

4B. Attachments Screen For All Application Questions

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

Attachments must match the questions they are associated with.

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

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

Document Type	Required?	Document Description	Date Attached
1C-14. CE Assessment Tool	Yes	CE Assessment Tool	11/12/2021
1C-7. PHA Homeless Preference	No	PHA homeless Pref...	10/22/2021
1C-7. PHA Moving On Preference	No	PHA Moving On Pre...	10/29/2021
1E-1. Local Competition Announcement	Yes	Local Competition...	11/12/2021
1E-2. Project Review and Selection Process	Yes	Project Review an...	11/12/2021
1E-5. Public Posting—Projects Rejected-Reduced	Yes	Public Posting - ...	11/08/2021
1E-5a. Public Posting—Projects Accepted	Yes	Public Posting - ...	11/08/2021
1E-6. Web Posting—CoC-Approved Consolidated Application	Yes	Web Posting-CoC A...	11/09/2021
3A-1a. Housing Leveraging Commitments	No	Housing leveragin...	11/03/2021
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 - Projects Rejected - Reduced

Attachment Details

Document Description: Public Posting - Projects Accepted

Attachment Details

Document Description: Web Posting-CoC Approved Consolidated Application

Attachment Details

Document Description: 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-523. It includes the following:

1. CE Intake: This is the CE Assessment and Intake Form used by NY-523.
2. CE Prevention Intake: This is the CE Prevention Assessment and Intake Form used by NY-523.
3. CE Policies and Procedures: This document governs the CE program, including the prioritization and outreach plan to reach those persons least likely to apply.
4. NY-523's Written Standards, Coordinated Entry Prioritization Section: This document details how the CE program prioritizes people most in need of assistance.

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

1. **CE Intake:** This is the CE Assessment and Intake Form used by NY-523.

Are you seeking housing services: ☐ Yes ☐ No

Have you previously completed an application for assistance through Coordinated Entry: ☐ Yes ☐ No

If client is not seeking housing services, a Housing Assessment does not need to be done.

Staff Member Completing Assessment		Agency Name	
Staff Member's Email:	Phone #:		Fax #
PRESCREENING INFORMATION			
Are you currently homeless? ☐ Yes ☐ No ☐ Don't Know ☐ Refused		Are you at risk of becoming homeless? ☐ Yes ☐ No ☐ Don't Know ☐ Refused	
HMIS DATA ELEMENTS			
1. First Name		Last Name Last 4 of Social Security	
1.a. Also Known As:			
2. Address (Please indicate if this is a ☐ current or ☐ previous address)		City	State
Mailing Address (If mailing address is the same as above check box here ☐)		City	State
Contact Number:		Zip	
Prevention STOP here- <i>*refer client to appropriate prevention services and send this form to appropriate CE Coordinator</i>		3. Date of Birth MM/DD/YYYY / / ☐ Don't Know	
4. How old are you?	5. Ethnicity ☐ Non-Hispanic/Non-Latino ☐ Hispanic/Latino ☐ Don't Know ☐ Refused		
6. Gender: ☐ Male ☐ Female ☐ Transgendered Male to Female ☐ Transgendered Female to Male ☐ Other ☐ Don't Know ☐ Refused		7. Race: ☐ American Indian or Alaskan Native ☐ Asian ☐ Black or African American ☐ Native Hawaiian or Other Pacific Islander ☐ White ☐ Don't Know ☐ Refused	
8. Can person easily provide the following: Social Security Card ☐ Yes ☐ No Birth Certificate ☐ Yes ☐ No Driver's License ☐ Yes ☐ No Picture or Non-Driver ID			
9. Have you ever received assistance from a local agency? ☐ Yes ☐ No If Yes , which agency:			
10. Do any of the following apply to you: ☐ Currently a victim of domestic violence ☐ N/A ☐ Previous victim of domestic violence		11. Do you need a confidential location to stay? ☐ Yes ☐ No ☐ Don't Know ☐ Refused	

VETERANS STATUS			
12. Have you served one day of active military duty? ☐ Yes ☐ No If yes , please indicate below which branch of the Military if applicable.			
☐ Army ☐ Air Force	☐ Navy ☐ Marines	☐ Coast Guard ☐ Other	☐ Don't know ☐ Refused
13a. Do you know your discharge status? ☐ Yes ☐ No ☐ Don't Know ☐ Refused		13b. Discharge Status ☐ Honorable ☐ Bad conduct ☐ Don't Know ☐ General under honorable discharge ☐ Dishonorable ☐ Refused ☐ Under other than honorable conditions ☐ Uncharacterized	
Can you provide documentation? ☐ Yes ☐ No			

HOMELESS/HOUSING HISTORY/CHRONIC STATUS

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

- | | | |
|--|---|---|
| ☐ Benefits loss/reduction | ☐ Released behavioral health facility | ☐ Drug/alcohol abuse |
| ☐ Job income loss/reduction | ☐ Illness | ☐ Other: _____ |
| ☐ Eviction | ☐ Injury/ Disability | ☐ Don't know |
| ☐ Relocation | ☐ Domestic Violence | ☐ Refused |
| ☐ Released from prison/jail | ☐ Asked to leave shared residence (e.g. living in a home of another due to hardship) | |
| ☐ Released from hospital | | |

15. Do you have documentation of current housing status? ☐ Yes ☐ No Please indicate type of documentation: _____

16. Have you been living in a place not meant for human habitation or in an emergency shelter continuously for at least 1 year?

- ☐ Yes ☐ No ☐ Don't Know ☐ Refused

17. Were you homeless on at least 4 separate occasions in the last 3 years where the combined length of time homeless on those occasions equals 12 months or more? ☐ Yes ☐ No ☐ Don't Know ☐ Refused

18. Where did you sleep last night? **Briefly explain:**

19. Where are you going to sleep tonight? **Briefly explain:**

20. Do you have friends or a family member who you can stay with for a short period of time, or who can lend you money for housing purposes? ☐ Yes ☐ No ☐ Don't Know ☐ Refused

List your previous 2 places of residence

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

DISABLING CONDITION

21. Have you ever been diagnosed with a disabling condition (i.e. Mental Illness, Substance Abuse, HIV or other): ☐ Yes ☐ No ☐ Don't Know ☐ Refused

21a. If yes to Question 21, please choose all disabling conditions you have been diagnosed for below:

- ☐ Mental Illness ☐ History of Substance Abuse ☐ Don't know ☐ Refused ☐ Other: _____

Please list all disabilities/diagnosis': _____

22. Are you currently or have you ever participated in treatment for your diagnosis: ☐ Yes ☐ No ☐ Don't Know ☐ Refused

22a. If yes to Question 22, please choose all disabling conditions you have received treatment for:

- ☐ Mental Illness ☐ History of Substance Abuse ☐ Don't know
☐ Other: ☐ Refused

23. If answered **Yes to Question 21** and **No to Question 22**, are you willing to participate in a program for your diagnosis? ☐ Yes ☐ No ☐ Refused ☐ Don't know

24. Do you know your HIV/AIDS status? ☐ Yes ☐ No ☐ Don't Know ☐ Refused

24a. Would you like information on housing programs for people living with HIV/AIDS? ☐ Yes ☐ No

BEHAVIORAL HISTORY

25. Do you or any member of the household have a history of any of the following:

- ☐ Arson ☐ Production of illegal drugs ☐ Assault ☐ Sexual acting out ☐ Refused ☐ Don't Know ☐ None

26. Have you or any member of the household ever been convicted for any of the above? **If Yes,** briefly explain. **Note: Response should include illegal drug type and/or status and level should be indicated if sexual acting out is checked.** ☐ Yes ☐ No ☐ Don't Know ☐ Refused

27. Have you or any member of the household been on Probation or Parole?		☐ Yes ☐ No ☐ Don't Know ☐ Refused
HEALTH CONDITIONS		
28. Are you pregnant? ☐ Yes ☐ No ☐ Don't Know ☐ Refused If yes, due date: ____ / ____ / ____		29. Do you have health insurance? ☐ Yes ☐ No ☐ Don't Know ☐ Refused
30. If answered Yes in question 29, please specify type of insurance (for Medicaid, Medicare include ID number) ☐ CDPHP ☐ Fidelis ☐ Empire ☐ MVP ☐ Medicaid: _____ ☐ Medicare: _____ ☐ Other: _____		
31. SPECIAL CONDITIONS		
Mobility impairment	☐ Yes ☐ No ☐ Don't Know ☐ Refused	Please specify _____ _____
Medication Assistance Needed	☐ Yes ☐ No ☐ Don't Know ☐ Refused	Please specify _____ _____
Wheelchair Accessibility Needed	☐ Yes ☐ No ☐ Don't Know ☐ Refused	Please specify _____ _____
Direct Supervision Needed	☐ Yes ☐ No ☐ Don't Know ☐ Refused	Please specify _____ _____

32. Do you meet one of the following conditions: ☐ Yes ☐ No ☐ Don't Know ☐ Refused ☐ 2 or more moves during 60 days of application of services/assistance ☐ Living in the home of another due to hardship ☐ Has been notified that rights to occupy home or living situation will be terminated with 21 days after application of services/assistance ☐ Lives in hotel or motel and the costs are not covered by a Federal, State, or local government program from low-income ☐ Lives live in an overcrowded situation ☐ Is exiting a publicly funded institution or system of care ☐ None																				
33. Are you employed? ☐ Yes ☐ No ☐ Don't Know ☐ Refused			34. If No to Question 40, please indicate your status below: ☐ Unemployed ☐ Retired ☐ Student ☐ Disabled ☐ Other																	
35. If Yes to Question 40, please indicate where you are currently employed? _____ Hours/Days: _____ Phone Number: _____																				
36. Sources of Cash Income for Applicant: <table style="width: 100%; border: none;"> <tr> <td style="width: 33%;">\$ _____ Earned Income (i.e. employment)</td> <td style="width: 33%;">\$ _____ Veteran's pension</td> <td style="width: 33%;">\$ _____ Retirement income from SSA</td> </tr> <tr> <td>\$ _____ SSI</td> <td>\$ _____ Child Support</td> <td>\$ _____ Pension from a former job</td> </tr> <tr> <td>\$ _____ Veteran's Disability Payment</td> <td>\$ _____ Unemployment benefits</td> <td>\$ _____ Alimony or other spousal support</td> </tr> <tr> <td>\$ _____ SSDI</td> <td>\$ _____ Private Disability Insurance</td> <td>\$ _____ Other</td> </tr> <tr> <td>\$ _____ General Public Assistance</td> <td>\$ _____ TANF</td> <td></td> </tr> </table>						\$ _____ Earned Income (i.e. employment)	\$ _____ Veteran's pension	\$ _____ Retirement income from SSA	\$ _____ SSI	\$ _____ Child Support	\$ _____ Pension from a former job	\$ _____ Veteran's Disability Payment	\$ _____ Unemployment benefits	\$ _____ Alimony or other spousal support	\$ _____ SSDI	\$ _____ Private Disability Insurance	\$ _____ Other	\$ _____ General Public Assistance	\$ _____ TANF	
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\$ _____ SSDI	\$ _____ Private Disability Insurance	\$ _____ Other																		
\$ _____ General Public Assistance	\$ _____ TANF																			
Household Composition / Income																				
<i>Names of individuals who will live with the applicant</i>	<i>Relationship to applicant</i>	<i>Age</i>	<i>Sources of income* (Wages, SSI, AFDC, etc.)</i>	<i>Monthly Income</i>	<i>Annual Income</i>															
1.																				
2.																				
3.																				
4.																				
5.																				
6.																				
			Total Income:																	

37. Sources of Non-Cash Benefits:

- | | | |
|---|---|--|
| ☐ Food stamps | ☐ Temporary Rental Assistance | ☐ TANF Transportation service |
| ☐ MEDICARE | ☐ MEDICAID health insurance program | ☐ Section 8, public housing, or other ongoing rental assistance |
| ☐ Special Supplemental Nutrition Program for Women, Infants and Children (WIC) | ☐ State Children's Health Insurance Program | ☐ Other source |
| ☐ TANF Child Care services | ☐ Veteran's Administration (VA) Medical Services | |
| ☐ Other TANF Funded services | | |

I understand that the information collected on this form will be used to help me gain housing services and this information will be shared with the partnering agencies of the Saratoga-North Country Continuum of Care to make referrals on my behalf and to discuss the details of my case. (A list of Saratoga-North Country Continuum of Care partnering agencies can be provided upon request. List also available on CARES, Inc. website, <http://caresny.org/continuum-of-care/saratoga-north-country-continuum-of-care/>)

If a referral is made to the Saratoga, Warren, Washington, or Hamilton County Department of Social Services, I give permission to Social Services to speak to the referring agency as to the status of my housing:

Client Signature: _____ Date: _____

County AMI's are located on: www.huduser.gov/portal/home.html ->Income Limits-> select NY state and county

VULNERABILITY INDEX SCORING**Chronically Homelessness Status**

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

☐ Yes ☐ No ☐ Unable to determine

	SUBTOTAL	Explanation Here
If client indicates they slept and are going to sleep in a place not meant for human habitation, a safe haven, or in an emergency shelter, then score 1.		
If 18 – 24 years, then score 1.		
If 16 – 17 years, then score 1.		
If 60 or older, then score 2.		
If client has been diagnosed with a mental illness, then score 2.		
If client indicates they have served one active day in the military, then score 1.		
If client indicates homelessness at least one year or on at least four separate occasions in the last 3 years, then score 2.		
If the client's income is below 50 % AMI for their household size then score 1.		
If client indicates a criminal history, current probation or parole status for self or any member of the house hold, then score 1.		
If client is pregnant, then score 1.		
If client indicates having any disability, then score 2.		
If client indicates having multiple disabilities, then score 3.		
Household of 3 or more, then score 3.		
Household with CPS involvement, then score 1.		
Household fleeing Domestic Violence, then score 1.		
Lacks access to homeless shelters (please explain), then score 1.		
Other, then score 3. <i>Please use the explanation box to the right to explain your reasoning for adding additional points.</i>		
TOTAL NUMBER OF POINTS		

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

2. **CE Prevention Intake:** This is the CE Prevention Assessment and Intake Form used by NY-523.

SARATOGA-NORTH COUNTRY CONTINUUM OF CARE FULL ASSESSMENT

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

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

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

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

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

---NEXT PAGE---

OR

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

OR

UNKNOWN (ONLY IF NECESSARY)		
TYPE OF RESIDENCE (THE NIGHT BEFORE PROJECT ENTRY)		
☐ <i>Client doesn't know</i> ☐ <i>Client refused</i> ☐ <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)	
☐ Place not meant for human habitation (vehicle, abandoned building, bus/train/subway station etc) ☐ Emergency shelter , including hotel or motel paid for with emergency shelter voucher ☐ Safe Haven ☐ Interim Housing	

OR

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

---NEXT PAGE---

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

OR

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

OR

UNKNOWN (ONLY IF NECESSARY)	LIVING SITUATION VERIFIED BY (NAME OF AGENCY)
☐ Client doesn't know ☐ Client refused ☐ Data not collected	

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

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

***HEALTH INSURANCE / DISABLING CONDITIONS**

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

---NEXT PAGE---

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

*** DV STATUS**

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

***ADDITIONAL INFORMATION**

*EMPLOYMENT STATUS		IF YES: TYPE OF EMPLOYMENT		IF NO: WHY NOT EMPLOYED	
☐ No ☐ Yes ☐ Client Doesn't Know ☐ Client Refused ☐ Data Not Collected		☐ Full Time ☐ Part Time ☐ Seasonal		☐ Looking for Work ☐ Unable to Work ☐ Not Looking for Work	
*CURRENTLY PREGNANT?			IF YES: DUE DATE		
☐ No ☐ Yes ☐ Client Doesn't Know ☐ Client Refused ☐ Data Not Collected			_____ / _____ / _____		
*VETERAN STATUS			IF YES: SELECT BRANCH		
☐ No ☐ Yes ☐ Client Doesn't Know ☐ Client Refused ☐ Data Not Collected			☐ Army ☐ Air Force ☐ Navy ☐ Marines ☐ Coast Guard ☐ Other ☐ Data Not Collected ☐ Client Doesn't Know ☐ Client Refused		
DISCHARGE STATUS					
☐ Honorable ☐ General Under Honorable Discharge ☐ Under Other than Honorable Conditions ☐ Bad Conduct ☐ Dishonorable ☐ Uncharacterized ☐ Data Not Collected ☐ Client Doesn't Know ☐ Client Refused					
HOMELESS CAUSE (check only one)					
☐ Benefits loss/reduction ☐ Job income loss/reduction ☐ Eviction ☐ Relocation ☐ Released from prison/jail ☐ Released from hospital		☐ Released behavioral health facility ☐ Illness ☐ Injury/ Disability ☐ Domestic Violence ☐ Asked to leave shared residence (e.g. living in a home of another due to hardship)		☐ Drug/alcohol abuse ☐ Other: _____ ☐ Don't know ☐ Refused	
*ZIP CODE OF LAST PERMANENT ADDRESS		CAN YOU PROVIDE THE FOLLOWING? (Select all that apply)			
_____		☐ Social Security Card ☐ Birth Certificate ☐ Driver's License Picture or Non-Driver ID			
HAVE YOU EVER RECEIVED ASSISTANCE FROM A LOCAL AGENCY			IF YES: WHICH AGENCY(IES)		
☐ No ☐ Yes			_____		
CAN YOU PROVIDE DOCUMENTATION OF CURRENT HOUSING STATUS		DO YOU HAVE FRIENDS OR FAMILY WHO YOU CAN STAY WITH FOR A SHORT PERIOD OF TIME?			
☐ No ☐ Yes		☐ No ☐ Yes			

---NEXT PAGE---

[illegible]

I understand that the information collected on this form will be used to help me gain housing services and this information will be shared with the partnering agencies of the Saratoga-North Country Continuum of Care to make referrals on my behalf and to discuss the details of my case. A list of Saratoga-North Country Continuum of Care partnering agencies can be provided upon request. List is also available on the CARES of NY, Inc website, https://caresny.org/wp-content/uploads/2019/02/NY523-2018-SNC-CE_ParticipatingAgencyList_June29.pdf

If a referral is made to the Saratoga, Warren, Washington, or Hamilton County Department of Social Services, I give permission to Social Services to speak to the referring agency as to the status of my housing.

Client Signature: _____

Date: ____/____/____

---END---

PROCEED TO VULNERABILITY INDEX

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

---END---

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 -523 Saratoga Washington Warren Hamilton Counties Coordinated Entry
CONTACT NUMBER:

INSTRUCTIONS: This form must be completed for every independent adult (18 years of age and over) and every unaccompanied minor PRIOR to data collection and entry into the HMIS at all 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.

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 1 AND 2

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

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

Saratoga North Country

Coordinated Entry

Policies and Procedure Manual

Implementation, Governance and Evaluation of the
Coordinated Entry System in the Saratoga north
Country Continuum of Care (CoC)

Saratoga North Country Coordinated Entry Policy and Procedure Manual

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Overview

Saratoga North Country Continuum of Care (SNCC) Board has approved the following *Coordinated Entry Written Standards* for those agencies receiving HUD funding through the CoC, Emergency Solutions Grant (ESG) funding, and those community-based agencies participating in the coordinated entry process. The following standards, procedures, and policies were collaboratively developed by the SNCC Coordinated Entry Committee, which is comprised of representatives from SNCC and community stakeholders.

SNCC is responsible for coordinating and implementing a coordinated entry system to meet the needs of individuals and families experiencing homelessness within the Saratoga and North Country, which are comprised of Saratoga, Warren, Washington, and Hamilton Counties. The Coordinated Entry Process (CE) helps communities work with homeless populations to identify and assesses their needs, makes prioritization decisions based upon needs, and allows stakeholders to 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. CE also provides information about service needs and gaps to help communities plan their assistance and identify needed resources.

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. HUD's policy is that people experiencing chronic homelessness should be prioritized for permanent supportive housing.

The Coordinated Entry is expanding its system for those who are not just literally homeless but for those who need prevention of homeless services. SNC CES has been developing a Prevention Process for Coordinated Entry that will prioritize those households who are considered most vulnerable. We have drafted a Prevention Screening Form for those agencies to use that provide Prevention Services. Once provided more guidance, the SNC CE will finalize this Prevention process.

CE 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.

HUD states that a Centralized/Coordinated Assessment System *"...is defined to mean a centralized or coordinated process designed to coordinate program participant intake, assessment, and provision of referrals. A centralized or coordinated assessment system covers the geographic area, is easily accessed by individuals and families seeking housing or services, is well advertised, and includes a comprehensive and standardized assessment tool."*

CE is considered one of the many interventions in a community's united effort to end and prevent 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. When implemented effectively, coordinated entry systems:

- 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.

Purpose of Coordinated Entry

These policies and procedures will govern the implementation, governance, and evaluation of the Coordinated Entry (CE) in SNCC. It is expected that the standards will adjust as programs evolve, members gain more experience, and HMIS data from programs and services is analyzed. This Policy and Procedure will serve as the guiding principles for partnering agencies of the SNCC, and other participating organizations, for CE procedures. These policies may only be changed by the approval of the SNCC Board based on recommendations from the Coordinated Entry Committee and its stakeholders through CE meetings.

Ensuring those in the community are aware of the CoC's Coordinated Entry process, SNC CE has developed a marketing plan. Participating agencies will add onto their website that they are an affiliate of the Saratoga County North Country Continuum of Care's Coordinated Entry System. SNC's plan includes outreach to all local DSS's and homeless agencies within the community to not only refer to the CE but to become a part of the CE as well. Each of the four counties (Saratoga, Hamilton, Warren, and Washington) Department of Social Services are the Coordinated Entry's first referral for emergency shelter and housing. Street Outreach is a large part of the Coordinated Entry System that includes reaching those who are homeless in the community that may not feel comfortable to present to an agency. SNC promotes efforts by its participating agencies to build relationships between street outreach workers and the homeless. Participating agencies also provide support services that aim to move homeless into stable housing and prepare them for independence. Those who are street homeless would be most vulnerable and prioritized as such.

Saratoga County North Country CoC does not and shall not discriminate on the basis of race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status, in any of its activities or operations. Saratoga North Country Coordinated Entry strives to ensure that people with disabilities have equal accessibility to the coordinated entry process and in the community at large. SNC is committed to identifying and removing barriers that impair the accessibility for those trying to access CE. The majority of the agency participants in the SNC Coordinated Entry are on a bus line for those with limited transportation. If necessary, the POE agency will use translation services or accessibility services to ensure the client has access to our system.

SNC participating agencies will address accessibility issues to:

- a. Enhance the quality of life for those in our programs and services
- b. Implement nondiscriminatory employment practices
- c. Meet legal and regulatory requirements
- d. Meet the expectations of stakeholders and the general public

SNC recognizes the diversity of the population we serve including, but not limited to: ethnicity, gender, age, language, socioeconomics, spiritual beliefs, and physical and communication challenges. Staff must be sensitive to and appreciate how important accommodation is to effective service delivery. Creating an atmosphere of openness

and equal opportunity requires a physical environment designed to eliminate potential barriers; ongoing staff training regarding the assessment of the need for accommodations; and the actual implementation of necessary modifications.

Often there is a discrepancy between the number of people in need of housing and the lack of available beds. When there is a waiting list due to a lack of available beds, other community resources will be accessed, such as Rapid Re-housing (RR) dollars. Although Permanent Supportive Housing (PSH) is almost always the most effective resource for people with high levels of vulnerability and high service needs, including those experiencing chronic homelessness, the lack of available PSH should not result in people languishing in shelters or on the streets without further assistance.

Saratoga County Coordinated Entry System Core Elements

- **Access:** the engagement point for persons experiencing a housing crisis could look and function differently depending on the specific community. Persons (families, single adults, and youth) might initially access the crisis response system by calling a crisis hotline or other information and referral resource, walking into an access point facility, or being engaged through outreach efforts.
- **Assessment:** upon initial access, CoC providers associated with coordinated entry will assess the person's housing needs, preferences, and vulnerability. This coordination entry element is referred to as assessment. It is progressive with multiple layers of sequential information being gathered at various phases in the coordinated entry process, for different purposes, by one or more staff.
- **Prioritization:** during assessment, the person's needs and level of vulnerability will be documented for purposes of determining prioritization. Prioritization helps the CoC manage its inventory of community housing resources and services, ensuring that those persons with the greatest need and vulnerability receive the supports they need to resolve their housing crisis.
- **Referral:** the final element is referral. Persons are referred to available CoC housing resources and services in accordance with the CoC's documented prioritization guidelines.

Points to consider when prioritizing people for housing and homelessness assistance:

- Significant health or behavioral health challenges or functional impairments which require a significant level of support in order to maintain permanent housing;
- High utilization of crisis or emergency services, including emergency rooms, jails, and psychiatric facilities, to meet basic needs;
- The extent to which people, especially youth and children, are unsheltered;
- Vulnerability to illness or death;
- Risk of continued homelessness; vulnerability to victimization, including physical assault or engaging in trafficking or sex work.

Coordinated Entry System Ensures:

- **Low Barrier:**
 - CE 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.
- **Housing First orientation:**
 - People are housed quickly without preconditions or service participation requirements.
- **Person-Centered:**
 - CE incorporates participant choice, which include location and type of housing, level of services, and other options about which households can participate in decisions.
- **Fair and Equal Access:**
 - SNCC has chosen a “no wrong door” approach, as such all people have fair and equal access to CE, regardless of where or how they present for services.
- **Emergency services:**
 - CE does not delay access to emergency services such as shelter through Department of Social Services.
- **Standardized Access and Assessment:**
 - All coordinated entry process Point of Entry (POE) locations offer the same assessment approach, forms, and referral approach using uniform decision making processes. A person presenting at a POE location is not steered towards any particular program or provider simply because they presented at that location. All locations and SNCC partners use the Coordinated Entry long form Version 12 for walk-in consumers and intakes, and the short form for crisis situations and phone intakes.
- **Inclusive:**
 - CE includes all subpopulations, including people experiencing chronic homelessness, veterans, families, youth, and survivors of domestic violence.
- **Referral to projects:**
 - The POE agencies complete an intake/assessment and refer the household to a minimum of three (3) appropriate. All CE forms and associated referrals are forwarded to the Saratoga County and North Country CE Coordinators.
- **Referral protocols:**
 - Programs that participate in the SNCC’s Coordinated Entry Process (CE) accept all eligible referrals unless the agency has documentation that would support rejecting a referral.
- **Ongoing planning and stakeholder consultation:**
 - The SNCC engages in ongoing planning with all stakeholders participating CE. This planning includes evaluating and updating the process at least annually. Feedback from individuals and families experiencing homelessness or recently connected to housing through CE is regularly gathered through surveys, focus groups, and other means and is used to improve the process.
- **Informing local planning:**
 - Information gathered through CE is used to guide homeless assistance planning and system change efforts in the community.

- **Safety planning:**
 - CE has protocols in place to ensure the safety of the individuals seeking assistance. These protocols ensure that people fleeing domestic violence have safe and confidential access to CE and domestic violence services, as well as any data collection adheres to the Violence Against Women Act (VAWA). If a client chooses not to utilize one of the CE participating DV agencies, the CE POE agency will reach out to the Executive Director of Wellspring for an anonymous safety plan for the client.
- **Using HMIS and other systems for coordinated entry.**
 - SNCC will use HMIS to collect and manage data associated CE and referrals through the *Wait List Program*, in addition to an Excel Workbook designed to track activity and produce reports for weekly communication.

SNCC Coordinated Entry Target Population:

- Chronically Homeless; Youth, Individuals, and Families.
- Veterans
- Domestic Violence
- Substance Abuse
- Mental Illness

Designated Coordinated Entry agencies and programs:

The following agencies are CoC, ESG, and/or STEHP funded. These agencies are required to participation in the Coordinated Assessment.

<i>Adirondack Vets House</i>	<i>Adirondack Vets House</i>
<i>Adirondack Vets House</i>	<i>AVH Permanent Housing Program</i>
<i>Glens Falls Housing Authority</i>	<i>Community- Regular</i>
<i>Glens Falls Housing Authority</i>	<i>Housing First - Chronic</i>
<i>Glens Falls Housing Authority</i>	<i>Shelter Plus Care Program for Homeless Persons with Mental Illness</i>
<i>Glens Falls Housing Authority</i>	<i>Community- Chronic</i>
<i>Glens Falls Housing Authority</i>	<i>Housing First - Regular</i>
<i>Glens Falls Housing Authority</i>	<i>Shelter Plus Care Program for Homeless and Chronically Homeless</i>
<i>Wellspring</i>	<i>New View Permanent</i>
<i>Wellspring</i>	<i>New View Rapid Re-housing</i>
<i>Veterans and Community Housing Coalition</i>	<i>Veterans Apartment Program</i>
<i>Transitional Services Association</i>	<i>Shelter Plus Care</i>
<i>WAIT House</i>	<i>Transitional Living Program for Homeless Pregnant and Parenting Youth</i>
<i>WAIT House</i>	<i>Runaway and Homeless Youth Shelter</i>
<i>WAIT House</i>	<i>STEHP Rapid Re-Housing and Prevention Program</i>
<i>Warren Washington Association for Mental Health</i>	<i>Permanent Supportive Housing for Chronically Homeless Persons with Mental Illness</i>
<i>Warren Washington Association for Mental Health</i>	<i>Housing First 3041</i>
<i>Warren Washington Association for Mental Health</i>	<i>Permanent Supportive Housing for Homeless Persons with Mental Illness</i>
<i>CAPTAIN</i>	<i>Runaway and Homeless Emergency Youth Shelter</i>
<i>CAPTAIN</i>	<i>STEHP Rapid Re-Housing and Prevention Program</i>

All POE staff should receive training on the standardized assessment tool to ensure proper referral, prioritization procedures, and priority list management is taking place.

The SNCC Coordinated Entry Program Committee Objectives:

- No Wrong Door, the principles of this approach are:
 - o Consumers can seek housing assistance through any of the participating homeless services providers and will receive integrated services;
 - o Consumers should have equal access to information and advice about the housing assistance for which they are eligible in order to assist them in making informed choices about available services that best meet their needs;
 - o Participating providers have a responsibility to respond to the range of consumer needs and act as the primary contact for consumer who apply for assistance through their service unless or until another provider assumes that role;
 - o Participating housing providers will work collaboratively to achieve responsive and streamlined access services and cooperate to use available resources to achieve the best possible housing outcomes for consumer, particularly for those with high, complex or urgent needs.

Operating the Coordinated Entry System:

Full implementation and operation of the CE Program includes:

- Coordination of the Wait List
- Secure Email System.
- Timely meetings.
- Regular, weekly communication to identify anticipated vacancies, current vacancies, and updating the Wait List.
- Timely referrals to the CE Coordinators.

Procedures:

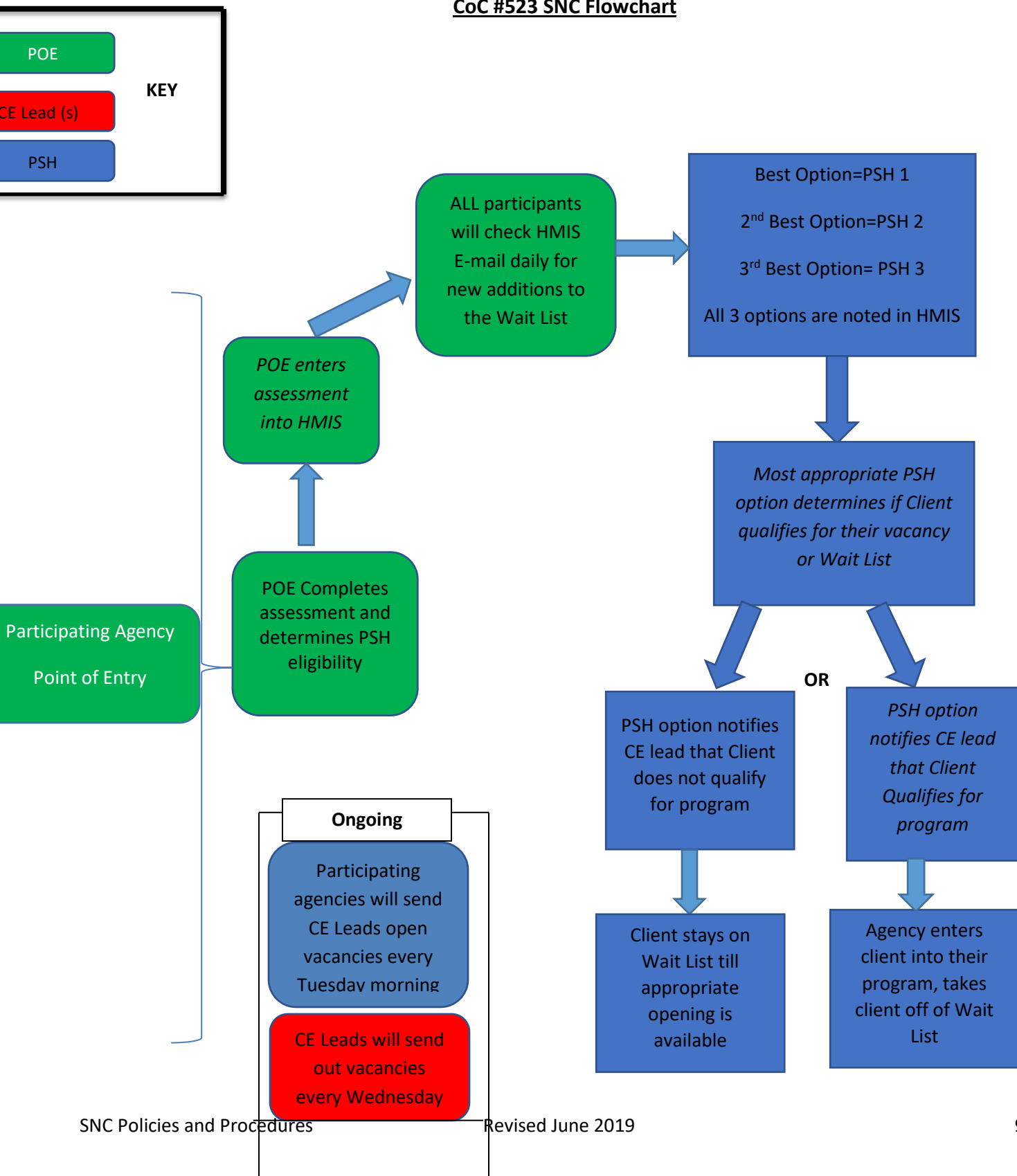
Phone Calls:

Agencies where there is a high volume of call from people who may or may not be experiencing imminent risk of homelessness must do the following:

1. Identify if the caller is interested in being assessed or receiving homeless assistance services.
2. All callers should be pre-screened using the pre-screening coordinated entry tool.
3. If households are, currently, residing in, or trying to leave, a domestic violence situation they feel threatened or fearful, household should be referred to Wellspring, of Saratoga County, and the Domestic Violence Project, for the North Country.
4. If household is a Veteran, household should be referred to Saratoga County Rural Preservation Company, Adirondack Vets, and or Solider on.

Coordinated Entry Household Flow:

CoC #523 SNC Flowchart



Data Collection

Data should be collected on everyone that is assessed through the CE process. Once a household is deemed eligible to be assessed, the POE staff member should have the household fill out the POE agencies most current agency release of information form. POE staff should go over all forms with the household and explain what data will be requested, how it will be shared, whom it will be shared with, and anything else important to the household understanding the process. There are some households that should not take part in a full coordinated assessment:

1. Households who are in imminent danger and want domestic violence-specific services.
2. Households who do not agree to share their data

Referral Process

Referrals to permanent housing and transitional housing should be made SNC does have participants within the community that are a part of our Coordinated Entry System that are not CoC funded. There are several factors that a referral can be based on:

1. The results of the full coordinated assessment;
2. The established prioritization system and vulnerability index;
3. Program eligibility.

The referral process should be standard for all partnering agencies of the SNCC, and other participating organizations. The CE Coordinators will ensure this process stay consistent. Referrals will be based on each program's admission eligibility criteria, including populations served. For example, programs that serve only single adult females will only receive single adult female referrals. **Agencies participating in CE should have submitted and/or verified all of their eligibility criteria to the Coordinated Entry Committee.** Any changes to a programs eligibility criteria or target population must be submitted to the appropriate Coordinator.

Referral Denials:

There may be rare instances where a PSH/TH provider decides not to accept a referred household. Refusals are acceptable only in certain situations, including:

- The person does not meet the program's eligibility criteria;
- The person would be a danger to others or themselves if allowed to stay at this particular program; and
- The person has previously caused serious conflicts within the program (e.g. was violent and threatened to burn down the organization).

If the program determines a household is not eligible for their program after they have received the referral and application materials, the household should be sent back to their initial POE staff to determine a better PSH/TH option. Within 48 hours of denial, the CE Coordinator(s) and initial POE agency staff should come together to determine the best next step for the household. Any cases that are unable to be resolved to the household's

satisfaction will be referred to the Coordinated Entry Committee to be dealt with as soon as possible. If a program is consistently refusing referrals (more than 1 out of every 4) they will need to meet with the Coordinated Entry Committee to discuss the issue that is causing the refusals.

Coordinated Entry Coordinators:

There will be one Coordinator for Warren/Washington/Hamilton Counties and one Coordinator for Saratoga County. Coordinators will ensure prioritization for households with the most intensive service needs and housing barriers (e.g. chronically homeless household and household with multiple episodes of homelessness).

Coordinators will:

1. Oversee the referral process and track all referrals.
2. Monitor and manage the *Wait List* and adjust as necessary.
3. Have regular contact with referring agencies to ensure follow-through on all referrals.
4. Ensure households do not fall through the cracks.
5. Send out notification of program openings.
6. Coordinators will also monitor vacancies and anticipated vacancies as reported by participating SNCC agencies on a regular basis or as vacancies become open.
7. Document and report back to the Coordinated Entry Committee on housing and service gaps within the SNCC.

All participating SNCC Coordinated Entry agencies and POE staff are required to funnel homeless applicants to the centralized *Waiting List*. SNCC provider agencies (Permanent Supportive Housing/Transitional Housing/Rapid Re-Housing/Others) will take applications from the *Wait List* and housing will be provided based upon an agreed upon order of priority as dictated by the vulnerability index and the Coordinated Entry Committee initiatives. CE Coordinators will monitor and administer this process.

Appeals:

Households involved in the CE process, or agencies acting on behalf of a household, may file an appeal of a denial for services with the Coordinated Entry Committee in writing no later than 60 days after receipt of a denial decision. The Coordinated Entry Committee will meet within 10 days of receipt of an appeal to review the case and provide a written determination on the appeal.

Grievance Policy

It is the Saratoga North Country Coordinated Entry's 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.

The ***Saratoga North Country Coordinated Entry Grievance Form*** will be available at each participating COC Agency.

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

Level 1:

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

Level 2:

- The Saratoga North Country Coordinated Entry Committee (if member is employed by agency involved in grievance member will excuse him/herself) will review grievance and complete part IV of grievance form.
- After this meeting the Coordinated Entry lead will contact the client to convey possible resolutions.
- The client will complete Part V of the ***Saratoga North Country Coordinated Entry Grievance Form***.
- If Client agrees the process ends and the resolution is implemented
- If Client disagrees Client may bring grievance to the Saratoga North Country Executive Board

Questions:

Questions regarding the CE process should be directed to the co-chairs of the Coordinated Entry Committee and/or the CE Coordinators.

Saratoga North Country Coordinated Entry Grievance Form

Part I:

Your Name (Please Print):

Date:

Agency Name:

Please state your concern *(use back of form, if necessary)*:

What action would you suggest?

Your Signature:

Date:

Part II:

To Be Completed by Coordinated Entry Lead

CE Lead Name

Date Grievance Received:

Recommended Grievance Solution:

CE Lead Signature:

Date:

Part III:

To be completed by client, name above:

_____ I am satisfied with the recommended grievance solution.

_____ I am not satisfied with the recommended grievance solution.

Signature of Client:

Date:

Part IV:	
To Be Completed by Coordinated Entry Committee	
Name:	
Date Grievance Received:	
Date of Committee Review:	
Final Grievance Solution:	
Date Discussed with Client:	
Panel Facilitator Signature:	Date:
Part V:	
To be completed by client:	
☐ I am satisfied with the recommended grievance solution.	
☐ I am not satisfied with the recommended grievance solution.	

I have received the Policy and Procedures Manual for the Saratoga North Country 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: _____

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

4. **NY-523's Written Standards, Coordinated Entry Prioritization Section:** This document details how the CE program prioritizes people most in need of assistance.

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

Prioritization Standards

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 households who need assistance the most can receive it in a timely manner. The CoC's *Coordinated Entry Policies & Procedures* and process are in alignment with HUD guidance and notices, namely:

- 24 CFR Part 578 – Homeless Emergency Assistance and Rapid Transition to Housing: Continuum of Care Program (specifically: 578.3 and 578.7(a)(8))
- CPD-016-11- Notice on Prioritizing Persons Experiencing Chronic Homelessness and Other Vulnerable Homeless Persons in Permanent Supportive Housing
- CPD-017-01- Notice Establishing Additional Requirements for a Continuum of Care Centralized Coordinated Assessment System
- CPD-20-08- Waivers and Alternative Requirements for the Emergency Solutions Grants (ESG) Program Under the CARES Act
- CPD-21-08- 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 are **Prioritized** in CoC funded PSH beds **Dedicated** to Persons Experiencing CH and PSH **Prioritized** for Occupancy by CH Persons
 - Second Priority: Chronically Homeless Individuals and Families with the Longest History of Homelessness are prioritized in CoC funded PSH beds **Dedicated** to Persons Experiencing CH and PSH **Prioritized** for Occupancy by CH Persons
 - Third Priority: Chronically Homeless Individuals and Families with the most severe service needs are prioritized in CoC funded PSH beds **Dedicated** to Persons Experiencing CH and PSH **Prioritized** for Occupancy by CH Persons
 - Fourth Priority: All other Chronically Homeless Individuals and Families
 - Fifth Priority: Non-chronically homeless households, if the recipient of CoC Program-funded PSH documents how it was determined that there were no chronically homeless households identified for assistance within the CoC's geographic area at the point at which a vacancy becomes available
- Those prioritized in PSH beds that are NOT Dedicated or Prioritized for Persons Experiencing Chronic Homeless, in order of prioritization:

- First Priority: Homeless Individuals and Families with a Disability with Long Periods of Episodic Homelessness, fewer than four occasions where they have been living or residing in a place not meant for human habitation, a safe haven, or in an emergency shelter but where the cumulative time homeless is at least 12 months, **and** Severe Service 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 where prior to residing in the TH had lived in a place not meant for human habitation, in an emergency shelter, or Safe Haven. This priority also includes individuals and families residing in TH who were fleeing or attempting to flee domestic violence, dating violence, sexual assault, or stalking and prior to residing in that TH project even if they did not live in a place not meant for human habitation, an emergency shelter, or a safe haven prior to entry in the TH.
- Fifth Priority: All others that meet a lower priority of order, as long as the recipient of CoC Program-funded PSH documents how the determination was made that there were no eligible individuals or families within the CoC's geographic that met a higher priority.
- 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.

The SNC Prevention Vulnerability Index provides a list of prioritization standards for prevention assistance. Those prioritized first include households at immediate risk of eviction; persons who are sick, quarantined, or economically impacted by COVID and/or are at a high risk for severe COVID infection; households with no income or income above 80%; large households; households with prior homelessness and/or chronic homelessness; and victims and survivors of domestic violence.

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

- Access to programs is not contingent on sobriety, minimum income requirements, lack of a criminal record, completion of treatment, participation in services, or other unnecessary condition.
- Programs or projects do everything possible not to reject an individual or family based on poor credit or financial history, poor or lack of rental history, minor criminal convictions, or behaviors that are interpreted as indicating a lack of "housing readiness".
- People with disabilities are offered clear opportunities to request reasonable accommodations within applications and screening processes and during tenancy and building and apartment units includes special physical features that accommodate disabilities.
- Programs that cannot serve an individual or family works through the Coordinated Entry Process to ensure that those individuals or families have access to housing and services elsewhere.
- Housing and service goals and plans are highly tenant-driven.
- Supportive services emphasize engagement and problem-solving over therapeutic goals.
- Participation in services or compliance with service plans are not conditions of tenancy but are reviewed with tenants and regularly offered as a resource to tenants.

- Services are informed by a harm-reduction philosophy that recognizes drug and alcohol use and addiction are part of some tenants' lives. Tenants engaged in non-judgmental communication regarding drug and alcohol use are offered education regarding how to avoid risky behaviors and engage in safer practices.
- Substance use in and of itself, without other lease violations, is not considered a reason for eviction.
- Tenants in supportive housing are given reasonable flexibility in paying their share of rent on time and offered special payment arrangements for rent arrears and/or assistance with financial management, including representative payee arrangements.
- Every effort is made to provide a tenant the opportunity to transfer from one housing situation, program, or project to another if tenancy is in jeopardy. Whenever possible, eviction back into homelessness is avoided.
- People at severe risk of contracting coronavirus will be prioritized for projects utilizing ESG-CV funding, per CPD-20-08, p. 6. They will subsequently be prioritized based on the factors listed above.

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

This attachment contains the following:

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

i. Administrative Plan – Highlighted Section: Homeless Preference

If a family from the waiting list qualifies for the First Time Homeownership Program, they will be given priority, as they can only be considered qualified for this program prior to the closing. If for some reason the family does not end up purchasing a home, their name will be returned to the waiting list with their original application date but given no preference.

Resident Living Within Jurisdiction; The Glens Falls Housing Authority will grant all individuals or families, who meet all eligibility criteria and who are living in the jurisdiction at the time of application a preference.

Homeless: Applicant must be documented homeless and must be able to provide third party documentation of their homelessness that they:

1) Lack, fixed, regular, and adequate nighttime residence, OR

2) Has primary nighttime residence that is:

A supervised public or privately operated shelter designated to provide temporary living accommodations. (Welfare Hotels, congregate shelters and transitional housing).

An institution that provides temporary residence for individuals intended to be institutionalized (not incarcerated).

A public or private place not designated or normally used as regular sleeping place for humans.

If an individual or family is homeless or about to be homeless, they will be given a wait list priority preference and assigned the next available Housing choice Voucher, Shelter Plus Care or VASH voucher.

If an individual or family exiting/graduating from Permanent Supportive Housing Programs (PSH) will be given preference to the next available Housing Choice Voucher (HCV).

Domestic Violence: An applicant who vacated their unit because of domestic violence or lives in a unit with a person who engages in violence.

Documented actual or threatened violence directed toward self or member(s) of household by spouse or other member of applicant's household must come from a third-party source, i.e. shelter advocate, social worker, law enforcement agency, etc.

The domestic violence should have occurred recently or be of a continuing nature.

For appropriate documentation for this preference please refer to form VAWA HUD -5382 & VAWA HUD - 5383.

Section 18 Blend: Right to Return - Every resident in good standing who is displaced from the site will have the right to reapply for occupancy once the general contractor finishes construction of the project. After completion, GFHA will contact every resident who received assistance as a "displaced person" and offer the head of household the opportunity to reapply for occupancy in the newly revitalized Larose. The former occupant will also receive a priority preference.

PBV site-based: GFHA will preference its existing community-wide Senior Public Housing wait list, to a new PBV project wide waiting list. Applicants shall have priority on the wait list to which their application was transferred in accordance with the date and time of their application on the original GFHA waiting list.

D. Organization of the Waiting List

The waiting list will be maintained in accordance with the following guidelines:

1. The application will become part of the family's permanent file until 3 years of becoming inactive;
2. All applications will be maintained in order of preference and then in order of date and time.
3. Any contact between the Glens Falls Housing Authority and the applicant must be done in writing. Any changes will be documented in the applicant file.
4. GFHA chooses to use a separate waiting list for admission to PBV units. GFHA will offer to place eligible applicants who are listed on the waiting list for tenant-based assistance(Section 8) on the waiting list for PBV assistance.

E. Placement on the Waiting List

If a preliminary application indicates that a family is potentially eligible, that family will be placed on the waiting list. All applicants are placed on the waiting list because of the need to track the PHA's system for assisting families according to PHA policies and HUD regulations.

Applicants placed on the waiting list are notified of such placement in writing. Applicants are provided with an approximation of the length of time they will remain on the waiting list before being considered for occupancy, but this time limit could change at any time due to preferences and/or funding.

If HUD awards funding that is targeted for families with specific characteristics or families living in specific units, the Glens Falls Housing Authority will use the assistance for those families.

F. Selecting Applicants from the Waiting List

As openings occur in the program, applicants are selected from the waiting list by the highest preference (if any) and date and time of application received within that preference.

When a family appears to be within 2 months of being offered assistance, the family will be notified in writing and sent necessary paperwork to update, and the verification process will begin. It is at this point in time that the family's waiting list preference will be verified. If the family no longer qualifies to be near the top of the list, the family's name will be returned to the appropriate spot on the waiting list. The Glens Falls Housing Authority must notify the family in writing of this determination and give the family the opportunity for an informal review.

Notwithstanding the above, families who are elderly, disabled, or displaced will be offered housing before other single persons.

Homeless Preference

Notwithstanding the above, if necessary, to meet the statutory requirement that 75% of newly admitted families in any fiscal year be families who are extremely low-income, the Glens Falls Housing Authority retains the right to skip higher income families on the waiting list to reach extremely low-income families. This measure will only be taken if it appears the goal will not otherwise be met. To ensure this goal is met, the Housing Authority will monitor incomes of newly admitted families and the income of the families on the waiting list.

If there are not enough extremely low-income families on the waiting list, the Glens Falls Housing Authority will conduct outreach on a non-discriminatory basis to attract extremely low-income families to reach the statutory requirement.

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
2. NY-523'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. Administrative Plan – Highlighted Section: Moving On Preference
- ii. 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-

Veterans & Community Housing Coalition
20 Prospect Street, Bldg. 2
Suite 313
Ballston Spa, New York 12020

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

NY-523 Saratoga, Washington, Warren, Hamilton Counties CoC

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

Saratoga, Washington, Warren & Hamilton 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

2. NY-523's Written Standards excerpt that details the CoC's Moving On Strategy.

MOVE ON STRATEGY FOR RECOGNITION OF TENANT INDEPENDENCE

Saratoga North Country Continuum of Care (SNC) 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 SNC 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 SNC, Saratoga County Housing Alliance, Warren/Washington/Hamilton County Housing Alliance, and Data and Goals Committees will be responsible for providing regular trainings, resources, relationship building, and outcome tracking to support implementation of and monitor the Move On Strategy.

Recruiting Affordable Housing Providers

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

Identifying Households for Moving On

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

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

skills, community living skills, and connection to community-based services. As households volunteer, housing providers make referrals to the PHA (or other affordable housing providers).

Eligibility Considerations for Tenants

Individuals are identified by housing provider program staff who work directly with clients in the housing programs. Clients should meet four basic criteria 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/surveys, 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

SNC 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 Move On

SNC believes a programmatic reward/incentive structure for Move 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 Move On opportunities, including providing trainings on and working with providers to: post fliers in highly visible locations; host community meetings on Move On; conducting one-on-one outreach to tenants; and encourage Move On peers to talk about their experiences and engage tenants.

Move on Timing and Availability

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

Ongoing CoC Assessment of Move On Strategy

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

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

1. Screen shot of a website posting that demonstrates your CoC announced it was accepting project applications.
 - (a) Email and website screen shot announcing the final Rank & Review **Renewal Part 1 Tool** is ready for completion
 - (b) Email and website screen shot announcing the final Rank & Review **Renewal Part 2 Tool** is ready for completion
 - (c) Email 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-523'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-523's draft Rank & Review **Renewal Part 2 Tool**
- d) Blank Rank & Review **Renewal Part 2 Tool**
- e) Email announcement for NY-523'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-523'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-523's draft Rank & Review **DV Bonus Tool**
- j) Blank Rank & Review **DV Bonus Tool**

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

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

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

Nicholas Cassaro

From: Nicholas Cassaro
Sent: Monday, June 21, 2021 2:43 PM
To: Andrea Deepe (adeepe@wwamh.org); Andy Gilpin; Cheryl Hage-Perez - Saratoga RPC (chp@vchcny.org); hhall@riservices.org; Jason McLaughlin (director@hycwaithouse.org); Jeff Varmette (jvarmette@yahoo.com); Katie Taylor (ktaylor@tsamail.org); Leigha Rosenberger; Maggie Fronk (executivedirector@wellspringcares.org); Matthew Ryan (mryan@wwamh.org); Melodie Masterson; snewell@riservices.org; Thomas Barber
Cc: Samantha Barnaby
Subject: Released for Completion R&R Part 1 Tool: Deadline Friday, June 25, 2021
Attachments: Final HMIS Data Attachments.pdf; SNC RR21 Part 1 Rank Review Final with Rubrics.pdf; SNC-Rank-Review-2021-Part-1-Checklist.pdf
Importance: High

Dear Continuum of Care Applicants,

Please see attached:

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

The application is also available on the CARES website:

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

The application must be completed by COB 6/25/2021 and submitted in one PDF attachment. Please include the Rank and Review Attachments Checklist, completed Part 1 Tool, and supporting Data Attachments as specified on the checklist. Applications should be submitted to ncassaro@caresny.org using your agency name/project name as the subject line.

Sincerely,

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



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



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

Saratoga-North Country Continuum of Care (SNC)

 SNC Home Page

2021 RANK & REVIEW DOCUMENTS

FINAL:  [2021 NY 523 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-523 Rank and Review Part 1 Attachments Checklist](#)

 [NY-523 Rank and Review Part 1 Tool](#)

Release Date: **June 21, 2021**

Due Date: **June 25, 2021**

View Rank & Review Archives

 2020 Rank & Review: SNC

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

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

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

Nicholas Cassaro

From: Nicholas Cassaro
Sent: Wednesday, July 28, 2021 1:10 PM
To: Andrea Deepe (adeepe@wwamh.org); Andy Gilpin; Cheryl Hage-Perez - Saratoga RPC (chp@vchcny.org); hhall@riseservices.org; Jason McLaughlin (director@hycwaithouse.org); Jeff Varmette (jvarmette@yahoo.com); Katie Taylor (ktaylor@tsamail.org); Leigha Rosenberger; Maggie Fronk (executivedirector@wellspringcares.org); Matthew Ryan (mryan@wwamh.org); Melodie Masterson; snewell@riseservices.org; Thomas Barber
Cc: Samantha Barnaby; Maureen Van Deusen
Subject: Released for Completion R&R Part 2 Tool: Deadline Tuesday, August 10, 2021
Attachments: SNC RR21 Part 2.docx
Importance: High

Dear 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. \(caresny.org\)](https://caresny.org)

The application must be completed by COB Tuesday, August 10, 2021 and submitted as a PDF attachment.

Applications should be submitted to ncassaro@caresny.org using your agency name/project name as the subject line. Reminder 1 PDF application per project.

Thank you!

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



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



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**

Saratoga-North Country Continuum of Care (SNC)

[SNC Home Page](#)

2021 RANK & REVIEW DOCUMENTS

FINAL: [2021 NY 523 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-523 Rank and Review Part 1 Attachments Checklist](#)

[NY-523 Rank and Review Part 1 Tool](#)

Release Date: **June 21, 2021** Due Date: **July 2, 2021**

Part 2 Application

[NY-523 Rank and Review Part 2 Tool](#)

Release Date: **July 28, 2021** Due Date: **August 10, 2021**

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

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

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

SNC Renewal Interview Questions- September 29th

Maureen Van Deusen <mvandeusen@caresny.org>

Tue 9/21/2021 1:38 PM

Bcc: Jeff Varmette <jvarmette@yahoo.com>; Matthew Ryan <mryan@wwamh.org>; Erin Coon <development@hycwaithouse.org>; Cheryl Hage-Perez <CHP@vchcny.org>; Maggie Fronk (executivedirector@wellspringcares.org) <executivedirector@wellspringcares.org>; Maggie Fronk <executive@wellspringcares.org>; snewell@riservices.org <snewell@riservices.org>

Good afternoon,

Thank you for signing up for a Renewal Projects Interview slot on **Wednesday, September 29th**. 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 is the final agenda of interviews for your reference.

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

Note that Question #3 and Question #4 require agencies to respond using data provided by CARES. Attached to this email is the HMIS Data referenced in Question #3. Our team is still working on compiling the data for Question #4 that is specific to each agency, and that information will be provided to you as soon as possible. I sincerely apologize for the delay.

You will be receiving additional communication from me this week with feedback regarding your renewal project applications in E-Snaps. Thank you for your patience and attentiveness to this process, and don't hesitate to reach out with any questions.

Best,

Maureen Van Deusen, M.Ed.

Planning Associate- CARES of NY, Inc.

518-489-4130 x 720

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

<http://www.caresny.org>



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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

Released for Completion CoC Funding Opportunities for New Projects: Deadline September 20, 2021



Maureen Van Deusen

To

Bcc [Abigail.Eichler@dfa.state.ny.us](#); [Adam Feldman - Habitat for Humanity \(executivedirector@glensfallshabitat.org\)](#); [Allyson Ryan](#); [Allyson Thiessen](#); [Andrea Deepe \(andread@wwamh.org\)](#); [Andy Gilpin \(andy@captaincares.org\)](#); [Angela Bronzene \(abronzene@saratogacountyny.gov\)](#); [April MacLeod \(april.macleod@dfa.state.ny.us\)](#); [Ashley Borden \(aborden@vchcny.org\)](#); [Ashley McKinney \(ashley.mckinney@dfa.state.ny.us\)](#); [Audrey Shaw \(ashaw@ilchv.org\)](#)

Reply

Reply All

Forward

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Wed 9/8/2021 1:13 PM



SNC-2021-DV-Bonus-RFP-.pdf
243 KB



SNC-2021-New-Project-RFP.pdf
237 KB

Good Afternoon Saratoga-North Country CoC Members,

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

The application must be completed by **COB on Monday, September 20th**, and submitted as a PDF attachment (any attachments requested in the application should also be included as PDFs). Applications should be submitted to [Maureen Van Deusen](#) using your agency name/project name as the subject line. Please be aware, while applicants will not be made aware of ranking until early on the week of September 25th, all new project applications are due in E-Snaps by **October 1st** to meet HUD deadlines. We hope to have applicant rankings out to all applicants as early as possible so that applicants will know whether their project has been ranked for funding before submitting into E-Snaps, but applicants should be prepared to enter your New Projects into E-Snaps by the 10/1 deadline regardless of whether final rankings have been released.

As a reminder, CARES is hosting a webinar on 2021 [CoC Funding Opportunities for New Projects](#) tomorrow, September 9th, at 11:00am.

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

Thank you,

Maureen Van Deusen, M.Ed.

Planning Associate- CARES of NY, Inc.

518-489-4130 x 720

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

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CARES
OF NY, INC.
ENDING HOMELESSNESS

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

🏠 SNC Home Page

2021 RANK & REVIEW DOCUMENTS

FINAL: 📄 [2021 NY 523 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-523 Rank and Review Part 1 Attachments Checklist](#)

📄 [NY-523 Rank and Review Part 1 Tool](#)

Release Date: **June 21, 2021** Due Date: **July 2, 2021**

Part 2 Application

📄 [NY-523 Rank and Review Part 2 Tool](#)

Release Date: **July 28, 2021** Due Date: **August 10, 2021**

2021 NEW & BONUS PROJECTS

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

Applications due to Marueen Van Deusen

New Project Application

📄 [NY-523 New Project Application](#)

Release Date: **September 8, 2021** Due Date: **September 20, 2021**

DV Bonus Application

📄 [NY-523 DV Bonus Application](#)

Release Date: **September 8, 2021** Due Date: **September 20, 2021**

View Rank & Review Archives

📁 2020 Rank & Review: SNC

CoC Public Postings

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Released for Completion CoC Funding Opportunities for New Projects: Deadline September 20, 2021



Maureen Van Deusen

To

Bcc Abigail.Eichler@dfa.state.ny.us; [Adam Feldman - Habitat for Humanity \(executivedirector@glensfallshabitat.org\)](mailto:Adam.Feldman@glensfallshabitat.org); [Allyson Ryan](#); [Allyson Thiessen](mailto:Allyson.Thiessen); [Andrea Deepe \(andread@wwamh.org\)](mailto:Andrea.Deepe@wwamh.org); [Andy Gilpin \(andy@captaincares.org\)](mailto:Andy.Gilpin@captaincares.org); [Angela Bronzene \(abronzene@saratogacountyny.gov\)](mailto:Angela.Bronzene@saratogacountyny.gov); [April MacLeod \(april.macleod@dfa.state.ny.us\)](mailto:April.MacLeod@dfa.state.ny.us); [Ashley Borden \(aborden@vchcny.org\)](mailto:Ashley.Borden@vchcny.org); [Ashley McKinney \(ashley.mckinney@dfa.state.ny.us\)](mailto:Ashley.McKinney@dfa.state.ny.us); [Audrey Shaw \(ashaw@ilchv.org\)](mailto:Audrey.Shaw@ilchv.org)

Reply

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Maureen Van Deusen, M.Ed.

Planning Associate- CARES of NY, Inc.

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🏠 SNC Home Page

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📁 2020 Rank & Review: SNC

CoC Public Postings

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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.
 - a) Email announcement and screen shot of public comment period for NY-523's draft Rank & Review **Renewal Part 1 Tool**

From: CARES Planning Team
To: Abigail.Eichler@dfa.state.ny.us; Adam Feldman - Habitat for Humanity (executivedirector@glensfallshabitat.org); Allyson Ryan; Allyson Thiessen; Andrea Deepe (andread@wwamh.org); Andy Gilpin (andy@captaincares.org); Angela Bronzene (abronzene@saratogacountyny.gov); April MacLeod (april.macleod@dfa.state.ny.us); Ashley Borden (aborden@vchcny.org); Ashley McKinney (ashley.mckinney@dfa.state.ny.us); Audrey Shaw (ashaw@ilchv.org); Beatrice Madej (beatrice.madej@cdphp.com); Ben Driscoll (bdriscoll@swwcc.org); Bill Collins (bcollins@nyso.org); Bill Gettman (william.gettman@northernrivers.org); bootht@sunyacc.edu; Brenna Sharp (bsharp@lasnny.org); Brittany Sexton (bsexton@hhhn.org); Carie Bires (carie.bires@gmail.com); Carissa Woods-Gerber (cwoods-gerber@wsweboces.org); Carrie Wright; casework@northcountryministry.org; Cassandra Fleury (upliftwarrenwashington@gmail.com); Cassandra Keech (cassandra.keech@dfa.state.ny.us); Cassie Segrell (csegrell@hycwaithouse.org); Cathy Bearor (BearorC@warrencountyny.gov); 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Subject: Public Comment Notification: 2021 CoC Rank and Review Written Process and Part 1 Tool
Date: Friday, May 21, 2021 8:51:00 AM
Attachments: image001.png

Good Morning SNC CoC Members,

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

Please send all comments to ncassaro@caresny.org on or before May 28, 2021.

[NY-523 CoC/Planning](#)

Thank you,

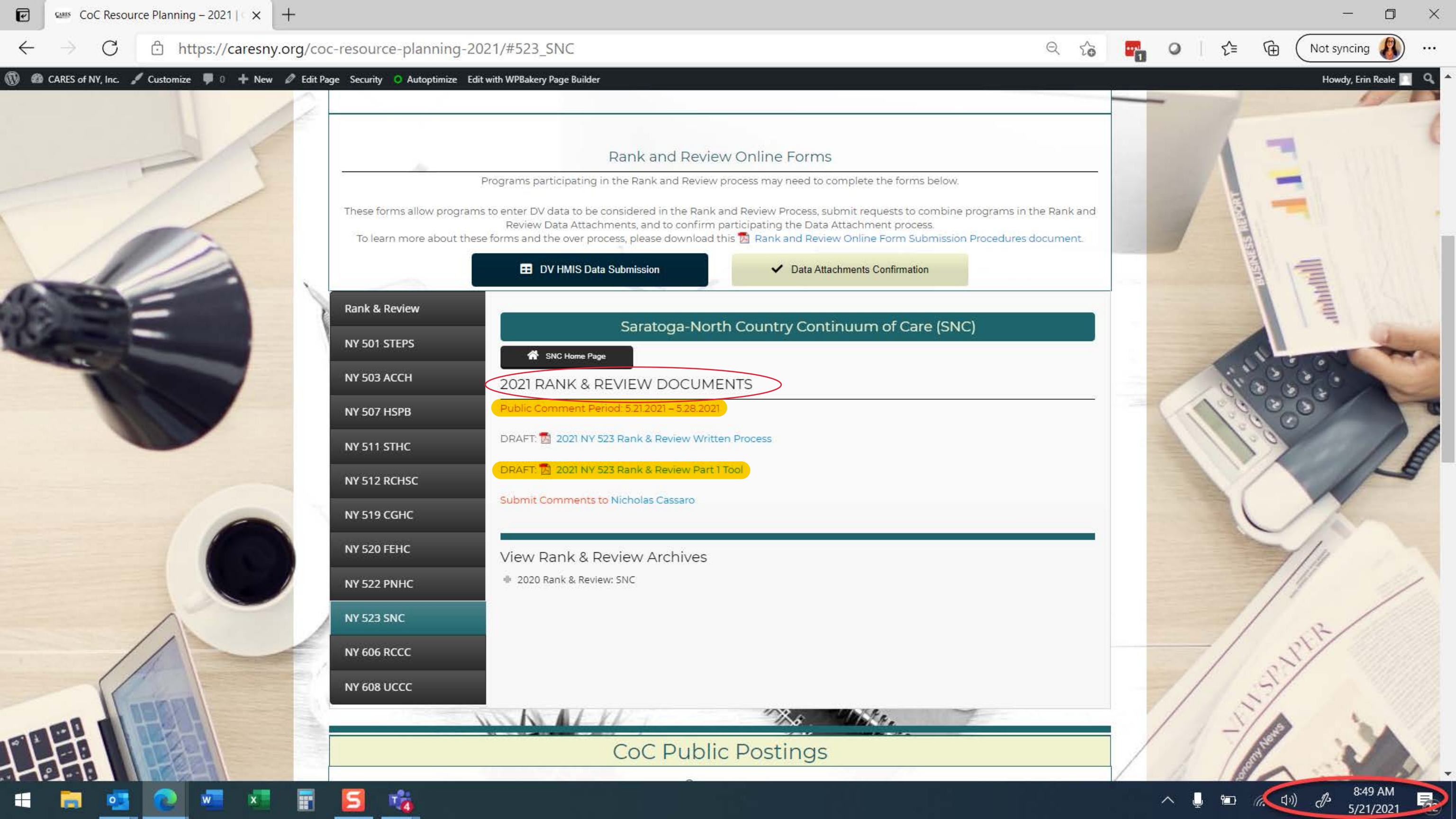
CARES Planning Team

200 Henry Johnson Blvd., Albany, NY 12210

518-489-4130 ext. 1

<http://www.caresny.org>





Rank and Review Online Forms

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

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

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

DV HMIS Data Submission

Data Attachments Confirmation

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

Saratoga-North Country Continuum of Care (SNC)

[SNC Home Page](#)

2021 RANK & REVIEW DOCUMENTS

Public Comment Period: 5.21.2021 - 5.28.2021

DRAFT: [2021 NY 523 Rank & Review Written Process](#)

DRAFT: [2021 NY 523 Rank & Review Part 1 Tool](#)

[Submit Comments to Nicholas Cassaro](#)

View Rank & Review Archives

2020 Rank & Review: SNC

CoC Public Postings

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

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

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

SARATOGA-NORTH COUNTRY CONTINUUM OF CARE

RANK AND REVIEW APPLICATION 2021

PART 1: DATA-RELATED QUESTIONS

- 1. Utilization Rate:** Using the project's FY19 Project Application and Federal Fiscal Year 2020 (FY20*) APR, complete the following chart to calculate the project's utilization rate (please round up to closest whole number). *Please print and attach the corresponding questions from the Project Application and APR.*

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

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

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

- 1a.** What percentage of the projected number of persons did your project serve** during FY20?
 _____ %
 $\geq 100\% = 20$ pt; $90-99\% = 15$; $80-89\% = 10$; $70-79\% = 5$; $60-69\% = 1$; $51-59\% = 4$; $\leq 50\% = 0$
- 1b.** The Continuum prioritizes projects that best utilize their resources. Did your project have a utilization rate of more than 100% in *both* households and persons? ☐ **Yes = 5** ☐ **No = 0**

* **Federal Fiscal Year 2020: 10/1/19 - 9/30/20**

** *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. Priority Populations

What percentage of beds are dedicated to a priority population? *Please attach Project Application Q5a and/or Q5B.*

- ☐ **100% Chronically Homeless (CH), Youth, Veteran, or Victims of DV = 10 pts**
- ☐ **>50% CH, Youth, Veteran, Victims of DV = 5 pts**
- ☐ **No priority population = 0 pts**

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

Refer to **Attachment 1** to note:

3a. To show impact of this project on ending chronic homelessness (CH) in the CoC, refer to **Attachment 1** and note below the percentage of dedicated CH beds this project contributes to the CoC: _____ % **31-100% = 5 pt; 21-30% = 4 pt; 11-20% = 3 pts; 1-10% = 2 pt; 0% = 0 pt**

3b. The percentage of CH beds the project contributes to the CoC (i.e., the impact of your project on ending chronic homelessness in Saratoga-North Country): _____ %
≥ 10% = 5 pts; 7-9% = 4 pts; 5-6% = 3 pts; 1-4% = 1 pt; 0% = 0 pts

4. **Effect on Chronic Homelessness**

Permanent Supportive Housing Programs:

During FY20, the CoC's **PSH projects** served a total of 56 chronically homeless (CH) individuals. To show project impact towards goal of ending CH, refer to **Attachment 2** to note:

4a. Total number of CH persons this project served in FY20: _____

4b. The percentage of the CoC total served by this project: _____ %
21-100% = 5 pts; 11-20% = 4 pts; 1-10% = 2 pts; 0% = 0 pts

Transitional Housing Programs: During FY20, the CoC's **TH projects** served a total of 0 CH individuals. To show project impact towards goal of ending chronic homelessness, refer to **Attachment 2** to note:

4c. Total number of chronically homeless persons this project served in FY20: _____

4d. The percentage of the CoC total served by this project: _____ %
21-100% = 5 pts; 11-20% = 4 pts; 1-10% = 2 pts; 0% = 0 pts

Rapid Rehousing Housing Programs: During FY20, the CoC's **RRH projects** served a total of 0 CH individuals. To show impact towards goal of ending chronic homelessness, refer to **Attachment 2** to note:

4c. Total number of chronically homeless persons this project served in FY20: _____

4d. The percentage of the CoC total served by this project: _____ %
21-100% = 5 pts; 11-20% = 4 pts; 1-10% = 2 pts; 0% = 0 pts

5. **Positive Outcomes**

Permanent Supportive Housing projects: During FY20, there were 191 persons with positive outcomes noted across all CoC PSH programs. **(An outcome is positive for PH if individual 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**: _____ % ≥ **21% = 10 pts; 11-20% = 9 pts; 6-10% = 7 pts; 1-5% = 4; 0% = 0 pts**

Transitional Housing projects: During FY20, there were 23 persons with positive outcomes noted across all CoC TH programs. **(An exit is positive for TH if individual 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**: _____%

≥ 21% = 10 pts; 11-20% = 9 pts; 6-10% = 7 pts; 1-5% = 4; 0% = 0 pts

RRH projects: During Federal FY20, there were 6 persons with positive outcomes noted across all CoC RRH programs. **(An exit is positive for RRH if individual 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**: _____%

≥ 21% = 10 pts; 11-20% = 9 pts; 6-10% = 7 pts; 1-5% = 4; 0% = 0 pts

6. **Exits to Homelessness:** To show impact of this project on ending homelessness, refer to **Attachment 4** (showing all CoC project leavers) and note the percentage of project leavers who exited this program to a shelter or the street: _____%

0% = 10 pts; 1-25% = 6 pts; 26-50% = 3 pts; ≥ 49% = 0 pts

7. **Income Growth - System Impact**

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

≥ 21% = 10 pt; 11-20% = 6 pt; 4-10% = 3 pt; ≤ 3% = 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% = 5 pts; 50-74% = 4 pts; 25-49% = 3 pts; 15-24% = 2 pt; 1-14% = 1 pt; 0% = 0

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

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

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

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

- 8d. What percentage of **leavers** gained or increased **other income** between start and annual assessment? Note percent in **Q19a2. Row 3) Number of Adults with Other Income - Column 9) Performance Measure: Percent of Persons to accomplish this measure:** _____%

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

9. Data Quality & Completeness: Based on your Federal FY20 APR Q6. **Any Yes - 0 pts All No - 5 pts**

- | | | | |
|------------|--|--------------------------|--------------------------|
| 9a. | Is there an error rate of more than 5% of project participants' PII? | ☐ | ☐ |
| 9b. | Error rate of more than 5% of project's Universal Data elements? | ☐ | ☐ |
| 9c. | Error rate of more than 5% of project participants' Income and Housing Data? | ☐ | ☐ |
| 9d. | Error rate of more than 5% of project's Chronic Homelessness data? | ☐ | ☐ |

10. Housing First (0-5 pts)

Housing First is a recovery-oriented approach to end homelessness by rapidly housing individuals without screening out or terminating consumers based on any of the criteria below. Does your project screen out or terminate consumers based on any the following? **Any Yes - 0 All No - 5 pts**

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

11. Coordinated Entry [Note: This question will be weighted for GPD Projects. Also, CoC CE Lead will verify all responses.] Does your agency:

- 11a.** Comply with HUD requirements and ONLY admit clients who have been referred through the CE process? ☐ **Yes 1 pts** ☐ **No 0 pts**
- 11b.** Provide weekly vacancies to the CE Lead? ☐ **Yes 1 pts** ☐ **No 0 pts**
- 11c.** Send CE assessments for eligible individuals to the CE Lead? ☐ **Yes 1 pts** ☐ **No 0 pts**
- 11d.** Do you sign and comply with the CE MOU by attending monthly meetings (80% of the time for the year)? ☐ **Yes 1 pts** ☐ **No 0 pts**
- 11e.** Have all agency staff participating in the Coordinated Entry process received the required CE/CE HMIS training? ☐ **Yes 1 pts** ☐ **No 0 pts**

12. CoC Participation (Up to 10 points)

12a. Does the project and/or agency staff regularly attend the SNC Membership meetings?

☐ **Yes 5 pts** ☐ **No 0 pts**

12b. Which of the following standing and/or ad hoc committees of the SNC CoC does the project and/or agency staff regularly attend? Please check all that apply. **(Max 5 pts)**

Executive Board	☐	Coordinated Entry	☐	Outreach	☐
Saratoga Housing Alliance	☐	Data and Goals	☐	Reg Racial Justice	☐
WWH Housing Alliance	☐	HMIS Advisory	☐	Strategic Planning	☐

13. Funds Returned

The Continuum returned a total of \$_____ (CARES will provide total amount after application is submitted) in FY20.

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%=15 pt; 1-9%=12 pt; 10-19% = 10 pt; 20-29% = 8 pt, 30-59%=4, 60-100%=0

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Nicholas Cassaro

From: CARES Planning Team
Sent: Wednesday, July 14, 2021 1:02 PM
To: Abigail.Eichler@dfa.state.ny.us; Adam Feldman - Habitat for Humanity (executivedirector@glensfallshabitat.org); Allyson Ryan; Allyson Thiessen; Andrea Deepe (andread@wwamh.org); andy@captaincares.org; Angela Bronzene (abronzene@saratogacountyny.gov); April MacLeod (april.macleod@dfa.state.ny.us); Ashley Borden (aborden@vchcny.org); Ashley McKinney (ashley.mckinney@dfa.state.ny.us); Audrey Shaw (ashaw@ilchv.org); Beatrice Madej (beatrice.madej@cdphp.com); Ben Driscoll (bdriscoll@swwcc.org); Bill Collins (bcollins@nyso.org); Bill Gettman (william.gettman@northernrivers.org); bootht@sunyacc.edu; Brenna Sharp (bsharp@lasnny.org); Brittany Sexton (bsexton@hhhn.org); Carie Bires (carie.bires@gmail.com); Carissa Woods-Gerber (cwoods-gerber@wsweboces.org); Carrie Wright; casework@northcountryministry.org; Cassandra Fleury (upliftwarrenwashington@gmail.com); Cassandra Keech (cassandra.keech@dfa.state.ny.us); Cassie Segrell (csegrell@hycwaithouse.org); Cathy Bearor (BearorC@warrencountyny.gov); Cherie Kory ; Cheryl Hage-Perez (chp@saratogapc.org); Christina Mastrianni (Christina.Mastrianni@dfa.state.ny.us); Christine Purdy (cpurdy@allianceph.org); Claire Hodges (chodges@ahihealth.org); Connie Mahoney (Connie.Mahoney@dfa.state.ny.us); Craig Deraway ; 'cullen@nysenate.gov'; Dan Hall (dan@hallwear.com); David Kunzelman (David.kunzelman@redcross.org); Debra Shay (dshay@hhhn.org); Digna Betancourt Swingle (digna.swingle@use.salvationarmy.org); Duane Vaughn (executivedirector@sheltersofsaratoga.org); Ed Falterman (falterman1@aol.com); ehealy@community.solutions; Elizabeth Ball (elizabeth.ball1@VA.gov); Emily Vandercor (evandercor@wesoldieron.org); Erica Ludwick (eludwick@lasnny.org); Erin Coon (ecoon@hycwaithouse.org); Gayle Bush (gmbush5@hotmail.com); Gordon Boyd; Gwendoln Green (ggreen@allianceph.org); Hannah Sont (hsontz@ahihealth.org); hhall@riservices.org; Ike Pulver (ipulver@sals.edu); James Ader (james.ader@albanycounty.com); James Swanson (james@salhelps.org); Jamie Munyon (jamie@opendoor-ny.org); Janet Pagano (janetkp@hotmail.com); jbarlow@nnychildrenshome.com; Jean-Marie Lundgren (Jeanmarie.Lundgren@dfa.state.ny.us); Jeff Eaton (jeaton@arbordevelopment.org); Jeff Varmette; Jenna Barkley (jbarkley@sspha.org); Jennifer Gaughan (newview3@wellspringcares.org); J'Nelle Oxford (oxfordj@warrencountyny.gov); Joan Tarantino (jtarantino@theconklingcenter.org); JoAnn Rosales-Bailey (joannros@buffalo.edu); John Farrell (johnf@wwamh.org); Jonathan Wood (jwood@wwamh.org); Joshua Fisher (joshua.fisher@va.gov); Joy King (j.king.ss.ny.us@gmail.com); Judith Mckinnon (mckinnonjudith955@gmail.com); Judy Bedore (jbedore@tsamail.org); Judy Carr (LeavenHouse1992@gmail.com); Karen Follett; Karen Rappleyea (kr@clmhd.org); Karie Bumford (kbumford@hhhn.org); Karyn Watson; Katie Sicko ; Katie Taylor (ktaylor@tsamail.org); Katrina Middleton; Kelli Clark; Kelly Barker (kelly.barker@dfa.state.ny.us); Kim Cook (kim@opendoor-ny.org); Kimberly Sopczyk - Family Service Association of Glens Falls (fsadirector@albany.twcbc.com); Krista Conrick (kconrick@wsweboces.org); lball@tlsnny.com; Lee Cleavland (lee.cleavland@use.salvationarmy.org); Leigha Rosenberger; Lillian Moy (lmoy@lasnny.org); Linda Wright - OCS (linda.wright@use.salvationarmy.org); Camoin, Linda (OTDA); Lindsay Stanislowsky (listanislowsky@alz.org); Lindsey Connors (lindsey.connors@saratoga-springs.org); Lori Bishop (lbishop@wwamh.org); Lori Lanphear (llanphear@aidsCouncil.org); Lynn Ackershoak (lackershoe@aol.com); Maggie Fronk (executivedirector@wellspringcares.org); Maggie Watson; Marisa Alber (marisa.alber@dfa.state.ny.us); Marylynn Eddy (Marylynn.Eddy@dfa.state.ny.us); Matthew Ryan; Megan LaPort (megan.laport@leapservices.org); Melodie Masterson; Michelle Foley (michelle.foley@use.salvationarmy.org); Michelle Larkin (michelle@rtsaratoga.org); Mike Asbury ; Natalie Wimberly (wimberlydrn@gmail.com); Nicholas Hayes (hayesnicholas21@gmail.com); Nicole Prunty (sistershelpingsistersinc@gmail.com); Paul Feldman; Paula.Reid@dfa.state.ny.us; Phyllis Panetta (ppanetta@ilchv.org); Rachel Gartner (rgartner@swwcc.org); Randy Parker - Salvation Army (Randy.Parker@use.salvationarmy.org); Randy Viele; Rebecca Bammert (r.bammert@ymail.com);

To: Rebecca Hill (rebecca.hill@dfa.state.ny.us); Renee Birnbaum (renee@choiceconnectionsny.com); Renee Stephenson (rstephenson@aidsCouncil.org); Rich becker (rwbecker@albany.edu); Robert York (yorkr@warrencountyny.gov); Roberta Bly (Roberta.Bly2@dfa.state.ny.us); Rosemary Royce (rroyce@sheltersofsaratoga.org); Rosemary White (Rosemary@moreaucommunitycenter.org); Sandra Spaulding (gandsspaulding@gmail.com); Sarah Frankenfeld (frankenfeld@warrencountyny.gov); Sarah Polidore (spolidore@wesoldieron.org); Shelley Smith (shelley@opendoor-ny.org); Sherrie Catapano (Sherrie.catapano@cdphp.com); Stacey Thayer (stacey.thayer@cdphp.com); Stephanie Ball (stephanie.ball@dfa.state.ny.us); Stephanie Hutchins (stephanie.hutchins@dfa.state.ny.us); Stephanie Schneider (revstephanies@gmail.com); Stephen R Lunna - UVM SSVF (Stephen.Lunna@uvm.edu); Stuart Kaufman (skaufman@lasnny.org); Sue McCann (sue.mccann@tcbinc.org); Susan Dornan - Warren-Hamilton Counties Office for the Aging (dornans@warrencountyny.gov); Sybil Newell (snewell@tsamail.org); Tamara Rivera (tamararivera29@yahoo.com); Tina Beswick (tbeswick@wwamh.org); Tina Potter (TINA.POTTER@dfa.state.ny.us); Tracy Schneider (Tracy.Schneider@dfa.state.ny.us); Vanessa Taylor (veteranspeertopeer@gmail.com); William Brown (wbrown@wesoldieron.org); William Robson

Cc: Kelsey Addy; Nicholas Cassaro; Amy Lacey

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

Dear SNC Membership,

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

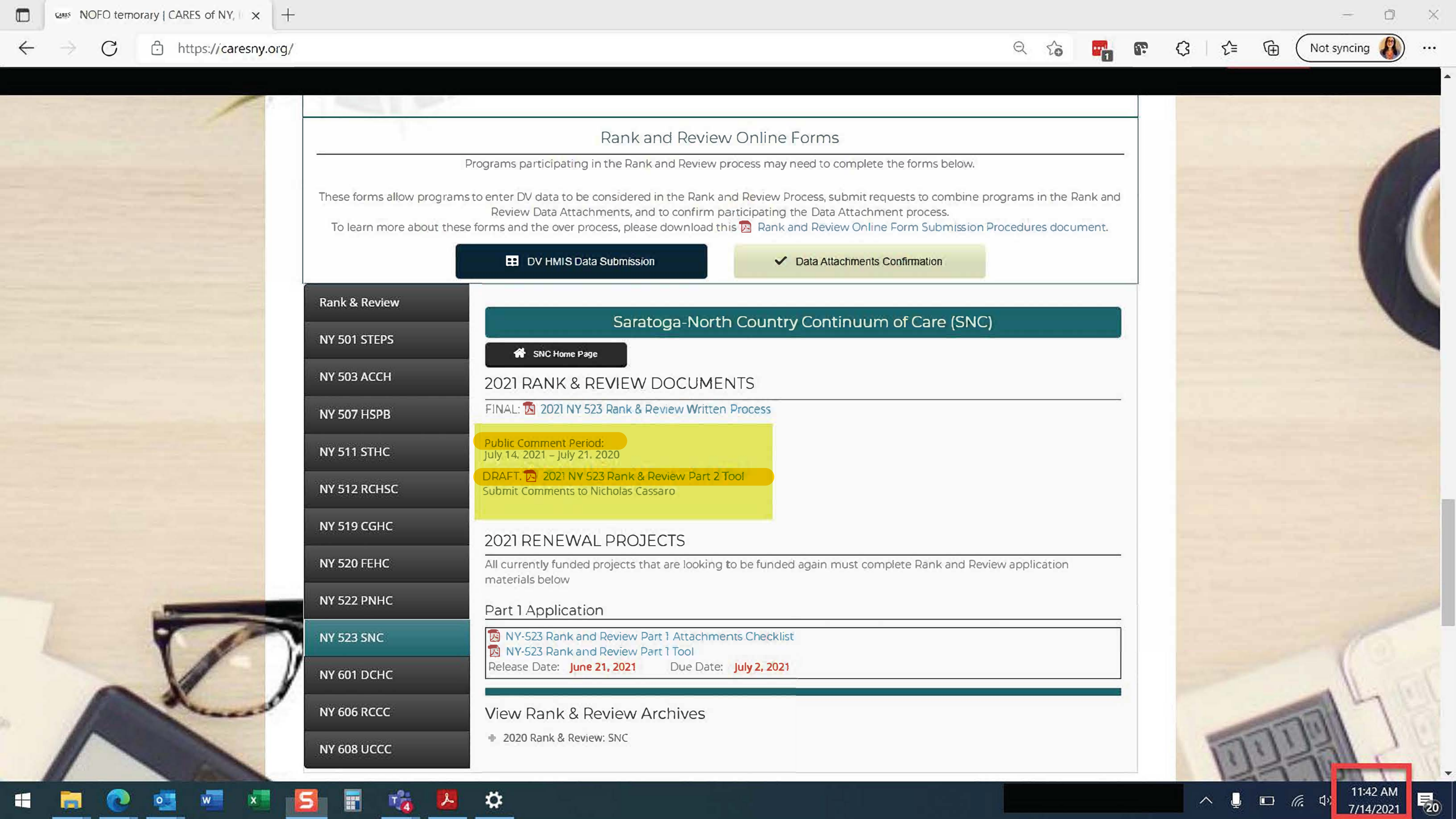
Please send all comments to ncassaro@caresny.org by COB July 20, 2021.

View: [NY-523 Rank & Review Documents](#)

Thank you,

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





Rank and Review Online Forms

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

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

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

DV HMIS Data Submission

Data Attachments Confirmation

Rank & Review

NY 501 STEPS

NY 503 ACCH

NY 507 HSPB

NY 511 STHC

NY 512 RCHSC

NY 519 CGHC

NY 520 FEHC

NY 522 PNHC

NY 523 SNC

NY 601 DCHC

NY 606 RCCC

NY 608 UCCC

Saratoga-North Country Continuum of Care (SNC)

SNC Home Page

2021 RANK & REVIEW DOCUMENTS

FINAL: [2021 NY 523 Rank & Review Written Process](#)

Public Comment Period:
July 14, 2021 – July 21, 2021

DRAFT: [2021 NY 523 Rank & Review Part 2 Tool](#)
Submit Comments to Nicholas Cassaro

2021 RENEWAL PROJECTS

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

Part 1 Application

[NY-523 Rank and Review Part 1 Attachments Checklist](#)

[NY-523 Rank and Review Part 1 Tool](#)

Release Date: **June 21, 2021** Due Date: **July 2, 2021**

View Rank & Review Archives

2020 Rank & Review: SNC

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**

SARATOGA-NORTH COUNTRY CONTINUUM OF CARE

RANK AND REVIEW APPLICATION 2021

PART 2: WRITTEN QUESTIONS

PROJECT INFORMATION

Organization Name: _____

Project Name: _____

Application Contact Person: _____

Project Type: PH TH

FY19 Funding Request: \$ _____

Leasing \$ _____

Rental Assistance \$ _____

Supportive Services \$ _____

Operations \$ _____

Admin \$ _____

PROJECT DESCRIPTION

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

Please provide an additional narrative describing hardships and obstacles the project and its clients experienced due to the COVID-19 pandemic. Response must be 200 words or less.

1. Performance Monitoring Results (0 to 25 points)

Saratoga North Country CoC continually monitors project performance throughout the year, HUD APR Reviews and annual monitoring and report. Please attach your memo from your most recently submitted annual monitoring and report.

2. Utilization Rate (0 to 10 points)

This question should be answered **only** by projects which scored zero points on Question 1 of the 2021 Rank & Review Part 1. If your project did not achieve 100% utilization (i.e., number of projected/contracted households and/or persons served) during Federal Fiscal Year 2020 (10/1/19 – 9/30/20), please explain why in 250 words or less.

3. Coordinated Entry

If your project is dedicated to DV (or if you otherwise answered ‘No’ to Q12e in RR21 Part 1), explain barriers to direct participation in CE and if/how you engage with partners participating in CE in 250 words or less. **(0-5 pts)**

2.5 pts if barriers to direct participation are clearly stated

2.5 pts if clearly explains how the agency engages with partners who participate in CE

4. Cultural/Societal Barriers (0 to 5 points)

Please describe your agency's resources and experience in meeting the needs of clients facing various cultural and/or societal barriers (e.g., language, LGBTQ, mental health) in 250 words or less.

