PLUS 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
5. Is the project you are applying for a new or expansion project? **New** **Expansion**
6. Is the applicant a current member of the Franklin Essex Housing Coalition (FEHC) Continuum of Care (CoC)? **Yes – 10 points** **No – 0 points**
7. Is the agency applying a current CoC funded grantee? **No – 5 points**
 - a. If yes, are there any unresolved monitoring or audit findings from HUD or the CoC? **Yes – 0 points** **No – 3 points**
8. Is your agency an active participant in the FEHC Coordinated Entry program?
 Yes – 3 pts **No - 0 pts**

If no, is your agency willing and able to become an active participant in the FEHC Coordinated Entry program? **Yes – 3 pts** **No - 0 pts**
9. Is your agency an active participant in the FEHC HMIS System?
 Yes – 3 pts **No - 0 pts**

If no, is your agency willing and able to become an active participant in the FEHC HMIS System? **Yes – 3 pts** **No - 0 pts**
10. Please provide a detailed description of the agency's experience in administering projects dedicated to serving an underserved population (i.e. your target population) that meets a gap in needed services. Please specify the name of current or past programs and note the funding sources. **(10 points)**

Franklin Essex Housing Coalition: New Project RFP 2021 (Reallocation and/or Bonus Projects)

11. Do any of the following apply to your proposed program? **(if any checked 2 points)**
- Prioritized or Dedicated to Singles with Mental Health Diagnosis
 - Prioritized or Dedicated to Singles with Substance Use Disorders
 - Prioritized or Dedicated to Singles with a Sex Offender Status
12. Please provide a project description that addresses the entire scope of your project. Please include the target population that will be served and the outreach plan. If the proposed project follows a Housing First model, please specifically detail Housing First aspects. **(0 – 18 points)**
- 10 points if you outline a detailed strategy that will be used to help participants regain and maintain housing stability.
 - 1 point if the project clearly states the number of units/beds requested
 - 2 points if an outreach plan is noted
 - 5 points if the narrative details how the project will implement the housing first model
13. How will your program identify and connect clients with wrap-around services they require (e.g., behavioral and/or physical health care, peer support for formerly incarcerated persons, etc.)? **(0-5 points)**
14. Will the project be able to begin within 12 months? **Yes- 5 points** **No – 0 points**
15. Please describe how the need for this project within this geographic area was identified. Please note where in the FEHC Action Plan it points to this gap in service and using the most recent HMIS Annual Report note the population in need of this service. **(0-5 points)**
- 2.5 points for referencing the FEHC Action Plan
 - 2.5 points for referencing the last HMIS Annual report
16. 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, it will provide access to treatment or recovery services for all program participants who qualify and choose those services, OR
 - An amount that is equivalent to 25 percent of the funding being requested for the project will be covered by the healthcare organization.

Franklin Essex Housing Coalition: New Project RFP 2021 (Reallocation and/or Bonus Projects)

Value of the commitment and dates of services must be included in the written commitment. **Yes – 10 points No – 0 points**

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

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

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

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

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

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

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

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

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

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

Franklin Essex Housing Coalition: New Project RFP 2021 (Reallocation and/or Bonus Projects)

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

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

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

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

(d) Blank DV Bonus Application Tool

Franklin Essex Housing Coalition

DV Bonus Project RFP 2021

Application may not exceed three (3) pages

1. Applicant/Agency Name: _____
2. Agency Point of Contact: _____
3. Proposed Project Name: _____
4. Please circle the project type you are applying for:
 - Permanent Housing-Rapid Rehousing *(project must be housing first)
 - Joint TH and PH-RRH-Must be housing first *(project must be housing first)
 - Support Services Only-Coordinated Entry Project
5. Is the project you are applying for a new or expansion project? **New** **Expansion**
6. Is the applicant a current member of the Franklin Essex Housing Coalition (FEHC) Continuum of Care (CoC)? **Yes - 5 points** **No - 10 points**
 - a. If no, what is the agency's current involvement with the FEHC CoC?
7. 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 points** **No - 3 points**
8. Please provide a detailed description of the agency's experience in administering projects dedicated to serving survivors of domestic violence, dating violence and stalking. Please specify the name of current or past programs and note the funding sources **(10 points)**
 - 3 points for past experience serving a domestic violence survivor population
 - 3 points for four or more years serving a domestic violence survivor population
 - 3 points for serving more than 25 households in a calendar year (CY)
 - 1 point for listing funding sources
7. Please provide a description addressing the entire scope of your project. Please include an outreach plan to the targeted population. Specify whether the project will be a Rapid Rehousing (PH-RRH) project, Joint TH and PH-RRH component project or a SSO project for Coordinated Entry (SSO-CE) designed to implement policies, procedures and practices to equip the CoC's Coordinated Entry system to better meet the needs of survivors of

Franklin Essex Housing Coalition

DV Bonus Project RFP 2021

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

- 8 pts if the project narrative clearly details how the project will implement the Housing First model
- 8 pts if a clear and detailed outreach plan is included
- 2 pts if the project clearly states the number of units/beds requested
- 2 pts if applying for an SSO-CE project

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

9. Is your agency an active participant in the FEHC Coordinated Entry program?

Yes – 3 pts **No - 0 pts**

If no, is your agency willing and able to become an active participant in the FEHC Coordinated Entry program? **Yes – 3 pts** **No - 0 pts**

10. Does your agency currently report in a DV system that is compatible to the HMIS system? If not, how will you implement a compatible HMIS system for this project, for reporting purposes? **1-3 pts if agency details how compatible HMIS system implementation will be accomplished.**

11. 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.
- 2 points if agency uses a trauma-informed, victim-centered approach to their project.

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

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

Franklin Essex Housing Coalition

DV Bonus Project RFP 2021

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

- 1 point if the agency has/will have a partnership with a healthcare agency that provides regular health screenings
- 1 point if the agency will provide PPE/sanitation supplies to staff/program participants as needed
- 1 point if the agency describes how it will build COVID-19 vaccine confidence

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

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

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

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

2. A copy of one scored application form

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

NY-520

Objective Criteria Used to Review and Rank Projects for Funding	
Specific Criteria	Question Addressing Criteria
Utilization Rate	Renewal Application: Part I: Q1, Part II: Q1
Data Quality & Completeness	Renewal Application: Part I: Q2a-sd
Performance Data (PSH only) Dedicated Chronic Homeless/DedicatedPLUS	Renewal Application: Part I: Q3a
Funding	Renewal Application: Part 1: Q9a-9c, Q10
Population Served	Renewal Application: Part 2: Q4 New Bonus Application: Q11
Coordinated Entry Participation	Renewal Application: Part II: Q2a-2c New Bonus Application: Q8 DV Bonus Application: Q9
Type of housing/Type of housing proposed	Renewal Application: Part 2: Q4 New Bonus Application: Q4 DV Bonus Application: Q4
Match	New Bonus Application: Q20 DV Bonus Application: Q15
Objective Criteria Related to Improving System Performance	
Specific Criteria	Question Addressing Criteria
Length of Time Homeless (prior to entry) Dedicated CH/DedicatedPLUS (PSH only) Effect on Chronic Homelessness (PSH/RRH/TH)	Renewal Application: Part 1: Q4a-4b Renewal Application: Part 1: Q3a, HMIS Attachment 1&2 Renewal Application: Part 1: Q4a-4b
Positive Outcomes	Renewal Application: Part 1: Q5a, HMIS Attachment 2
Exits to Homelessness	Renewal Application: Part 1: Q6, HMIS Attachment 4
Effect on Income Growth	Renewal Application: Part 1: Q7, HMIS Attachment 5
Coordinated Entry	Renewal Application: Part II: Q2a-2c New Bonus Application: Q8 DV Bonus Application: Q9
Specific Method for Evaluating Projects Submitted by Victim Service Providers	
Specific Criteria	Question Addressing Criteria
Data Attachments 1-5	The Continuum allows the DV Project to self-report data since they use an HMIS-comparable database.
Victim Service Providers Only Positive Outcomes based on Safety Concerns	Renewal Application: Part II: Q10
Specific Method for Evaluating Projects Submitted by Youth Service Providers	

Youth Service Providers Only Positive Outcomes based on Increase of Income	Renewal Application: Part II: Q11
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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:	Franklin County Community Housing Council			Final Score: 178
Project Name:	Homeless Housing Program			
		Yes	No: 5-pt penalty	
	Submitted by Deadline w/Required Docs		X	
		Total Possible Points	Points Awarded	

Part I: Data/System Related Questions				
Max pts. 25	1a. Utilization Rate	CARES	20	20
	1b. Exceeded 100% in Persons & Households	CARES	5	5
	2. Data Quality	CARES	5	0
	3. Dedicated Chronic Beds	Attach 1	15	0
	4a-b. CH impact	Attach 2	15	15
	5a. Positive Outcomes	Attach 3	15	15
	6. Exits to Homelessness	Attach 4	15	15
	7. Income Growth-Systems	Attach 5	15	15
	8a. Stayers earned income	CARES	2.5	0
	8b. Stayers other income	CARES	2.5	0
	8c. Leavers earned income	CARES	2.5	0
	8d. Leavers other income	CARES	2.5	0
Max 10 pts	9a. Spent at least 90% funds	CARES	10	10
	9b. Spent between 80-89%	CARES	5	0
	9c. Amount of Returned Funds	CARES	10	10
	10. LOCCS	CARES	5	5
	11. PIT/HIC	CARES	5	0
	12. Housing First	CARES	10	10
	13. Participation	CARES	5	5
	15. Monitoring	CARES	15	15
	Total		180	140

