

4B. Attachments Screen For All Application Questions

We have provided the following guidance to help you successfully upload attachments and get maximum points:

- | | |
|----|---|
| 1. | You must include a Document Description for each attachment you upload; if you do not, the Submission Summary screen will display a red X indicating the submission is incomplete. |
| 2. | You must upload an attachment for each document listed where 'Required?' is 'Yes'. |
| 3. | We prefer that you use PDF files, though other file types are supported—please only use zip files if necessary. Converting electronic files to PDF, rather than printing documents and scanning them, often produces higher quality images. Many systems allow you to create PDF files as a Print option. If you are unfamiliar with this process, you should consult your IT Support or search for information on Google or YouTube. |
| 4. | Attachments must match the questions they are associated with. |
| 5. | Only upload documents responsive to the questions posed—including other material slows down the review process, which ultimately slows down the funding process. |
| 6. | If you cannot read the attachment, it is likely we cannot read it either. |
| | . 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). |
| | . We must be able to read everything you want us to consider in any attachment. |
| 7. | After you upload each attachment, use the Download feature to access and check the attachment to ensure it matches the required Document Type and to ensure it contains all pages you intend to include. |

Document Type	Required?	Document Description	Date Attached
1C-7. PHA Homeless Preference	No	PHA Homeless Pref...	09/28/2022
1C-7. PHA Moving On Preference	No	PHA Moving On Pre...	09/23/2022
1E-1. Local Competition Deadline	Yes	Local Competition...	09/23/2022
1E-2. Local Competition Scoring Tool	Yes	Local Competition...	09/23/2022
1E-2a. Scored Renewal Project Application	Yes	Scored Renewal Pr...	09/23/2022
1E-5. Notification of Projects Rejected-Reduced	Yes	Notification of P...	09/23/2022
1E-5a. Notification of Projects Accepted	Yes	Notification of P...	09/23/2022
1E-5b. Final Project Scores for All Projects	Yes	Final Project Sco...	09/23/2022
1E-5c. Web Posting—CoC-Approved Consolidated Application	Yes	Web Posting—CoC-A...	09/28/2022
1E-5d. Notification of CoC-Approved Consolidated Application	Yes	Notification of C...	09/26/2022
3A-1a. Housing Leveraging Commitments	No		

3A-2a. Healthcare Formal Agreements	No	Healthcare Formal...	09/27/2022
3C-2. Project List for Other Federal Statutes	No		

Attachment Details

Document Description: PHA Homeless Preference

Attachment Details

Document Description: PHA Moving On Preference

Attachment Details

Document Description: Local Competition Deadline

Attachment Details

Document Description: Local Competition Scoring Tool

Attachment Details

Document Description: Scored Renewal Project Application

Attachment Details

Document Description: Notification of Projects Rejected-Reduced

Attachment Details

Document Description: Notification of Projects Accepted

Attachment Details

Document Description: Final Project Scores for All Projects

Attachment Details

Document Description: Web Posting—CoC-Approved Consolidated Application

Attachment Details

Document Description: Notification of CoC-Approved Consolidated Application

Attachment Details

Document Description:

Attachment Details

Document Description: Healthcare Formal Agreements

Attachment Details

Document Description:

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

This attachment contains the following:

1. **NYS Homes & Community Renewal (HCR)** - HCV Administrator
 - a. Administrative Plan – Limited - 10% of new admissions must meet preference-
Highlighted Section: Homeless Preference

2. **Watertown Housing Authority (WHA)** - PHA
 - a. Administrative Plan – Limited: up to 5 families at a time - Highlighted Section:
Homeless Preference

1C-7. Public Housing Agencies within Your CoC's Geographic Area–New Admissions–
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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. **Watertown Housing Authority (WHA)** - PHA

- i. Administrative Plan – Limited: up to 5 families at a time -
Highlighted Section: Homeless Preference

4-III.B. SELECTION METHOD

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

Local Preferences [24 CFR 960.206]

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

WHA Policy

The WHA will use the following local preference:

Residency Preference – Households who live, work, or have a bona fide offer to work in Jefferson County, at the time of application or at the time of selection from the waiting list, will qualify for WHA’s Residency Preference.

Displacement Preference – WHA defines Displacement Preference to include applicants who can document that they have been displaced by a natural disaster declared by the President of the United States, displaced, through no fault of their own, by governmental action or displaced by domestic violence.

Chronically Homeless Preference – The WHA is a partnering housing agency working with the local Continuum of Care (i.e. Points North Housing Coalition) to help eradicate homelessness. The WHA will accept referrals from local homeless service organizations (e.g. Dept. of Social Services) that identify individuals as chronically homeless. These individuals that are identified as chronically homeless will receive a preference. The WHA will allow up to a maximum of 5 preferences at any given time.

Homeless Preference

Domestic violence, as defined by HUD, is the “actual or threatened physical violence directed against one or more members of the applicant’s family by a spouse or other members of the applicant’s household.” If displaced by domestic violence, separate procedures established by WHA will be followed.

Income Targeting Requirement [24 CFR 960.202(b)]

HUD requires that extremely low-income (ELI) families make up at least 40% of the families admitted to public housing during the PHA’s fiscal year. ELI families are those with annual incomes at or below 30% of the area median income. To ensure this requirement is met, the PHA may skip non-ELI families on the waiting list in order to select an ELI family.

WHA Policy

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

1C-7. Public Housing Agencies within Your CoC's Geographic Area–New Admissions–**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-522's Written Standards excerpt that details the CoC's Moving On Strategy.

1C-7. Public Housing Agencies within Your CoC's Geographic Area–New Admissions–**Moving On Strategy**

1. Moving On Preference

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

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

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

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

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

-and-

CARES of NY Inc.
200 Henry Johnson Blvd
Albany

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

NY-522 Jefferson, Lewis, St. Lawrence Counties CoC

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

Jefferson, Lewis & St. Lawrence 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;

WHEREAS, NYS HCR, through HTFC, serves as the only statewide PHA for New York State, and has received a preliminary allocation of 1,556 EHVs, with the possibility of additional allocations at a later date;

- 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.

Failure by the CoC to adhere to these priorities may result in a loss of vouchers for that CoC. HCR may adjust this schedule, including delaying the acceptance of referrals, and to adjust the priorities as necessary to ensure full voucher utilization. HCR will notify the CoCs of any adjustments.