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

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

5. Leveraging and Coordination of Services (0 to 5 points)

Please describe how your project coordinates with other funded and non-funded providers in order to leverage services. How has increased collaboration among providers affected the project's housing stability and/or impacted participant income growth to include non-cash benefits? You may refer to your Federal Fiscal Year (10/1/2019-09/30/2020) APR to demonstrate specific income growth. (250 words or less).

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

Up to 2.5 pts awarded if the narrative provides examples of how the project coordinates services with the noted funded projects.

6. Local Strategic Plan (0-5 pts)

Note how the project is meeting a noted gap in services (either current or prior; including housing) as noted in the [2019 SNC Strategic Plan](#) (see pages 35-41 for noted gaps) in 250 words or less.

7. Moving On Strategy (Unscored)

HUD's [Moving On Strategy](#) refers to how agencies move participants who no longer require intensive services from one CoC funded PSH program to another housing assistance program (including, but not limited to Housing Choice Vouchers and Public Housing) to free up beds for persons experience homelessness. Due to the COVID-19 pandemic, most organizations did not have the ability to move people on. The CoC restates its commitment to HUD's Moving On strategy, but in recognition of the unique circumstances of the pandemic, this question will be unscored for the period of FY21. However, having a Moving On Strategy and assisting clients with moving on remains an important priority in the provision of homeless services. **You do not need to answer this question.**

8. Domestic Violence Projects Only (0-5 pts)

Outcomes considered positive for DV programs may not be the same as positive outcomes for Permanent Supportive Housing programs. That said, how do you feel your agency contributes to housing stability across the CoC? (250 words or less)

Up to 2.5 pts awarded if the narrative clearly describes positive outcomes through the DV provider lens.

Up to 2.5 pts awarded if the narrative clearly describes how the agency contributed to positive housing stability across the CoC.

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

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. (250 words or less)

Up to 2.5 pts awarded if the narrative clearly describes positive outcomes through the youth provider lens.

Up to 2.5 pts awarded if the narrative clearly describes how the agency contributed to positive outcomes across the CoC.

10. Service Delivery Model Adjustments for COVID-19 (0-5 Points)

How have you adjusted your service delivery model to help clients during the pandemic? Some examples of service delivery model adjustments may include (but are not limited to):

- Continuing at least monthly contact with clients (including virtually)
- Ensuring clients have necessary cleaning/sanitary supplies
- Working with community partners meet the health care needs of clients
- Identifying and referring clients and/or staff to COVID-19 vaccine educational resources
- Providing information to promote COVID-19 vaccine confidence

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-523's Rank & Review **Renewal Part 3 Tool**

SNC Renewal Interview Questions- September 29th

Maureen Van Deusen <mvandeusen@caresny.org>

Tue 9/21/2021 1:38 PM

Bcc: Jeff Varmette <jvarmette@yahoo.com>; Matthew Ryan <mryan@wwamh.org>; Erin Coon <development@hycwaithouse.org>; Cheryl Hage-Perez <CHP@vchcny.org>; Maggie Fronk (executivedirector@wellspringcares.org) <executivedirector@wellspringcares.org>; Maggie Fronk <executive@wellspringcares.org>; snewell@riservices.org <snewell@riservices.org>

Good afternoon,

Thank you for signing up for a Renewal Projects Interview slot on **Wednesday, September 29th**. 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 is the final agenda of interviews for your reference.

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

Note that Question #3 and Question #4 require agencies to respond using data provided by CARES. Attached to this email is the HMIS Data referenced in Question #3. Our team is still working on compiling the data for Question #4 that is specific to each agency, and that information will be provided to you as soon as possible. I sincerely apologize for the delay.

You will be receiving additional communication from me this week with feedback regarding your renewal project applications in E-Snaps. Thank you for your patience and attentiveness to this process, and don't hesitate to reach out with any questions.

Best,

Maureen Van Deusen, M.Ed.

Planning Associate- CARES of NY, Inc.

518-489-4130 x 720

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

<http://www.caresny.org>



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

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

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

2021 Rank & Review Interview Questions

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

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

Interview questions were formulated based on HUD priorities as outlined in the 2021 NOFO. Check out the HUD priorities that informed Part 3 interview questions here: <https://caresny.org/nofo-2021/#Priorities>

How to Have a Successful Interview:

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

Scoring Criteria *(5 total points available):*

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

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

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

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

Question 4: (Use HMIS Demographic Data provided by CARES to respond)

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

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

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

g) Email announcement and screen shot of public comment period for NY-523's draft Rank & Review **New Application Tool**

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



Maureen Van Deusen

To

Bcc Nicholas Cassaro; Abigail.Eichler@dfa.state.ny.us;

Adam Feldman - Habitat for Humanity (executivedirector@glensfallshabitat.org); Allyson Ryan; Allyson Thiessen ; + **139 others**

Reply

Reply All

Forward

...

Mon 8/30/2021 1:00 PM

Good afternoon Saratoga-North Country CoC Members,

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

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

[NY-523 CoC R&R 2021 Draft Applications](#)

Thank you!

Maureen Van Deusen, M.Ed.

Planning Associate- CARES of NY, Inc.

518-489-4130 x 720

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

<http://www.caresny.org>



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1:07 PM
8/30/2021



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 HGIS 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

Saratoga-North Country Continuum of Care (SNC)

 [SNC Home Page](#)

2021 RANK & REVIEW DOCUMENTS

Public Comment Period for Below Draft Documents:

August 30, 2021 through September 3, 2021

DRAFT: NY-523 New Project Application

DRAFT: NY-523 DV Bonus Application

FINAL: 2021 NY 523 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-523 Rank and Review Part 1 Attachments Checklist

 [NY-523 Rank and Review Part 1 Tool](#)

Release Date: **June 21, 2021** Due Date: **July 2, 2021**

Part 2 Application

NY-523 Rank and Review Part 2 Tool

Release Date: **July 28, 2021** Due Date: **August 10, 2021**[View Rank & Review Archives](#)

+ 2020 Rank & Review: SNC

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**

Saratoga-North Country Continuum of Care:

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

APPLICATION MUST NOT EXCEED THREE PAGES

Please check the box of 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

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

- ☐ New Project
- ☐ Expansion Project

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

11. Please provide a project *description* that addresses the entire scope of your project. Please include the target population that will be served and the outreach plan. If the proposed project follows a Housing First model, please specifically detail Housing First aspects. (0 – 20 points)
- 10 points if the budget notes at least 80 percent of the requested funds are dedicated to housing
 - 5 points if the narrative details how the project will implement the housing first model
 - 2 points if a specific priority population mentioned in the [Saratoga-North Country Continuum of Care Strategic Plan](#) is noted
 - 2 points if an outreach plan is noted
 - 1 point if the project clearly states the number of units/beds requested
12. How will your program identify and connect clients with wrap-around services they require (e.g., mental and/or physical health care, peer support for formerly incarcerated persons or those aging out of the foster care system, etc.)? (5 Points)
13. Please describe the project's understanding of and willingness to participate in the Coordinated Entry Process that is being implemented by the Continuum (3 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 how this project will meet the goals stated in [Saratoga-North Country Continuum of Care Strategic Plan](#) and using the most recent HMIS quarterly report note the population in need of this service. (0-5 points)
- 2.5 points for referencing [Saratoga-North Country Continuum of Care Strategic Plan](#)
 - 2.5 points for referencing the last HMIS quarterly report
16. The CoC prioritizes a Housing First model. Please indicate with a check mark if the proposed project will meet the following criteria. Please note all of the below criteria must be selected in order to meet the Housing First definition. **20 points**
- a. Will the project ensure that participants are not screened out based on the following items? ☐ **Yes, we will not screen out based on any of the below** or ☐ **No**
- i. Having too little or no income
 - ii. Active or history of substance abuse
 - iii. Having a criminal record with exceptions for state-mandated restrictions
 - iv. History of domestic violence (e.g. lack of a protective order, period of separation from abuser, or law enforcement involvement)
- AND**
- b. Will the project ensure that participants are not terminated from the program for the following reasons? ☐ **Yes** ☐ **No**
- i. Failure to participate in supportive services
 - ii. Failure to make progress on a service plan
 - iii. Loss of income or failure to improve income
 - iv. Being a victim of domestic violence
 - v. Any other activity not covered in a lease agreement typically found in the project's geographic area.

17. Did the project submit this proposal prior to the release of the NOFA? ☐ Yes ☐ No (5 points for early submission)
18. Both HUD and the local community prioritize projects that provide healthcare services to program participants. Does your project (or will your project by the time of CoC Application submission) have a written commitment with a health care organization that ensures the value of assistance being provided is at least:
- In the case of a substance abuse treatment or recovery provider, will provide access to treatment or recovery services for all program participants who qualify and choose those services, OR
 - An amount that is equivalent to 25 percent of the funding being requested for the project will be covered by the healthcare organization?

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

Yes – 10 points No – 0 points

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

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

Yes – 10 points No – 0 points

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

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

20. 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

21. 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.

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

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

1E-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-523's draft Rank & Review **DV Bonus Tool**

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



Maureen Van Deusen

To

Bcc Nicholas Cassaro; Abigail.Eichler@dfa.state.ny.us;

Adam Feldman - Habitat for Humanity (executivedirector@glensfallshabitat.org); Allyson Ryan; Allyson Thiessen ; + **139 others**

Reply

Reply All

Forward



Mon 8/30/2021 1:00 PM

Good afternoon Saratoga-North Country CoC Members,

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

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

[NY-523 CoC R&R 2021 Draft Applications](#)

Thank you!

Maureen Van Deusen, M.Ed.

Planning Associate- CARES of NY, Inc.

518-489-4130 x 720

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

<http://www.caresny.org>



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1:07 PM
8/30/2021



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

Saratoga-North Country Continuum of Care (SNC)

 SNC Home Page

2021 RANK & REVIEW DOCUMENTS

Public Comment Period for Below Draft Documents:

August 30, 2021 through September 3, 2021

DRAFT:  [NY-523 New Project Application](#)

DRAFT:  [NY-523 DV Bonus Application](#)

[Submit Comments to Maureen Van Deusen](#)

FINAL:  [2021 NY 523 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-523 Rank and Review Part 1 Attachments Checklist](#)

 [NY-523 Rank and Review Part 1 Tool](#)

Release Date: **June 21, 2021** Due Date: **July 2, 2021**

Part 2 Application

 [NY-523 Rank and Review Part 2 Tool](#)

Release Date: **July 28, 2021** Due Date: **August 10, 2021**

View Rank & Review Archives

✚ 2020 Rank & Review: SNC

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**

Saratoga North Country Continuum of Care

DV Bonus Project RFP 2021

Application may not exceed three (3) pages

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

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

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

- ☐ New Project
- ☐ Expansion Project

1. Applicant/Agency Name: _____
2. Agency Point of Contact: _____
3. Proposed Project Name: _____
4. Is the applicant a current member of the Saratoga North Country Continuum of Care (CoC)?
☐ **Yes - 20 points** ☐ **No - 0 points**
 - a. If no, what is the agency's current involvement with the SNC CoC?
5. a. Is the agency applying as a current CoC funded grantee? ☐ **Yes - 5 pts** ☐ **No - 10 pts**
 - b. If yes, are there any unresolved monitoring or audit findings from HUD or the CoC? ☐ **Yes - 0 points** ☐ **No - 3 points**
6. Please provide a detailed description of the agency's experience in administering projects dedicated to serving survivors of domestic violence, dating violence and stalking. Please specify the name of current or past programs and note the funding sources **(10 points)**
 - 3 points for past experience serving a domestic violence survivor population
 - 3 points for four or more years serving a domestic violence survivor population
 - 3 points for serving more than 25 households in a calendar year (CY)
 - 1 point for listing funding sources

Saratoga North Country Continuum of Care

DV Bonus Project RFP 2021

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

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

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

Any Yes - 0 pts | All No - 15 pts

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

9. Will the project be able to start within 12 months? ☐ **Yes - 10 pts** ☐ **No - 0 pts**
10. Is the project an existing project that is currently not dedicated to serving survivors of domestic violence, dating violence, sexual assault or stalking (who meet the definition of homeless) being expanded to dedicate additional units, beds, persons served or services provided to this domestic violence population.
- ☐ **Yes - 3 pts** ☐ **No**

Saratoga North Country Continuum of Care

DV Bonus Project RFP 2021

11. Is your agency an active participant in the NY-5 CoC Coordinated Entry program?

☐ **Yes – 3.5 pts** ☐ **No – 0 pts**

If no, is your agency willing to become an active participant in the NY-523 CoC Coordinated Entry program?

☐ **Yes – 3.5 pts** ☐ **No – 0 pts**

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

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

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

14. 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

15. 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

16. 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.

Saratoga North Country Continuum of Care

DV Bonus Project RFP 2021

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

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

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

This attachment details the Rank & Review process for **NY-523** 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-523'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) NY523's Rank and Review Written Process

SARATOGA NORTH COUNTRY CONTINUUM OF CARE 2021 RANK AND REVIEW PROCESS

Background

HUD's Continuum of Care (CoC) homeless assistance programs serve as a source of funding for homeless services in the Counties of Saratoga, Warren, Washington and Hamilton (collectively referred to as the Saratoga-North Country Continuum of Care). In the 2020 NOFA, the Saratoga-North Country CoC received \$1,803,803 from HUD to support 14 projects for homeless individuals and families. HUD awards homeless assistance grants through an annual application process known as the CoC Program Competition.

In order for the CoC to gain insight into programs that are best serving the community at the local level, the community has implemented a Rank & Review Process for new and renewal projects. This process will help the CoC gain knowledge of project performance and effectiveness within the full CoC system. In the Saratoga-North Country CoC, the Data and Goals Committee is charged with overseeing the Rank & Review Process. As described in the SNC CoC Bylaws, the Continuum of Care is responsible to design, operate, and follow a collaborative process for the development of funding applications, including funding priorities and the number and type of applications. Each year the Data and Goals Committee reviews the Rank & Review Process and Application and makes revisions to reflect changing priorities. The Data and Goals Committee is also responsible for establishing a Review Team. The Written Process, Application and the reviewers are submitted annually for approval by the Board. Once Board approved, the Written Process and Application are posted for review and comment by full Membership.

CoC Transparency

The annual Rank & 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.

FY2021 Rank and Review Application

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

Review and Approval of the Rank & Review Application

After the CoC Consolidated Application is submitted to HUD by the Collaborative Applicant, the Data and Goals Committee reviews the prior year's Rank & Review process, including reviewer feedback and SNC member comments. The Committee considers information gained on behalf of the CoC over the past year and makes revisions to the application. The Committee also considers asking new members to join the Committee and participate on the Review Team.

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

Project Participation

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

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

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

Note: Project types exempt from the requirement to complete the Rank & Review Renewal Application include projects funding only HMIS, Coordinated Entry or Planning activities, as well as any newly created projects which were not operational on October 1st, 2019. See Project Tiering below for more information on how these projects are included in the final tiering.

Review Team

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

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 SNC 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 application for renewal of existing projects and applications for new projects. Using a CoC approved Rank & Review tool, all projects seeking funding are scored and placed in numerical order. The Committee reviews the process and project scores. Projects projected to fall into Tier 2 being contacted and notified of their ranking and offered the opportunity to go over the project's scores. Project ranking is shared with the Data & Goals Committee, then presented to the Board for their consideration to either finalize the ranking or adjust in order to continue meeting current community needs and resources. Afterwards, the ranking is shared with full Membership. At that time, each project receives a copy of their individual scores and is given the opportunity to meet with the Collaborative Applicant to debrief. If during this debriefing, a mathematical error is found by the project, the error can be corrected, and notice of the correction will be provided to the Data and Goals Committee and the Board. No formal appeal is needed for a mathematical error.

Appeals Process

1. Who May Appeal?

Agencies may formally 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 one joint appeal may be made.

2. What May Be Appealed?

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

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

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

3. Timing of an Appeal

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

Appeals Decisions

The Review Team for the Rank & Review process will also serve as the Appeals Review Team. Appeals are decided by majority vote of the Review/Appeals Team, and once decided, are final and may not be overturned by the Data & Goals Committee, Board or Membership.

Project Tiering

When the NOFA is released, the priorities and tiering outlined in the application are strategically applied by the CoC to the project ranking. Reallocation, new projects, and other CoC priorities are considered through CoC discussions. The tiering is presented by the Data and Goals Committee to the Board who approves it to go to Membership for a vote. Membership votes on the tiering and approves the Project Listing and the CoC Application.

New Projects

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

Bonus Projects

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

Reallocation

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

Projects that can be flagged for reallocation consideration include those which have demonstrated inadequate financial management, a history of expending funds on ineligible activities, a lack of full expenditure of funds, and those which consistently score low on the Rank & Review. Reallocation is recommended for any project *not* participating in Coordinated Entry, HMIS or the annual Point-in-

Time. The Board may determine reallocation of a particular project as in the best interest of the CoC and essential to maintaining full funding. Further, agencies may voluntarily choose to reallocate funds from their own projects. New project proposals developed by agencies through reallocation of their own funds will be prioritized during the ranking process. All other proposed projects using reallocated funds will be ranked according to general ranking procedures.

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

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

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

(b) Blank Renewal Application Tool

SARATOGA-NORTH COUNTRY CONTINUUM OF CARE

RANK AND REVIEW APPLICATION 2021

PART 1: DATA-RELATED QUESTIONS

- 1. Utilization Rate:** Using the project's FY19 Project Application and Federal Fiscal Year 2020 (FY20*) APR, complete the following chart to calculate the project's utilization rate (please round up to closest whole number). *Please print and attach the corresponding questions from the Project Application and APR.*

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

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

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

- 1a.** What percentage of the projected number of persons did your project serve** during FY20?
 _____ %
 $\geq 100\% = 20$ pt; $90-99\% = 15$; $80-89\% = 10$; $70-79\% = 5$; $60-69\% = 1$; $51-59\% = 4$; $\leq 50\% = 0$
- 1b.** The Continuum prioritizes projects that best utilize their resources. Did your project have a utilization rate of more than 100% in *both* households and persons? ☐ **Yes = 5** ☐ **No = 0**

* **Federal Fiscal Year 2020: 10/1/19 - 9/30/20**

** *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. Priority Populations

What percentage of beds are dedicated to a priority population? *Please attach Project Application Q5a and/or Q5B.*

- ☐ **100% Chronically Homeless (CH), Youth, Veteran, or Victims of DV = 10 pts**
- ☐ **>50% CH, Youth, Veteran, Victims of DV = 5 pts**
- ☐ **No priority population = 0 pts**

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

Refer to Attachment 1 to note:

3a. To show impact of this project on ending chronic homelessness (CH) in the CoC, refer to Attachment 1 and note below the percentage of dedicated CH beds this project contributes to the CoC: _____ % **31-100% = 5 pt; 21-30% = 4 pt; 11-20% = 3 pts; 1-10% = 2 pt; 0% = 0 pt**

3b. The percentage of CH beds the project contributes to the CoC (i.e., the impact of your project on ending chronic homelessness in Saratoga-North Country): _____ %
≥ 10% = 5 pts; 7-9% = 4 pts; 5-6% = 3 pts; 1-4% = 1 pt; 0% = 0 pts

4. **Effect on Chronic Homelessness**

Permanent Supportive Housing Programs:

During FY20, the CoC's **PSH projects** served a total of 56 chronically homeless (CH) individuals. To show project impact towards goal of ending CH, refer to Attachment 2 to note:

4a. Total number of CH persons this project served in FY20: _____

4b. The percentage of the CoC total served by this project: _____ %
21-100% = 5 pts; 11-20% = 4 pts; 1-10% = 2 pts; 0% = 0 pts

Transitional Housing Programs: During FY20, the CoC's **TH projects** served a total of 0 CH individuals. To show project impact towards goal of ending chronic homelessness, refer to Attachment 2 to note:

4c. Total number of chronically homeless persons this project served in FY20: _____

4d. The percentage of the CoC total served by this project: _____ %
21-100% = 5 pts; 11-20% = 4 pts; 1-10% = 2 pts; 0% = 0 pts

Rapid Rehousing Housing Programs: During FY20, the CoC's **RRH projects** served a total of 0 CH individuals. To show impact towards goal of ending chronic homelessness, refer to Attachment 2 to note:

4c. Total number of chronically homeless persons this project served in FY20: _____

4d. The percentage of the CoC total served by this project: _____ %
21-100% = 5 pts; 11-20% = 4 pts; 1-10% = 2 pts; 0% = 0 pts

5. **Positive Outcomes**

Permanent Supportive Housing projects: During FY20, there were 191 persons with positive outcomes noted across all CoC PSH programs. **(An outcome is positive for PH if individual 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: _____ % ≥ **21% = 10 pts; 11-20% = 9 pts; 6-10% = 7 pts; 1-5% = 4; 0% = 0 pts**

Transitional Housing projects: During FY20, there were 23 persons with positive outcomes noted across all CoC TH programs. **(An exit is positive for TH if individual 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**: _____%

≥ 21% = 10 pts; 11-20% = 9 pts; 6-10% = 7 pts; 1-5% = 4; 0% = 0 pts

RRH projects: During Federal FY20, there were 6 persons with positive outcomes noted across all CoC RRH programs. **(An exit is positive for RRH if individual 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**: _____%

≥ 21% = 10 pts; 11-20% = 9 pts; 6-10% = 7 pts; 1-5% = 4; 0% = 0 pts

6. **Exits to Homelessness:** To show impact of this project on ending homelessness, refer to **Attachment 4** (showing all CoC project leavers) and note the percentage of project leavers who exited this program to a shelter or the street: _____%

0% = 10 pts; 1-25% = 6 pts; 26-50% = 3 pts; ≥ 49% = 0 pts

7. **Income Growth - System Impact**

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

≥ 21% = 10 pt; 11-20% = 6 pt; 4-10% = 3 pt; ≤ 3% = 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% = 5 pts; 50-74% = 4 pts; 25-49% = 3 pts; 15-24% = 2 pt; 1-14% = 1 pt; 0% = 0

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

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

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

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

- 8d. What percentage of **leavers** gained or increased **other income** between start and annual assessment? Note percent in **Q19a2. Row 3) Number of Adults with Other Income - Column 9) Performance Measure: Percent of Persons to accomplish this measure:** _____%

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

9. Data Quality & Completeness: Based on your Federal FY20 APR Q6. **Any Yes - 0 pts All No - 5 pts**

- | | | | |
|------------|--|--------------------------|--------------------------|
| 9a. | Is there an error rate of more than 5% of project participants' PII? | ☐ | ☐ |
| 9b. | Error rate of more than 5% of project's Universal Data elements? | ☐ | ☐ |
| 9c. | Error rate of more than 5% of project participants' Income and Housing Data? | ☐ | ☐ |
| 9d. | Error rate of more than 5% of project's Chronic Homelessness data? | ☐ | ☐ |

10. Housing First (0-5 pts)

Housing First is a recovery-oriented approach to end homelessness by rapidly housing individuals without screening out or terminating consumers based on any of the criteria below. Does your project screen out or terminate consumers based on any the following? **Any Yes - 0 All No - 5 pts**

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

11. Coordinated Entry [Note: This question will be weighted for GPD Projects. Also, CoC CE Lead will verify all responses.] Does your agency:

- 11a.** Comply with HUD requirements and ONLY admit clients who have been referred through the CE process? ☐ **Yes 1 pts** ☐ **No 0 pts**
- 11b.** Provide weekly vacancies to the CE Lead? ☐ **Yes 1 pts** ☐ **No 0 pts**
- 11c.** Send CE assessments for eligible individuals to the CE Lead? ☐ **Yes 1 pts** ☐ **No 0 pts**
- 11d.** Do you sign and comply with the CE MOU by attending monthly meetings (80% of the time for the year)? ☐ **Yes 1 pts** ☐ **No 0 pts**
- 11e.** Have all agency staff participating in the Coordinated Entry process received the required CE/CE HMIS training? ☐ **Yes 1 pts** ☐ **No 0 pts**

12. CoC Participation (Up to 10 points)

12a. Does the project and/or agency staff regularly attend the SNC Membership meetings?

☐ **Yes 5 pts** ☐ **No 0 pts**

12b. Which of the following standing and/or ad hoc committees of the SNC CoC does the project and/or agency staff regularly attend? Please check all that apply. **(Max 5 pts)**

Executive Board	☐	Coordinated Entry	☐	Outreach	☐
Saratoga Housing Alliance	☐	Data and Goals	☐	Reg Racial Justice	☐
WWH Housing Alliance	☐	HMIS Advisory	☐	Strategic Planning	☐

13. Funds Returned

The Continuum returned a total of \$_____ (CARES will provide total amount after application is submitted) in FY20.

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%=15 pt; 1-9%=12 pt; 10-19% = 10 pt; 20-29% = 8 pt, 30-59%=4, 60-100%=0

SARATOGA-NORTH COUNTRY CONTINUUM OF CARE

RANK AND REVIEW APPLICATION 2021

PART 2: WRITTEN QUESTIONS

PROJECT INFORMATION

Organization Name: _____

Project Name: _____

Application Contact Person: _____

Project Type: PH TH

FY19 Funding Request: \$ _____

Leasing \$ _____

Rental Assistance \$ _____

Supportive Services \$ _____

Operations \$ _____

Admin \$ _____

PROJECT DESCRIPTION

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

Please provide an additional narrative describing hardships and obstacles the project and its clients experienced due to the COVID-19 pandemic. Response must be 200 words or less.

1. Performance Monitoring Results (0 to 25 points)

Saratoga North Country CoC continually monitors project performance throughout the year, HUD APR Reviews and annual monitoring and report. Please attach your memo from your most recently submitted annual monitoring and report.

2. Utilization Rate (0 to 10 points)

This question should be answered **only** by projects which scored zero points on Question 1 of the 2021 Rank & Review Part 1. If your project did not achieve 100% utilization (i.e., number of projected/contracted households and/or persons served) during Federal Fiscal Year 2020 (10/1/19 – 9/30/20), please explain why in 250 words or less.

3. Coordinated Entry

If your project is dedicated to DV (or if you otherwise answered ‘No’ to Q12e in RR21 Part 1), explain barriers to direct participation in CE and if/how you engage with partners participating in CE in 250 words or less. **(0-5 pts)**

2.5 pts if barriers to direct participation are clearly stated

2.5 pts if clearly explains how the agency engages with partners who participate in CE

4. Cultural/Societal Barriers (0 to 5 points)

Please describe your agency's resources and experience in meeting the needs of clients facing various cultural and/or societal barriers (e.g., language, LGBTQ, mental health) in 250 words or less.

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

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

5. Leveraging and Coordination of Services (0 to 5 points)

Please describe how your project coordinates with other funded and non-funded providers in order to leverage services. How has increased collaboration among providers affected the project's housing stability and/or impacted participant income growth to include non-cash benefits? You may refer to your Federal Fiscal Year (10/1/2019-09/30/2020) APR to demonstrate specific income growth. (250 words or less).

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

Up to 2.5 pts awarded if the narrative provides examples of how the project coordinates services with the noted funded projects.

6. Local Strategic Plan (0-5 pts)

Note how the project is meeting a noted gap in services (either current or prior; including housing) as noted in the [2019 SNC Strategic Plan](#) (see pages 35-41 for noted gaps) in 250 words or less.

7. Moving On Strategy (Unscored)

HUD's [Moving On Strategy](#) refers to how agencies move participants who no longer require intensive services from one CoC funded PSH program to another housing assistance program (including, but not limited to Housing Choice Vouchers and Public Housing) to free up beds for persons experience homelessness. Due to the COVID-19 pandemic, most organizations did not have the ability to move people on. The CoC restates its commitment to HUD's Moving On strategy, but in recognition of the unique circumstances of the pandemic, this question will be unscored for the period of FY21. However, having a Moving On Strategy and assisting clients with moving on remains an important priority in the provision of homeless services. **You do not need to answer this question.**

8. Domestic Violence Projects Only (0-5 pts)

Outcomes considered positive for DV programs may not be the same as positive outcomes for Permanent Supportive Housing programs. That said, how do you feel your agency contributes to housing stability across the CoC? (250 words or less)

Up to 2.5 pts awarded if the narrative clearly describes positive outcomes through the DV provider lens.

Up to 2.5 pts awarded if the narrative clearly describes how the agency contributed to positive housing stability across the CoC.

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

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. (250 words or less)

Up to 2.5 pts awarded if the narrative clearly describes positive outcomes through the youth provider lens.

Up to 2.5 pts awarded if the narrative clearly describes how the agency contributed to positive outcomes across the CoC.

10. Service Delivery Model Adjustments for COVID-19 (0-5 Points)

How have you adjusted your service delivery model to help clients during the pandemic? Some examples of service delivery model adjustments may include (but are not limited to):

- Continuing at least monthly contact with clients (including virtually)
- Ensuring clients have necessary cleaning/sanitary supplies
- Working with community partners meet the health care needs of clients
- Identifying and referring clients and/or staff to COVID-19 vaccine educational resources
- Providing information to promote COVID-19 vaccine confidence

2021 Rank & Review Interview Questions

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

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

Interview questions were formulated based on HUD priorities as outlined in the 2021 NOFO. Check out the HUD priorities that informed Part 3 interview questions here: <https://caresny.org/nofo-2021/#Priorities>

How to Have a Successful Interview:

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

Scoring Criteria *(5 total points available):*

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

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

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

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

Question 4: (Use HMIS Demographic Data provided by CARES to respond)

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

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

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

(c) Blank New Project Application Tool

Saratoga-North Country Continuum of Care:

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

APPLICATION MUST NOT EXCEED THREE PAGES

Please check the box of 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

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

- ☐ New Project
- ☐ Expansion Project

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

11. Please provide a project *description* that addresses the entire scope of your project. Please include the target population that will be served and the outreach plan. If the proposed project follows a Housing First model, please specifically detail Housing First aspects. (0 – 20 points)
- 10 points if the budget notes at least 80 percent of the requested funds are dedicated to housing
 - 5 points if the narrative details how the project will implement the housing first model
 - 2 points if a specific priority population mentioned in the [Saratoga-North Country Continuum of Care Strategic Plan](#) is noted
 - 2 points if an outreach plan is noted
 - 1 point if the project clearly states the number of units/beds requested
12. How will your program identify and connect clients with wrap-around services they require (e.g., mental and/or physical health care, peer support for formerly incarcerated persons or those aging out of the foster care system, etc.)? (5 Points)
13. Please describe the project's understanding of and willingness to participate in the Coordinated Entry Process that is being implemented by the Continuum (3 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 how this project will meet the goals stated in [Saratoga-North Country Continuum of Care Strategic Plan](#) and using the most recent HMIS quarterly report note the population in need of this service. (0-5 points)
- 2.5 points for referencing [Saratoga-North Country Continuum of Care Strategic Plan](#)
 - 2.5 points for referencing the last HMIS quarterly report
16. The CoC prioritizes a Housing First model. Please indicate with a check mark if the proposed project will meet the following criteria. Please note all of the below criteria must be selected in order to meet the Housing First definition. **20 points**
- a. Will the project ensure that participants are not screened out based on the following items? ☐ **Yes, we will not screen out based on any of the below** or ☐ **No**
- i. Having too little or no income
 - ii. Active or history of substance abuse
 - iii. Having a criminal record with exceptions for state-mandated restrictions
 - iv. History of domestic violence (e.g. lack of a protective order, period of separation from abuser, or law enforcement involvement)
- AND**
- b. Will the project ensure that participants are not terminated from the program for the following reasons? ☐ **Yes** ☐ **No**
- i. Failure to participate in supportive services
 - ii. Failure to make progress on a service plan
 - iii. Loss of income or failure to improve income
 - iv. Being a victim of domestic violence
 - v. Any other activity not covered in a lease agreement typically found in the project's geographic area.

17. Did the project submit this proposal prior to the release of the NOFA? ☐ Yes ☐ No (5 points for early submission)
18. Both HUD and the local community prioritize projects that provide healthcare services to program participants. Does your project (or will your project by the time of CoC Application submission) have a written commitment with a health care organization that ensures the value of assistance being provided is at least:
- In the case of a substance abuse treatment or recovery provider, will provide access to treatment or recovery services for all program participants who qualify and choose those services, OR
 - An amount that is equivalent to 25 percent of the funding being requested for the project will be covered by the healthcare organization?

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

Yes – 10 points No – 0 points

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

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

Yes – 10 points No – 0 points

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

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

20. 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

21. 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.

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

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

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

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

(d) Blank DV Bonus Application Tool

Saratoga North Country Continuum of Care

DV Bonus Project RFP 2021

Application may not exceed three (3) pages

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

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

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

- ☐ New Project
- ☐ Expansion Project

1. Applicant/Agency Name: _____
2. Agency Point of Contact: _____
3. Proposed Project Name: _____
4. Is the applicant a current member of the Saratoga North Country Continuum of Care (CoC)?
☐ **Yes - 20 points** ☐ **No - 0 points**
 - a. If no, what is the agency's current involvement with the SNC CoC?
5. a. Is the agency applying as a current CoC funded grantee? ☐ **Yes - 5 pts** ☐ **No - 10 pts**
 - b. If yes, are there any unresolved monitoring or audit findings from HUD or the CoC? ☐ **Yes - 0 points** ☐ **No - 3 points**
6. Please provide a detailed description of the agency's experience in administering projects dedicated to serving survivors of domestic violence, dating violence and stalking. Please specify the name of current or past programs and note the funding sources **(10 points)**
 - 3 points for past experience serving a domestic violence survivor population
 - 3 points for four or more years serving a domestic violence survivor population
 - 3 points for serving more than 25 households in a calendar year (CY)
 - 1 point for listing funding sources

Saratoga North Country Continuum of Care

DV Bonus Project RFP 2021

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

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

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

Any Yes - 0 pts | All No - 15 pts

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

9. Will the project be able to start within 12 months? ☐ **Yes - 10 pts** ☐ **No - 0 pts**
10. Is the project an existing project that is currently not dedicated to serving survivors of domestic violence, dating violence, sexual assault or stalking (who meet the definition of homeless) being expanded to dedicate additional units, beds, persons served or services provided to this domestic violence population.
- ☐ **Yes - 3 pts** ☐ **No**

Saratoga North Country Continuum of Care

DV Bonus Project RFP 2021

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

☐ **Yes – 3.5 pts** ☐ **No – 0 pts**

If no, is your agency willing to become an active participant in the NY-501 CoC Coordinated Entry program? ☐

Yes – 3.5 pts ☐ **No – 0 pts**

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

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

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

14. 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

15. 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

16. 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.

Saratoga North Country Continuum of Care

DV Bonus Project RFP 2021

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

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

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

2. A copy of one scored application form

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

NY-523

Objective Criteria Used to Review and Rank Projects for Funding	
Specific Criteria	Question Addressing Criteria
Utilization Rate	Renewal Application: Part I: Q 1, Part II: Q 2
Data Quality & Completeness	Renewal Application: Part I: Q 9a-9d
Performance Data (PSH only) Dedicated Chronic Homeless/DedicatedPLUS	Renewal Application: Part I: Q 3
Funding	Renewal Application: Part I: Q 13 New Bonus Application: Q 6a-b, Q 22 DV Bonus Application: Q 5a-b, Q 6, Q 17
Population Served	Renewal Application: Part I: Q 2 New Bonus Application: Q 10
Coordinated Entry Participation	Renewal Application: Part I: Q 11, Part II: Q 3 New Bonus Application: Q 13 DV Bonus Application: Q 11
Type of housing/Type of housing proposed	New Bonus Application: Eligibility Screener Questions (unnumbered) DV Bonus Application: Eligibility Screener Questions (unnumbered)
Match	New Bonus Application: Q 22 DV Bonus Application: Q 17
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 I: Q 4
Positive Outcomes	Renewal Application: Part I: Q 5
Exits to Homelessness	Renewal Application: Part I: Q 6
Effect on Income Growth	Renewal Application: Part I: Q 7, Q 8a-d
Coordinated Entry	Renewal Application: Part I: Q 11a-e, Part II: Q 3 New Bonus Application: Q 13 DV Bonus Application: Q 11
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: Q 8

Specific Method for Evaluating Projects Submitted by Youth Service Providers	
Youth Service Providers Only Positive Outcomes based on Increase of Income	Renewal Application: Part II: Q 9

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:	RISE Housing and Support Services				Final Score: 175
Project Name:	TSA Housing First 2019				
	Submitted by Deadline w/Required Docs		Yes		
		Total	Points		
Part I: Data-Related Questions (150)					
25 points max	1a. Utilization Rate 100%	CARES	20	20	
	1b. Exceeded 100% in Persons & Households	CARES	5	5	
10 pts max	2. Priority Population	CARES	10	10	
10 pts max (PSH Only)	3A. Dedicated CH Beds	Attach 1	5	5	
	3B. Dedicated CH Beds (System Impact)	Attach 1	5	5	
5 pts max	4b. /4d. Effect on Chronic Homelessness	Attach 2	5	4	
10 pts max	5. Positive Outcomes	Attach 3	10	9	
10 pts max	6. Exits to Homelessness	Attach 4	10	10	
10 pts max	7. Income Growth : System Impact	Attach 5	10	0	
20 pts max	8. Income Growth : Project Performance	APRQ19	20	7	
5 pts max	9. Data Quality and Completeness	APR Q6	5	5	
5 pts max	10. Housing First	CARES	5	5	
5 points max	11. Coordinated Entry	CE Lead	5	5	
10 pts max	12. CoC Committee Participation	CARES	10	10	
15 pts max	13. Amount of Returned Funds	CARES	15	15	
	Total		140	115	
Part II: Project & System Performance-Related Questions (TBD)					
25 pts max	1. Performance Monitoring Results	Reviewers	25	25	
10 pts max	2. Utilization Rate	Reviewers	10	10	
5 pts max	3. Coordinated Entry	Reviewers	5	0	
5 pts max	4. Cultural Barriers	Reviewers	5	5	
5 pts max	5. Leveraging and Coordination of Services	Reviewers	5	4.5	
5 pts max	6. Local Strategic Plan	Reviewers	5	5	
5 pts max	8. DV Projects Only	Reviewers	5	0	
5 pts max	9. Dedicated Youth Projects Only	Reviewers	5	0	
5 pts max	10. Service Delivery Adjustments Due to COVID-19	Reviewers	5	5	
	Total		70	54.5	
Part III: Interviews					
1 pt	Tailored support services		1	1	
1 pt	Lived Experience of homelessness		1	1	
2 pts max	System performance measures		2	2	
1 pt	Racial Data		1	1	
	Total		5	5	

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 SNC Ranking & Tiering

Rank	Score	Applicant Name	Project Name	Funding Amount	
1	175	RISE Housing and Support Services	TSA Housing First 2019	\$330,021	Tier 1: \$1,752,708
2	170	Veterans & Community Housing Coalition	Swap Renewal 2019	\$231,219	
3	156	Veterans & Community Housing Coalition	Center Street Renewal 2019	\$53,366	
4	153	Adirondack Vets House, Inc	AVH-Vets House (2019)	\$81,485	
5	152	Domestic Violence and Rape Crisis Services of Saratoga Count (dba Wellspring)	NewView Rapid Rehousing 2020-21	\$204,415	
6	149	City of Glens Falls Housing Authority	Glens Falls HA - Housing First (2019)	\$155,292	
7	145	Warren Washington Association for Mental Health	MHA Warren Washington - Housing First (2019)	\$119,434	
8	144	Domestic Violence and Rape Crisis Services of Saratoga Count (dba Wellspring)	NewView Rapid Rehousing 2 2020-21	\$95,417	
9	136	Domestic Violence and Rape Crisis Services of Saratoga Count (dba Wellspring)	NewView Permanent Supportive 2020-21	\$90,362	
10	133	City of Glens Falls Housing Authority	Glens Falls HA - Community (2019)	\$247,307	
11	133	WAIT House	TLP Renewal Project Application FY2019	\$93,462	
12		CARES of NY, Inc.	Warren, Washington, Hamilton and Saratoga Counties Portion of the Capital Region HMIS (2019)	\$35,328	
13		Domestic Violence and Rape Crisis Services of Saratoga Count (dba Wellspring)	DV Coordinated Entry 2020-21	\$15,600	
B1	120	WAIT House	WAIT House RRH	\$27,387	Tier 2: \$290,882 (\$87,635 New; \$203,247 DV)
B2	N/A - community prioritized CoC Infrastructure	CAPTAIN	Coordinated Entry	\$22,000	
B3	115.83	Veterans & Community Housing Coalition	Swap Expansion	\$13,248	
B4	N/A - community prioritized CoC Infrastructure	CARES of NY, Inc.	CARES HMIS Expansion	\$25,000	
DV1	117.83	Catholic Charities of Saratoga, Warren, and Washington Counties	DVPWW Housing 2021	\$203,247	
Annual Renewal Demand		\$1,752,708			
Tier 1		\$1,752,708			
Tier 2		\$290,882			
Planning		\$52,581			
New Bonus		\$87,635			
DV Bonus		\$203,247			
Expansions		Applicant Name	Renewal Project	Expansion Project	
		CARES of NY, Inc.	Warren, Washington, Hamilton and Saratoga Counties Portion of the Capital Region HMIS (2019)	CARES HMIS Expansion	
		Veterans & Community Housing Coalition	Swap Renewal 2019	Swap Expansion	

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-523.

It contains the following:

1. Project Rejection Letters:
 - a. **Glens Falls Housing Authority**
 - i. GFHA Community Project Expansion FY21 – *New Project Application*
 - b. **RISE Housing and Support Services**
 - i. Housing First Expansion FY21 – *New Project Application*
2. Example Reduction Letter:
 - a. *Note: no projects were reduced through the FY2021 CoC Local Rank & Review Competition*

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

1. Project Rejection Letter

a. **Glens Falls Housing Authority**

i. GFHA Community Project Expansion FY21 – *New Project Application*

October 19, 2021

Erin Coon & Cherie Kory

Glens Falls Housing Authority

Re: GFHA Community Project Expansion FY21 New Project Application

Dear Ms. Coon,

On behalf of the Saratoga- North Country Continuum of Care, we would like to thank you for your application for bonus funding through the FY21 Continuum of Care competition. Unfortunately, through the Rank and Review process for New Projects, your application was not selected to apply. Although the project was eligible and strong, your project was ranked outside of the eligible funding amount after the combined total of accepted applications.

The CoC, through the Rank & Review process, prioritized applications which bolster CoC infrastructure projects such as Coordinated Entry and HMIS during this application season, which is one reason why your project was ultimately not ranked for funding.

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

Thank you,



Kelsey Addy

Planning Unit Director, CARES, Inc.

Collaborative Applicant

Saratoga- North Country Continuum of Care

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

1. Project Rejection Letter

b. **RISE Housing and Support Services**

i. Housing First Expansion FY21 – *New Project Application*

October 19, 2021

Harlan Hall

RISE Housing and Support Services

Re: RISE Housing First Expansion FY21 New Project Application

Dear Mr. Hall,

On behalf of the Saratoga-North Country Continuum of Care, we would like to thank you for your application for bonus funding through the FY21 Continuum of Care competition. Unfortunately, through the Rank and Review process for New Projects, your application was not selected to apply. Although the project was eligible and strong, your project was ranked outside of the eligible funding amount after the combined total of accepted applications.

The CoC, through the Rank & Review process, prioritized applications which bolster CoC infrastructure projects such as Coordinated Entry and HMIS during this application season, which is one reason why your project was ultimately not ranked for funding.

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

Thank you,



Kelsey Addy

Planning Unit Director, CARES, Inc.

Collaborative Applicant

Saratoga- North Country Continuum of Care

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 Saratoga North Country CoC (SNC), we would like to thank you for your application for the renewal of CARES Rapid Rehousing 1 under the FY21 Continuum of Care Competition. Unfortunately, through the rank and review process, your application was chosen to be reduced in the amount of XXX. Although the full project amount was eligible, it is the recommendation of the NOFO Committee to reduce funds in order to more effectively meet the unique needs of the most vulnerable.

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

Thank you,

Kelsey Addy
Planning Unit Director, CARES, Inc.
Collaborative Applicant
Saratoga North Country CoC (SNC)

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

This attachment details the 15 Day Notification of Projects Accepted and Tiered for NY-523. It contains the following:

1. Email notifications of Projects Accepted:

a. CAPTAIN

- i. Coordinated Entry – *New Project Application*

b. CARES of NY, Inc.

- i. Warren, Washington, Hamilton and Saratoga Counties Portion of the Capital Region HMIS (2019) – *Renewal Project Application*
- ii. HMIS Expansion - *New Project Application*

c. WAIT House

- i. TLP Renewal Project Application FY2019, – *Renewal Project Application*
- ii. WAIT House RRH – *New Project Application*

d. Catholic Charities of Saratoga, Warren, and Washington Counties

- i. DVPWW Housing 2021 – *New Project Application*

e. Glens Falls Housing Authority

- i. Housing First (2019) - *Renewal Project Application*
- ii. Community (2019) - *Renewal Project Application*

f. Veterans & Community Housing Coalition

- i. Swap Renewal 2019 - *Renewal Project Application*
- ii. Center Street Renewal 2019 - *Renewal Project Application*
- iii. Swap Expansion – *New Project Application*

g. Adirondack Vets House, Inc.

- i. AVH-Vets House (2019) - *Renewal Project Application*

h. RISE Housing and Support Services

- i. TSA Housing First 2019 - *Renewal Project Application*

i. Domestic Violence and Rape Crisis Services of Saratoga Count (dba Wellspring)

- i. NewView Rapid Rehousing 2020-21 - *Renewal Project Application*
- ii. NewView Rapid Rehousing 2 2020-21 - *Renewal Project Application*
- iii. NewView Permanent Supportive 2020-21 - *Renewal Project Application*
- iv. DV Coordinated Entry 2020-21 - *Renewal Project Application*

j. Warren Washington Association for Mental Health

- i. Housing First (2019) - *Renewal Project Application*

2. October 22, 2021 Email Notification of Ranking & Tiering for NY-523 Accepted Projects publicly posted on website

3. October 22, 2021 Website screenshot showing posted Ranking & Tiering for NY-523 Accepted Projects

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

1. Email notification of Projects Accepted:

a. CAPTAIN

i. Coordinated Entry – *New Project Application*

Notification: CoC Projects Accepted

Maureen Van Deusen <mvandeusen@caresny.org>

Mon 10/18/2021 11:33 AM

To: andy@captaincares.org <andy@captaincares.org>

Good Morning,

As the Collaborative Applicant for the NY-523 CoC, CARES would like to congratulate **CAPTAIN** on having your project accepted within the 2021 NY-523 CoC NOFO Application. Below is a detailed list of your agency's accepted projects, funding requests, and ranked positions:

New/Bonus Projects:

- **Coordinated Entry**, \$22,000, Ranked #2/4 for New Project Applications

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

Thank you,

Maureen Van Deusen, M.Ed.

Planning Associate- CARES of NY, Inc.

518-489-4130 x 720

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

<http://www.caresny.org>



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

1. Email notification of Projects Accepted:

b. CARES of NY, Inc.

- i. Warren, Washington, Hamilton and Saratoga Counties Portion of the Capital Region HMIS (2019) – *Renewal Project Application*
- ii. *HMIS Expansion - New Project Application*

Notification: CoC Projects Accepted

Maureen Van Deusen <mvandeusen@caresny.org>

Mon 10/18/2021 11:30 AM

To: Allyson Thiessen <athiessen@caresny.org>

Good Morning,

As the Collaborative Applicant for the NY-523 CoC, CARES would like to congratulate CARES of NY, Inc. on having your projects accepted within the 2021 NY-523 CoC NOFO Application. Below is a detailed list of your agency's accepted projects, funding requests, and ranked positions:

- Warren, Washington, Hamilton and Saratoga Counties Portion of the Capital Region HMIS (2019) \$35,328, Ranked #12/13

New/Bonus Projects:

- CARES HMIS Expansion \$25,000, Ranked #4/4 for New Projects

Again, congratulations.

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

Thank you,

Maureen Van Deusen, M.Ed.

Planning Associate- CARES of NY, Inc.

518-489-4130 x 720

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

<http://www.caresny.org>



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

1. Email notification of Projects Accepted:

c. WAIT House

- i. TLP Renewal Project Application FY2019, – *Renewal Project Application*
- ii. WAIT House RRH – *New Project Application*

Notification: CoC Projects Accepted

Maureen Van Deusen <mvandeusen@caresny.org>

Mon 10/18/2021 11:27 AM

To: Erin Coon <development@hycwaithouse.org>

Good Morning,

As the Collaborative Applicant for the NY-523 CoC, CARES would like to congratulate WAIT House on having your projects accepted within the 2021 NY-523 CoC NOFO Application. Below is a detailed list of your agency's accepted projects, funding requests, and ranked positions:

- TLP Renewal Project Application FY2019, \$93,462, Ranked #11/13

New/Bonus Projects:

- WAIT House RRH, \$27,387, Ranked #1/4 for New Projects

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

Thank you,

Maureen Van Deusen, M.Ed.

Planning Associate- CARES of NY, Inc.

518-489-4130 x 720

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

<http://www.caresny.org>



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

1. Email notification of Projects Accepted:

- d. Catholic Charities of Saratoga, Warren, and Washington Counties**

- i. DVPWW Housing 2021 – *New Project Application*

Notification: CoC Projects Accepted

Maureen Van Deusen <mvandeusen@caresny.org>

Mon 10/18/2021 11:35 AM

To: Rachel Gartner (rgartner@swwcc.org) <rgartner@swwcc.org>

Good Morning,

As the Collaborative Applicant for the NY-523 CoC, CARES would like to congratulate Catholic Charities of Saratoga, Warren, and Washington Counties on having your project accepted within the 2021 NY-523 CoC NOFO Application. Below is a detailed list of your agency's accepted projects, funding requests, and ranked positions:

New/DV Bonus Projects:

- DVPWW Housing 2021, \$203,247, Ranked #1 for DV Bonus Applications

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

Thank you,

Maureen Van Deusen, M.Ed.

Planning Associate- CARES of NY, Inc.

518-489-4130 x 720

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

<http://www.caresny.org>



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

1. Email notification of Projects Accepted:

- e. Glens Falls Housing Authority**

- i. Housing First (2019) - *Renewal Project Application*
 - ii. Community (2019) - *Renewal Project Application*

Notification: CoC Projects Accepted

Maureen Van Deusen <mvandeusen@caresny.org>

Wed 10/20/2021 9:52 AM

To: Cherie Kory <cheriekory@glensfallshousingauthority.org>

Cc: Erin Coon <development@hycwaithouse.org>; Matthew Ryan <mryan@wwamh.org>

Good Morning,

As the Collaborative Applicant for the NY-523 CoC, CARES would like to congratulate the Glens Falls Housing Authority on having your projects accepted within the 2021 NY-523 CoC NOFO Application. Below is a detailed list of your agency's accepted projects, funding requests, and ranked positions:

- Glens Falls HA - Housing First (2019) \$155,292, Ranked #5/13
- Glens Falls HA - Community (2019) \$247,307, Ranked #10/13

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

Thank you,

Maureen Van Deusen, M.Ed.

Planning Associate- CARES of NY, Inc.

518-489-4130 x 720

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

<http://www.caresny.org>



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

1. Email notification of Projects Accepted:

- f. Veterans & Community Housing Coalition**

- i. Svap Renewal 2019 - *Renewal Project Application*
 - ii. Center Street Renewal 2019 - *Renewal Project Application*
 - iii. Svap Expansion – *New Project Application*

Notification: CoC Projects Accepted

Maureen Van Deusen <mvandeusen@caresny.org>

Mon 10/18/2021 10:44 AM

To: Karen Follett <KFollett@vchcny.org>; Cheryl Hage-Perez <CHP@vchcny.org>

Good Morning,

As the Collaborative Applicant for the NY-523 CoC, CARES would like to congratulate the Veterans & Community Housing Coalition on having your projects accepted within the 2021 NY-523 CoC NOFO Application. Below is a detailed list of your agency's accepted projects, funding requests, and ranked positions:

- Swap Renewal 2019, \$231,219, Ranked #2/13
- Center Street Renewal 2019, \$53,366, Ranked #3/13

New/Bonus Projects:

- Swap Expansion, \$13,248, Ranked #3/4 for New/Bonus Funds

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

Thank you,

Maureen Van Deusen, M.Ed.

Planning Associate- CARES of NY, Inc.

518-489-4130 x 720

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

<http://www.caresny.org>



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

1. Email notification of Projects Accepted:

- g. Adirondack Vets House, Inc.**

- i. AVH-Vets House (2019) - *Renewal Project Application*

Notification: CoC Projects Accepted

Maureen Van Deusen <mvandeusen@caresny.org>

Mon 10/18/2021 10:11 AM

To: Jeff Varmette <jvarmette@yahoo.com>

Good Morning,

As the Collaborative Applicant for the NY-523 CoC, CARES would like to congratulate Adirondack Vets House, Inc. on having your project accepted within the 2021 NY-523 CoC NOFO Application. Below is a detailed list of your agency's accepted project, funding request, and ranked position:

- AVH-Vets House (2019) -\$81,485, Ranked #4/13

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

Thank you,

Maureen Van Deusen, M.Ed.

Planning Associate- CARES of NY, Inc.

518-489-4130 x 720

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

<http://www.caresny.org>



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

1. Email notification of Projects Accepted:

- h. RISE Housing and Support Services**

- i. TSA Housing First 2019 - *Renewal Project Application*

Notification: CoC Projects Accepted

Maureen Van Deusen <mvandeusen@caresny.org>

Wed 10/20/2021 9:57 AM

To: hhall@riservices.org <hhall@riservices.org>

Good Morning,

As the Collaborative Applicant for the NY-523 CoC, CARES would like to congratulate RISE Housing and Support Services on having your project accepted within the 2021 NY-523 CoC NOFO Application. Below is a detailed list of your agency's accepted project, funding request, and ranked position:

- TSA Housing First 2019 \$330,021, Ranked #1/13

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

Thank you,

Maureen Van Deusen, M.Ed.

Planning Associate- CARES of NY, Inc.

518-489-4130 x 720

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

<http://www.caresny.org>



1E-5a: Projects Accepted – Public Posting

1. Email notification of Projects Accepted:

i. Domestic Violence and Rape Crisis Services of Saratoga Count (dba Wellspring)

- ii. NewView Rapid Rehousing 2020-21 - *Renewal Project Application*
- iii. NewView Rapid Rehousing 2 2020-21 - *Renewal Project Application*
- iv. NewView Permanent Supportive 2020-21 - *Renewal Project Application*
- v. DV Coordinated Entry 2020-21 - *Renewal Project Application*

Notification: CoC Projects Accepted

Maureen Van Deusen <mvandeusen@caresny.org>

Mon 10/18/2021 10:15 AM

To: Maggie Fronk <executive@wellspringcares.org>

Good Morning,

As the Collaborative Applicant for the NY-523 CoC, CARES would like to congratulate Domestic Violence and Rape Crisis Services of Saratoga Count (dba Wellspring) on having your projects accepted within the 2021 NY-523 CoC NOFO Application. Below is a detailed list of your agency's accepted projects, funding request, and ranked position:

- NewView Rapid Rehousing 2020-21, \$204,415, Ranked #6/13
- NewView Rapid Rehousing 2 2020-21, \$95,417, Ranked #8/13
- NewView Permanent Supportive 2020-21, \$90,362, Ranked #9/13
- DV Coordinated Entry 2020-21, \$15,600, Ranked #13/13

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

Thank you,

Maureen Van Deusen, M.Ed.

Planning Associate- CARES of NY, Inc.

518-489-4130 x 720

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

<http://www.caresny.org>



1E-5a: Projects Accepted – Public Posting

1. Email notification of Projects Accepted:

j. Warren Washington Association for Mental Health

i. Housing First (2019) - *Renewal Project Application*

Notification: CoC Projects Accepted

Maureen Van Deusen <mvandeusen@caresny.org>

Mon 10/18/2021 10:08 AM

To: Matthew Ryan <mryan@wwamh.org>

Good Morning,

As the Collaborative Applicant for the NY-523 CoC, CARES would like to congratulate the Warren Washington Association for Mental Health on having your project accepted within the 2021 NY-523 CoC NOFO Application. Below is a detailed list of your agency's accepted project, funding request, and ranked position:

- MHA Warren Washington - Housing First (2019) -\$119,434, Ranked #7/13

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

Thank you,

Maureen Van Deusen, M.Ed.

Planning Associate- CARES of NY, Inc.

518-489-4130 x 720

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

<http://www.caresny.org>



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

2. October 22, 2021 Email Notification of Ranking & Tiering for NY-523 Accepted Projects publicly posted on website

From: CARES Planning Team

To: Abigail.Eichler@dfa.state.ny.us; Adam Feldman - Habitat for Humanity (executivedirector@glensfallshabitat.org); Aili Lopez; Allyson Ryan; Allyson Thiessen; Andrea Deepe (andread@wwamh.org); andy@captaincares.org; Angela Bronzene (abronzene@saratogacountyny.gov); April MacLeod (april.macleod@dfa.state.ny.us); Ashley Borden (aborden@vchcnv.org); Ashley McKinney (ashley.mckinney@dfa.state.ny.us); Audrey Shaw (ashaw@ilchv.org); Beatrice Madej (beatrice.madej@cdphp.com); Ben Driscoll (bdriscoll@swwcc.org); Bill Collins (bcollins@nyso.org); Bill Gettman (william.gettman@northernrivers.org); bmcconnell@arbordevelopment.org; bootht@sunyacc.edu; Brenna Sharp (bsharp@lasnny.org); Brittany Sexton (bsexton@hhhn.org); Carie Bires (carie.bires@gmail.com); Carissa Woods-Gerber (cwoods-gerber@wsweboces.org); Carrie Wright; casework@northcountryministry.org; Cassandra Fleury (upliftwarrenwashington@gmail.com); Cassandra Keech (cassandra.keech@dfa.state.ny.us); Cassie Segrell (csegrell@hycwaithouse.org); Cathy Bearor (BearorC@warrencountyny.gov); Cherie Kory; Cherie Kory (ghfacherie@hotmail.com); Cheryl Hage-Perez (chp@saratogarc.org); Christina Mastrianni (Christina.Mastrianni@dfa.state.ny.us); Christine Purdy (cpurdy@alliancefph.org); Connie Mahoney (Connie.Mahoney@dfa.state.ny.us); Craig Deraway; "cullen@nysenate.gov"; Dan Hall (dan@hallwear.com); Debra Shay (dshay@hhhn.org); Digna Betancourt Swingle (digna.swingle@use.salvationarmy.org); Duane Vaughn (executivedirector@sheltersofsaratoga.org); Ed Falterman (falterman1@aol.com); ehealy@community.solutions; Elizabeth Ball (elizabeth.ball1@VA.gov); Emily Vandercor (evandercor@wesoldieron.org); Erica Ludwick (eludwick@lasnny.org); Erin Coon (ecoon@hycwaithouse.org); Gayle Bush (gmbush5@hotmail.com); Gordon Boyd; Gwendoln Green (ggreen@alliancefph.org); Hannah Sont (hsontz@ahihealth.org); hhall@riseservices.org; Ike Pulver (ipulver@sals.edu); James Ader (james.ader@albanycounty.com); James Swanson (james@sailhelps.org); Jamie Munyon (jamie@opendoor-ny.org); Janet Pagano (janetkp@hotmail.com); Jason McLaughlin; jbarlow@nnychildrenshome.com; Jean-Marie Lundgren (Jeanmarie.Lundgren@dfa.state.ny.us); Jeff Clark (executivedirector@glensfallshabitat.org); Jeff Varmette; Jenna Barkley (jbarkley@sspha.org); Jennifer Gaughan (newview3@wellspringcares.org); Jessica Robertson; J"Nelle Oxford (oxfordj@warrencountyny.gov); Joan Tarantino (jtarantino@theconklingcenter.org); John Farrell (johnf@wwamh.org); Jonathan Wood (jwood@wwamh.org); Joshua Fisher (joshua.fisher@va.gov); Joy King (j.king.ss.ny.us@gmail.com); Judith McKinnon (mckinnonjudith955@gmail.com); Judy Bedore (jbedore@tsamail.org); Judy Carr (LeavenHouse1992@gmail.com); Julie Lewis; Karen Follett; Karen Rappleyea (kr@clmhd.org); Karie Bumford (kbumford@hhhn.org); Karyn Watson; Katie Sicko; Katie Taylor (ktaylor@tsamail.org); Katrina Middleton; Kelli Clark; Kelly Barker (kelly.barker@dfa.state.ny.us); kfollett@vchcnv.org; Kim Cook (kim@opendoor-ny.org); Kimberly Sopczyk - Family Service Association of Glens Falls (fsadirector@albany.twcbc.com); Krista Conrick (kconrick@wsweboces.org); lball@tsnny.com; Lee Cleavland (lee.cleavland@use.salvationarmy.org); Leigha Rosenberger; Lillian Moy (lmoy@lasnny.org); Linda Wright - OCS (linda.wright@use.salvationarmy.org); Camoin, Linda (OTDA); Lindsay Stanislowsky (listanislowsky@alz.org); Lindsey Connors (lindsey.connors@saratoga-springs.org); Liz Ball (elizabeth.ball1@va.gov); Lori Bishop (lbishop@wwamh.org); Lori Lanphear (llanphear@aidsCouncil.org); Lynn Ackershoak (lackershoak@aol.com); Maggie Fronk (executivedirector@wellspringcares.org); Marisa Alber (marisa.alber@dfa.state.ny.us); Marylynn Eddy (Marylynn.Eddy@dfa.state.ny.us); Matthew Ryan; Maureen Van Deusen; Megan LaPort (megan.laport@leapservices.org); Melodie Masterson; Michelle Foley (michelle.foley@use.salvationarmy.org); Michelle Larkin (michelle@rtsaratoga.org); Mike Asbury; Natalie Wimberly (wimberlydrn@gmail.com); neyshaw@gmail.com; Nicholas Hayes (hayesnicholas21@gmail.com); Nicole Prunty (sistershelpingsistersinc@gmail.com); ochsendorfl@WarrenCountyNY.gov; Paul Feldman; Paula Reid@dfa.state.ny.us; Phyllis Panetta (ppanetta@ilchv.org); Rachel Gartner (rgartner@swwcc.org); Randy Viele; Rebecca Bammert (r.bammert@ymail.com); Rebecca Hill (rebecca.hill@dfa.state.ny.us); Renee Birnbaum (renee@choiceconnectionsny.com); Renee Stephenson (rstephenson@aidsCouncil.org); Rich becker (rwbbecker@albany.edu); Robert York (yorkr@warrencountyny.gov); Roberta Bly (Roberta.Bly2@dfa.state.ny.us); Rosemary Royce (rroyce@sheltersofsaratoga.org); Rosemary White (Rosemary@moreaucommunitycenter.org); Sandra Spaulding (gandsspaulding@gmail.com); Sarah Frankenfeld (frankenfeld@warrencountyny.gov); Sarah Polidore (spolidore@wesoldieron.org); Shelley Smith (shelley@opendoor-ny.org); Sherrie Catapano (Sherrie.catapano@cdphp.com); Stacey Thayer (stacey.thayer@cdphp.com); Stephanie Ball (stephanie.ball@dfa.state.ny.us); Stephanie Hutchins (stephanie.hutchins@dfa.state.ny.us); Stephanie Schneider (revstephanies@gmail.com); Stuart Kaufman (skaufman@lasnny.org); Sue McCann (sue.mccann@tcbinc.org); Susan Bull; Sybil Newell (snewell@tsamail.org); Tamara Rivera (tamararivera29@yahoo.com); Tina Beswick (tbeswick@wwamh.org); Tina Potter (TINA.POTTER@dfa.state.ny.us); Tracy Schneider (Tracy.Schneider@dfa.state.ny.us); Vanessa Taylor (veteranspeertopeer@gmail.com); William Brown (wbrown@wesoldieron.org); William Robson

Cc: Amy Lacey; Erin Reale; Genesis Matvey; Haleigh Schmidhamer; Kathy Germain; Kelsey Addy; Maureen Van Deusen; Nicholas Cassaro; Samantha Barnaby; Nancy Harrington; Michelle Sandoz-Dennis; Allyson Thiessen; Kirstin Jones; Denise Brodt

Subject: SNC Public Posting of FY21 CoC Application (Draft #5)

Date: Friday, October 22, 2021 5:47:01 PM

Attachments: image001.png
image002.png

Good Afternoon Saratoga North Country Co. CoC,

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

Specifically, you will find:

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

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

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

Thank you,

Kelsey Addy, MPA

Pronouns: She/Her/Hers

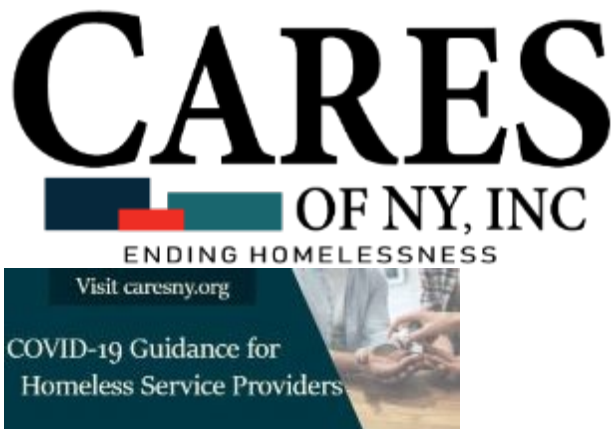
Director of Planning – CARES of NY, Inc.

200 Henry Johnson Blvd., Albany, 12210

518-489-4130 x704

www.caresny.org

Find us on [Facebook](#)



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

3. October 22, 2021 Website screenshot showing posted Ranking & Tiering for NY-523 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

Saratoga-North Country Continuum of Care (SNC)

CoC Project Applications

SNC Home Page

2021 Funding Snapshot

NY-523 Saratoga-North Country						
ARD	Tier 1	Tier 2*	CoC Bonus	DV Bonus	CoC	UFA Grant
\$1,752,708	\$1,752,708	\$290,882	\$87,635	\$203,247	\$52,581	-
	(100% of the amounts for all renewal projects)	(amount for Bonus + DV Bonus) *note: a portion of Tier 2 is solely for DV Bonus				

2021 CoC Consolidated Application

Public Posting Date: 10.22.2021

DRAFT:  [NY 523 CoC Consolidated Application – Narrative](#)

DRAFT:  [NY 523 CoC Consolidated Application – Attachments](#)

2021 CoC Priority Listing

Public Posting Date: 10.22.2021

FINAL:  [NY 523 CoC Priority Listing](#)

FINAL:  [NY 523 CoC Project Descriptions](#)

FINAL:  [NY 523 Project Ranking and Tiering](#)

2021 CoC Planning Project

Public Posting Date: 10.22.2021

FINAL:  [NY 523 CoC Planning Project](#)

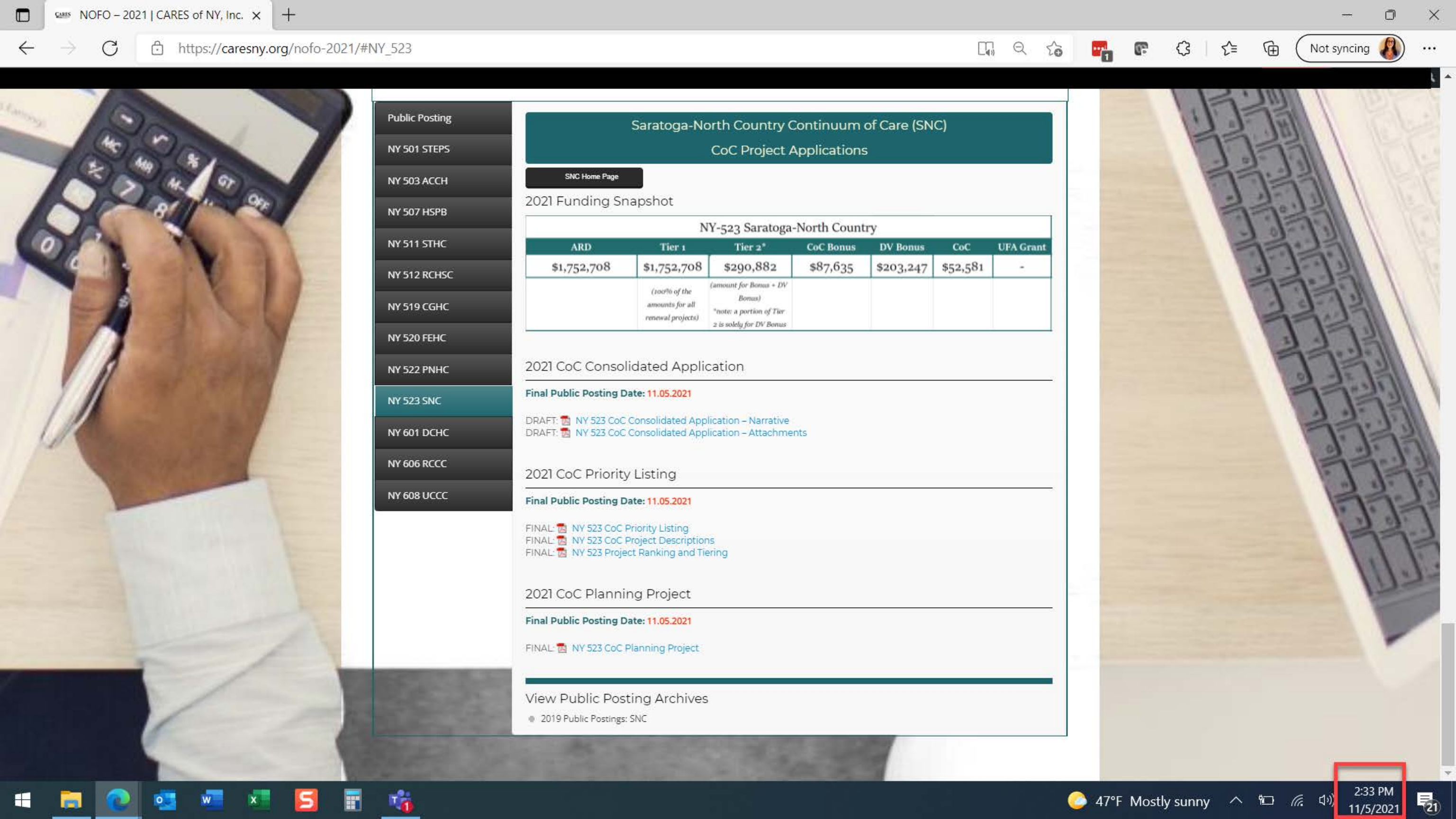
1E-6: Web Posting CoC-Approved Consolidated Application for CoC.

This attachment details the correspondence to NY-523'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

Saratoga-North Country Continuum of Care (SNC)

CoC Project Applications

SNC Home Page

2021 Funding Snapshot

NY-523 Saratoga-North Country						
ARD	Tier 1	Tier 2*	CoC Bonus	DV Bonus	CoC	UFA Grant
\$1,752,708	\$1,752,708	\$290,882	\$87,635	\$203,247	\$52,581	-
	(100% of the amounts for all renewal projects)	(amount for Bonus + DV Bonus) *note: a portion of Tier 2 is solely for DV Bonus				