Part II: Project & System Performance-Related Questions				
	1. Under 100% utilization	Reviewers	20	0
	2a. Coordinated Entry-referrals	CARES/CE Lead	2.5	2.5
	2b. Coordinated Entry-meeting attendance	CARES/CE Lead	2.5	2.5
	2c. Coordinated Entry-DV barriers	Reviewers	5	0
	3. Leveraging	Reviewers	5	5
	4. Cultural Barriers	Reviewers	5	5
	5. Employment Opportunities	Reviewers	5	5
	6. Service Delivery Model	Reviewers	5	4
	7. Covid partnering with existing providers	Reviewers	5	4
	8. Covid Vaccines	Reviewers	5	5
	9. Diversity, Equity, Inclusion	Reviewers	2	1
	10. DV Providers Only	Reviewers	2	N/A
	11. Youth Providers Only	Reviewers	2	N/A
	Total		66	34

Part III: Project Interviews				
	1. Support Services	Reviewers	1	1

	2. Lived Experience	Reviewers	1	0
	3. System Performance Measurers	Reviewers	2	2
	4. Racial Representation	Reviewers	1	1
	Total		5	4

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

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

(a) Ranking and Tiering PDF

2021 Franklin Essex Ranking

Rank	Score	Applicant Name	Program	Funding Amount
1	176	Franklin County Community Housing Council	Homeless Housing Program	\$54,722
2		CARES Inc.	Franklin Essex HMIS	\$26,777
B1	81	Franklin County Community Housing Council	FCCHC Homeless Housing Program Expansion	\$14,270
B2	76	Housing Assistance Program of Essex County	New Outreach Programs & Supplemental Rental Assist.	\$10,000
DV1	76	STOP Domestic Violence/Behavioral Health Services North	North Country Freedom Housing	\$72,809
Annual Renewal Demand		\$81,499		
Tier 1		\$81,499		
Tier 2		\$97,079		
Planning		\$14,562		
UFA		\$14,562		
Bonus		\$24,270		
DV Bonus		\$72,809		

Expansions	Applicant Name	Renewal Project	Expansion Project
	Franklin County Community Housing Council	Homeless Housing Program	FCCHC Homeless Housing Program Expansion

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

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

This attachment details the 15 Day Notification of Projects Rejected and an example reduction letter for NY-520.

It contains the following:

1. Project Rejection Letter
 - a. **CARES of NY, Inc.**
 - i. *Coordinated Entry – New Project Application*
2. Example Reduction Letter
 - a. *Note: no projects were reduced through the FY2021 CoC Local Rank & Review Competition*

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

1. Project Rejection Letter

a. **CARES of NY, Inc.**

i. Coordinated Entry – *New Project Application*

October 15, 2021

Denise Brodt
CARES
200 Henry Johnson Blvd
Suite 4
Albany, NY 12210

Dear Mrs. Brodt,

On behalf of the Franklin Essex Housing Coalition (FEHC), we would like to thank you for your application for **Coordinated Entry bonus** funding through the FY21 Continuum of Care Competition. Unfortunately, through the rank and review process for new projects, **your application was not chosen to apply**. Although the project was eligible, your project was ranked outside of the eligible funding amount after the combined total of accepted application. Specifically, through the Rank and Review Tool developed by FEHC, the CoC prioritized projects that will provide housing to clients.

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

Thank you,

Kelsey Addy

Kelsey Addy
Planning Unit Director, CARES, Inc.
Franklin Essex Housing Coalition
Collaborative Applicant

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 Franklin Essex Housing Coalition (FEHC) 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 in Franklin and Essex counties.

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
Franklin Essex Housing Coalition (FEHC)

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

This attachment details the 15 Day Notification of Projects Accepted and Tiered for NY-520. It contains the following:

1. October 6, 2021 Email notification of Projects Accepted:
 - a. **CARES of NY, Inc.**
 - i. Franklin Essex HMIS – *Renewal Project Application*
 - b. **Franklin County Community Housing Council**
 - i. Homeless Housing Program – *Renewal Project Application*
 - ii. FCCHC Homeless Housing Program Expansion – *New Project Application*
 - c. **Housing Assistance Program Essex County**
 - i. New Outreach Programs & Supplemental Rental Assistance – *New Project Application*
 - d. **STOP Domestic Violence**
 - i. North Country Freedom Housing - *New Project Application*
2. October 22, 2021 Email Notification of Ranking & Tiering for NY-520 Accepted Projects publicly posted on website
3. October 22, 2021 Website screenshot showing posted Ranking & Tiering for NY-520 Accepted Projects

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

1. October 6, 2021 Email notification of Projects Accepted:
 - a. **CARES of NY, Inc.**
 - i. Franklin Essex HMIS – *Renewal Project Application*

From: [Samantha Barnaby](#)
To: [Allyson Thiessen](#)
Subject: Notification: Projects Accepted
Date: Wednesday, October 6, 2021 11:54:00 AM
Attachments: [image001.png](#)

Good Morning

As the Collaborative Applicant for the NY-520 CoC, CARES would like to congratulate you on having your project accepted within the 2021 NY-520 CoC NOFO Application. Below is a detailed list of your agency's accepted project, funding request, and its ranked position:

- CARES Inc., Franklin Essex HMIS, \$26,777, Ranked #2

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

Thank you!

Samantha Barnaby

Sr. Planning Associate – CARES of NY, Inc.
200 Henry Johnson Blvd., Albany, NY 12210
518-489-4130 ext. 709

<http://www.caresny.org>

Find us on [Facebook](#)



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

1. October 6, 2021 Email notification of Projects Accepted:

b. Franklin County Community Housing Council

- i. Homeless Housing Program – *Renewal Project Application*
- ii. FCCHC Homeless Housing Program Expansion – *New Project Application*

From: [Samantha Barnaby](#)
To: [Eileen Gillen](#)
Subject: Notification: Projects Accepted
Date: Wednesday, October 6, 2021 11:50:00 AM
Attachments: [image001.png](#)

Good Morning

As the Collaborative Applicant for the NY-520 CoC, CARES would like to congratulate Franklin County Community Housing Council on having your projects accepted within the 2021 NY-520 CoC NOFO Application. Below is a detailed list of your agency's accepted project, funding requests, and their ranked position:

- Homeless Housing Program - \$54,722, Ranked #1
- FCCHC Homeless Housing Program Expansion - \$14,270, Ranked #3

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

Thank you!

Samantha Barnaby

Sr. Planning Associate – CARES of NY, Inc.
200 Henry Johnson Blvd., Albany, NY 12210

518-489-4130 ext. 709

<http://www.caresny.org>

Find us on Facebook

CARES
OF NY, INC
ENDING HOMELESSNESS



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

1. October 6, 2021 Email notification of Projects Accepted:

c. Housing Assistance Program Essex County

i. New Outreach Programs & Supplemental Rental Assistance – *New Project Application*

From: [Samantha Barnaby](#)
To: [Bruce Misarski](#); [Sarah Martin](#)
Subject: Notification: Projects Accepted
Date: Wednesday, October 6, 2021 11:57:00 AM
Attachments: [image001.png](#)

Good Morning

As the Collaborative Applicant for the NY-520 CoC, CARES would like to congratulate Housing Assistance Program Essex County on having your project accepted within the 2021 NY-520 CoC NOFO Application. Below is a detailed list of your agency's accepted project, funding request, and its ranked position:

- New Outreach Programs & Supplemental Rental Assist., \$10,000, Ranked #4
- Again, congratulation. Please feel free to contact me should you have any questions.

Thank you!

Samantha Barnaby
Sr. Planning Associate – CARES of NY, Inc.
200 Henry Johnson Blvd., Albany, NY 12210
518-489-4130 ext. 709
<http://www.caresny.org>

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CARES
OF NY, INC
ENDING HOMELESSNESS



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

1. October 6, 2021 Email notification of Projects Accepted:

d. STOP Domestic Violence

i. North Country Freedom Housing - *New Project Application*

From: [Samantha Barnaby](#)
To: [Amber Brown-Rose](#)
Subject: Notification: Projects Accepted
Date: Wednesday, October 6, 2021 12:00:00 PM
Attachments: [image001.png](#)

Good Morning

As the Collaborative Applicant for the NY-520 CoC, CARES would like to congratulate STOP Domestic Violence on having your projects accepted within the 2021 NY-520 CoC NOFO Application. Below is a detailed list of your agency's accepted project, funding requests, and ranked position:

- North Country Freedom Housing - \$72,809, Ranked #5

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

Thank you!