1C-7. Public Housing Agencies within Your CoC's Geographic Area–New Admissions–**Moving On Strategy**

2. NY-522's Written Standards excerpt that details the CoC's Moving On Strategy.

MOVE ON STRATEGY FOR RECOGNITION OF TENANT INDEPENDENCE

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

Recruiting Affordable Housing Providers

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

Identifying Households for Moving On

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

Program staff work with tenants to create a formal and comprehensive transition plan that identifies

tenant strengths, living skills and the supports necessary to help them meet transition goals. Pre-transition plans are individualized to meet the specific needs of each household. Some common resources or supports tenants often need and are connected to include: employment supports, benefits counseling, activities of daily living skills, community living skills, and connection to community-based services. As households volunteer, housing providers make referrals to the PHA or other affordable housing providers.

Eligibility Considerations for Tenants

Individuals are identified by housing provider program staff who work directly with clients in the housing programs. Clients should meet four basic criteria in order to be recommended to move on: 1) a good rental history of on-time payments, 2) evidence of “good neighbor” behavior without any complaints or property management conflicts, 3) supported progress of quantitative areas and 4) low service needs.

Housing providers identify households in supportive housing who may be candidates for moving on by analyzing observations (interviews/survey’s, demonstrated ability to live stably and maintain housing or any other mitigating circumstances) combined with quantitative key areas for assessing tenant capacity, motivation, confidence and emotional readiness. These key quantitative areas include:

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

Transition Services

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

Aftercare Supports

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

Creating a Culture of Moving On

PNHC believes a programmatic reward/incentive structure for Moving On can assist in further promoting a culture of independence and self-sufficiency. The CoC will develop a variety of strategies

to publicize and build interest in Moving On opportunities, including providing trainings on and working with providers to: post fliers in highly visible locations; host community meetings on Moving On; conducting one-on-one outreach to tenants; and encourage Moving On peers to talk about their experiences and engage tenants.

Moving on Timing and Availability

PNHC 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 PNHC 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. PNHC 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. Web Posting of Your CoC's Local Competition Deadline--Advance Public Notice.

1. Screen shot of a website posting that demonstrates NY-522 CoC announced it was accepting project applications and includes the local submission deadline for applicants to submit their applications to the CoC:
 - (a) April 20, 2022 email and website screenshot announcing the **draft** Rank & Review **Renewal Parts 1-2 Tool** is ready for **public comment**
 - (b) May 16, 2022 email and website screenshot announcing the **final** Rank & Review **Renewal Parts 1-2 Tool** is **ready for completion**
 - (c) August 11, 2022 email inviting applicants **to complete** the Rank & Review **Renewal Part 3 Tool** with dates for **interview sessions**
 - (d) August 8, 2022 email and website screenshot announcing the **draft** Rank & Review **New Project Tool, DV Bonus Tool, & CE/HMIS Bonus Tool** are ready for **public comment**
 - (e) August 15, 2022 email and website screenshot announcing the **final** Rank & Review **New Project Tool, DV Bonus Tool, & CE/HMIS Bonus Tool** are **ready for completion**
 - (f) August 26, 2022 email inviting applicants **to complete** the Rank & Review **New Project Questions** with dates for **interview sessions**
 - (g) August 9, 2022 email: Summary 2022 NOFO with Rank and Review Deadlines

1E-1. Web Posting of Your CoC's Local Competition Deadline–Advance Public Notice.

1. Screen shot of a website posting that demonstrates NY-522 announced it was accepting project applications.
 - (a) April 20, 2022 email and website screenshot announcing the **draft** Rank & Review **Renewal Parts 1-2 Tool** is ready for public comment

From: [Samantha Barnaby](#)
To: aashlaw1967@gmail.com; aileenm@nrcil.net; [Aimee Whepley - Jeff Co DSS \(aimee.whepley2@dfa.state.ny.us\)](mailto:Aimee.Whepley2@dfa.state.ny.us); [Altieri, Tara \(DFA\)](#); [Anne Kalamas](#); [Ashley Clifford](#); [Bennett, Dianna L.](#); [Brandon Titus](#); brandontitus@citizenadvocates.net; [Brandy Kirch](#); BTowles@acrhealth.org; [Carol Cheal \(ccheal@snowbelt.org\)](mailto:Carol.Cheal@snowbelt.org); clashbrooks@copps.org; coneil@shsny.com; ctoms@milcinc.org; [David Kunzelman \(David.kunzelman@redcross.org\)](#); [Dawn Cole](#); [Diane Zikowitz](#); dnesci3@mail.naz.edu; [Ed Thomas](#); [Emily Marquart](#); [Erica Bezio](#); [Felicia Dumas](#); fparker@NoCoFamilyHealth.org; igalan@wesoldieron.org; [Irene Parobij](#); Jason.davis2@va.gov; jaylyn@snowbelt.org; jbelknap@childrens-clinic.org; [JCDSS Clerical](#); [Jessica Brooks \(jbrooks@wesoldieron.org\)](#); Jessica.horning@va.gov; jillp@vacjc.com; [Jim Marrow](#); johnw@credocc.com; JVoss@watertown-ny.gov; k.pound79@gmail.com; [Kimberley Lipczynski](#); krichmond@nnychildrenshome.com; [Kristin Post \(Dyce.Manager@dfa.state.ny.us\)](mailto:Kristin.Post (Dyce.Manager@dfa.state.ny.us)); [Laura Obrien](#); [Maureen Corbett \(Maureen.corbett@va.gov\)](mailto:Maureen.Corbett (Maureen.corbett@va.gov)); mbero@ucdevelopment.org; mbourcy@co.jefferson.ny.us; mcean@tlsnny.com; [Meadow McDowell \(mmcdowell@wesoldieron.org\)](#); mgault@capcjc.org; Michelle@neighborsofwatertown.com; mindepli@twcny.rr.com; mimathewson@capcjc.org; MLively@boces.com; mlumbis@watertown-ny.gov; mtaylor@danc.org; mwaterhouse@tlsnny.com; [Paul Montondo](#); [PJ Herne \(pherne@lasnny.org\)](mailto:PJ.Herne (pherne@lasnny.org)); pracette@Lasnny.org; rhernandez2@twcny.rr.com; ross@stjoestreatment.org; [Samantha Barnaby](#); [Sarah Martin](#); saranaclakeyouth@gmail.com; [Seth Buchman](#); [Shari Fawcett](#); [Sherry Wilson](#); smathys@copps.org; stacy.mcneil@use.salvationarmy.org; stationwbvs@rocketmail.com; [Steve Knight](#); steven.waldner@va.gov; [Susan E. Gagnon \(sgagnon@lasnny.org\)](mailto:Susan.E.Gagnon (sgagnon@lasnny.org)); svanbrocklin@whany.org; [Sydney Rainey](#); tbush@stepbystepinc.org; Teresa.Gaffney@dfa.state.ny.us; [Tim Fayette](#); [Tracy Leonard \(Tracyl@credocc.com\)](mailto:Tracy.Leonard (Tracyl@credocc.com)); truetten@co.jefferson.ny.us; [Victoria Esposito \(vesposito@lasnny.org\)](mailto:Victoria.Esposito (vesposito@lasnny.org)); wbrown@wesoldieron.org; [William Robson](#); williamo@nrcil.net
Subject: Public Comment Notification: 2022 CoC Rank and Review Written Process and Tool
Date: Wednesday, April 20, 2022 5:57:00 PM
Attachments: [image001.png](#)

Dear PNHC Members,

The public comment period for the 2022 CoC Rank and Review Written Process and 2022 CoC Rank and Review Tool is now open. Please use the link below to view the documents.