2021 CoC Consolidated Application

Final Public Posting Date: 11.05.2021

DRAFT: 📄 NY 523 CoC Consolidated Application – Narrative

DRAFT: 📄 NY 523 CoC Consolidated Application – Attachments

2021 CoC Priority Listing

Final Public Posting Date: 11.05.2021

FINAL: 📄 NY 523 CoC Priority Listing

FINAL: 📄 NY 523 CoC Project Descriptions

FINAL: 📄 NY 523 Project Ranking and Tiering

2021 CoC Planning Project

Final Public Posting Date: 11.05.2021

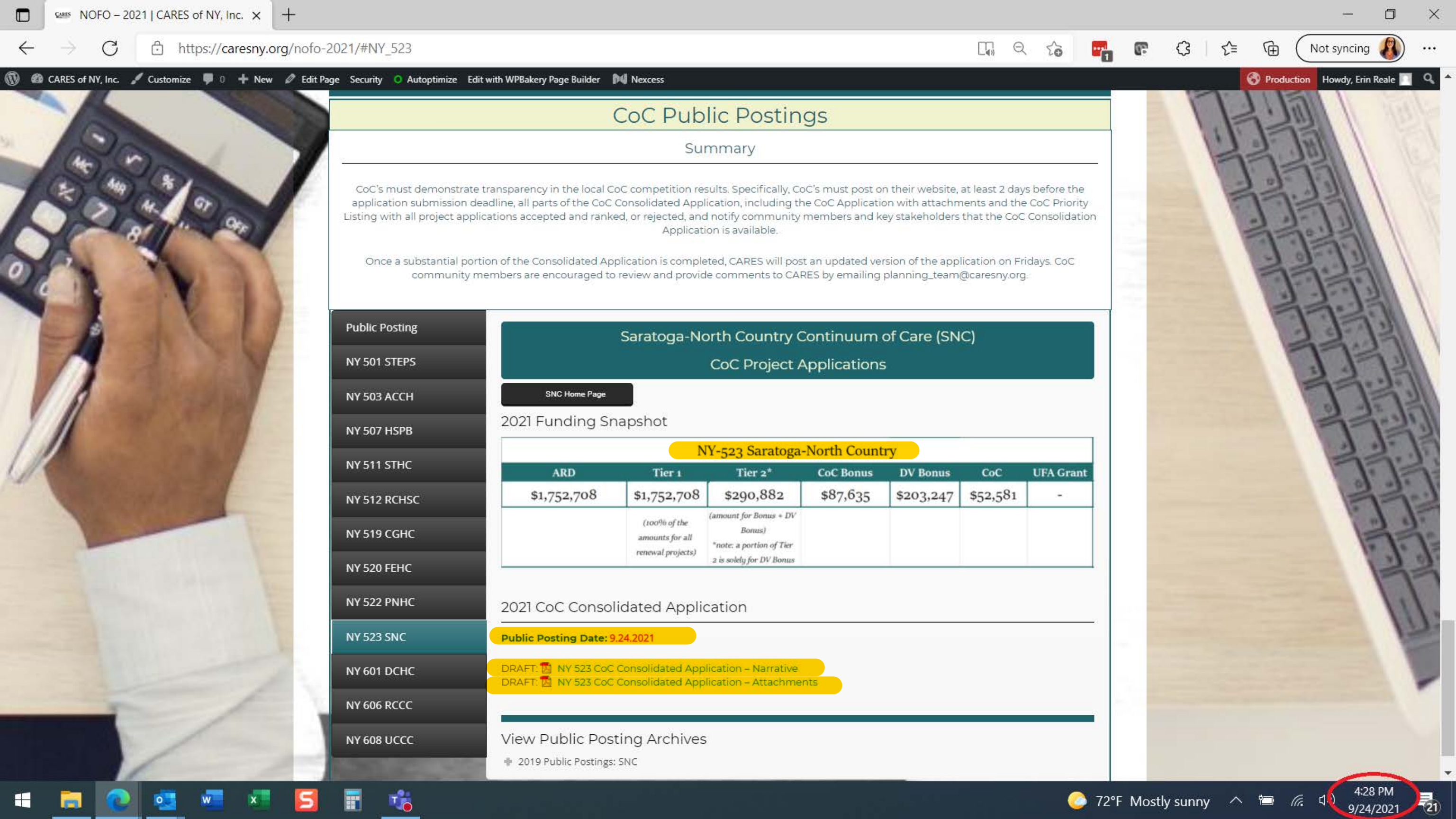
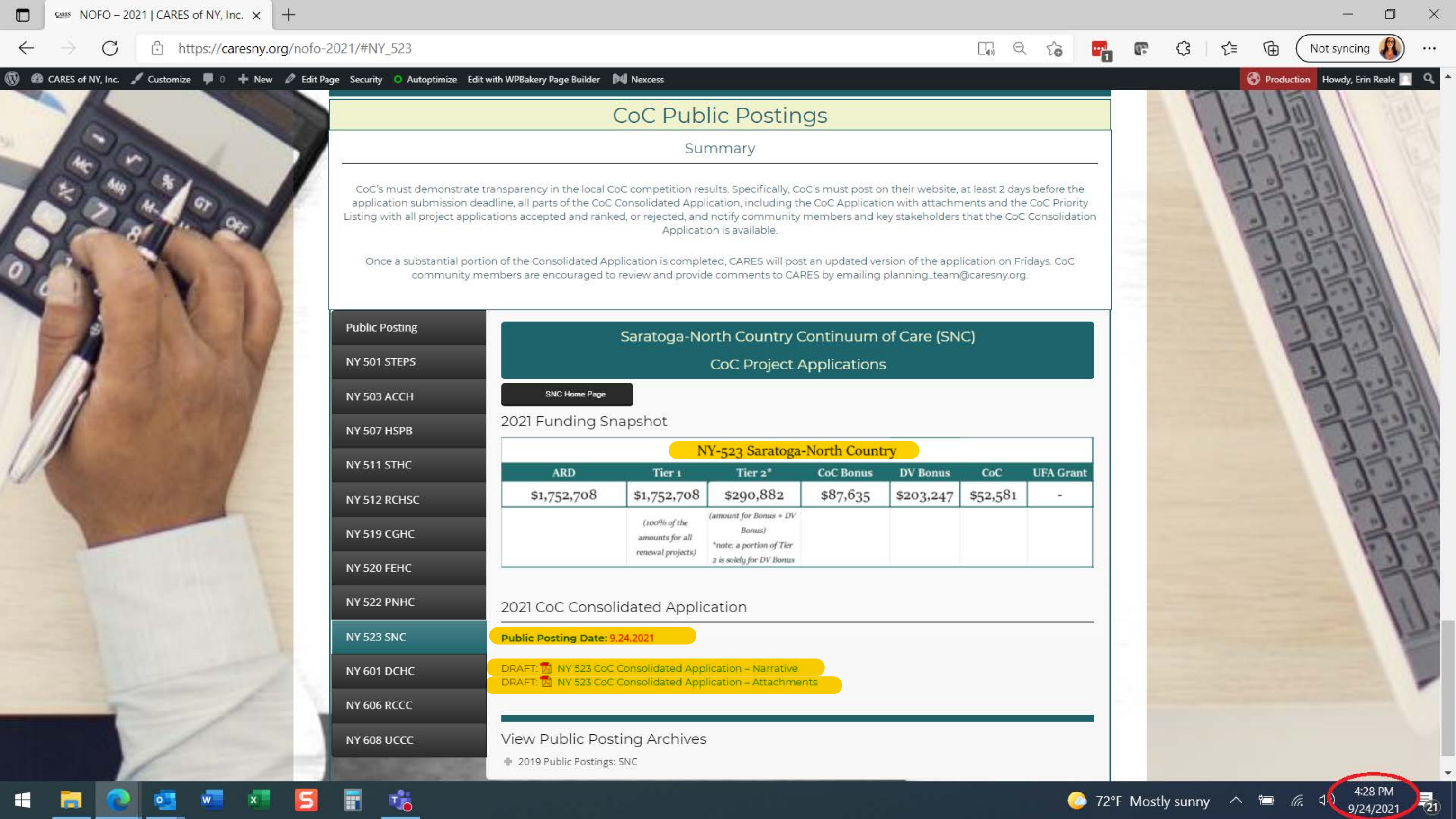
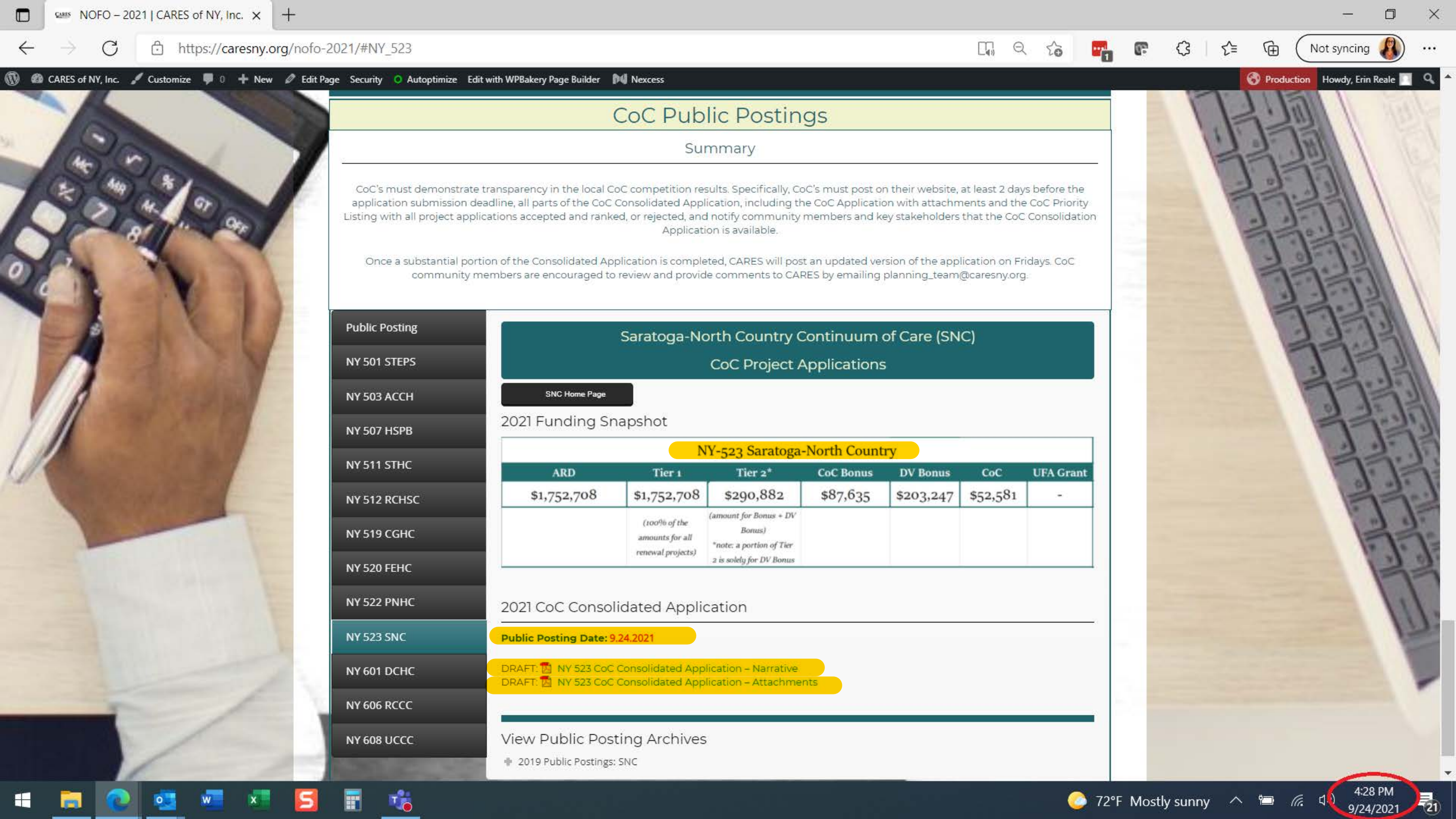
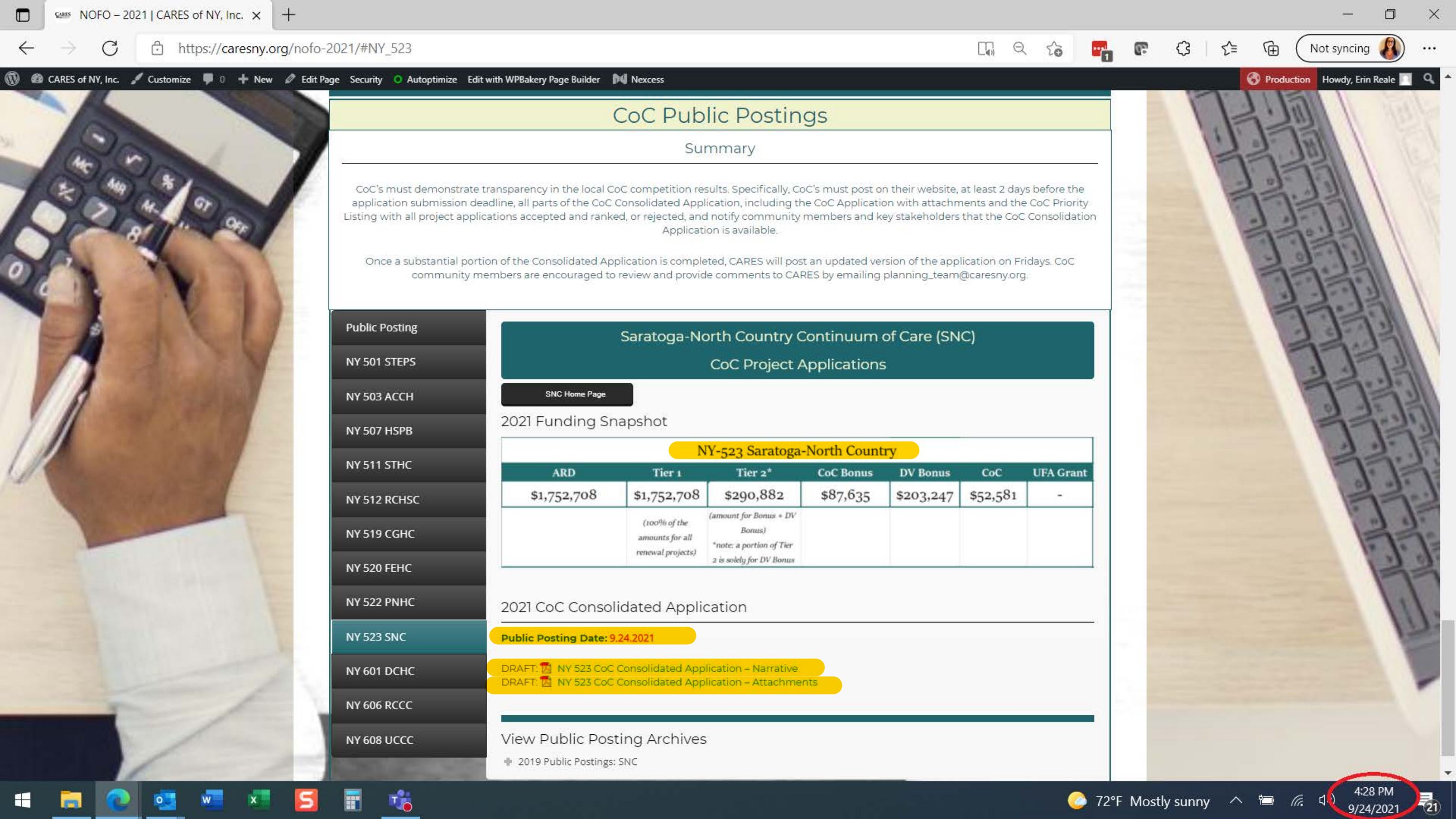
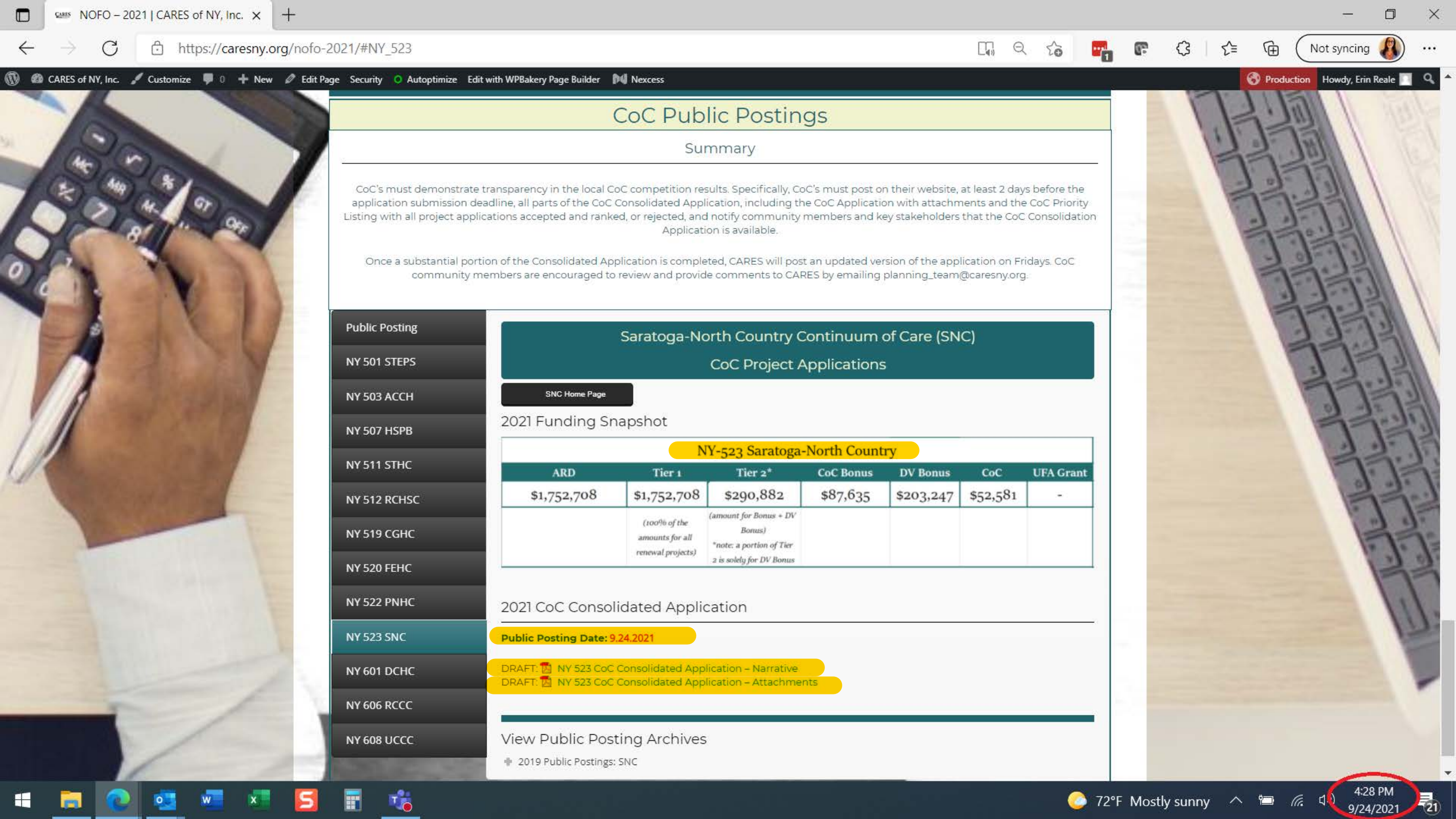
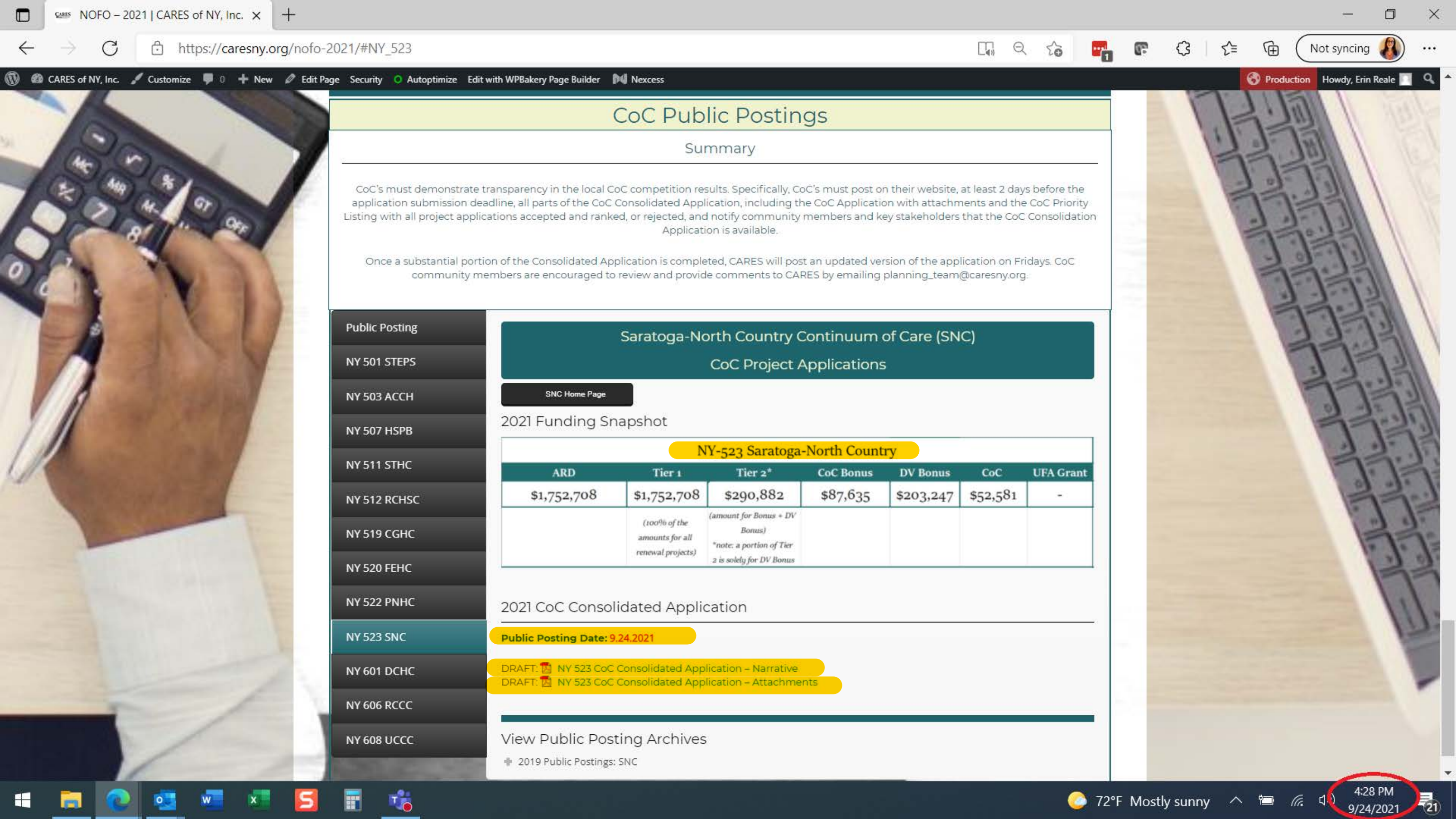
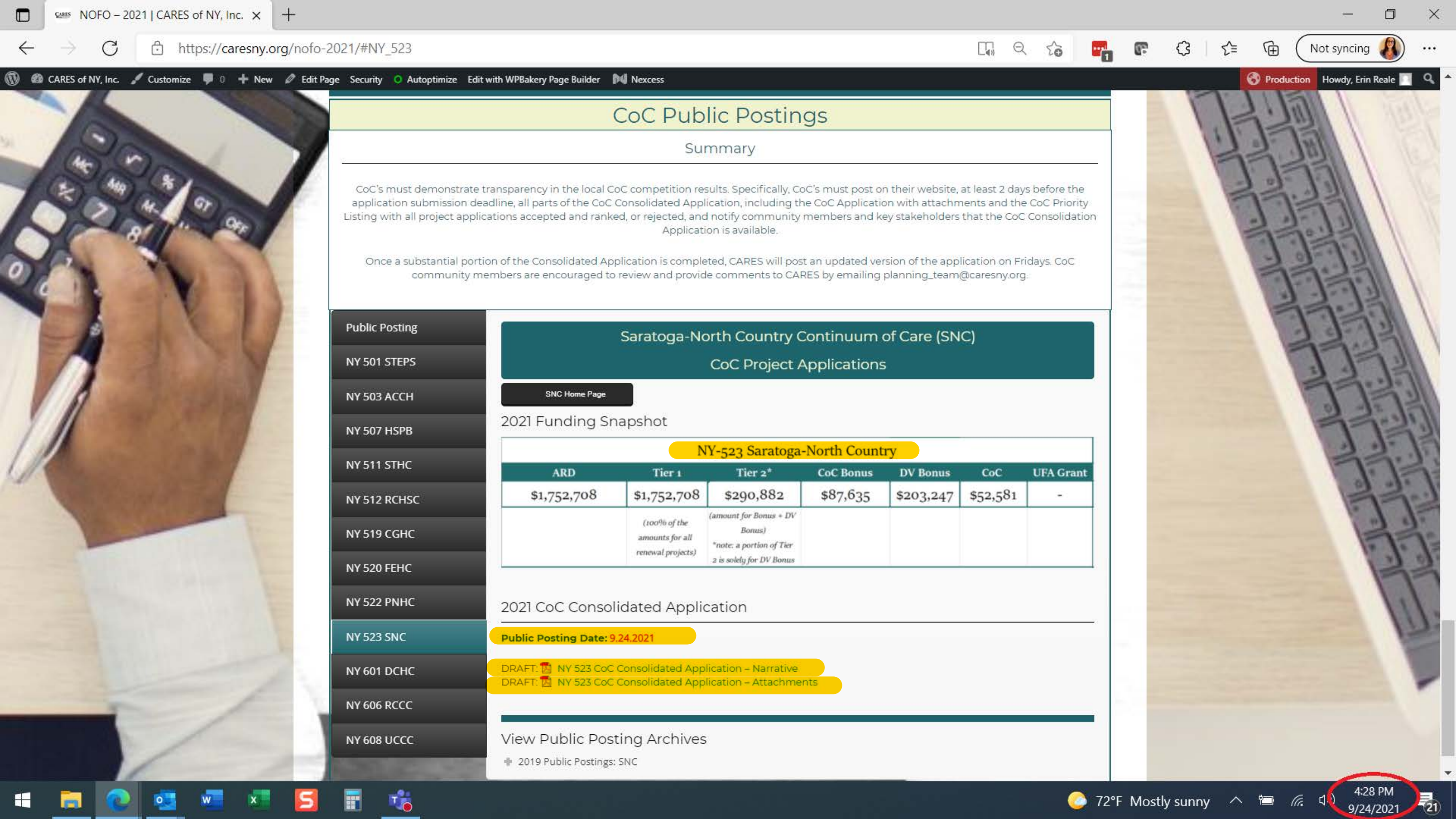
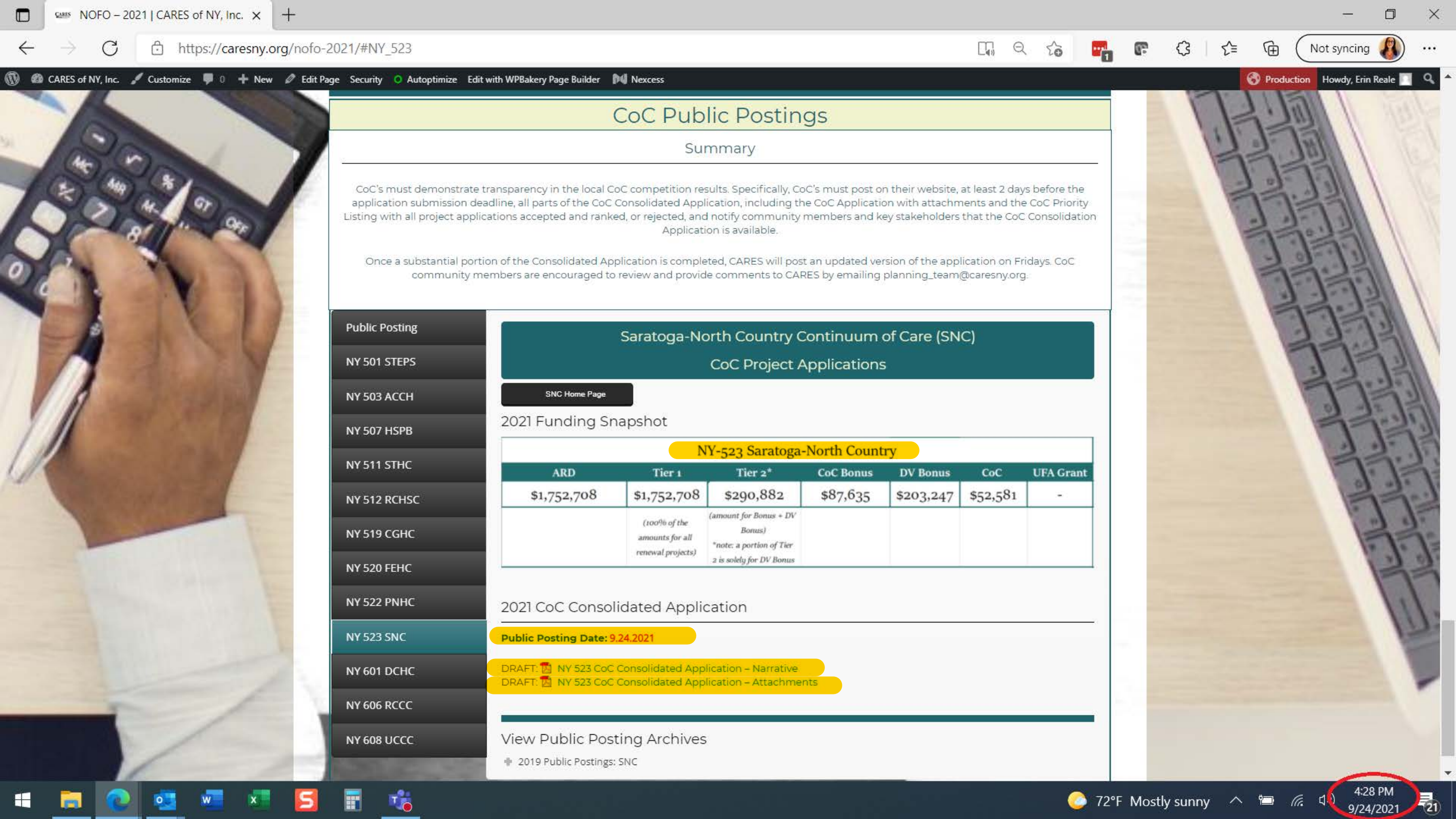
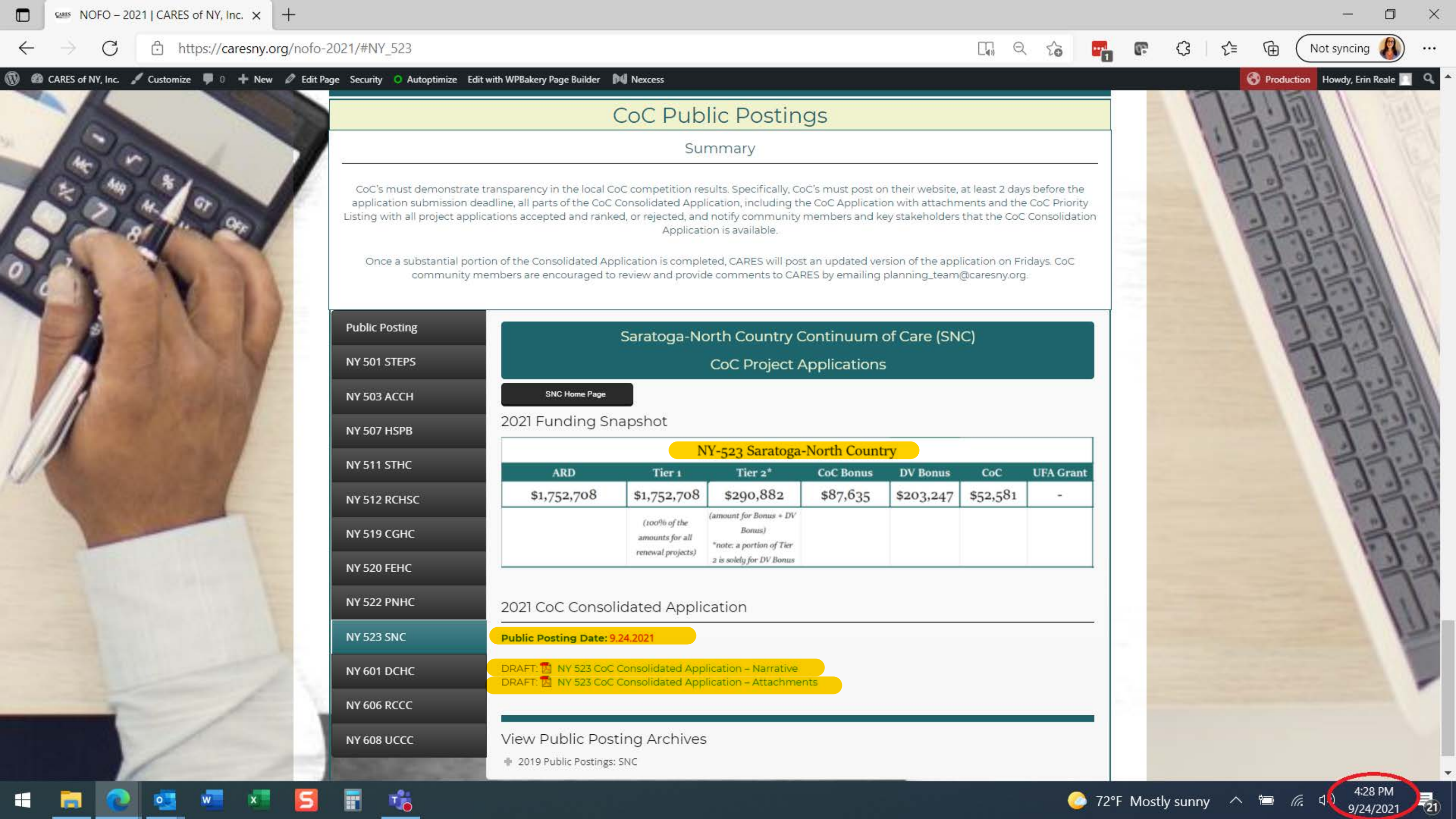
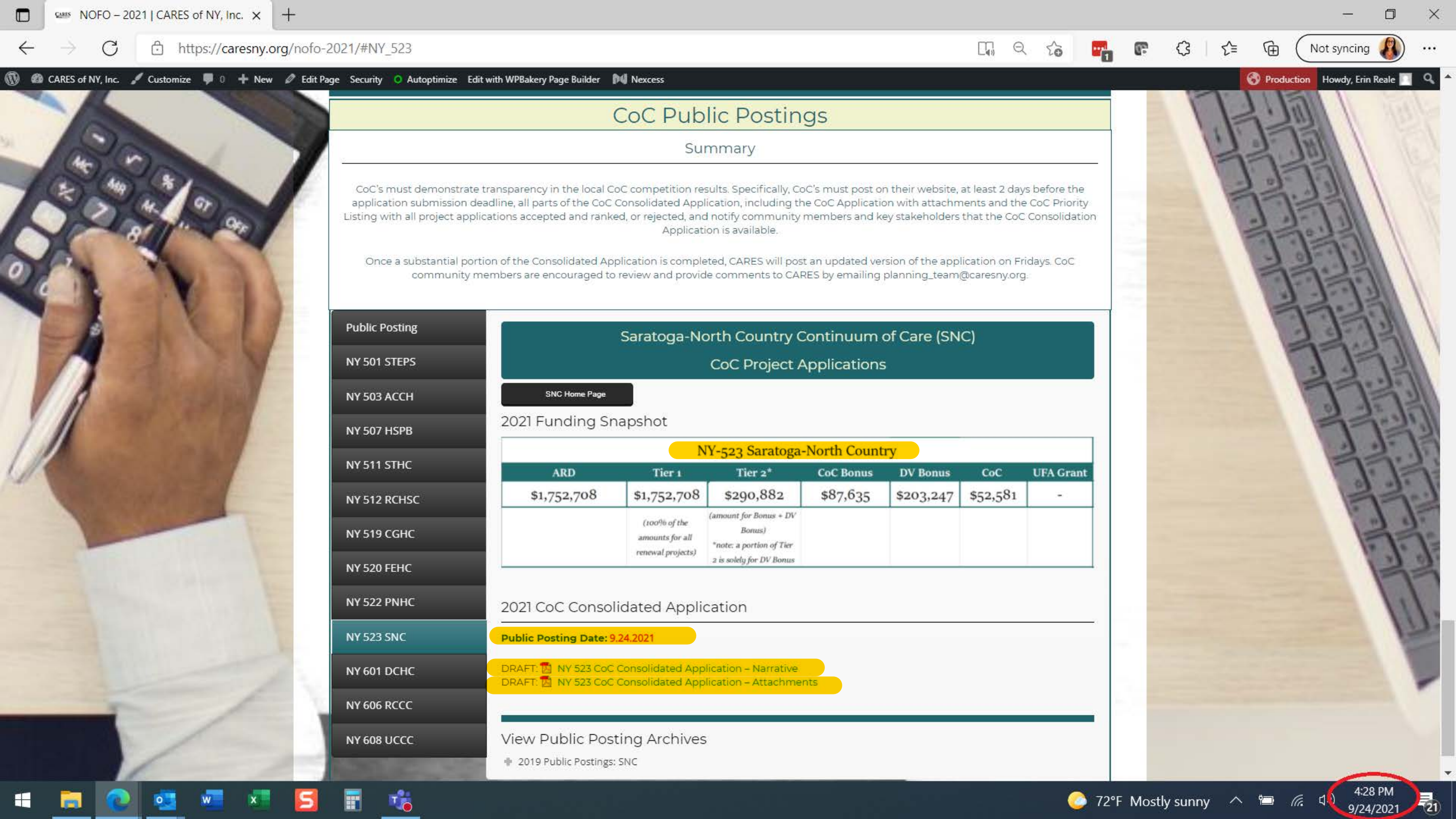
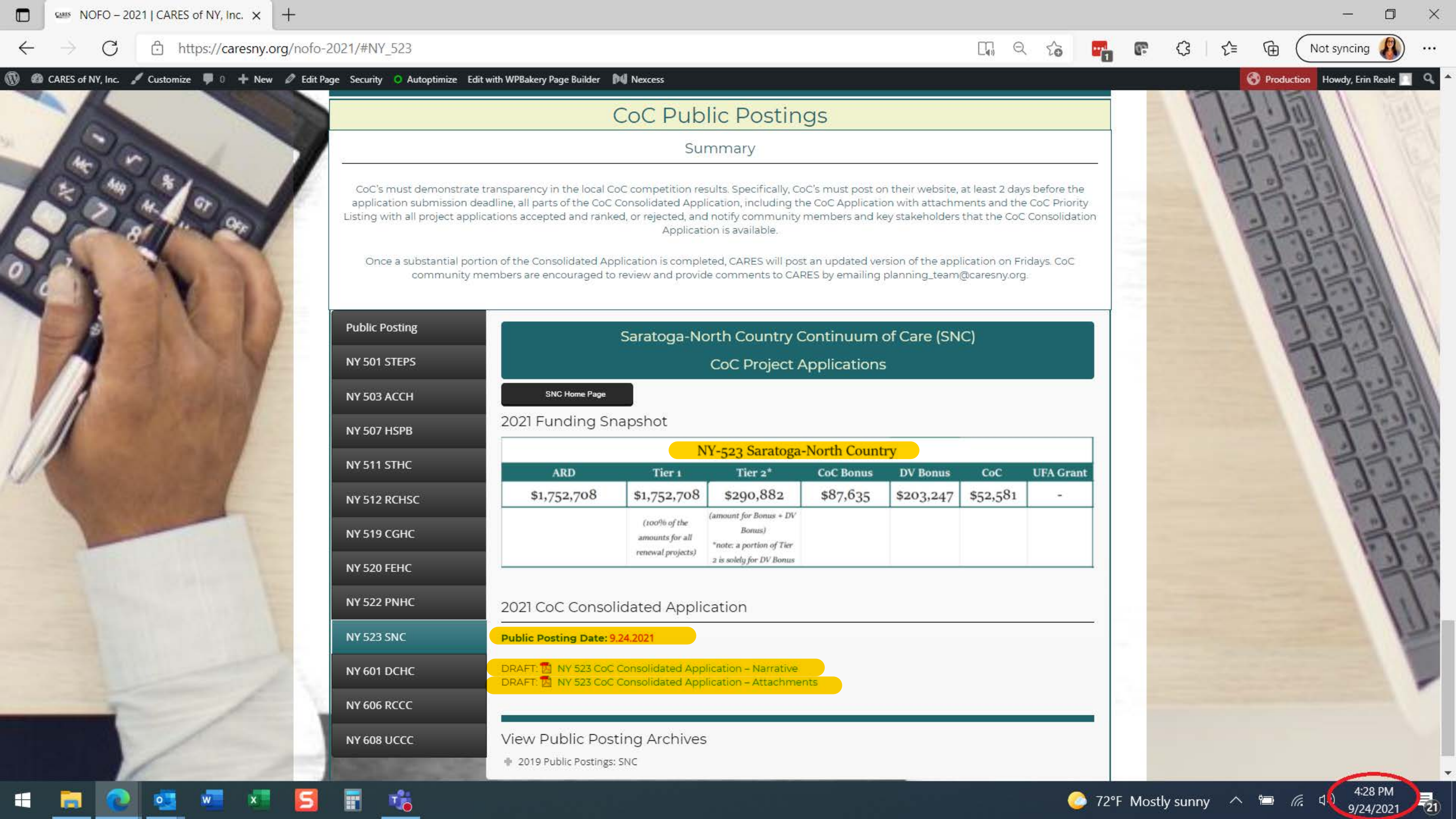
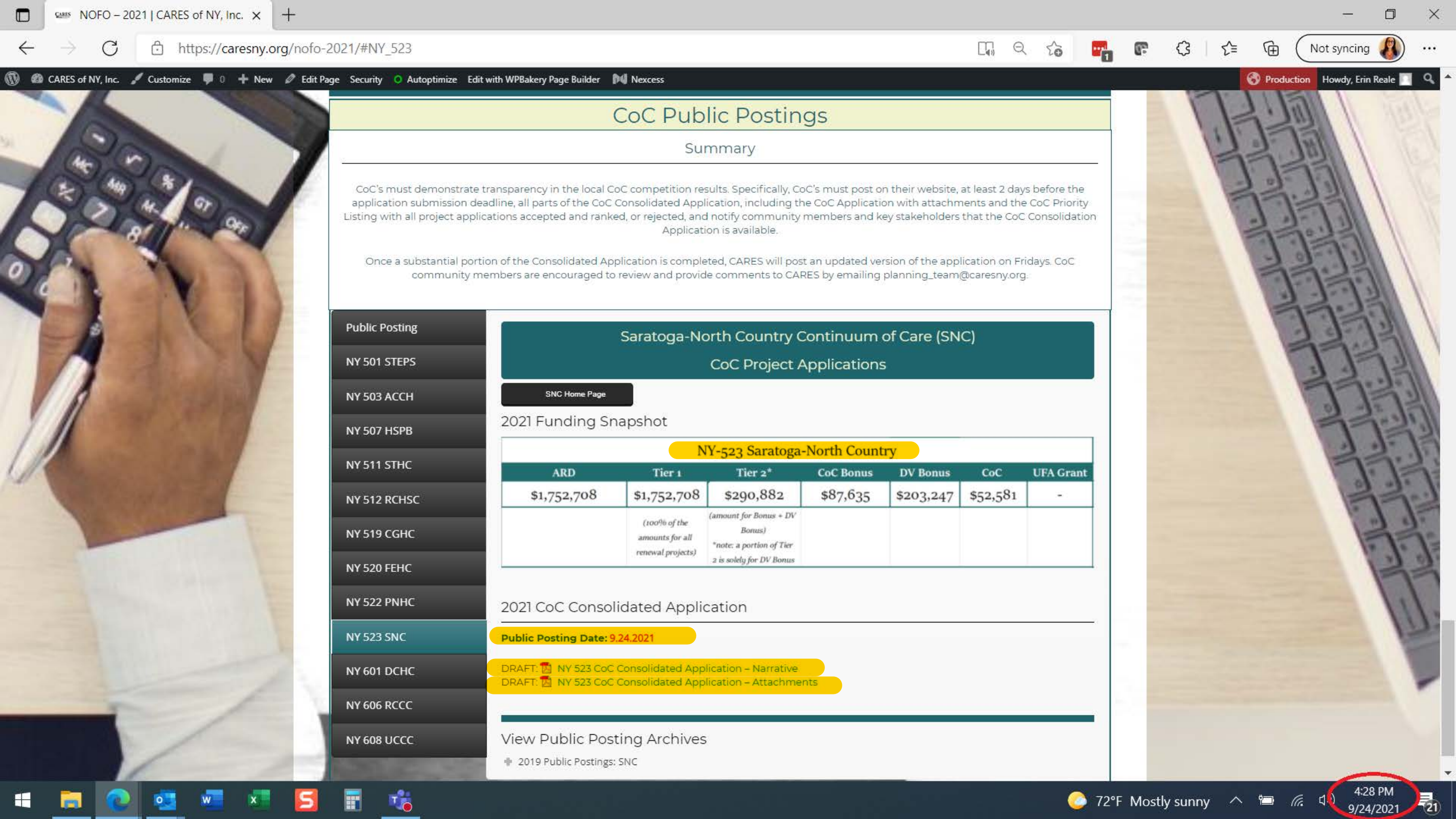
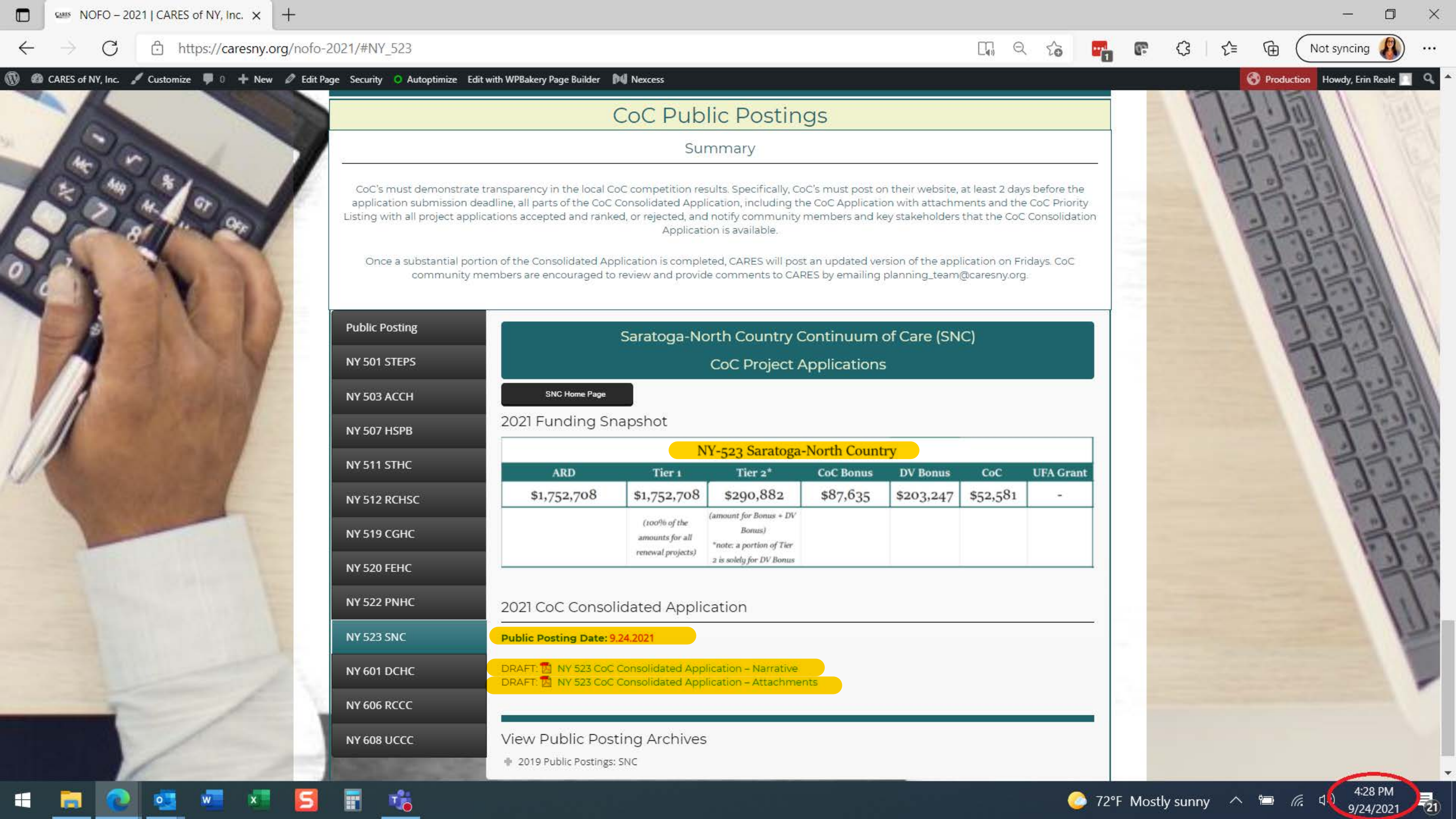
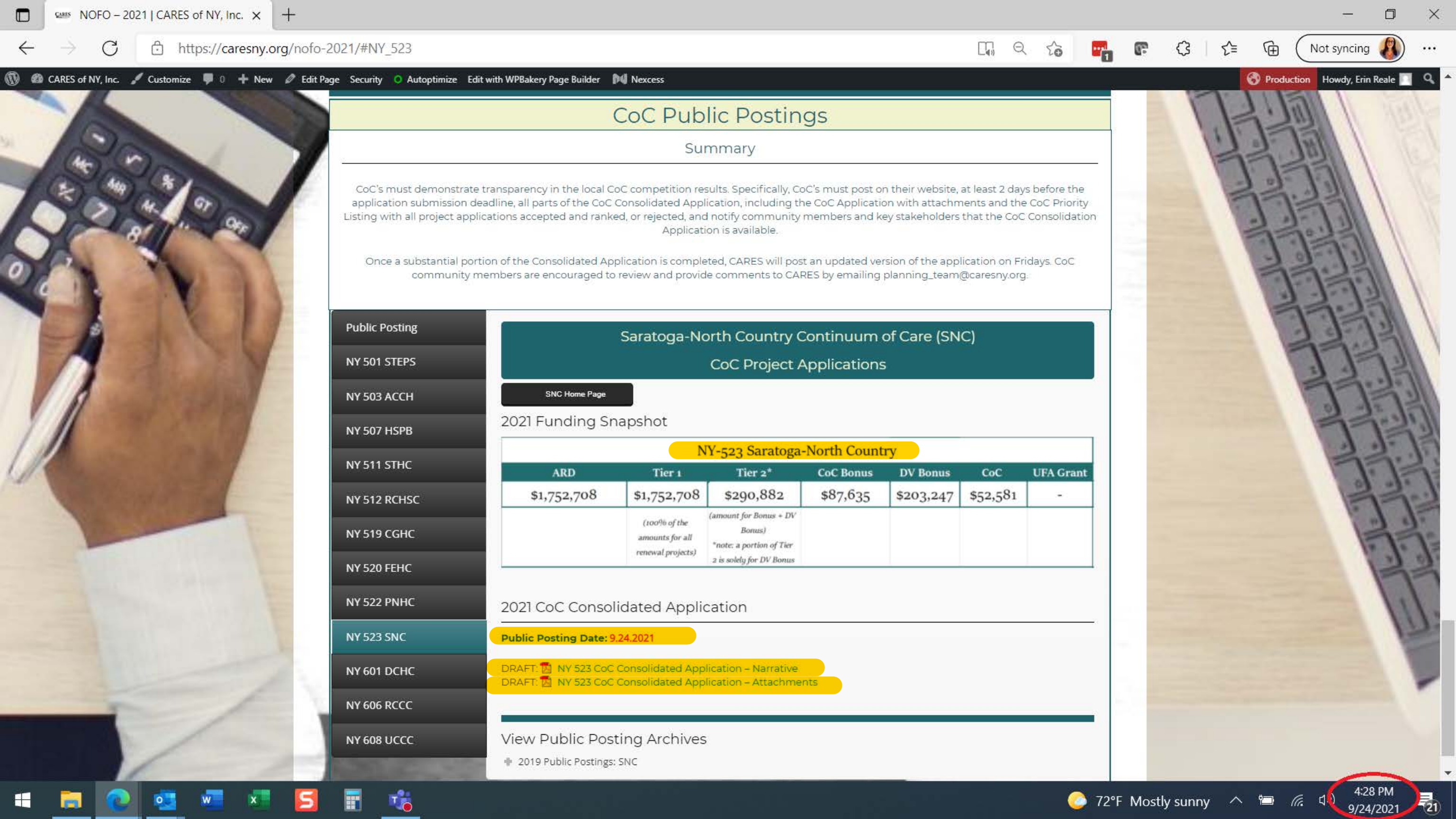
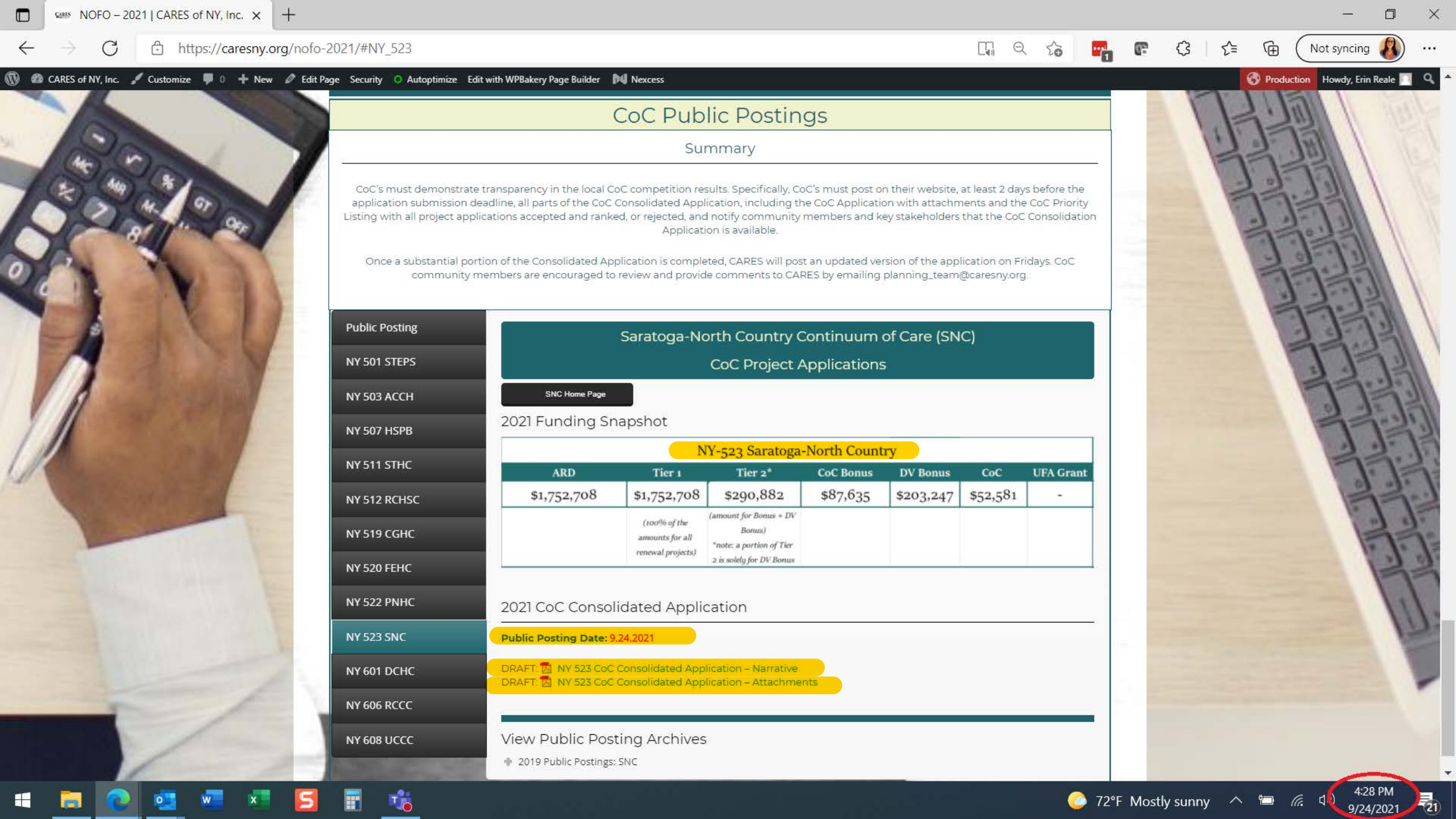
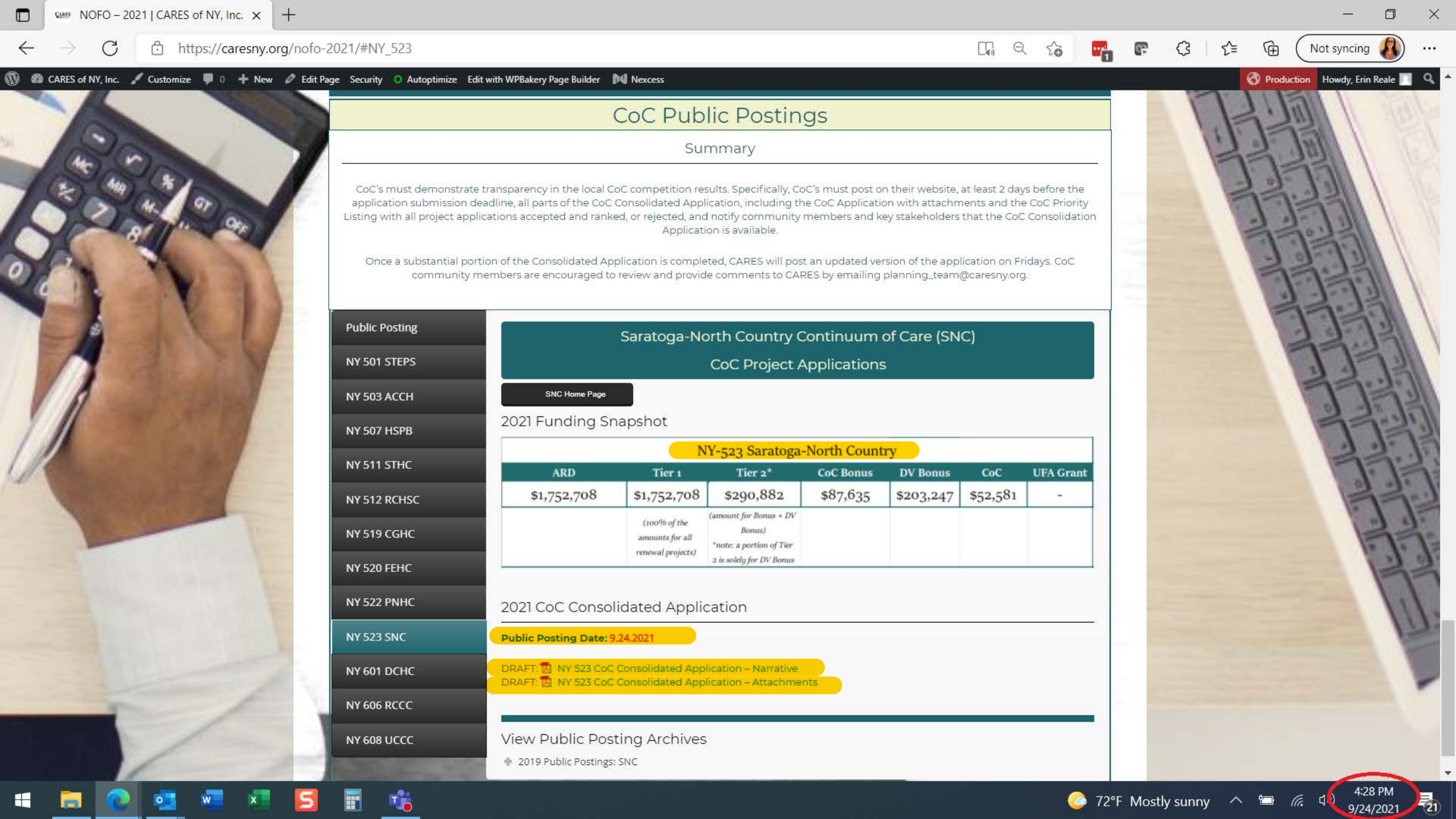
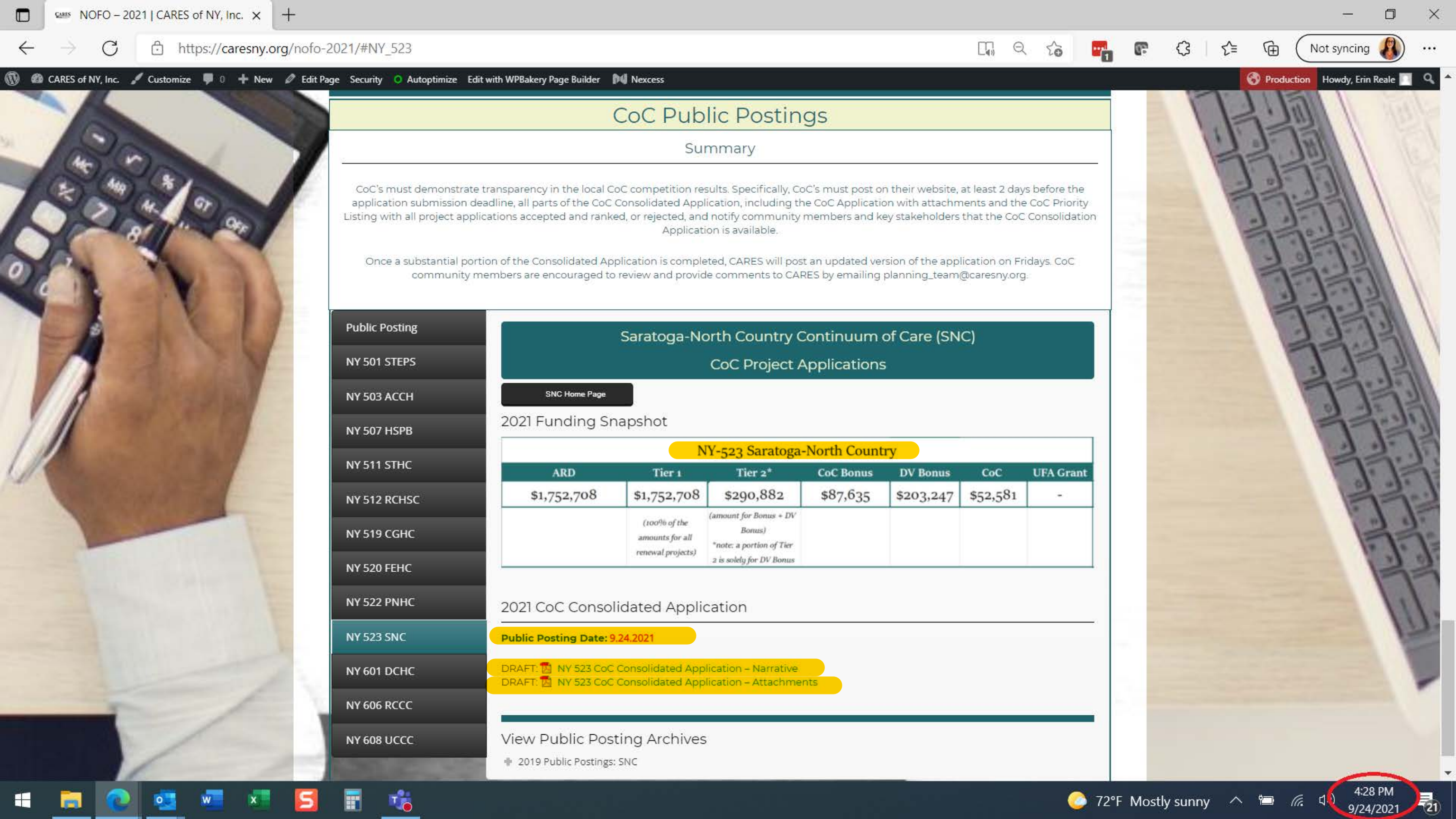
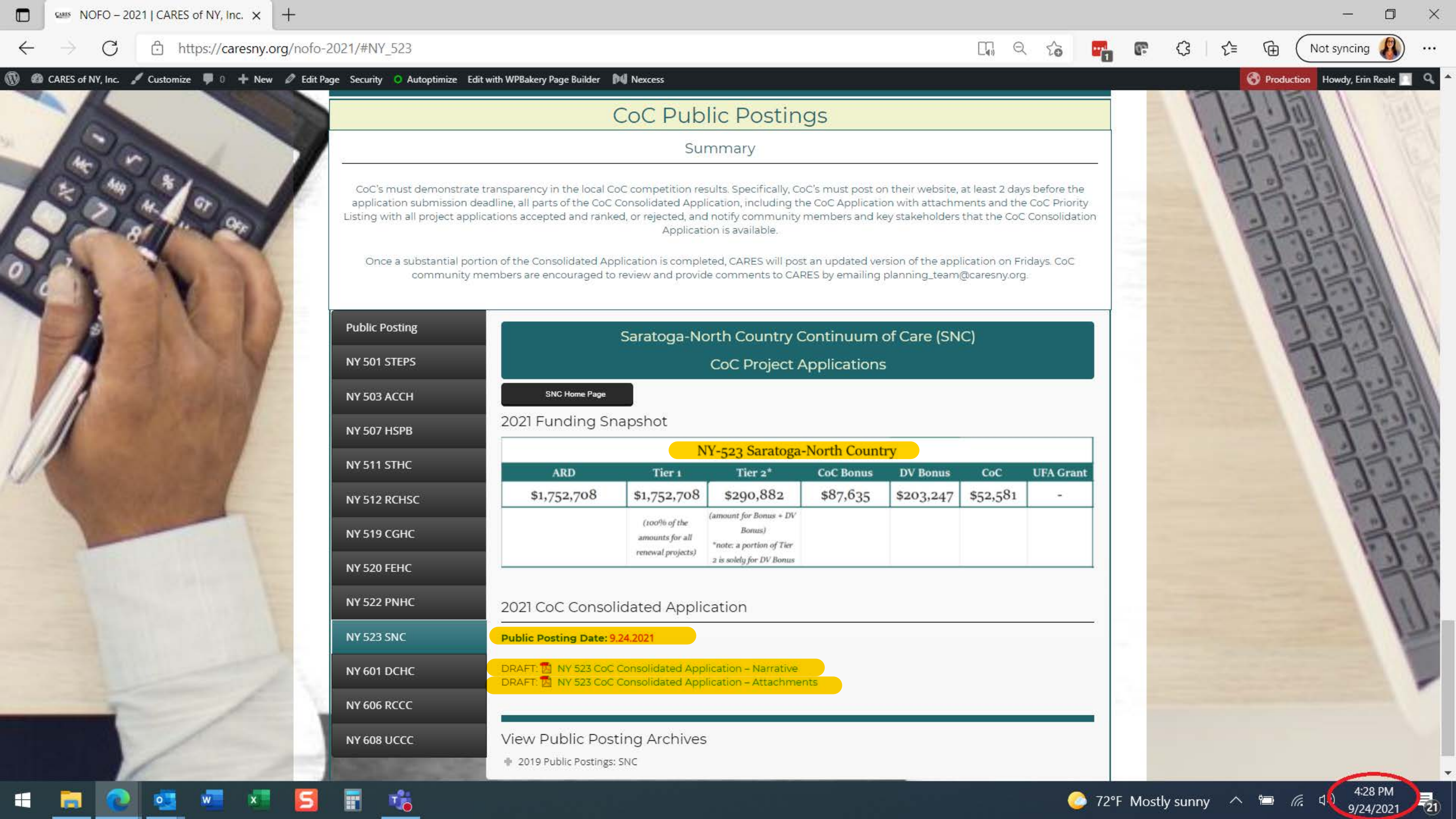
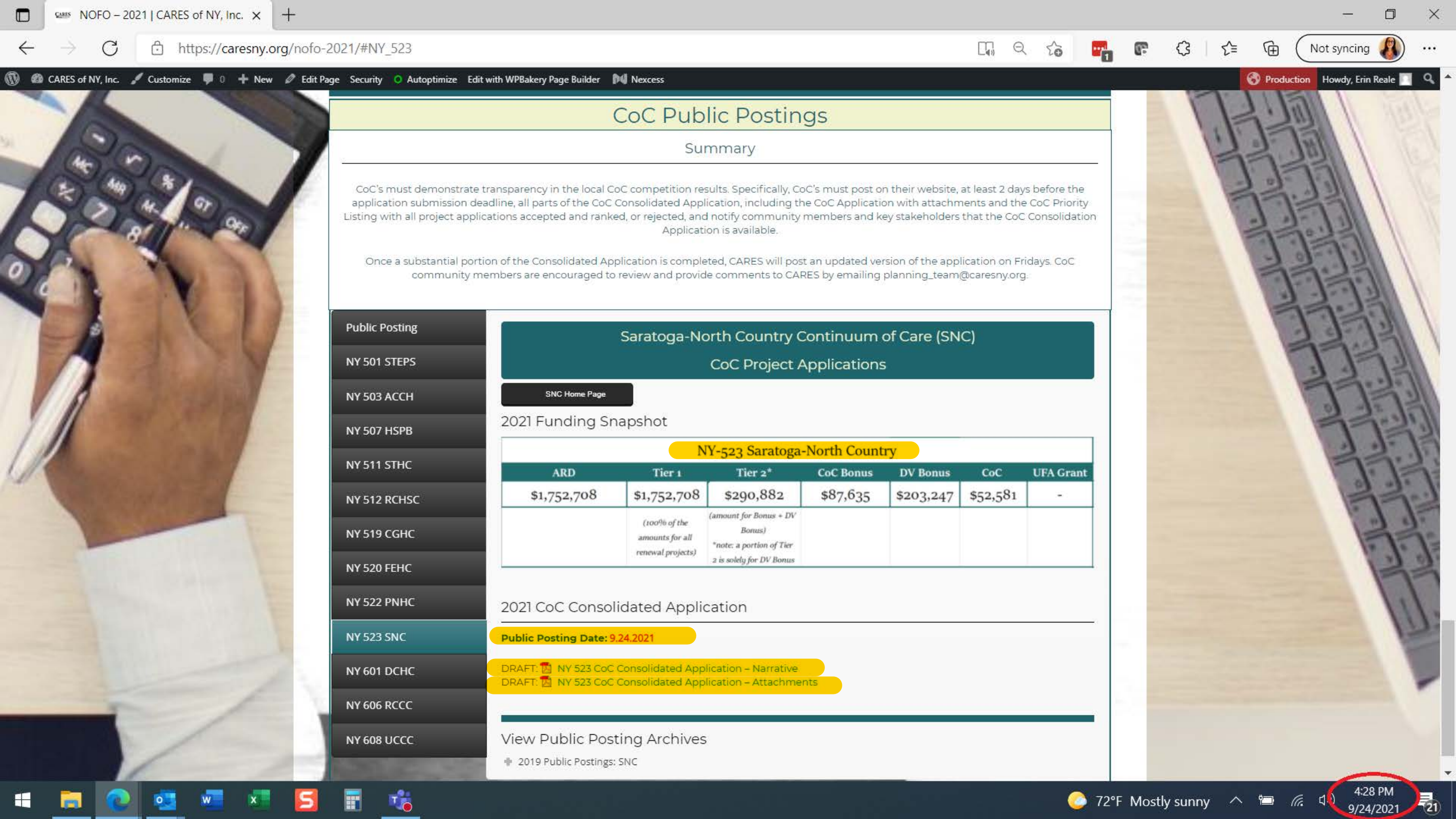
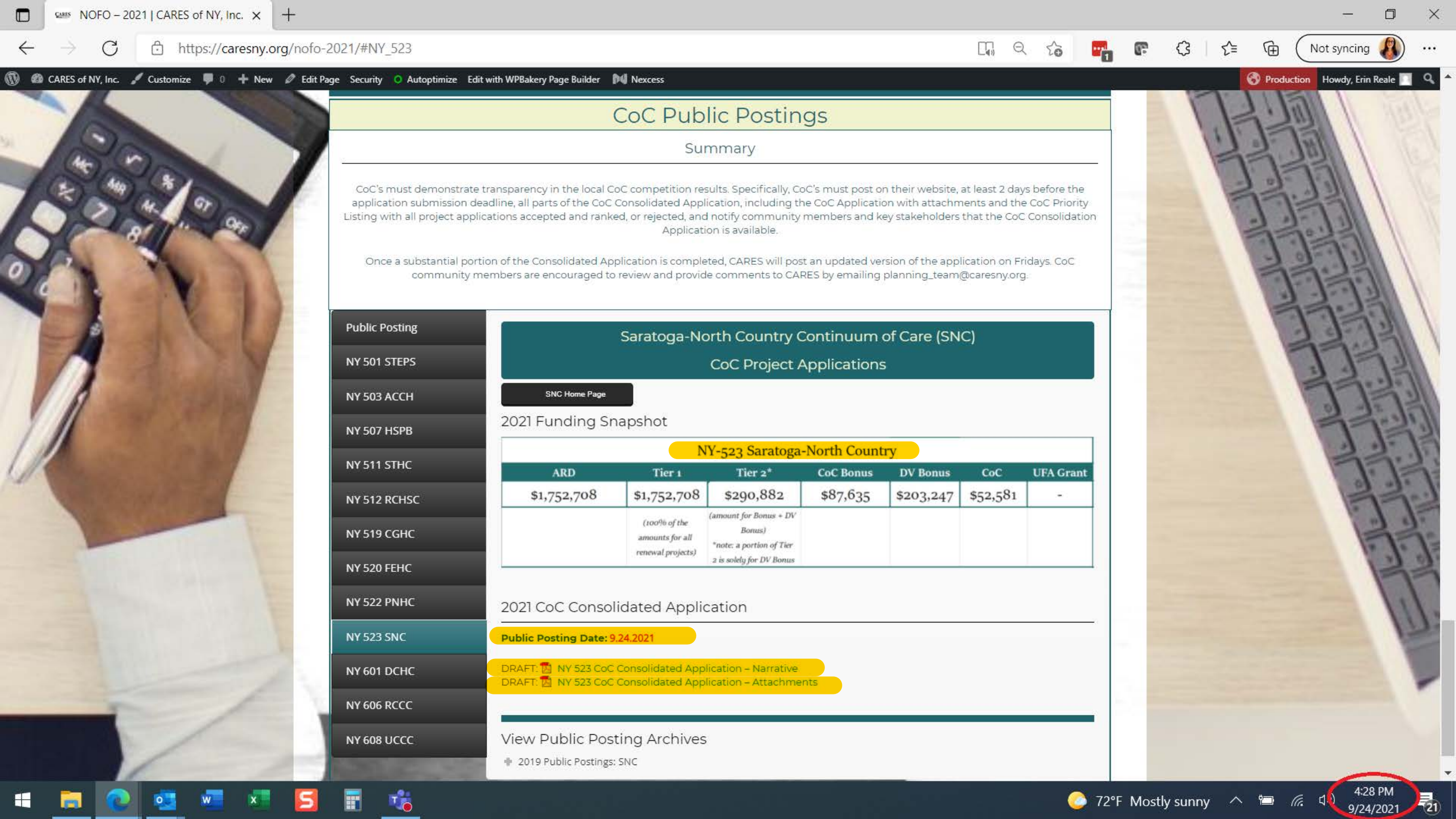