Samantha Barnaby
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<http://www.caresny.org>

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

2. October 22, 2021 Email Notification of Ranking & Tiering for NY-520 Accepted Projects publicly posted on website

From: [CARES Planning Team](#)
To: [Janine Mead](#); [Alan Jones](#); alincoln@stjoestreatment.org; [Allyson Ryan](#); [Allyson Thiessen](#); [Amanda Baker](#) (abaker@bhsn.org); [Amber Brown-Rose](#); austin.kissane@dfa.state.ny.us; [Bruce Misarski](#); [Bryon Connolly](#); [Cheryl Blanchard](#) (cherylblanchard@citizenadvocates.net); [Connie Prickett](#) (connie@adkfoundation.org); [courtneybarden@citizenadvocates.net](#); csherwin@co.franklin.ny.us; ctoms@milcinc.org; [Cynthia Cobb](#); [Darren Dumas](#) (ddumas@communityconnectionsfcny.org); [David Kunzelman](#) (David.kunzelman@redcross.org); [Douglas Meyer](#) (doug@mhainessex.org); [Erika Bezio](#); fcchcas@yahoo.com; fcchcip@yahoo.com; [Geoffrey Raiti](#); [Janelle Reome](#) - Franklin County DSS; jennifer.rafferty@dfa.state.ny.us; jennifer.rafferty@dfa.state.ny.us; [jillianfowler@citizenadvocates.net](#); [Kari Lautenschuetz](#); [Kathleen Kirkpatrick](#); [Kathleen Kmen](#); kellie@mhainessex.org; kellym32@hotmail.com; kmulverhill@co.franklin.ny.us; [Lindsay Hendricks](#) (housing1st@3ddevelopment.com); [Lee Rivers](#); [Marc Czadzeck](#); [Maureen Corbett](#) (Maureen.corbett@va.gov); mhousin1@twcny.rr.com; [Michael Mascaranas](#); [Michael Slavett](#); mjohnson@adironackhealth.org; [Morgan Zimmer](#); nicolesoulia@citizenadvocates.net; Patrick.Ryan@troopers.ny.gov; [Penny Daniels](#); [Retha Leno](#); rgay@stjoestreatment.org; rich@kisco.com; [Richard Brown](#); [Richard Brown](#) (richardbrown@citizenadvocates.net); [Robyn Scherer](#); [Samantha Barnaby](#); [Sarah Clarkin](#); [Sarah Louer](#); saranaclakeyouth@gmail.com; [Scott Gilligan](#); slavigne@franklincony.org; sloran@aha-nsn.gov; stephanie.snow@dfa.state.ny.us; [Susan Gagnon](#); [Suzanne Nicholas](#) - Saranac Lake Central School District (nicholasuz@slcs.org); [Tara Glynn](#); [Terri Morse](#) - Essex Co. (terri.morse@essexcountyny.gov); [Theodore Tighe](#); tlshreve0425@gmail.com; [Tracy Bedard](#); valerie@mhainessex.org; [Vicki Smith](#) (Vsmith@ech.org); [Viktoria White](#); wbrown@wesoldieron.org; zrandolph@stjoestreatment.org
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: FEHC Public Posting of FY21 CoC Application (Draft #5)
Date: Friday, October 22, 2021 5:45:14 PM
Attachments: [image001.png](#)
[image002.png](#)

Good Afternoon Franklin-Essex Co. CoC,

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

Specifically, you will find:

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

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

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

Thank you,

Kelsey Addy, MPA

Pronouns: She/Her/Hers

Director of Planning – CARES of NY, Inc.

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518-489-4130 x704

www.caresny.org

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

3. October 22, 2021 Website screenshot showing posted Ranking & Tiering for NY-520 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

Franklin Essex Housing Coalition (FEHC)

CoC Project Applications

[FEHC Home Page](#)

2021 Funding Snapshot

NY-520 Franklin-Essex						
ARD	Tier 1	Tier 2*	CoC Bonus	DV Bonus	CoC	UFA Grant
\$81,499	\$81,499	\$97,079	\$24,270	\$72,809	\$14,562	\$14,562
	<i>(100% of the amounts for all renewal projects)</i>	<i>(amount for Bonus + DV Bonus) *note: a portion of Tier 2 is solely for DV Bonus</i>				

2021 CoC Consolidated Application

Public Posting Date: 10.22.2021

DRAFT: [NY 520 CoC Consolidated Application – Narrative](#)

DRAFT: [NY 520 CoC Consolidated Application – Attachments](#)

2021 CoC Priority Listing

Public Posting Date: 10.22.2021

FINAL: [NY 520 CoC Priority Listing](#)

FINAL: [NY 520 CoC Project Descriptions](#)

FINAL: [NY 520 Project Ranking and Tiering](#)

2021 CoC UFA Project

Public Posting Date: 10.22.2021

FINAL: [NY 520 CoC UFA Project](#)

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

This attachment details the correspondence to NY-520's Membership and website postings for the CoC's draft and Approved Consolidated Application, Priority Listing, and Projects accepted, ranked, and rejected. It contains the following:

1. Public Posting of the Final Version of the CoC Consolidated Application
 - a. Screenshots of Draft & Final Public Posting
 - i. November 5, 2021 Final Draft Public Posting
 - ii. 9/24/21; 10/1/21; 10/8/21; 10/15/21; 10/22/21; 10/29/21
 - b. Emails informing CoC of Draft & Final Public Posting
 - i. November 5, 2021 Final Draft Public Posting
 - ii. 9/24/21; 10/1/21; 10/8/21; 10/15/21; 10/22/21; 10/29/21

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

1. Public Posting of the Final Version of the CoC Consolidated Application
 - a. Screenshots of Public Postings
 - i. November 5, 2021 Final Public Posting



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

Franklin Essex Housing Coalition (FEHC) CoC Project Applications

FEHC Home Page

2021 Funding Snapshot

NY-520 Franklin-Essex						
ARD	Tier 1	Tier 2*	CoC Bonus	DV Bonus	CoC	UFA Grant
\$81,499	\$81,499	\$97,079	\$24,270	\$72,809	\$14,562	\$14,562
	<i>(100% of the amounts for all renewal projects)</i>	<i>(amount for Bonus + DV Bonus) *note: a portion of Tier 2 is solely for DV Bonus</i>				

2021 CoC Consolidated Application

Final Public Posting Date: 11.05.2021

- DRAFT: [NY 520 CoC Consolidated Application - Narrative](#)
- DRAFT: [NY 520 CoC Consolidated Application - Attachments](#)

2021 CoC Priority Listing

Final Public Posting Date: 11.05.2021

- FINAL: [NY 520 CoC Priority Listing](#)
- FINAL: [NY 520 CoC Project Descriptions](#)
- FINAL: [NY 520 Project Ranking and Tiering](#)

2021 CoC Planning Project

Final Public Posting Date: 11.05.2021

- FINAL: [NY 520 CoC Planning Project](#)

2021 CoC UFA Project

Final Public Posting Date: 11.05.2021

- FINAL: [NY 520 CoC UFA Project](#)

[View Public Posting Archives](#)



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

Franklin Essex Housing Coalition (FEHC) CoC Project Applications

[FEHC Home Page](#)

2021 Funding Snapshot

NY-520 Franklin-Essex						
ARD	Tier 1	Tier 2*	CoC Bonus	DV Bonus	CoC	UFA Grant
\$81,499	\$81,499	\$97,079	\$24,270	\$72,809	\$14,562	\$14,562
	<i>(100% of the amounts for all renewal projects)</i>	<i>(amount for Bonus + DV Bonus) *note: a portion of Tier 2 is solely for DV Bonus</i>				

2021 CoC Consolidated Application

- Public Posting Date: 9.24.2021**
- DRAFT: NY 520 CoC Consolidated Application - Narrative
- DRAFT: NY 520 CoC Consolidated Application - Attachments

View Public Posting Archives

2019 Public Postings: FEHC

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

Franklin Essex Housing Coalition (FEHC)

CoC Project Applications

[FEHC Home Page](#)


2021 Funding Snapshot

NY-520 Franklin-Essex						
ARD	Tier 1	Tier 2*	CoC Bonus	DV Bonus	CoC	UFA Grant
\$81,499	\$81,499	\$97,079	\$24,270	\$72,809	\$14,562	\$14,562
	<i>(100% of the amounts for all renewal projects)</i>	<i>(amount for Bonus + DV Bonus) *note: a portion of Tier 2 is solely for DV Bonus</i>				

2021 CoC Consolidated Application

Public Posting Date: 10.1.2021

DRAFT:  NY 520 CoC Consolidated Application – Narrative

DRAFT:  NY 520 CoC Consolidated Application – Attachments

View Public Posting Archives

2019 Public Postings: FEHC

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

Franklin Essex Housing Coalition (FEHC) CoC Project Applications

[FEHC Home Page](#)

2021 Funding Snapshot

NY-520 Franklin-Essex						
ARD	Tier 1	Tier 2*	CoC Bonus	DV Bonus	CoC	UFA Grant
\$81,499	\$81,499	\$97,079	\$24,270	\$72,809	\$14,562	\$14,562
	<i>(100% of the amounts for all renewal projects)</i>	<i>(amount for Bonus + DV Bonus) *note: a portion of Tier 2 is solely for DV Bonus</i>				

2021 CoC Consolidated Application

Public Posting Date: 10.8.2021

- DRAFT: NY 520 CoC Consolidated Application – Narrative
- DRAFT: NY 520 CoC Consolidated Application – Attachments

View Public Posting Archives

✦ 2019 Public Postings: FEHC

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

Franklin Essex Housing Coalition (FEHC)

CoC Project Applications

[FEHC Home Page](#)

2021 Funding Snapshot

NY-520 Franklin-Essex						
ARD	Tier 1	Tier 2*	CoC Bonus	DV Bonus	CoC	UFA Grant
\$81,499	\$81,499	\$97,079	\$24,270	\$72,809	\$14,562	\$14,562
	<i>(100% of the amounts for all renewal projects)</i>	<i>(amount for Bonus + DV Bonus) *note: a portion of Tier 2 is solely for DV Bonus</i>				