Please send all comments to sbarnaby@caresny.org by COB April 27, 2022.

[NY-522 CoC/Planning](#)

Thank you!


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

Find us on [Facebook](#)

CARES
OF NY, INC.
ENDING HOMELESSNESS




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 DCCoC
- NY 606 RCCoC

Points North Housing Coalition (PNHC)

 [PNHC Home Page](#)

2022 RANK & REVIEW DOCUMENTS

[NY-522 Rank and Review Written Process](#)
Public Comment Period: **April 20, 2022 - April 27, 2022**
Please send all comments to sbarnaby@caresny.org.

2022 RENEWAL PROJECTS

[NY-522 Rank and Review Tool Parts 1-2](#)
Public Comment Period: **April 20, 2022 - April 27, 2022**
Please send all comments to sbarnaby@caresny.org.

View Rank & Review Archives

-  2021 Rank & Review: PNHC
-  2020 Rank & Review: PNHC

1E-1. Web Posting of Your CoC's Local Competition Deadline–Advance Public Notice.

1. Screen shot of a website posting that demonstrates NY-522 announced it was accepting project applications.

(b) May 16, 2022 email and website screenshot announcing the **final** Rank & Review **Renewal Parts 1-2 Tool** is ready for completion

From: [Samantha Barnaby](#)
To: Anne.Kalamas@dfa.state.ny.us; [Carol Cheal](#); "Ed Thomas"; jaylyn@snowbelt.org; LPodkowka@mhajc.org; mcean@tlnny.com; mwaterhouse@tlnny.com
Subject: Released for Completion R&R Tool: Deadline Friday, May 27th
Date: Monday, May 16, 2022 11:18:00 AM
Attachments: [image001.png](#)
[Final Version NY-522 Rank and Review 5-4-2022 04-43-13 PM.pdf](#)
[NY-522 2022 Fillable Form Rank and Review Tool \(Part 12\).pdf](#)

Continuum of Care Applicants,

Please see attached:

- * [Rank and Review Tool](#)
- * Final HMIS Data Attachments

The application is also available on the CARES website: [Rank and Review – 2022 | CARES of NY, Inc. \(caresny.org\)](#)

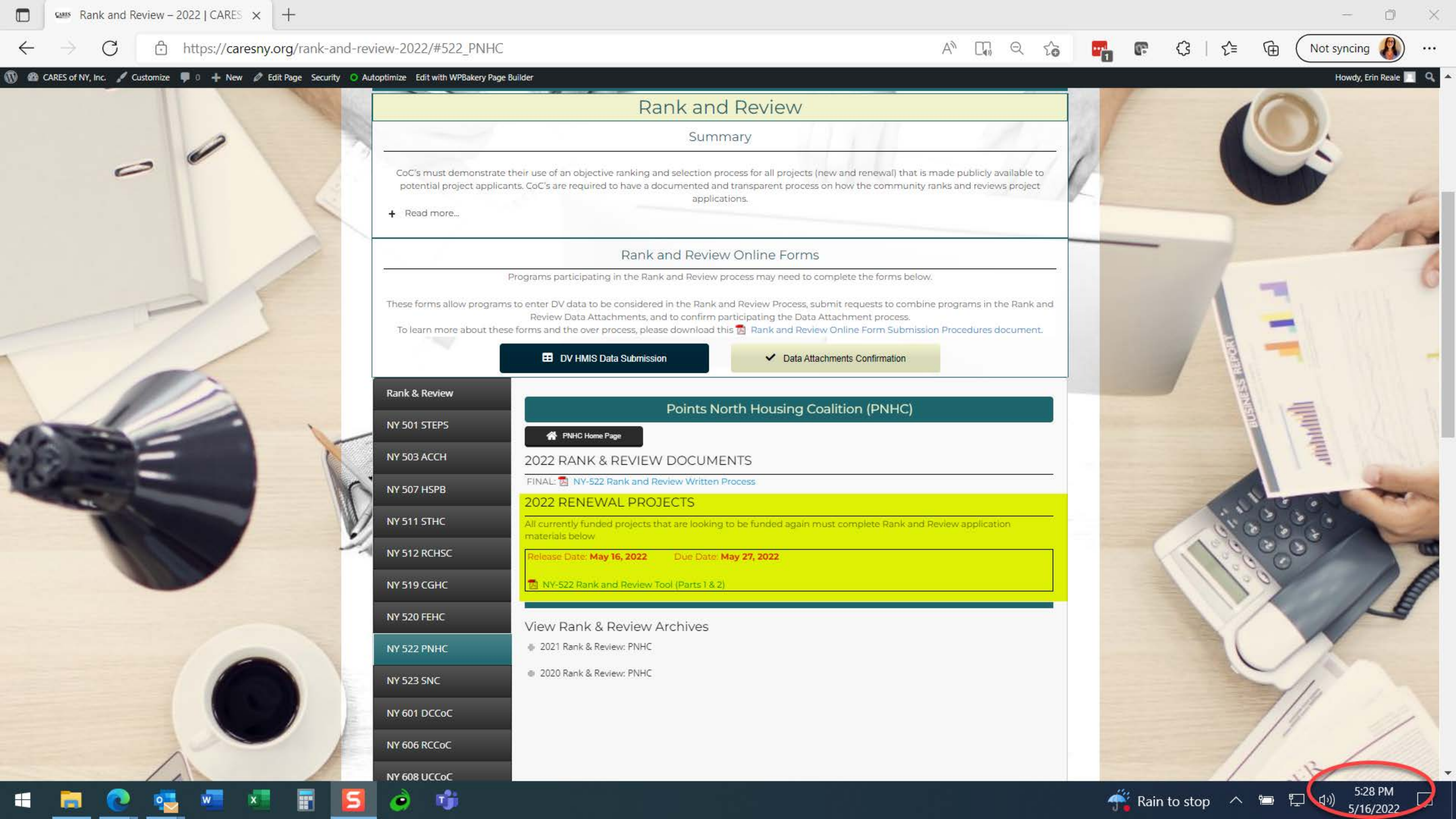
The application must be completed by COB Friday, May 27, 2022, and submitted in one PDF attachment. Please include the Rank and Review completed Tool, and supporting Data Attachments as specified on the tool. Applications should be submitted to sbarnaby@caresny.org using your agency name/project name as the subject line.