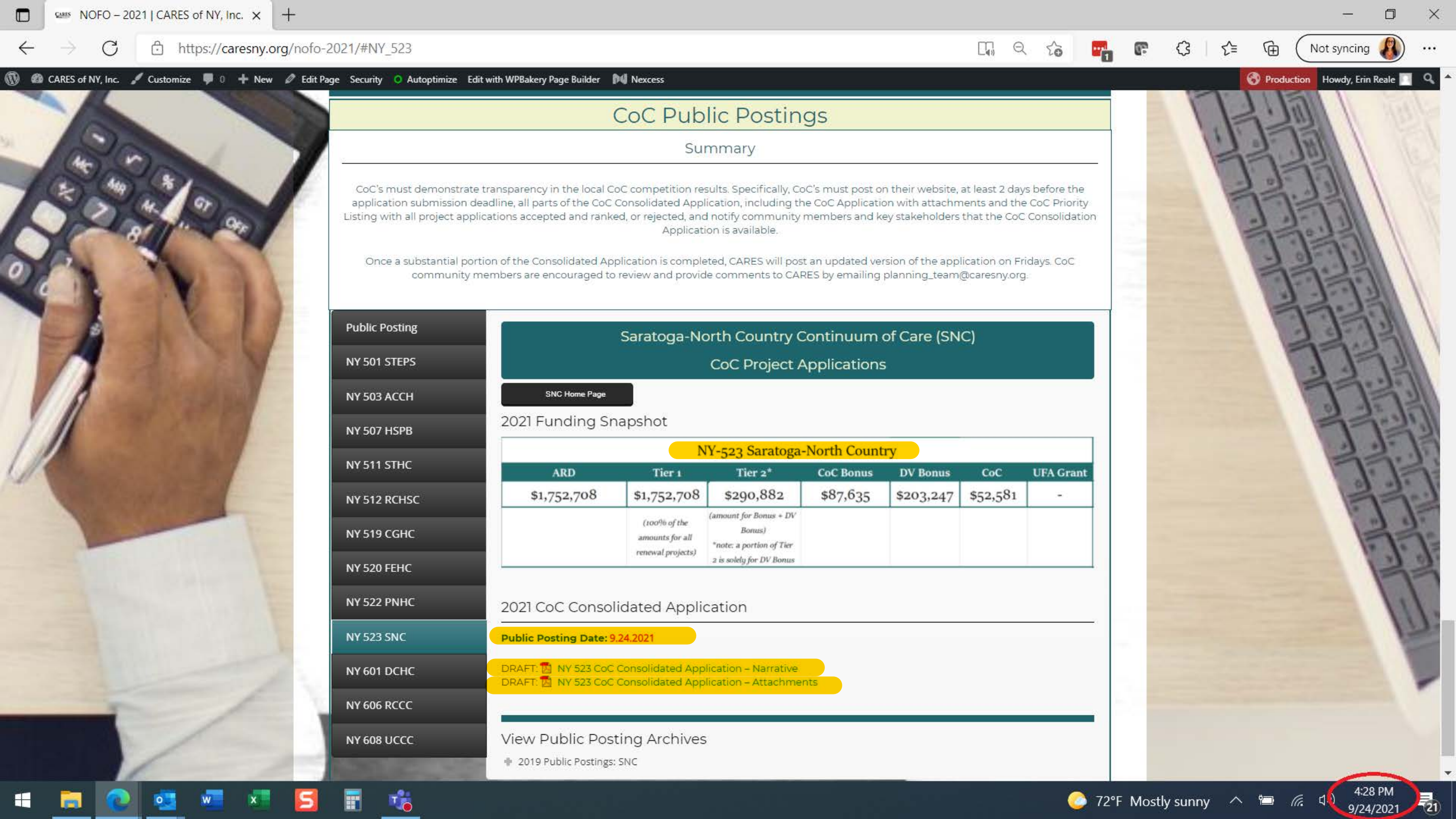
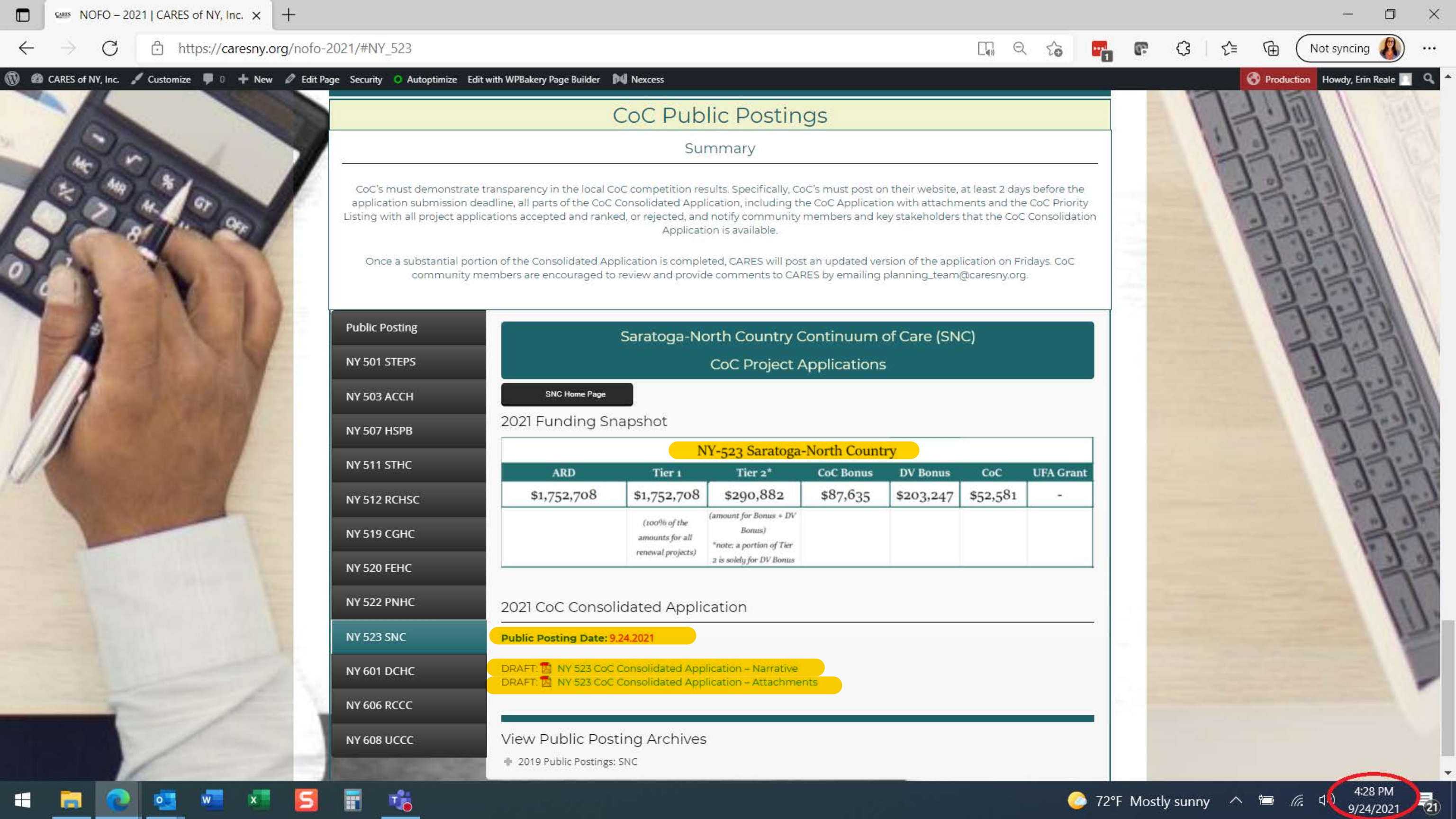
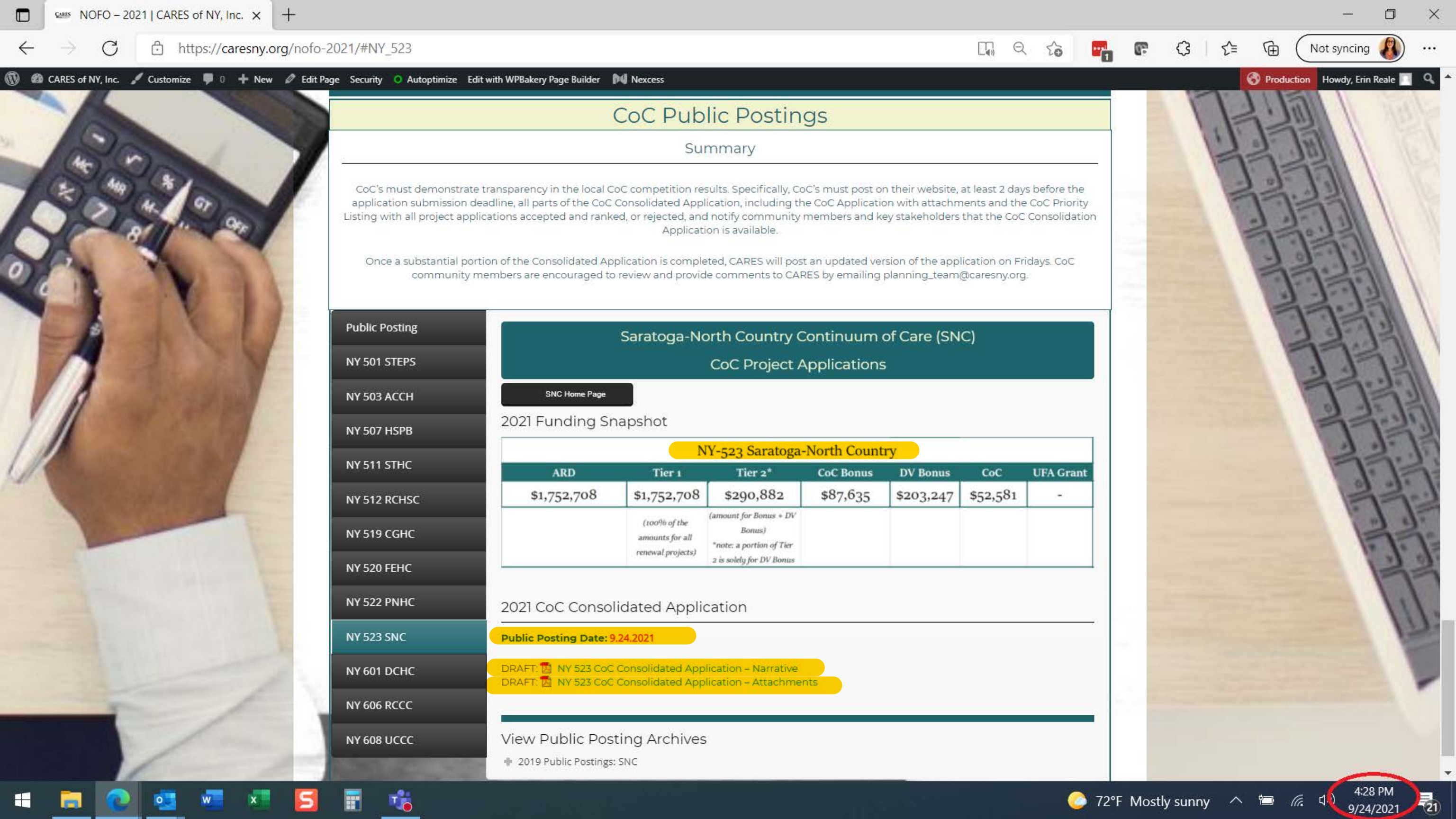
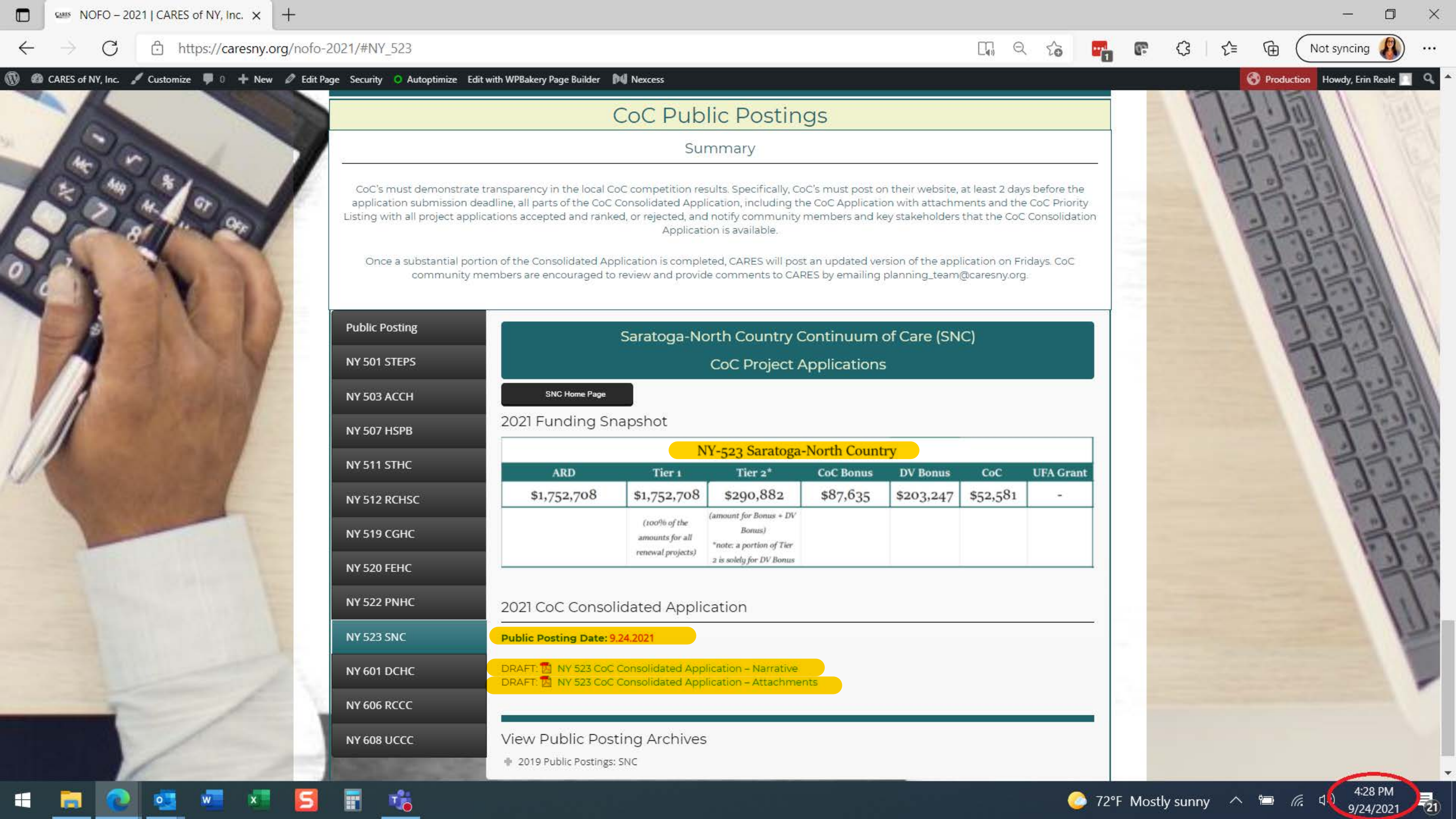
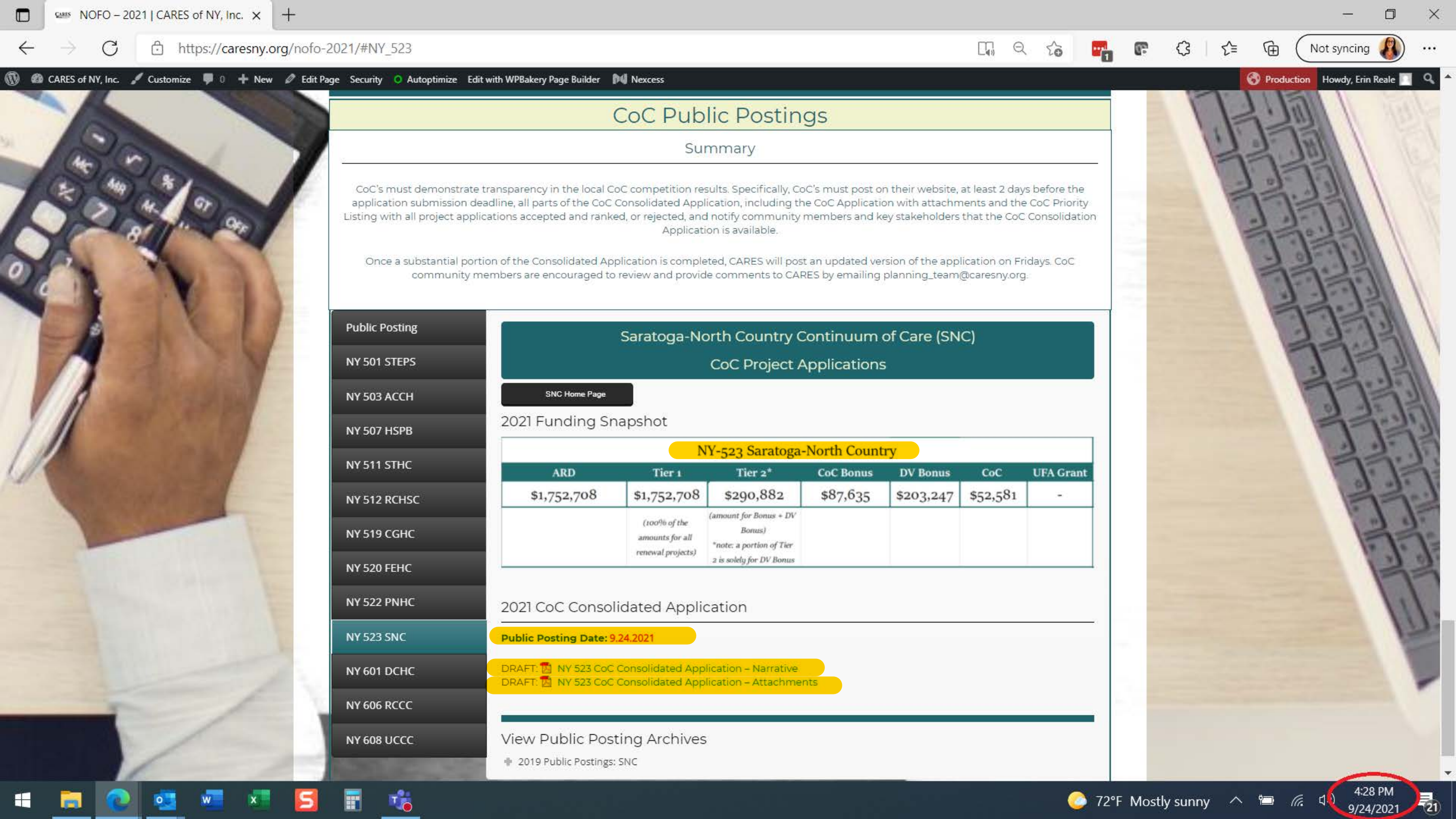
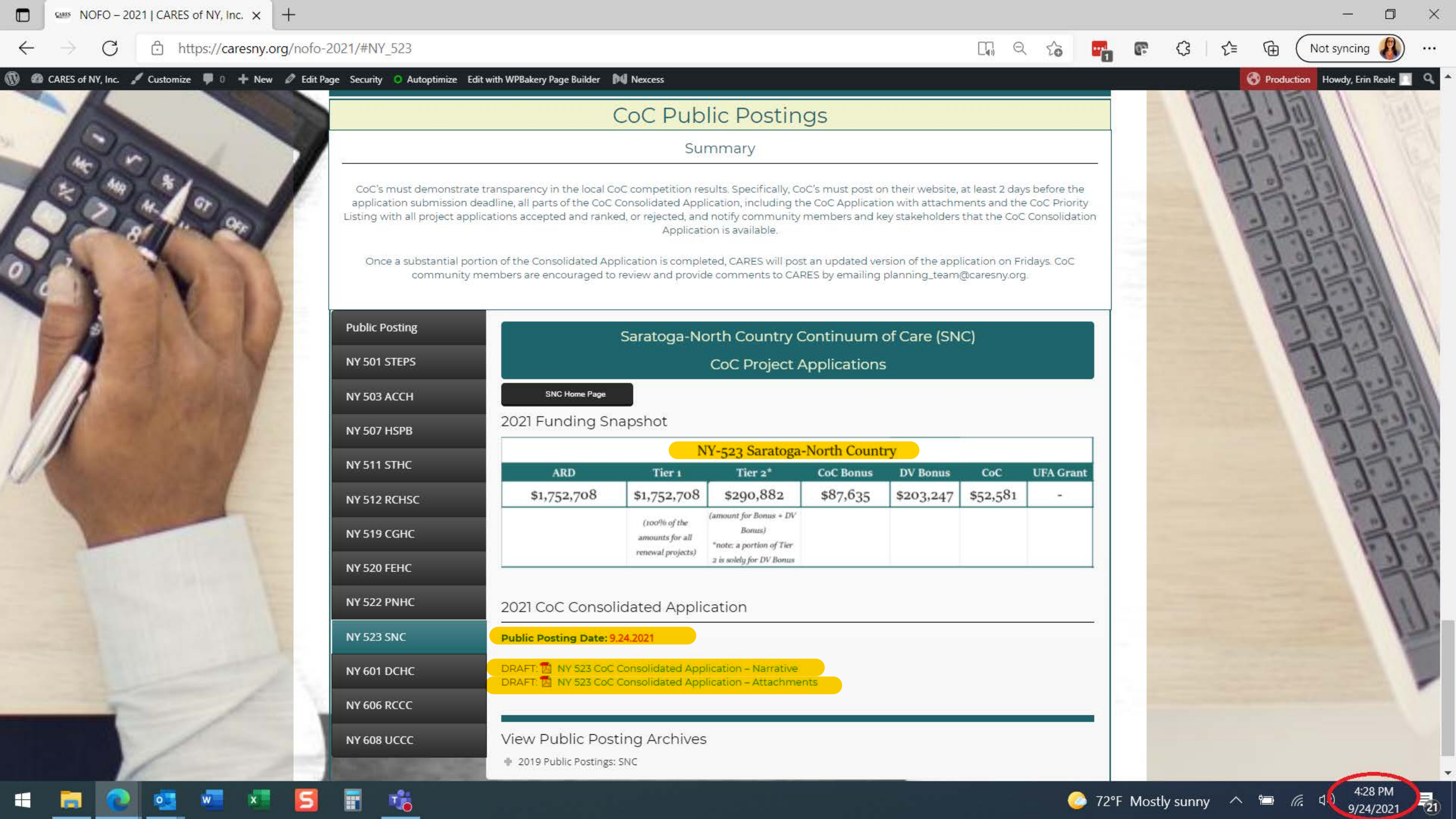
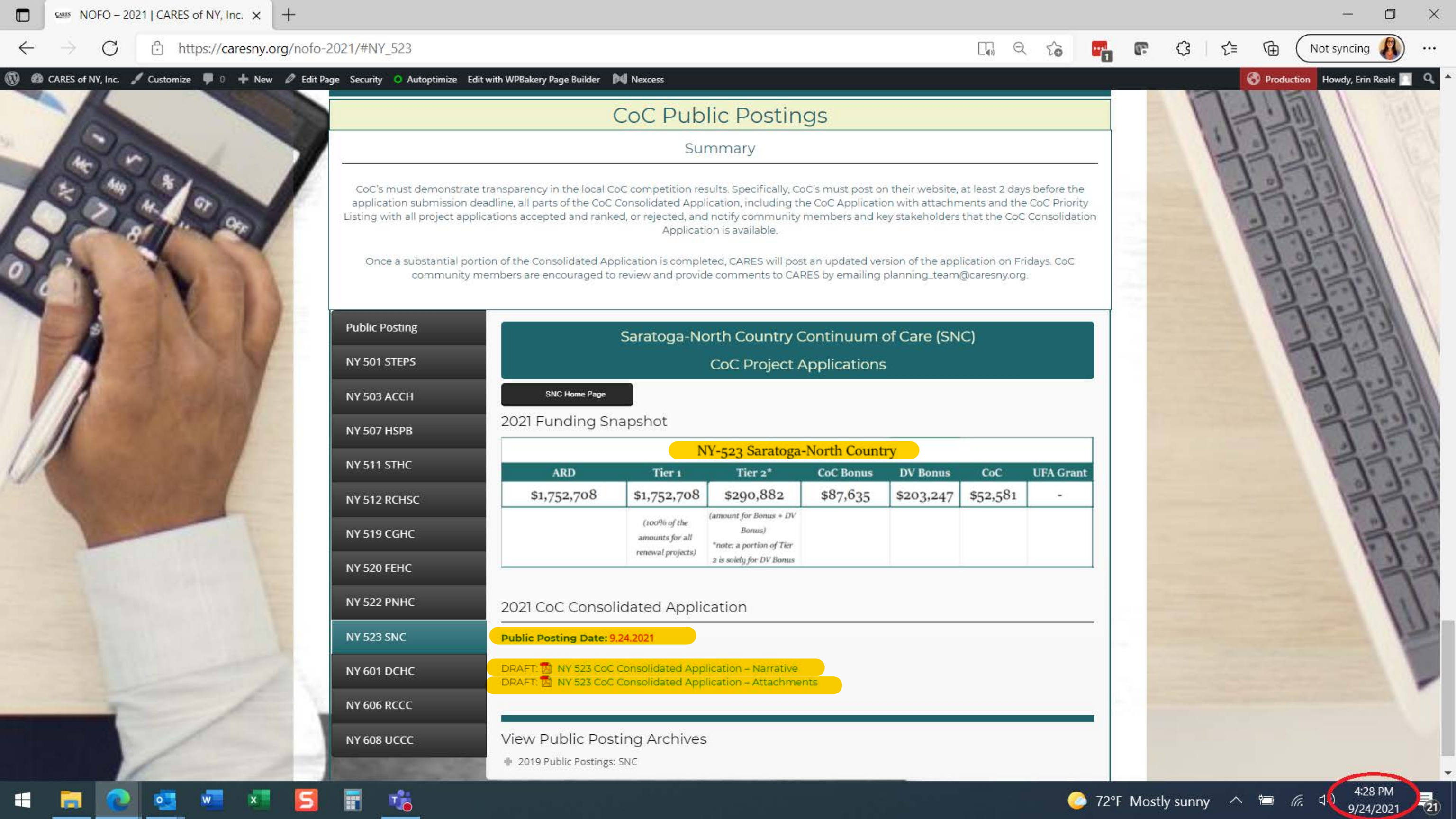
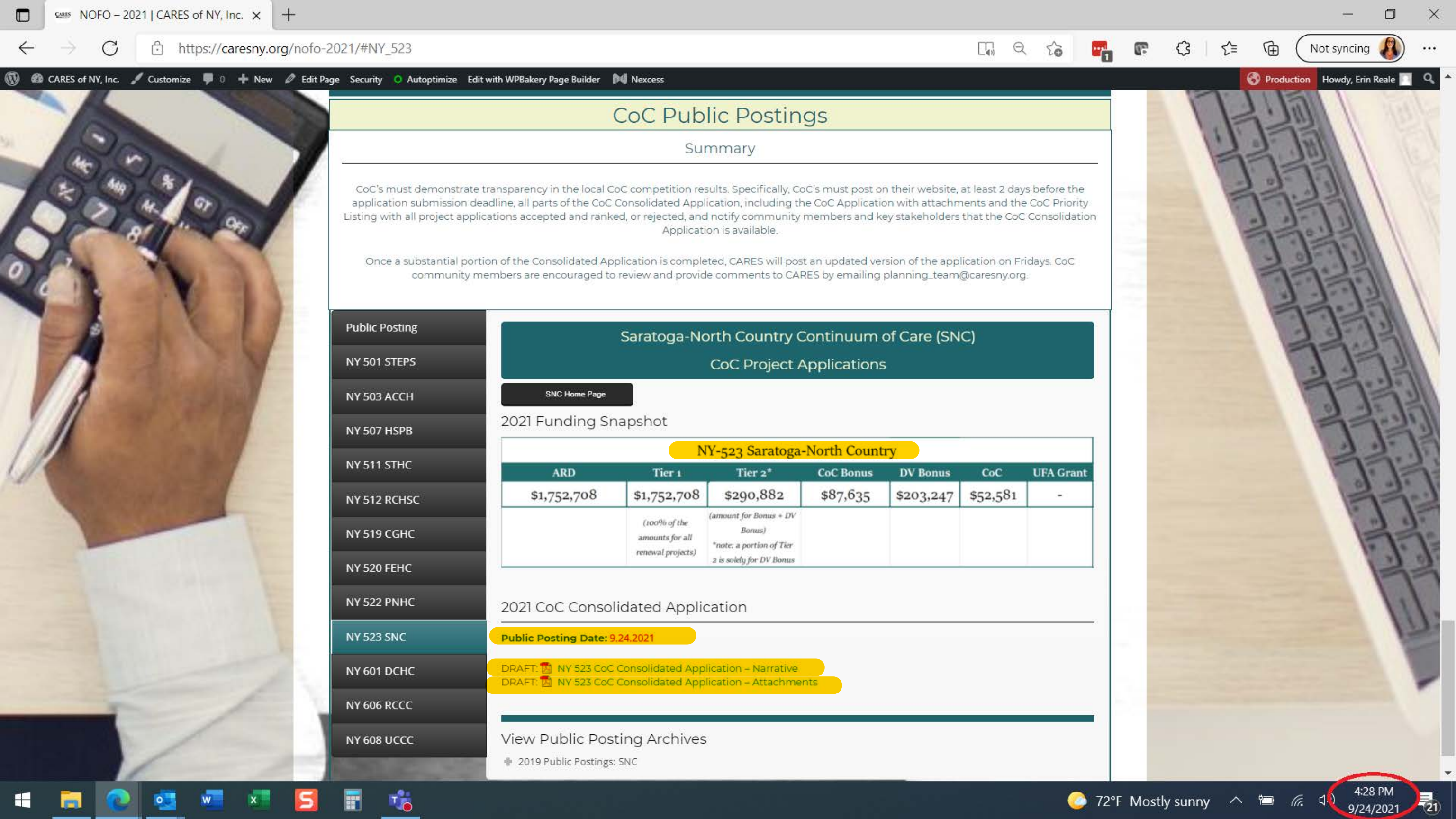
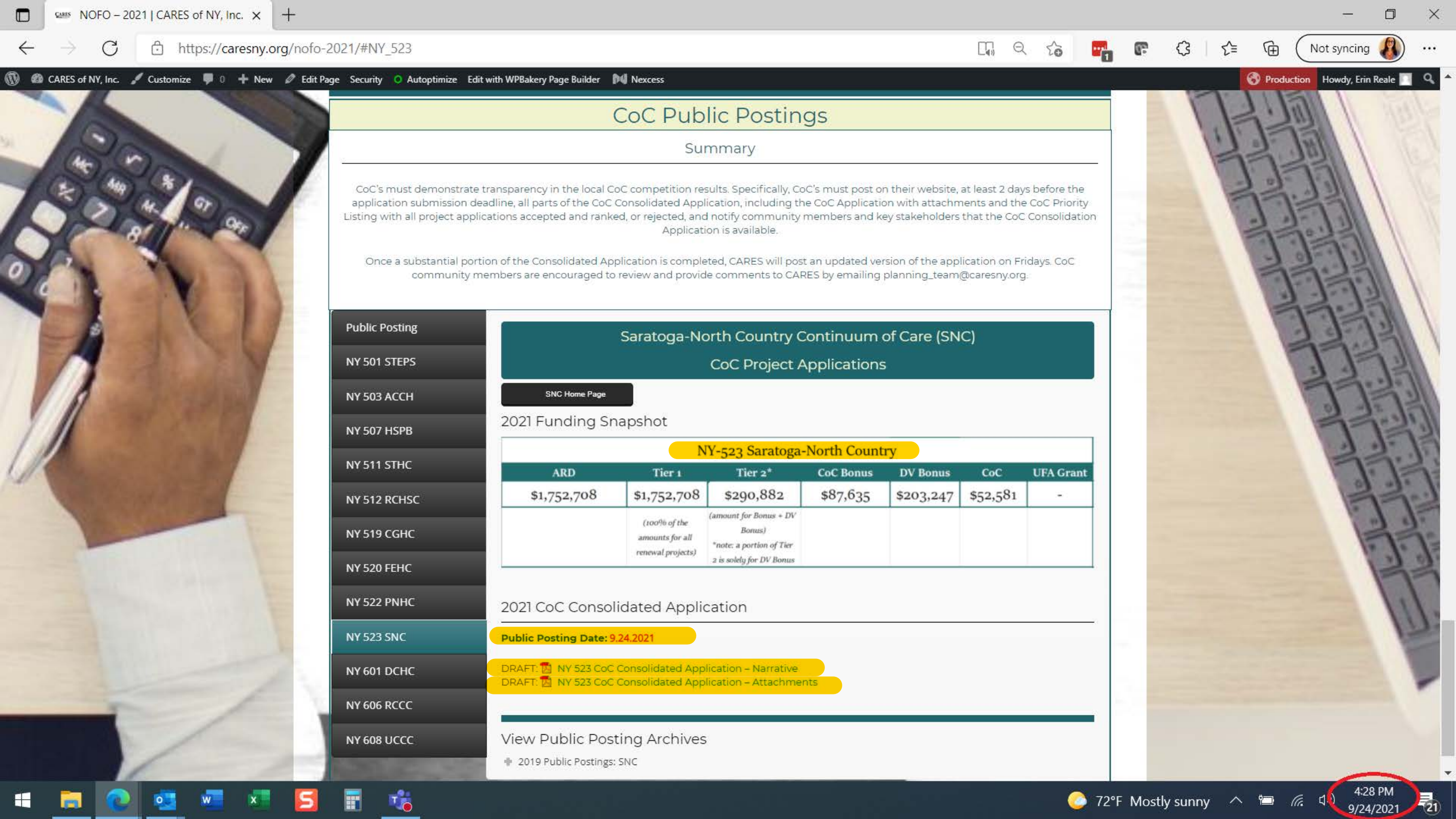
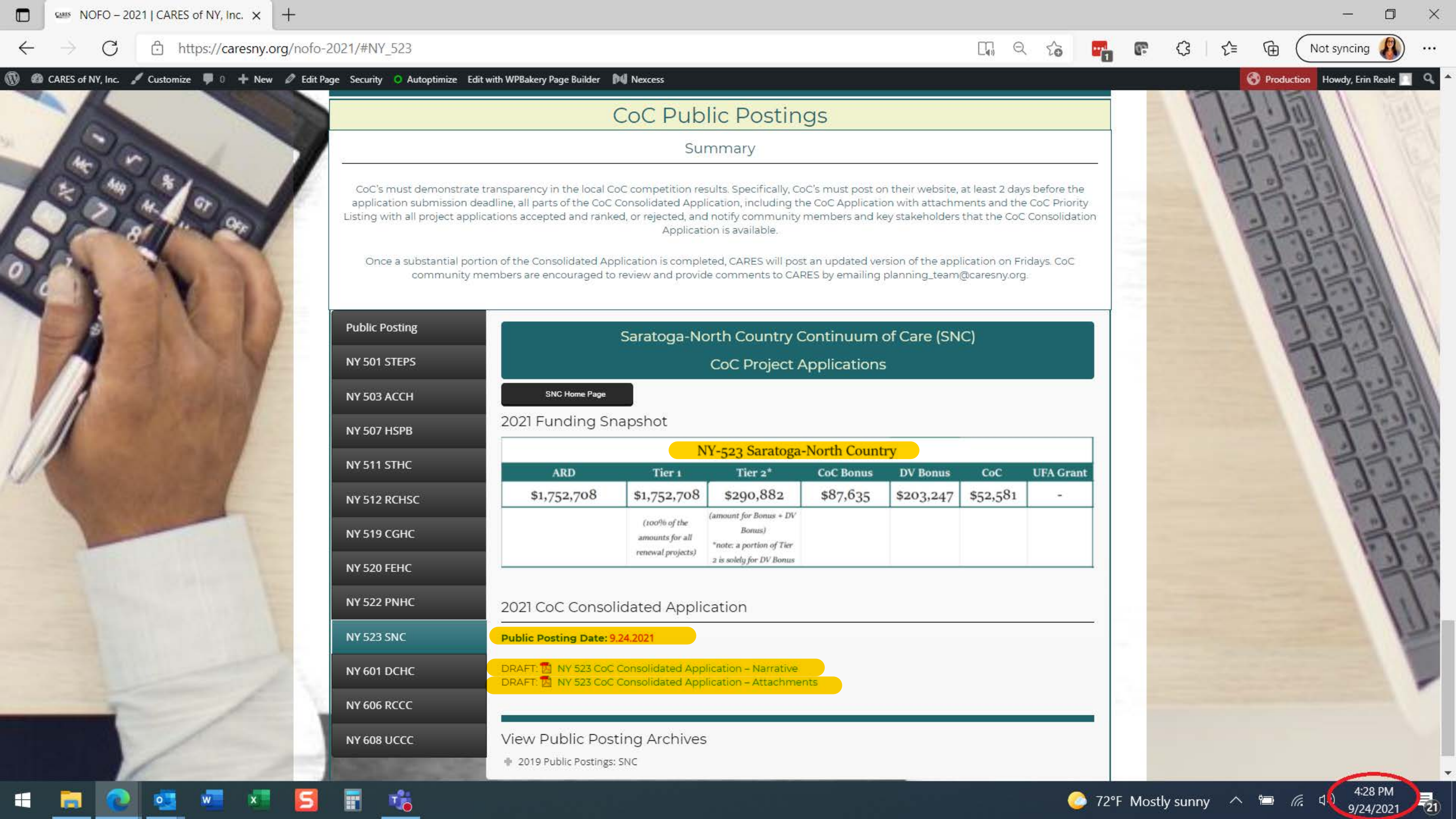
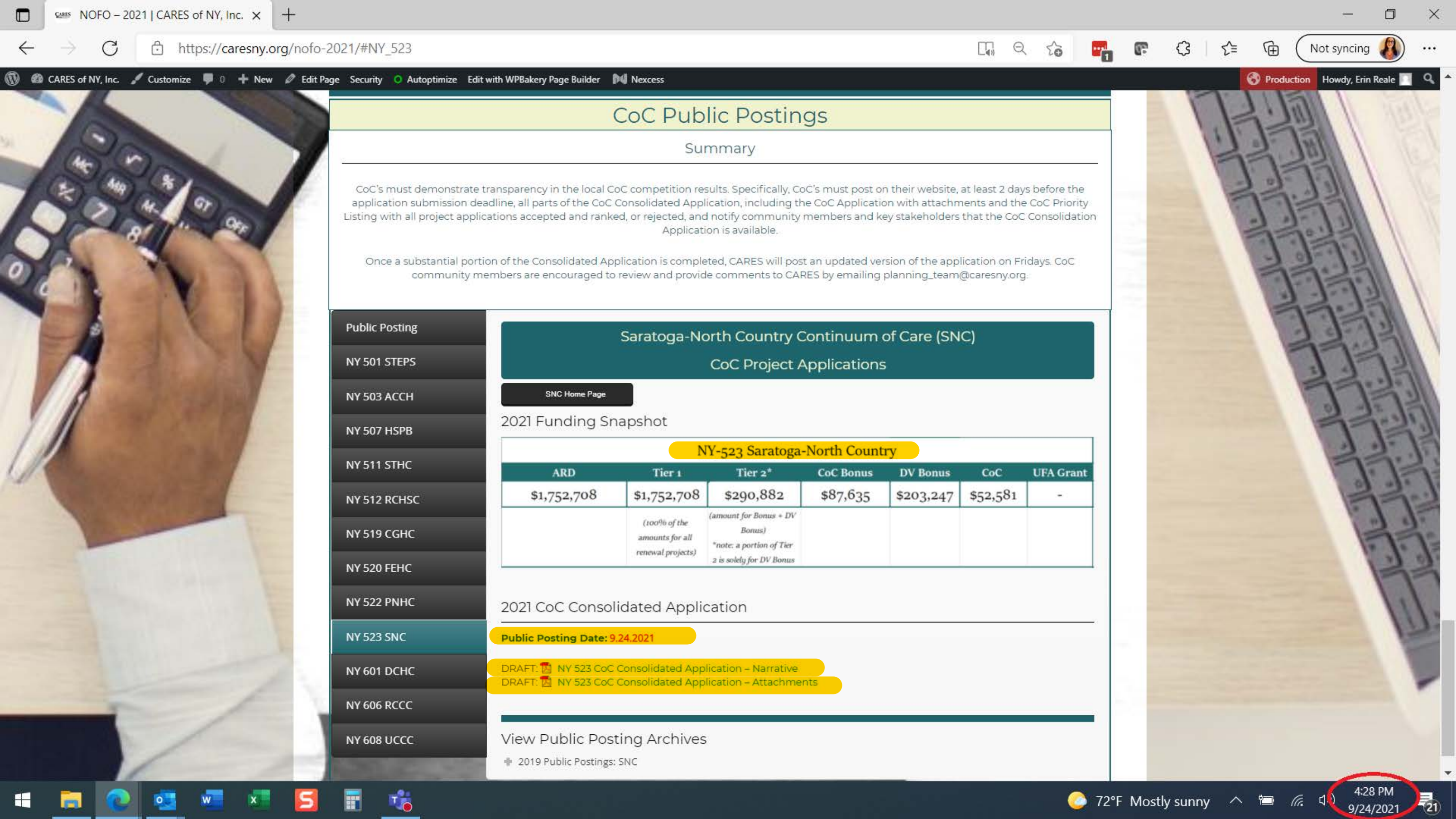
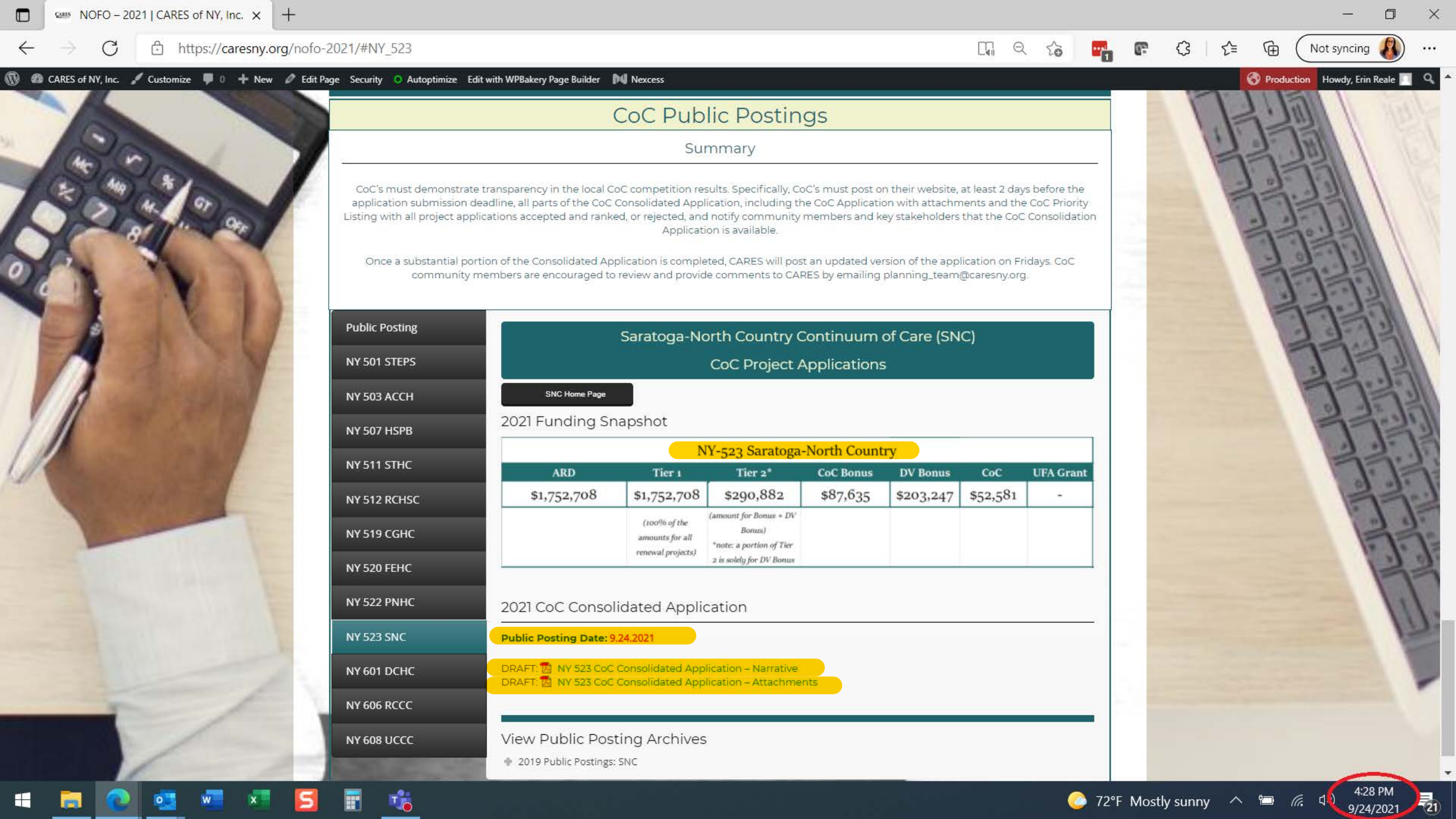
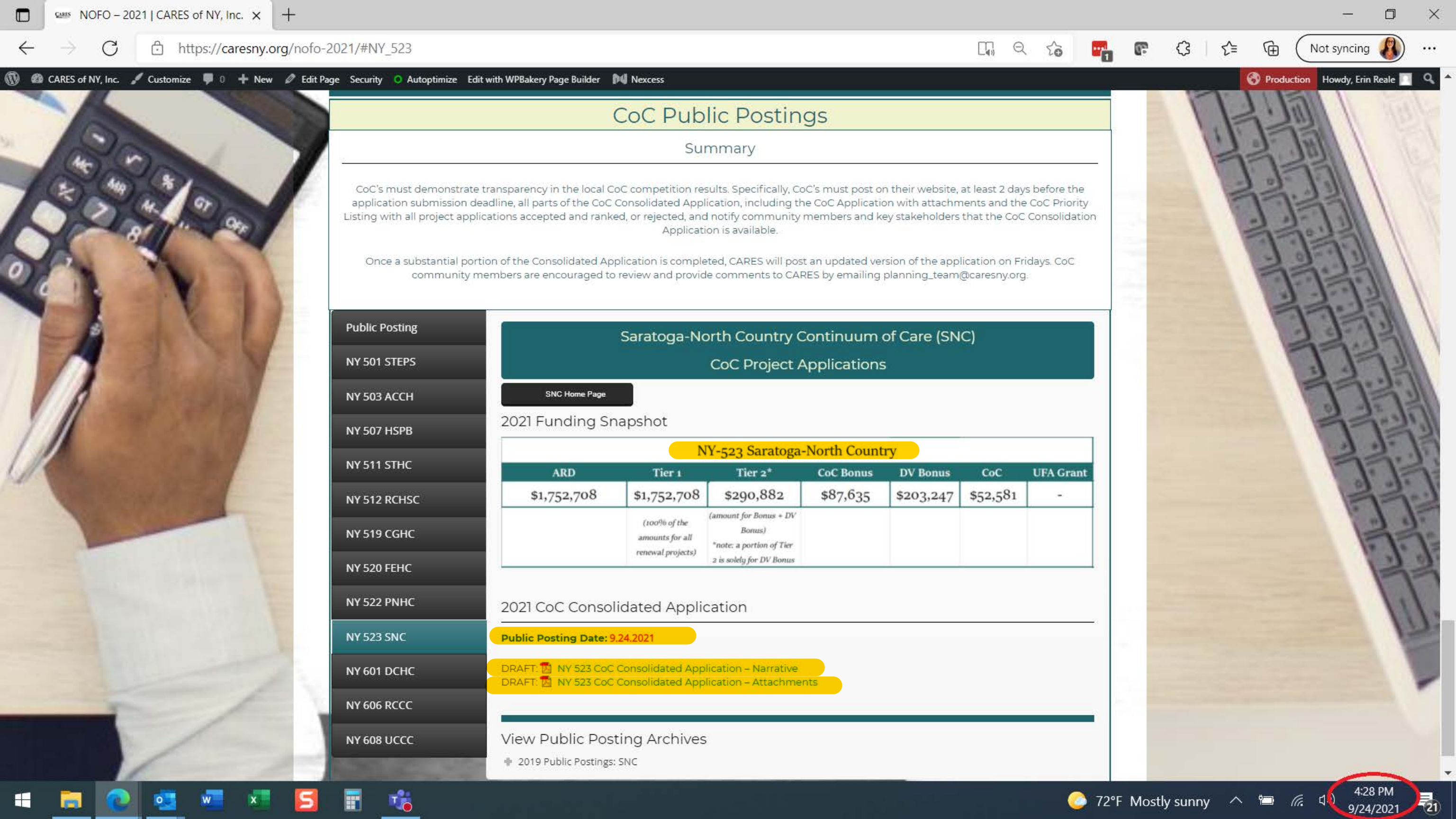
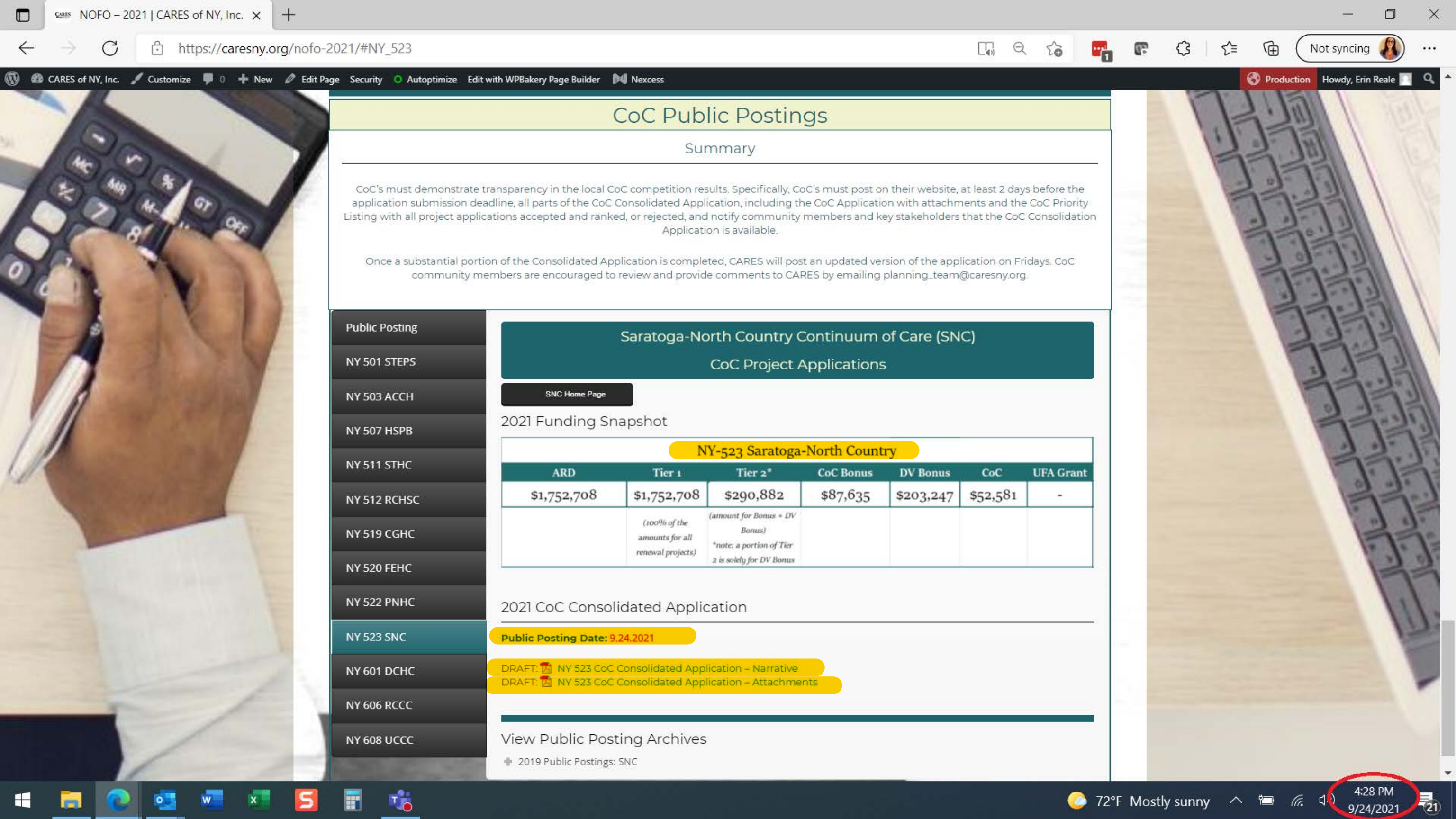
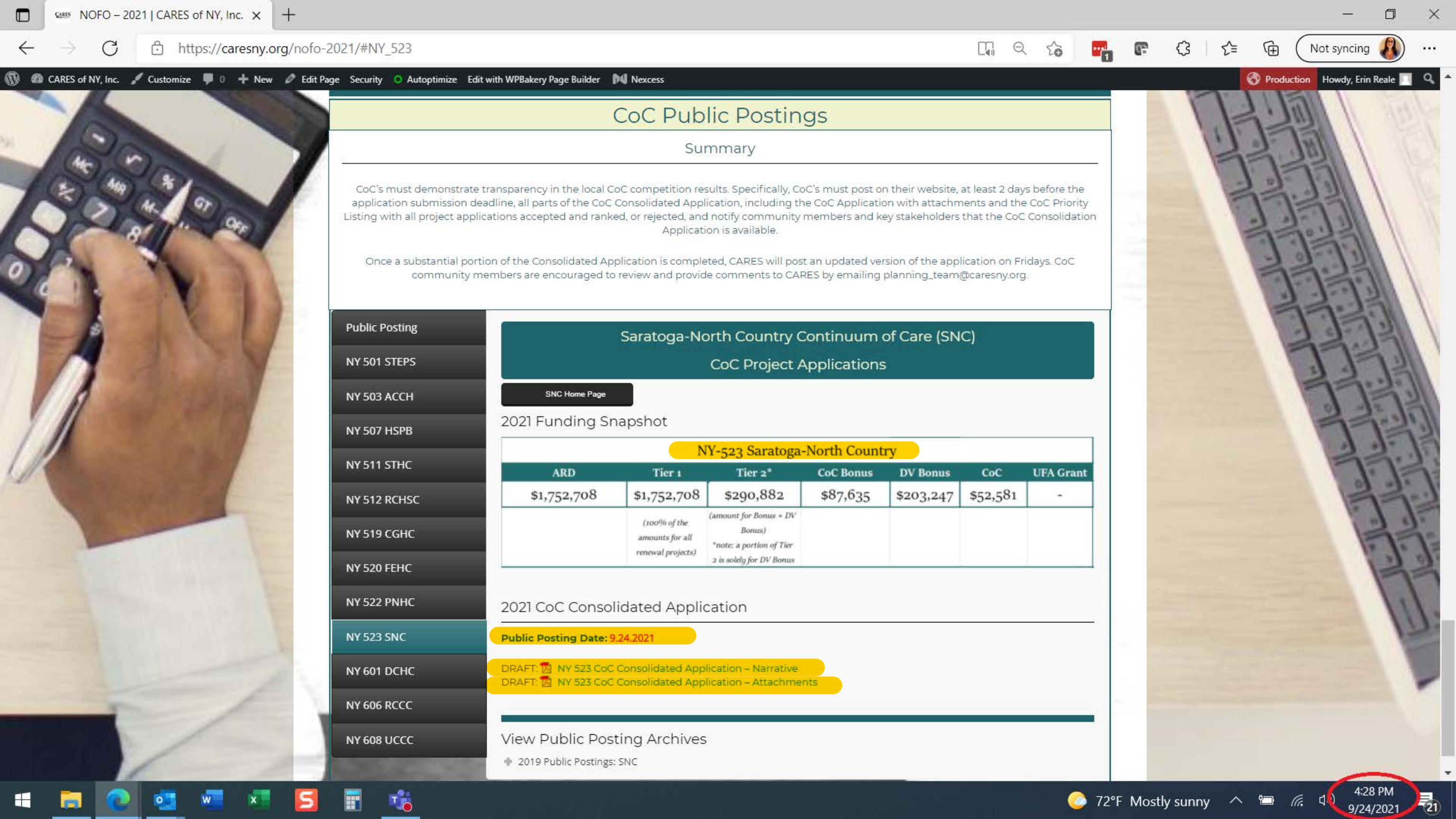
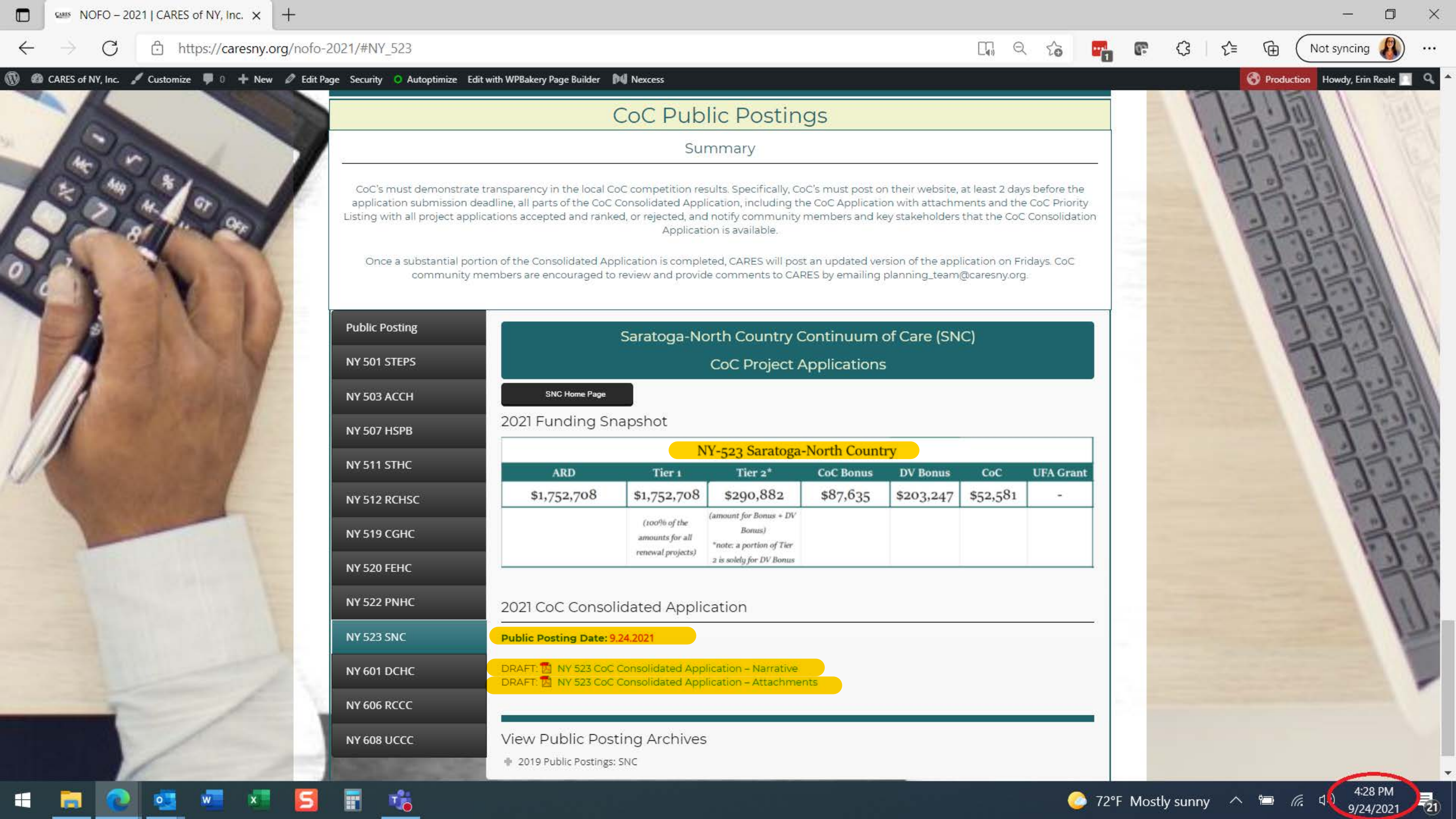
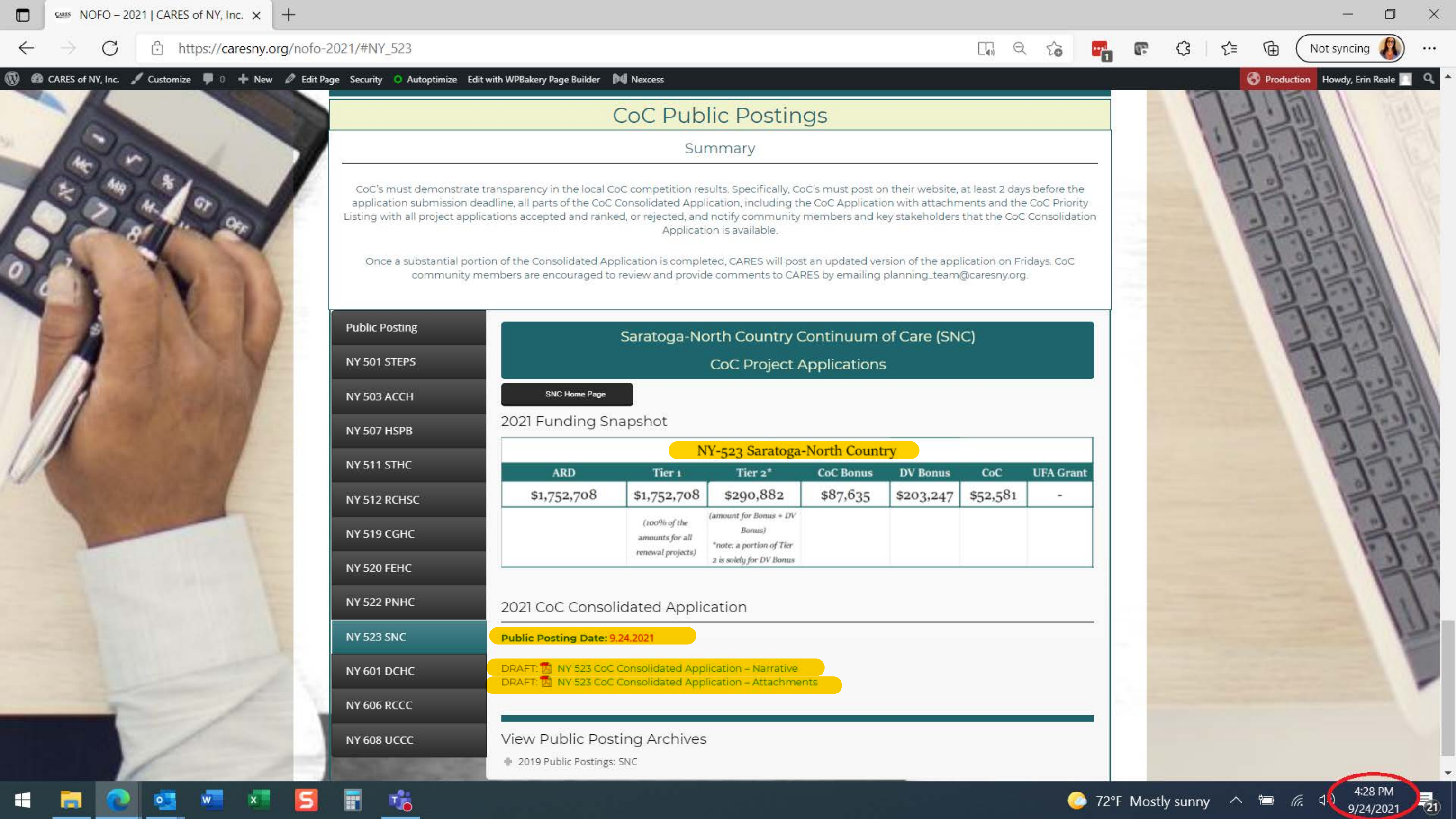
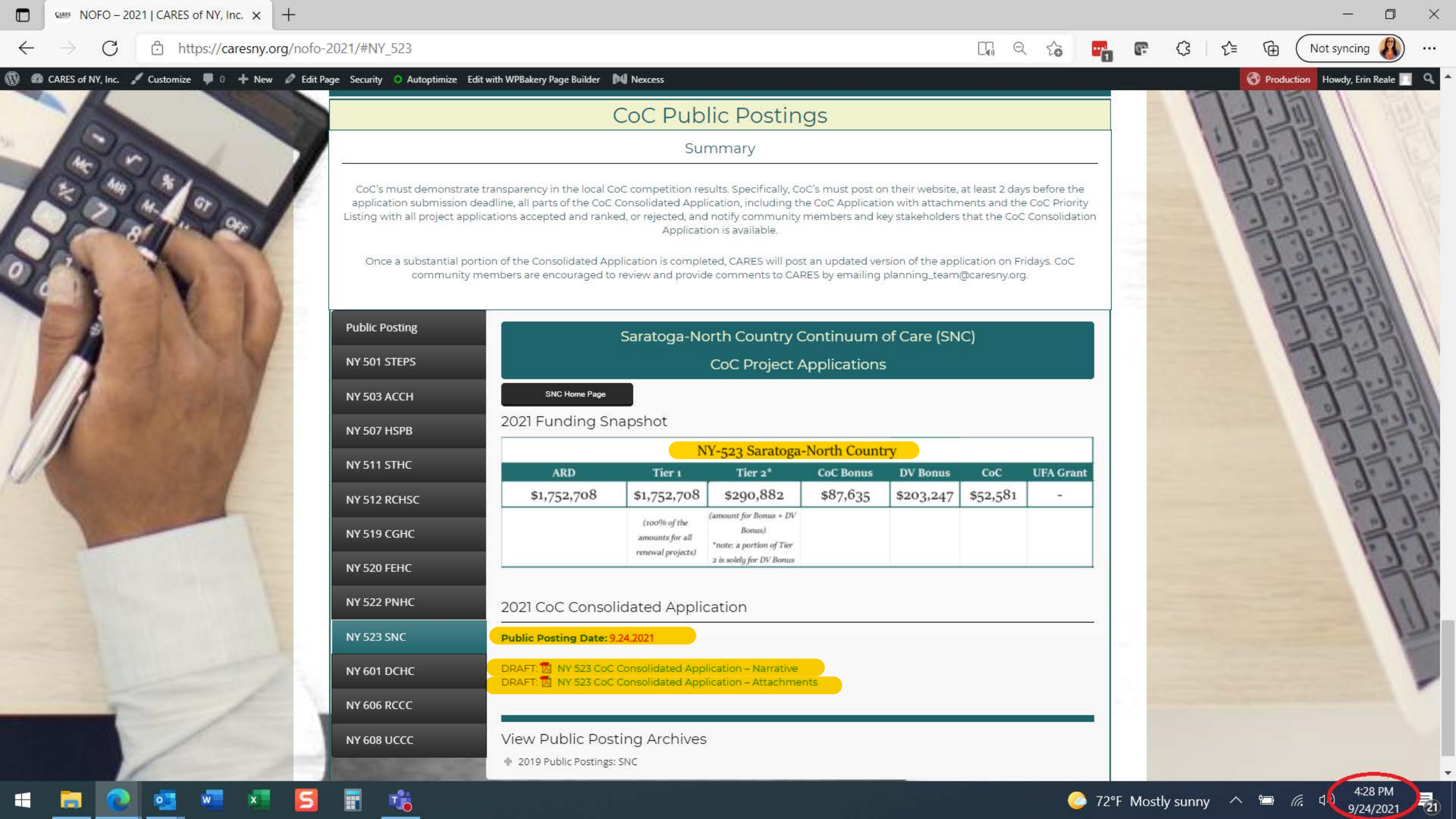
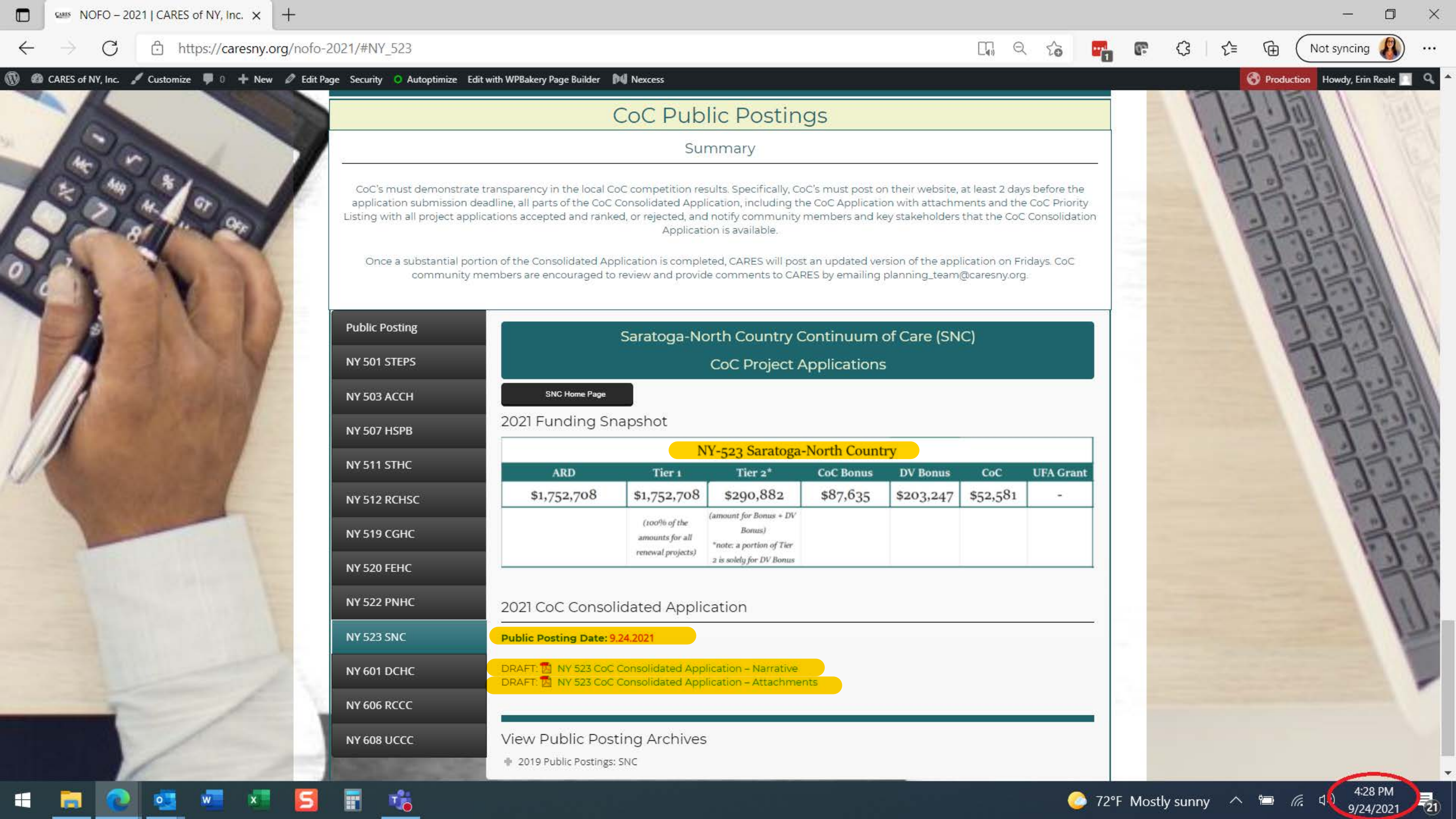
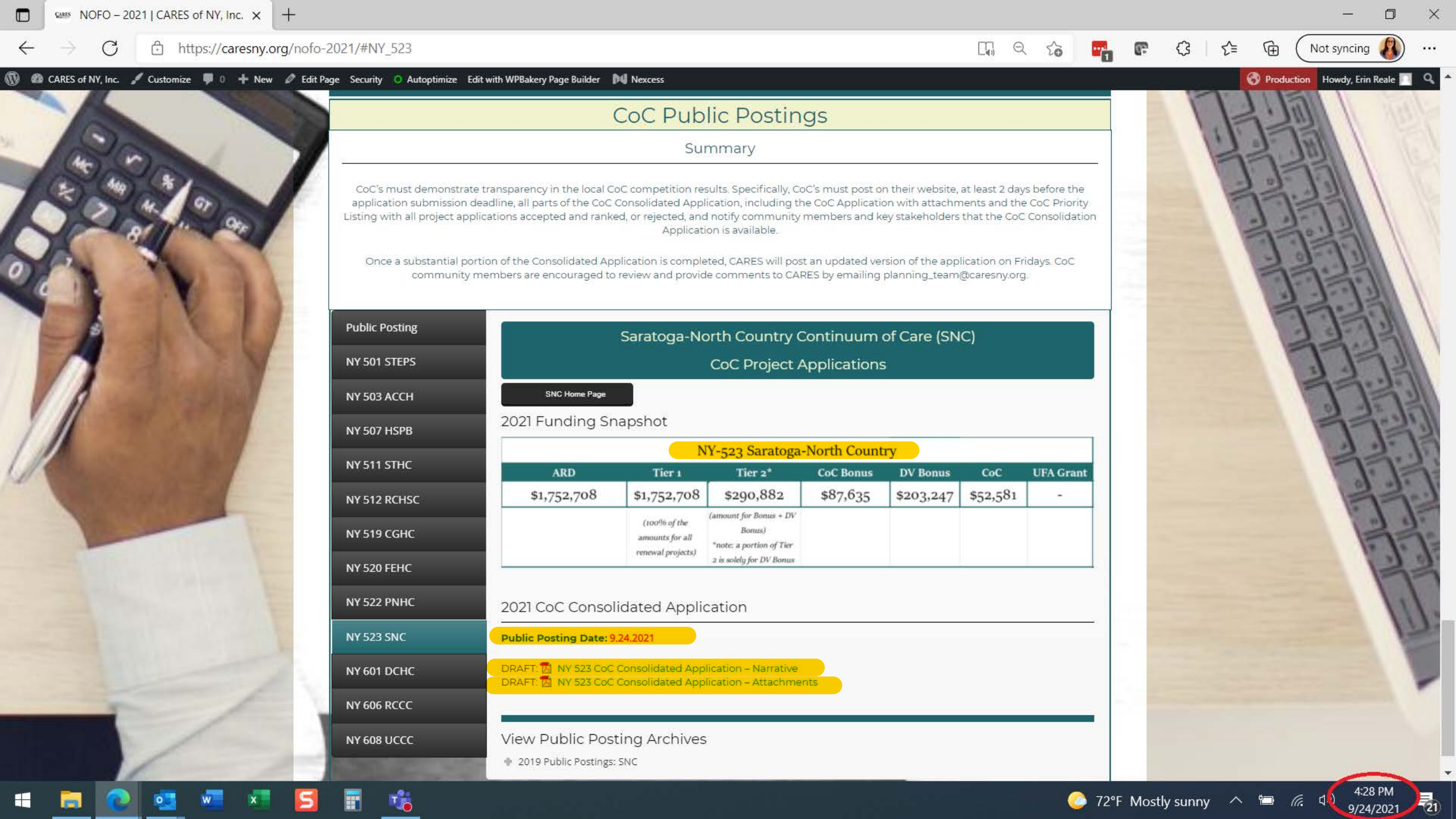
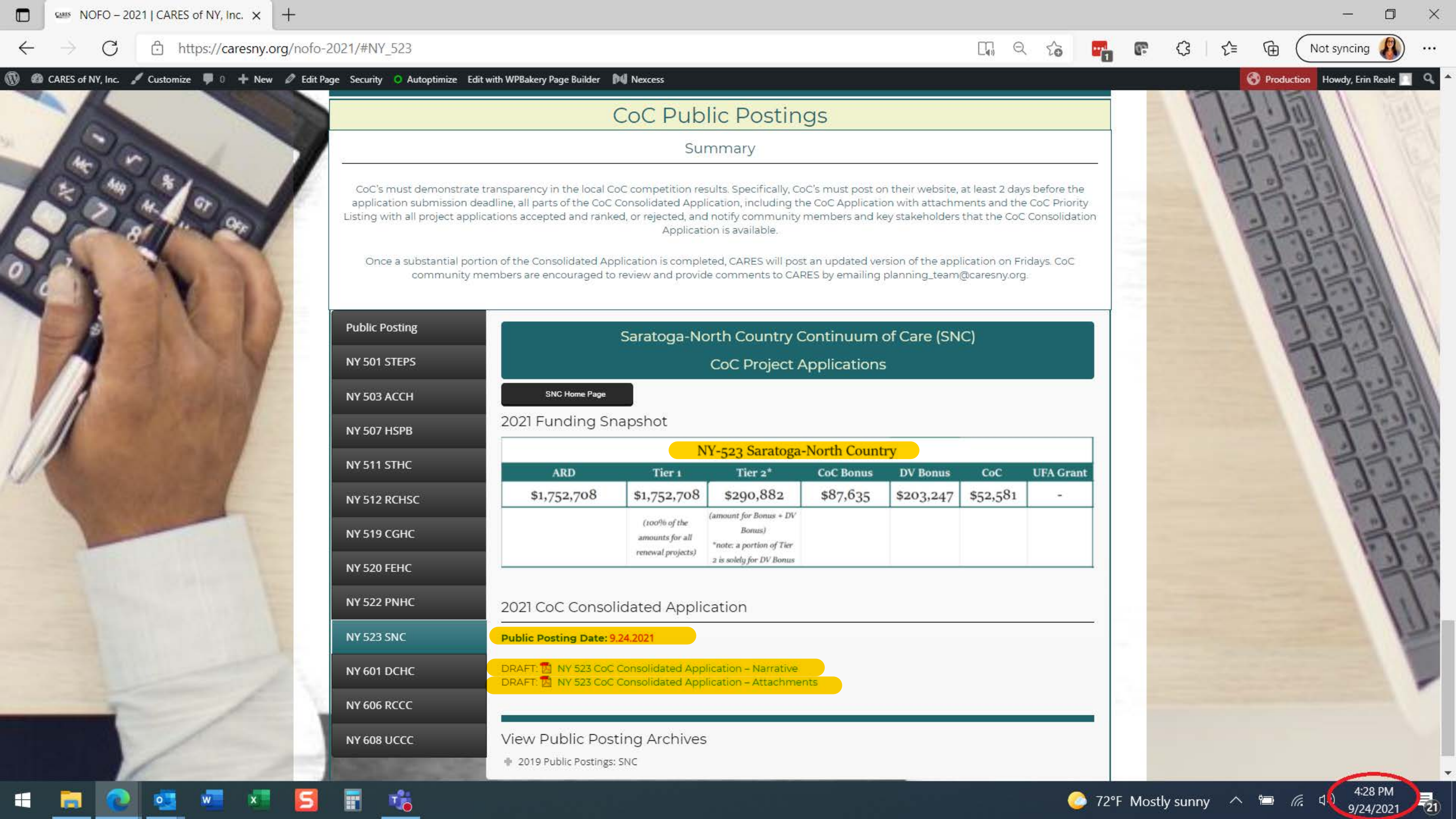
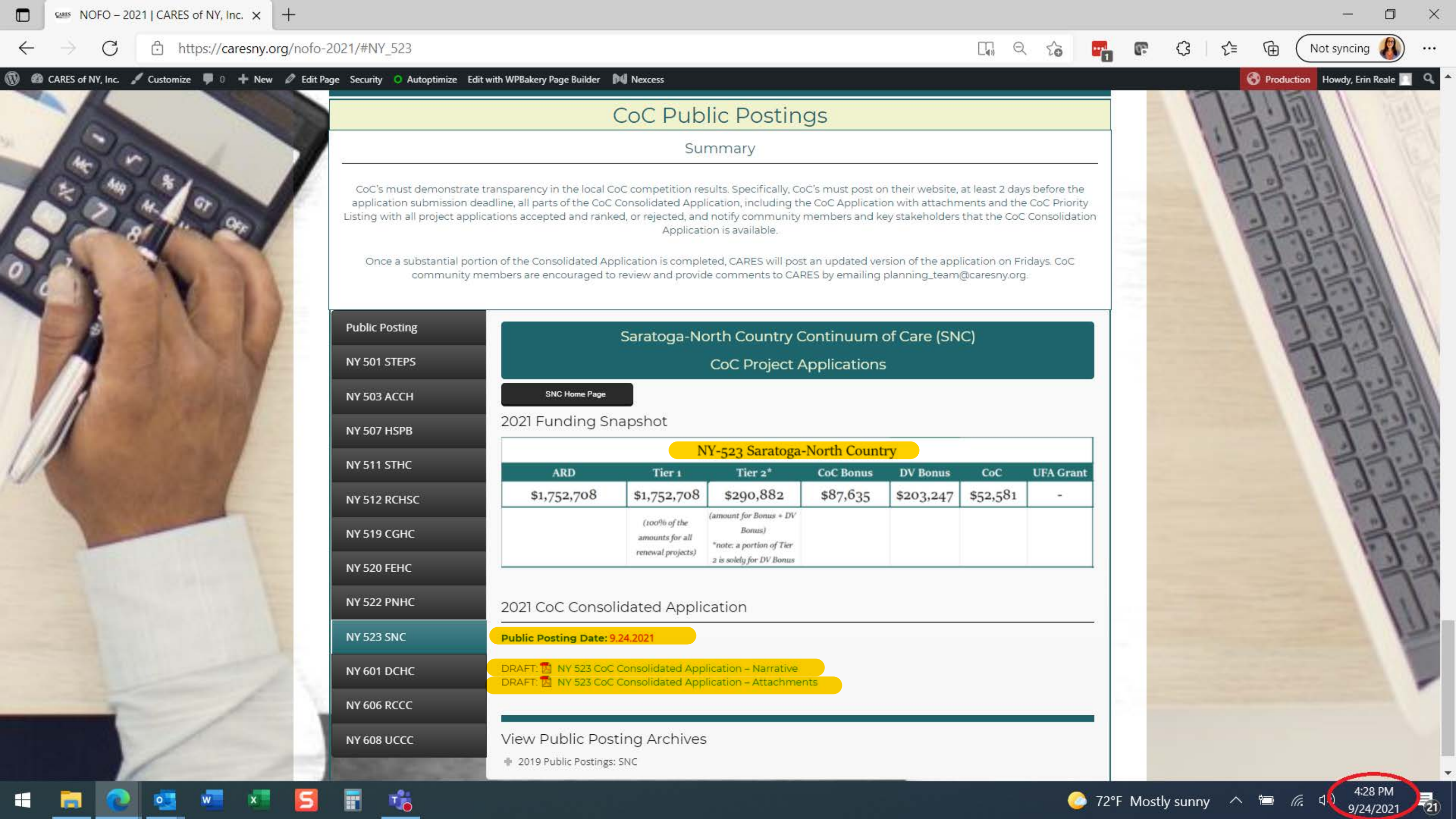
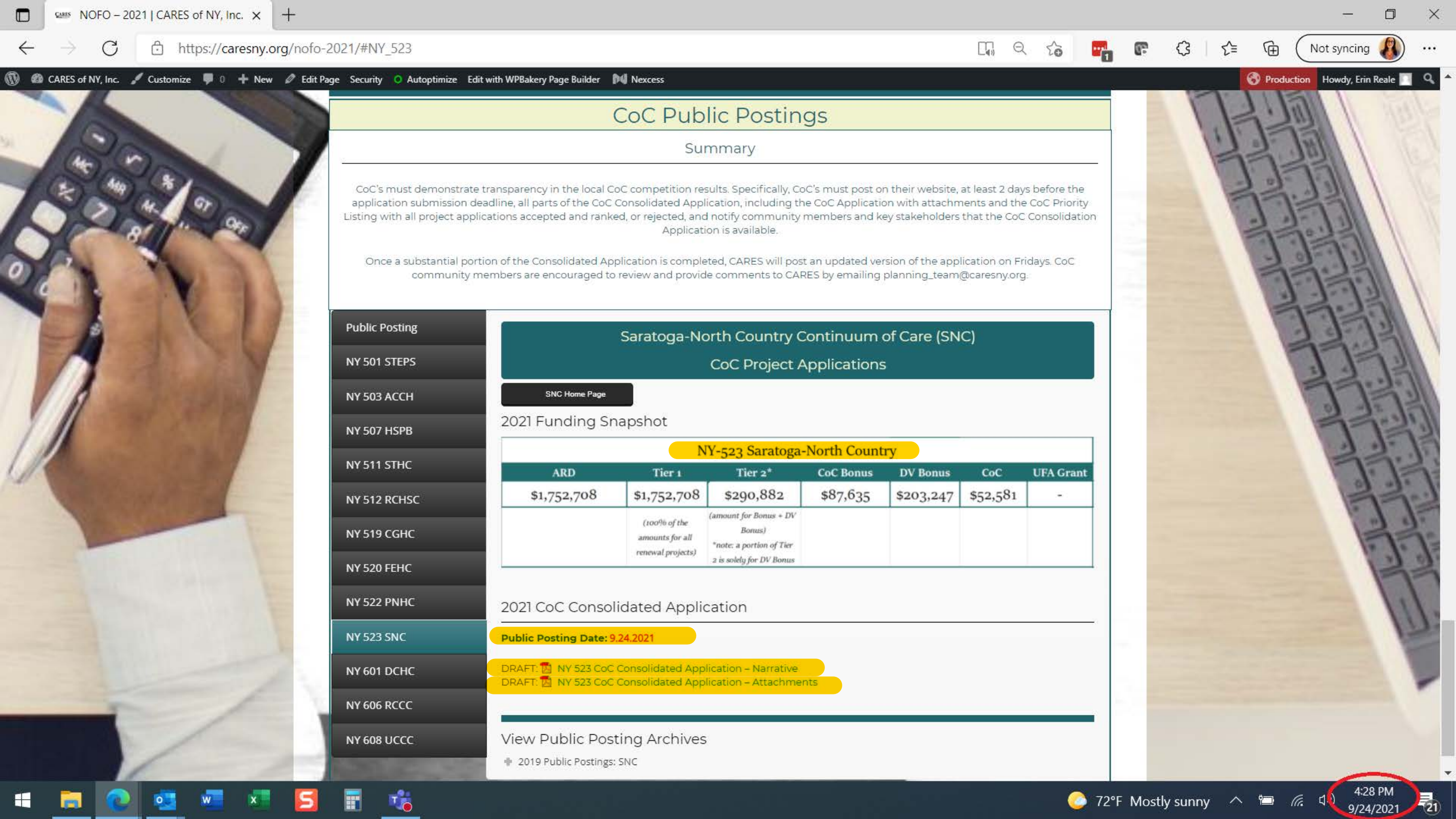
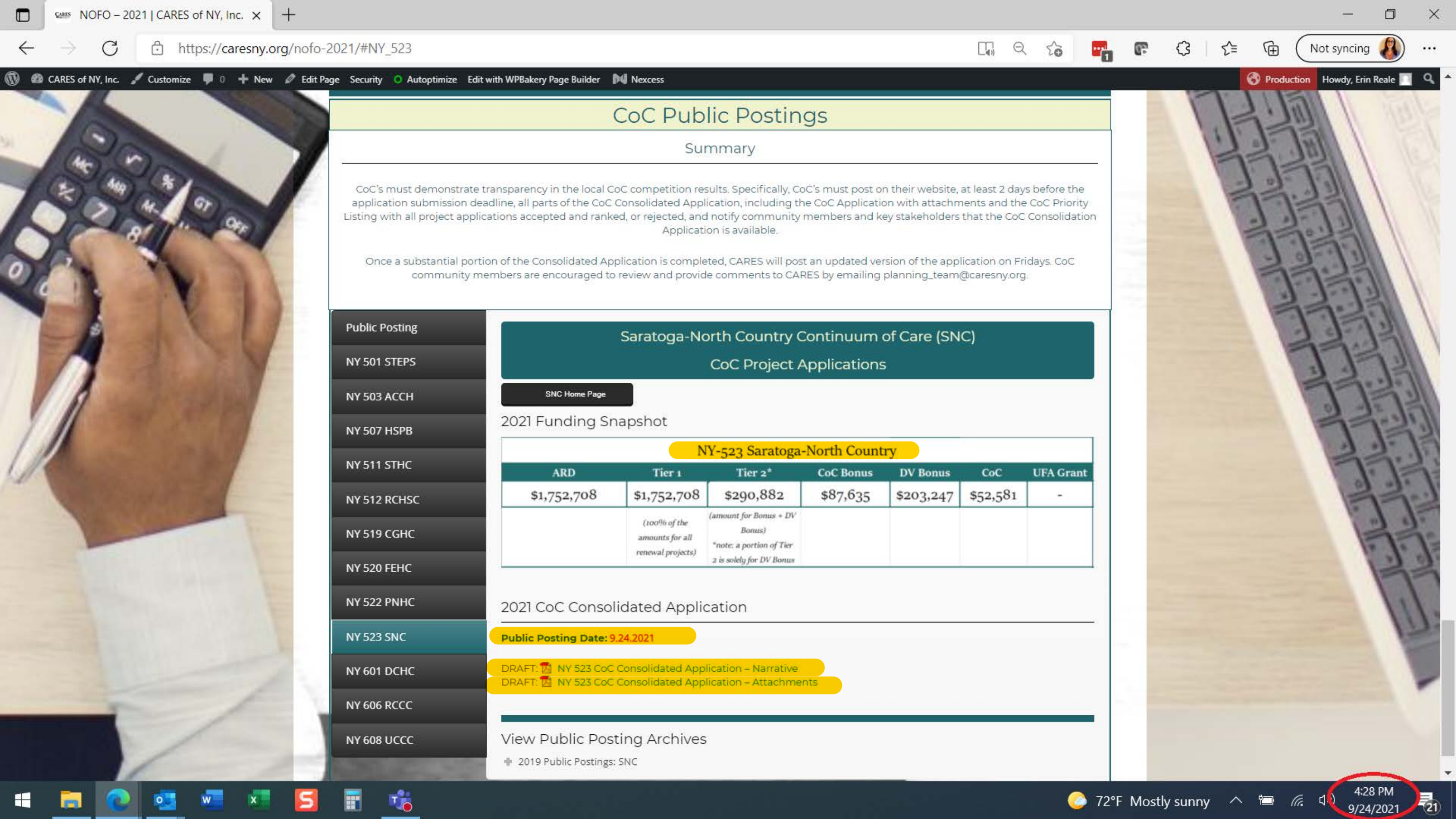
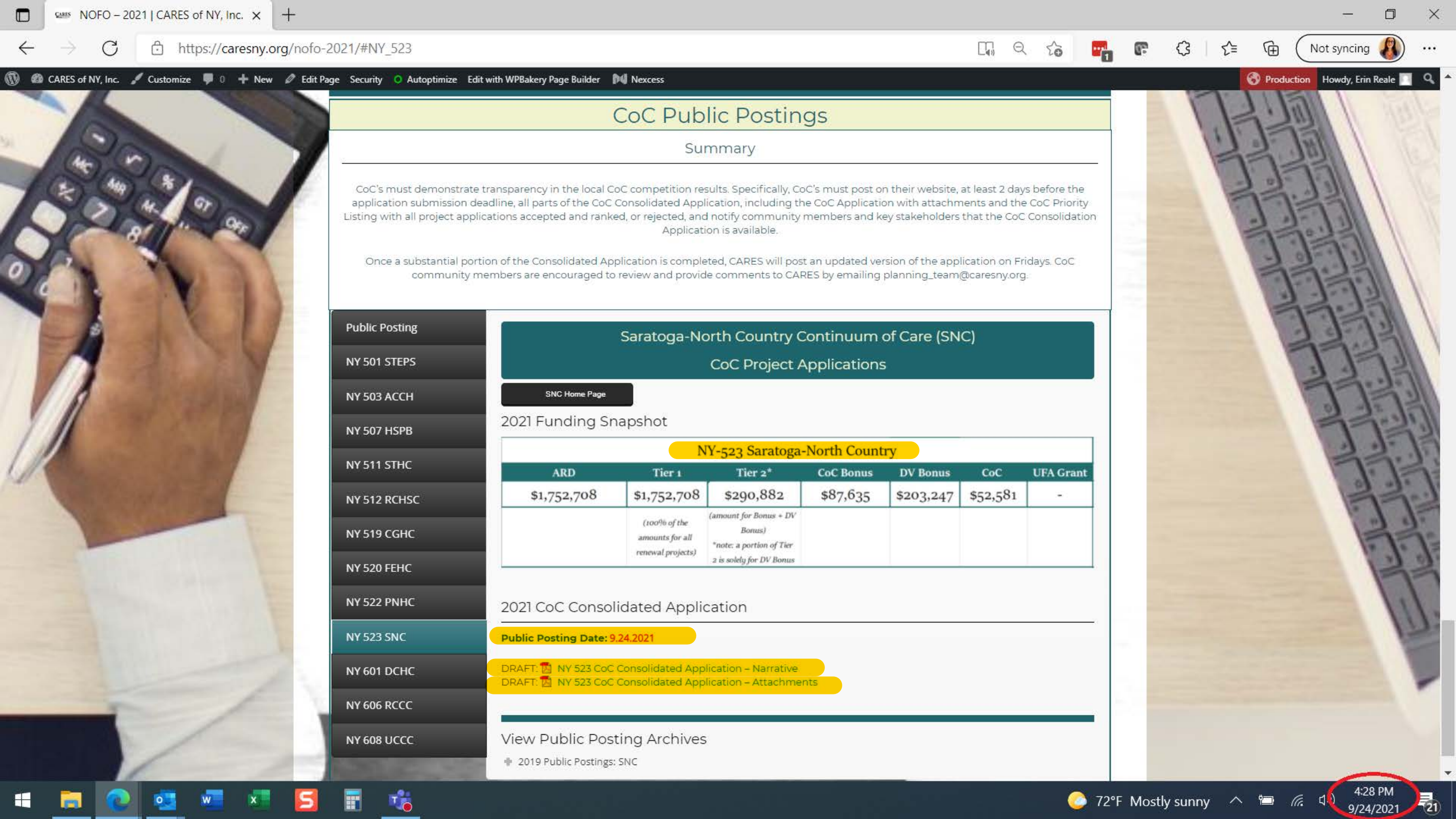
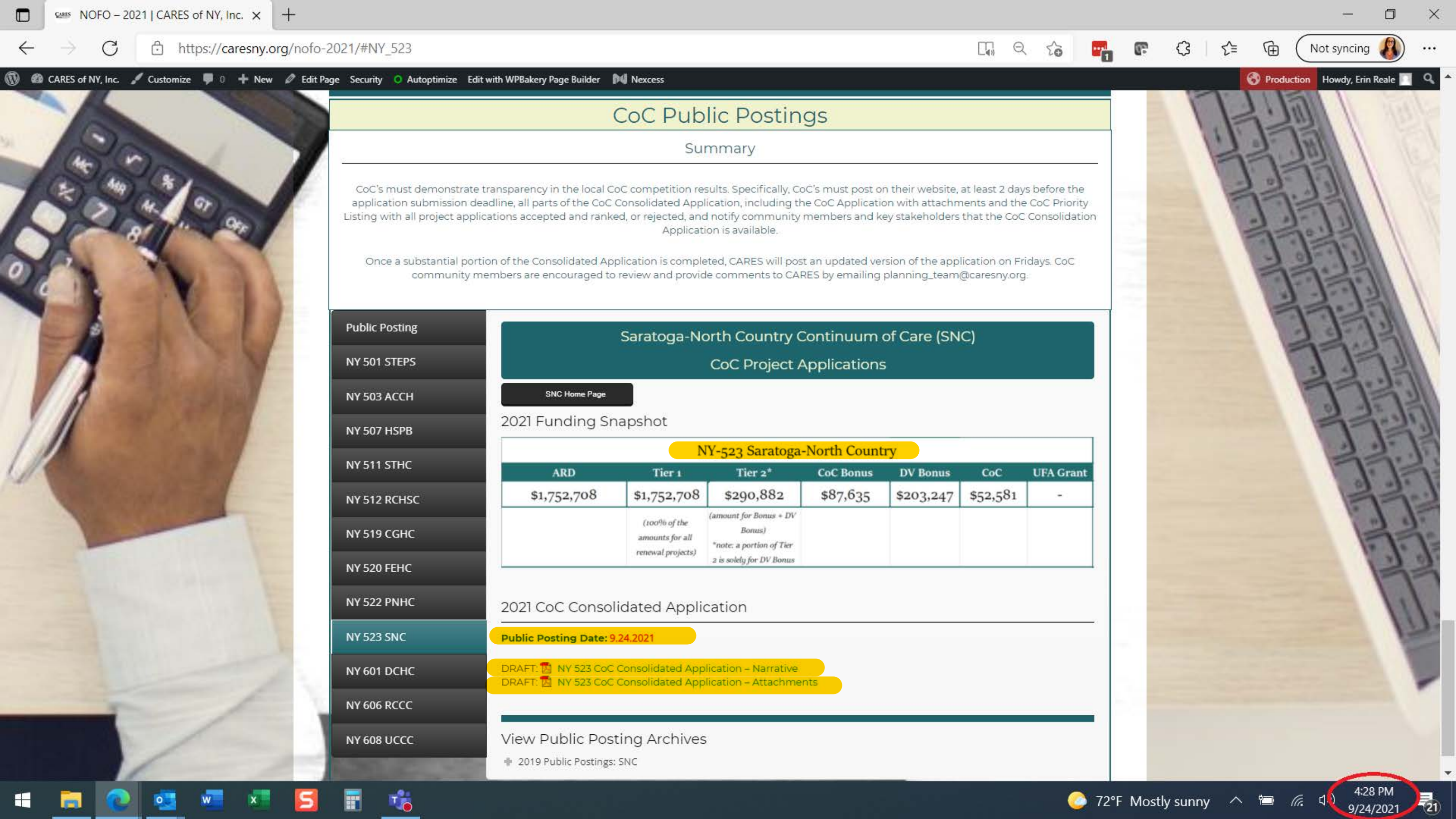
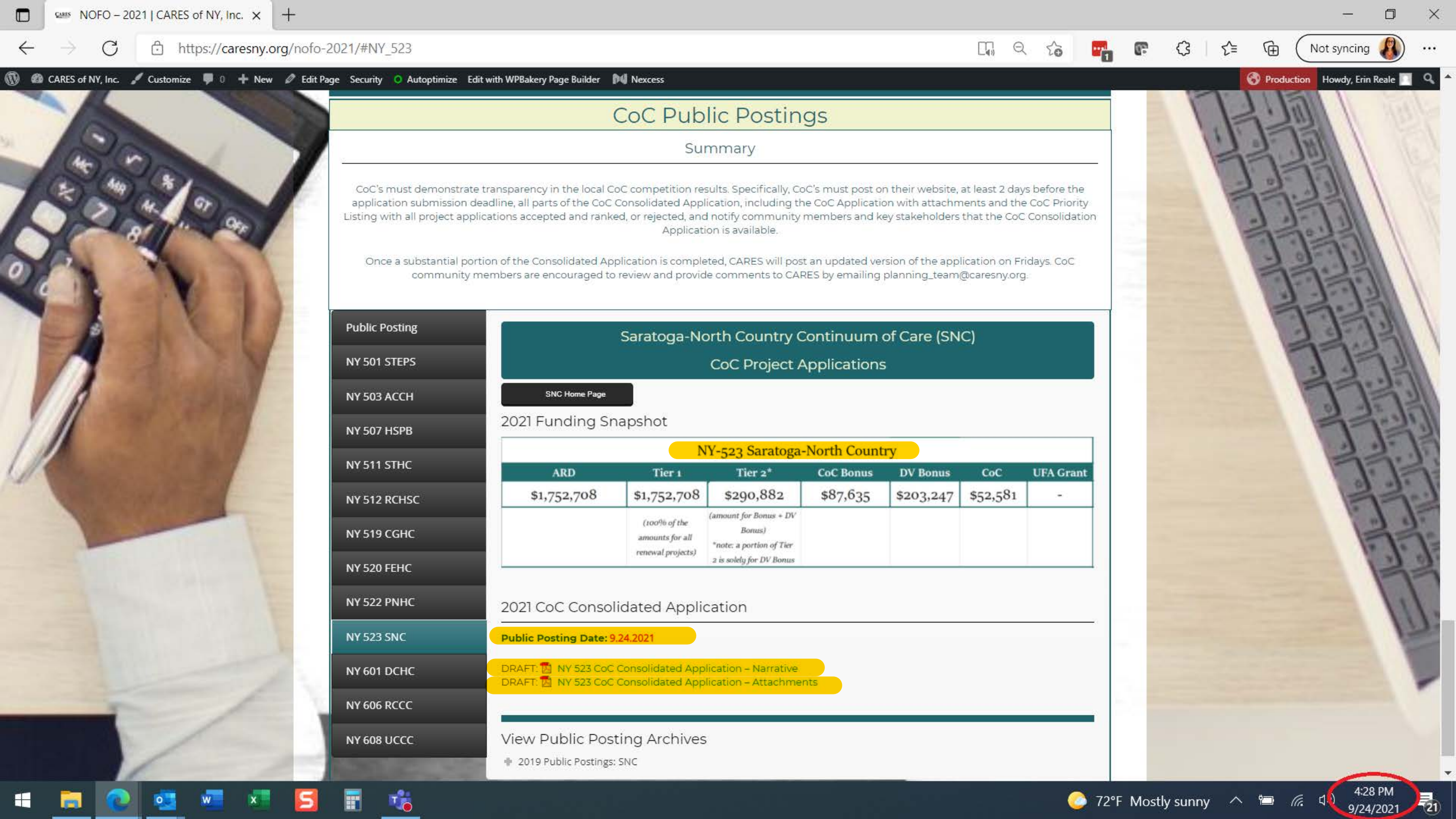
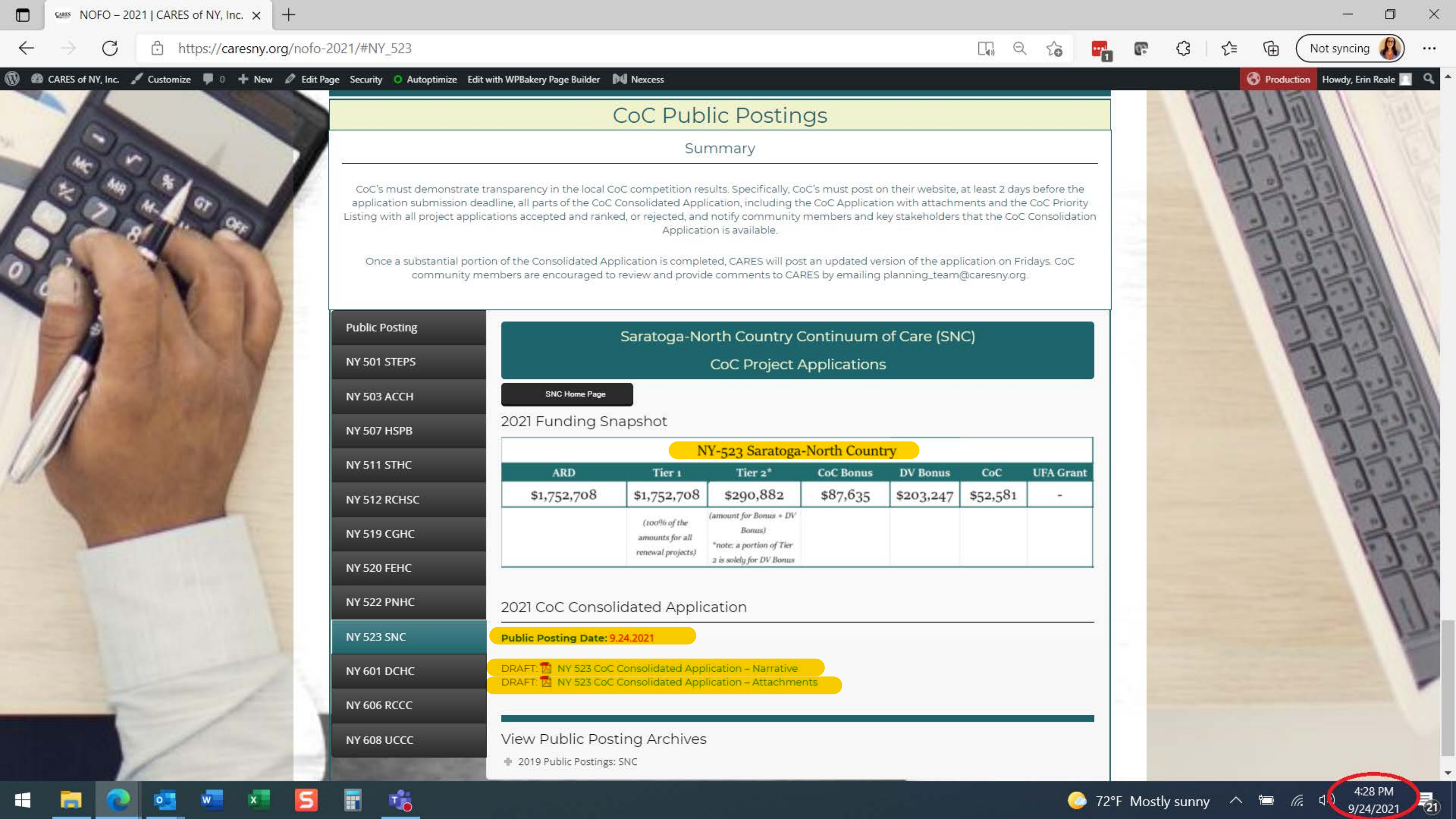
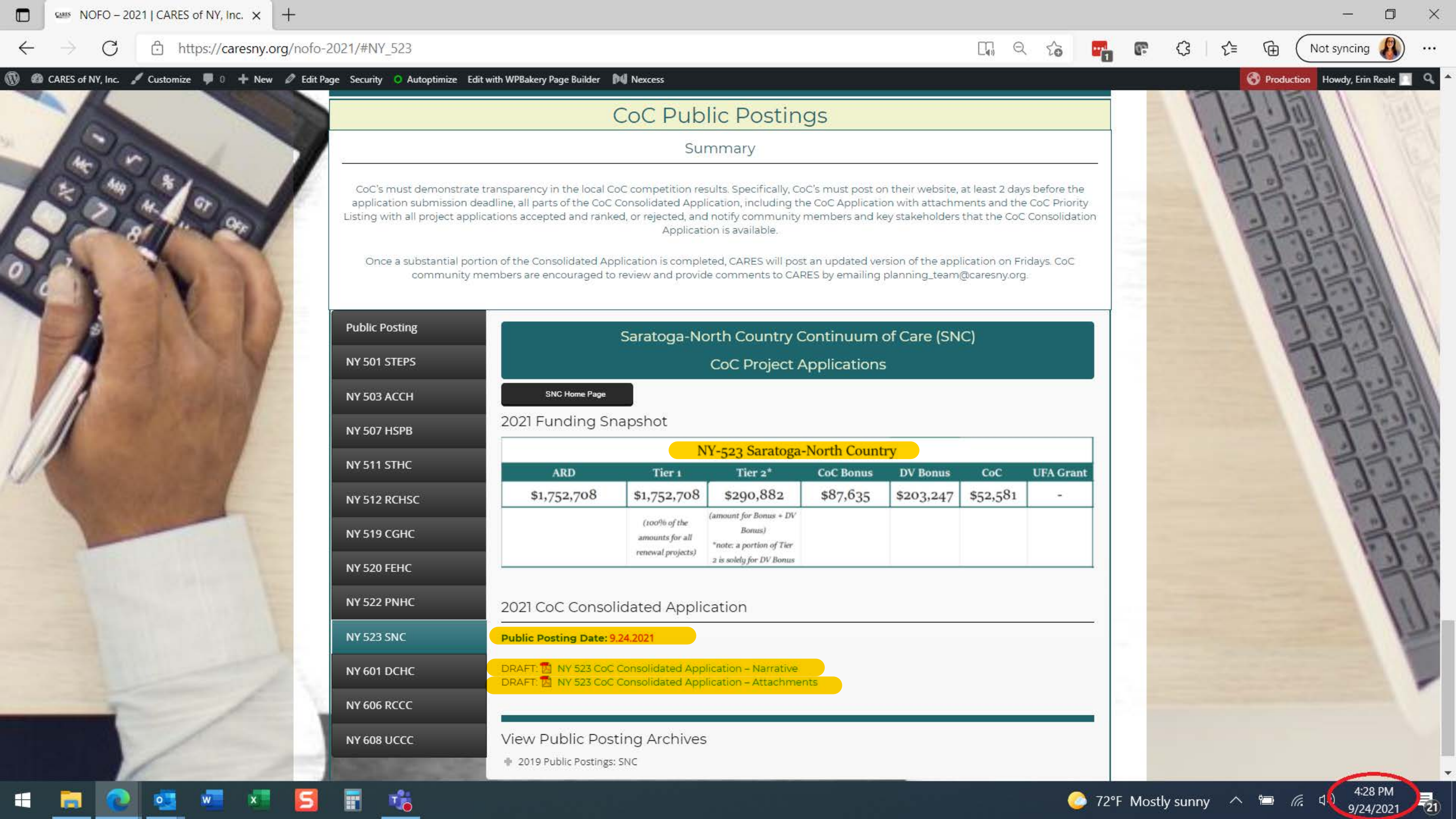
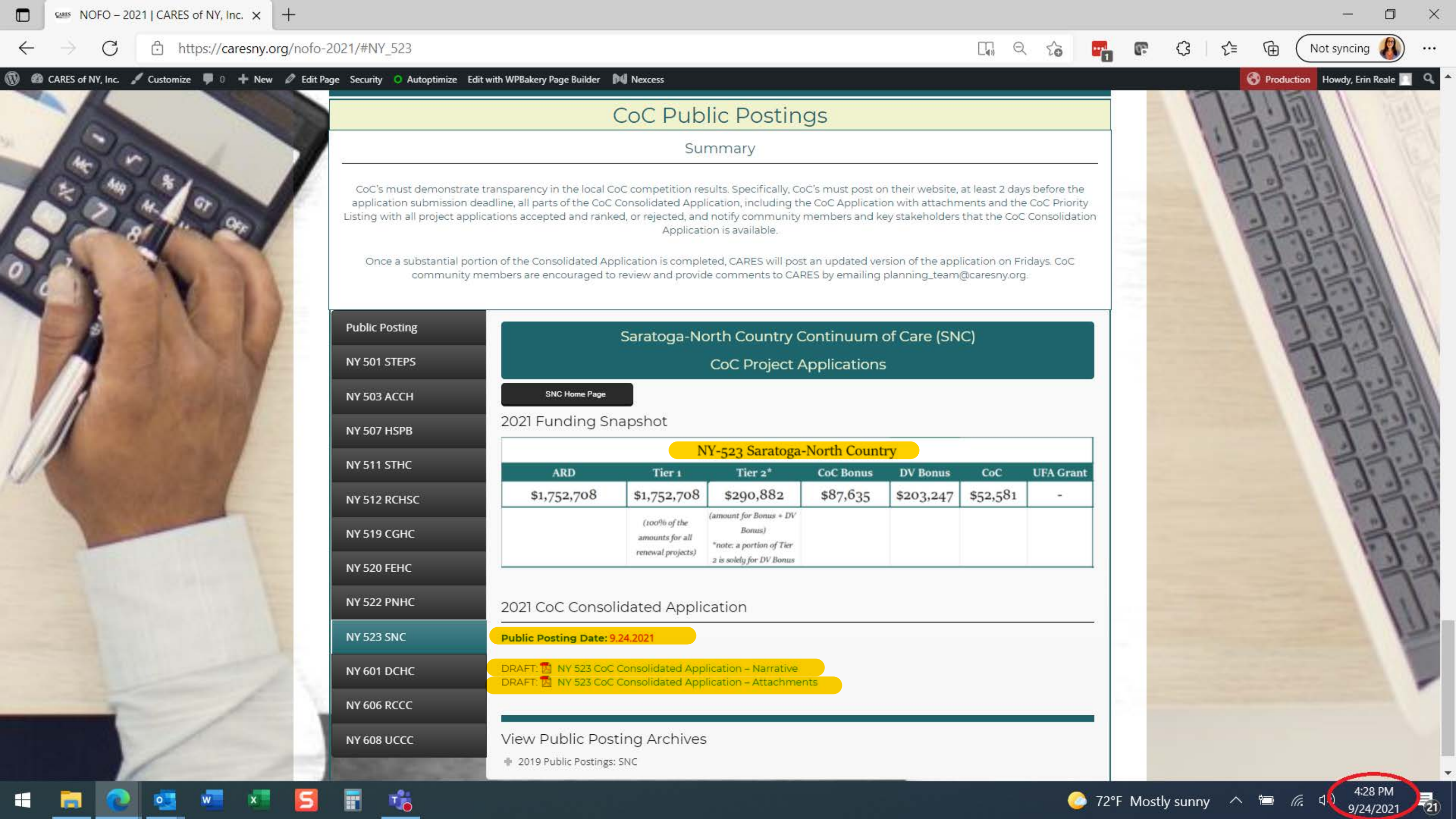
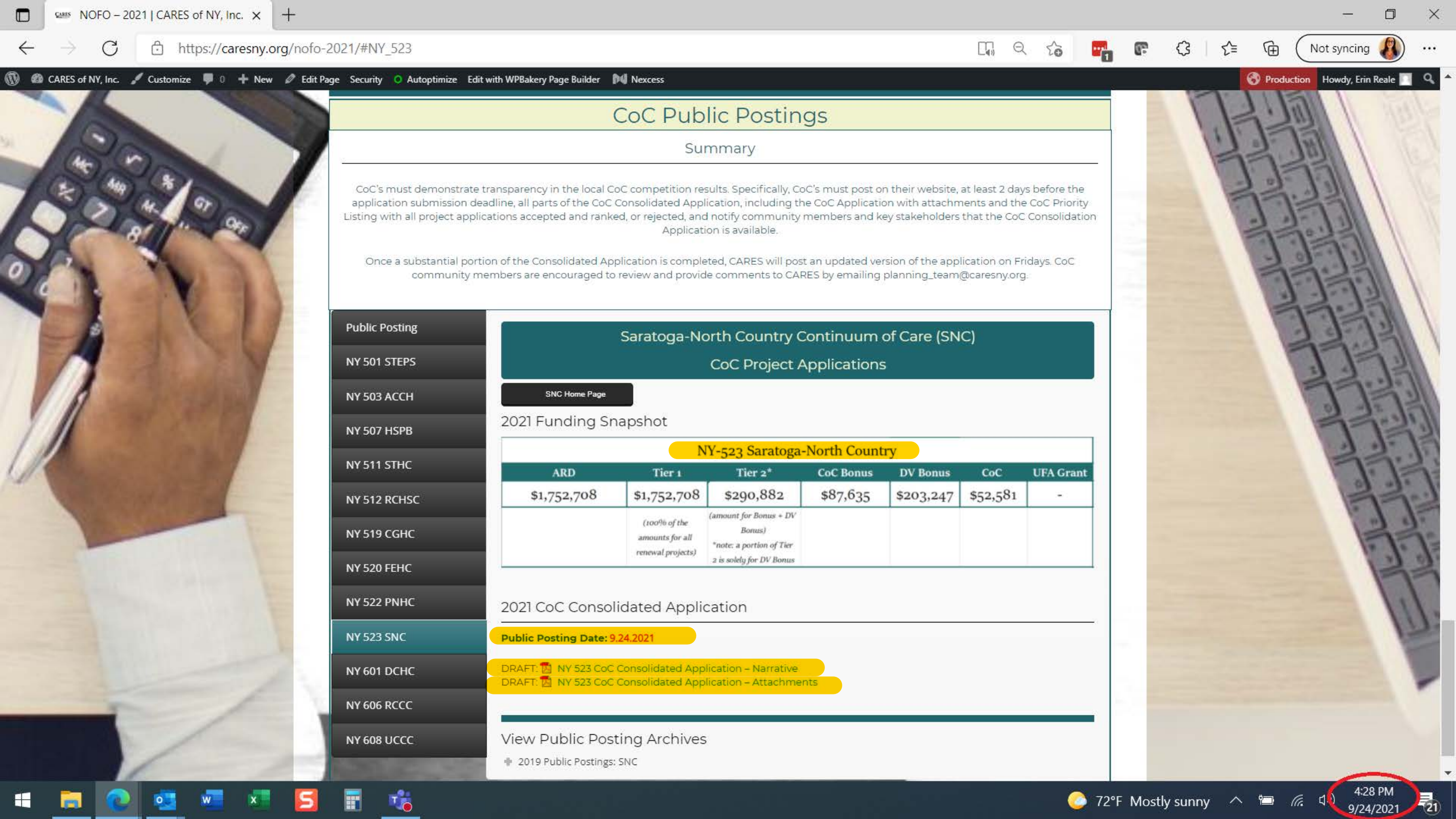