2021 CoC Consolidated Application

Public Posting Date: 10.15.2021

DRAFT: NY 520 CoC Consolidated Application – Narrative

DRAFT: NY 520 CoC Consolidated Application – Attachments

2021 CoC Priority Listing

Public Posting Date: 10.15.2021

DRAFT: NY 520 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

Franklin Essex Housing Coalition (FEHC)

CoC Project Applications

[FEHC Home Page](#)

2021 Funding Snapshot

NY-520 Franklin-Essex						
ARD	Tier 1	Tier 2*	CoC Bonus	DV Bonus	CoC	UFA Grant
\$81,499	\$81,499	\$97,079	\$24,270	\$72,809	\$14,562	\$14,562
	<i>(100% of the amounts for all renewal projects)</i>	<i>(amount for Bonus + DV Bonus) *note: a portion of Tier 2 is solely for DV Bonus</i>				

2021 CoC Consolidated Application

Public Posting Date: 10.22.2021

DRAFT: NY 520 CoC Consolidated Application – Narrative

DRAFT: NY 520 CoC Consolidated Application – Attachments

2021 CoC Priority Listing

Public Posting Date: 10.22.2021

FINAL: NY 520 CoC Priority Listing

FINAL: NY 520 CoC Project Descriptions

FINAL: NY 520 Project Ranking and Tiering

2021 CoC UFA Project

Public Posting Date: 10.22.2021

FINAL: NY 520 CoC UFA 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

Franklin Essex Housing Coalition (FEHC) CoC Project Applications

[FEHC Home Page](#)

2021 Funding Snapshot

NY-520 Franklin-Essex						
ARD	Tier 1	Tier 2*	CoC Bonus	DV Bonus	CoC	UFA Grant
\$81,499	\$81,499	\$97,079	\$24,270	\$72,809	\$14,562	\$14,562
	<i>(100% of the amounts for all renewal projects)</i>	<i>(amount for Bonus + DV Bonus) *note: a portion of Tier 2 is solely for DV Bonus</i>				

2021 CoC Consolidated Application

Public Posting Date: 10.29.2021

- DRAFT: NY 520 CoC Consolidated Application - Narrative
- DRAFT: NY 520 CoC Consolidated Application - Attachments

2021 CoC Priority Listing

Public Posting Date: 10.29.2021

- FINAL: NY 520 CoC Priority Listing
- FINAL: NY 520 CoC Project Descriptions
- FINAL: NY 520 Project Ranking and Tiering

2021 CoC Planning Project

Public Posting Date: 10.29.2021

- FINAL: NY 520 CoC Planning Project

2021 CoC UFA Project

Public Posting Date: 10.29.2021

- FINAL: NY 520 CoC UFA Project

View Public Posting Archives

2019 Public Postings: FEHC

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: [Janine Mead](#); [Alan Jones](#); alincoln@stjoestreatment.org; [Allyson Ryan](#); abaker@bhsn.org; [Amber Brown-Rose](#); austin.kissane@dfa.state.ny.us; [Bruce Misarski](#); [Bryon Connolly](#); [Cheryl Blanchard](#) (cherylblanchard@citizenadvocates.net); [Connie Prickett](#) (connie@adkfoundation.org); courtneybarden@citizenadvocates.net; csherwin@co.franklin.ny.us; ctoms@milcinc.org; [Cynthia Cobb](#); [Darren Dumas](#) (ddumas@communityconnectionsfcny.org); [David Kunzelman](#) (David.kunzelman@redcross.org); [Douglas Meyer](#) (doug@mhainessex.org); [Erika Bezio](#); fcchcas@yahoo.com; fcchcip@yahoo.com; [Geoff Raiti](#); [Jannelle Reome](#) - Franklin County DSS; [Jennifer Rafferty](#); jillianfowler@citizenadvocates.net; [Kari Lautenschuetz](#); [Kathleen Kirkpatrick](#); [Kathleen Kmen](#); kellie@mhainessex.org; kellym32@hotmail.com; kmulverhill@co.franklin.ny.us; [Lindsay Hendricks](#) (housing1st@3ddevelopment.com); [Irrivers](#)@communityconnectionsfcny.org; [Marc Czadzeck](#); [Maureen Corbett](#) (Maureen.corbett@va.gov); mhousin1@twcny.rr.com; [Michael Mascaranas](#); [Michael Slavett](#); mjohnson@adironackhealth.org; [Morgan Zimmer](#); nicolesoulia@citizenadvocates.net; Patrick.Ryan@troopers.ny.gov; [Penny Daniels](#); [Retha Leno](#); rgay@stjoestreatment.org; rich@kisco.com; [Richard Brown](#); [Robyn Scherer](#); [Sarah Clarkin](#); [Sarah Louer](#); saranaclakeyouth@gmail.com; [Scott Gilligan](#); slavigne@franklincony.org; sloran@aha-nsn.gov; stephanie.snow@dfa.state.ny.us; [Susan Gagnon](#); [Suzanne Nicholas](#) - Saranac Lake Central School District (nicholasuz@slcs.org); [Tara Glynn](#) (tglynn@lasnny.org); [Terri Morse](#) - Essex Co. (terri.morse@essexcountyny.gov); [Theodore Tighe](#); tshreve0425@gmail.com; [Tracy Bedard](#); valerie@mhainessex.org; Vicki.Smith@ech.org; [Viktoria White](#); wbrown@wesoldieron.org; [William Miller](#); zrandolph@stjoestreatment.org
Cc: [Amy Lacey](#); [Erin Reale](#); [Genesis Mattey](#); [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 FEHC FY2021 CoC Consolidated Application
Date: Friday, November 5, 2021 2:12:00 PM
Attachments: [image001.png](#)

Dear Franklin Essex Housing Coalition,

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

- The final version of the FEHC 2021 Consolidated Application with Attachments and Priority Listing are now available on [CARES webpage](#).
- Comments may be submitted to Genesis Mattey (gmattey@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: [Janine Mead](#); [Alan Jones](#); alincoln@stjoestreatment.org; [Allyson Ryan](#); [Allyson Thiessen](#); [Amanda Baker](#) (abaker@bhsn.org); [Amber Brown-Rose](#); austin.kissane@dfa.state.ny.us; [Bruce Misarski](#); [Bryon Connolly](#); [Cheryl Blanchard](#) (cherylblanchard@citizenadvocates.net); [Connie Prickett](#) (connie@adkfoundation.org); courtneybarden@citizenadvocates.net; csherwin@co.franklin.ny.us; ctoms@milcinc.org; [Cynthia Cobb](#); [Darren Dumas](#) (ddumas@communityconnectionsfcny.org); [David Kunzelman](#) (David.kunzelman@redcross.org); [Douglas Meyer](#) (doug@mhainessex.org); [Erika Bezio](#); fcchcas@yahoo.com; fcchcip@yahoo.com; [Geoff Raiti](#); [Jannelle Reome](#) - Franklin County DSS; [Jennifer Rafferty](#); jillianfowler@citizenadvocates.net; [Kari Lautenschuetz](#); [Kathleen Kirkpatrick](#); [Kathleen Kmen](#); kellie@mhainessex.org; kellym32@hotmail.com; kmulverhill@co.franklin.ny.us; Lindsay.Hendricks@housing1st@3ddevelopment.com; Irivers@communityconnectionsfcny.org; Maghan.Mitchell@maghan@mhainessex.org; [Marc Czadzeck](#); Maureen.corbett@va.gov; mhousin1@twcny.rr.com; [Michael Mascaranas](#); [Michael Slavett](#); mjohnson@adironackhealth.org; [Morgan Zimmer](#); nicolesoulia@citizenadvocates.net; Patrick.Ryan@troopers.ny.gov; [Penny Daniels](#); [Retha Leno](#); rgay@stjoestreatment.org; rich@kisco.com; [Richard Brown](#); [Robyn Scherer](#); [Samantha Barnaby](#); [Sarah Clarkin](#); [Sarah Louer](#); saranackeyyouth@gmail.com; [Scott Gilligan](#); slavigne@franklincony.org; sloran@aha-nsn.gov; stephanie.snow@dfa.state.ny.us; [Susan Gagnon](#); [Suzanne Nicholas](#) - Saranac Lake Central School District (nicholasuz@slcs.org); Tara.Glynn@tglynn@lasnny.org; tcole@aha-nsn.gov; [Terri Morse](#) - Essex Co. (terri.morse@essexcountyny.gov); [Theodore Tighe](#); [Theresa Cole](#); tshreve0425@gmail.com; [Tracy Bedard](#); valerie@mhainessex.org; Vicki.Smith@vsmith@ech.org; [Viktoria White](#); wbrown@wesoldieron.org; [William Miller](#); zrandolph@stjoestreatment.org
Cc: [Nancy Harrington](#); [Michelle Sandoz-Dennis](#); [Allyson Thiessen](#); [Kirstin Jones](#); [Denise Brodt](#); [Amy Lacey](#); [Erin Reale](#); [Genesis Mattey](#); [Haleigh Schmidhamer](#); [Kathy Germain](#); [Kelsey Addy](#); [Maureen Van Deusen](#); [Nicholas Cassaro](#)
Subject: FEHC Public Posting of FY21 Draft Consolidated Application
Date: Friday, September 24, 2021 4:46:00 PM
Attachments: [image002.png](#)

Good Afternoon Franklin Essex Co. CoC,

Draft version 1 of the 2021 Consolidated Application and Attachments have been posted to the [CARES Website](#) for public comment.