Thank you!

Samantha Barnaby
Assistant Director of Planning – CARES of NY, Inc.
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518-489-4130 ext. 709
<http://www.caresny.org>

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Rank and Review

Summary

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

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 DCCoC
- NY 606 RCCoC
- NY 608 UCCoC

Points North Housing Coalition (PNHC)

PNHC Home Page

2022 RANK & REVIEW DOCUMENTS

FINAL: NY-522 Rank and Review Written Process

2022 RENEWAL PROJECTS

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

Release Date: **May 16, 2022** Due Date: **May 27, 2022**

NY-522 Rank and Review Tool (Parts 1 & 2)

View Rank & Review Archives

- 2021 Rank & Review: PNHC
- 2020 Rank & Review: PNHC

1E-1. Web Posting of Your CoC's Local Competition Deadline–Advance Public Notice.

1. Screen shot of a website posting that demonstrates NY-522 announced it was accepting project applications.

(c) August 11, 2022 email inviting applicants **to complete** the Rank & Review **Renewal Part 3 Tool** with dates for **interview sessions**

From: [Samantha Barnaby](#)
To: Anne.Kalamas@dfa.state.ny.us; mwaterhouse@tlnny.com; [Ashley Wilson](#); jaylyn@snowbelt.org
Subject: PNHC Renewal Interview Questions
Date: Thursday, August 11, 2022 12:09:00 PM
Attachments: [image004.png](#)
[2022 R&R Interview Questions Renewal Projects Only.docx](#)

Good Afternoon

Thank you for signing up for a renewal interview for PNHC on August 30th. You should have received an email and calendar invite to confirm your time, and you can access the link to your interview directly in the calendar invite. Interviews will take place via Microsoft Teams.

Attached to this email are the interview questions for 2022 including suggestions on how to prepare for your interview. These questions were created as a direct response to HUD priorities outlined in the 2022 NOFO and allow for up to 4 total points, as well as additional points on the Rank and Review Part 1 & 2 Tool. Please review the questions and come prepared to address these questions during your interview.

Note that you can only receive 1 pt. for answering Question 1 or 2.

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

Thanks

Samantha Barnaby
Assistant Director of Planning – CARES of NY, Inc.
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Find us on [Facebook](#)



1E-1. Web Posting of Your CoC's Local Competition Deadline–Advance Public Notice.

1. Screen shot of a website posting that demonstrates NY-522 announced it was accepting project applications.

(d) August 8, 2022 email and website screenshot announcing the **draft** Rank & Review **New Project Tool, DV Bonus Tool, & CE/HMIS Bonus Tool** are ready for **public comment**

From: [Samantha Barnaby](#)
To: aashlaw1967@gmail.com; aileenm@nrcil.net; [Aimee Whepley - Jeff Co DSS \(aimee.whepley2@dfa.state.ny.us\)](mailto:Aimee.Whepley2@dfa.state.ny.us); [Altieri, Tara \(DFA\)](#); [Anne Kalamas](#); [Ashley Clifford](#); [Bennett, Dianna L.](#); [Brandon Titus](#); brandontitus@citizenadvocates.net; [Brandy Kirch](mailto:Brandy.Kirch@acrhealth.org); BTowles@acrhealth.org; [Carol Cheal \(ccheal@snowbelt.org\)](mailto:Carol.Cheal@snowbelt.org); [Cher Van Brocklin](mailto:Cher.Van.Brocklin@lcopps.org); clashbrooks@lcopps.org; coneil@shsny.com; ctoms@milcinc.org; [David Kunzelman \(David.kunzelman@redcross.org\)](mailto:David.Kunzelman@redcross.org); [Dawn Cole - Watertown Urban Mission \(dawn.cole@unitedway-nny.org\)](mailto:Dawn.Cole@unitedway-nny.org); [Diane Zikowitz](mailto:Diane.Zikowitz@dnesci3@mail.naz.edu); dnesci3@mail.naz.edu; [Ed Thomas](#); [Emily Marquart](#); [Erica Bezio](#); [Felicia Dumas](#); fparker@NoCoFamilyHealth.org; igalan@wesoldieron.org; [Irene Parobii](#); Jason.davis2@va.gov; jaylyn@snowbelt.org; jbelknap@childrens-clinic.org; [JCDSS Clerical](#); [Jessica Brooks \(jbrooks@wesoldieron.org\)](mailto:Jessica.Brooks@wesoldieron.org); Jessica.horning@va.gov; jillp@vacjc.com; [Jim Marrow](#); johnw@credocc.com; JVoss@watertown-ny.gov; k.pound79@gmail.com; [Kimberley Lipczynski](#); krichmond@nnychildrenshome.com; [Kristin Post \(Dvce.Manager@dfa.state.ny.us\)](#); [Laura Obrien](mailto:Laura.Obrien@maureen.corbett@va.gov); [Maureen Corbett \(Maureen.corbett@va.gov\)](mailto:Maureen.Corbett@maureen.corbett@va.gov); mberoy@ucdevelopment.org; mbourcy@co.jefferson.ny.us; mcean@tlnsny.com; [Meadow McDowell \(mmcdowell@wesoldieron.org\)](mailto:Meadow.McDowell@wesoldieron.org); mgault@capcjc.org; Michelle@neighborsofwatertown.com; mindepli@twcny.rr.com; mjmathewson@capcjc.org; MLively@boces.com; mlumbis@watertown-ny.gov; mrobare@whany.org; mtaylor@danc.org; mwaterhouse@tlnsny.com; [Paul Montondo](#); [PJ Herne \(pherne@lasny.org\)](mailto:PJ.Herne@pherne@lasny.org); pracette@lasny.org; rhernandez2@twcny.rr.com; ross@stjoestreatment.org; [Samantha Barnaby](#); [Sarah Martin](#); [Sarah Yerdon](#); saranaclakeyouth@gmail.com; [Seth Buchman](#); [Shari Fawcett](#); [Sherry Wilson](#); smathys@lcopps.org; stacy.mcneil@use.salvationarmy.org; stationwbv@rocketmail.com; [Steve Knight](#); steven.waldner@va.gov; [Susan E. Gagnon \(sgagnon@lasny.org\)](mailto:Susan.E.Gagnon@sgagnon@lasny.org); svanbrocklin@whany.org; [Sydney Rainey \(tbush@stepbystepinc.org\)](mailto:Sydney.Rainey@tbush@stepbystepinc.org); [Teresa Gaffney \(Teresa.Gaffney@dfa.state.ny.us\)](mailto:Teresa.Gaffney@dfa.state.ny.us); [Tim Fayette \(Tracy Leonard \(TracyL@credocc.com\)\)](mailto:Tim.Fayette@tracyleonard@credocc.com); truetten@co.jefferson.ny.us; [Victoria Esposito \(vesposito@lasny.org\)](mailto:Victoria.Esposito@vesposito@lasny.org); wbrown@wesoldieron.org; [William Robson](#); williamo@nrcil.net