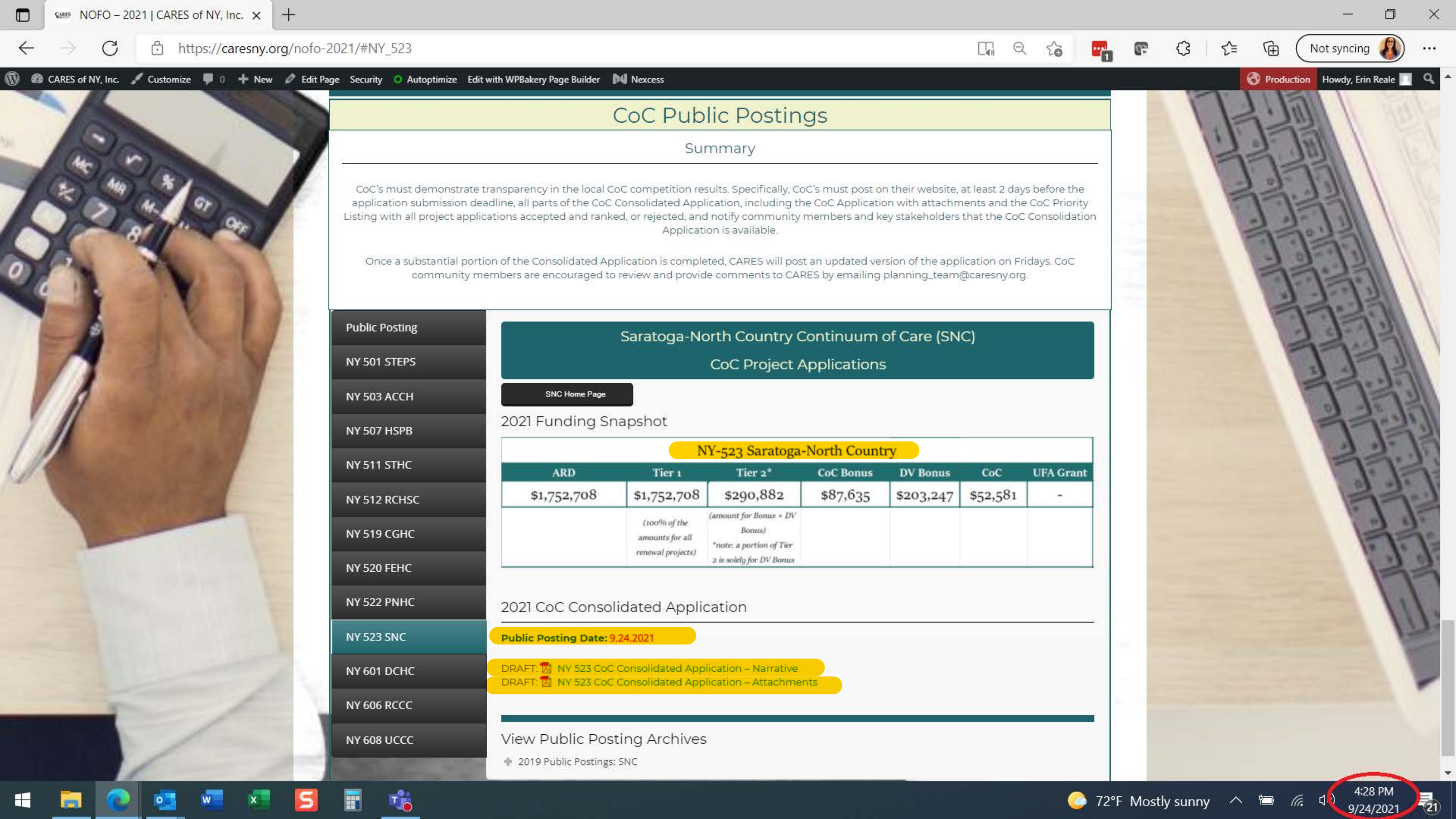
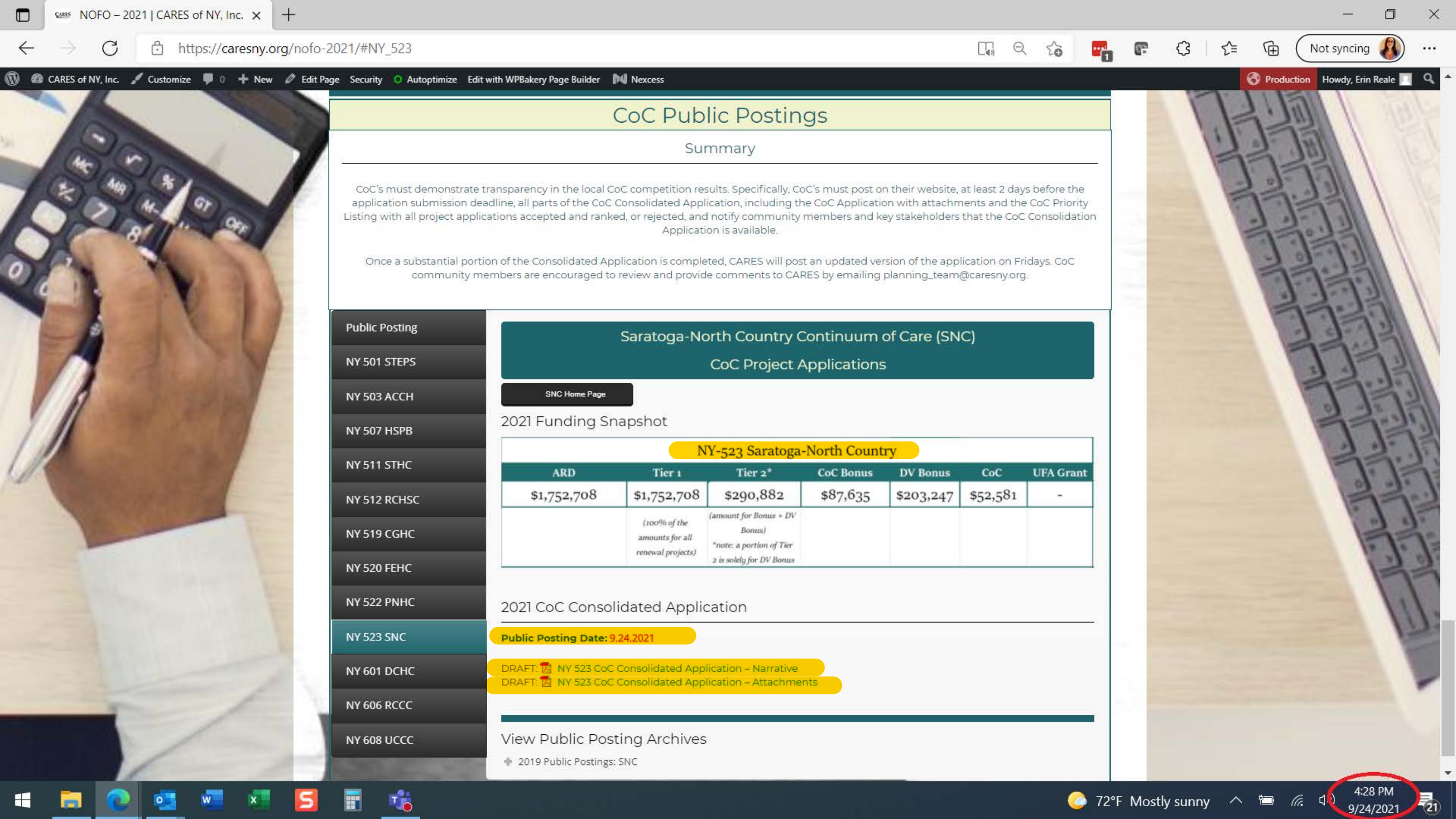
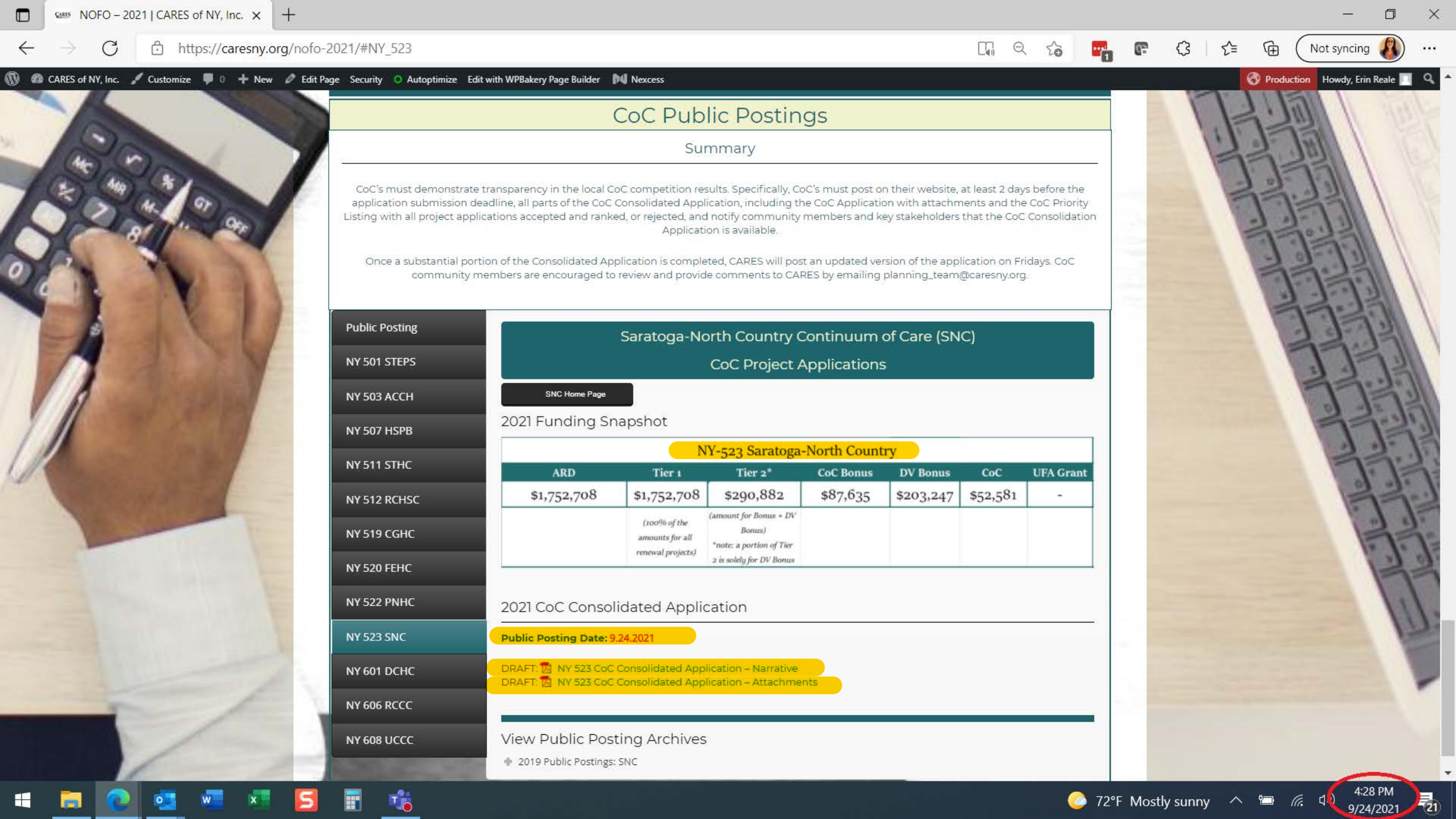
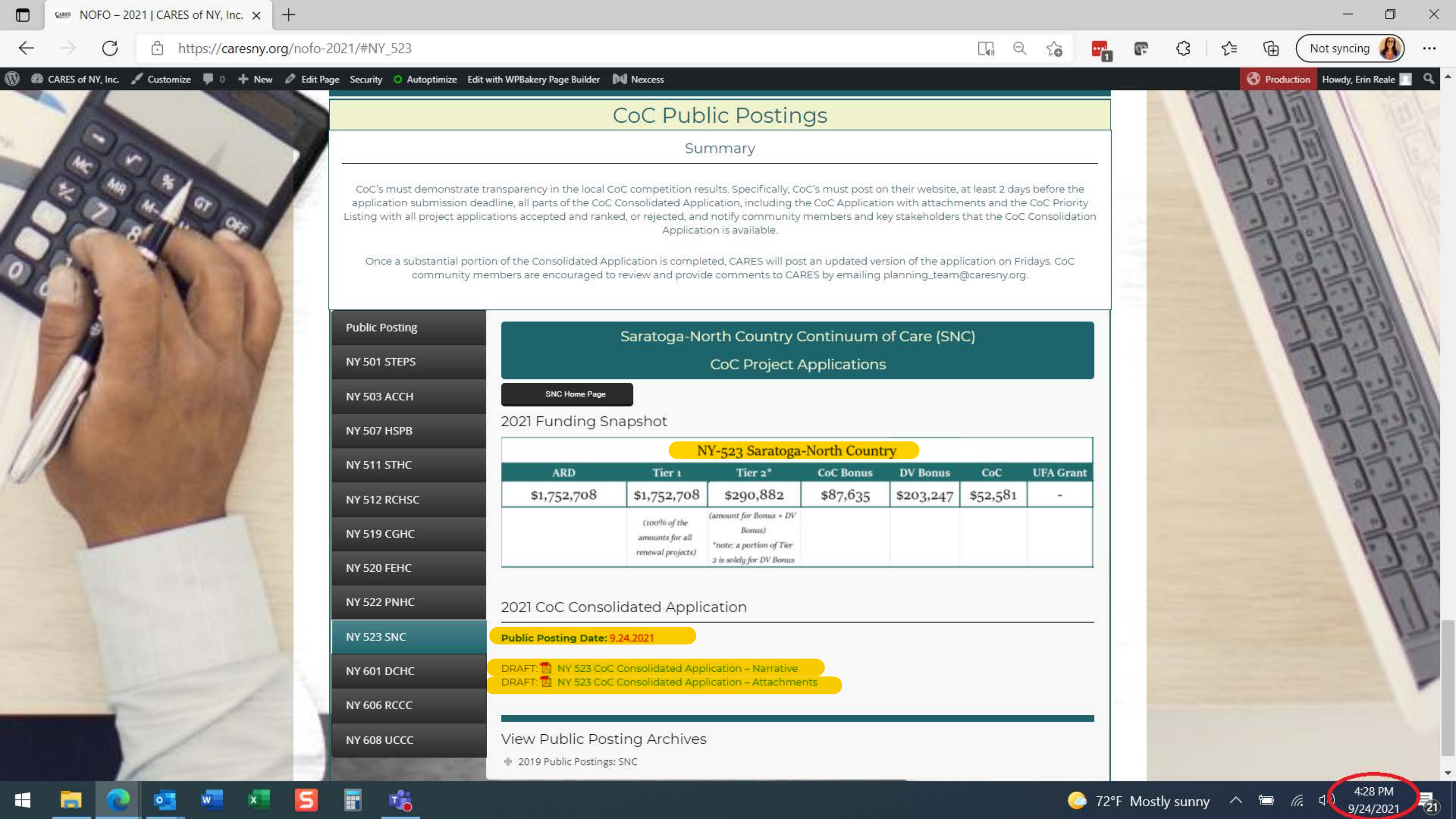
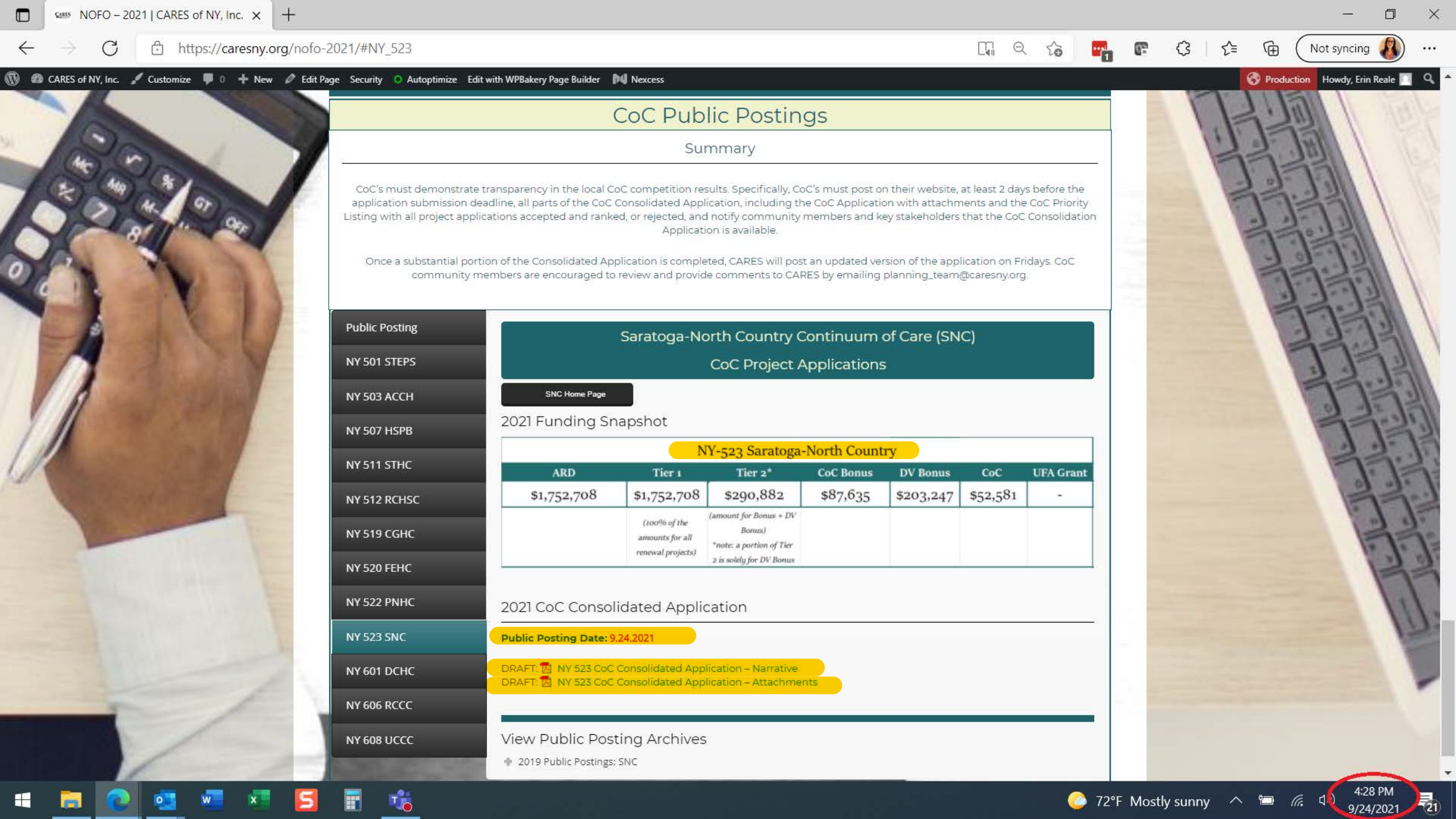
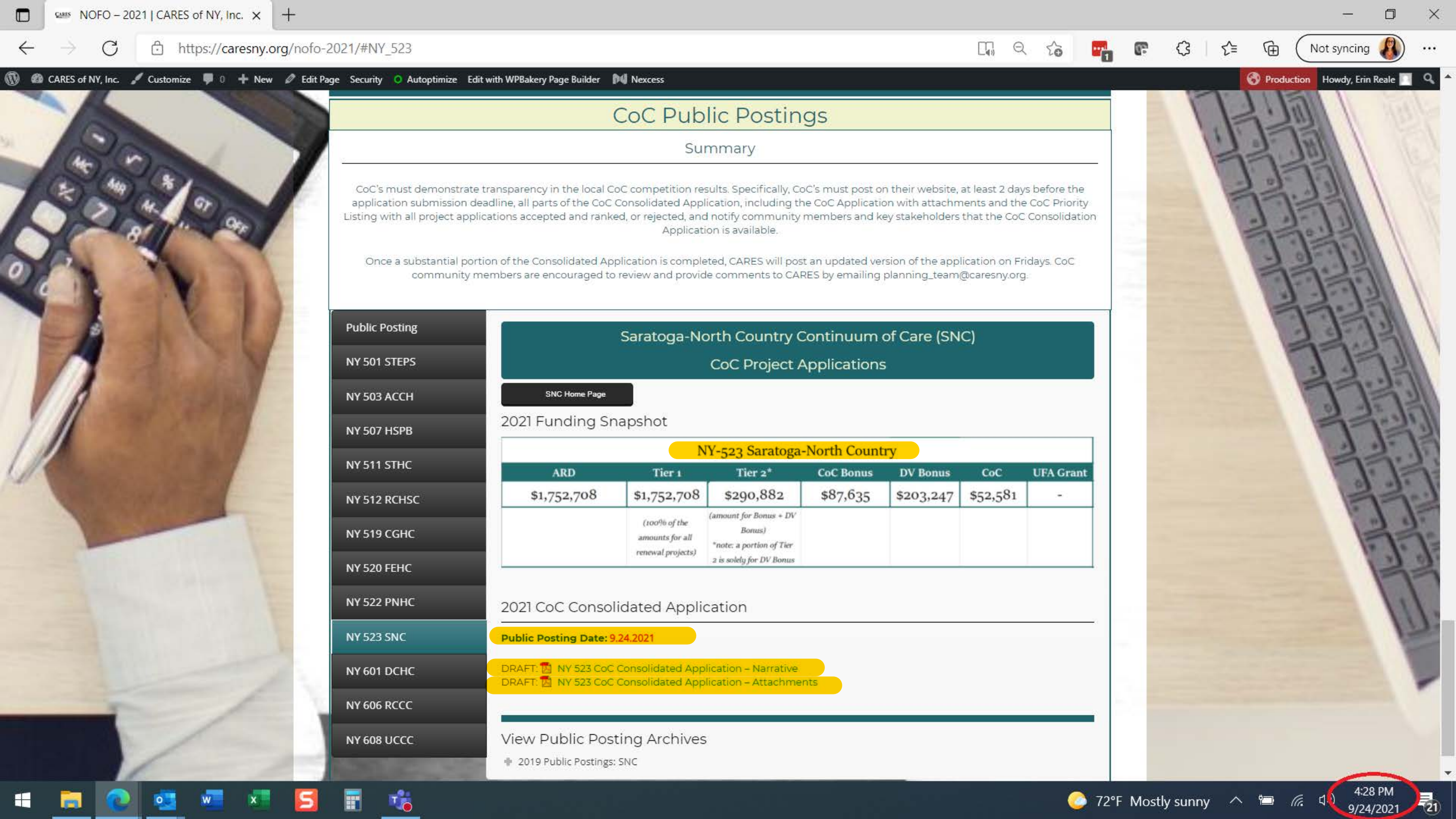
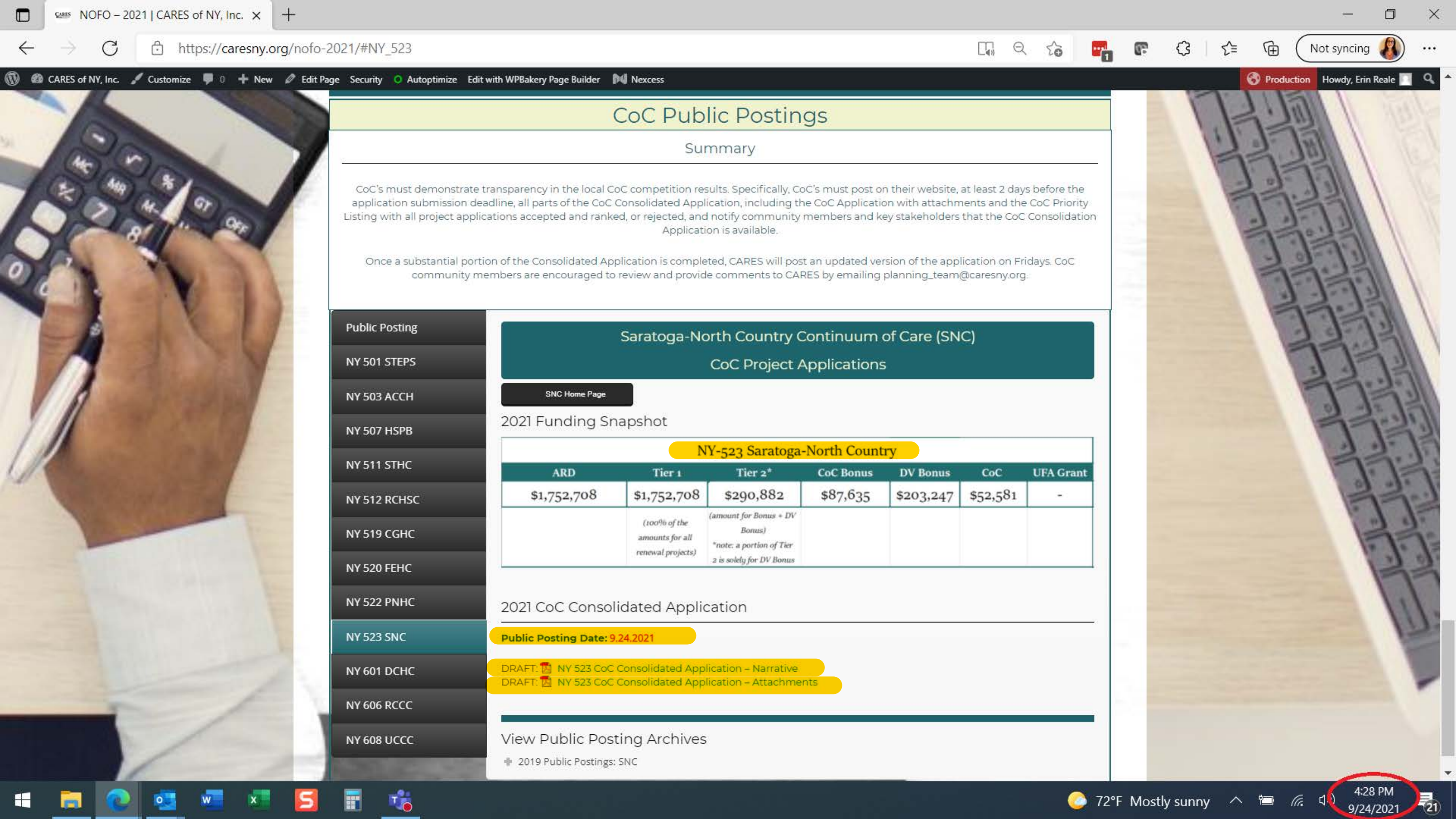
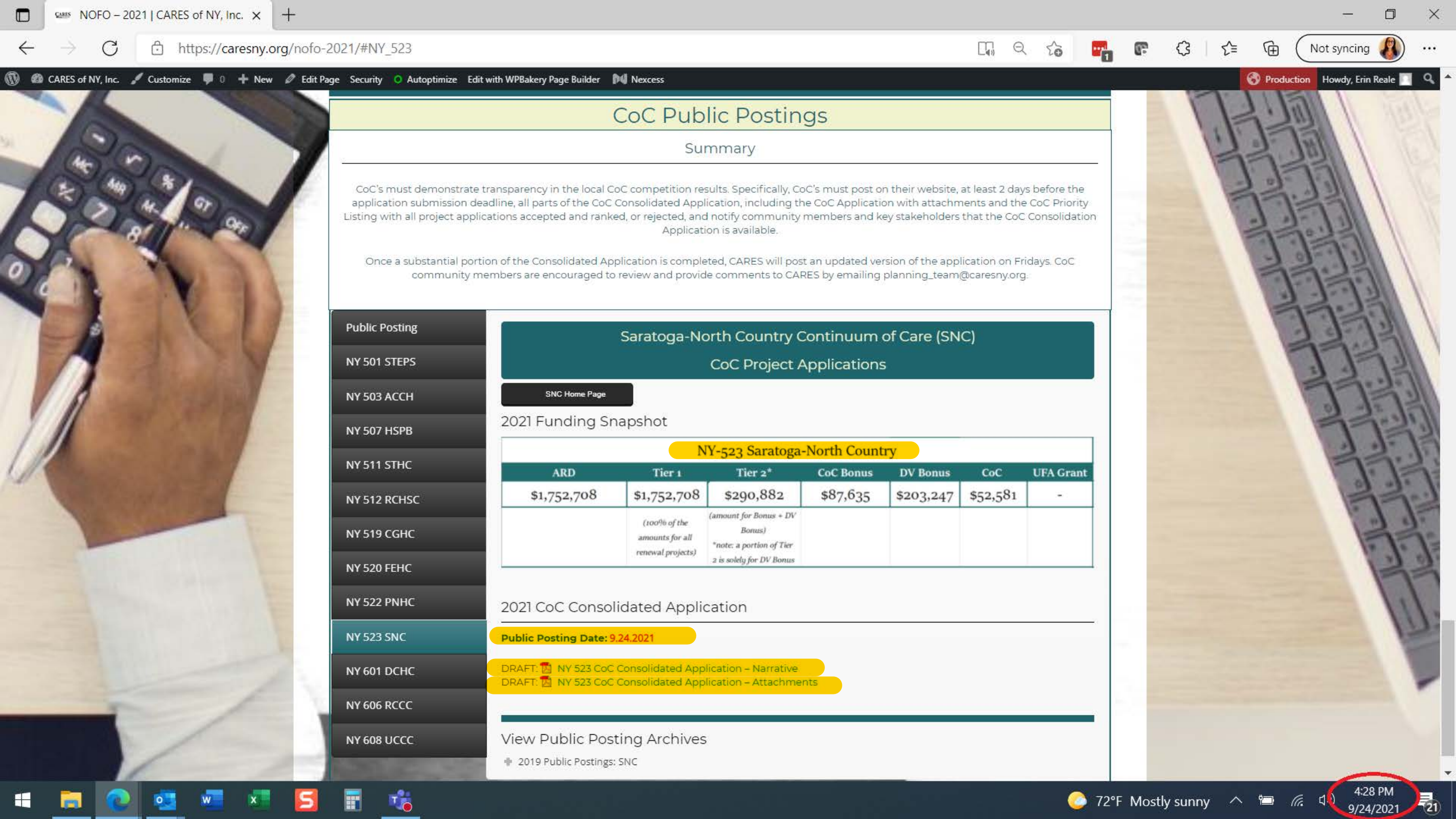
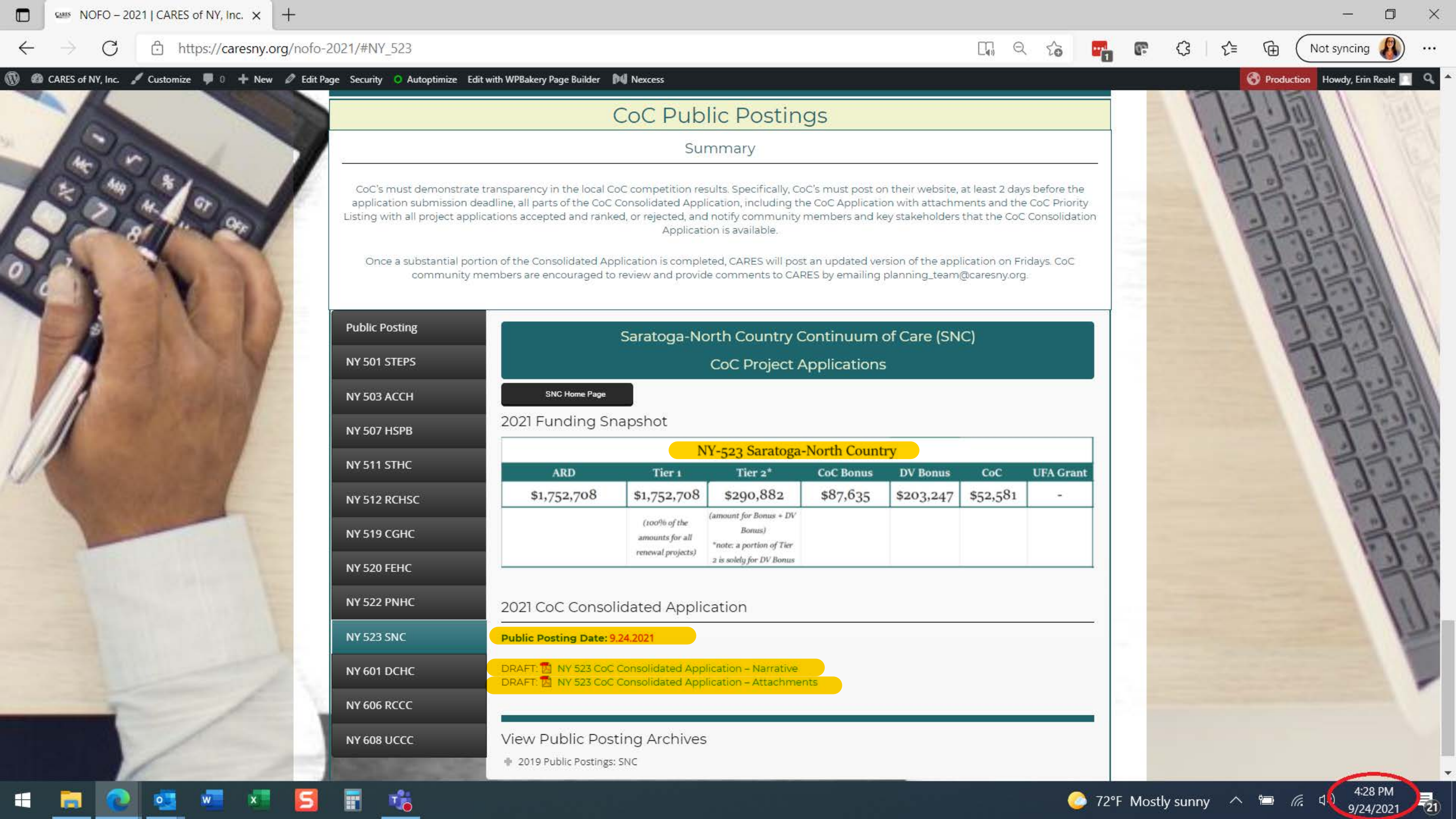
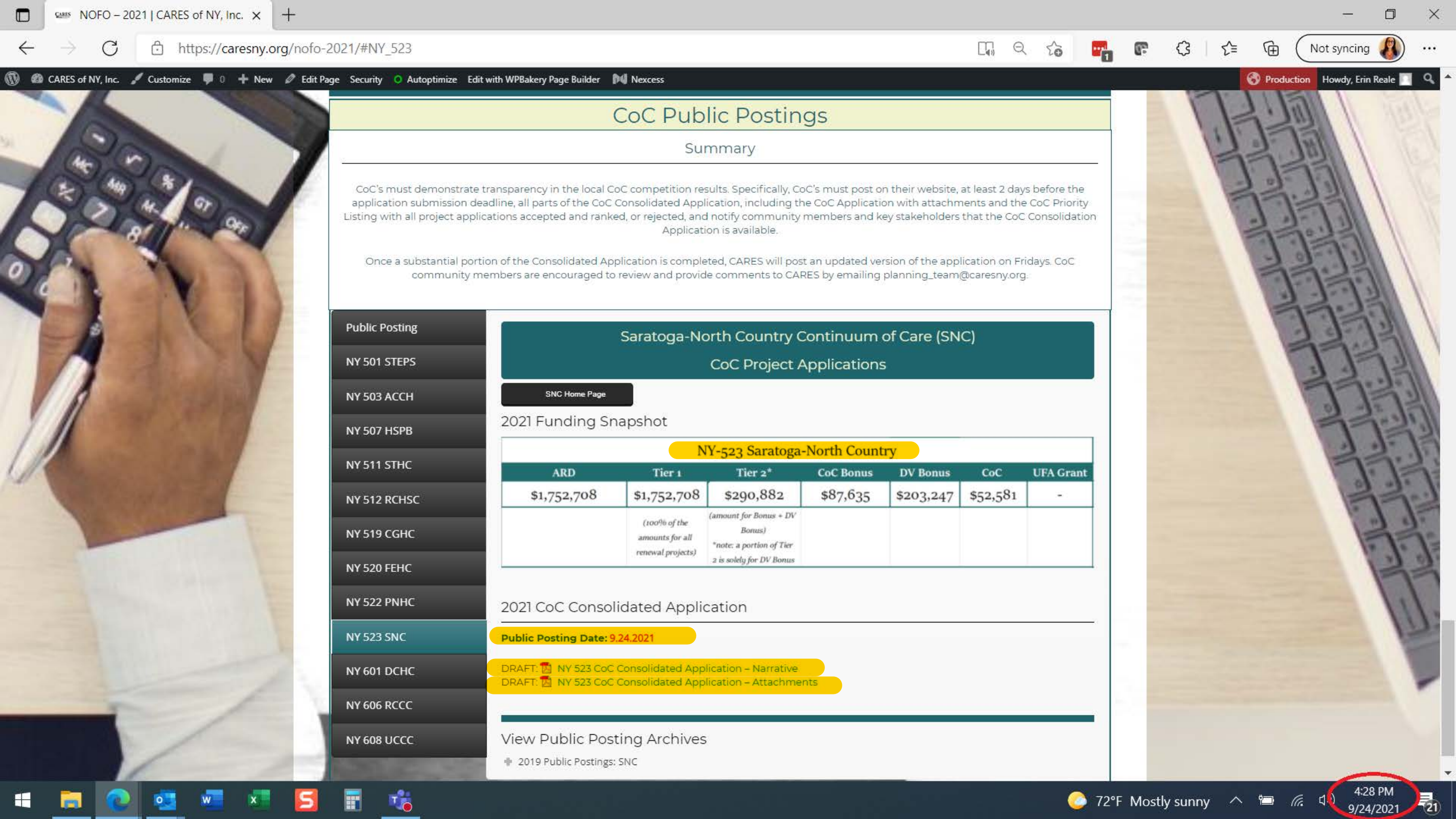
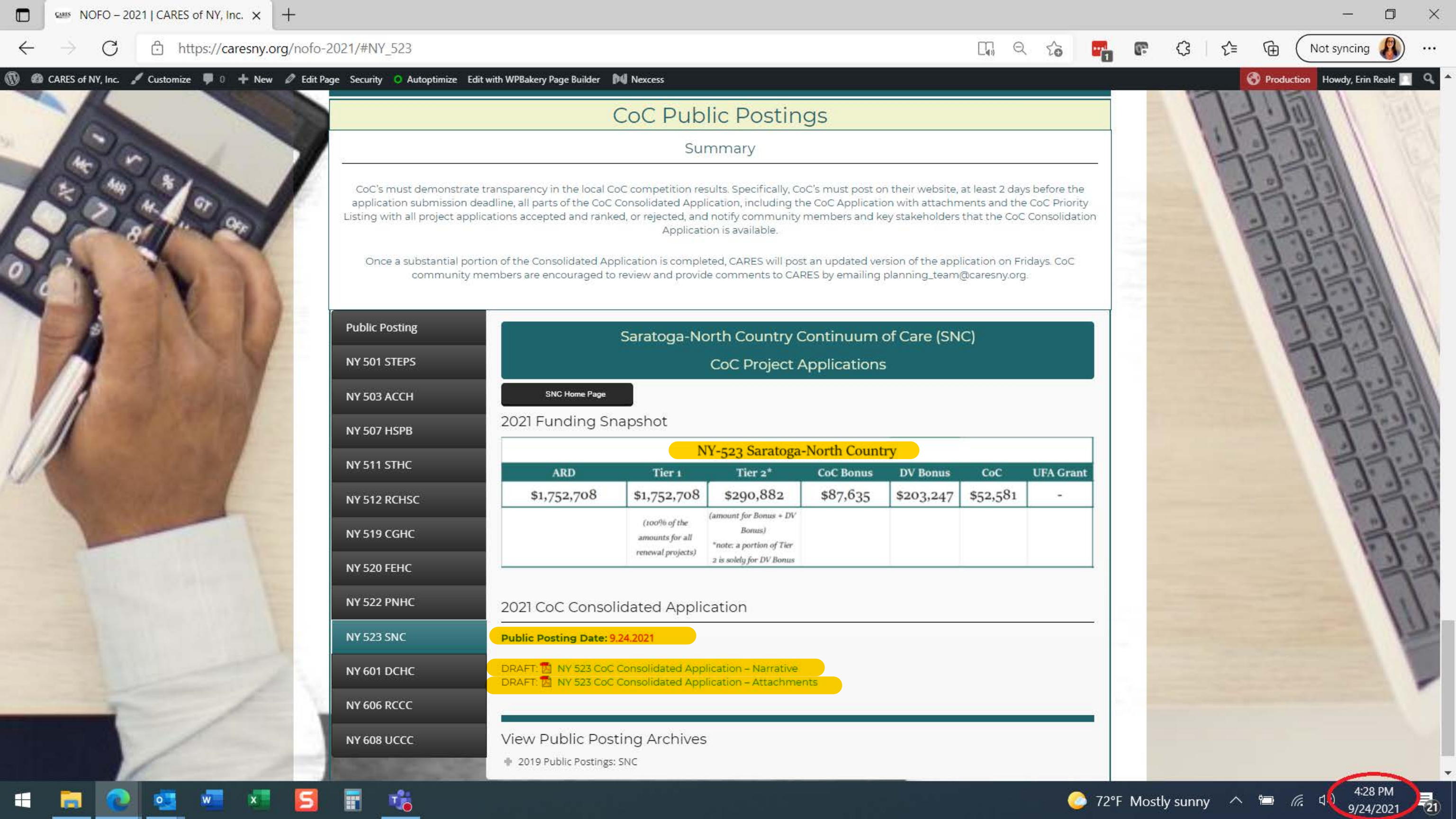
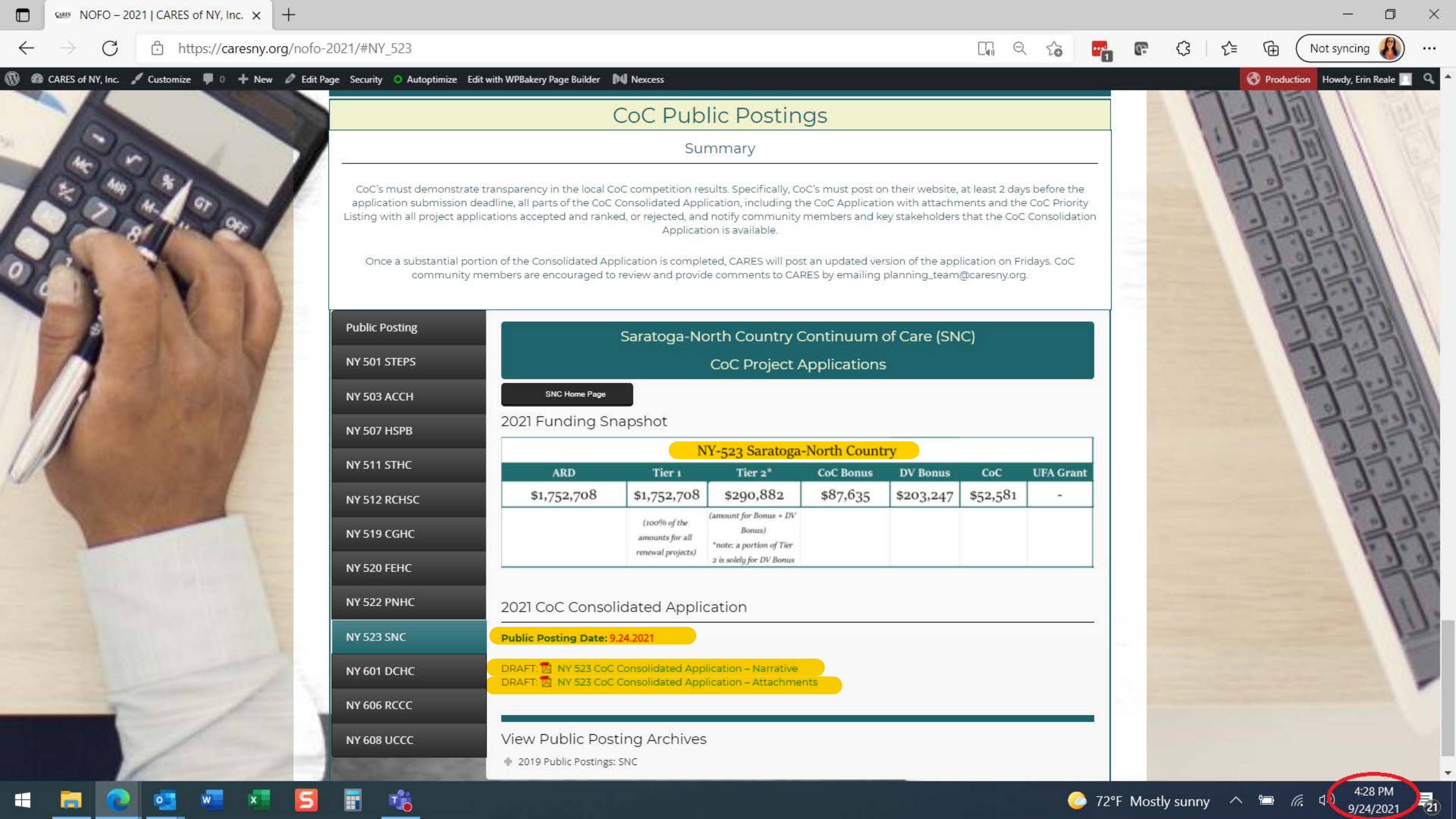
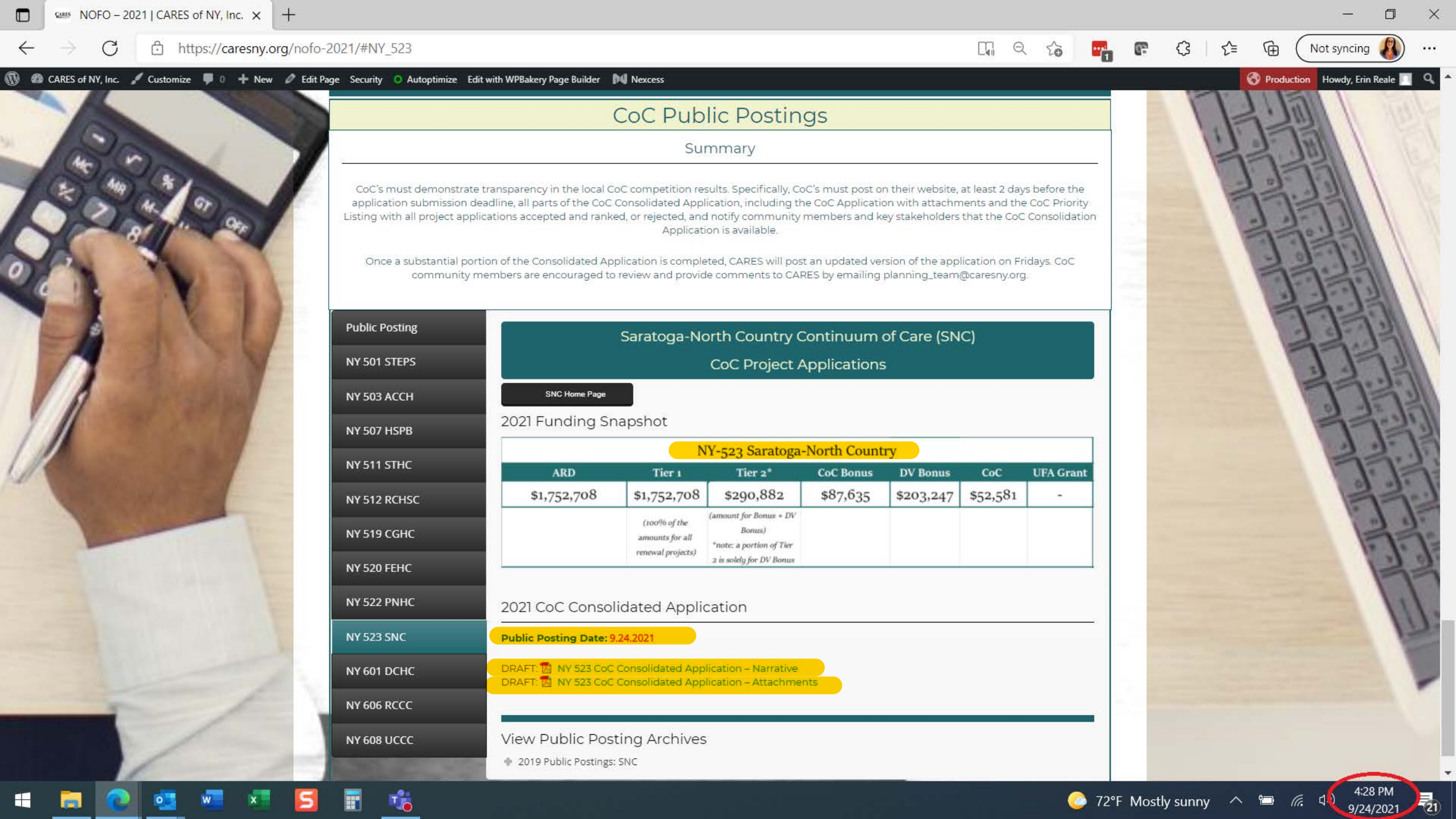
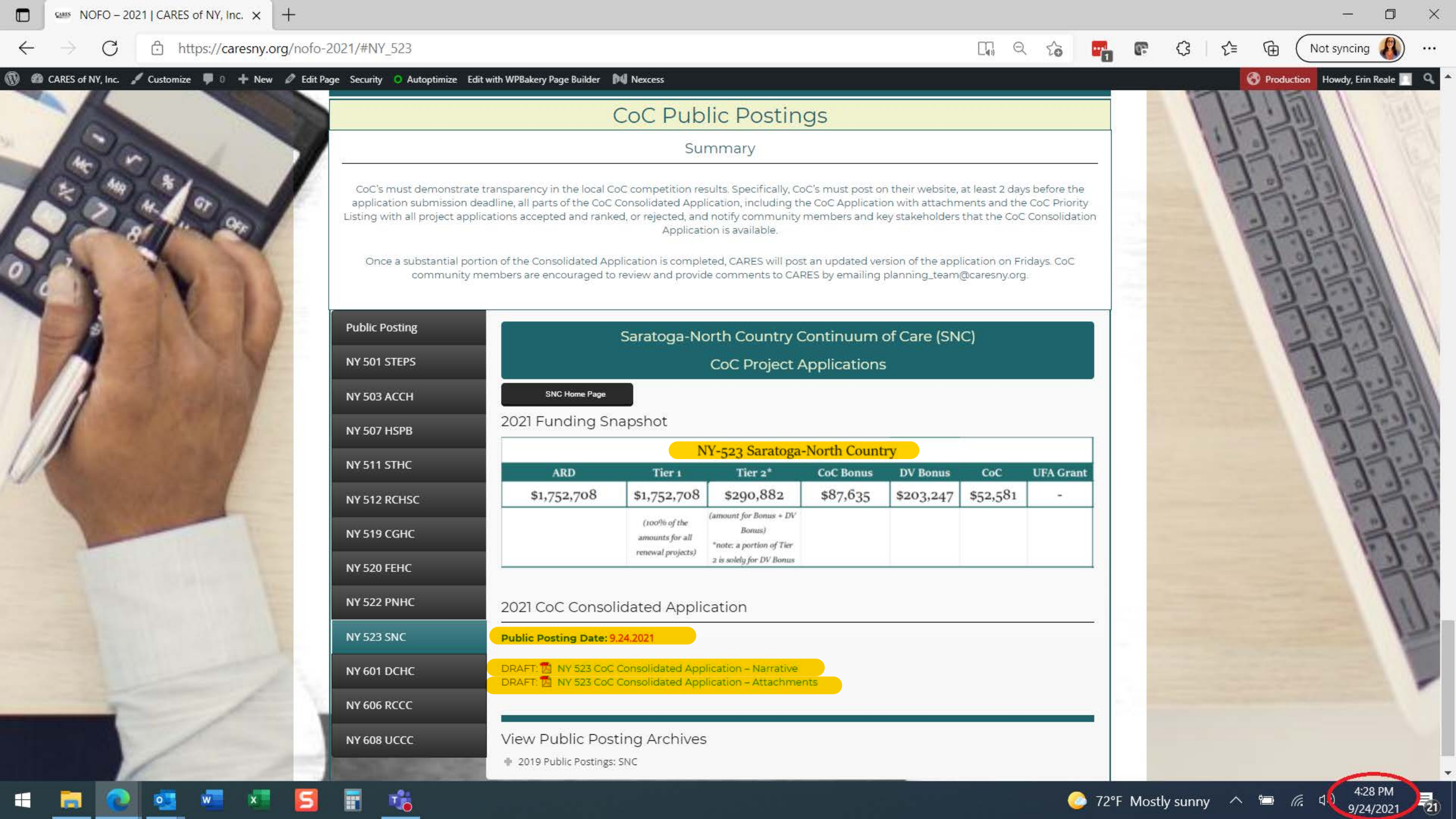
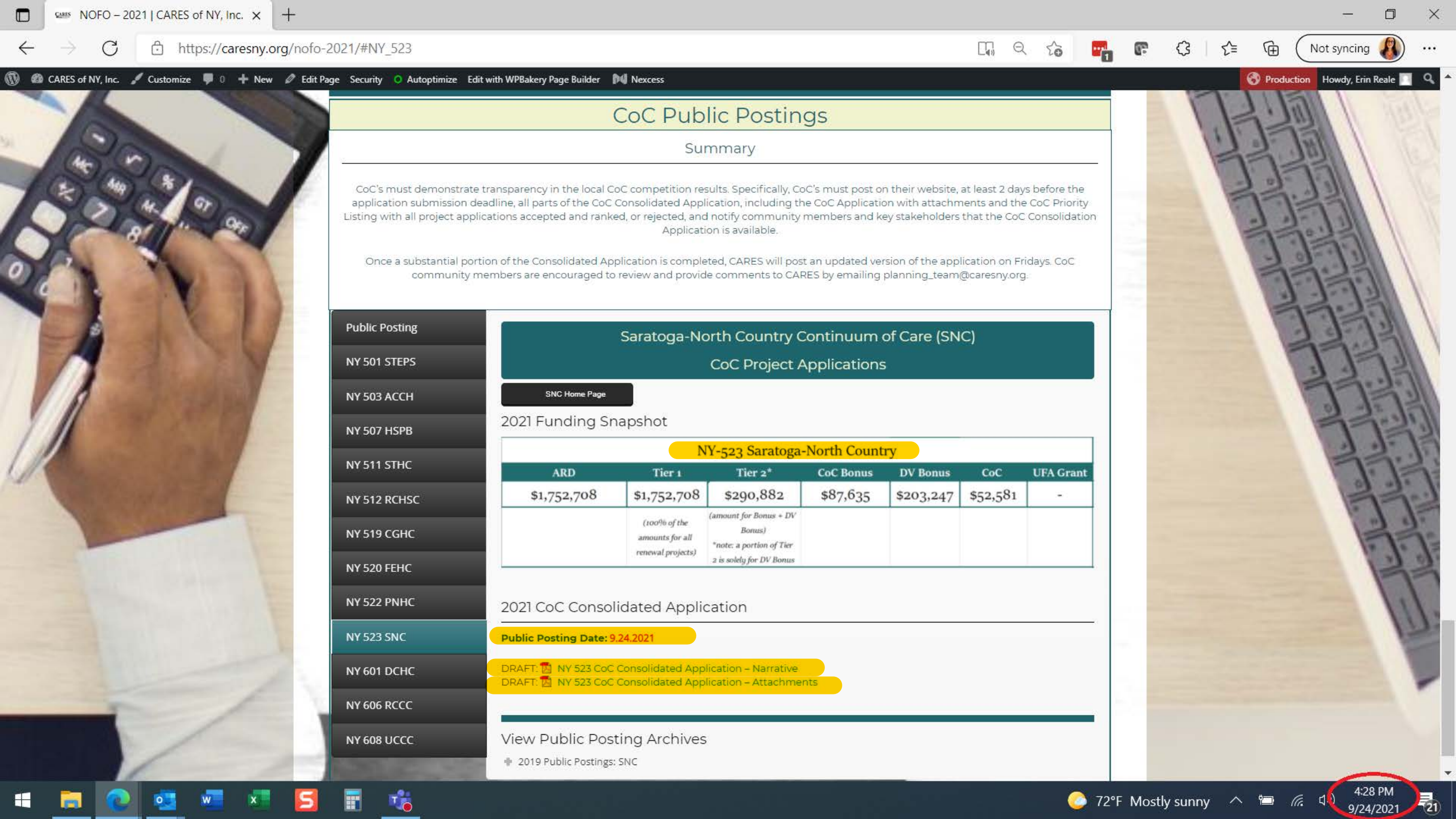
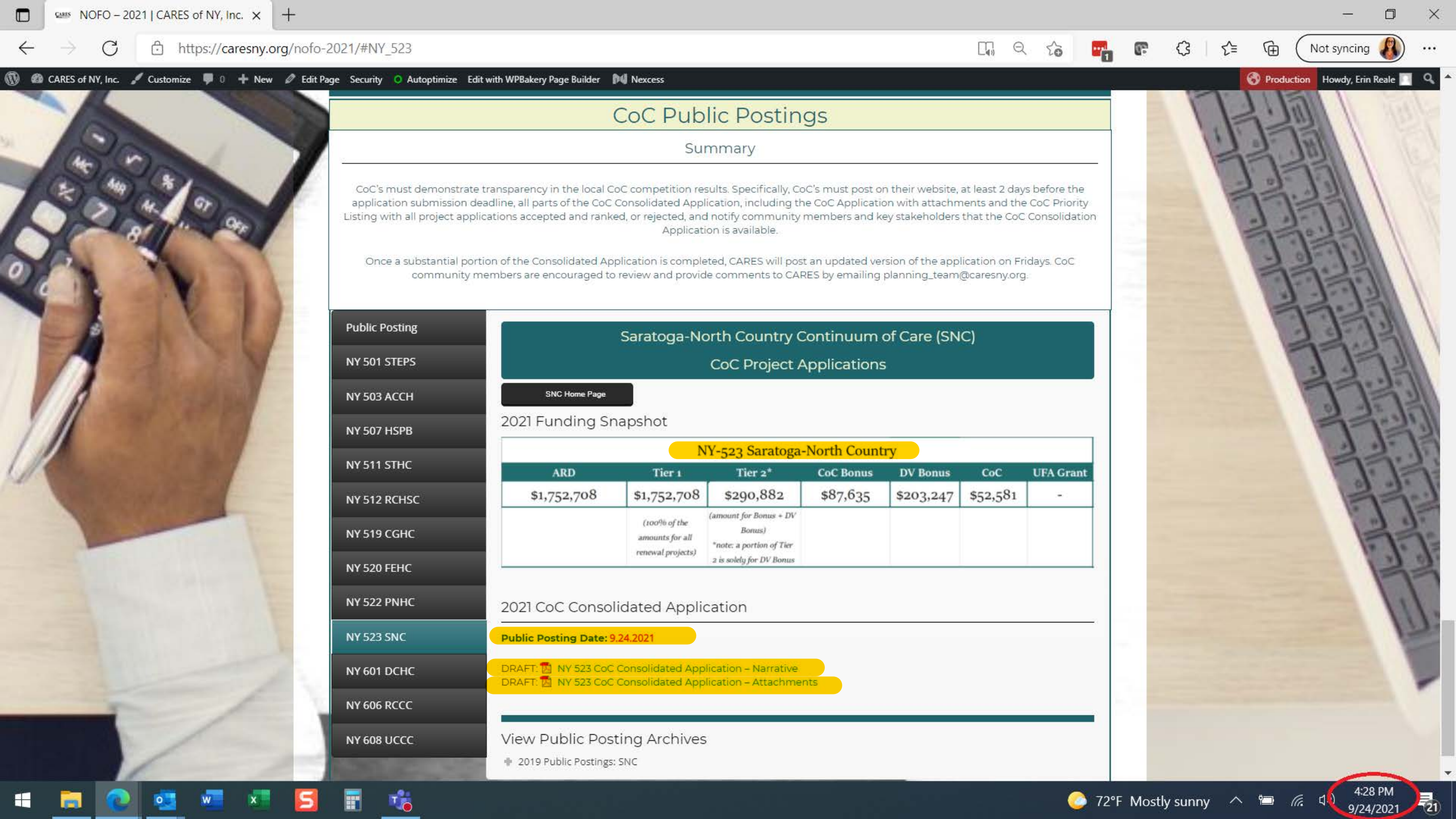
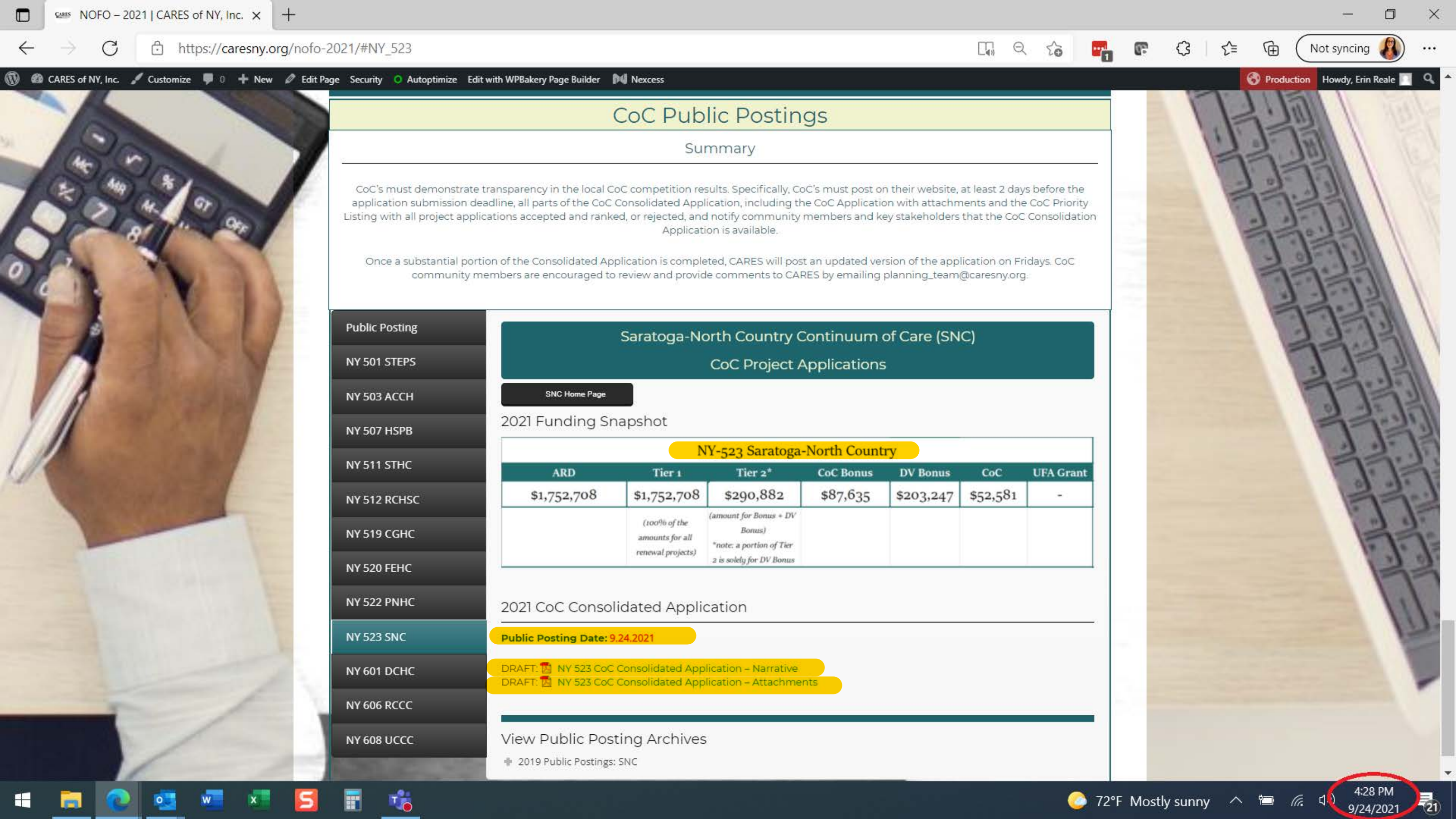
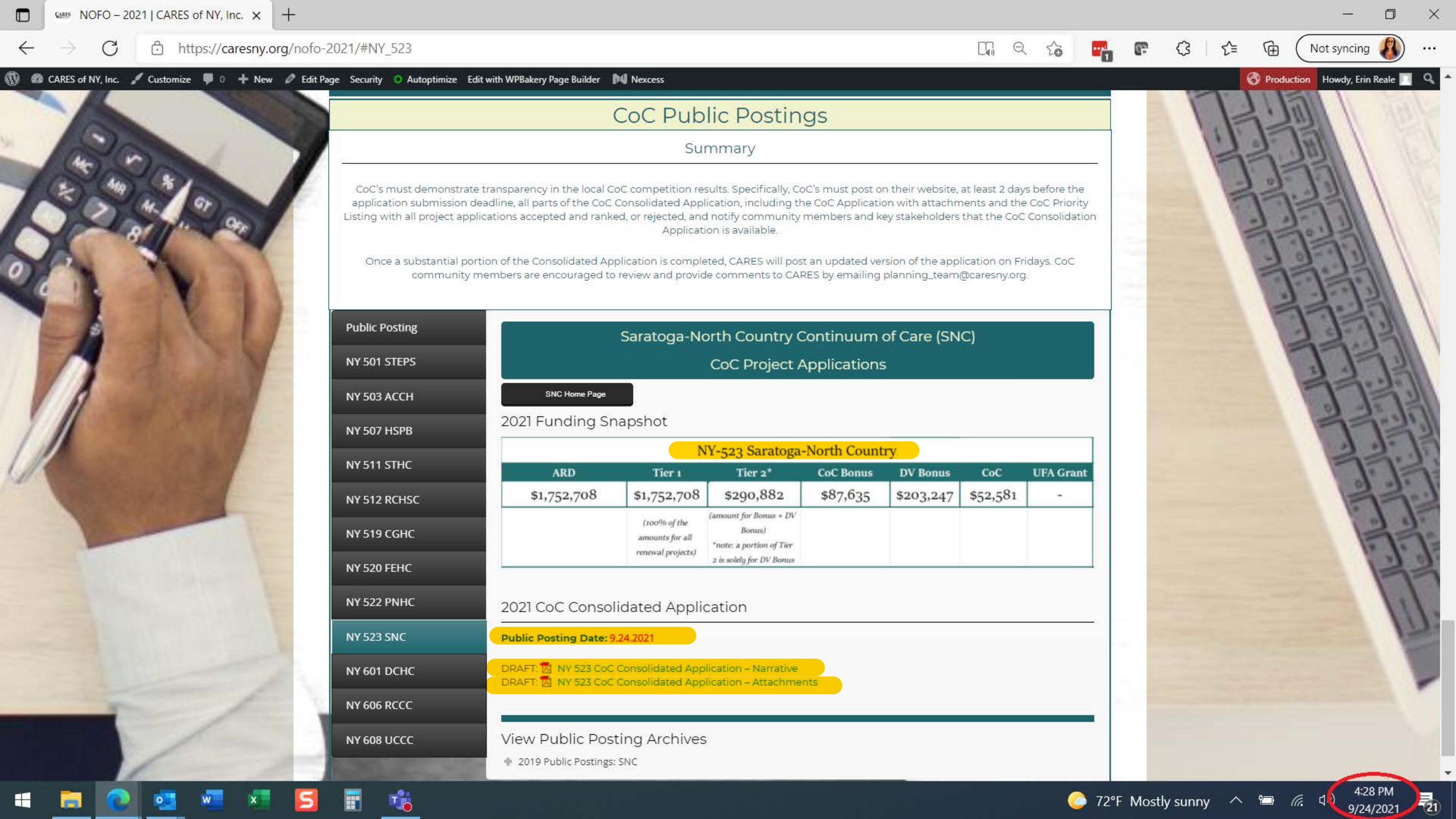
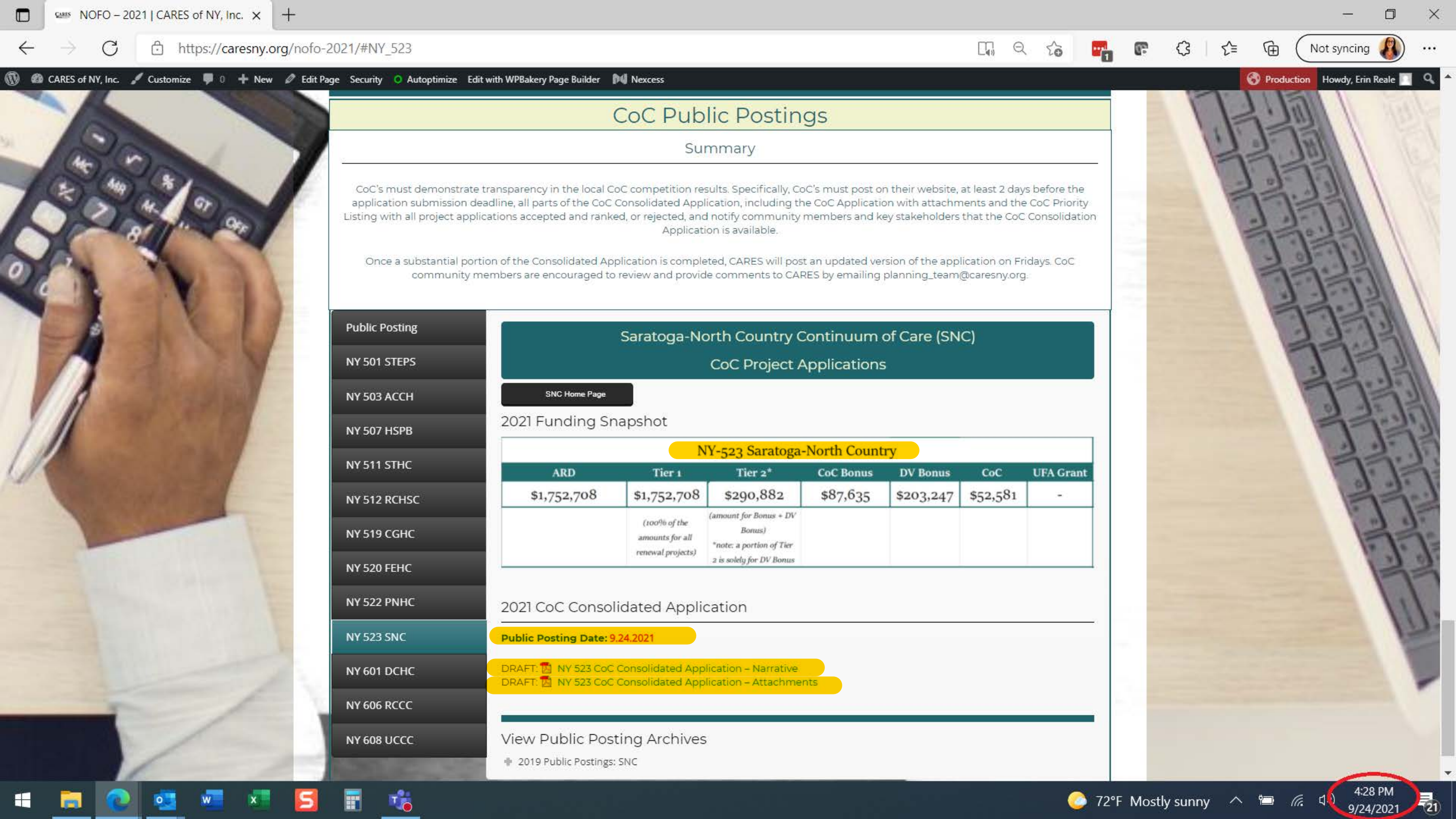
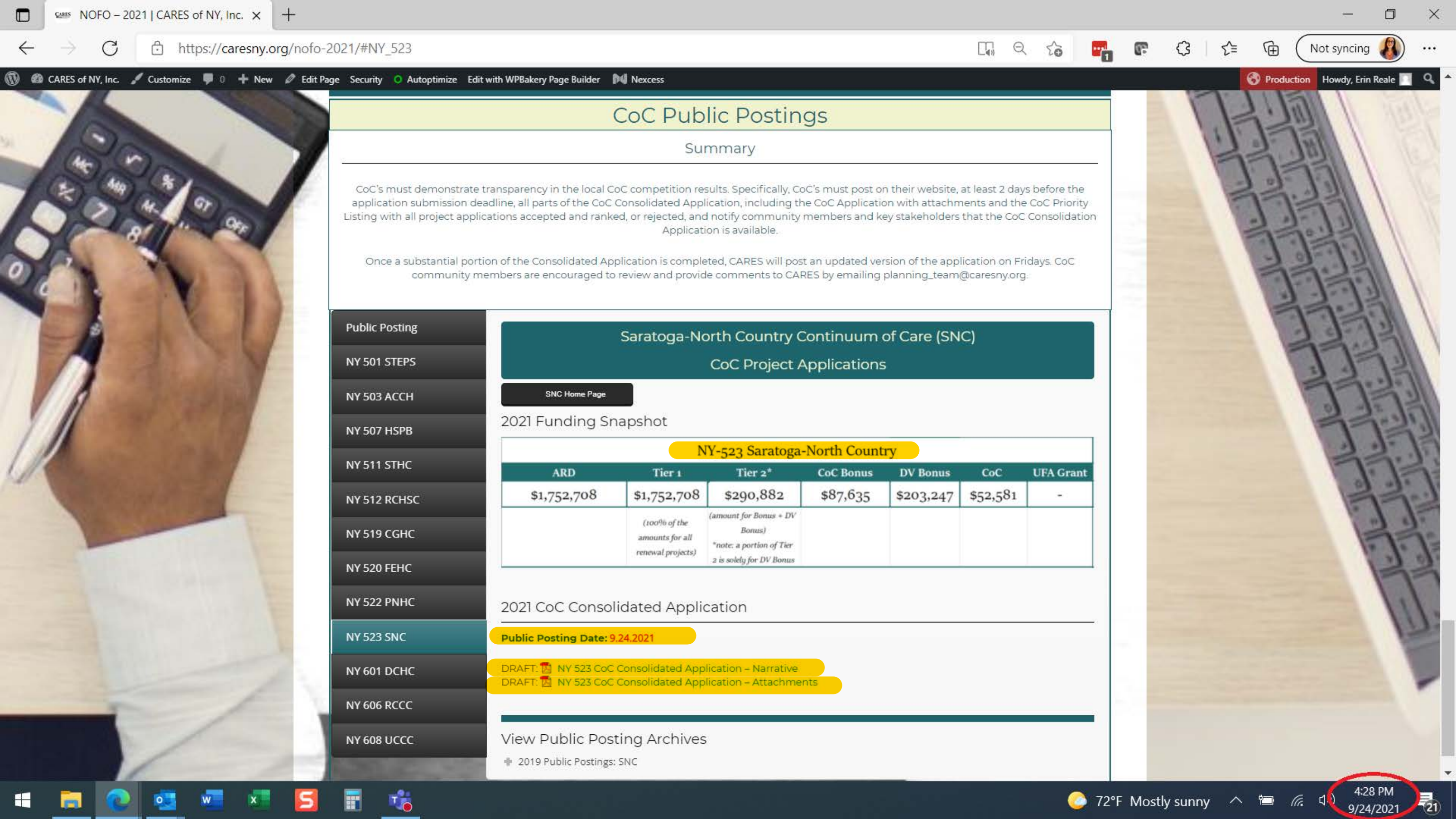
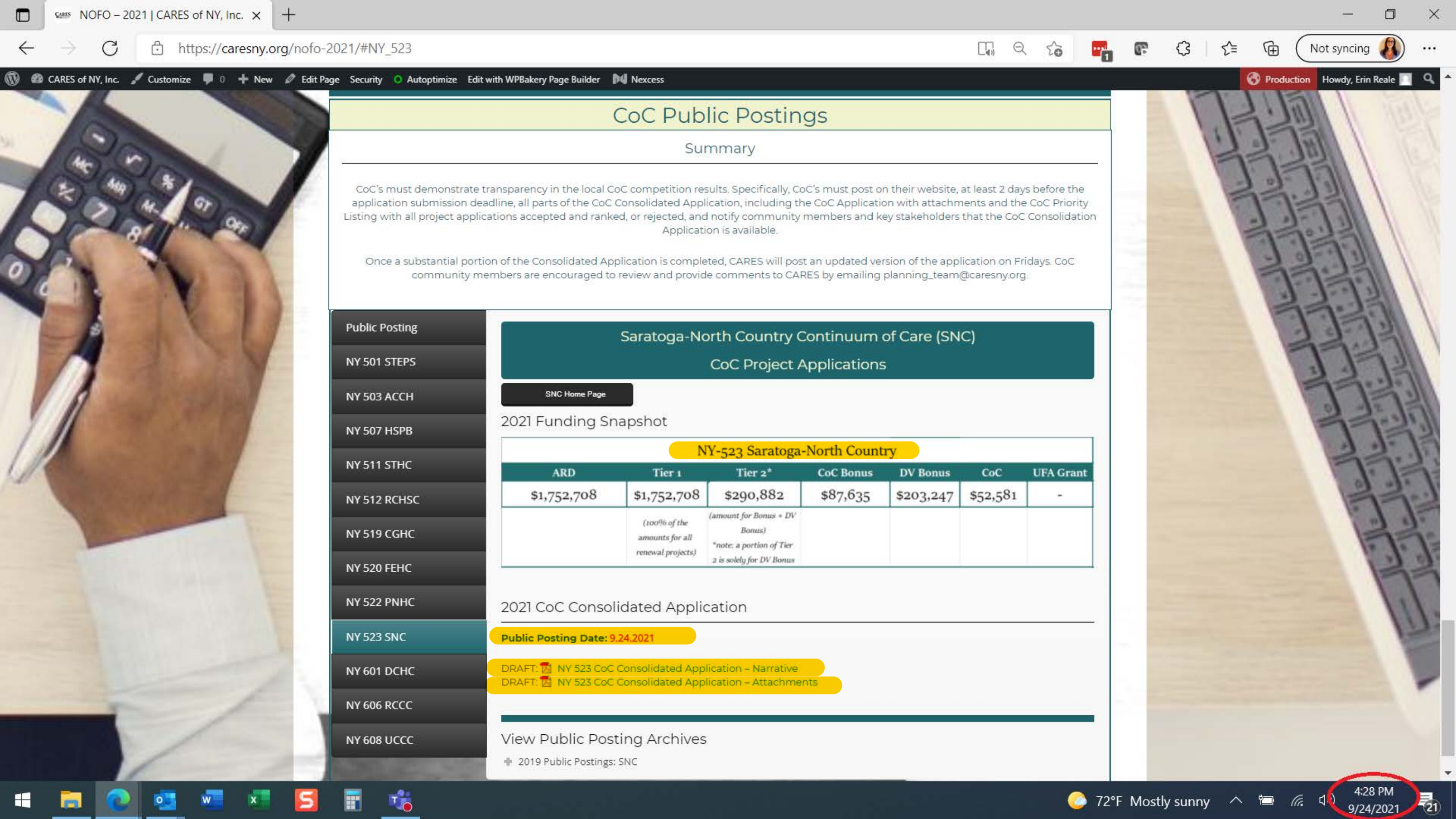
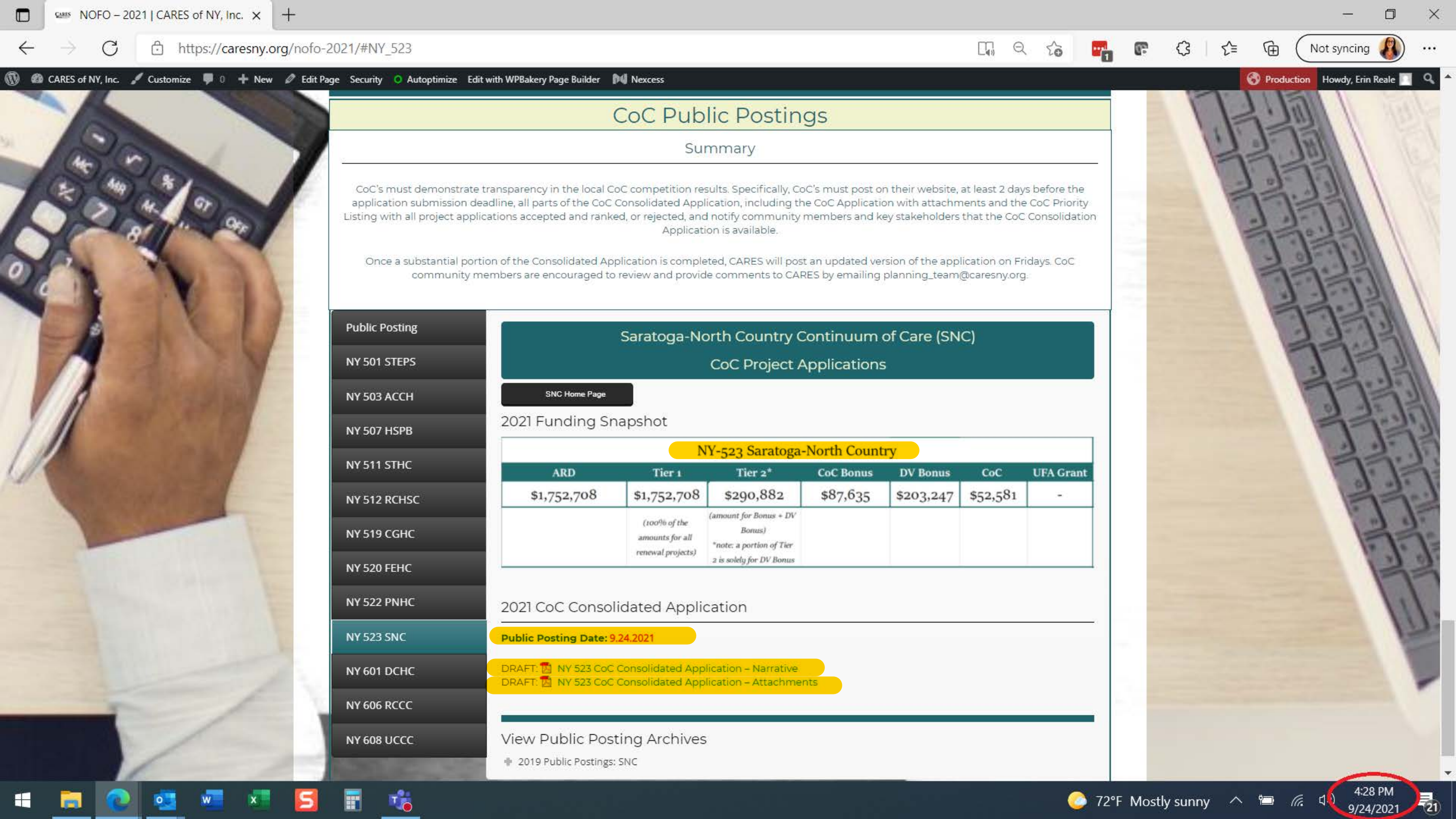
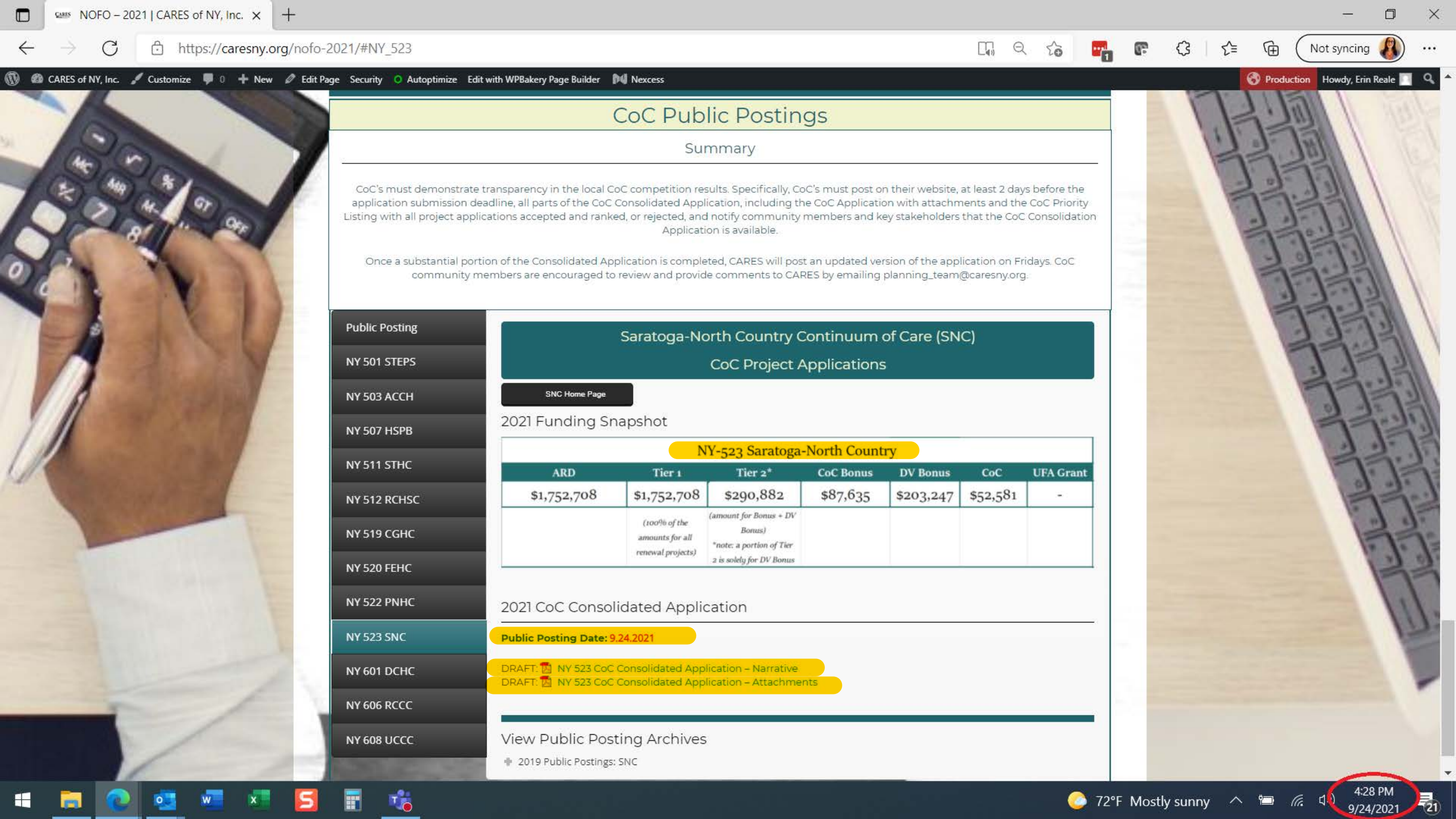
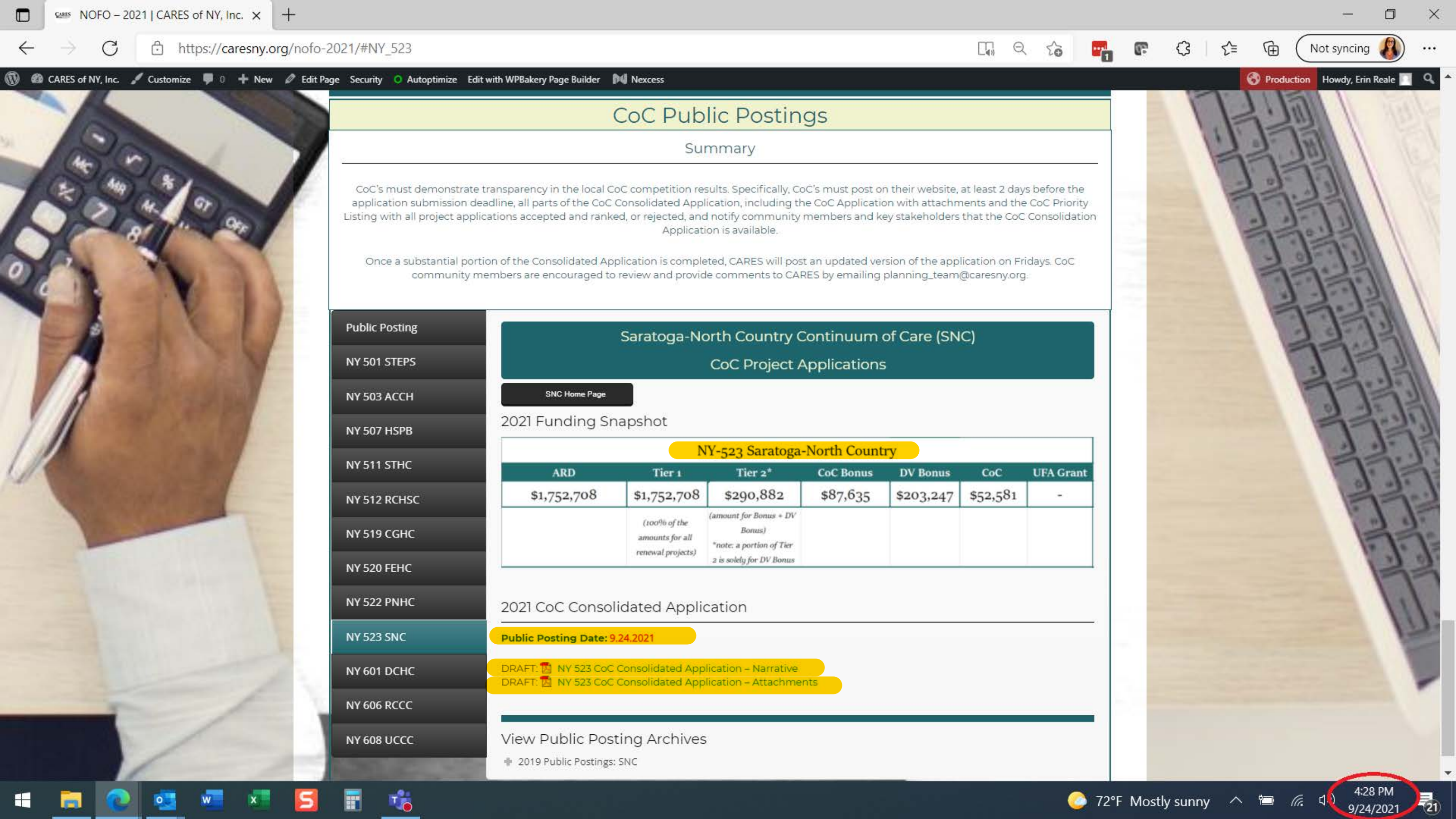
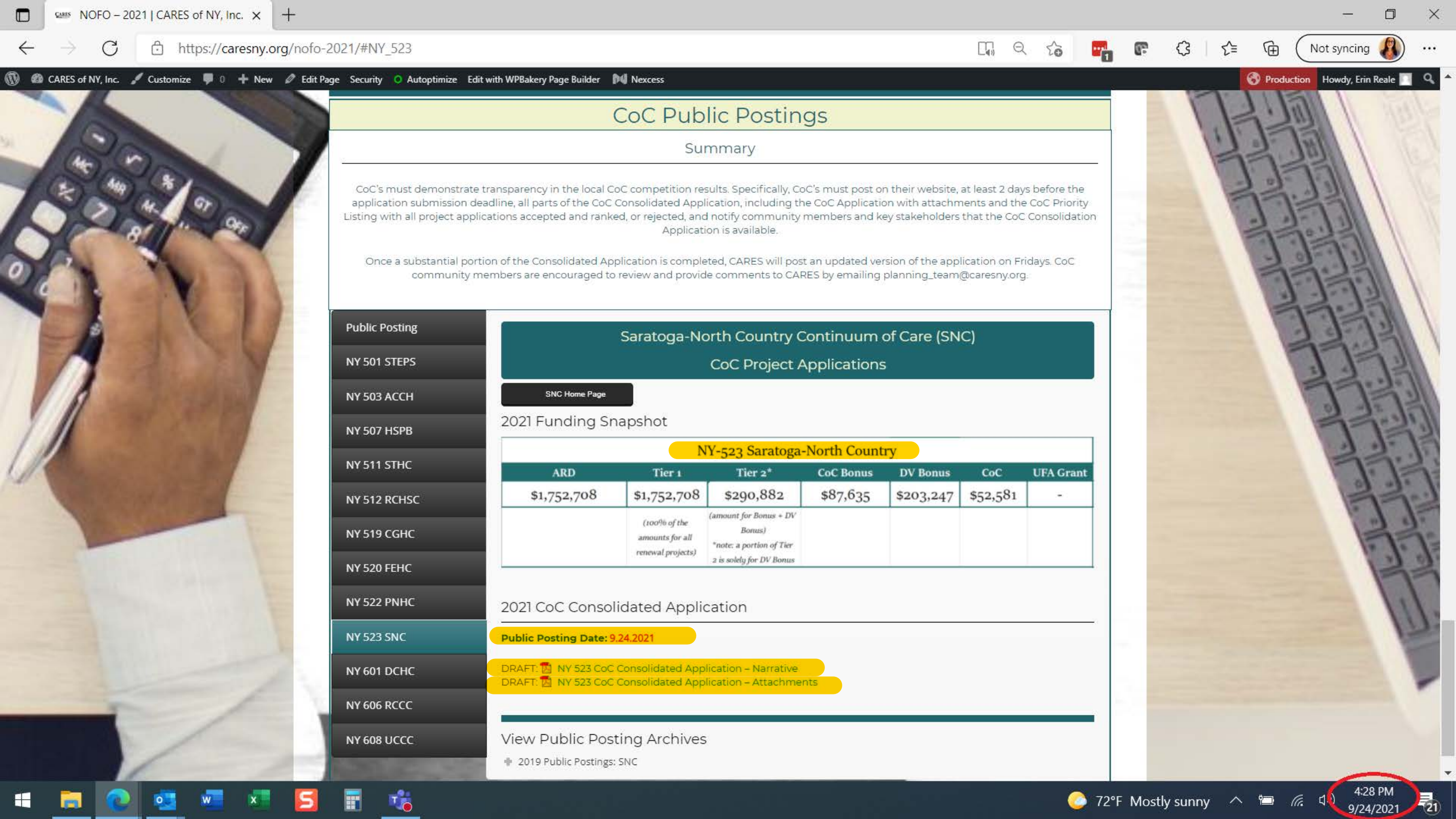
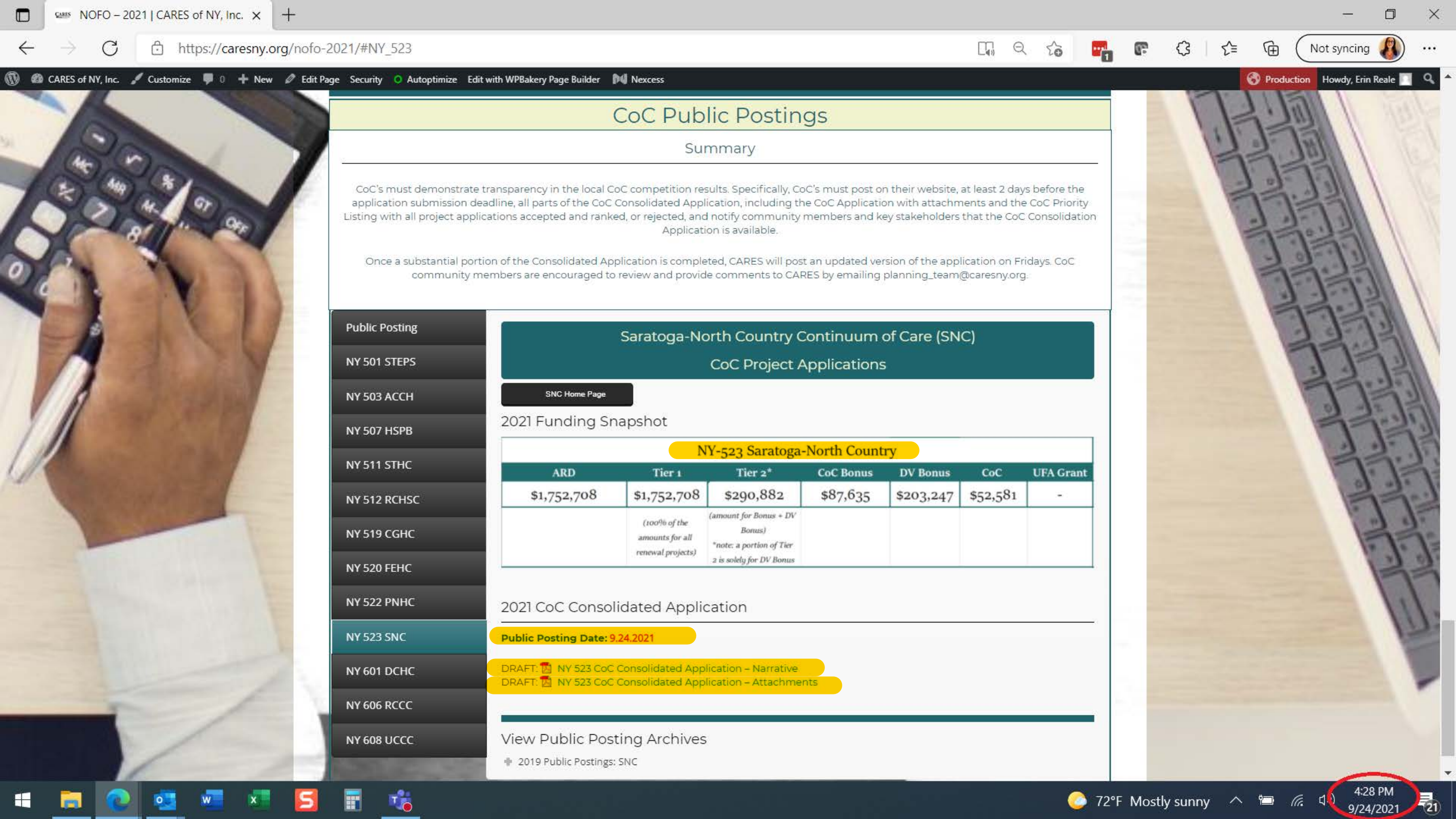
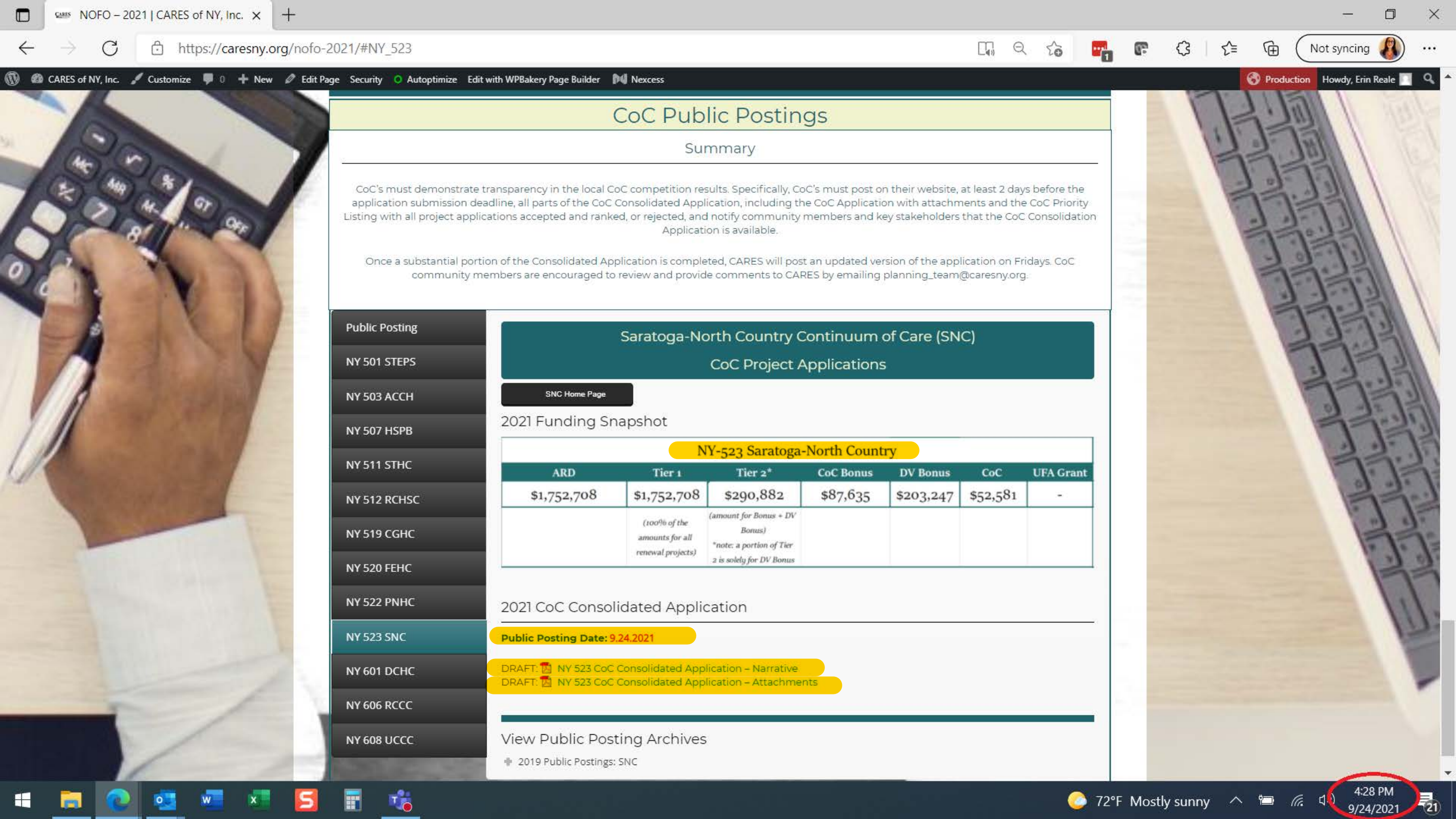
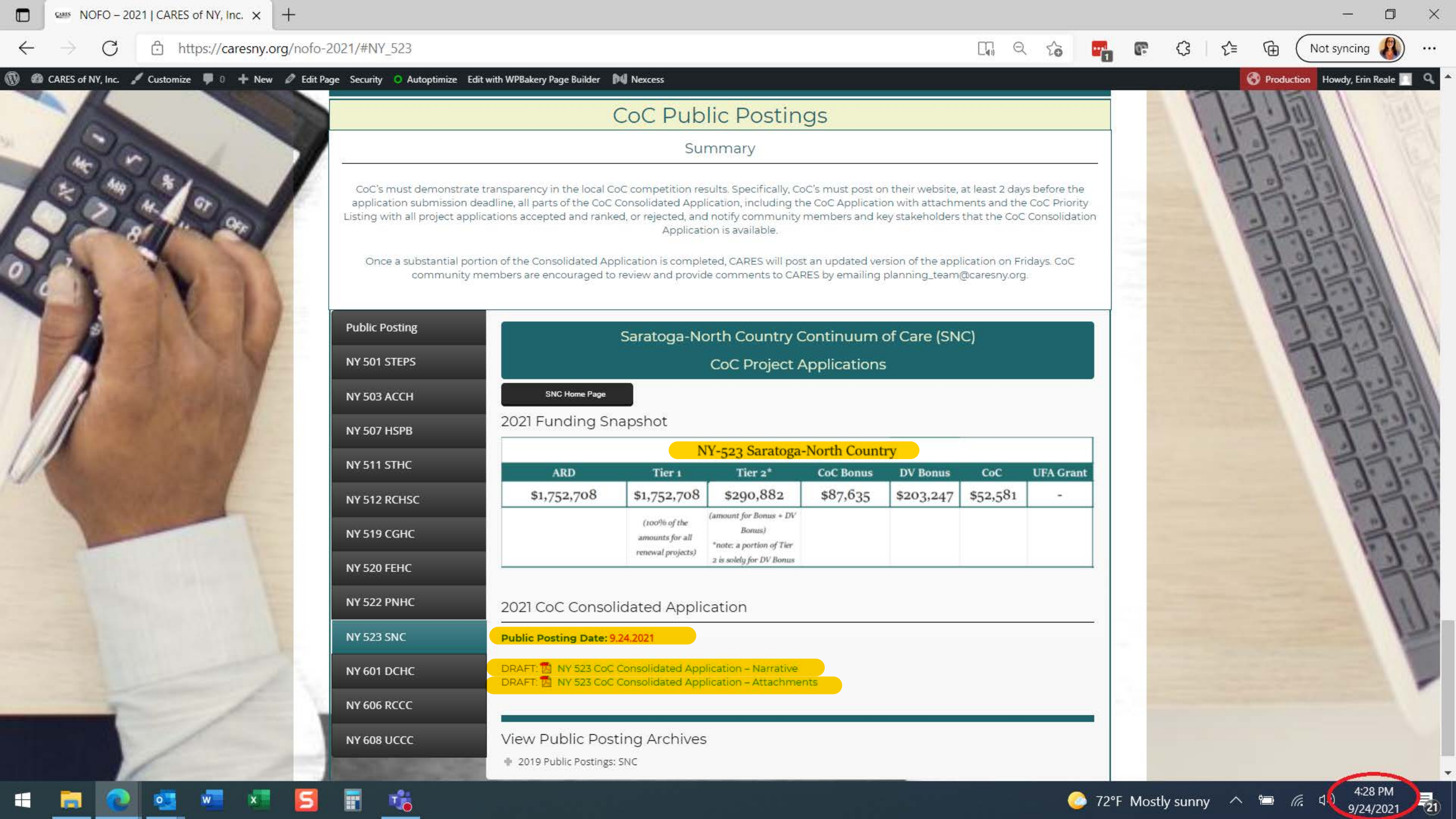
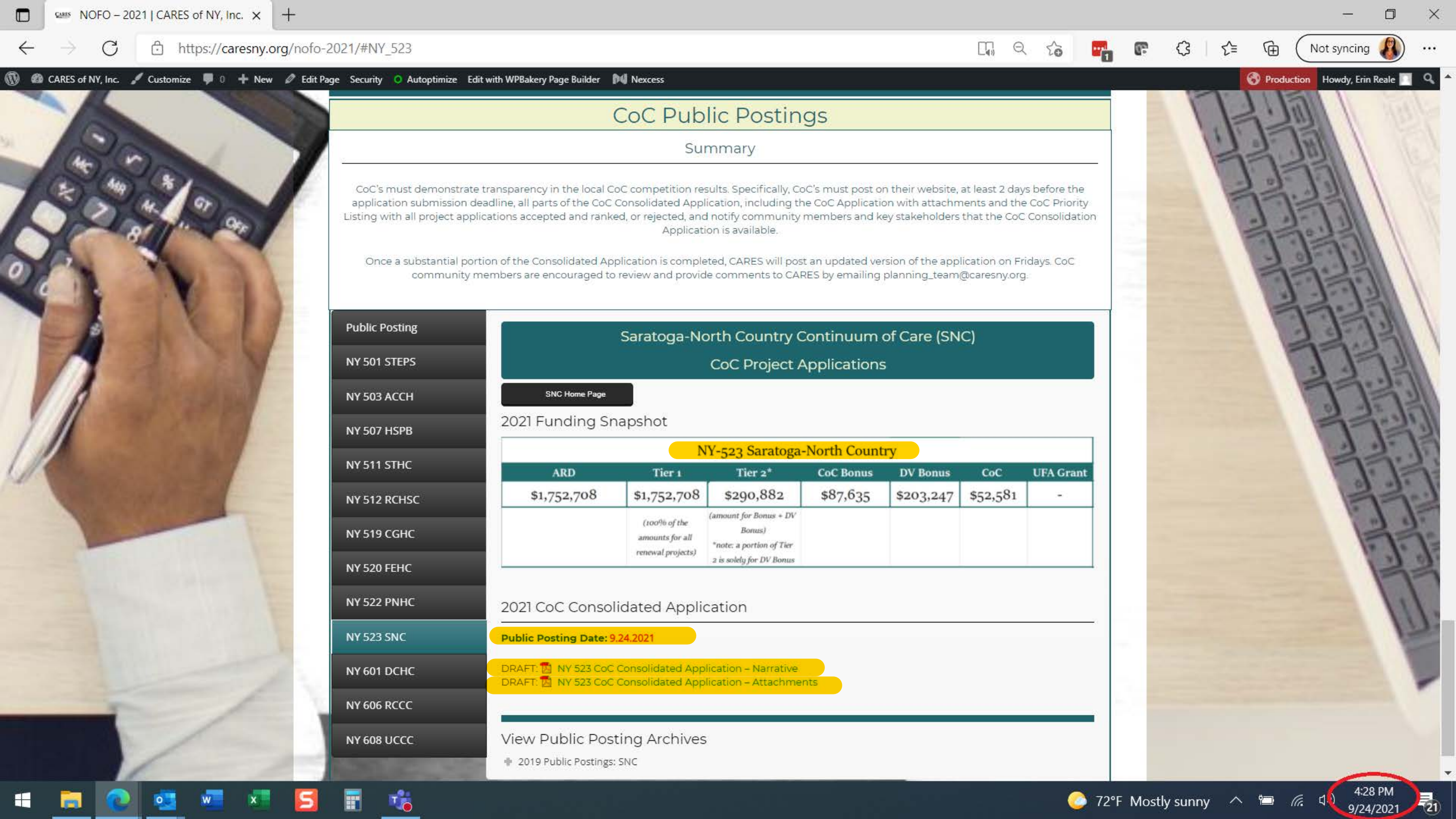
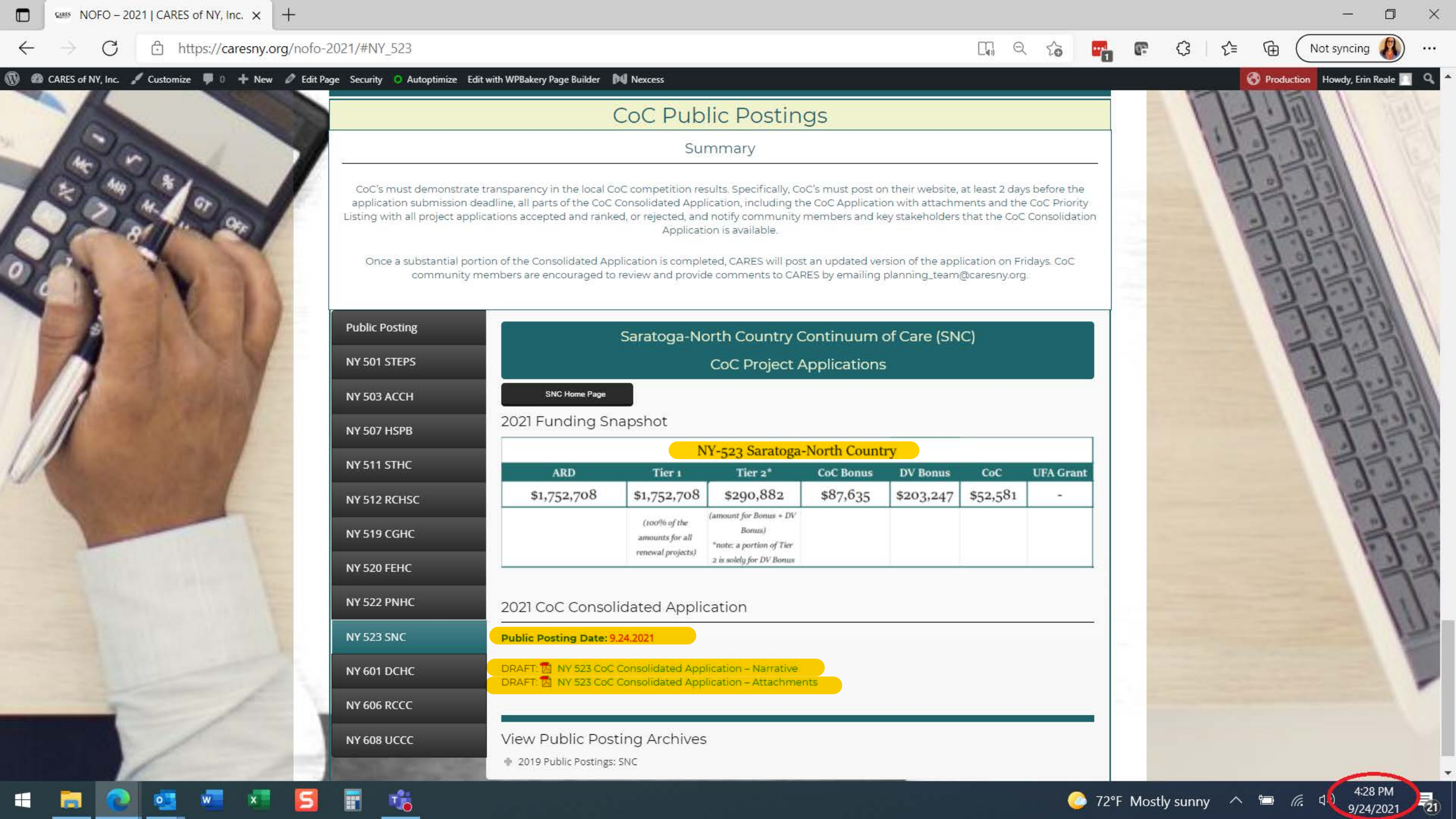
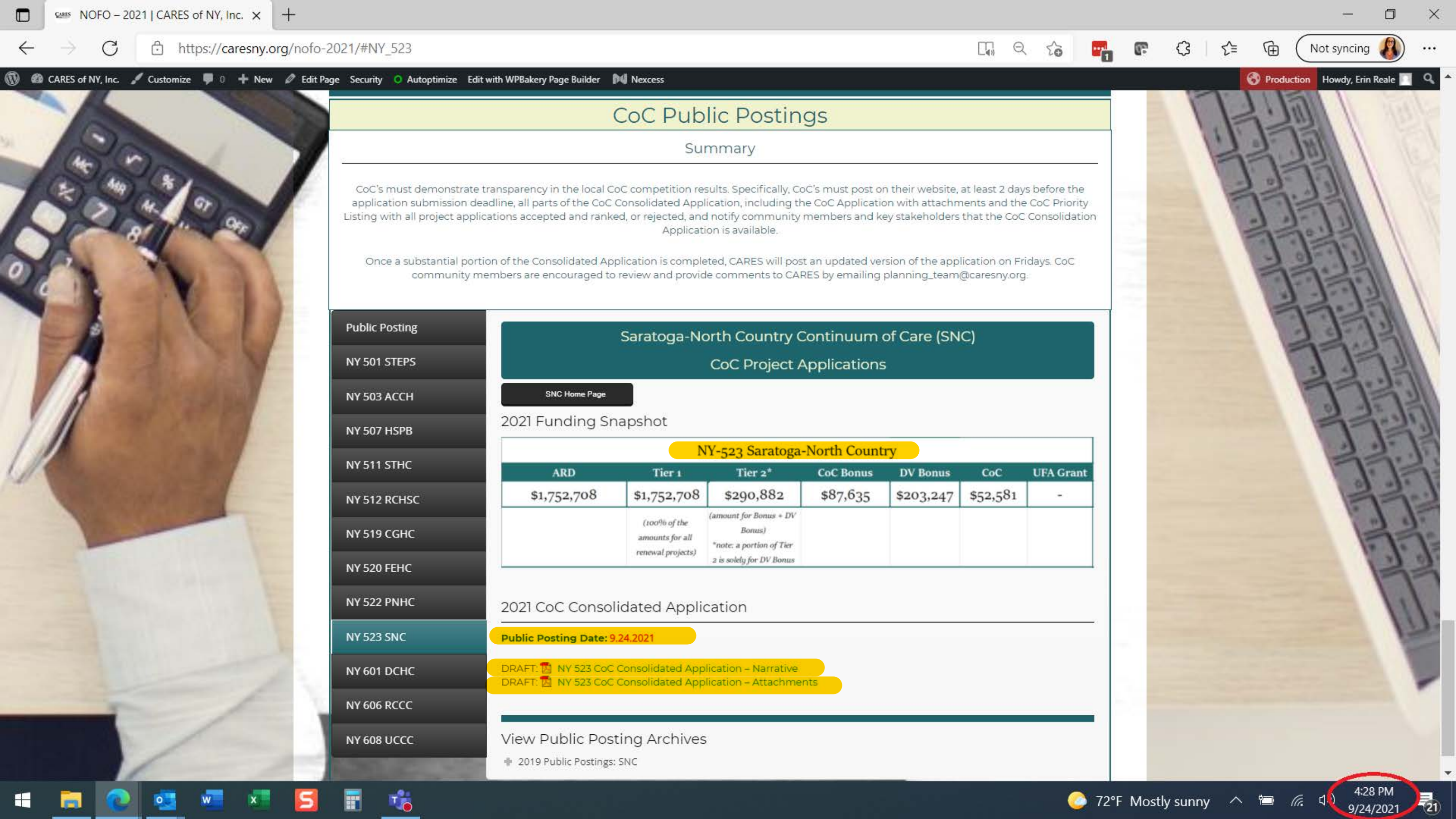