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

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

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Cc: [Amy Lacey](#); [Erin Reale](#); [Genesis Mattey](#); [Haleigh Schmidhamer](#); [Kathy Germain](#); [Kelsey Addy](#); [Maureen Van Deusen](#); [Nicholas Cassaro](#)
Subject: FEHC Public Posting of FY21 Draft #2 Consolidated Application
Date: Friday, October 1, 2021 3:06:37 PM
Attachments: [image002.png](#)

Good Afternoon Franklin Essex Co. CoC,

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

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

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

Thank you,

Kelsey Addy, MPA

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Cc: [Amy Lacey](#); [Erin Reale](#); [Haleigh Schmidhamer](#); [Kathy Germain](#); [Kelsey Addy](#); [Maureen Van Deusen](#); [Nicholas Cassaro](#)
Subject: FEHC Public Posting of FY21 Draft #3 Consolidated Application
Date: Friday, October 8, 2021 1:43:00 PM
Attachments: [image001.png](#)

Good Afternoon Franklin Essex Co. CoC,

Draft version 3 of the 2021 Consolidated Application and Attachments have been posted to the [CARES Website](#) for public comment.

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

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

Thank you,

Kelsey Addy, MPA

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Cc: [Amy Lacey](#); [Erin Reale](#); [Haleigh Schmidamer](#); [Kathy Germain](#); [Kelsey Addy](#); [Maureen Van Deusen](#); [Nicholas Cassaro](#); [Genesis Matthey](#)
Subject: FEHC Public Posting of FY21 Draft #1 Priority Listing & Draft #4 Consolidated Application
Date: Friday, October 15, 2021 2:01:16 PM
Attachments: [image001.png](#)
[image002.png](#)
[image003.png](#)

Good Afternoon Franklin Essex 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

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Subject: FEHC Public Posting of FY21 CoC Application (Draft #5)
Date: Friday, October 22, 2021 5:45:14 PM
Attachments: [image001.png](#)
[image002.png](#)

Good Afternoon Franklin-Essex Co. CoC,

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

Specifically, you will find:

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

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

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

Thank you,

Kelsey Addy, MPA

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Subject: FEHC Public Posting of FY21 CoC Application (Draft #6)
Date: Friday, October 29, 2021 5:02:00 PM
Attachments: [image001.png](#)
[image002.png](#)

Good Afternoon Franklin-Essex Co. CoC,

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

Specifically, you will find:

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

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

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

Thank you,

Kelsey Addy, MPA

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3A-1a Housing Leveraging Commitments

This attachment details the Housing Leveraging Commitments for new Projects in NY-520. It includes:

1. Signed grant agreement between the **Housing Assistance Program of Essex County** and **The Housing Trust Fund** for **HAPEC Outreach Program**.

The Agency is applying for \$10,000 in CoC funds and, as exemplified in the attached, has been awarded \$89,827 in grant funds, allowing for a 100% increase in the number of program participants expected to be served through the requested CoC funds.

NEIGHBORHOOD AND RURAL PRESERVATION PROGRAMS
GRANT AGREEMENT

AGREEMENT is made effective as of the 1st day of July 2021, by and between the Housing Trust Fund Corporation ("**Corporation**"), a public benefit corporation created and existing as a subsidiary of the New York State Housing Finance Agency pursuant to Section 45-a of the New York Private Housing Finance Law, with an office at 38-40 State Street, Hampton Plaza, Albany, New York 12207 and Housing Assistance Program of Essex County, Inc. ("**Recipient**"), a not-for-profit corporation organized pursuant to the Not-For-Profit Corporation Law of the State of New York, having its principal place of business at 103 Hand Avenue, Elizabethtown, NY 12932

WITNESSETH:

WHEREAS, HTFC has been allocated funds from the State of New York Mortgage Agency for use in the New York State fiscal year 2021 in connection with the Neighborhood Preservation Program / Rural Preservation Program ("**N/RPP**") Article XVI or XVII of the Private Housing Finance Law, and the regulations promulgated thereunder (the "**Statute**").

WHEREAS, the Recipient has submitted an application (the "**Application**") to administer to the Corporation for a local N/RPP to provide neighborhood or rural preservation activities (as defined in the Statute) with respect to land and community development improvements located in the approved service area (the "**Service Area**"), as more fully described in Schedule A, Work Plan, Budget and Payment and Reporting Schedule (such activities herein referred to as the "**Program**"); and

WHEREAS, the Corporation wishes to provide funds to the Recipient for eligible costs to complete the Program ("**Program Costs**") in an amount of up to \$89, 827.59-RPP (the "**Award**") for the Term and in consideration of, among other things, the Recipient undertaking to comply with all the terms and conditions of the Program, this Agreement, the Statute, and the Corporation's applicable rules, regulations, policies and procedures, as amended from time to time.

NOW, THEREFORE, in furtherance of the Program and Statute, and for the consideration herein provided, the parties do mutually covenant and agree as follows:

1. Contents of Agreement.

The following documents are attached or incorporated by reference into this Agreement as if fully set out herein:

- (a) the Recipient's approved Application and accompanying submissions, as modified by the terms of this Agreement or any subsequent amendment approved by the Corporation;
- (b) the N/RPP program requirements (as now in effect and as may be revised from time to time); and
- (c) applicable New York State laws and regulations, as may be amended, including, but not limited to, the Statute.

2. Goals and Objectives.

The Recipient shall (a) complete the Program in accordance with the Recipient's approved Work Plan as modified by the terms of this Agreement or any subsequent amendment approved by the Corporation, (b) adhere to the Program Budget, and (c) adhere to the Payment and Reporting Schedule.

3. Term.

The period of performance for the Program shall be July 1, 2021 through June 30, 2022 unless sooner

terminated as provided for herein or otherwise extended by the Corporation (the "Term"). Any modification of the Term must be requested in writing and approved by the Corporation in writing.

4. Records and Regulatory Period.

The Recipient shall keep and maintain complete and accurate books, records and other documents as shall be required under applicable State and Federal rules and regulations, and as may be requested by the Corporation, which shall reflect and fully disclose all transactions relating to the receipt and expenditure of the Award and administration of the Program. All such books, records and other documents shall be available for inspection, copying and audit during the Term and for seven years following the final disbursement of the Award by any duly authorized representative of the State or Federal Government.

The Recipient, for a period of five (5) years from the end of the Term hereof, shall maintain records to be made available for review by the Corporation during normal business hours. All Program related contracts and documents must be maintained in the Recipient's office and shall include the following:

- (a) current needs assessments and strategic plans;
- (b) accounting records and supporting backup documentation;
- (c) time records of all employees and consultants receiving salaries, wages, or compensation from funds provided pursuant to this Agreement;
- (d) documentation of funded activities;
- (e) financial records to verify the required one-third match;
- (f) insurance documentation;
- (g) conflict of interest forms; consultant agreements; and
- (h) copies of N/RPP applications, contracts, Work Plan modifications, Annual Performance Reports; and any other documents related to N/RPP Program, or the Corporation.

5. Use of Funds.

Funds provided by the Corporation pursuant to this Agreement shall be restricted to sums required for payment of salaries and wages to employees of Recipient who are engaged in rendering neighborhood preservation activities, fees to consultants and professionals retained by Recipient for planning and performing such activities and other costs and expenses directly related to such employees, consultants and professionals, including, but not limited to office rent, office equipment, fringe benefits, office expenses or other administrative expenses. Notwithstanding the above, all such administrative expenses and executive compensation are subject to the limitations established by Executive Order #38.

6. Reports.

During the Term the Recipient shall, at such times and in such form as the Corporation may require, furnish the Corporation with periodic reports pertaining to the Program and the costs and obligations incurred in connection therewith, and any other matters covered by this Agreement.

7. Supporting Documentation.

All expenditures made from funds disbursed pursuant to this Agreement shall be supported by written bids, written contracts, billings, invoices, bank documents and any other documentation that the Corporation may request in order to establish that such funds have been used in accordance with the terms of this Agreement, the Statute, and the Corporation's applicable rules, regulations, policies and procedures as amended from time to time.

8. Disbursement.

- (a) The Corporation shall have no obligation to make disbursements for anything other than administrative costs related to operating a preservation company.
- (b) The Recipient shall submit to the Corporation requests for disbursements in such form and manner

and at such times as the Corporation may require. Each such request shall:

- (1) State the amount requested to be disbursed;
 - (2) Be certified by an officer of the Recipient; and
 - (3) Constitute an affirmation that the representations and warranties contained in Section 9 hereof remain true and correct on the date thereof.
- (c) Funds shall be transferred to the Recipient through an Automated Clearing House (ACH), i.e. direct deposit, procedure. All disbursements paid to the Recipient shall be deposited in an account established by the Recipient in a bank authorized to do business in the State of New York and insured by the Federal Deposit Insurance Corporation.