Subject: Public Comment Notification: 2022 CoC Rank and Review Bonus Tools
Date: Monday, August 8, 2022 8:41:00 AM
Attachments: [image001.png](#)

Dear PNHC Members,

The public comment period for the 2022 CoC Rank and Review New Bonus, CE/HMIS Bonus and DV Bonus tools is now open. Please use the link below to view the documents.

Please send all comments to sbarnaby@caresny.org by COB August 12, 2022.

[NY-522 CoC/Planning](#)

Thank you!

Samantha Barnaby
Assistant Director of Planning – CARES of NY, Inc.
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<http://www.caresny.org>

Find us on [Facebook](#)



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[DV HMIS Data Submission](#)

[Data Attachments Confirmation](#)

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

Points North Housing Coalition (PNHC)

[PNHC Home Page](#)

2022 RANK & REVIEW DOCUMENTS

FINAL: [NY-522 Rank and Review Written Process](#)

2022 RENEWAL PROJECTS

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

FINAL: [NY-522 Rank and Review Tool \(Parts 1 & 2\)](#)

2022 NEW PROJECTS

DRAFT: [NY-522 CE-HMIS Bonus RFP](#)

DRAFT: [NY-522 DV Bonus RFP](#)

DRAFT: [NY-522 New Bonus Project RFP](#)

Public Comment Period: **August 8, 2022 - August 12, 2022**

Please send all comments to SBarnaby@caresny.org

View Rank & Review Archives

[2021 Rank & Review: PNHC](#)

[2020 Rank & Review: PNHC](#)

CoC Public Postings

1E-1. Web Posting of Your CoC's Local Competition Deadline–Advance Public Notice.

1. Screen shot of a website posting that demonstrates NY-522 announced it was accepting project applications.

(e) August 15, 2022 email and website screenshot announcing the **final** Rank & Review **New Project Tool, DV Bonus Tool, & CE/HMIS Bonus Tool** are **ready for completion**

Samantha Barnaby

From: Samantha Barnaby
Sent: Monday, August 15, 2022 11:13 AM
To: aashlaw1967@gmail.com; aileenm@nrcil.net; Aimee Whelpley - Jeff Co DSS (aimee.whelpley2@dfa.state.ny.us); Altieri, Tara (DFA); Anne Kalamas; Ashley Clifford; Ashley Wilson; Bennett, Dianna L.; Brandon Titus; brandontitus@citizenadvocates.net; Brandy Kirch; BTowles@acrhealth.org; Carol Cheal (ccheal@snowbelt.org); Cher Van Brocklin; clashbrooks@lcopps.org; coneil@shsny.com; ctoms@milcinc.org; David Kunzelman (David.kunzelman@redcross.org); Dawn Cole - Watertown Urban Mission (dawn.cole@unitedway-nny.org); Diane Zikowitz; dnesci3@mail.naz.edu; Ed Thomas; Emily Marquart; Erica Bezio; Felicia Dumas; fparker@NoCoFamilyHealth.org; igalan@wesoldieron.org; Irene Parobii; Jason.davis2@va.gov; jaylyn@snowbelt.org; jbelknap@childrens-clinic.org; JCDSS Clerical; Jessica Brooks (jbrooks@wesoldieron.org); Jessica.horning@va.gov; jillp@vacjc.com; Jim Marrow; johnw@credocc.com; JVoss@watertown-ny.gov; k.pound79@gmail.com; Kimberley Lipczynski; krichmond@nnychildrenshome.com; Kristin Post (Dvce.Manager@dfa.state.ny.us); Laura O'Brien; Maureen Corbett (Maureen.corbett@va.gov); mbero@ucdevelopment.org; mbourcy@co.jefferson.ny.us; mcean@tlsnny.com; mgault@capcjc.org; Michelle@neighborsofwatertown.com; mindepli@twcnny.rr.com; mjmathewson@capcjc.org; MLively@boces.com; mlumbis@watertown-ny.gov; mrobare@whany.org; mtaylor@danc.org; mwaterhouse@tlsnny.com; Paul Montondo; PJ Herne (pherne@lasnny.org); pracette@Lasnny.org; rhernandez2@twcnny.rr.com; rross@stjoestreatment.org; Samantha Barnaby; Sarah Martin; Sarah Yerdon; saranaclakeyouth@gmail.com; Seth Buchman; Shari Fawcett; Sherry Wilson; smathys@lcopps.org; stacy.mcneil@use.salvationarmy.org; stationwbvs@rocketmail.com; Steve Knight; steven.waldner@va.gov; Susan E. Gagnon (sgagnon@lasnny.org); Sydney Rainey; tbush@stepbystepinc.org; Teresa.Gaffney@dfa.state.ny.us; Tim Fayette; Tracy Leonard (Tracyl@credocc.com); truetten@co.jefferson.ny.us; Victoria Esposito (vesposito@lasnny.org); wbrown@wesoldieron.org; William Robson; williamo@nrcil.net
Subject: Released for Completion New, CE/HMIS, DV Bonus Tools: Deadline Monday, August 22nd
Attachments: NY-522 2022 NEW BONUS PROJECT RFP-Fillable.pdf; NY-522 2022 DV Bonus RFP-Fillable.pdf; NY-522 2022 CE-HMIS Bonus RFP-Fillable.pdf

Dear Continuum of Care Stakeholders,

The attached Rank & Review Bonus Applications are available for completion:

- Fillable New Bonus Tool
- Fillable DV Bonus Tool
- Fillable CE & HMIS Bonus Tool

These applications are also available on the CARES website: https://caresny.org/nofo-2022/#522_PNHC. You do not have to be currently CoC funded to apply. Bonus projects submitted will go through the CoC's Rank & Review process and those that score high enough will be submitted to HUD for consideration as part of a competitive process (*Please note: being selected through the Rank & Review process is not an indication for funding*). Below is the funding amount available to apply for.