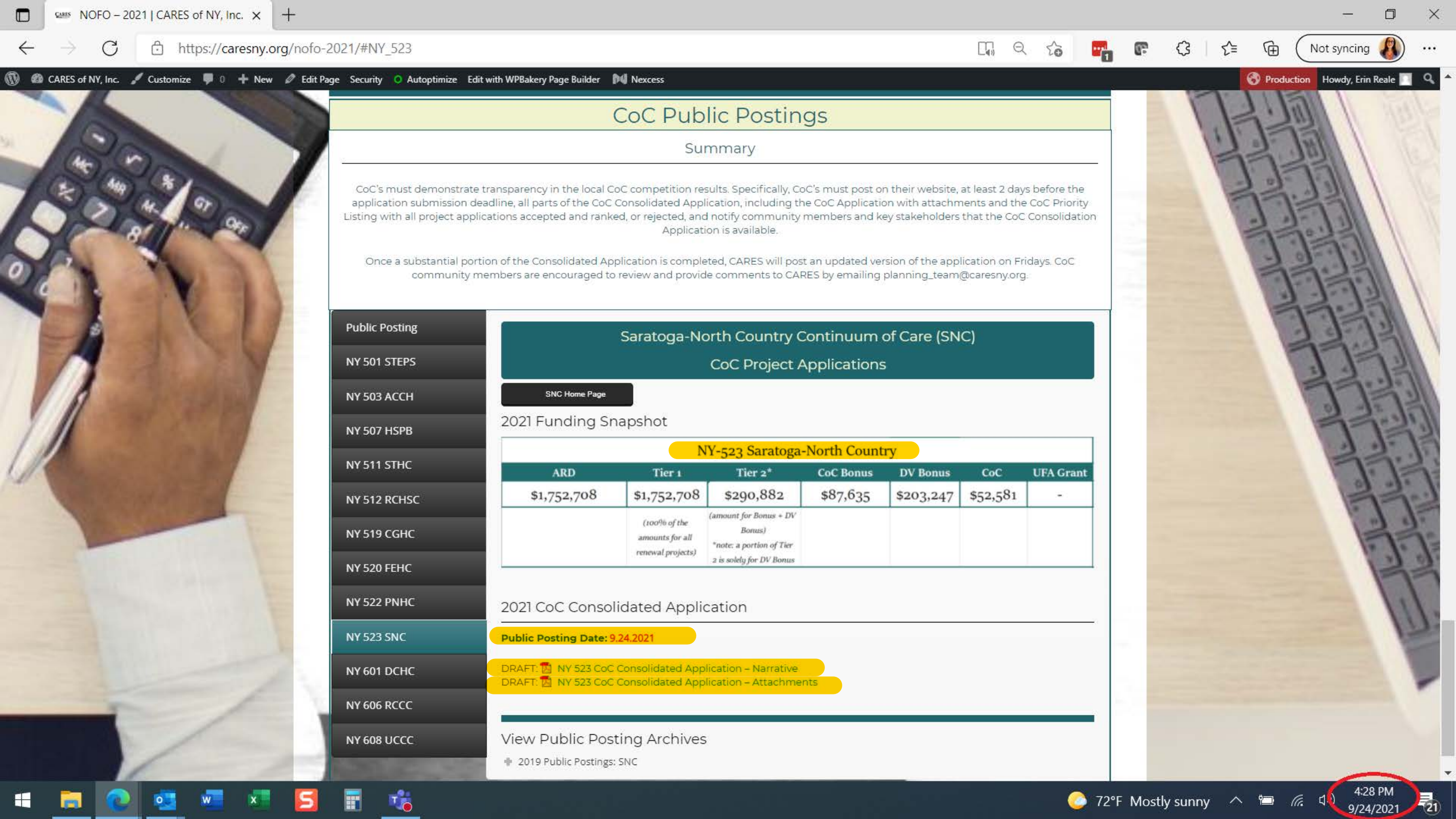
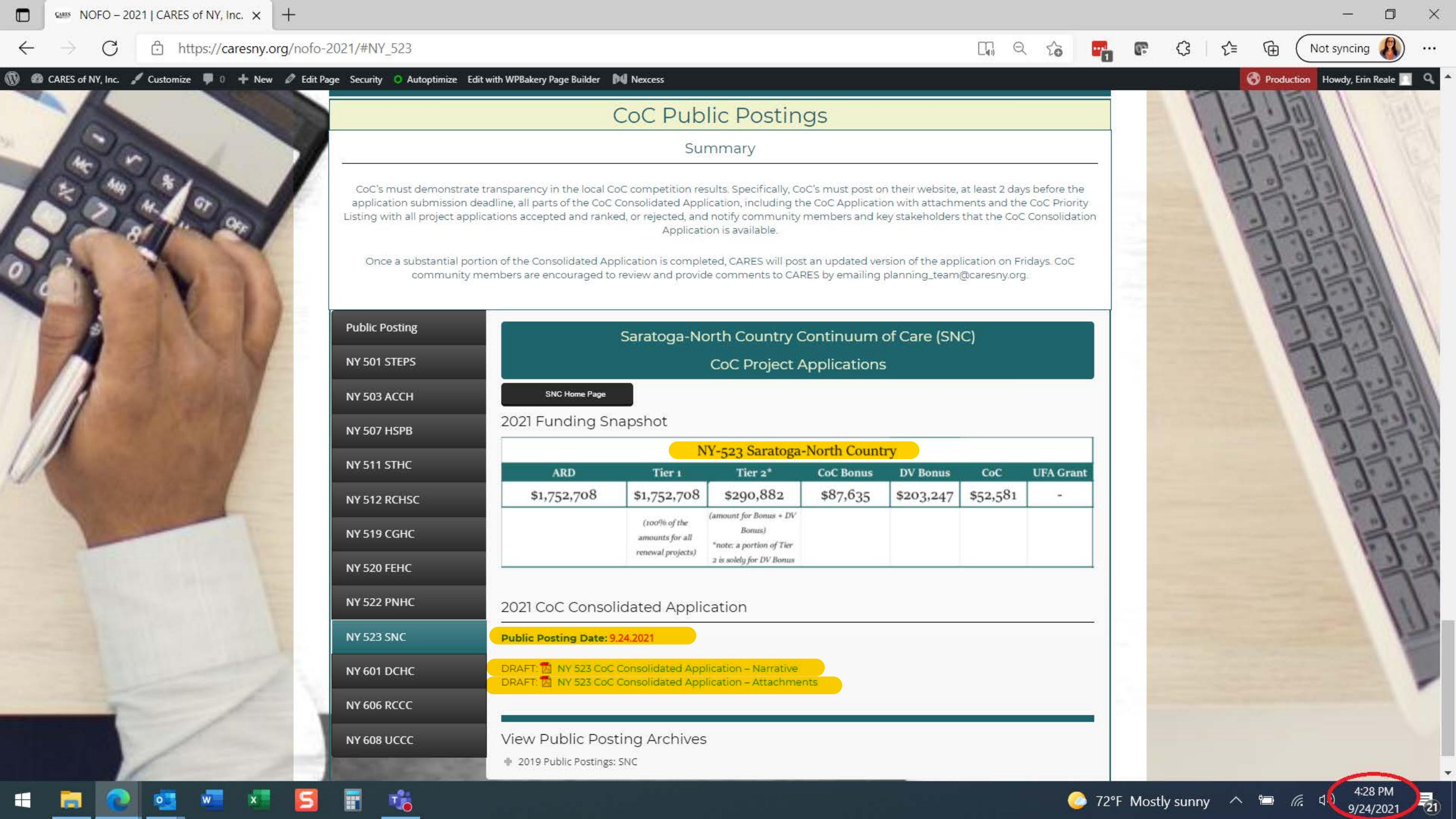
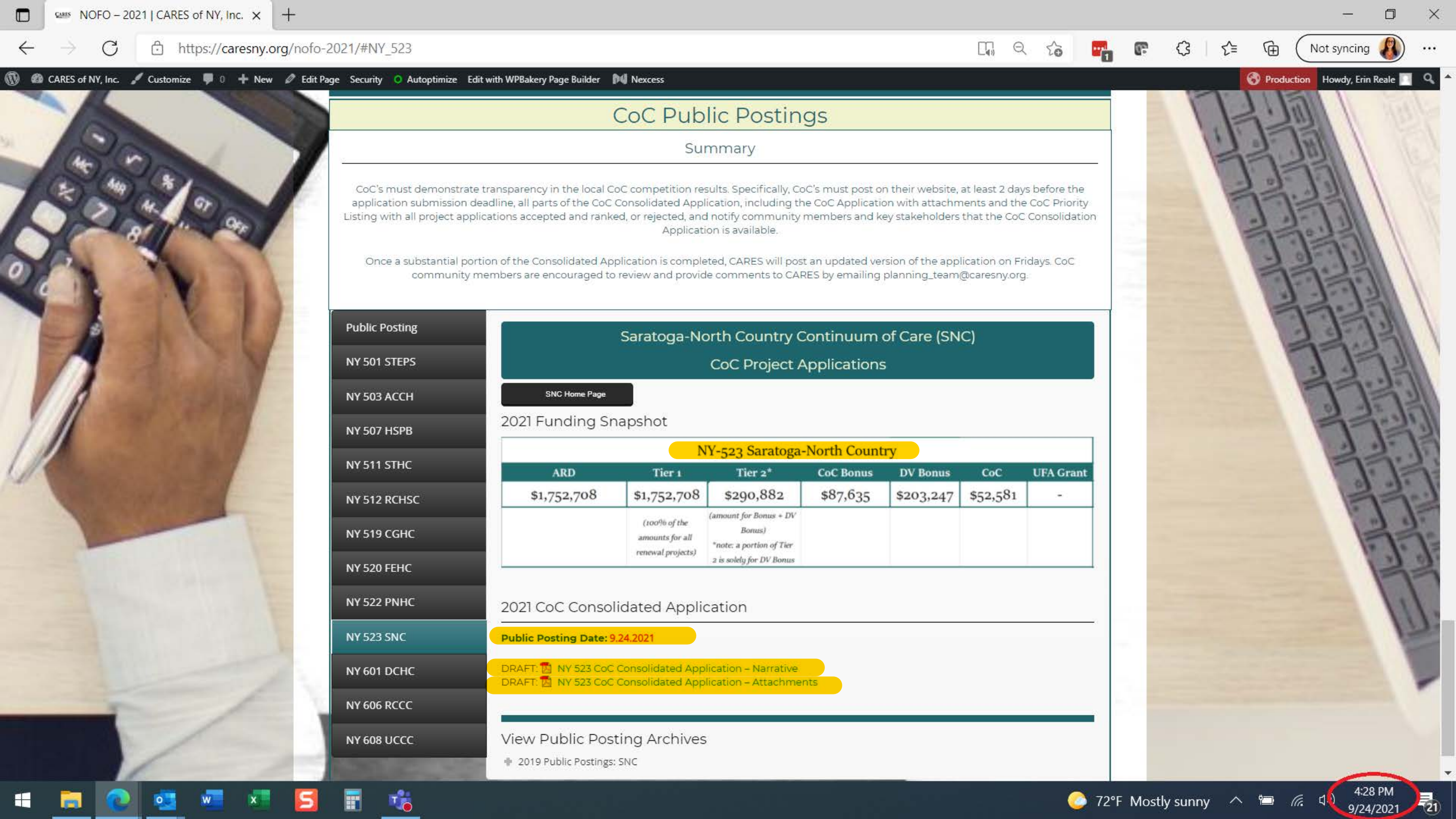
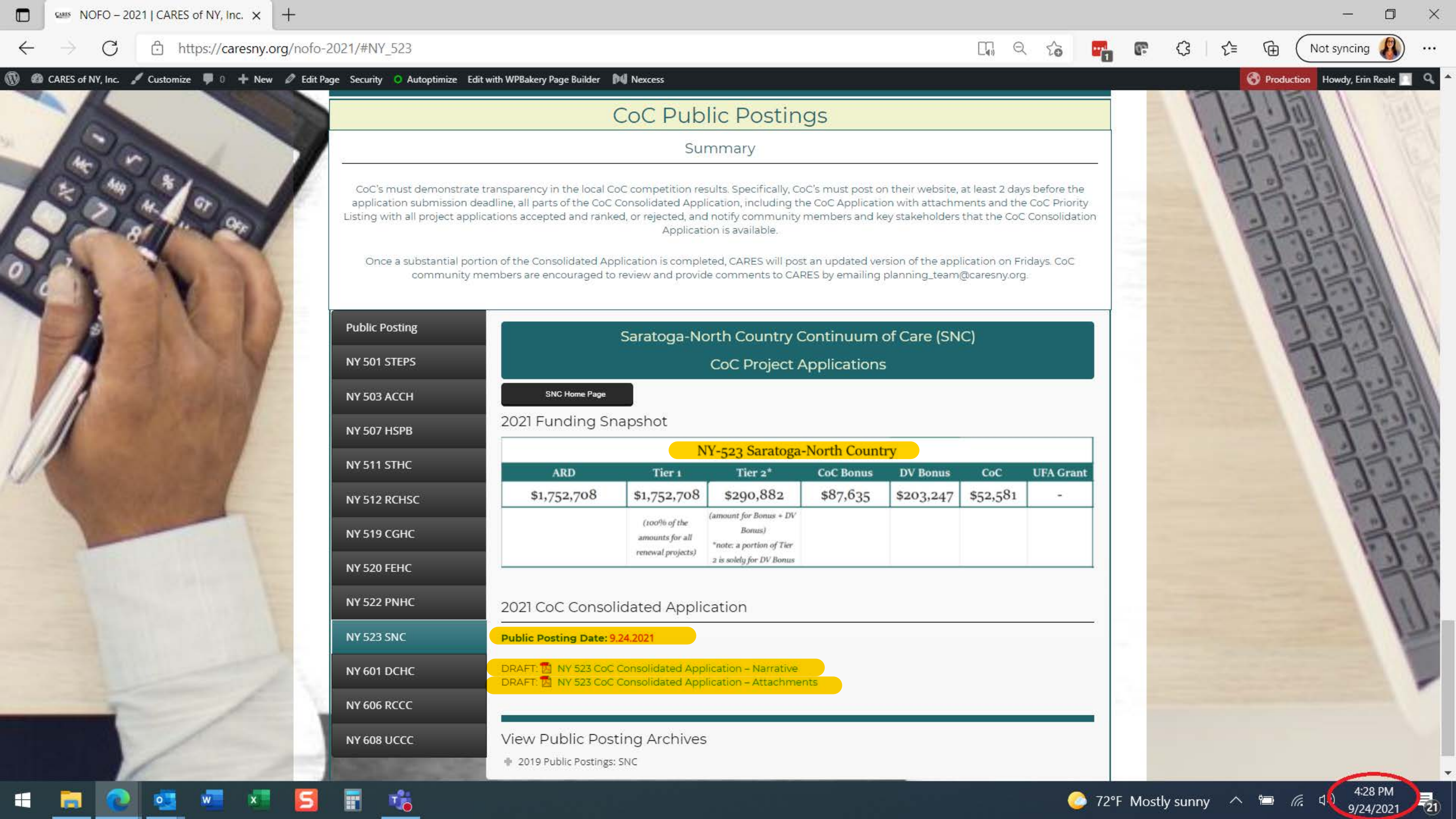
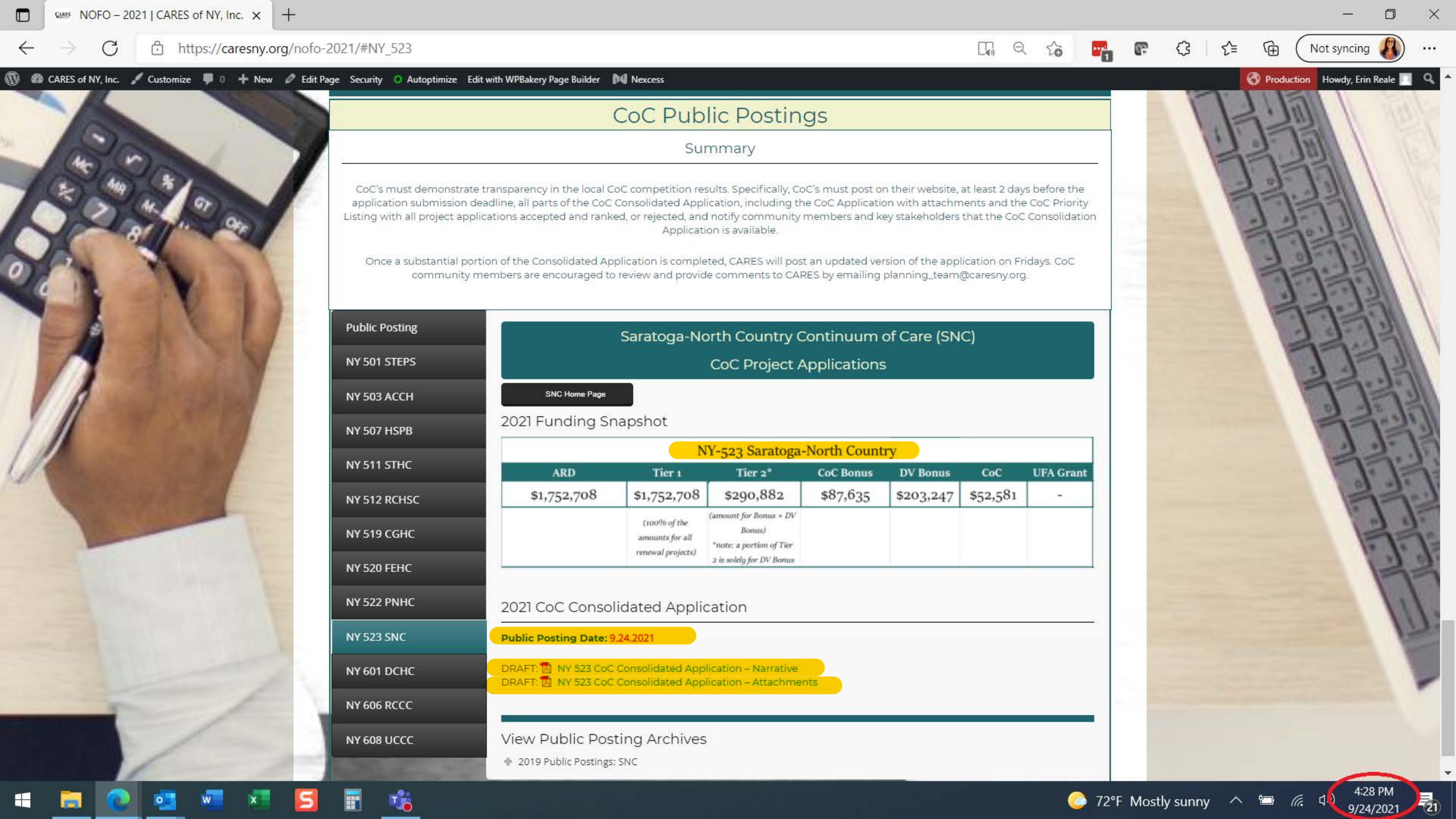
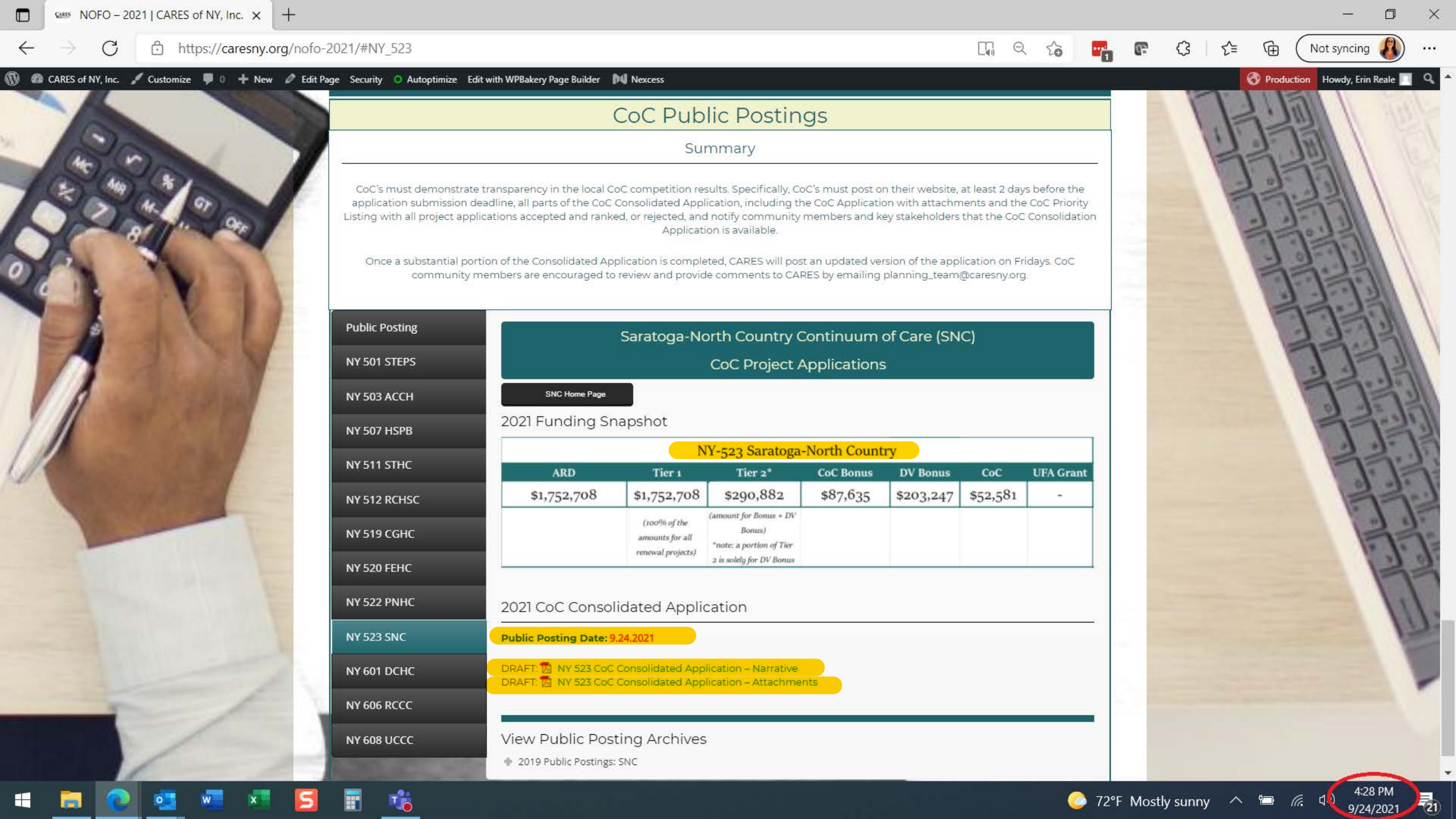
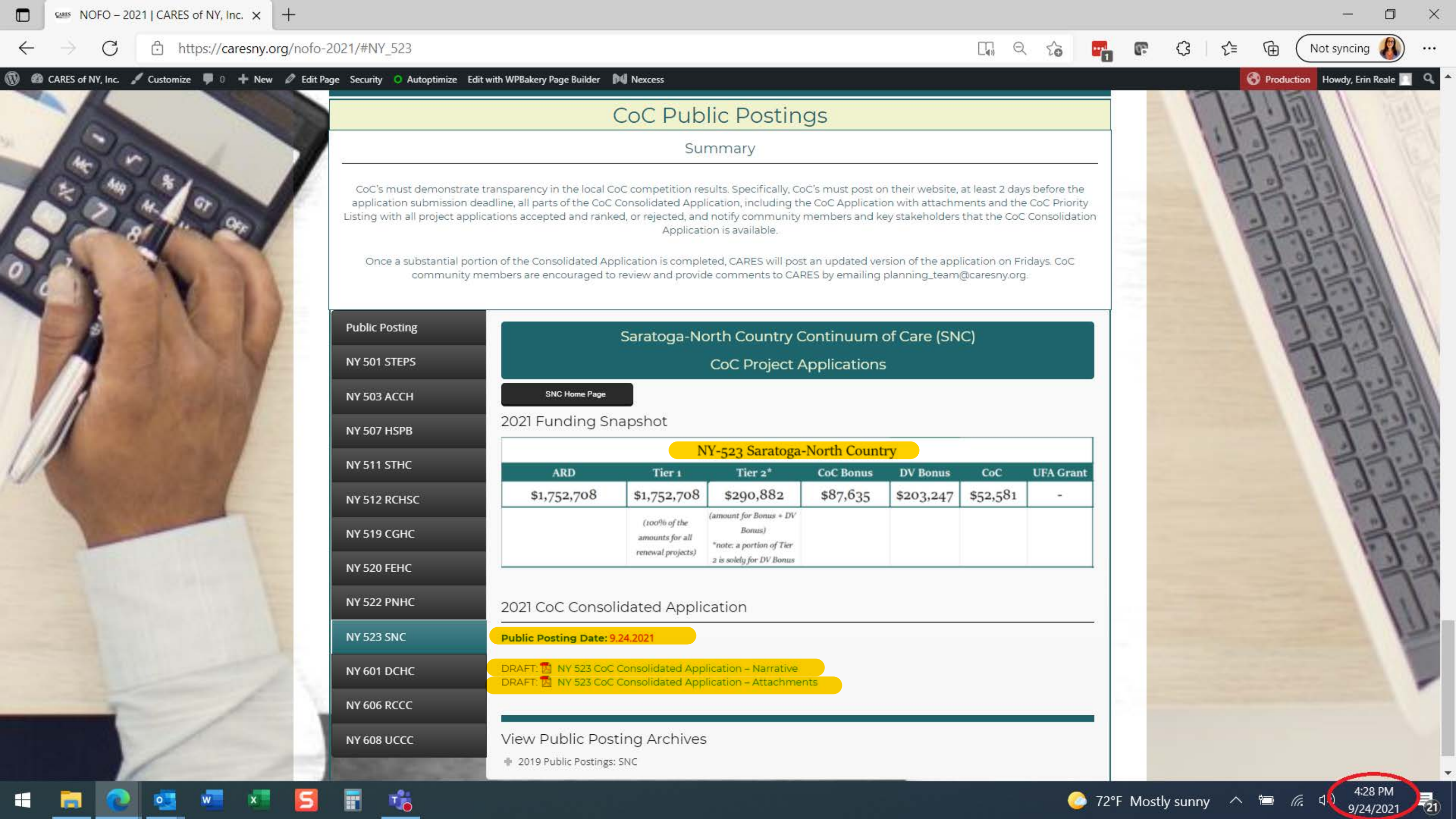
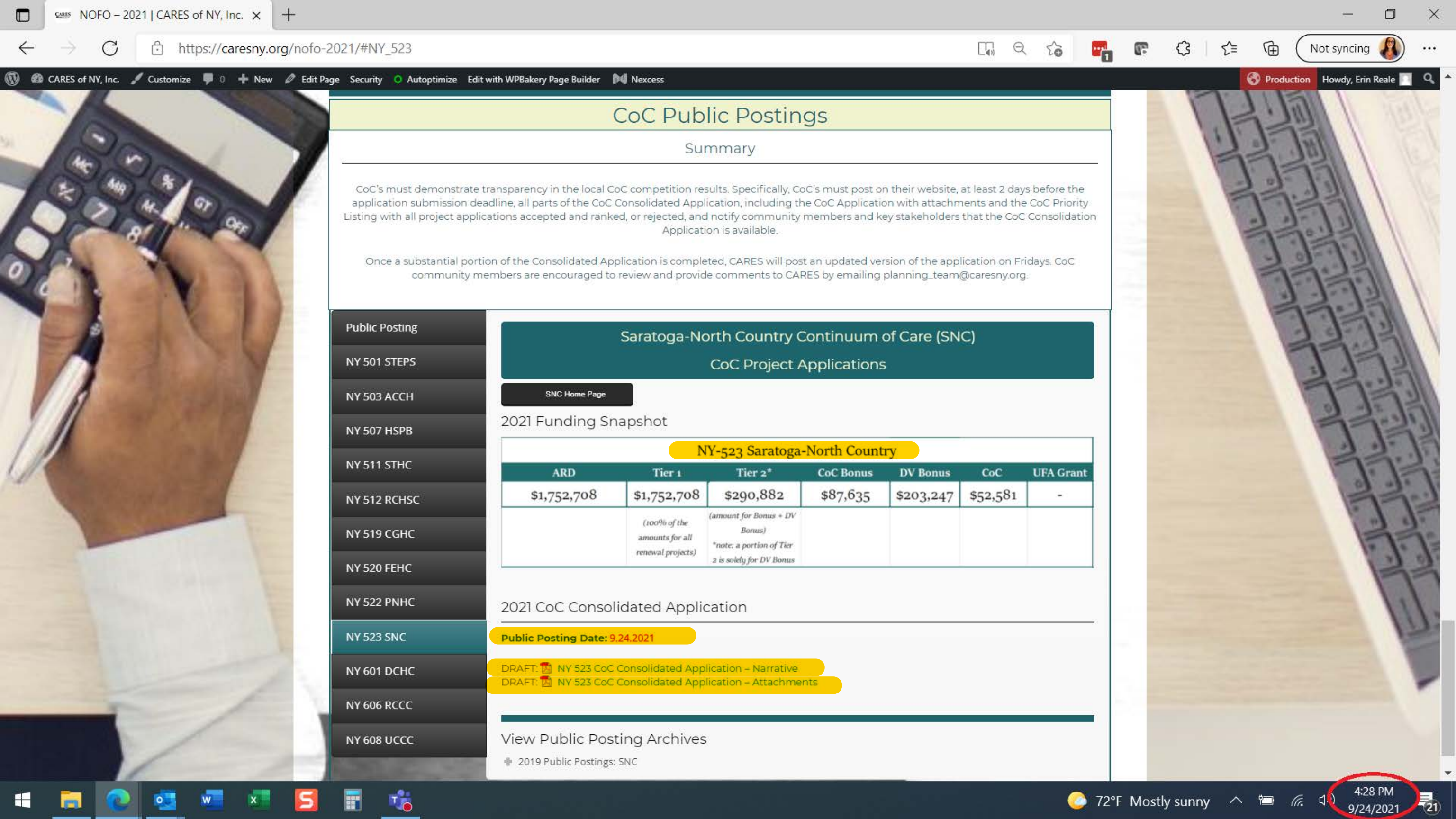
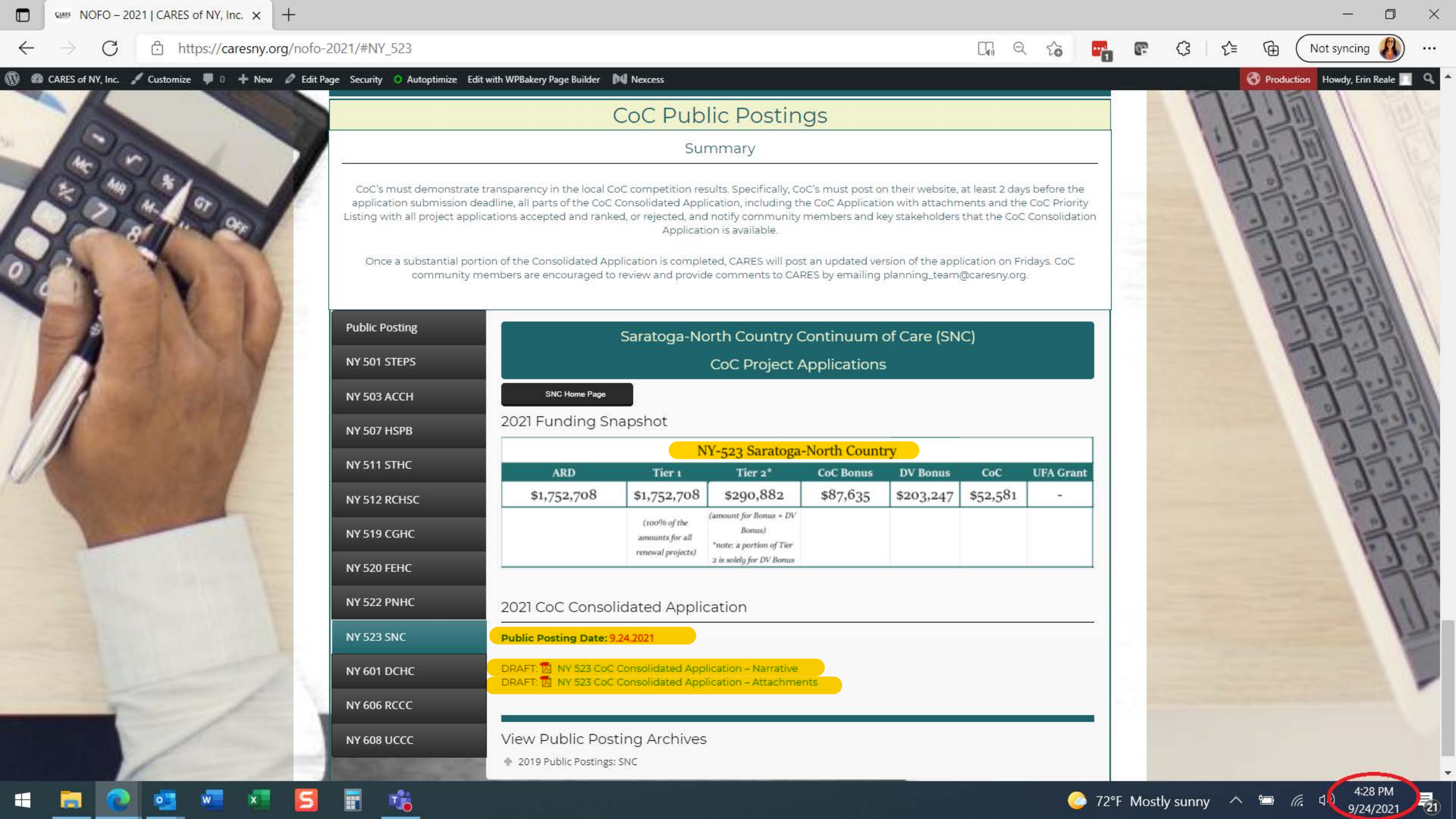
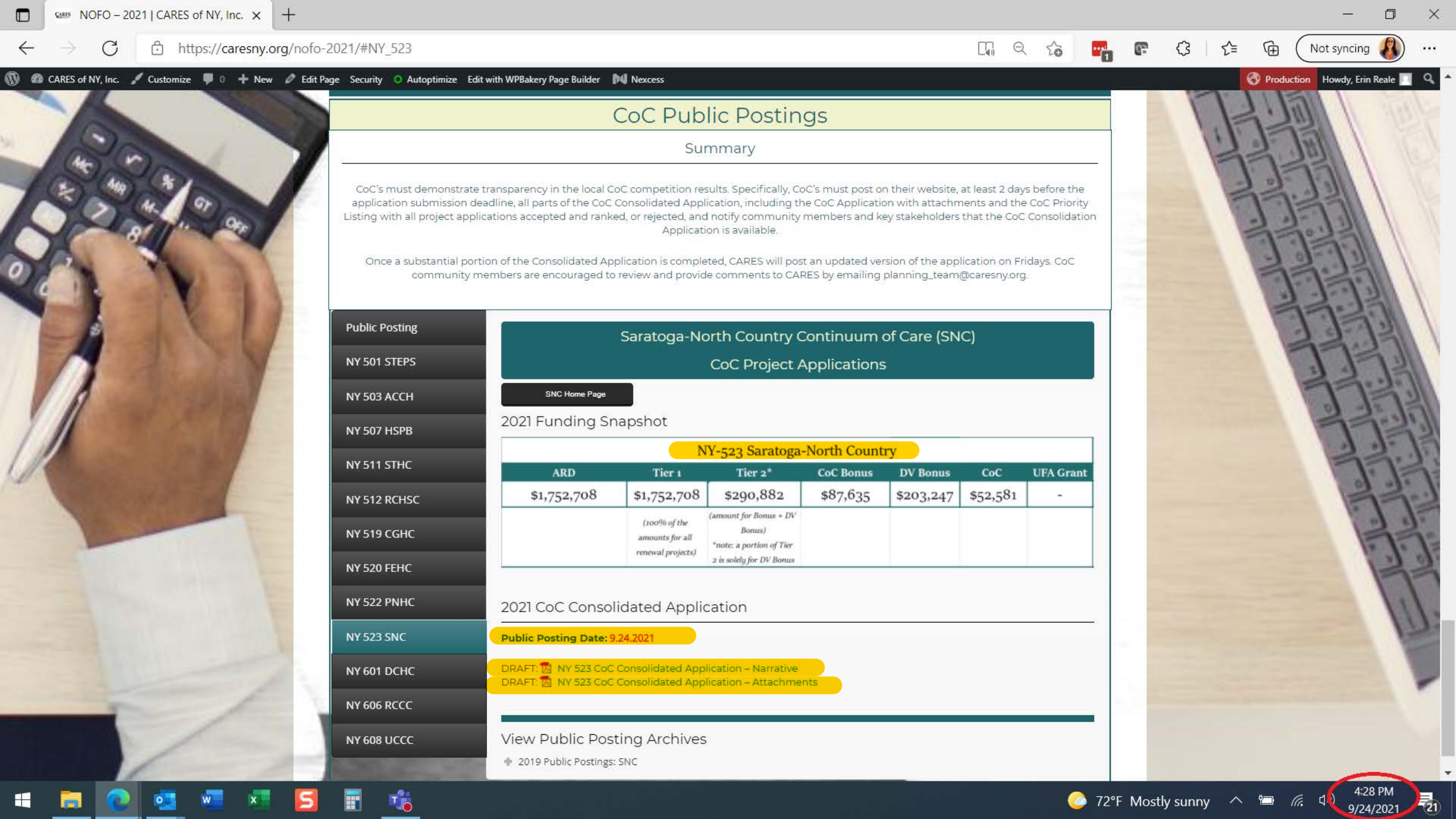
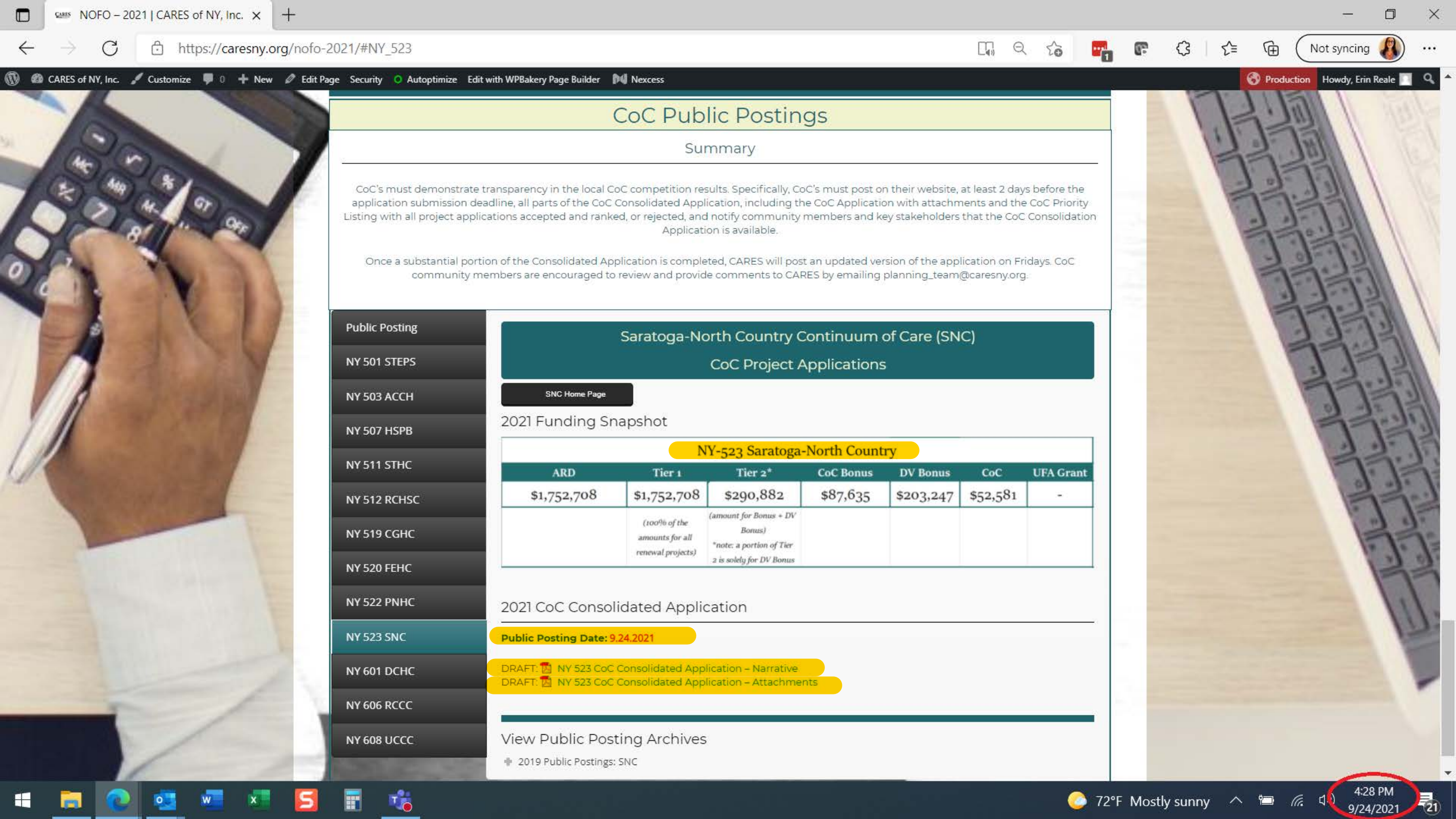
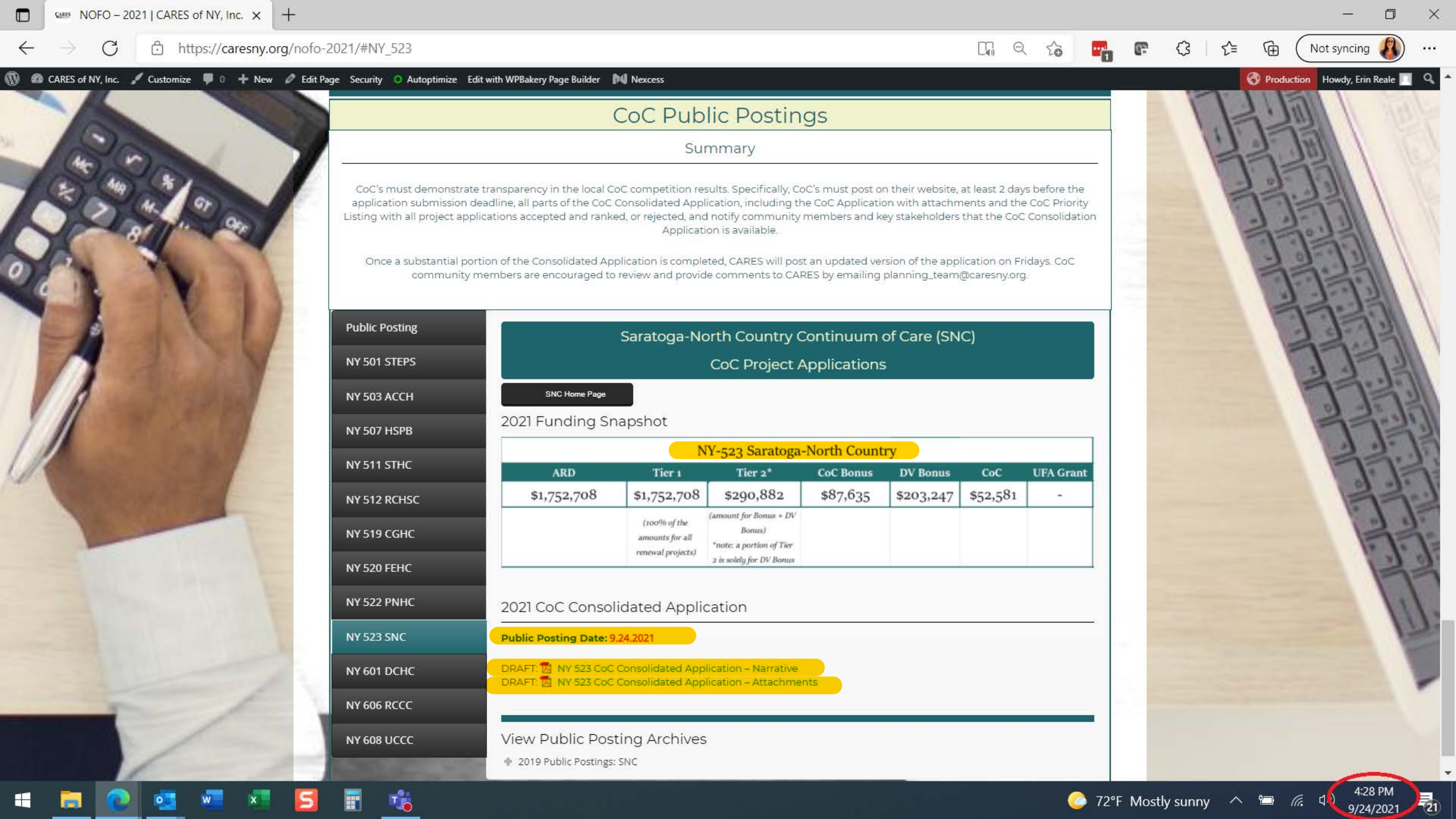
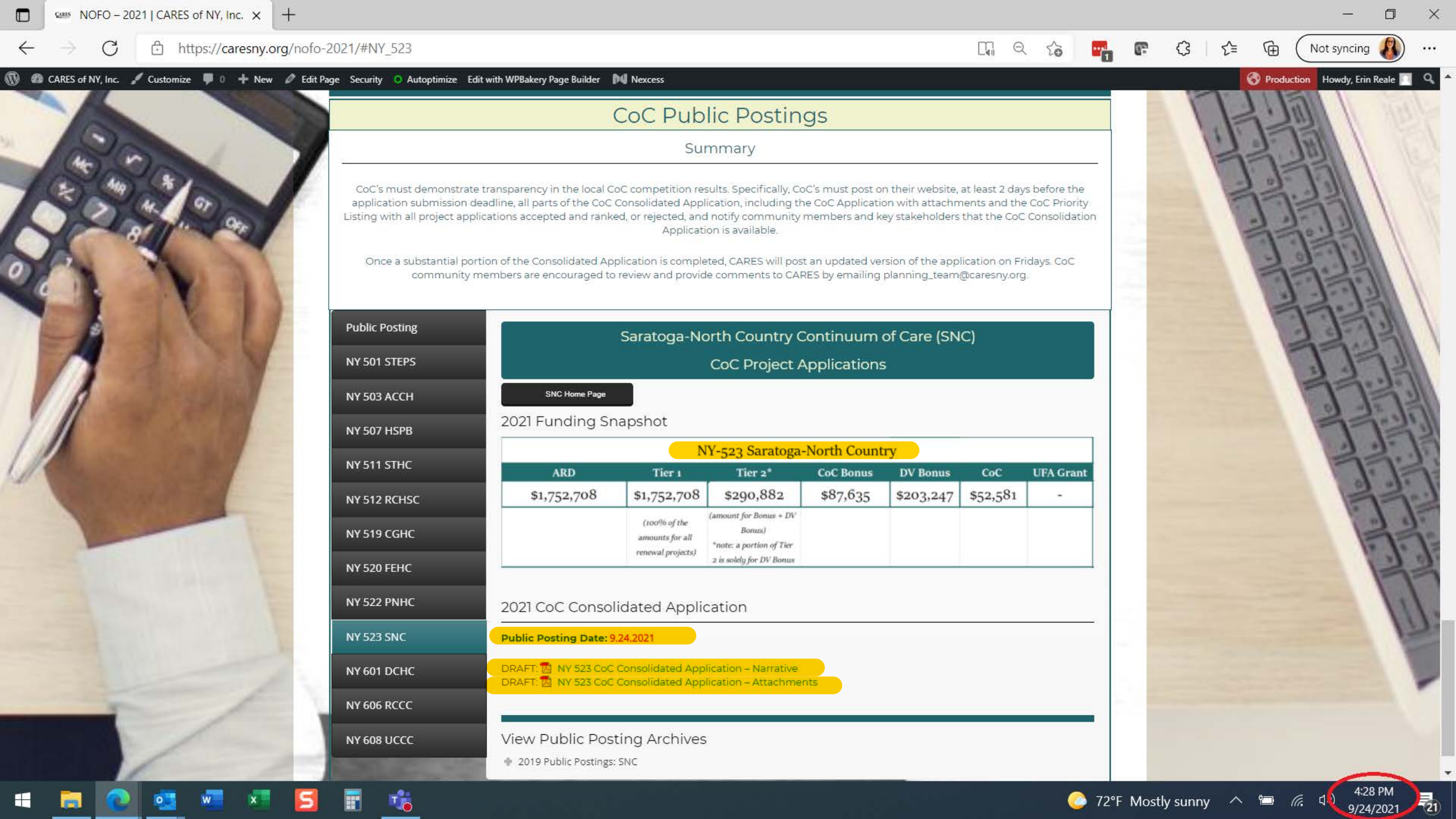
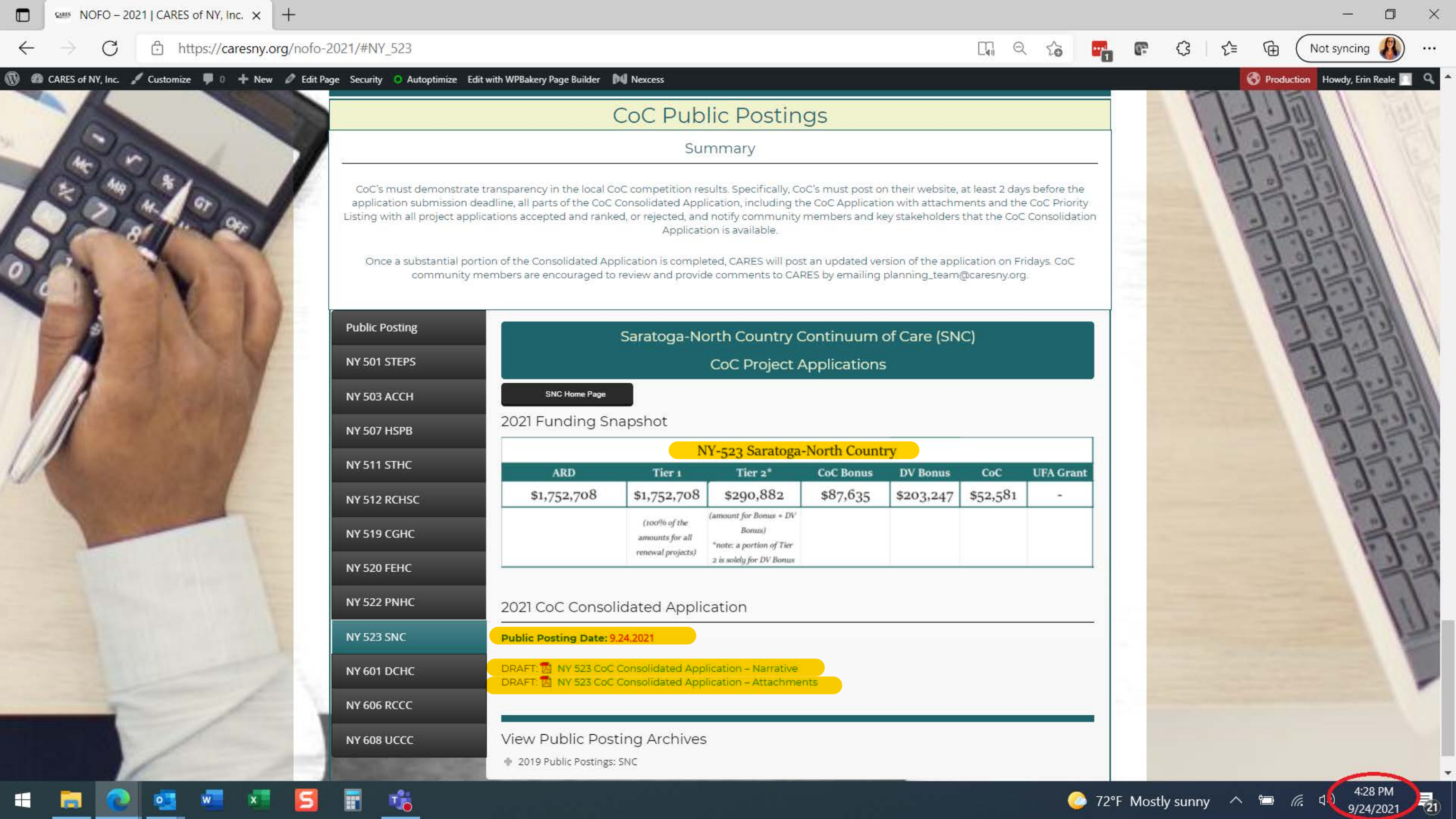
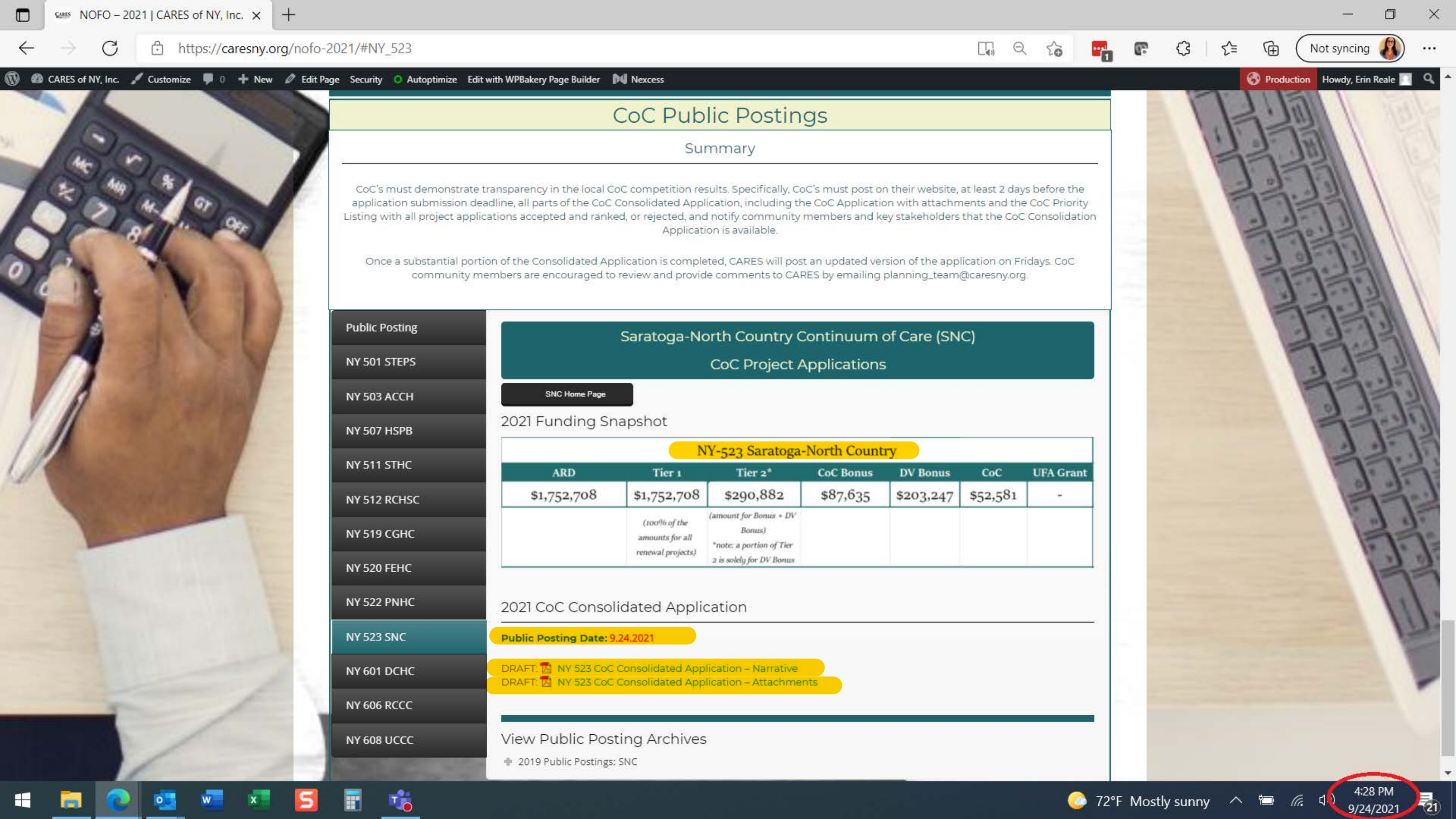
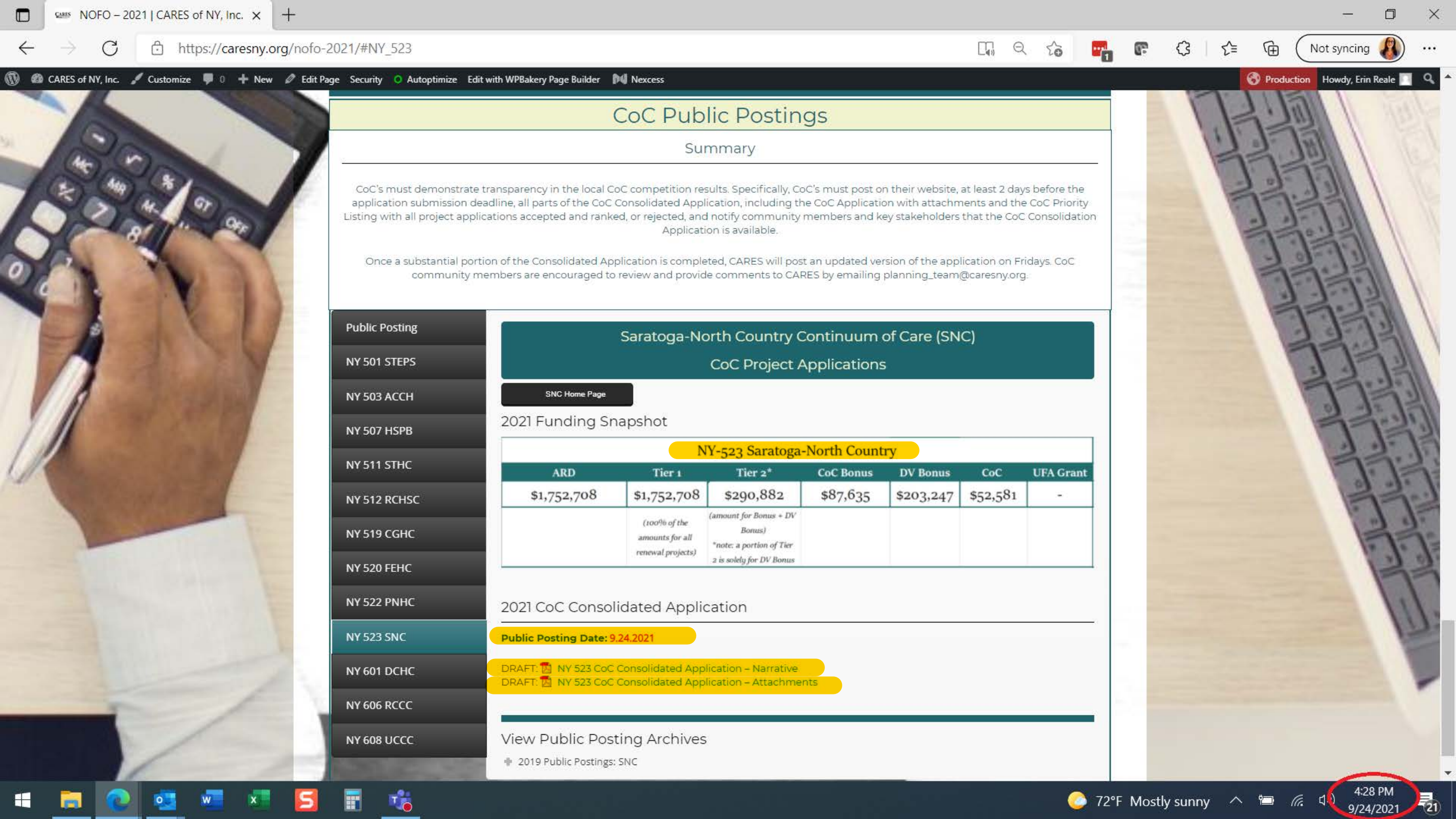
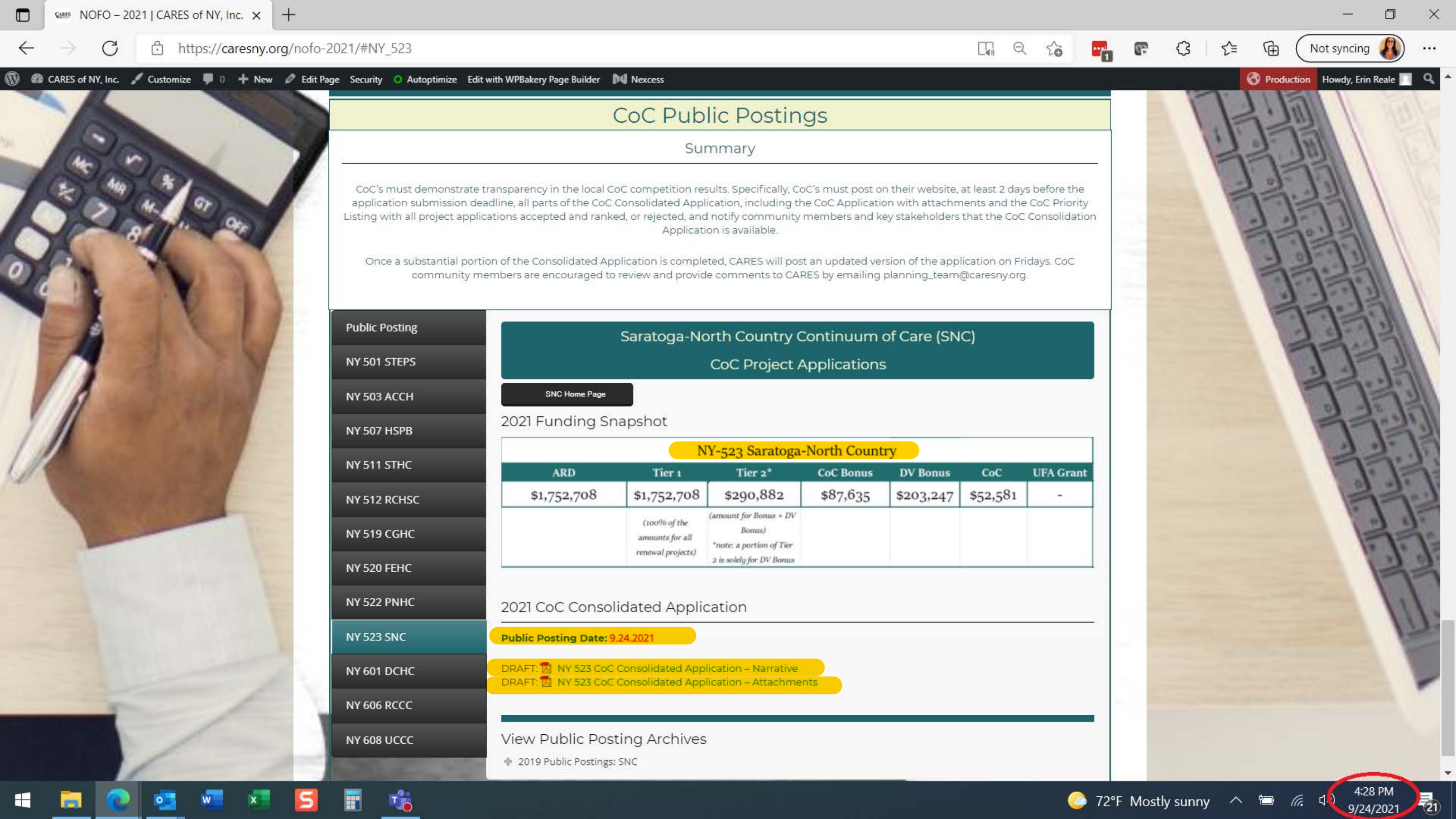
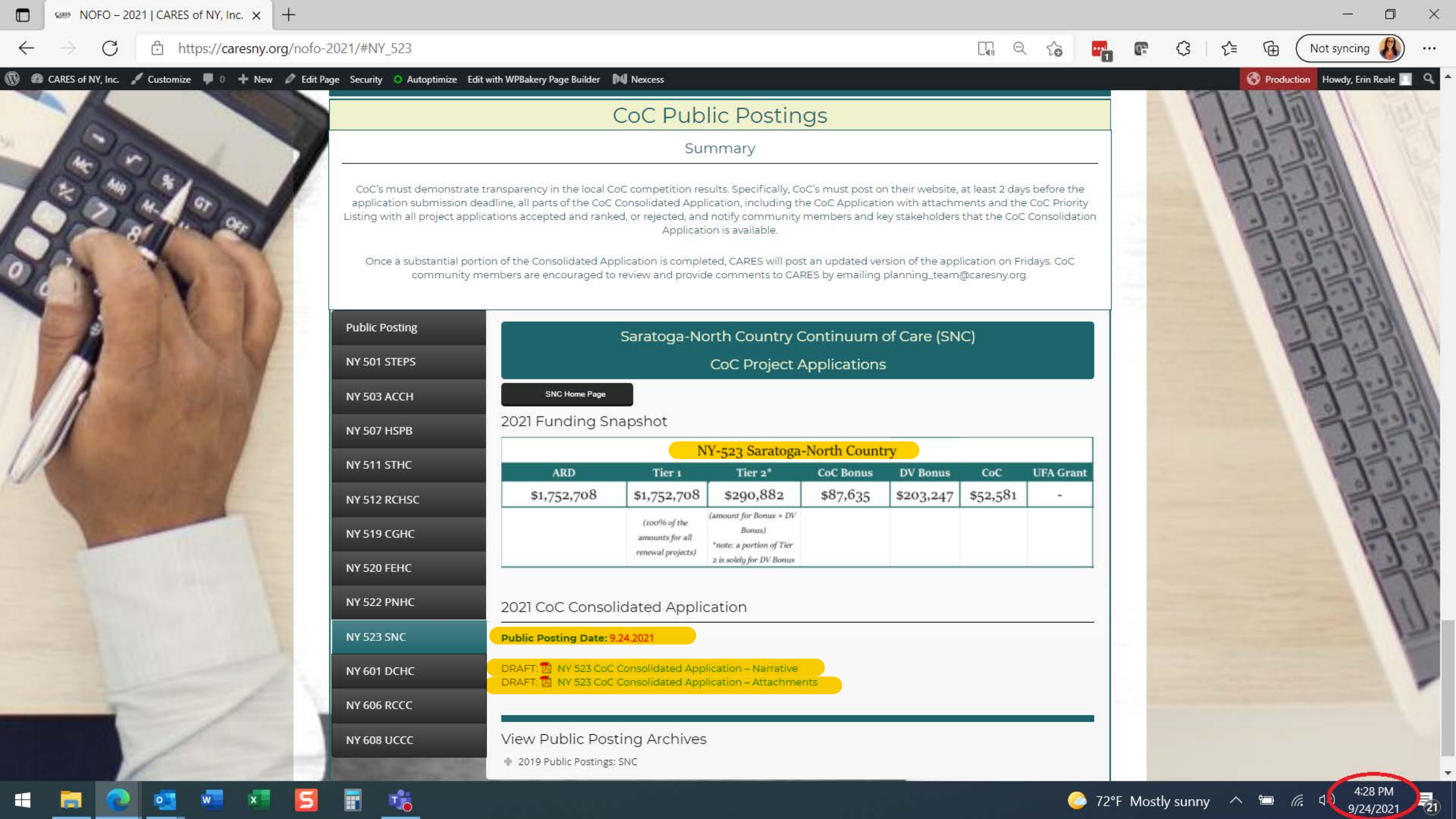
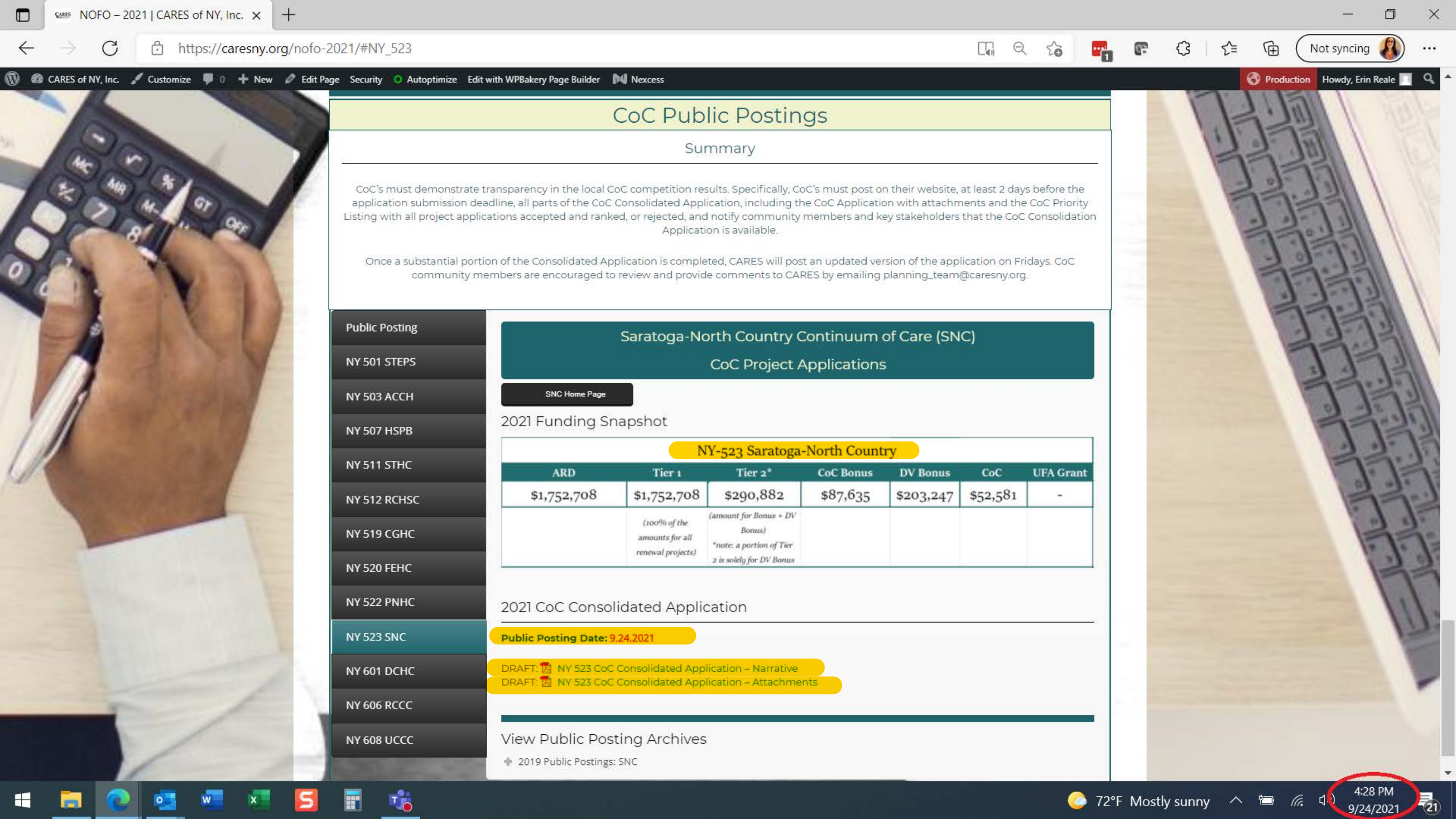
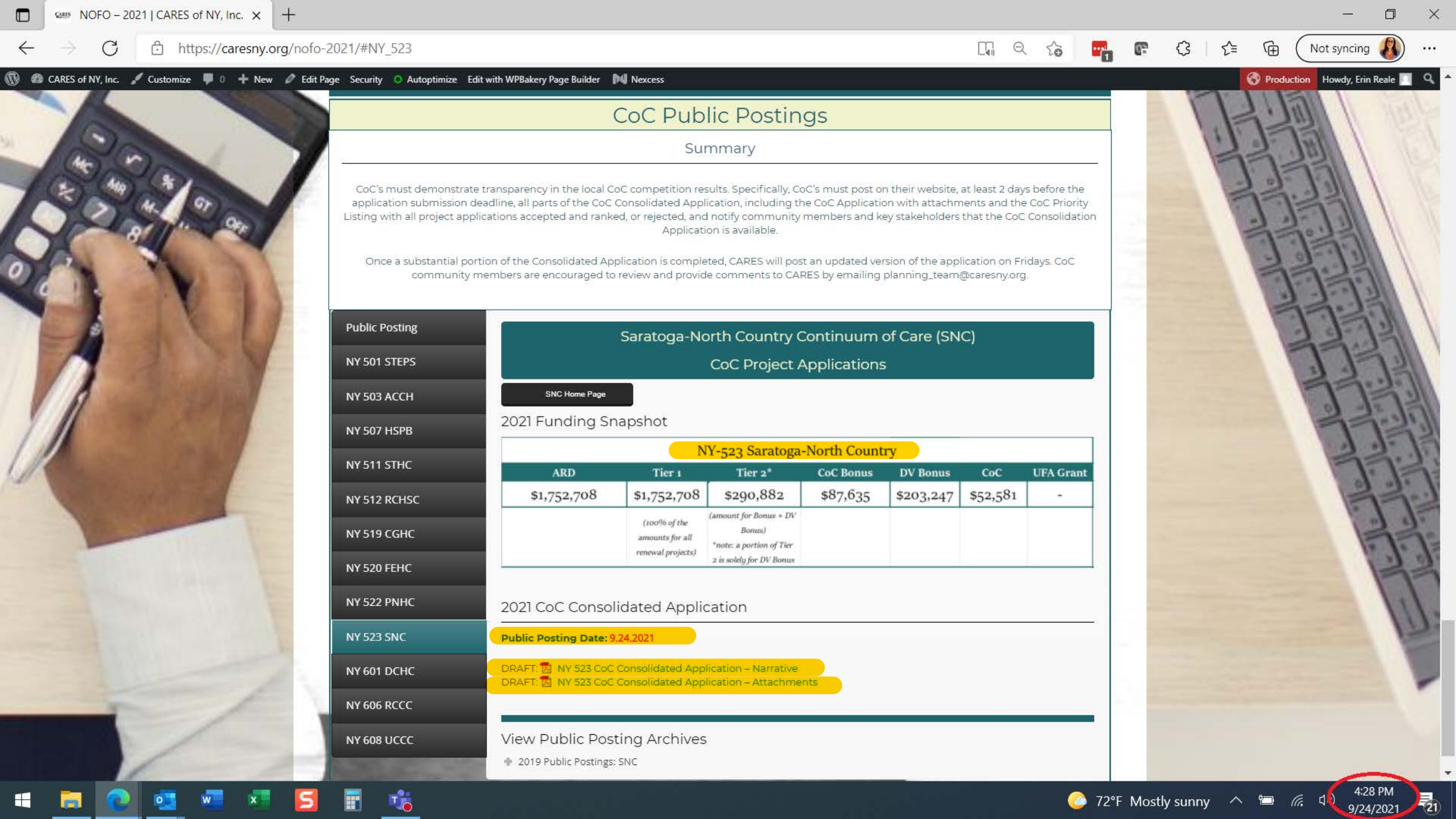
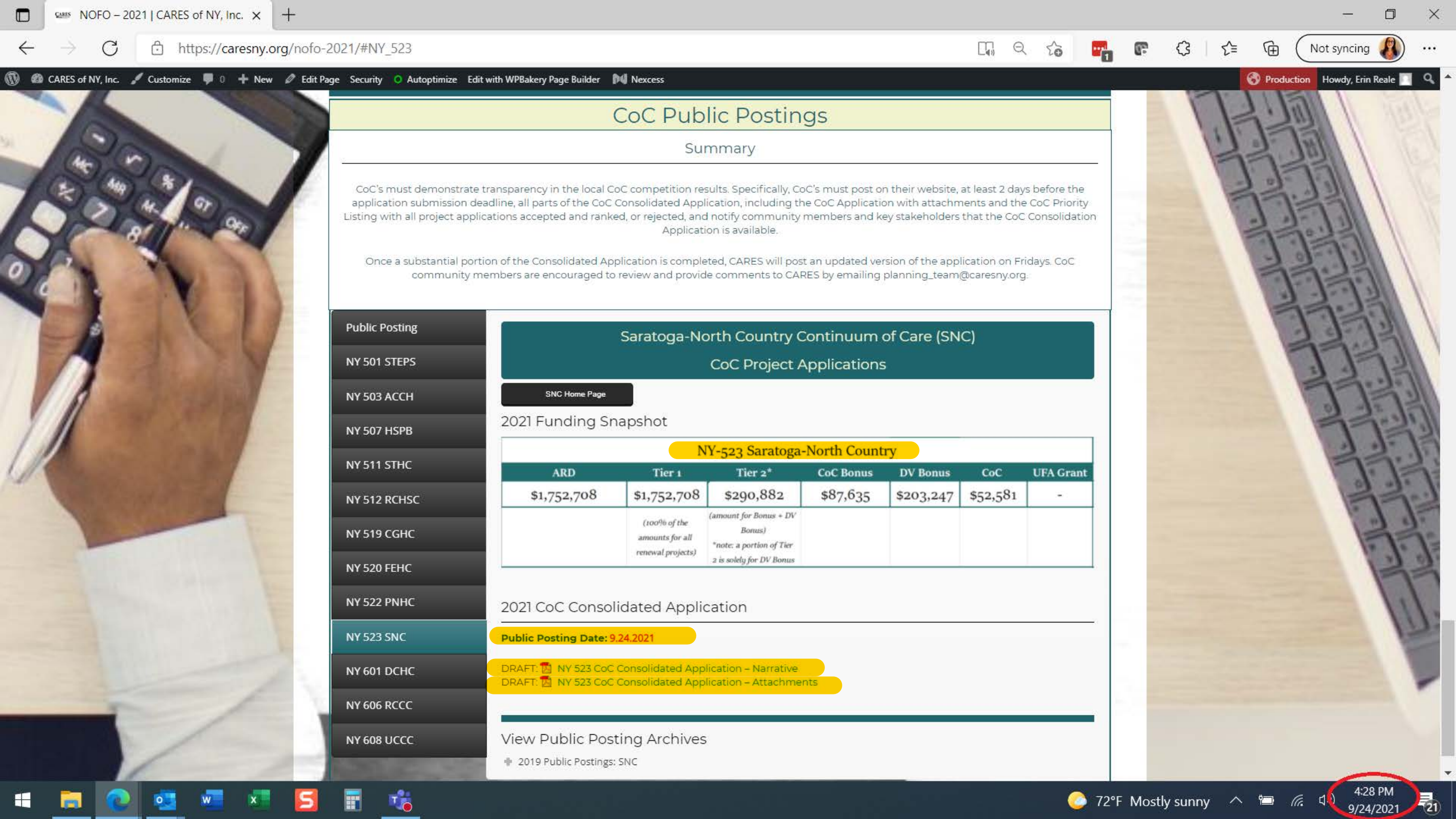
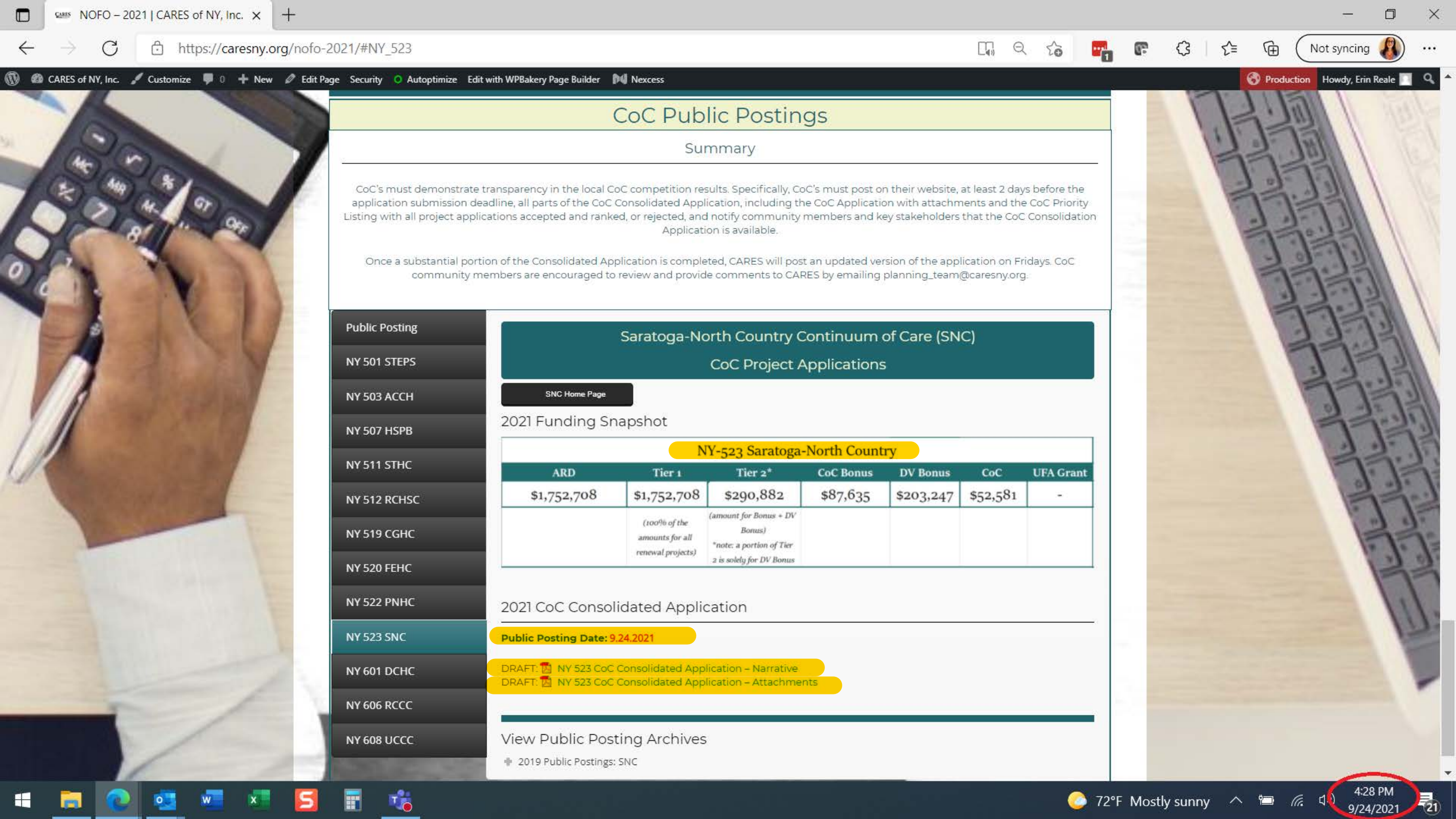
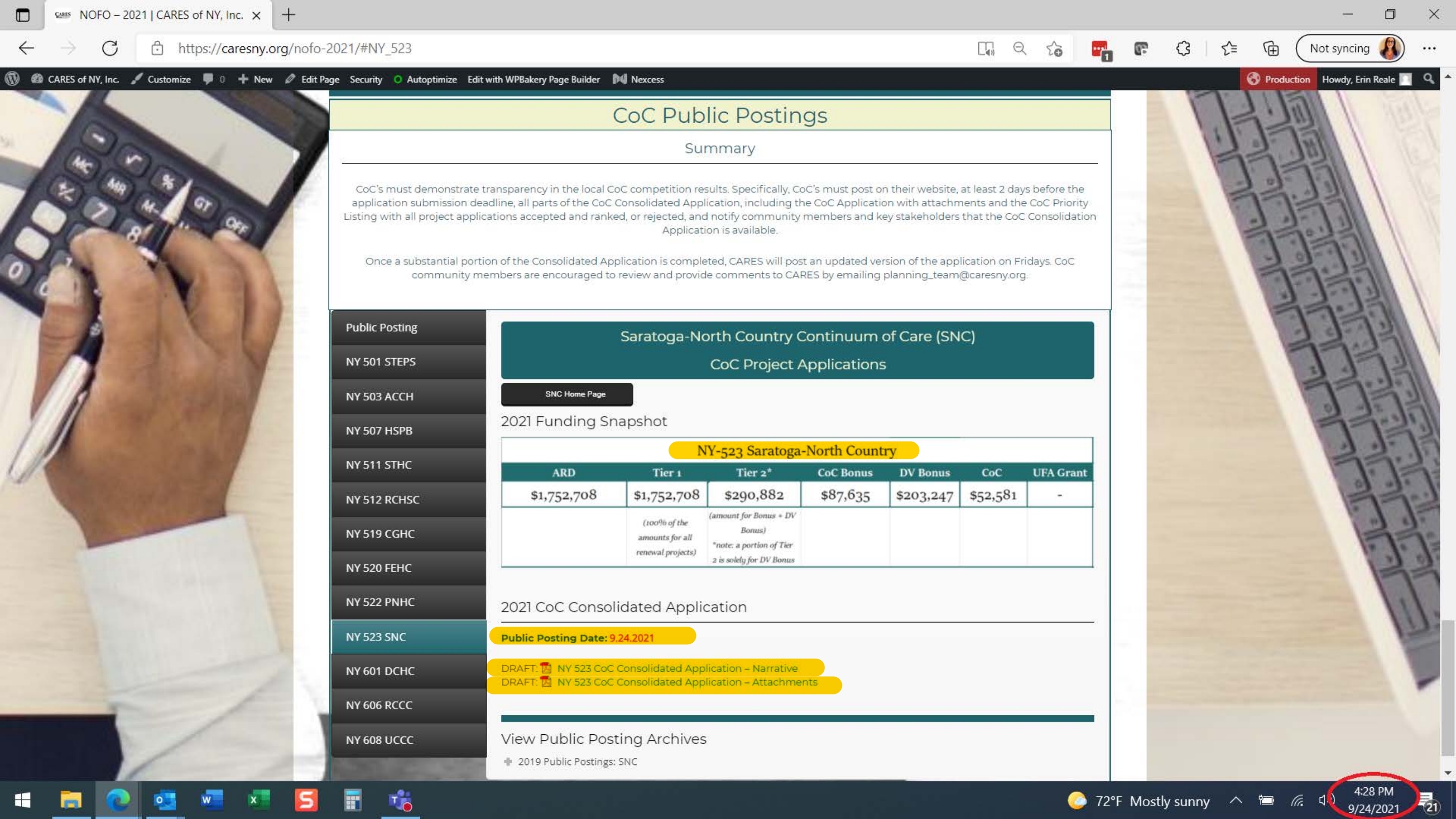
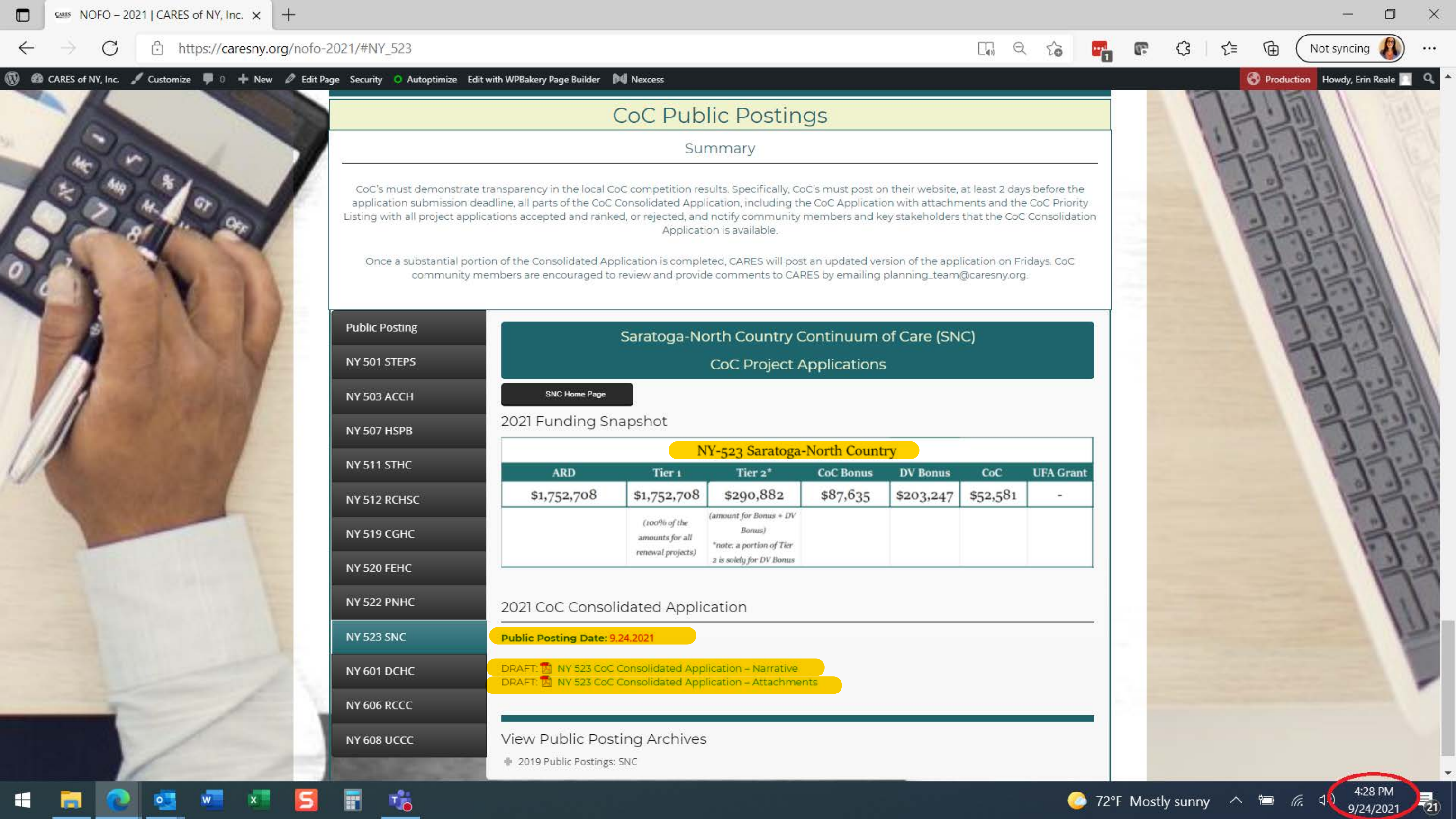
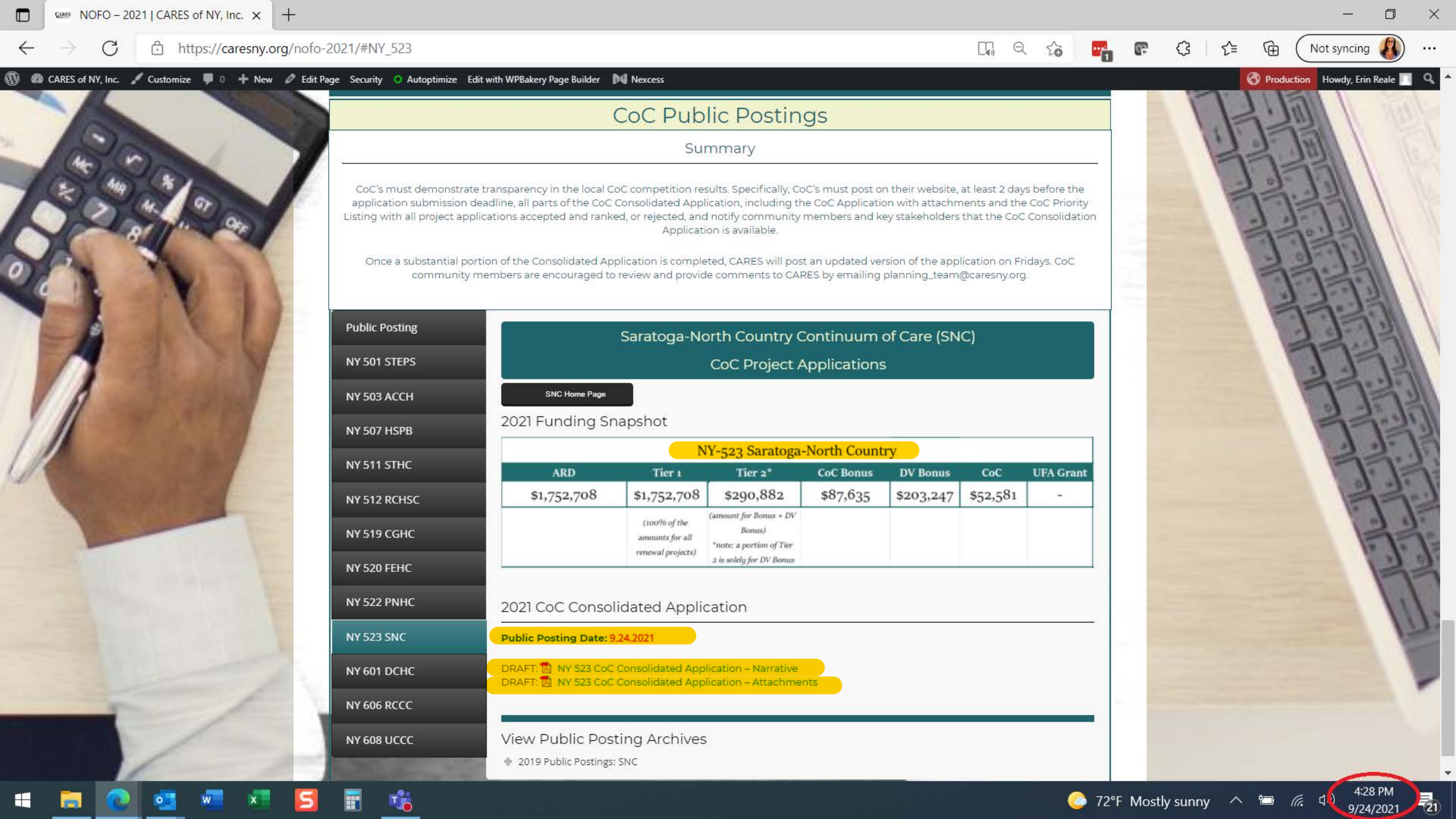
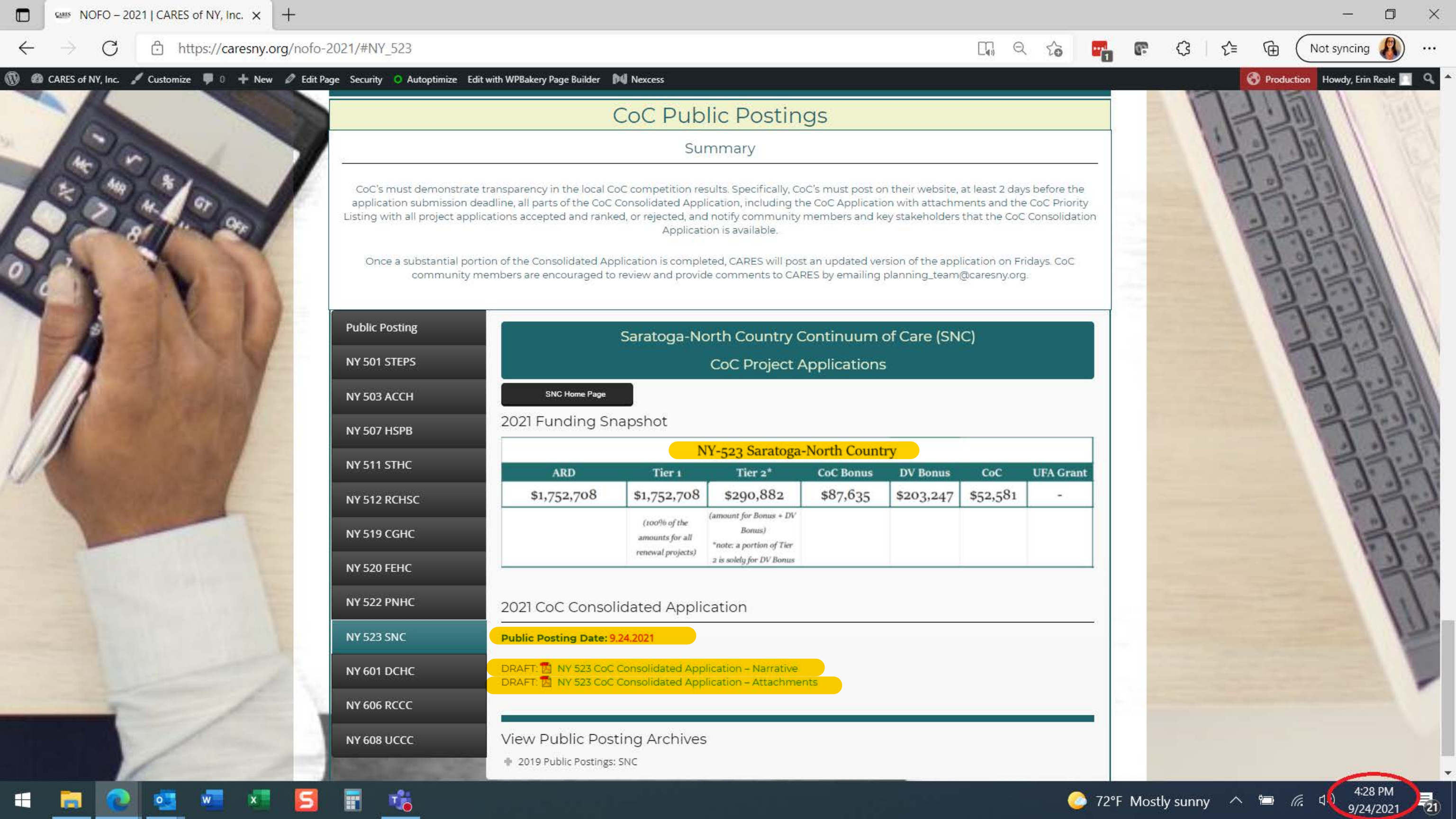
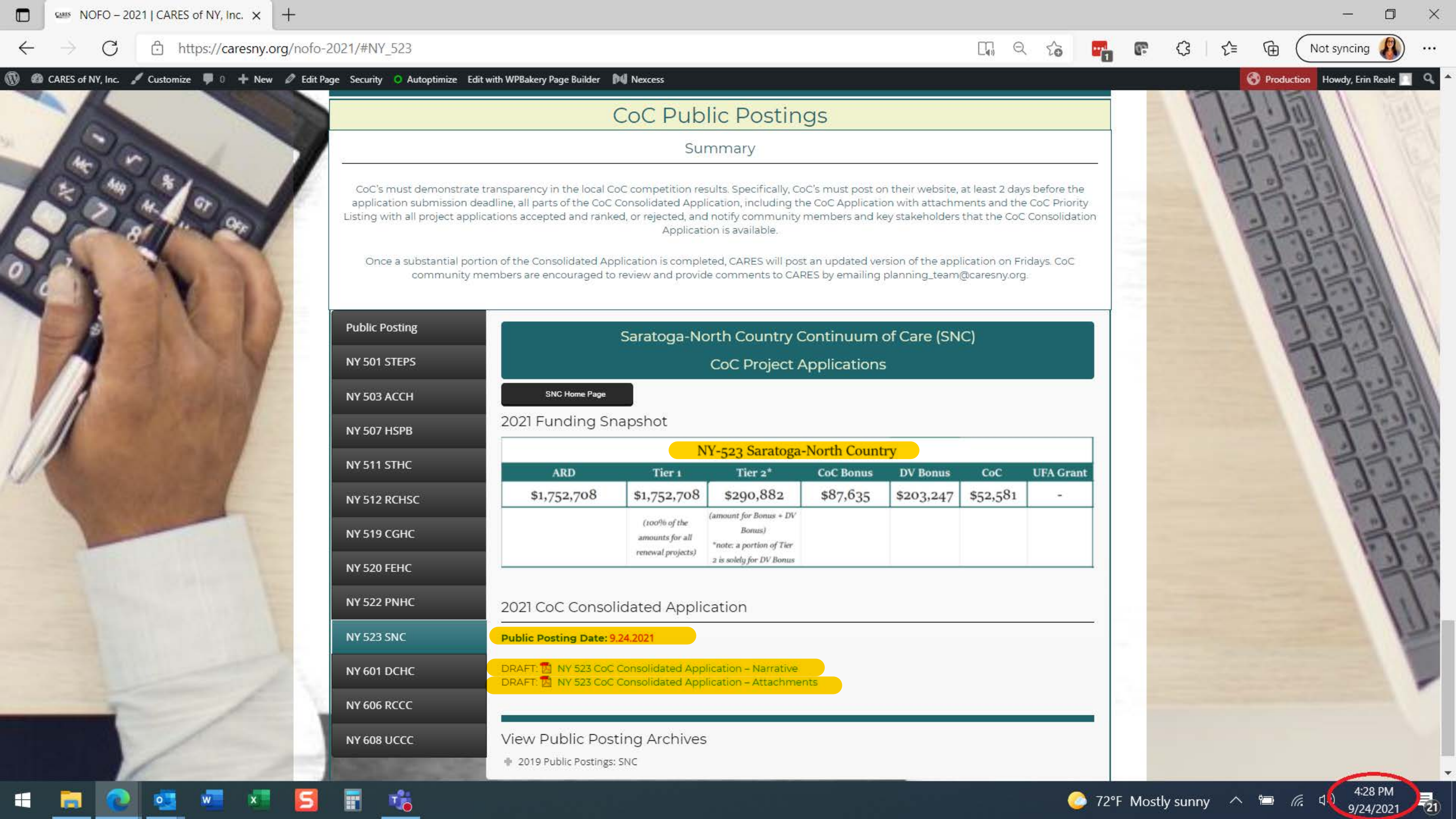
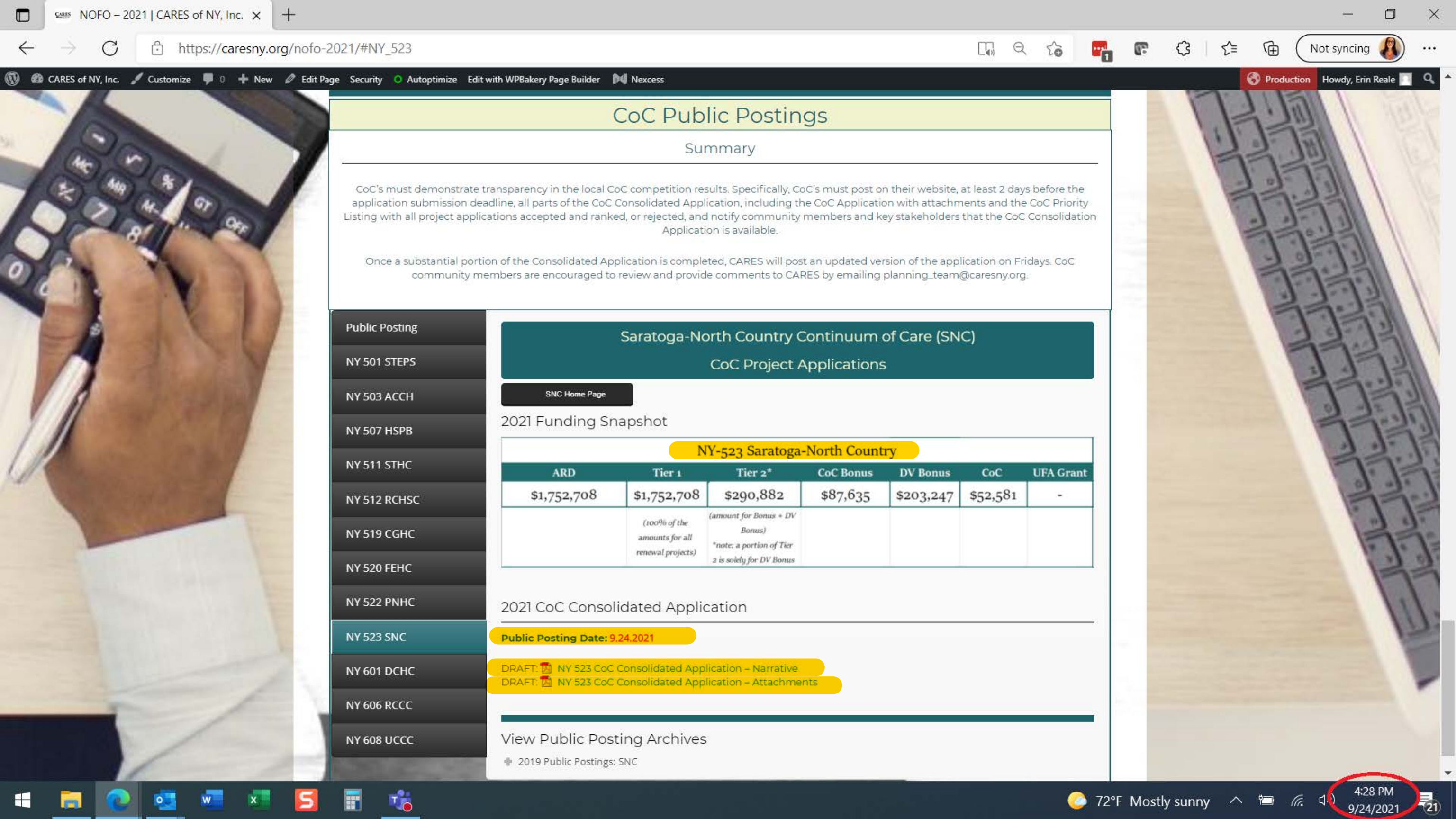
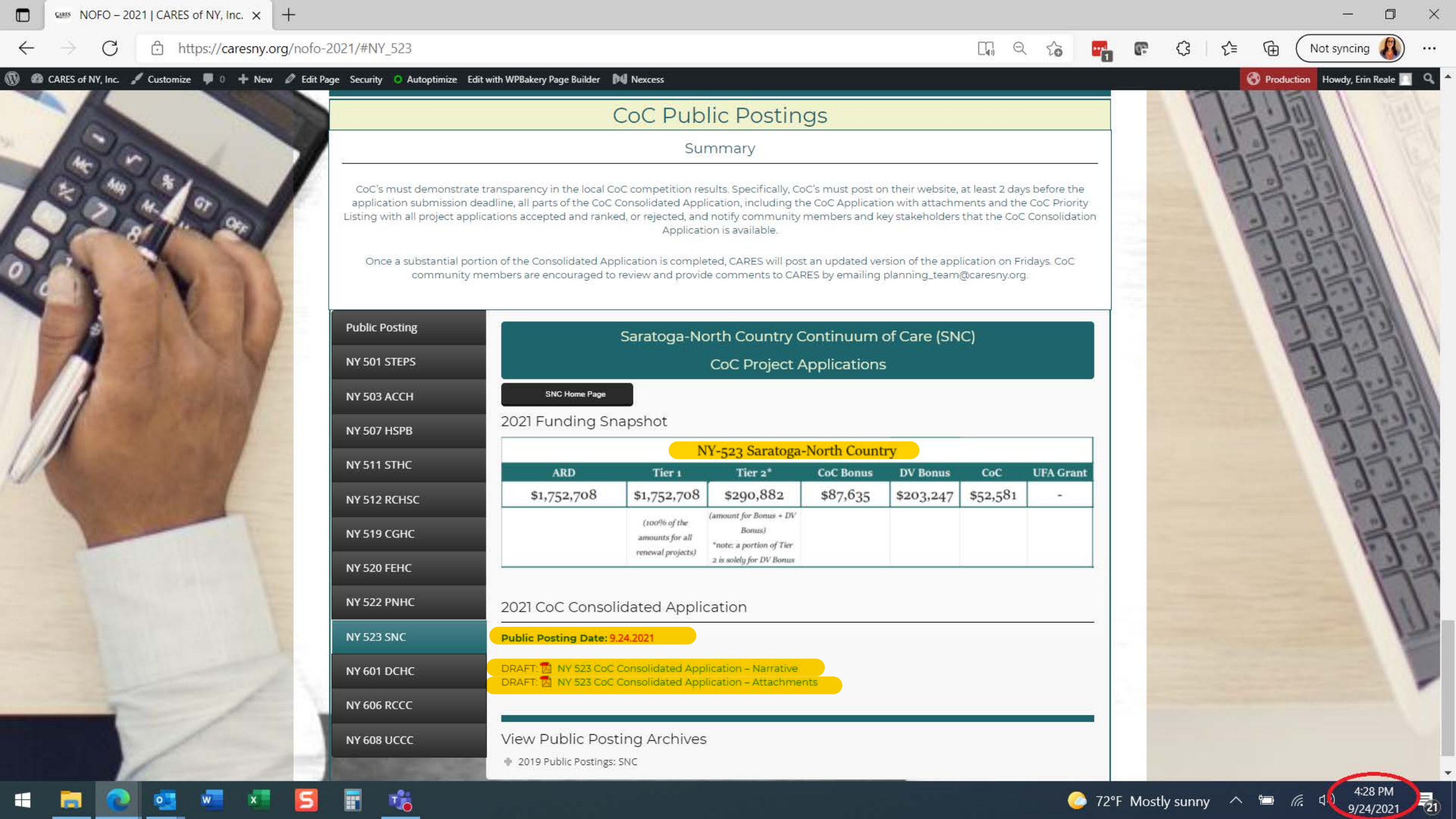
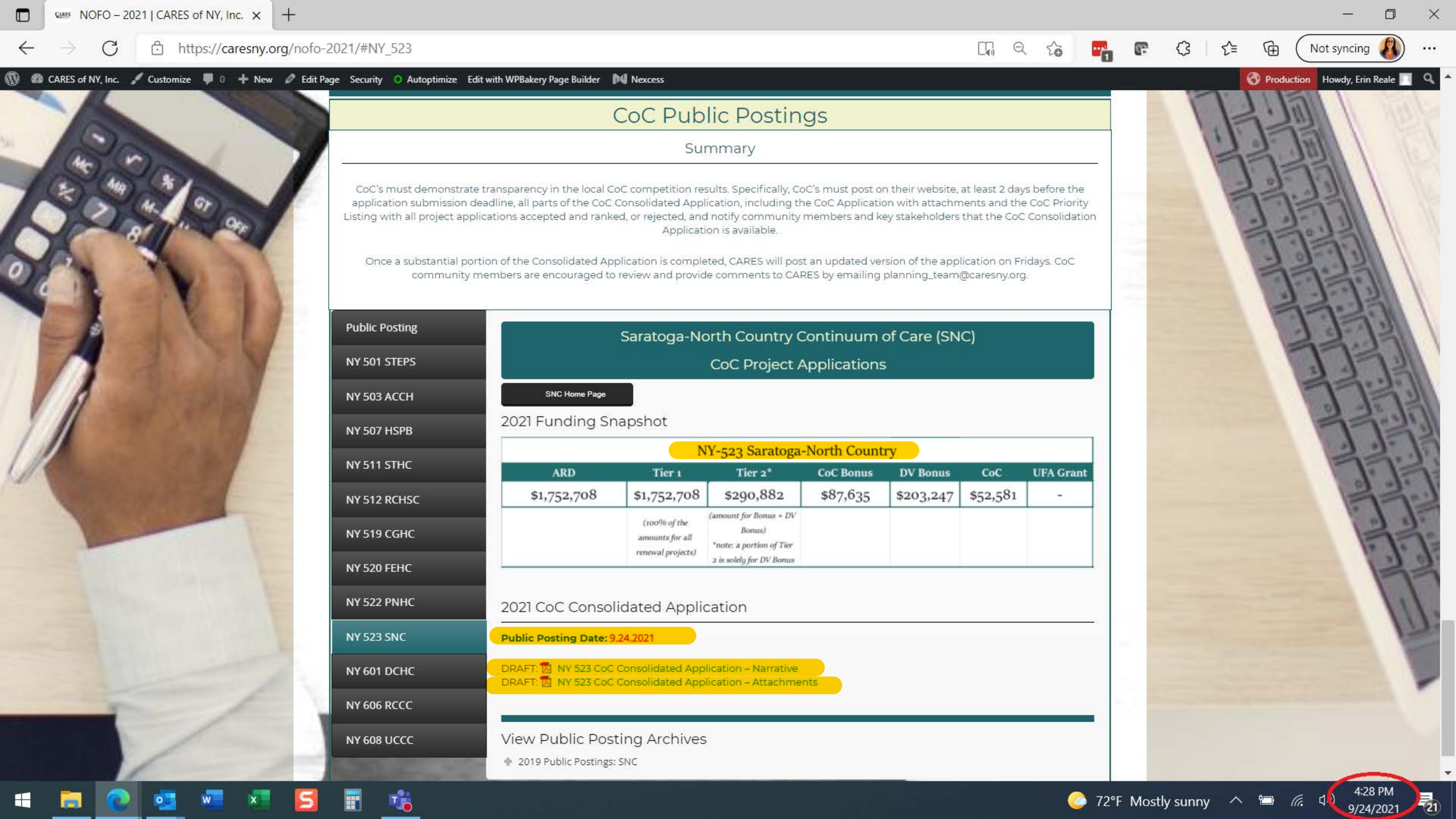
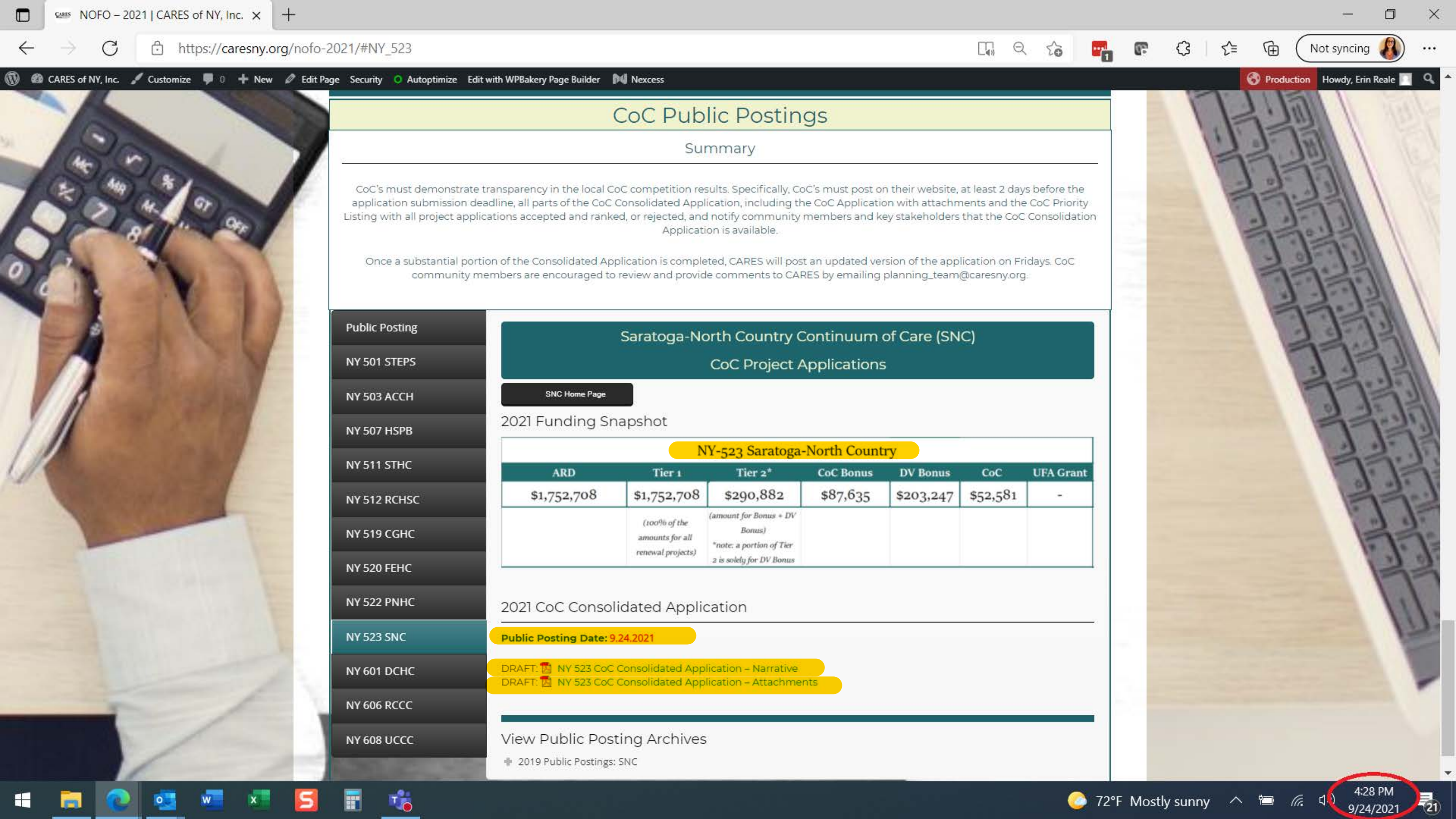