9. Representations and Warranties.

The Recipient represents and warrants to the Corporation that:

- (a) It is, as of the date hereof, and has been for at least one year prior to the execution of this Agreement, duly organized, validly existing and in good standing under the Not-for-Profit Corporation Law of the State of New York and is duly authorized to enter into this Agreement and the transactions contemplated hereby.
- (b) There is no pending or threatened litigation that might affect the Recipient's ability to comply with this Agreement or the Program.
- (c) The transactions contemplated hereby do not violate any applicable law or the certificate of incorporation, charter, by-laws or any other legal instrument affecting the Recipient.
- (d) The Program, to the extent necessary, has been approved by all governmental authorities which have jurisdiction over the Recipient or the Program.
- (e) The information contained in the Application, this Agreement or otherwise previously provided to the Corporation by the Recipient (i) is true and correct in all respects and accurately represents the condition of the Program and of the Recipient as of the date hereof, and (ii) no material change has occurred in the condition of the Program or Recipient or the financial conditions of the Program or Recipient as of the date hereof.
- (f) There is no default on the part of the Recipient under this Agreement or under any other agreement executed in connection with the Program or with any other program of HCR or the Corporation, and no event has occurred and is continuing which with notice or the passage of time would constitute an event of default thereunder.
- (g) This Agreement and all other agreements executed in connection with the Program will be, upon execution thereof, legal, valid and binding agreements enforceable against the Recipient in accordance with its terms.
- (h) There are no outstanding or overdue payments owed for any taxes including but not limited to, workers' compensation and unemployment insurance in connection with the Program.
- (i) It has obtained the managerial and technical capability necessary to undertake and perform the Program and the activities set forth in the Work Plan and Budget in a satisfactory manner.
- (j) All Program activities will be performed within the approved Service Area, in accordance with the Work Plan and in accordance with all laws, ordinances, rules, orders, regulations and requirements of any governmental authority having jurisdiction over the Recipient, the Program.
- (k) The Work Plan and any other information contained herein or heretofore provided to the Corporation by the Recipient (i) is true and correct in all respects and accurately represent the condition of the Program and of the Recipient as of the respective date thereof, and (ii) no material change has occurred in the condition of the Program or Recipient or the financial conditions of the Program or Recipient since the respective dates thereof.
- (l) All contracts entered into by the Recipient for any services to be paid for, in whole or in part, with the Award, are in accordance with all applicable laws, rules and regulations.
- (m) Recipient's officer's directors and members are fairly representative of the residents and other legitimate interest of the Service Area. If the Recipient is an NPP, at least one-third of the directors of the Recipient are residents of the approved Service Area. If the Recipient is an RPP, at least one

half of the directors of the Recipient are residents of the approved Service Area.

- (n) Any fees received or proposed to be received by the Recipient from the management of housing accommodations are fair and reasonable;
- (o) Recipient has secured commitments for such additional funds sufficient to complete the Program, including the required one-third match.

10. Covenants of the Recipient.

The Recipient covenants as follows:

- (a) It will cause all terms and conditions hereof to be satisfied in a timely manner and will comply with all Program requirements and guidelines, as well as any applicable State and Federal laws and regulations.
- (b) It will, upon demand, correct any defect or departure from the Program not approved by the Corporation. The disbursement of any Award funds shall not constitute a waiver of the Corporation's rights to require compliance or the Corporation's right to recapture any funds disbursed inadvertently for non-Project Costs.
- (c) It will execute all such instruments and documents that the Corporation may require for the purpose of effectuating the provisions of this Agreement.
- (d) It will, to the extent possible, give priority when hiring new employees to residents of the approved Service Area who are either unemployed or not fully employed;
- (e) It will cooperate with the Corporation to assure the satisfactory completion of the Program.
- (f) It will promptly complete all forms and reports as may be required by the Corporation and/or the State of New York.

11. Insurance.

During the Term, the Recipient shall take all adequate measures to safeguard against the risk of liability for injuries or death of employees, contractors and subcontractors of the Recipient. The Recipient shall provide the Corporation with insurance certificates for comprehensive general liability coverage in a minimum amount of one million dollars naming the Corporation and the State of New York as additional insureds, fidelity bond/crime coverage in an amount not less than the largest anticipated disbursement request for Program funds naming the Corporation as loss payee and certificates for automobile insurance, fire insurance, workers' compensation and disability benefits. All certificates shall be with a New York State licensed carrier of insurance. Within two business days of having received any notice of non-renewal, cancellation, termination, or rescindment for any type of insurance required herein, the Recipient shall provide the Corporation with a copy of such notice, either by facsimile or email (in pdf format) to the signatory hereof, together with an explanation of any efforts taken to reinstate such coverage. The Recipient may not cancel, terminate or fail to renew any insurance policy required herein, unless and until the Recipient has received the Corporation's written consent thereto.

12. Contract Supervision.

The services to be performed under this Agreement shall be subject to the overall administration, supervision and direction of the Corporation which may periodically call meetings which Recipient shall attend.

13. Default.

- (a) If an Event of Default as defined below shall occur, all obligations on the part of the Corporation to make any further payment of the Award shall, if the Corporation so elects, terminate and the Corporation may in its discretion exercise any of the remedies set forth herein or at law; provided, however, the Corporation may make any payments after the occurrence of an Event of Default without thereby waiving the right to exercise such remedies and without becoming liable to make any further payment.
- (b) The following shall constitute an Event of Default hereunder:
 - (i) the Recipient fails, in the reasonable opinion of the Corporation, to comply with or perform

- the terms of this Agreement, its N/RPP Program Agreement, its Workplan, the Statute, any applicable State or Federal law or regulation, or the N/RPP policies and procedures;
- (ii) at any time any representation or warranty made by the Recipient shall be incorrect or materially misleading; or
 - (iii) the Recipient has failed to commence the Program in a timely fashion or has failed to complete the Program within the Term.
- (c) Upon the occurrence of an Event of Default, the Corporation may, in its discretion, exercise any one or more of the following remedies, either concurrently or consecutively, and the pursuit of any one remedy shall not preclude the Corporation from pursuing any other remedies contained herein or otherwise provided at law or in equity:
- (i) Terminate this Agreement, provided the Recipient is given at least forty-five (45) calendar days prior written notice of its intent to terminate. Recipient may request an opportunity to appear and be heard by the Corporation with respect to the reason for such proposed termination, non-renewal or non-extension;
 - (ii) Commence a legal or equitable action to enforce performance of this Agreement;
 - (iii) Withhold or suspend payment of the Award; or
 - (iv) Exercise any corrective or remedial action, including but not be limited to advising the Recipient to cease incurring costs for the Program or requiring the Recipient to reimburse the Corporation for use of the Award in violation of this Agreement.
- (d) In the event this Agreement is terminated by the Corporation for any reason, or upon the closeout of the Program, unless otherwise consented to in writing by the Corporation, any unspent Award held by the Recipient shall be immediately returned to the Corporation and the Corporation shall have no further liability or obligation under this Agreement; provided, however, nothing contained herein is intended to relieve the Corporation of its obligation to pay for services properly performed by the Recipient prior to such termination. Notwithstanding any such termination or closeout, the Recipient shall remain liable to the Corporation for any unspent Award or use of the Award in violation of this Agreement, or damages as a result of any breach of this Agreement by the Recipient. The Corporation shall have the right, at any time prior or subsequent to any such termination or closeout, to pursue any and all available remedies, including seeking injunctive or other equitable relief, to enforce the provisions of this Agreement and to recover any unspent portion of the Award.

14. Indemnification.

To the fullest extent permitted by law, the Recipient shall defend, indemnify and hold harmless the Corporation and its agents and employees from and against all claims, actions, damages, losses, expenses and costs, including reasonable attorneys' fees, incurred by or asserted or imposed against the Corporation in connection with the Program. All money expended by the Corporation as a result of such claims, actions, damages, losses, expenses and costs, together with interest at a rate not to exceed the maximum interest rate permitted by law, shall be immediately and without notice due and payable by the Recipient to the Corporation.

15. Non-liability.

Nothing in this Agreement or arising out of the operation of the Program shall impose any liability on the Corporation, the State of New York or any of its agencies or subdivisions.

16. No Commitment Beyond Term.

The Recipient shall not enter into any contract, lease, loan or other agreement, the terms or effect of which shall commit the use of the Award received pursuant to this Agreement for a use not authorized by the terms of this Agreement or for a period prior to commencement of the Term or subsequent to the termination of this Agreement, unless the Recipient obtains the prior written consent of the Corporation.

17. Assignment.

The Recipient may not assign any right granted to it under this Agreement or delegate any obligation

imposed on it herein without the prior written consent of the Corporation, and any purported assignment or delegation without the Corporation's prior written consent shall be void. No such assignment or delegation shall be effective until the proposed assignee or delegatee ("**Assignee**"), as the case may be, shall execute, acknowledge and deliver to the Corporation an agreement pursuant to which the Assignee shall assume the obligations imposed on the Recipient by this Agreement.

18. Notice.

All notices or other communications with respect to the subject matter of this Agreement shall be in writing and shall be deemed to have been given when personally delivered or sent by certified mail, return receipt requested, to the parties at the addresses first set out herein, or at such other address of which the receiving party shall have notified the sending party, except that notice of such change or address shall be deemed to have been given when it is received.

19. Third Party Beneficiaries.

Nothing contained in the Agreement, express or implied, is intended to or shall confer upon any person or entity other than the parties and their respective successors and permitted assigns any benefit, right or remedy of any nature under or by reason of this Agreement.