2022 Funding Snapshot

Community	ARD	Tier 1	Tier 2* (5% ARD + CoC Bonus)	
NY-522 Points North	\$1,545,386	\$1,468,117	\$154,538	

The applications must be completed by COB Monday, August 22, 2022 and submitted with attachments in one PDF per project. Please include the Rank and Review completed Tool and supporting attachments as specified on the tool. Applications should be submitted to sbarnaby@caresny.org using your agency name/project name as the subject line.

CARES is also hosting a webinar for New Projects TOMORROW August 16th at 3:00 PM.

Before you submit this application, ensure that all the below documents are submitted in one PDF attachment with your application:

- An anti-discrimination policy if your agency has one

Thanks

Samantha Barnaby
Assistant Director of Planning – CARES of NY, Inc.
200 Henry Johnson Blvd., Albany, NY 12210
518-489-4130 ext. 709
<http://www.caresny.org>
Find us on [Facebook](#)



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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 DCCoC
- NY 606 RCCoC
- NY 608 UCCoC

Points North Housing Coalition (PNHC)

PNHC Home Page

2022 RANK & REVIEW DOCUMENTS

FINAL: [NY-522 Rank and Review Written Process](#)

2022 RENEWAL PROJECTS

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

FINAL: [NY-522 Rank and Review Tool \(Parts 1 & 2\)](#)

2022 NEW PROJECTS

FINAL: [NY-522 CE-HMIS Bonus Tool](#)

FINAL: [NY-522 DV Bonus Tool](#)

FINAL: [NY-522 New Bonus Project Tool](#)

Release Date: **August 15, 2022** Due Date: **August 22, 2022**

Please send all completed documents to SBarnaby@caresny.org

View Rank & Review Archives

+ 2021 Rank & Review: PNHC

+ 2020 Rank & Review: PNHC

CoC Public Postings

1E-1. Web Posting of Your CoC's Local Competition Deadline–Advance Public Notice.

1. Screen shot of a website posting that demonstrates NY-522 announced it was accepting project applications.

(f) August 26, 2022 email inviting applicants **to complete** the Rank & Review **New Project Questions** with dates for **interview sessions**

From: [Samantha Barnaby](#)
To: Anne.Kalamas@dfa.state.ny.us
Subject: PNHC New/Bonus Interview Questions
Date: Friday, August 26, 2022 12:09:00 PM
Attachments: [image004.png](#)
[2022-Bonus Application Interview Questions.docx](#)

Good afternoon,

Thank you for signing up for a new/bonus interview for PNHC on August 30th. You should have received an email and calendar invite to confirm your time, and you can access the link to your interview directly in the calendar invite. Interviews will take place via Microsoft Teams.

Attached to this email are the interview questions for 2022 including suggestions on how to prepare for your interview. These questions were created as a direct response to HUD priorities outlined in the 2022 NOFO and allow for up to 3 total points, as well as additional points on the new/bonus application Tool. Please review the questions and come prepared to address these questions during your interview.

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

Thanks

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

Find us on [Facebook](#)



1E-1. Web Posting of Your CoC's Local Competition Deadline–Advance Public Notice.

1. Screen shot of a website posting that demonstrates NY-522 announced it was accepting project applications.

(g) August 9, 2022 email: Summary 2022 NOFO with Rank and Review Deadlines

From: CARES Planning Team
To: aashlaw1967@gmail.com; aileenm@nrcil.net; Aimee Whelpley - Jeff Co DSS (aimee.whelpley2@dfa.state.ny.us); Altieri, Tara (DFA); Anne Kalamas; Ashley Clifford; Ashley Wilson; Bennett, Dianna L.; Brandon Titus; brandontitus@citizenadvocates.net; Brandy Kirch; BTowles@acrhealth.org; Carol Cheal (ccheal@snowbelt.org); Cher Van Brocklin; clashbrooks@lcopps.org; coneil@shsny.com; ctoms@milcinc.org; David Kunzelman (David.kunzelman@redcross.org); Dawn Cole - Watertown Urban Mission (dawn.cole@unitedway-nny.org); Diane Zikowitz; dnesci3@mail.naz.edu; Ed Thomas; Emily Marquart; Erica Bezio; Felicia Dumas; fparker@NoCoFamilyHealth.org; igalan@wesoldieron.org; irene Parobii; Jason.davis2@va.gov; jaylyn@snowbelt.org; jbelknap@childrens-clinic.org; JCDSS Clerical; Jessica Brooks (jbrooks@wesoldieron.org); Jessica.horning@va.gov; jillp@vacjc.com; Jim Marrow; johnw@credocc.com; JVoss@watertown-ny.gov; k.pound79@gmail.com; Kimberley Lipczynski; krichmond@nnychildrenshome.com; Kristin Post (Dvce.Manager@dfa.state.ny.us); Laura Obrien; Maureen Corbett (Maureen.corbett@va.gov); mbero@ucdevelopment.org; mbourcy@co.jefferson.ny.us; mcean@tlsnny.com; Meadow McDowell (mmcdowell@wesoldieron.org); mgault@capcjc.org; Michelle@neighborsofwatertown.com; Mike Robare; mindepli@twcny.rr.com; mjmathewson@capcjc.org; MLively@boces.com; mlumbis@watertown-ny.gov; mtaylor@danc.org; mwaterhouse@tlsnny.com; Paul Montondo; PJ Herne (pherne@lasnny.org); pracetie@lasnny.org; rhernandez2@twcny.rr.com; ross@stjoestreatment.org; Sarah Martin; Sarah Yerdon; saranalakeyouth@gmail.com; Seth Buchman; Shari Fawcett; Sherry Wilson; smathys@lcopps.org; stacy.mcneil@use.salvationarmy.org; stationwbvs@rocketmail.com; Steve Knight; steven.waldner@va.gov; Susan E. Gagnon (sgagnon@lasnny.org); Sydney Rainey; tbush@stepbystepinc.org; Teresa.Gaffney@dfa.state.ny.us; Tim Fayette; Tracy Leonard (Tracyl@credocc.com); truetten@co.jefferson.ny.us; Victoria Esposito (vesposito@lasnny.org); wbrown@wesoldieron.org; williamo@nrcil.net
Cc: Nancy Harrington; Michelle Sandoz-Dennis; Denise Brodt; Kelsey Addy; William Robson; Megan Dolan; Amy Lacey; Erin Reale; Genesis Mattey; Kathy Germain; Maureen Van Deusen; Samantha Barnaby; Haleigh Schmidhamer
Subject: NY-522/PNHC CoC: Important FY22 CoC Application Information & Dates
Date: Tuesday, August 9, 2022 11:58:00 AM
Attachments: image001.png
image002.png