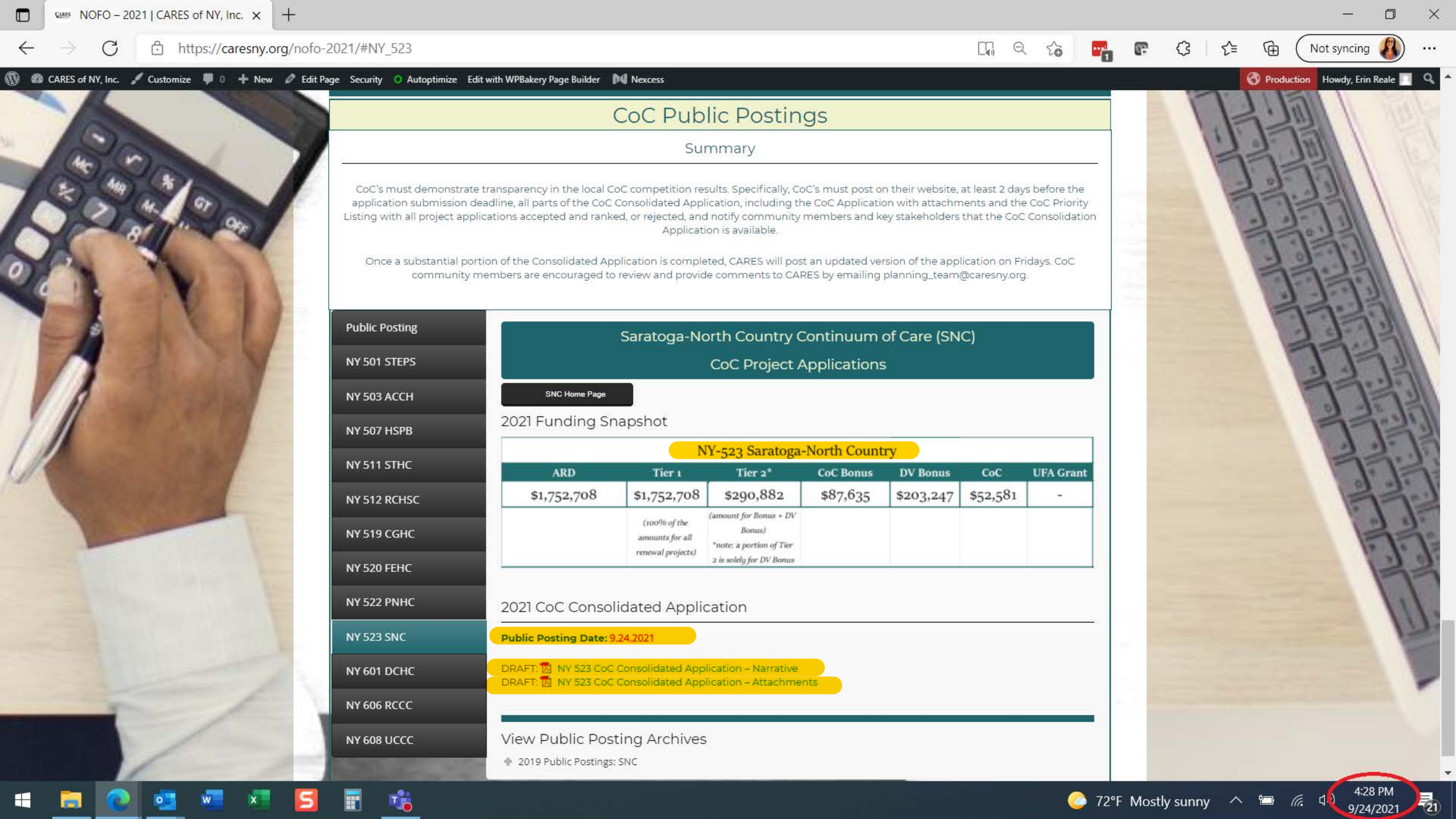
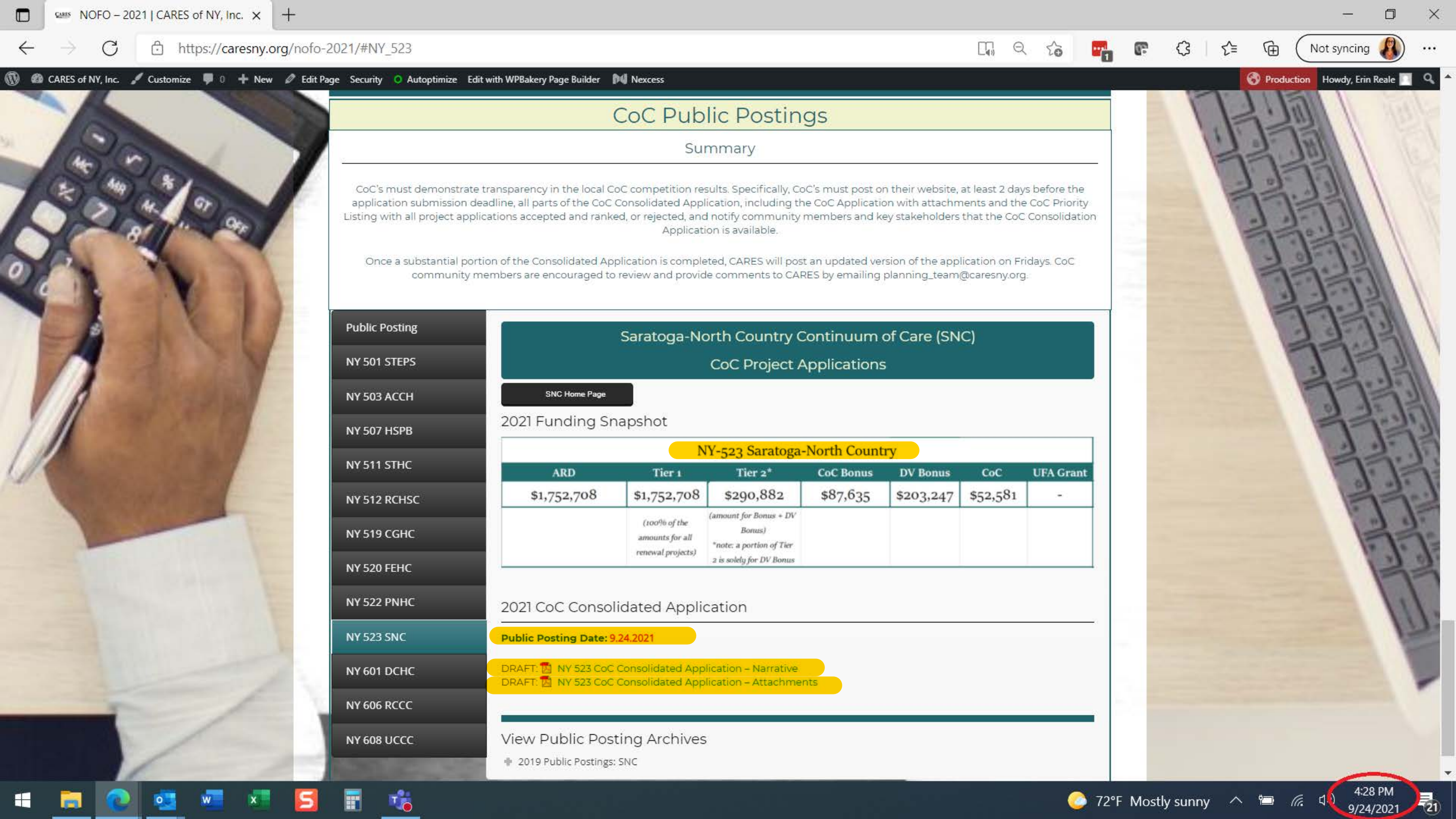
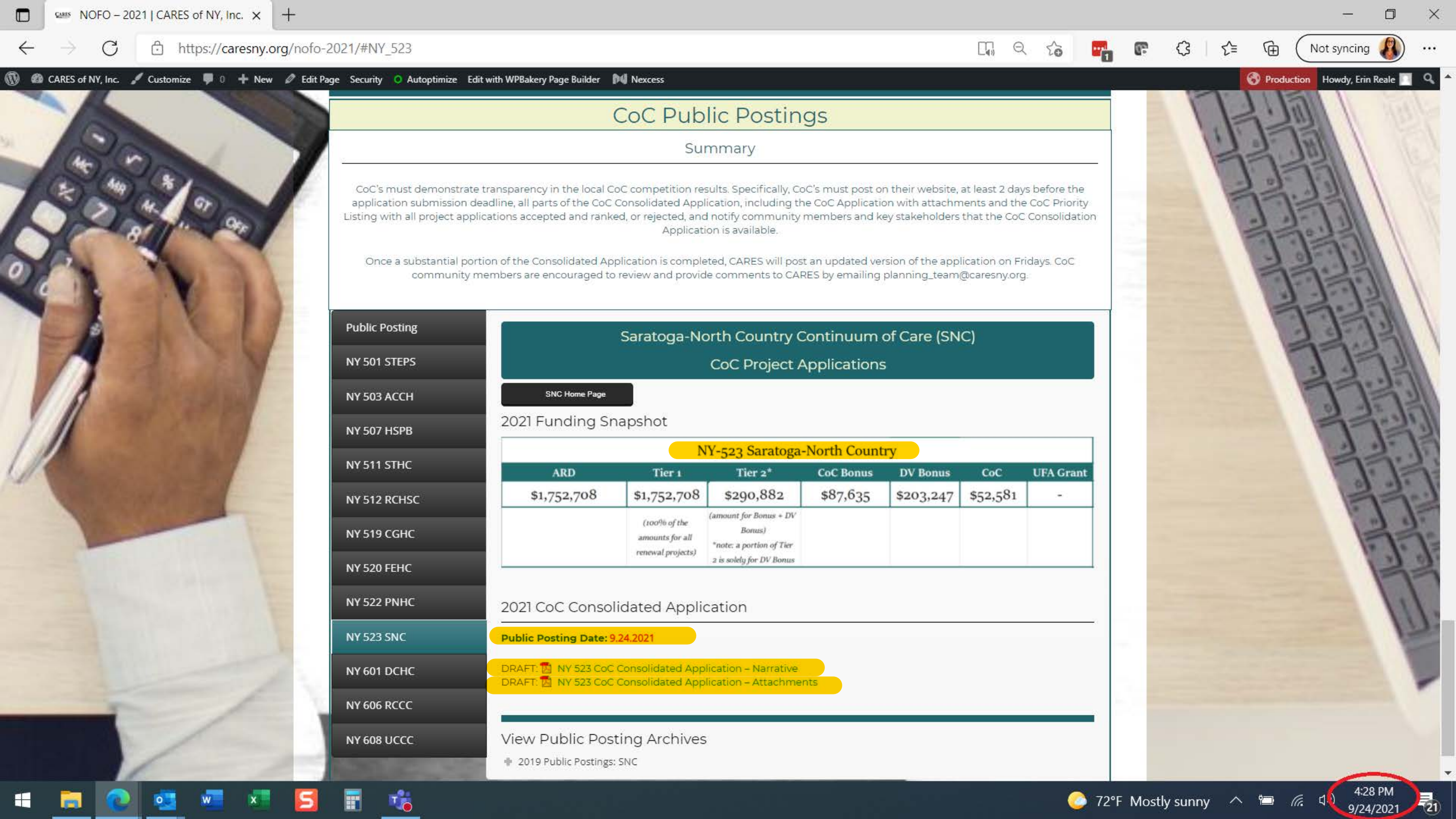
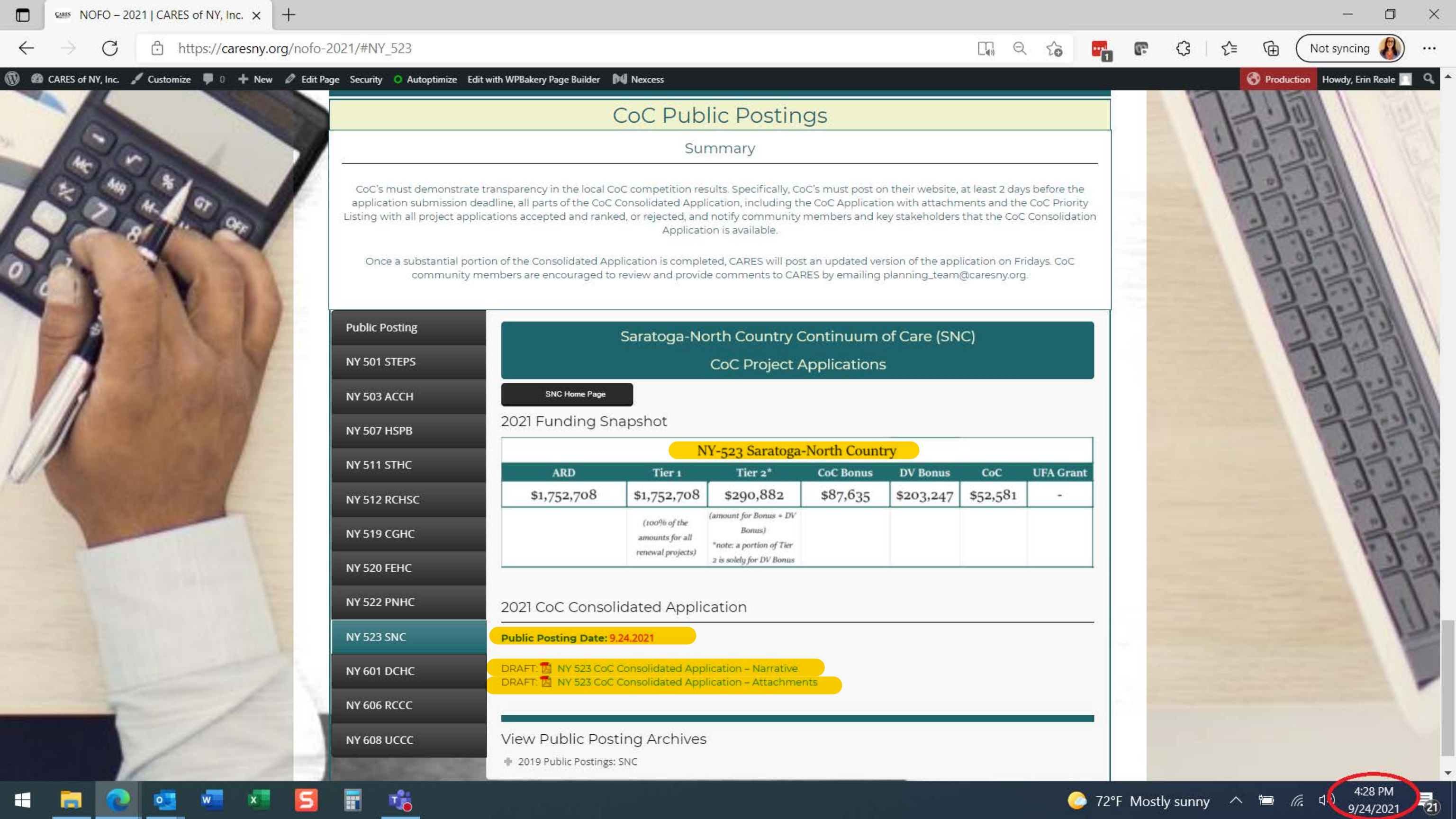
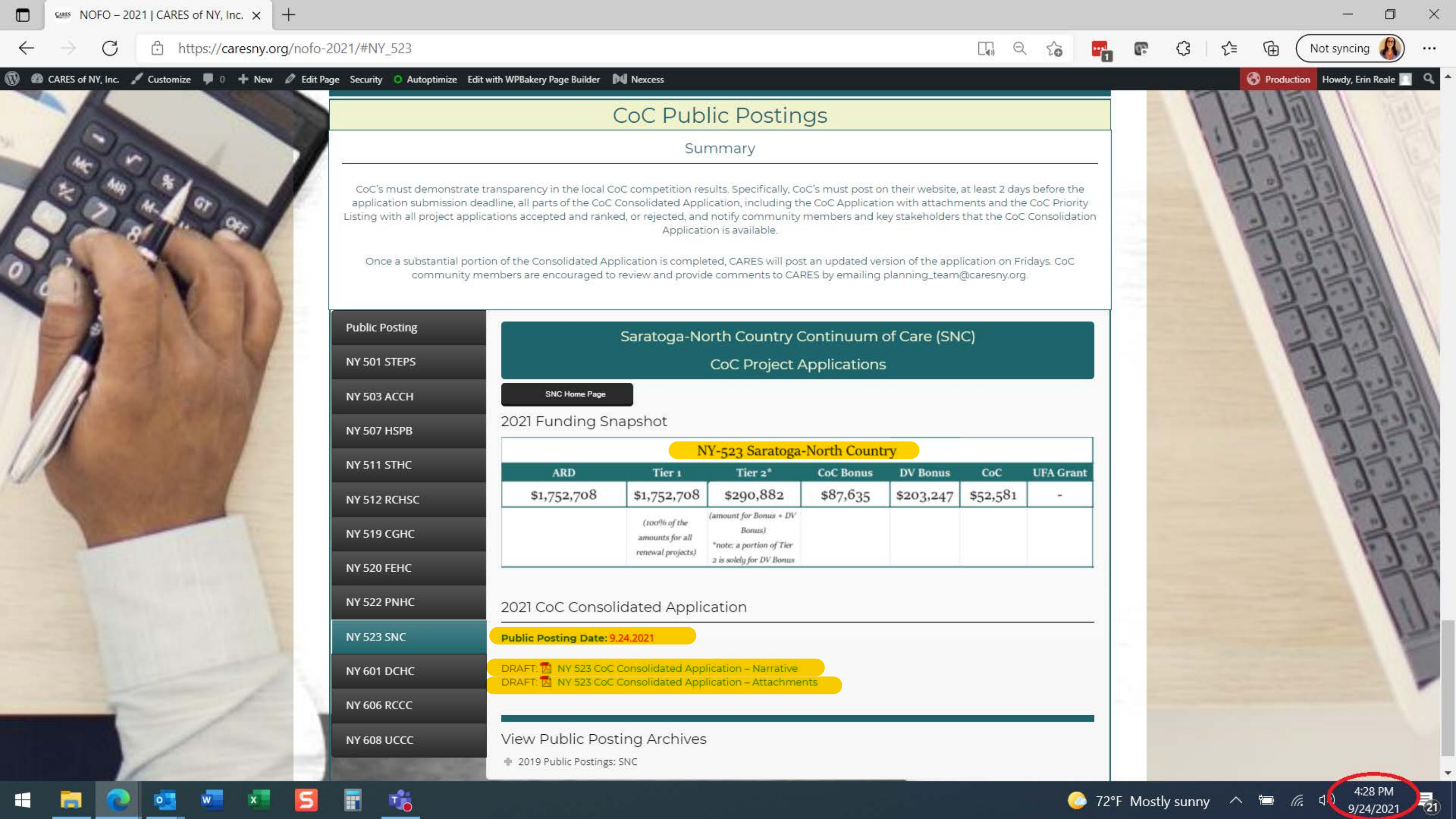
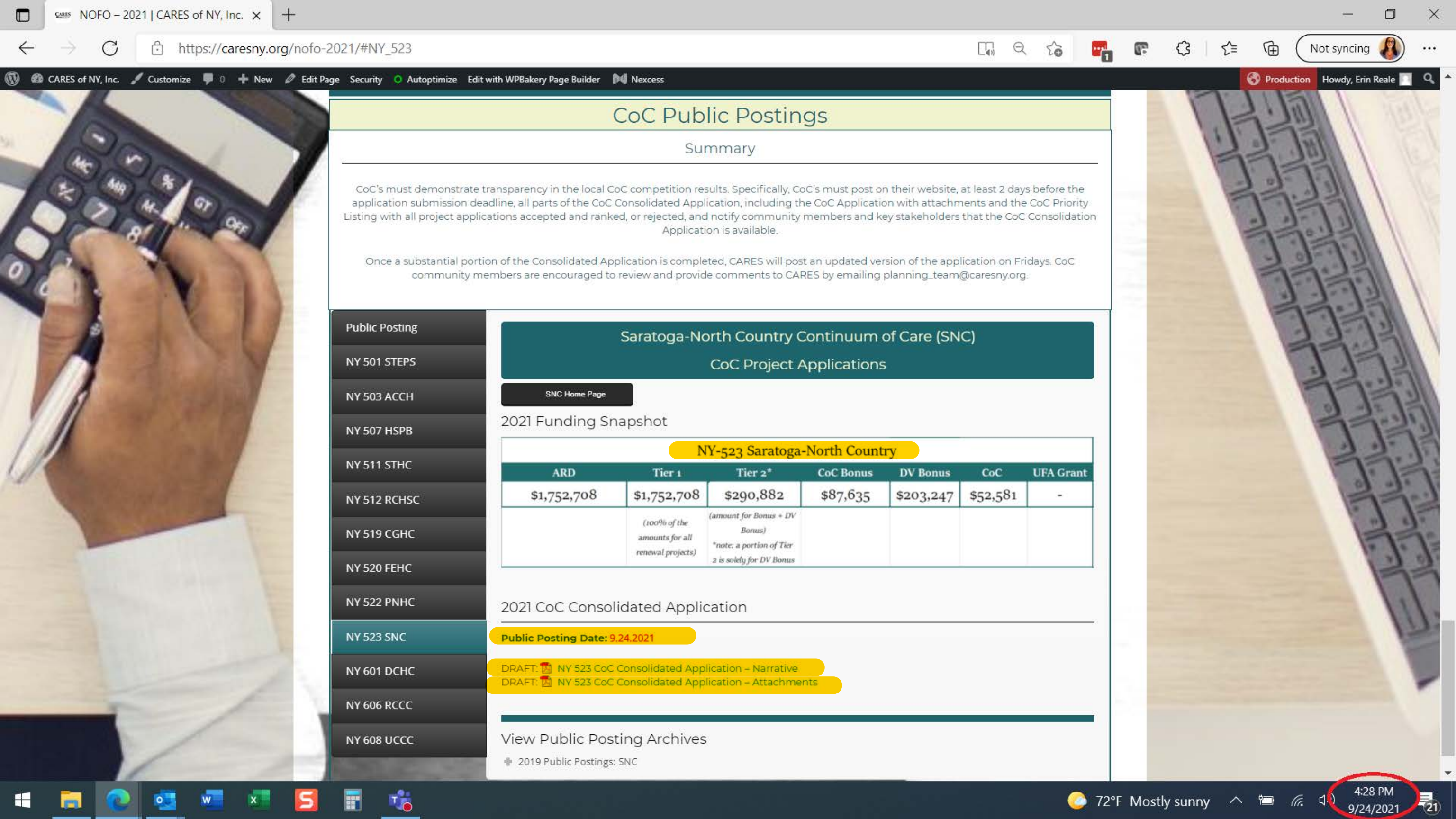
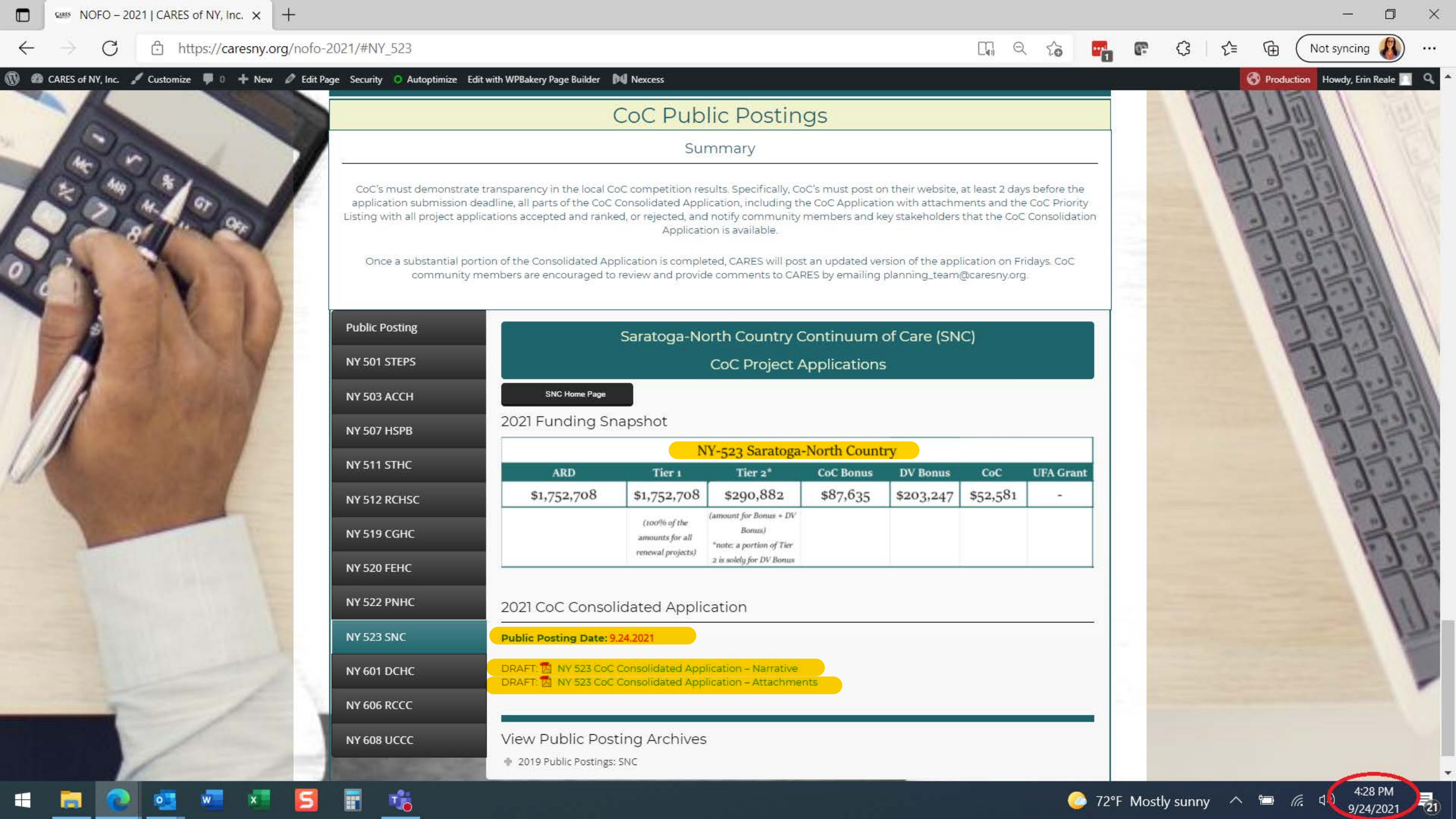
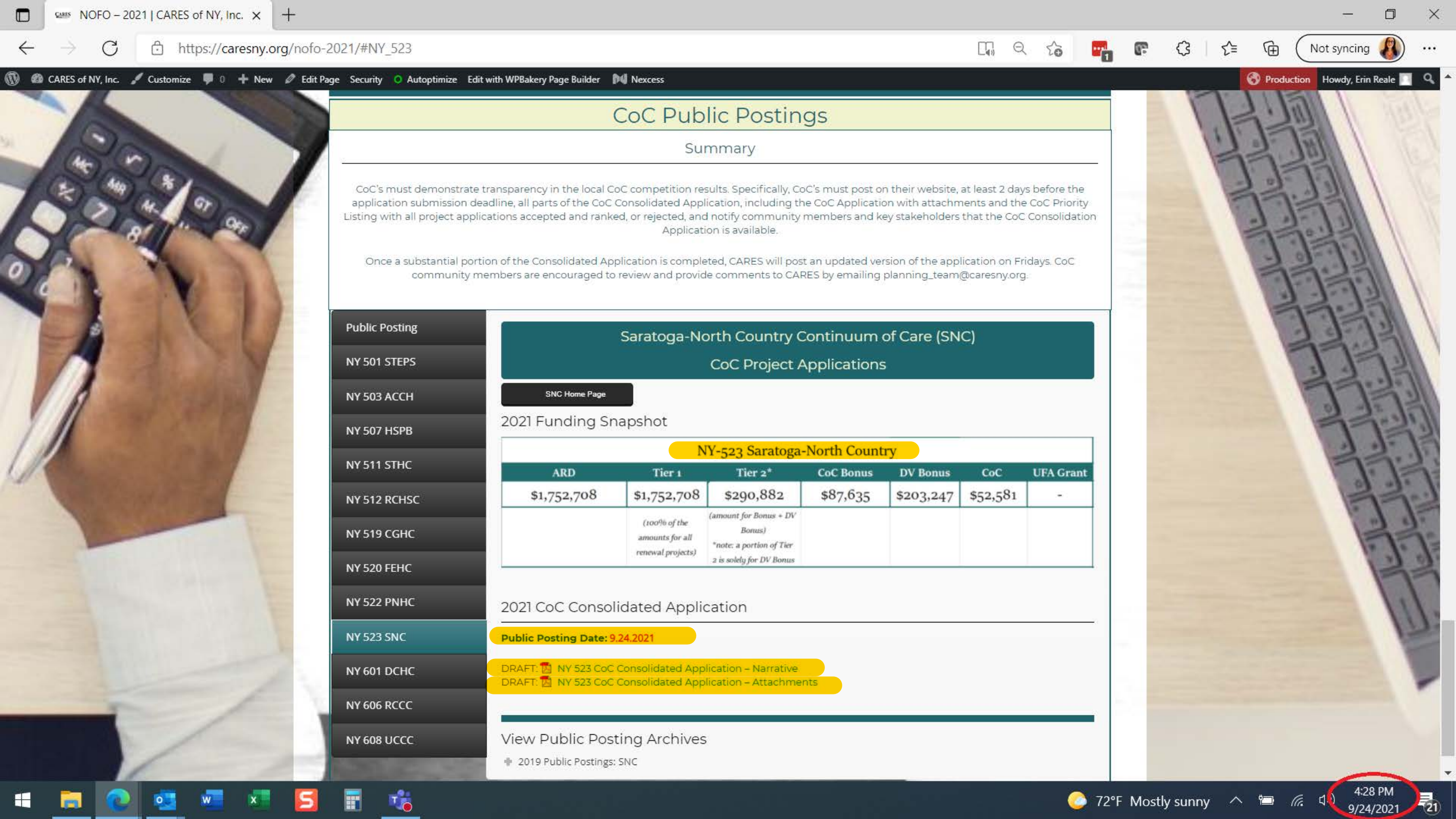
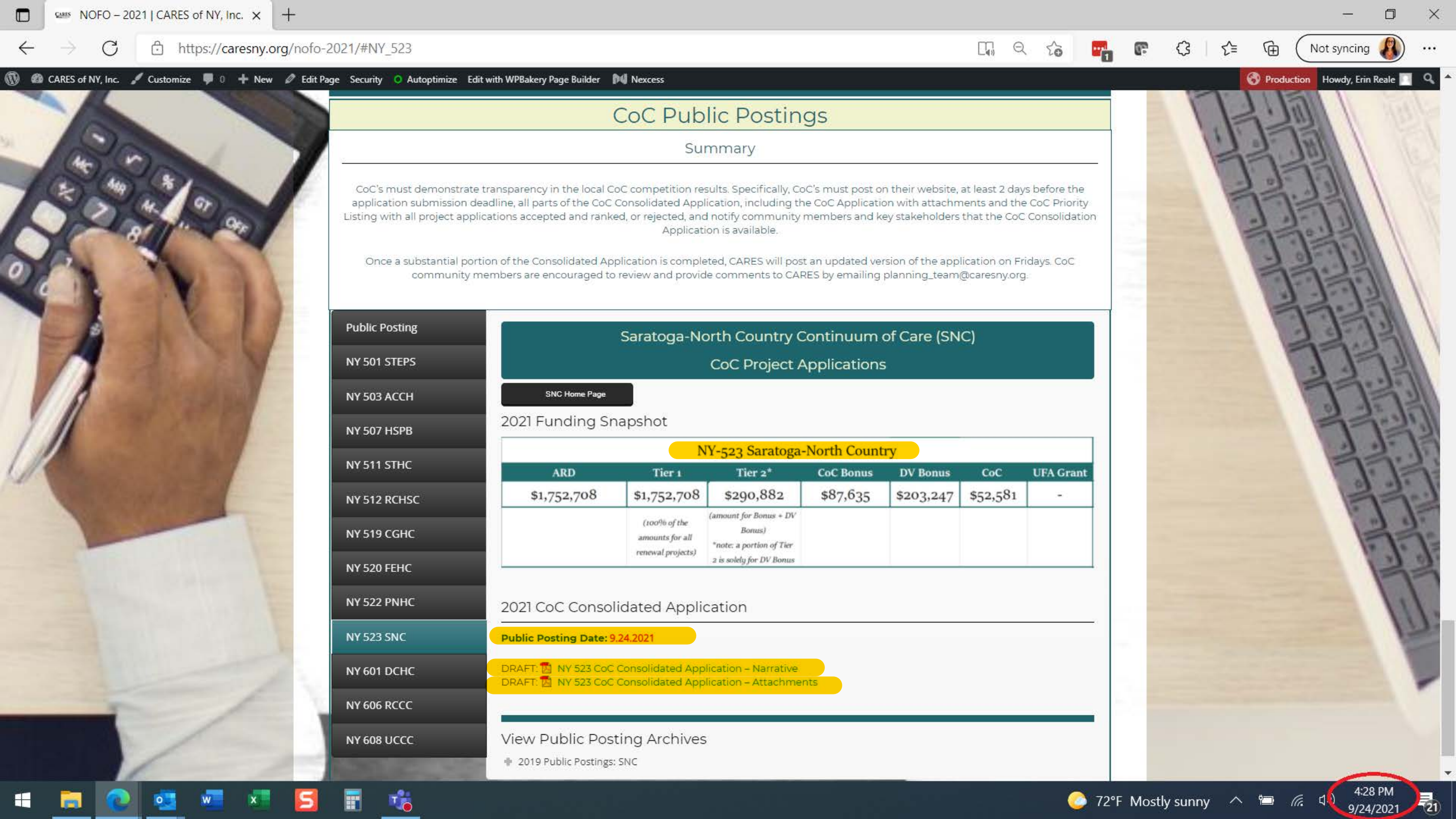
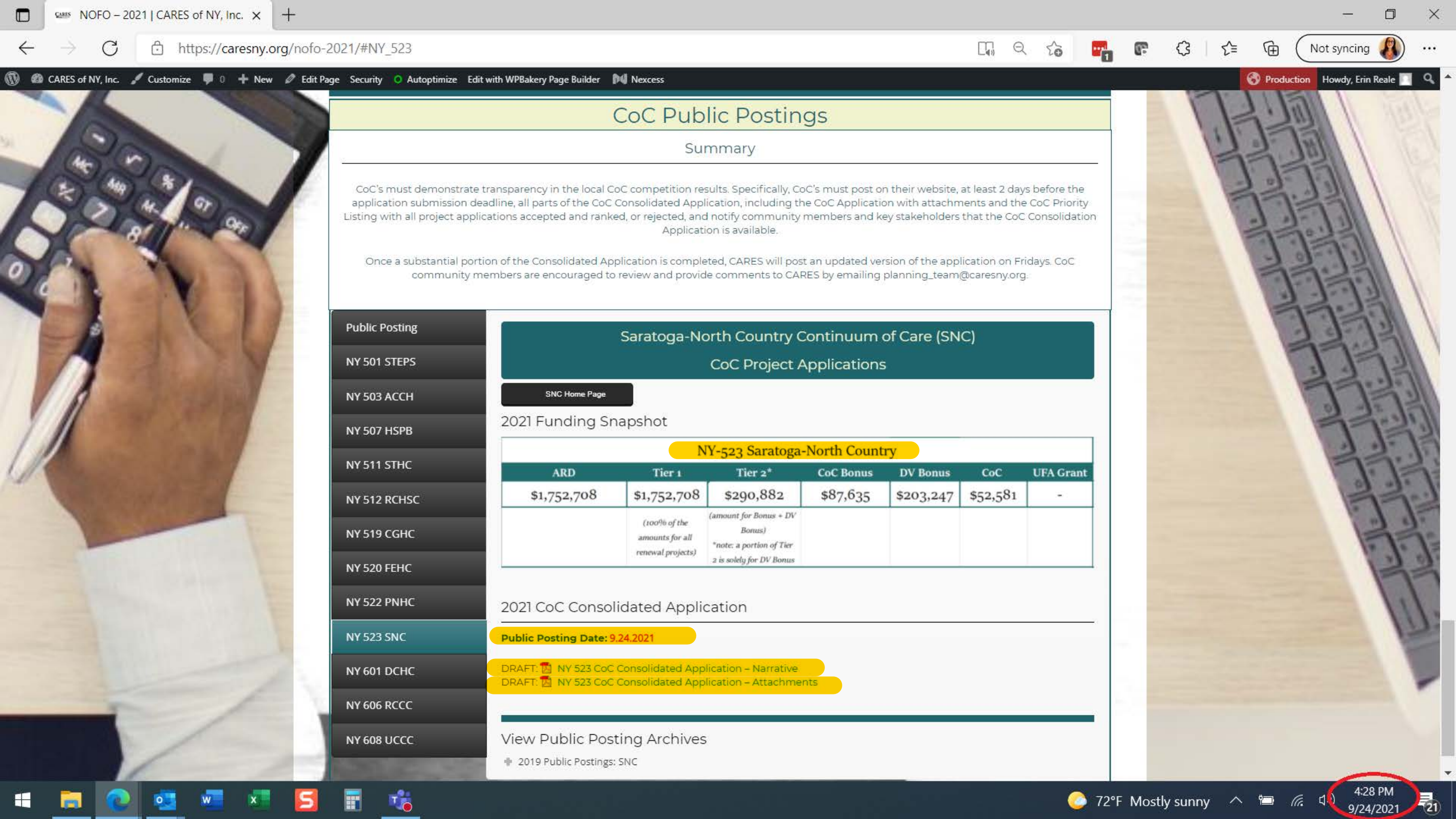
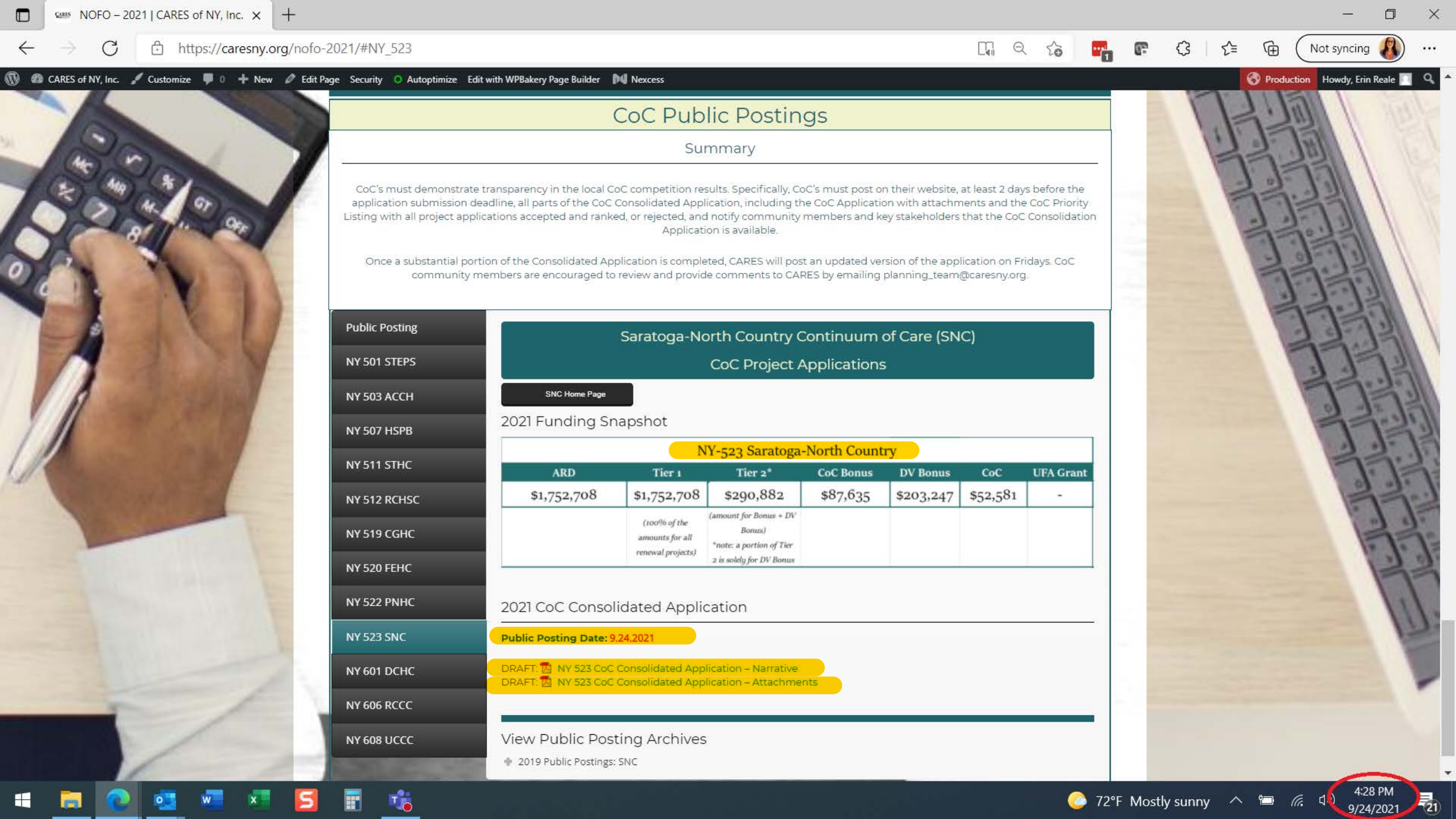
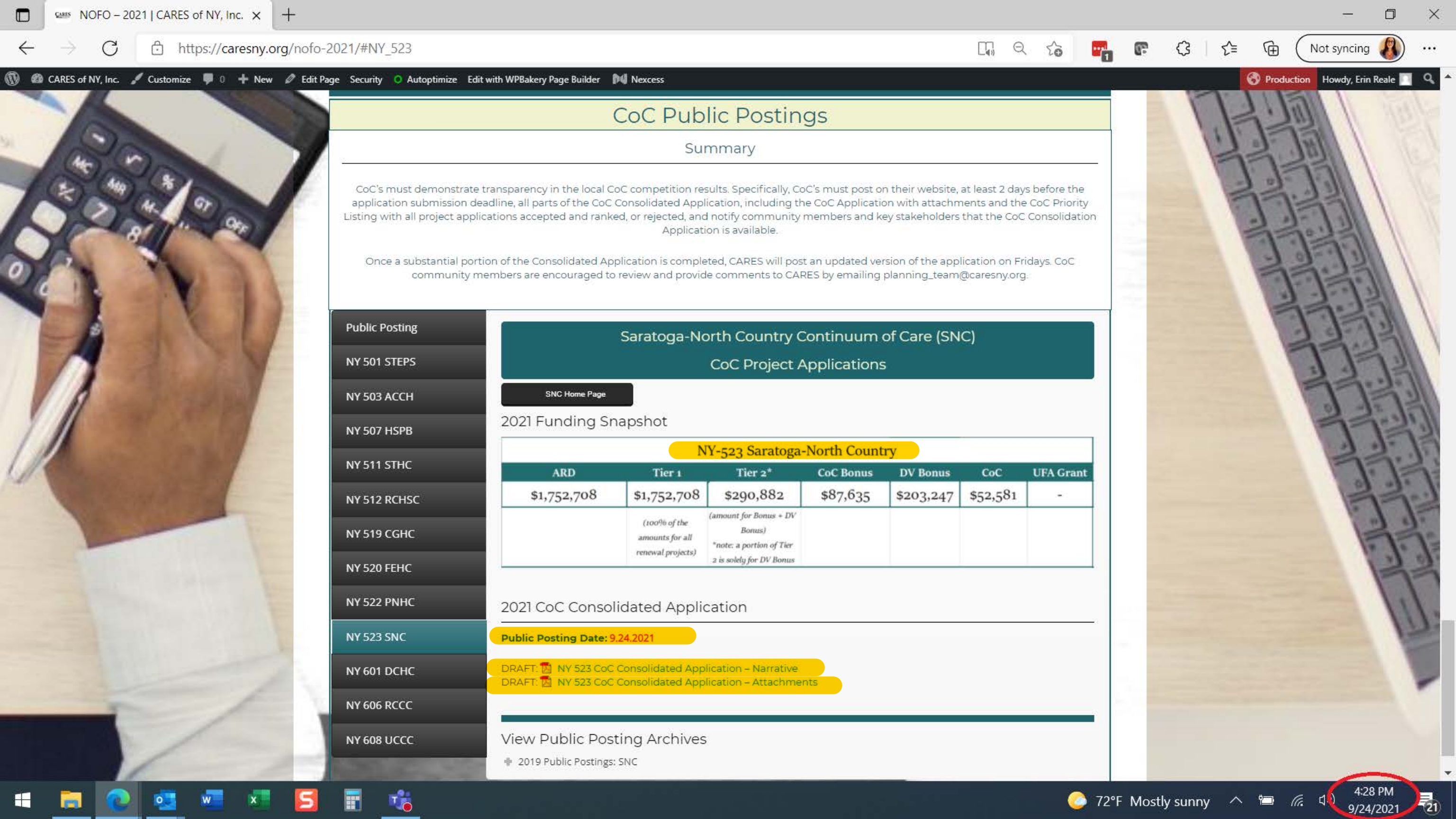
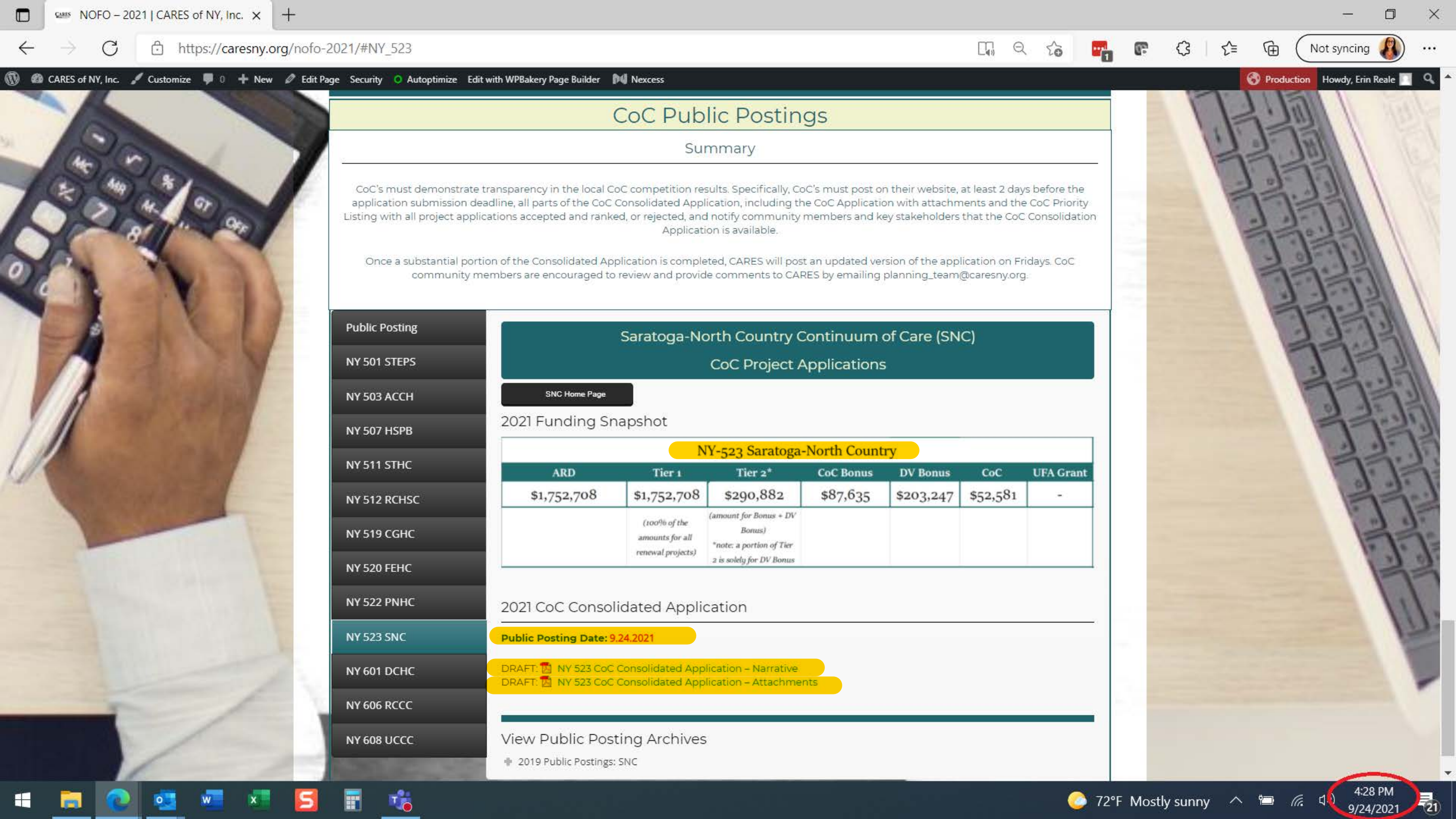
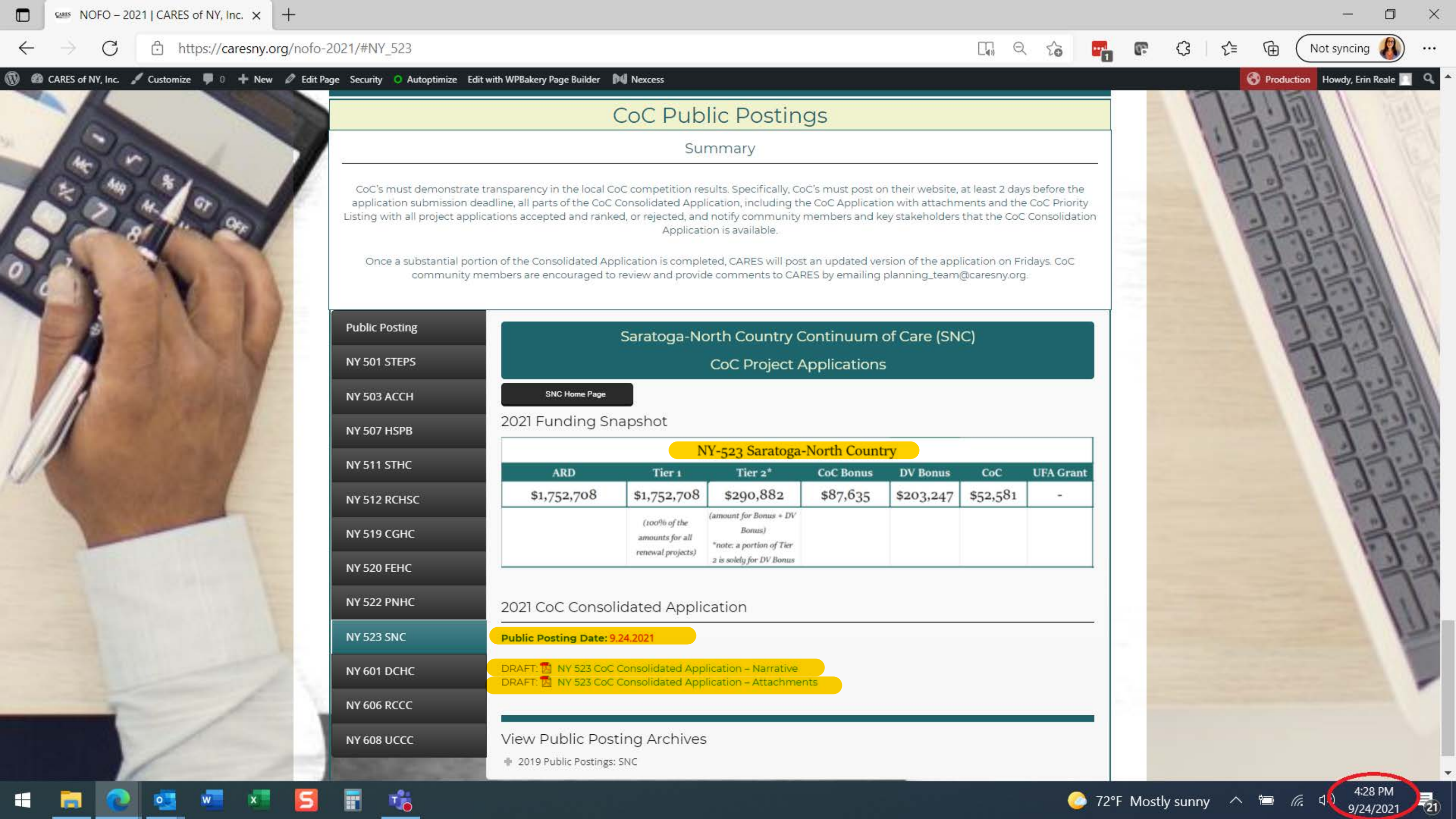
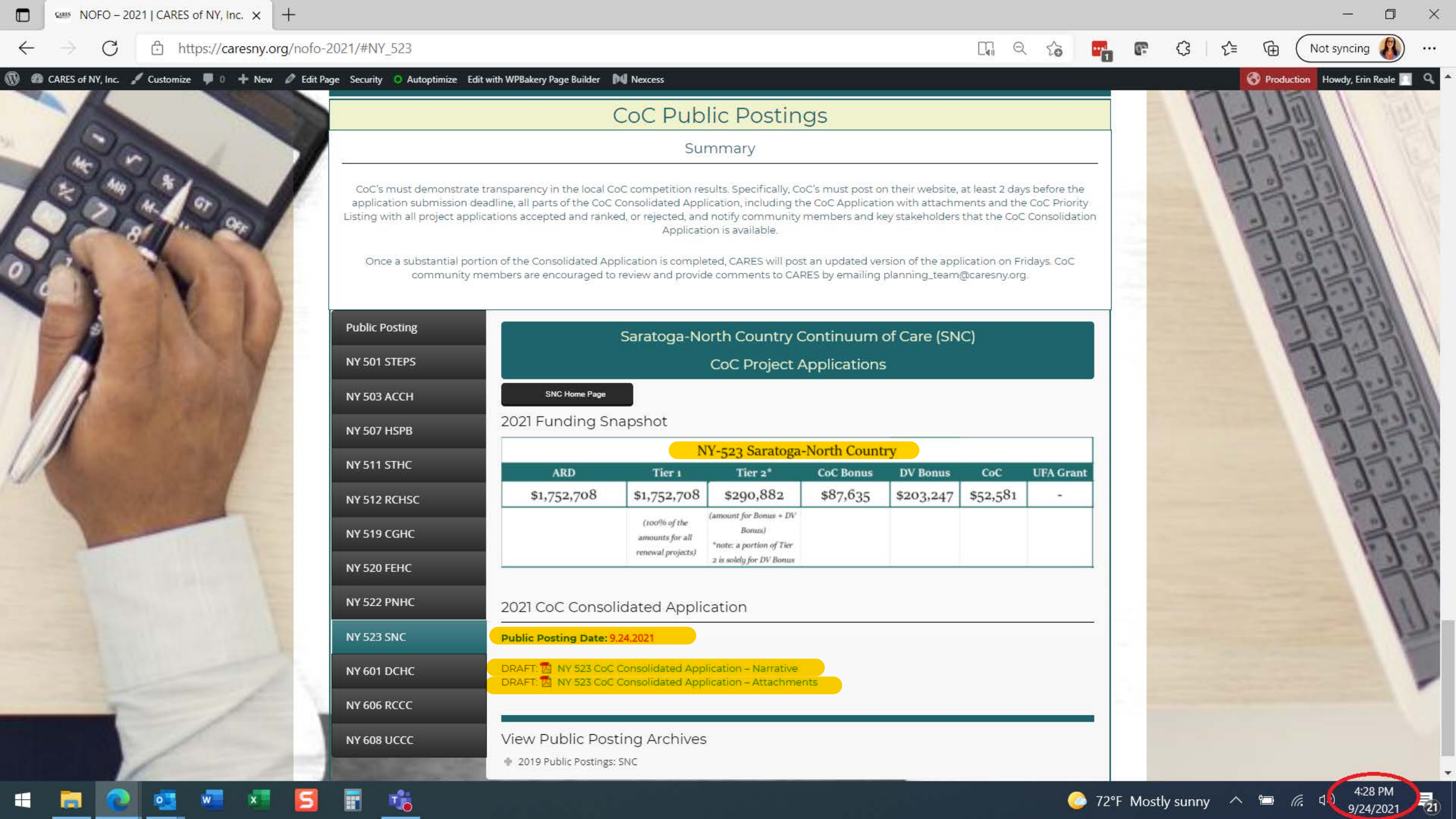
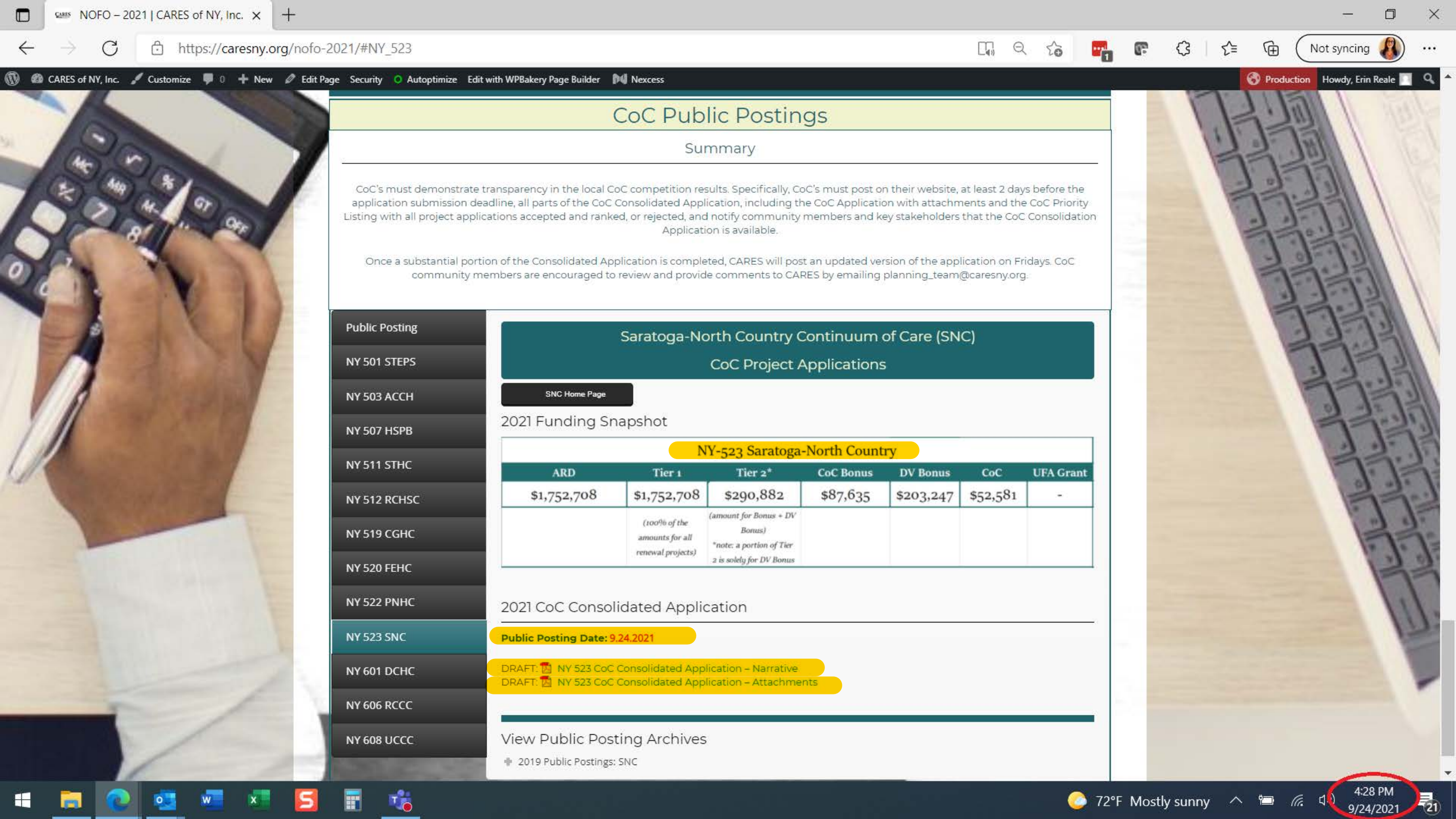
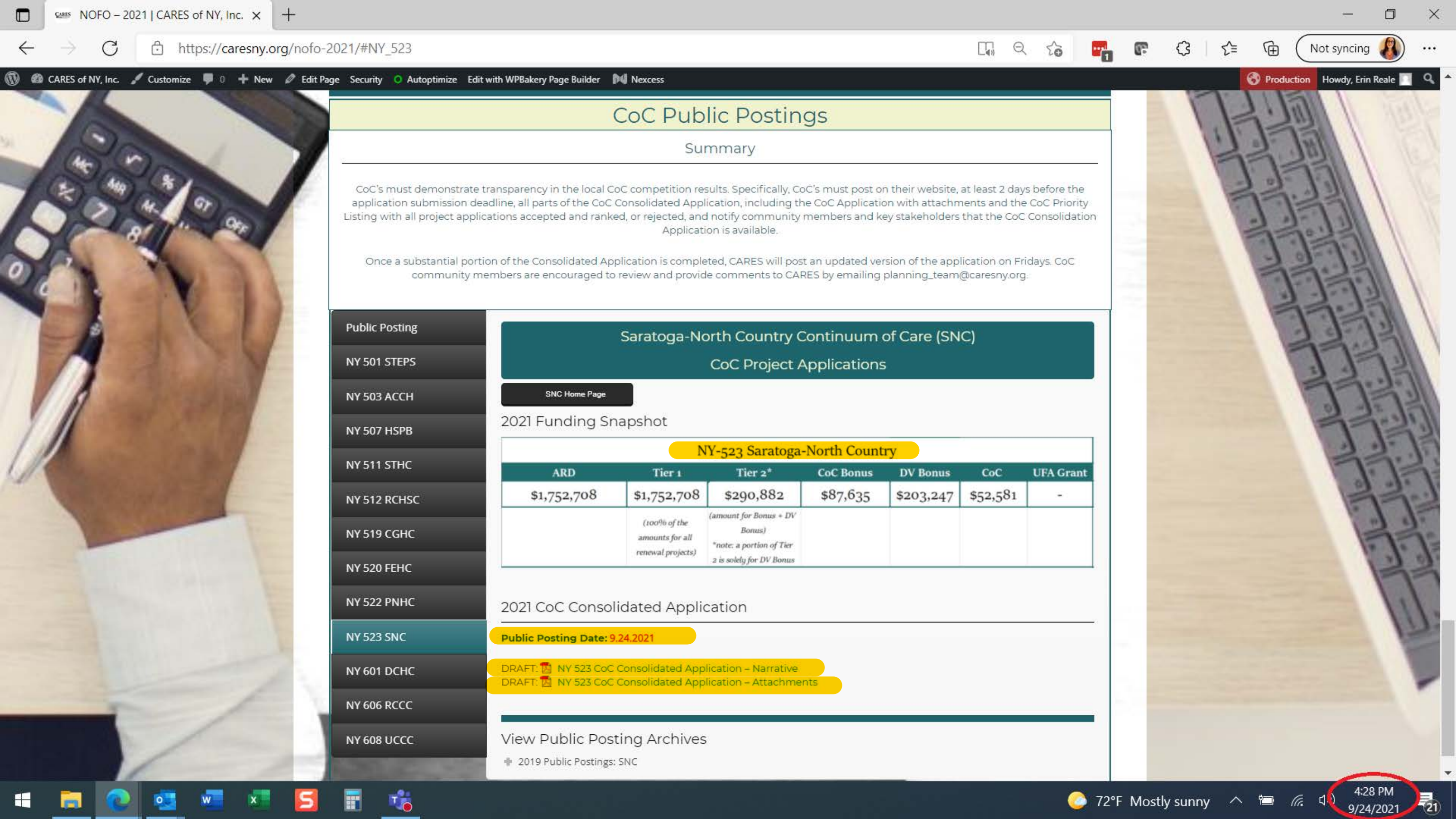
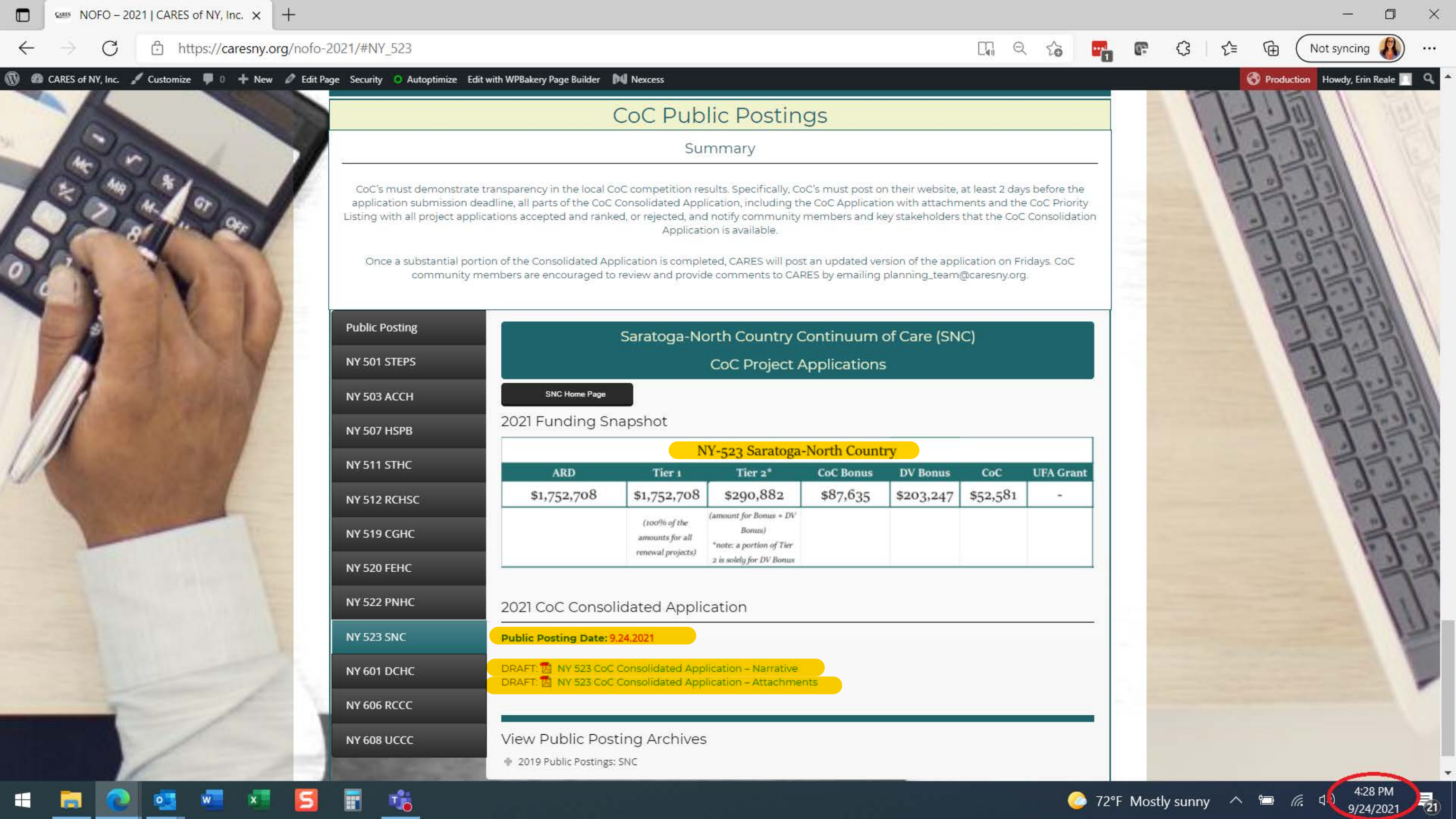
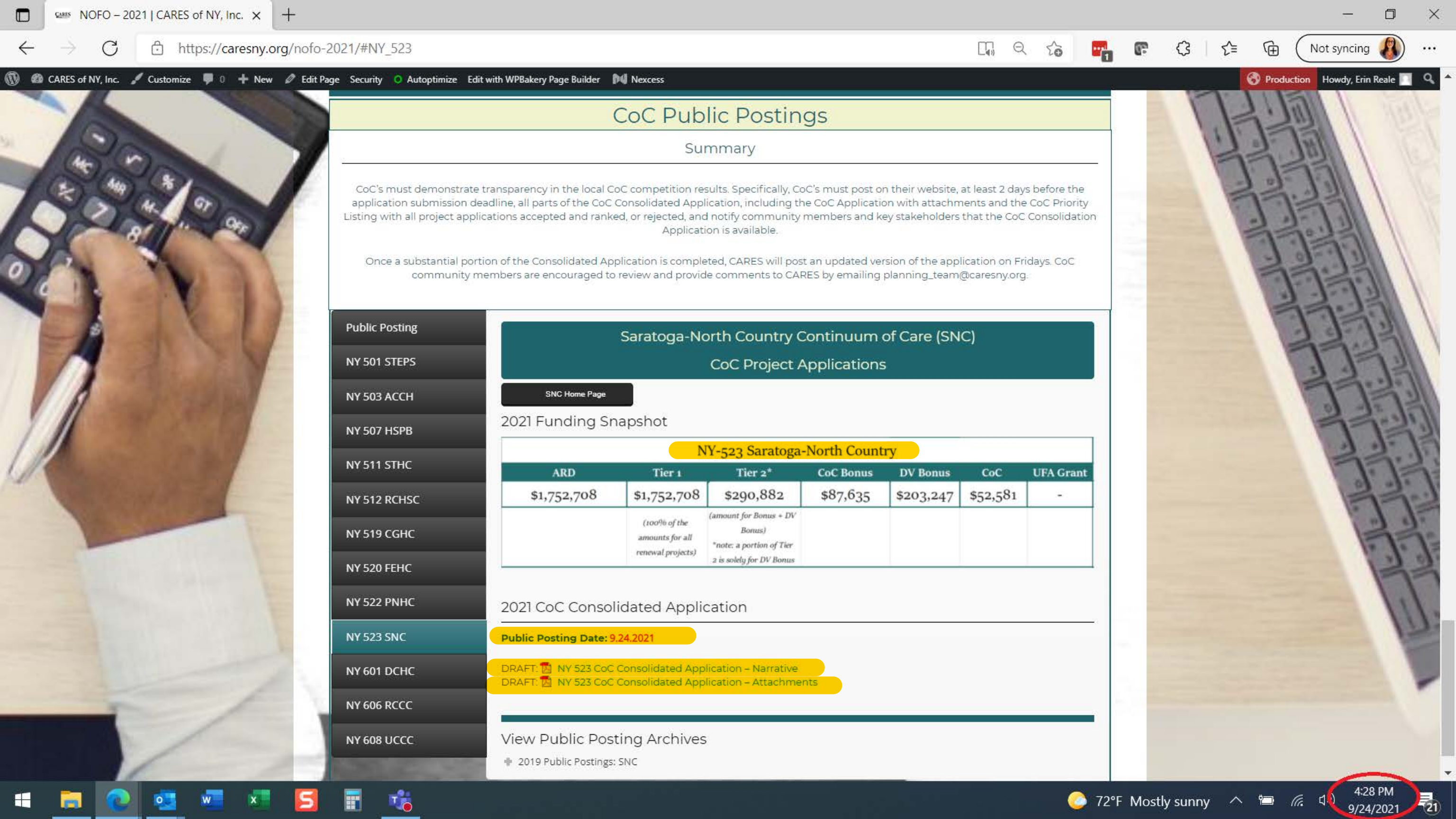
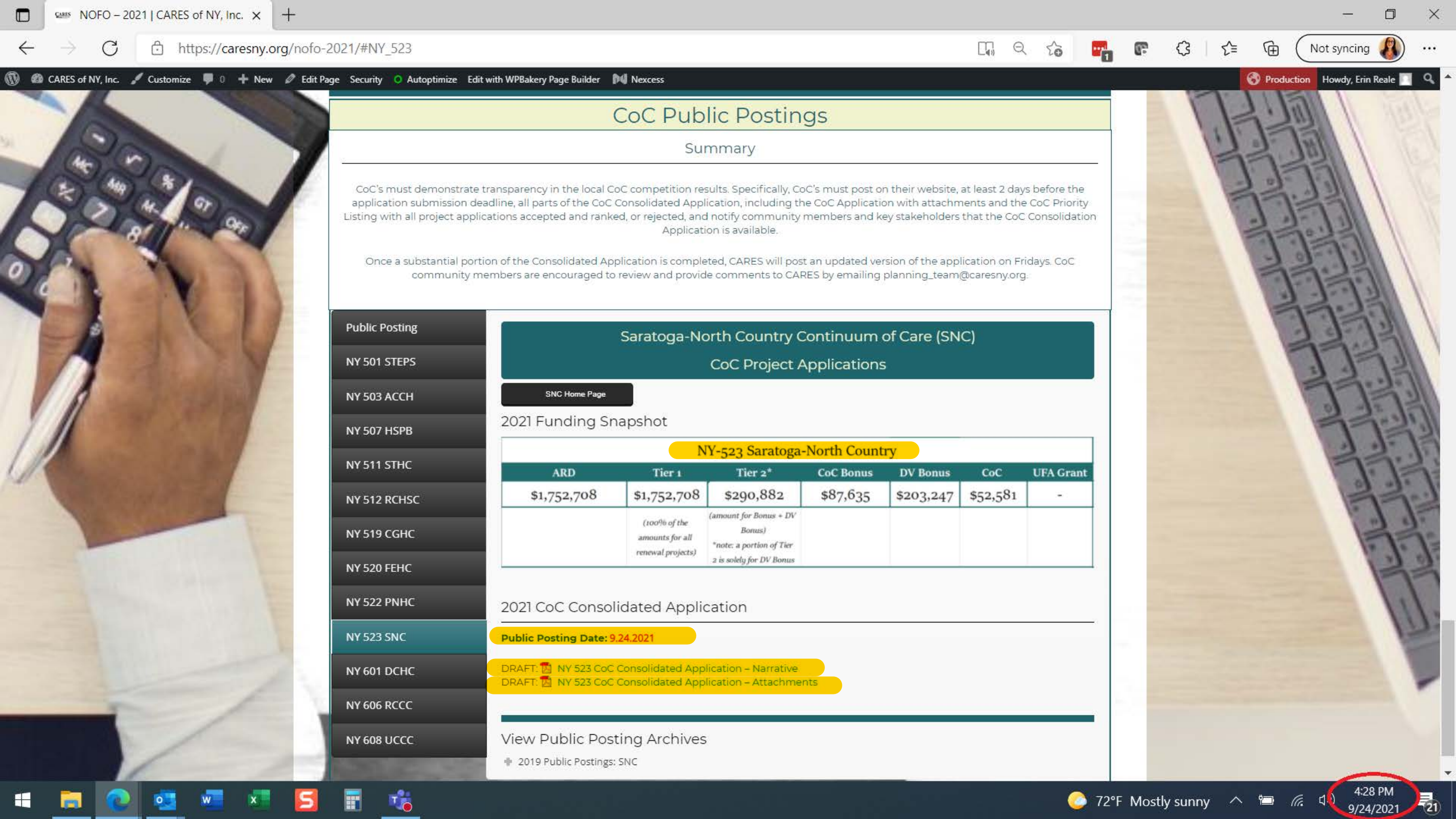
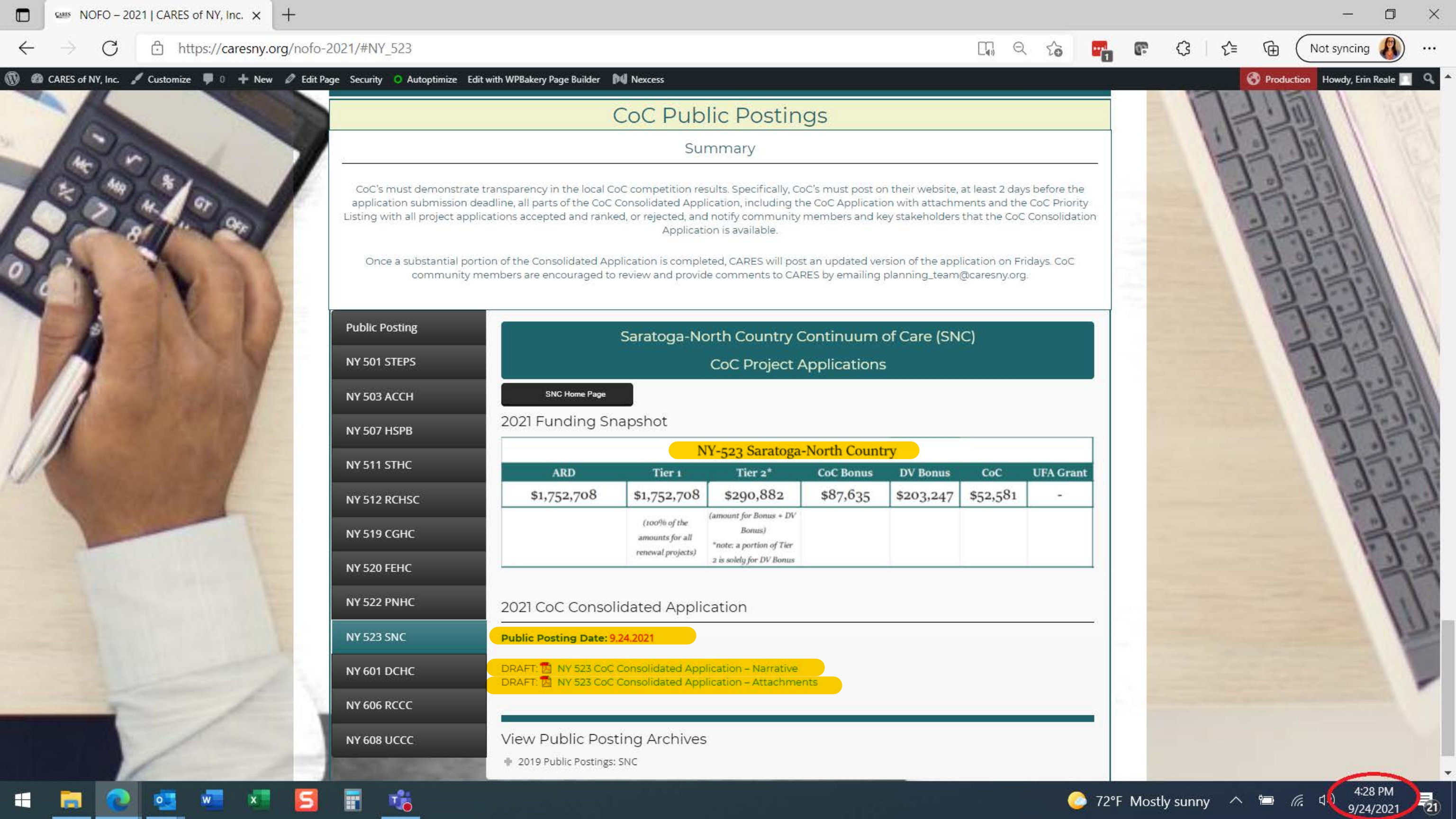
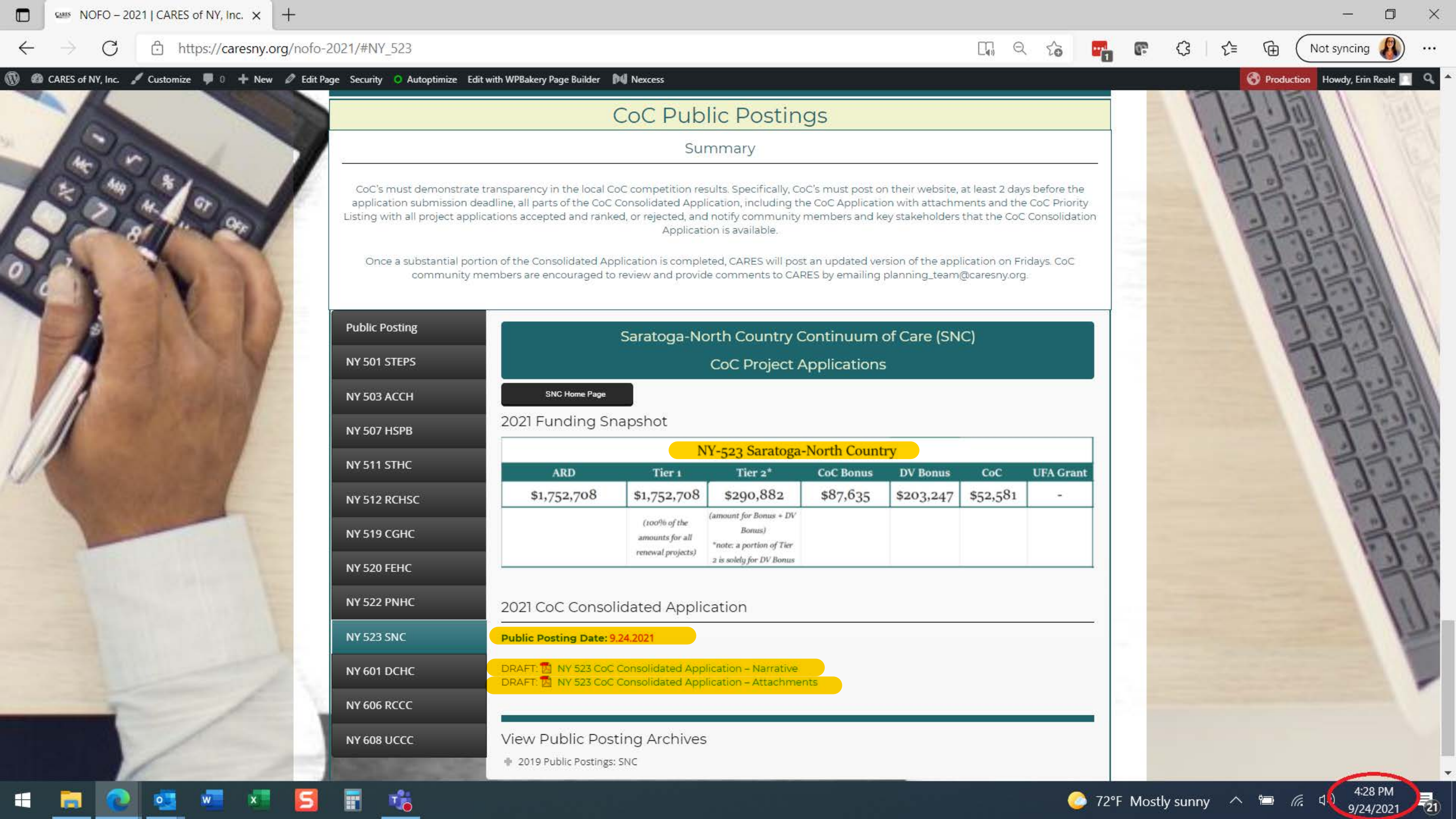
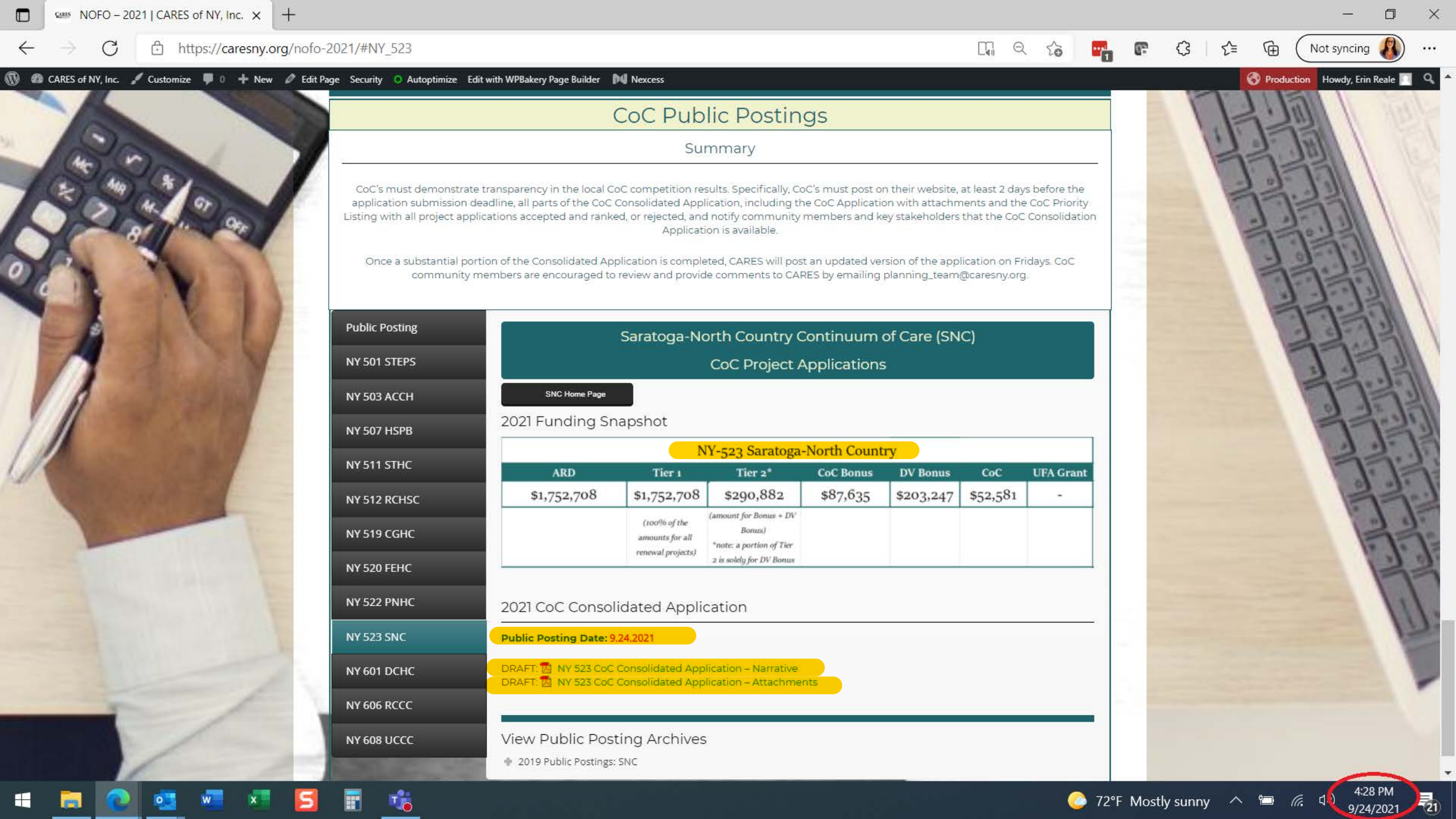
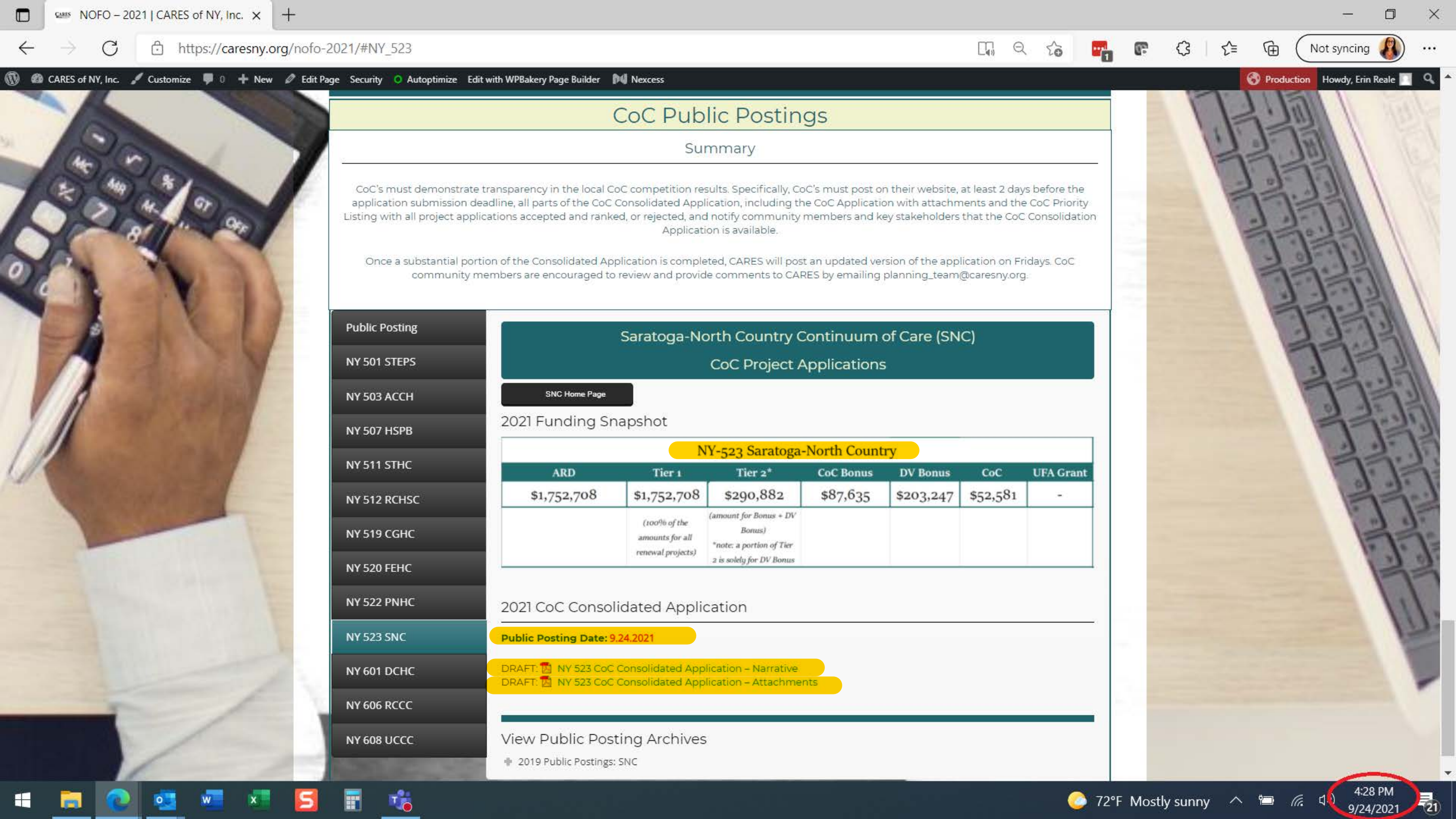
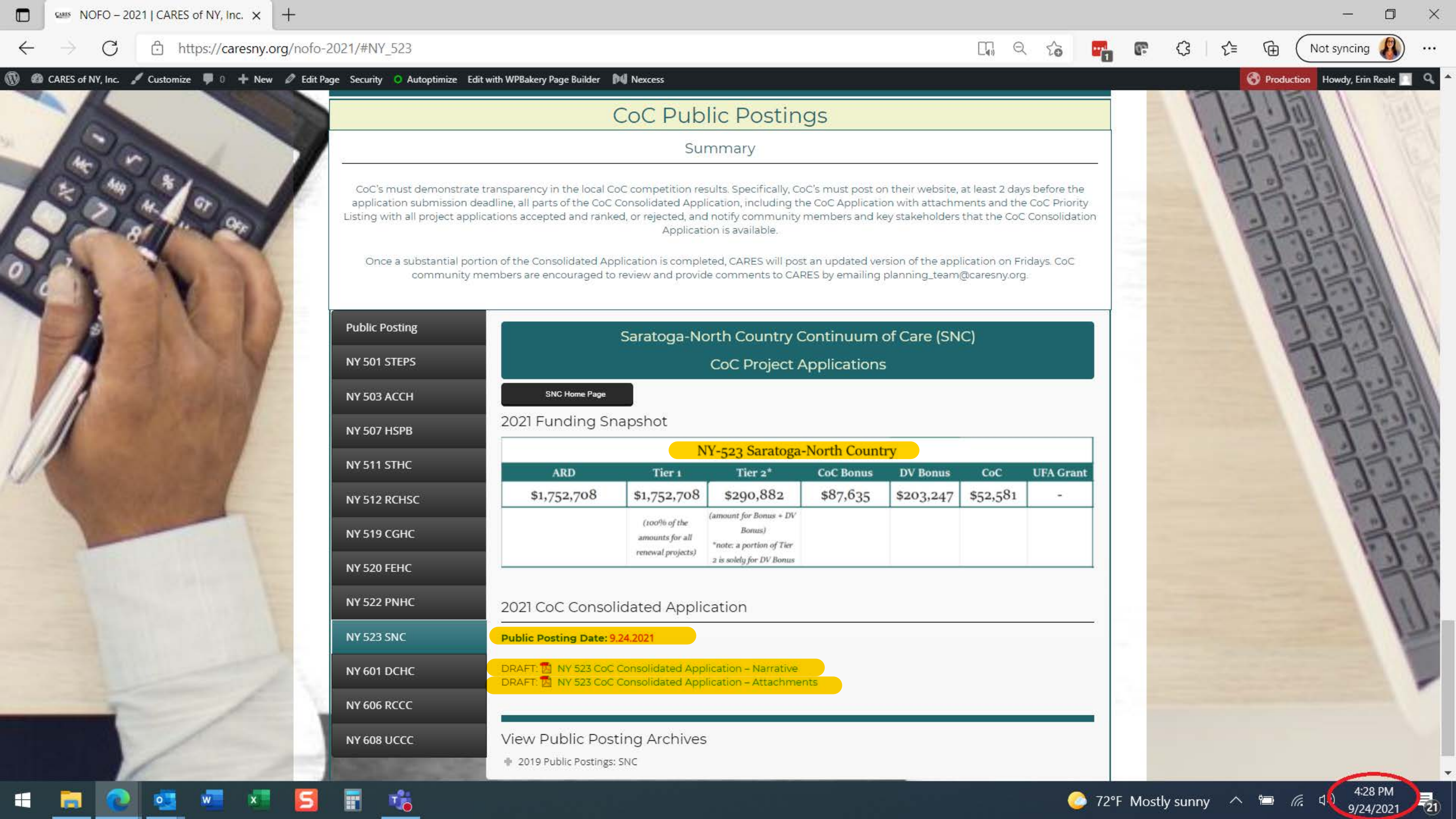
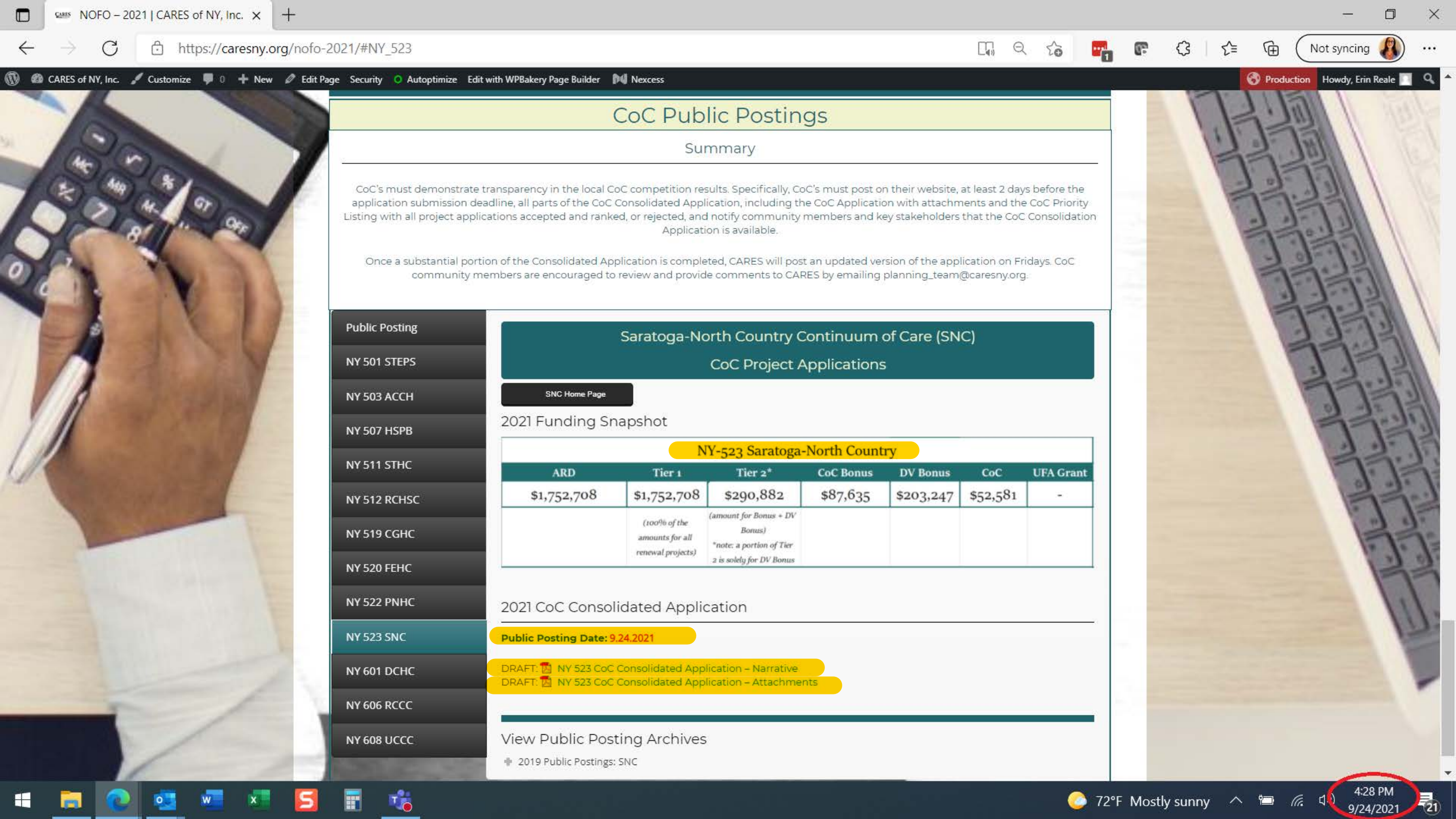
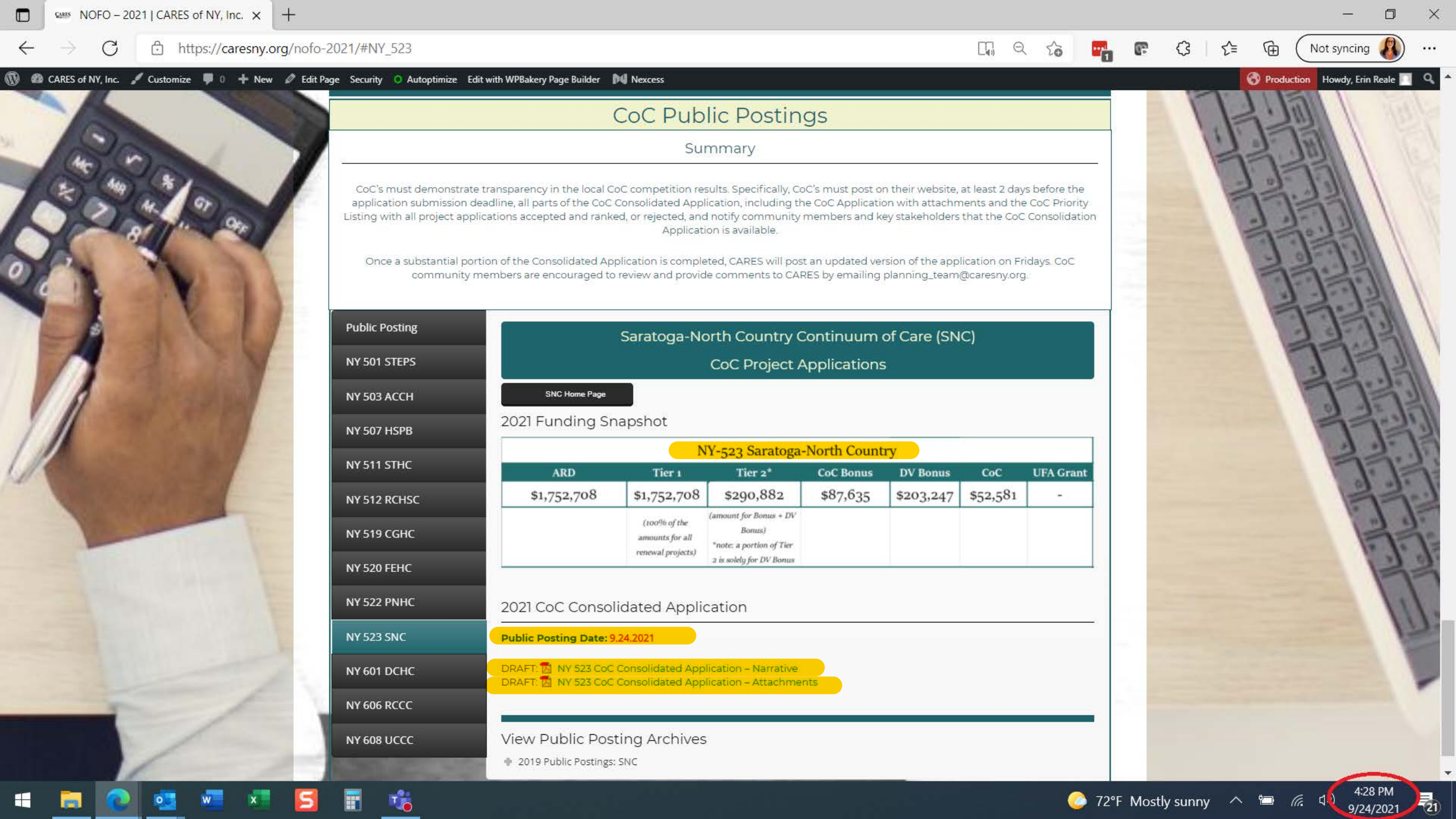
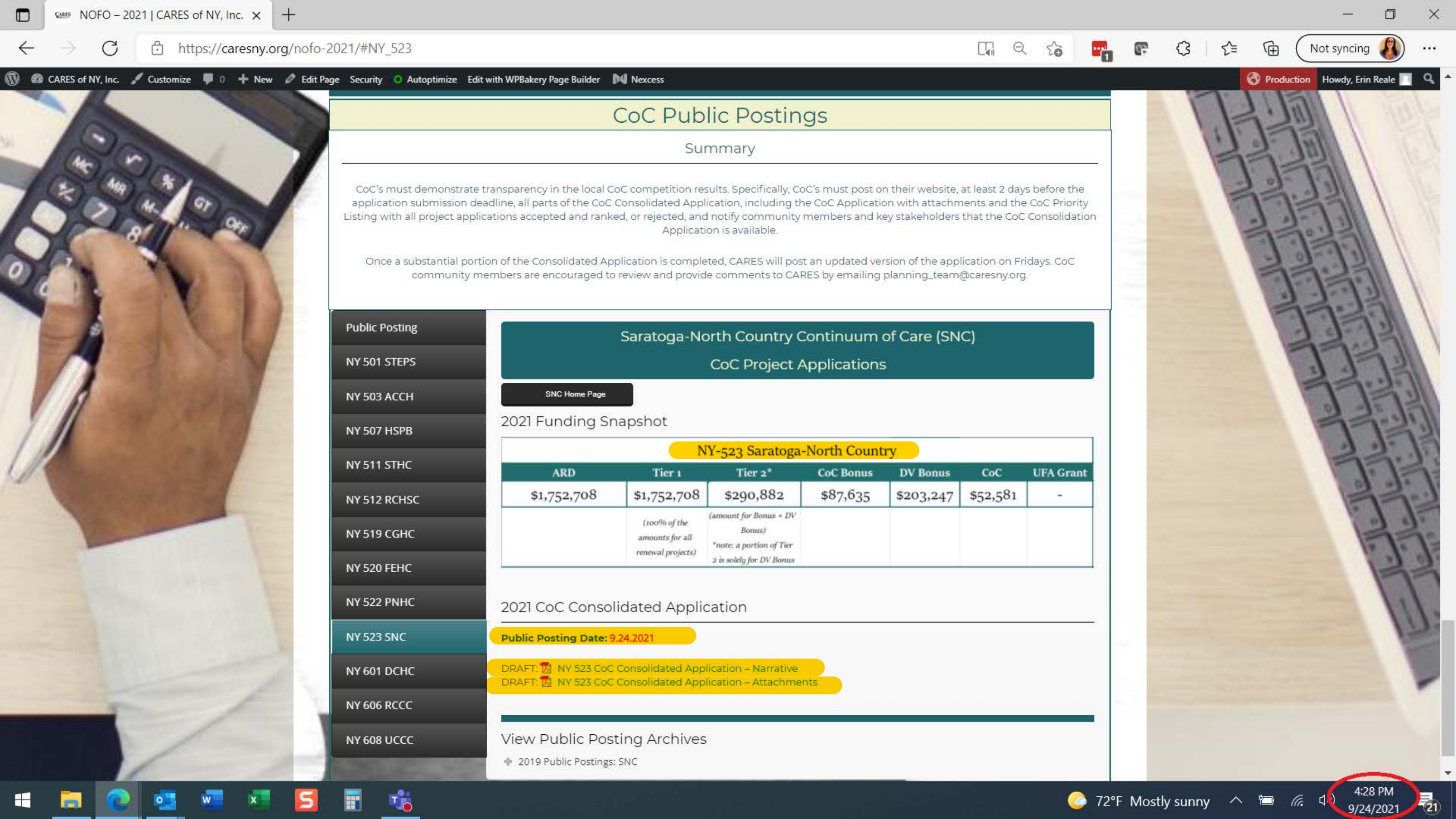
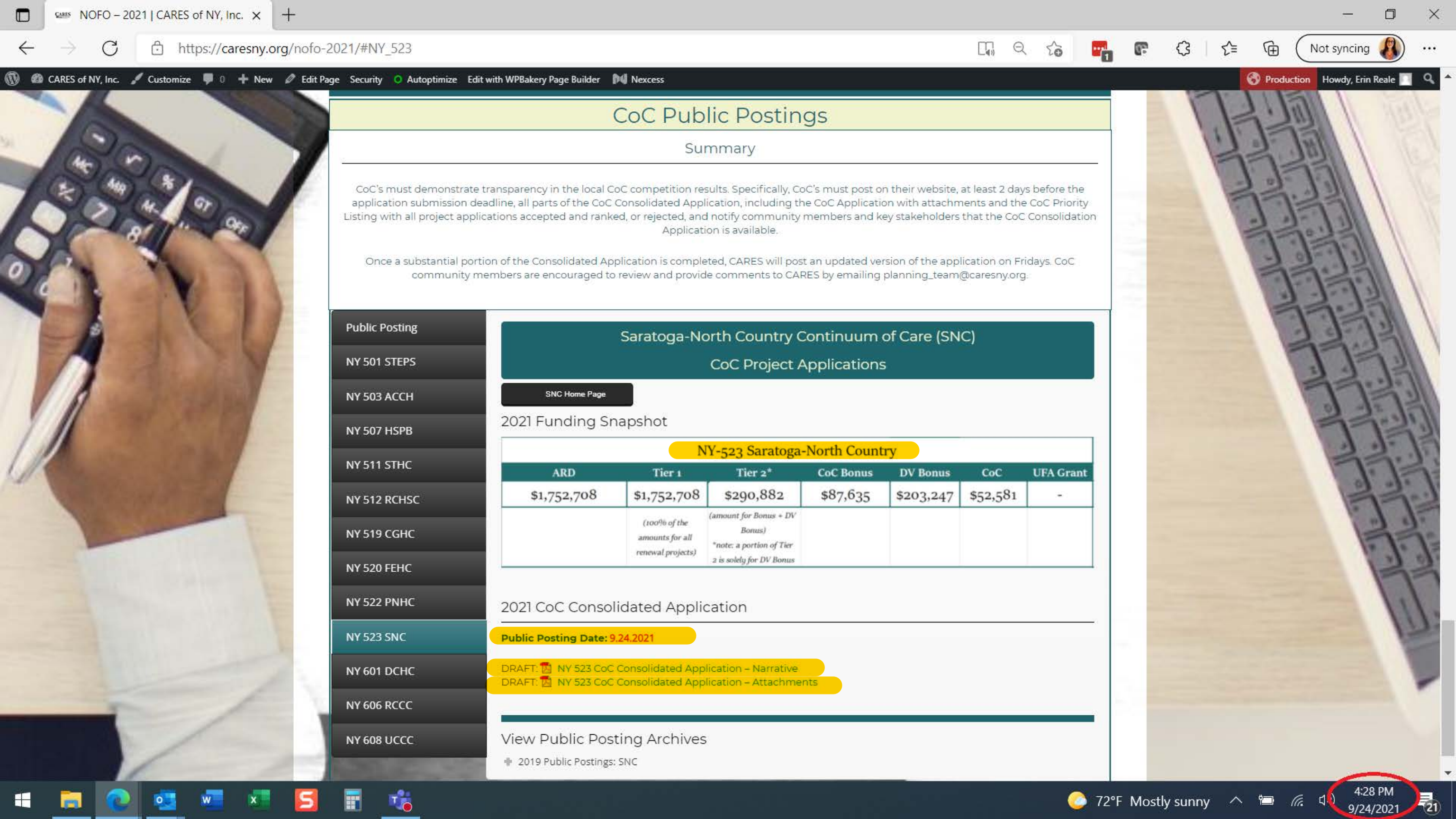
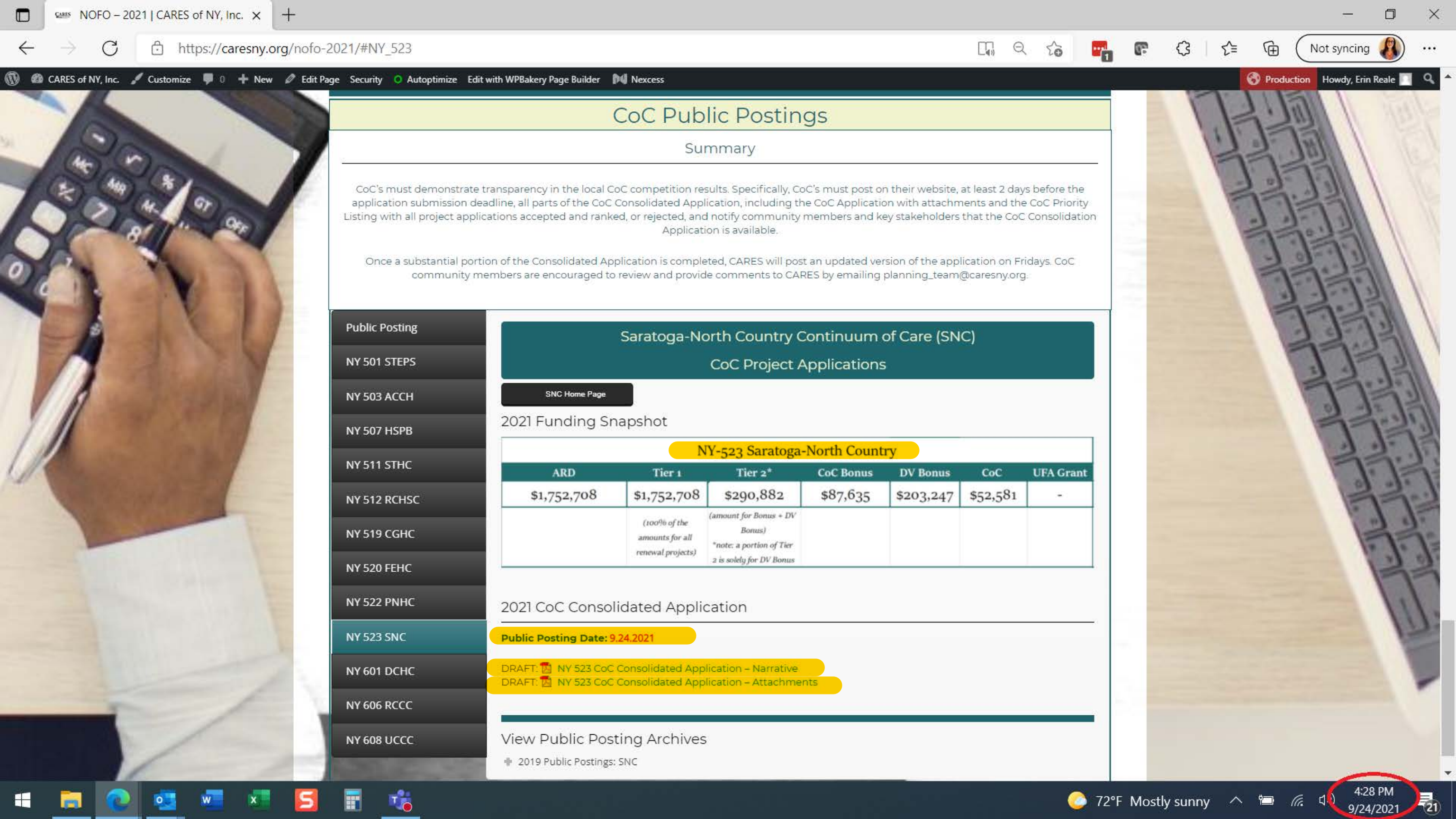
FINAL: 📄 NY 523 CoC Planning Project