20. Miscellaneous.

- (a) No action shall lie or be maintained against the State of New York, the Corporation or upon any claim based upon or arising out of this Agreement or the work performed hereunder, or anything done in connection herewith, unless such action shall be commenced within six months after the termination of this Agreement, or one year from the accrual of the cause of action, whichever is earlier.
- (b) If any provision of this Agreement or the application thereof to any person or circumstances shall to any extent be invalid or unenforceable, the remainder of this Agreement, or the application thereof to persons or circumstances other than those as to which it is invalid or unenforceable, shall not be affected thereby, and each provision shall be valid and enforceable to the extent permitted by law.
- (c) All consents and approvals to be given by the Corporation hereunder must be in writing.
- (d) The captions and headings of the various sections herein are for convenience only and do not, and shall not be deemed to define, limit or construe the contents of such sections.
- (e) This Agreement shall be governed by, construed and enforced in accordance with the laws of the State of New York.
- (f) This Agreement may be executed in any number of counterparts or duplicates, each of which shall be deemed an original but all of which shall constitute one and the same instrument.
- (g) This Agreement, including the attached exhibits, constitutes the entire agreement between the parties and supersedes all prior oral and written agreements with respect to the Program.

[Signature Page Follows]

Schedule A
Approved Work Plan and Budget
and Payment and Reporting Schedule
Neighborhood and Rural Preservation Programs

PROJECT ID: 20210229

Work Plan

See the following pages.

Budget

See the following pages.

Payment and Reporting Schedule

1. First payment will be sent to the grantee upon receipt of a complete contract package.
2. Final payment will be sent to the grantee upon the successful submission of the following:
 - 2020-21 Annual Performance Report (if applicable)
 - 2021-22 Mid-Year Report and the most recent audit for the grantee
 - Final payment will not be sent before January 1, 2022

KARL LAUBENSCHULTZ
Notary Public, State of New York
#016888990
Qualified in Essex County
Commission Expires 4/1/2022

SECTION E. WORK PLAN

1a. Property Rehabilitation and Construction Activities

Use this section to explain the proposed Property Rehab and Construction Activities in the applicant's service area for the 2021-2022 Program Year.

- Units to be *In-Progress* are those units whose work will not be completed by the end of the program year (6/30/2022).
- Units to be Completed are those units whose work will be completed during the program year (7/01/21 -6/30/22).

Owner-Occupied Property Rehabilitation and Construction	Units to be In Progress	Units to be Completed	Total Units	For In-Progress Units - Expected Completion Date (mm/yy)
Home Improvements (up to \$25,000)	2	5	7	12/22
Home Rehabilitation (\$25,000 and above)	2	16	18	12/22
New Construction				

Rental Property Rehabilitation and Construction	Units to be In Progress	Units to be Completed	Total Units	For In-Progress Units - Expected Completion Date (mm/yy)
Home Improvements (up to \$25,000)		12	12	
Home Rehabilitation (\$25,000 and above)				
New Construction				

Non-Residential Property Rehabilitation and Construction	Units to be In Progress	Units to be Completed	Total Units	For In-Progress Units - Expected Completion Date (mm/yy)
Capital Improvements (up to \$25,000 per unit)				
Capital Improvements (\$25,000 and above)				
New Construction				

Special Populations Affected by Rehab and Construction Activities Listed Above	Number to be Served	
Frail Seniors	10	
HIV/AIDS		
Developmental Disabilities		
Homeless Persons		
Homeless Families		
Physical Disabilities	5	
Victims of Domestic Violence		
Psychiatric Disorders		
Homeless Veterans		
Veterans - Substance Abuse		
Substance Abuse		

1b. Property Rehabilitation and Construction Narrative

Please describe the applicant's anticipated activities under *Property Rehabilitation and Construction*. Include location in the service area, type work / projects to be done, funding source(s) and impact only. Do not copy and paste from previous applications. Use the future tense when describing project work. For example, "XYZ Organization will complete 4 exterior renovations at the following locations... Work will include new windows, roofs, and cladding. The approximate cost is \$250,000 and will be funded by..." Please keep the response to 500 words or less.

HAPEC will accomplish 27 owner-occupied property rehabilitations including six mobile home replacements. HAPEC expects to complete twelve rental unit repairs in the upcoming year. HAPEC will accomplish this goal by utilizing current funding sources as follows:

NYS AHC HAPEC Home Repair Program -1 unit of rehab
Essex County CDBG- 8 units of rehabilitation
Hamilton County CDBG- 3 units of rehabilitation
MMHRP Mobile/manufactured home replacement program- 3 units
CDBG funded mobile home replacement- 3 units
CDBG funded Homebuyer Essex County-1 unit
CDBG funded Homebuyer Clinton County-2

Lee House Apartments- 2 units of minor rental repair
Enterprise Landlord Ambassador funded rental rehab- 10 units under \$25,000/unit

At least 12 owner-occupied units will be repaired or rehabilitated in the upcoming year using funding sources identified above. These repairs will eliminate code violations, alleviate health and safety deficiencies, and improve energy efficiency within single family, owner-occupied homes. Typical repairs include roofing replacements, window and door replacements, structural repairs, and electrical upgrades.

Six dilapidated mobile/manufactured homes are expected to be replaced with a new manufactured homes. The mobile/manufactured home replacement will include the proper demolition of existing dilapidated units with newly constructed, Energy Star rated homes.

HAPEC has a an emergency grant fund that expects to fund at least 2 units with emergency repairs. These funds have been provided by private foundations.

The Lee House Apartments, managed by HAPEC, expects to make repairs to at least two rental units in the upcoming year. These repairs are typically performed during tenant turn-over and include flooring replacement, interior painting, and replacement of water heaters and appliances.

Enterprise funded Landlord Ambassador Program expects to assist at least 10 rental units with needed rental repairs to bring damaged units up to move-in condition, meeting code and HQS standards.

SECTION E. WORK PLAN

2a. Client Assistance

Use this section to explain the applicant's proposed client assistance activities in the service area for the 2021-2022 Program Year.

	# Individuals ≤90% AMI to be	# Individuals >90% AMI to be	Total
Financial Capability / Pre-Purchase Counseling	30	5	35
Reverse Mortgage /Home Equity Conversion Mortgage			
Resolving / Preventing Mortgage Delinquency / Default	35	5	40
Post-Purchase Counseling Non-Delinquency			
Evictions Prevented	15		15
Tenant Assistance/Rental Counseling	20		20
Subsidy Assistance (Section 8; SCRIE; Vouchers, etc.)	480		480
Relocation Assistance / Mobility Counseling			
Homeless Assistance			
Entering / Returning to Work Force			
Assistance to Mobile / Manufactured Homes	6		6
Downpayment / Closing Cost Assistance	3		3
Number of Mortgages / Loans Obtained*	6		6
For Mortgages / Loans Obtained* (approx. sum in dollars)			
Total # Workshops			
	1	10	
Total # Associations			
Tenant Associations			
Total # Properties			
Property Management	20		
Special Populations Affected by Activities Listed Above			
	# of Individuals to be Served		
Frail Seniors	20		
HIV/AIDS			
Victims of Domestic Violence			
Homeless Persons	10		
Homeless Families	3		
Physical Disabilities			
Developmental Disabilities			
Psychiatric Disorders			
Homeless Veterans			
Substance Abuse–Veterans			
Substance Abuse			

2b. Client Assistance Narrative

In a narrative format, describe the activities to be completed under **Client Assistance** in the applicant's service area. Include services offered, programs utilized, community impact, etc. Do not copy and paste from previous applications. *Use the future tense when describing program work. For example, "XYZ organization estimates it will prevent 300 evictions in the course of the program year and will provide tenant assistance / counseling to 600 clients. The organization will hold 25 workshops on foreclosure prevention and estimates 1,200 people will attend those workshops." Please keep the response to 500 words or less.

HAPEC will provide a full array of client services. These include the administration of the HUD Section 8 Choice Voucher Program in Essex and Clinton Counties, HUD Certified Housing Counseling Services, ESG homeless assistance and Emergency Rental Assistance Program (ERAP) funded through NYS OTDA, Landlord Ambassador program funded by Enterprise Partners, and emergency grants funded by local donations.

HAPEC will provide HUD Certified comprehensive housing counseling services to approximately 84 clients this year. Counseling will be offered for financial capabilities, home pre-purchase, post-purchase and default counseling, homeless prevention, and rental assistance. The counseling programs to be utilized include NeighborWorks America as a HUD intermediary and NYS HOPP funding.

Homeownership and Foreclosure Prevention Assistance: HAPEC will assist 70 individuals by providing either home buyer services or foreclosure prevention services. 9 individuals will receive direct financial assistance for homeownership. By providing counseling, education, and financial assistance to renters with the potential to buy, HAPEC helps residents to afford homes and succeed as homeowners over the long term. By assisting in creating homeowners, local residents and their families stay committed and content in their community, enjoy a stable living environment, and build their financial assets. As homeowners invest in the maintenance of their homes, they improve the quality of the built environment and create an economic ripple effect. During the height COVID-19 pandemic, face-to-face workshops were halted and replaced with homebuyer education offered through HAPEC's Ehome America on-line classes. It is expected that at least 10 clients will complete the homebuyer workshop.

Rental Programs: HAPEC provides Section 8 rent subsidy assistance to 440 households in Essex County and 505 households in Clinton County. This program also offers security deposit assistance for those on the Voucher program. Emergency rental assistance through the NYS ERAP is expected to assist at least 15 renters.

Property Management: HAPEC will be providing support to landlords and tenants through its Landlord Ambassador Program funded through the Enterprise Community Partners provide direct counseling to at least 20 owners of rental properties.