Good Morning, **Points North Housing Coalition** Members,

As noted last week, the FY22 Continuum of Care Notice of Funding Opportunities is now available [here](#) and due September 30th, 2022. This email details available resources, the FY22 Competition Submission Timeline, and a NOFO Summary. Please note, the CoC Application and Project Applications are not yet available in [Esnaps](#) for completion. Additionally, HUD has not yet released the CoC's Annual Renewal Demand, CoC Bonus, or DV Bonus amounts. CARES will alert you when Esnaps is open and the available amount of funds is announced.

Please also be aware, this year HUD has an extremely truncated timeline for submitting the CoC Application. We appreciate in advance your attention to requests for votes and deadlines.

This application is separate from the CoC Supplemental NOFO; for more information on the Supplemental, contact [Michelle Sandoz-Dennis](#).

[Available Resources](#)

CARES' website is a resource for the Notice of Funding Opportunity (NOFO) and Rank and Review information and deadlines. Below are links to important information.

- [Rank and Review timeline/deadlines](#)
- [Esnaps Project Submission Application timeline/deadlines](#)
- [NOFO summary](#)
- [CARES' Webinars](#)
- [HUD available resources](#)

Please be sure to visit these links throughout the FY22 NOFO process for important updates.

Webinars

In order to provide an in-depth summary of the NOFO and to provide technical assistance to agencies applying for funds, CARES will produce the following webinar series:

1. NOFO Summary: HUD Priorities and the Consolidated Application
2. New Project Application: Bonus Project and Reallocation Information
3. Domestic Violence Bonus
4. Opportunities for Renewing Projects: Consolidation and Transition
5. E-Snaps Refresher – Setting-Up a Renewal Project
6. E-Snaps Refresher – Setting-Up a New Project

These webinars will be available on or by end of business August 12th. To access the page these are posted on, click [here](#).

FY22 CoC Consolidated Application

The FY22 CoC Consolidated Application is made up of three parts:

1. CoC Application: In the community portion of the application, the Collaborative Applicant responds to narrative questions and provides attached documents to describe the CoC planning body, governance structure, overall performance, and the strategic planning process. This part of the application is scored and will determine the order in which CoCs are funded. **Please note:** once the CoC Application is available in Esnaps, CARES will post a blank copy to our website for your information. CARES estimates beginning to publicly post drafts of the application on our website by September 9th, and will accept comments through September 23rd. Please check [the public posting section](#) of CARES' NOFO website for updates.
2. Project Application: Project applications must be completed in Esnaps by applicants for all renewal, new, CoC Planning, and UFA costs, and include a description of the project, proposed budget, and required attachments.
3. CoC Priority Listing: The CoC Priority Listing ranks project applications (including reallocated, CoC Bonus, DV Bonus, and renewal applications) in order of priority based on the Rank and Review scoring outcomes.

-

FY22 CoC Project Application Submission Timeline

Renewal and New Project Applications (which include applications for projects requesting reallocated, Bonus, and/or DV Bonus funding) must be submitted both through the local CoC Rank and Review Process **AND** through Esnaps – as a UFA, CARES enters project applications into Esnaps on your behalf. Please note, acceptance of a project application through the Rank and Review Process is no guarantee this project will be funded by HUD (particularly for New Project Applications, which are highly competitive nationally).

Rank & Review Project Submission Timeline

Renewal Applications:

- Completed: Rank and Review Part I & II
- Anticipated August 30th: Rank and Review Interview (Part III) dates.

New Applications:

- August 15th: Rank and Review New Project Application RFP and DV Bonus Application released.
- August 22nd: Rank and Review New Project Application RFP and DV Bonus Application due to CARES (please send to [Samantha Barnaby](#)).
- Anticipated August 30th: New Project Interviews.

Esnaps Project Submission Timeline

- As UFA, CARES completes all project applications in Esnaps on the subrecipients' behalf.
- On or before August 22nd: renewal project applications will be sent to subrecipients for review, ensuring accuracy.
- August 26th: any final edits to renewal project applications in Esnaps are due to CARES.
- August 31st: new project applications will be sent to subrecipients for review, ensuring accuracy.
- September 7th: any final edits to new project applications in Esnaps are due to CARES.

Important Note About SAM & UEI for currently funded CoC Agencies:

Registration with the federal System for Award Management (SAM) is required for submission of applications in Esnaps. For more information, visit <https://www.sam.gov/SAM>. Applicants must provide a valid Unique Entity Identifier (UEI), registered and active on the SAM website, in the project application. Applicants not registered with SAM or that do not have a valid UEI will be deemed ineligible. If you have not already done so, please provide your agency's SAM UEI [here](#) so CARES can report it in your Esnaps Project Applications.

-

FY22 New Project Information Session

A 2022 CoC Funding Opportunity for New Projects – Information Session will be held for UFA CoCs Tuesday, August 16th at 3:00pm. During this information session we will review CoC funding basics, provide an overview of CoC Bonus and DV Bonus funding opportunities, and discuss how to apply.

-

FY22 Notice of Funding Opportunity (NOFO) Summary

Approximately \$2.7 billion is available through the FY 2022 CoC Program Competition. This funding serves to:

1. Promote a community-wide commitment to end homelessness
2. Provide funding to non-profits, states, and local governments
3. Promote access to and effective utilization of mainstream resources to optimize self-sufficiency

The following are HUD policy priorities emphasized for FY 2022. Those bolded are new policy priorities this year.

1. Ending homelessness for all persons

2. Using a Housing First Approach
3. Reducing Unsheltered Homelessness
4. Improving System Performance*
5. Partnering with Housing, Health, and Service Agencies
6. Taking Action to Increase Racial Equity
7. Improving Assistance to LGBTQ+ Individuals
8. Including Persons with Lived Experience in Planning and Funding Decision Making
9. Advocating to Increase Affordable Housing

Please note, in FY21 HUD recognized the effects of COVID-19 on CoC performance and data quality and reduced the points available for rating factors related to system performance. This FY22 CoC NOFO significantly increases the points available for system performance rating factors (from 23 points in FY21 to 59 points in FY22).