View Public Posting Archives

📍 2019 Public Postings: SNC

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



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

Saratoga-North Country Continuum of Care (SNC)

CoC Project Applications

[SNC Home Page](#)

2021 Funding Snapshot

NY-523 Saratoga-North Country						
ARD	Tier 1	Tier 2*	CoC Bonus	DV Bonus	CoC	UFA Grant
\$1,752,708	\$1,752,708	\$290,882	\$87,635	\$203,247	\$52,581	-
	(100% of the amounts for all renewal projects)	(amount for Bonus + DV Bonus) *note: a portion of Tier 2 is solely for DV Bonus				

2021 CoC Consolidated Application

Public Posting Date: 10.1.2021

DRAFT:  NY 523 CoC Consolidated Application – Narrative

DRAFT:  NY 523 CoC Consolidated Application – Attachments

View Public Posting Archives

 2019 Public Postings: SNC

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

Saratoga-North Country Continuum of Care (SNC)

CoC Project Applications

[SNC Home Page](#)

2021 Funding Snapshot

NY-523 Saratoga-North Country						
ARD	Tier 1	Tier 2*	CoC Bonus	DV Bonus	CoC	UFA Grant
\$1,752,708	\$1,752,708	\$290,882	\$87,635	\$203,247	\$52,581	-
	(100% of the amounts for all renewal projects)	(amount for Bonus + DV Bonus) *note: a portion of Tier 2 is solely for DV Bonus				

2021 CoC Consolidated Application

Public Posting Date: 10.8.2021

DRAFT:  NY 523 CoC Consolidated Application – Narrative

DRAFT:  NY 523 CoC Consolidated Application – Attachments

View Public Posting Archives

+ 2019 Public Postings: SNC

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

Saratoga-North Country Continuum of Care (SNC)

CoC Project Applications

[SNC Home Page](#)

2021 Funding Snapshot

NY-523 Saratoga-North Country

ARD	Tier 1	Tier 2*	CoC Bonus	DV Bonus	CoC	UFA Grant
\$1,752,708	\$1,752,708	\$290,882	\$87,635	\$203,247	\$52,581	-
	(100% of the amounts for all renewal projects)	(amount for Bonus + DV Bonus) *note: a portion of Tier 2 is solely for DV Bonus				

2021 CoC Consolidated Application

Public Posting Date: 10.15.2021

DRAFT:  NY 523 CoC Consolidated Application – Narrative

DRAFT:  NY 523 CoC Consolidated Application – Attachments

2021 CoC Priority Listing

Public Posting Date: 10.15.2021

DRAFT:  NY 523 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

Saratoga-North Country Continuum of Care (SNC)

CoC Project Applications

SNC Home Page

2021 Funding Snapshot

NY-523 Saratoga-North Country						
ARD	Tier 1	Tier 2*	CoC Bonus	DV Bonus	CoC	UFA Grant
\$1,752,708	\$1,752,708	\$290,882	\$87,635	\$203,247	\$52,581	-
	(100% of the amounts for all renewal projects)	(amount for Bonus + DV Bonus) *note: a portion of Tier 2 is solely for DV Bonus				

2021 CoC Consolidated Application

Public Posting Date: 10.22.2021

DRAFT:  NY 523 CoC Consolidated Application – Narrative

DRAFT:  NY 523 CoC Consolidated Application – Attachments

2021 CoC Priority Listing

Public Posting Date: 10.22.2021

FINAL:  NY 523 CoC Priority Listing

FINAL:  NY 523 CoC Project Descriptions

FINAL:  NY 523 Project Ranking and Tiering

2021 CoC Planning Project

Public Posting Date: 10.22.2021

FINAL:  NY 523 CoC Planning Project

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

Public Posting

NY 501 STEPS

NY 503 ACCH

NY 507 HSPB

NY 511 STHC

NY 512 RCHSC

NY 519 CGHC

NY 520 FEHC

NY 522 PNHC

NY 523 SNC

NY 601 DCHC

NY 606 RCCC

NY 608 UCCC

Saratoga-North Country Continuum of Care (SNC)

CoC Project Applications

[SNC Home Page](#)

2021 Funding Snapshot

NY-523 Saratoga-North Country						
ARD	Tier 1	Tier 2*	CoC Bonus	DV Bonus	CoC	UFA Grant
\$1,752,708	\$1,752,708	\$290,882	\$87,635	\$203,247	\$52,581	-
	<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 523 CoC Consolidated Application – Narrative

DRAFT:  NY 523 CoC Consolidated Application – Attachments

2021 CoC Priority Listing

Public Posting Date: 10.29.2021

FINAL:  NY 523 CoC Priority Listing

FINAL:  NY 523 CoC Project Descriptions

FINAL:  NY 523 Project Ranking and Tiering

2021 CoC Planning Project

Public Posting Date: 10.29.2021

FINAL:  NY 523 CoC Planning Project

View Public Posting Archives

📌 2019 Public Postings: SNC

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

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Subject: Final Posting of SNC FY2021 CoC Consolidated Application

Date: Friday, November 5, 2021 2:13:00 PM

Attachments: image001.png

Dear Saratoga North Country CoC,

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

The final version of the SNC 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.

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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

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Subject: SNC Public Posting of FY21 Draft Consolidated Application

Date: Friday, September 24, 2021 4:44:00 PM

Attachments: image002.png

Good Afternoon Saratoga North Country 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

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Subject: SNC Public Posting of FY21 Draft #2 Consolidated Application

Date: Friday, October 1, 2021 3:07:49 PM

Attachments: [image002.png](#)

Good Afternoon Saratoga North Country CoC,

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

CARES will be posting an updated application every Friday until submission to reflect our

progress and allow for community input. Please pay particular attention to question 1C-16, and let us know if you have lived experience that can be reflected in the application. Please send public comments to [Genesis Matthey](#).

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

Thank you,

Kelsey Addy, MPA

Pronouns: She/Her/Hers

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Cc: Amy Lacey; Erin Reale; Haleigh Schmidhamer; Kathy Germain; Kelsey Addy; Nicholas Cassaro; Samantha Barnaby

Subject: SNC Public Posting of FY21 Draft #3 Consolidated Application

Date: Friday, October 8, 2021 1:45:00 PM

Attachments: image001.png

Good Afternoon Saratoga North Country 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.Schmidhamer; Kathy Germain; Kelsey Addy; Nicholas Cassaro; Samantha Barnaby; Genesis Matthey
Subject: SNC Public Posting of FY21 Draft #1 Priority Listing & Draft #4 Consolidated Application
Date: Friday, October 15, 2021 2:03:07 PM
Attachments: [image002.png](#)
[image003.png](#)
[image004.png](#)

Good Afternoon Saratoga North Country 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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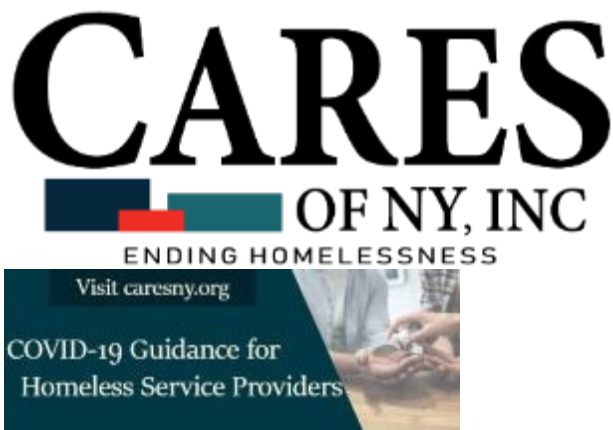
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Subject: [SNC Public Posting of FY21 CoC Application \(Draft #5\)](#)

Date: [Friday, October 22, 2021 5:47:01 PM](#)

Attachments: [image001.png](#)
[image002.png](#)

Good Afternoon Saratoga North Country Co. CoC,

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

Specifically, you will find:

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

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

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

Thank you,

Kelsey Addy, MPA

Pronouns: She/Her/Hers

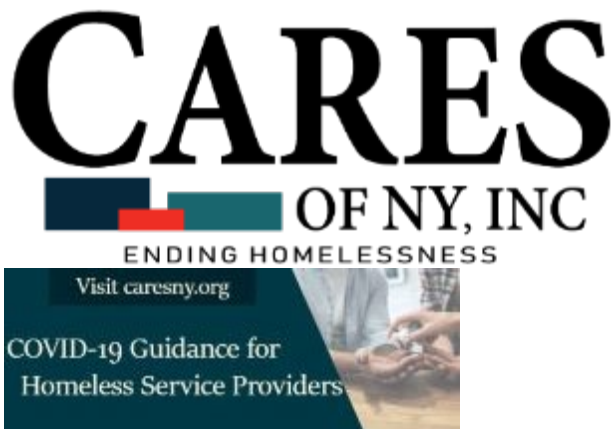
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Subject: SNC Public Posting of FY21 CoC Application (Draft #6)

Date: Friday, October 29, 2021 5:21:00 PM

Attachments: [image001.png](#)
[image002.png](#)

Good Afternoon Saratoga North Country Co. CoC,

All parts of the 2021 Consolidated Application and Attachments have been posted to the [CARES](#)

[Website](#) for public comment.

Specifically, you will find:

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

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

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

Thank you,

Kelsey Addy, MPA

Pronouns: She/Her/Hers

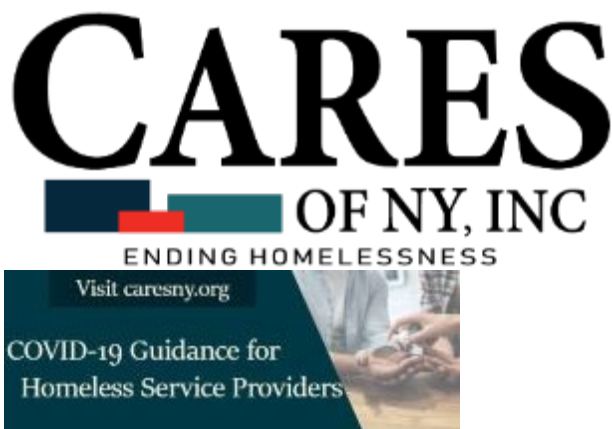
Director of Planning – CARES of NY, Inc.

200 Henry Johnson Blvd., Albany, 12210

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3A-1a Housing Leveraging Commitments

This attachment details the Housing Leveraging Commitments for new Projects in NY-523. It includes:

1. Signed cover letter from **Wait House** outlining expected funding from the **New York State Supportive Housing Program (NYSSHP)** for **Transitional and Rapid Rehousing Services**.

The Agency is applying for \$27,387 in CoC funds and, as exemplified in the attached, and is awaiting approval of \$24,360 in Transitional Housing funds, allowing for at least an 89% increase in the number of program participants expected to be served through the requested CoC funds.



Welcoming Adolescents in Transition

10-12 Wait St., PO Box 3252, Glens Falls, NY 12801 • www.hycwaithouse.org

Shelter 24/7 518.798.4384 • Fax 518.798.7593 or 518.531.3054

October 28, 2021

To Whom It May Concern:

WAIT House is currently awaiting confirmation from the New York State Supportive Housing Program (NYSSHP) for funding that will support the new TH-RRH program outlined in the Saratoga North Country Continuum of Care Program Application.

WAIT House has applied for \$17,400 in NYSSHP funds to support its existing TH program and an additional \$6,960 in NYSSHP funds to support additional rooms in the program. As a long-standing NYSSHP program, we expect to receive this funding which will be renewed annually for the period January 1, 2022 – December 31, 2026.

If CoC Program funding is received for the new WAIT House TH-RRH project, it will be used to serve additional clients supported by the increase in NYSSHP funds. In this way, WAIT House plans to leverage it's HUD and NYS resources to provide needed TH and RRH services to homeless pregnant or parenting youth and their dependents.

Sincerely,

Jason McLaughlin
Executive Director

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3A-2a Healthcare Formal Agreements

This attachment details the Healthcare Formal Agreements for NY **523**. It includes the following:

1. Signed letter from **Veterans & Community Housing Coalition** indicating partnership with **Albany Stratton Veterans Affairs Hospital**, to provide services for **Saratoga Veterans Apartment Program**.



VCHC VETERANS & COMMUNITY
HOUSING COALITION

Formerly Saratoga County Rural Preservation Company

October 28, 2021

RE: Saratoga Veteran Apartment Program

Veterans & Community Housing Coalition has a long-standing relationship with the local Albany Stratton Veterans Affairs Hospital. Their team provides a spectrum of services to the veterans served in VCHC's HUD funded programs including, the Saratoga Veteran Apartment Program.

Services include, medical services, mental health services, inpatient and outpatient services, crisis intervention, substance abuse and addiction services, emergency room services, as well as a women's unit compatible to their specific needs. The Center for Women Veterans wing at the Albany VA includes sensitive treatment for those who endured Military Sexual Trauma, sexual harassment, maternity care, and advocacy for cultural transformation. The value of the services provided by the Albany Stratton VA on a monthly basis is substantial.

Veterans & Community Housing Coalition currently houses 18 veteran households in the SVAP program. It is estimated that each veteran seeks health services from the Albany Stratton VA monthly. An additional benefit throughout COVID-19 is their mental health services can be accessed virtually in the comfort of the veteran's own home.

Veterans & Community Housing Coalition continues to link veterans to the local VA for services that will enhance their wellbeing and overall health. The Albany Stratton VA accepts referrals from VCHC's HUD funded programs to ensure the best level of care is provided.

Cheryl Hage Perez

Executive Director
Veterans & Community Housing Coalition

20 Prospect Street, Suite 313 • Ballston Spa, NY 12020 • Phone: 518-885-0091 • Fax: 518-885-0998

www.vchcn.org