HAPEC will administer the Emergency Solutions Grant (ESG) funded through NYS OTDA to provide rapid rehousing and homeless prevention services to at least 13 families or individuals. HAPEC is partnering with three local nonprofits to provide services: Essex County Mental Health Association, Mountain Lake Services, and Legal Aid Society of NY.

SECTION E. WORK PLAN

3a. Community Renewal

Use this section to explain the proposed Community Renewal activities in the applicant's service areas for the 2021-2022 Program Year.

	Total to be In-Progress	Total to be Completed	Total for Activity
Assistance to Neighborhoods / Municipalities	3	1	4
Community Planning - Neighborhoods / Municipalities	2	1	3
Grants - Assistance to Neighborhoods / Municipalities	Total		
Grant Applications Written	6		
Grants Administered	5		
Business Assistance	Total		
Business Loan Products Provided	5		
Businesses Attracted			
Businesses Retained			
Formation / Participation in Local Merchants Associations			
Programs	# Programs	# Served	
Block Clubs / Neighborhood Associations			
Youth (i.e. Recreation; After-school, etc.)			
Food Assistance (i.e. Food Bank / Pantry)			
Organizational Activities	# Events	# Individuals	
Staff & Board Development (Trainings / Conferences, etc.)	3	15	
Partnerships Created	Total Partnerships		
With Local Agencies	3		
With the Private Sector	2		
With Statewide or National Not-for-Profits	4		

3b. Community Renewal Narrative

In narrative format, describe the tasks to be completed under *Community Renewal*. List specific assistance to be offered, grants to be written / administered, etc. Do not copy and paste from previous applications. *Use the future tense when describing program work. For example, "XYZ Organization" will assist with the Roundout Neighborhood Redevelopment Plan as a community partner. The goal of the plan is to provide clear direction on the future of the Roundout Neighborhood. The organization will also submit three grant applications to the following programs—Access to Home; NYMS; and HOME." If awarded, these grants will..." Please keep the response to 500 words or less.

HAPEC is partnering with Little Peaks Inc. and the Town of Keene on the development of a preschool and four affordable homes. The framework for the partnership is currently being formalized, the land is purchased, and development approvals are being secured.

HAPEC will be continuing its local planning and community development assistance in the Town of North Elba to assist the community in its affordable housing shortage with the development of more affordable units. HAPEC's partnership with Regan Development to construct a 60-unit LIHTC project is ongoing. North Elba has also asked HAPEC to assist in a housing application for the next CDBG round.

HAPEC will work with the Town of Keene to accomplish some of the action items identified in their recently completed comprehensive plan. A CDBG housing application is expected to be the outcome of this work.

Existing grant administration is to be provided to Essex County for the CDBG funded Homebuyer, rehabilitation, and mobile home replacement programs.

Business assistance is expected in the form of Landlord Ambassador rental repair funds provided to at least 5 landlords. This funding is provided through Enterprise Community Partners.

HAPEC expects to have at least 15 staff and board members participate in a minimum of three trainings and conferences. These include NYS Rural Housing Coalition Conference, NeighborWorks America National Training Institute, and Rural Advocates Conference, Common Ground Alliance, and NYS Rural Rental Housing Association Training.

HAPEC will create partner ships with at least three local agencies including legal Aid Society of NY, Little Peaks Inc., CAP 21. Private sector partners will be local rental property owners. State-wide and national partners will include Enterprise Community Partners, NeighborWorks America, NYS Rural Advocates, and NYS Rural Housing Coalition.

Property Management Form

Complete this table for ALL properties owned and/or managed by the applicant.

	Properties Owned / Managed by the Applicant	
	HCR Oversight / Regulated	Non-HCR Regulated
Number of Units Managed		28
Number of Units Owned		1

Complete the table for all properties that are owned and / or managed by the applicant.

Property Address	Number of Bldgs	Name of Managing Organization	Amount of Program funds used to offset costs?	Where in the budget are these expenses listed?	Does HCR regulate or oversee this property?
	Number of Units				
3418 Main Street, Port Henry, NY 12974	1	HAPEC, Inc.	\$ 0	NA	No
	25				
3416 Main Street, Port Henry, NY 12974	1	HAPEC, Inc.	\$ 0	NA	No
	3				
29 Front Street, Westport, NY 12993	1	HAPEC, Inc.	\$ 0	NA	No
	1				

SECTION F - Budget

Salaries to Be Funded by Preservation Program Award

- List the name and title of each staff person whose salary will be funded all or in part with Preservation Program funds.
- List the weekly hours worked by that staff person on Preservation Program contract activities.
- Indicate the amount of Preservation Program funds used for the salary of the staff member listed.
- List the remaining portion of the employees total annual salary--the total salary should include all funding sources that comprise the employees total annual salary.
- For applicants with affiliates, Preservation Program funds cannot be used as match for other organizations applying for / participating in the NRPP.
- Form calculates staff member's total annual salary. Confirm this number is accurate.

A	B	C	D	E
Employee Name & Title	Weekly Hours Worked on Preservation Program Activities	Portion of Salary Funded by Preservation Program Funds	Portion Salary Funded by Other Sources	Total Annual Salary
Bruce Misarski, Executive Director	15	\$ 35,620.00	\$ 42,299.00	\$ 77,919.00
Meghan Murphy, Accountant	4	\$ 7,429.00	\$ 57,571.00	\$ 65,000.00
Michelle Bashaw, Housing Counseling Manager	4	\$ 5,697.00	\$ 44,154.00	\$ 49,851.00
Angela Marvin, Community Development Director	4	\$ 6,000.00	\$ 46,500.00	\$ 52,500.00
Corrina Prouty, Administrative Assistant	1.5	\$ 3,432.00	\$ 26,598.00	\$ 30,030.00
Total Salaries for other employees <u>not</u> funded by N/RPP			\$ 385,094.00	\$ 385,094.00
TOTALS	28.5	\$ 58,178.00	\$ 602,216.00	\$ 660,394.00
Total Number of Employees				15
Total Number of N/RPP Funded Employees				5

SECTION F - Budget

TOTAL N/RPP FUNDS

Please complete this section by providing the applicant's proposed use of Preservation Program funds and other funding related to Preservation Program activities for the 2021-2022 Program Year.

*If funds are listed in one of the "Other" categories, write a brief description of the expense in the space provided.

	<u>Preservation Program Funds</u>	<u>Non- Preservation Program Funds</u>	<u>Total Funding</u>
Personnel Services			
Total Salaries	\$ 58,178.00	\$ 602,216.00	\$ 660,394.00
Total Fringe Benefits	\$ 25,000.00		\$ 25,000.00
Total Personnel Services	\$ 83,178.00	\$ 602,216.00	\$ 685,394.00
Regulated Other than Personnel Services (OTPS)			
Insurance/Bonding	\$ 1,100.00	\$ 9,900.00	\$ 11,000.00
Professional Services- Agency Audit	\$ 900.00	\$ 11,100.00	\$ 12,000.00
Professional Services- Legal	\$ 475.00	\$ 1,125.00	\$ 1,600.00
Professional Services-Other:			
Professional Services-Other:			
Equipment:			
Regulated OTPS Other:			
Regulated OTPS Other:			
Total Regulated OTPS	\$ 2,475.00	\$ 22,125.00	\$ 24,600.00
General Other than Personnel Services (OTPS)			
Rent / Mortgage	\$ 2,200.00		\$ 2,200.00
Utilities (Phone, Electric, Etc.)	\$ 900.59		\$ 900.59
Office Supplies	\$ 728.00		\$ 728.00
Printing / Postage	\$ 346.00		\$ 346.00
Travel			
Bank Charges (not interest)			
General OTPS Other:			
General OTPS Other:			
Total General OTPS	\$ 4,174.59	\$ 0.00	\$ 4,174.59
TOTAL BUDGET:	\$ 89,827.59	\$ 624,341.00	\$ 714,168.59

TOTAL ANNUAL BUDGET: \$ 1,138,125

The box on the left must be greater than or equal to the box above.

- Total Preservation Program Funds should be: **\$91,223.02 for NPP and \$89,827.59 for RPP**
- Required Match Funding is 1/3rd of the Program Funds: **\$30,408.00 for NPP and \$29,943.00 for RPP**

3A-2a Healthcare Formal Agreements

This attachment details the Healthcare Formal Agreements for NY **520**. It includes the following:

1. Signed MOU between **Franklin County Community Housing Council, Inc** and **Citizen's Advocates**, to provide services for **Homeless Housing Expansion**.



FRANKLIN COUNTY COMMUNITY HOUSING COUNCIL, INC.

337 WEST MAIN STREET
MALONE, NEW YORK 12953

TELEPHONE
(518) 483-5934
FAX
(518) 483-0984

October 25, 2021

To Whom it may concern:

This letter serves to verify that the Franklin County Community Housing Council, Inc currently has a Memorandum of Understanding in place with Citizens Advocates. This memorandum is in regard to assisting eligible households with services including; housing assistance placement and referral, mental health counseling, mediation and advocacy.

This letter serves to verify that the Franklin County Community Housing Council, Inc is currently applying through the COC to expand its current homeless program and will continue to utilize Citizens Advocates services in assisting our households in reaching housing stability.

By providing these ongoing services, Citizens Advocates will provide \$3568 of in-kind match by providing these services to eligible households for the upcoming COC program year: 9/1/2022-8/30/2023.

Sincerely,

By:

Eileen Gillen, Executive Director
Franklin County Community Housing Council, Inc.

By:

James Button, Chief Executive Officer
Citizen Advocates, Inc.