There have been some additional important changes in the FY22 NOFO:

1. Tribal Organizations and Areas: Tribal Organizations and Tribal Designated Entities are eligible to apply for CoC funds; new this year if applied for through CoC registration, Tribal Areas are eligible to be added to the geographic area of a CoC.
2. Increased emphasis on CoC evaluation of racial disparities: HUD has increased the number of points related to whether CoCs and homeless providers have identified barriers that lead to racial disparities, have taken steps to eliminate those barriers to improve racial equity, and have implemented measures to evaluate the efficacy of the steps taken. Points will be awarded to CoCs that promote racial equity through the local CoC Rank & Review competition.
3. Increased emphasis on addressing the needs of LGBTQ+ individuals: HUD has placed greater emphasis on CoCs implementing and training their providers on the CoC-wide anti-discrimination policies that ensure LGBTQ+ individuals and families receive necessary services, shelter, and housing free from discrimination. Additional points have been added for CoCs that have updated their CoC-wide antidiscrimination policies with stakeholder feedback.
4. Addressing COVID-19: In FY2022 HUD is asking CoCs to demonstrate how they will build on partnerships that have increased the safety of persons experiencing homelessness from contracting COVID-19. Expanded partnerships should specifically ensure the community is prepared to prevent and respond to future infectious disease outbreaks amongst people experiencing homelessness.
5. Partnering with victim service providers: HUD added scoring factors based on CoC's demonstration of collaborating with victim service providers and projects' plans to include survivors with lived experience in policy and program development.
6. Advocating for affordable housing: HUD added a rating factor that awards points to CoCs that engage local leaders about increasing affordable housing supply.

A brief summary of important topics from the NOFO are below.

- **Tiering:** HUD requires CoCs to tier projects (excluding Planning and UFA Projects).
 - Tier 1 is equal to 95 percent of the CoC's Annual Renewal Demand (ARD).
 - Tier 2 is the difference between Tier 1 and the maximum amount of renewal,

reallocation, and CoC Bonus funds the CoC can apply for.

- Bonus funding is available to apply for in the amount of 5% of the CoC Final Pro Rata Need (FPRN).
- DV Bonus funding is available to apply for in the amount of 10% of the Preliminary Pro Rata Need (PPRN) (not to be less than \$50,000). Please note, this is a decrease from 15% in FY21.

As a note: The DV Bonus is included within tiering. If a project application designated as DV Bonus is conditionally selected by HUD with DV Bonus funds, HUD will remove the ranked DV Bonus project from the New Project Listing and all other project applications ranked below the DV Bonus project will slide up one rank position

- Bonus and Reallocated funding: Bonus and Reallocated funding is available for the below eligible project types.
 - Permanent Supportive Housing that is Dedicated PLUS (see page 22) OR has 100% of beds dedicated to persons experiencing chronic homelessness.
 - Rapid Rehousing
 - Joint Transitional Housing-Rapid Rehousing
 - HMIS (or a comparable DV Database)
 - Support Service Only – Coordinated Entry

The amount of funding to create new projects through reallocation will depend on the amount of current project funds returned to the CoC. HUD highly recommends CoCs pursue reallocation to ensure CoC-funded projects are addressing the most pressing community needs, are high performing, and are not returning funds to HUD. For more information regarding reallocation, please review the [Rank and Review Process](#).

- DV Bonus: Again this year an additional bonus opportunity is available for projects to serve survivors of domestic violence, dating violence, sexual assault, and stalking that are homeless. \$52 million (a reduction from \$102 million in FY21) is available nationwide. Below are the eligible project types.
 - Rapid Rehousing (RRH)
 - Joint Transitional Housing-Rapid Rehousing (TH-RRH)
 - Support Service Only – Coordinated Entry (SSO-CE)

A CoC can only submit one project application for an SSO-CE project. However, a CoC may apply for any number of RRH and Joint TH-RRH projects provided that each application is for at least \$50,000. A CoC may also apply to expand an existing renewal project, including one that was previously funded with DV Bonus funding.

- Expansion Grants: Again this year, HUD is allowing renewal project applicants to submit a new project application to expand its current operations by adding units, beds, persons served, services provided, or an increase in HMIS activities. Expansion grants can utilize Bonus Funding, reallocation dollars or DV Bonus Funding, assuming the expansion will serve

survivors of domestic violence, dating violence, sexual assault, and stalking.

- Transition Grants and Consolidated Projects: Again this year, HUD is allowing for Transition Grants and Consolidated Projects. A Transition Grant is a grant that allows agencies to change component types. Consolidated Projects combine projects that are operated by the same agency and for the same project component type. Click [here](#) for a more complete summary on CARES' website.

CARES looks forward to working with you to ensure another year of successful CoC funding. If you have any questions about what is detailed in the NOFO, please feel free to reach out to me directly.

Kelsey Addy, MPA

Pronouns: She/Her/Hers

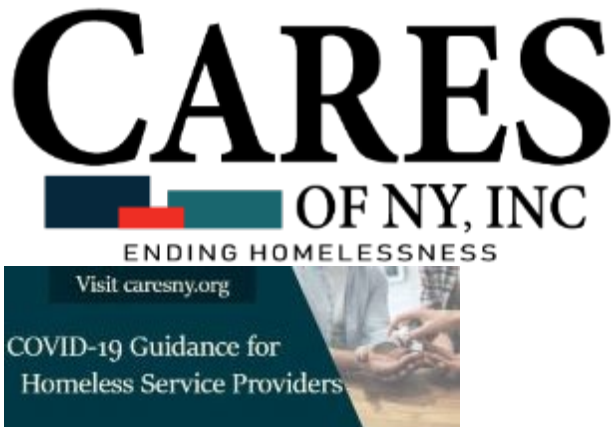
Director of Planning – CARES of NY, Inc.

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

This attachment details the Rank & Review process for NY-522 as noted in their Written Process. Blank tools have been attached for the Renewal, New, Bonus/DV, and Bonus CE/HMIS Applications.

1. **Scoring tool used in NY-522's local competition to score new and renewal applications - for all project application types.**
 - (a) NY-522's Rank and Review Written Process
 - (b) Blank Renewal Application Tool
 - (c) Blank New Project Application Tool
 - (d) Blank Bonus/DV Application Tool
 - (e) Blank Bonus CE/HMIS Application Tool
 - (f) Ranking and Tiering
 - This document showcases the actual points awarded for each project
 - (g) Objective Criteria, System Performance Criteria, and Considerations for Projects that Serve Clients with Severe Barriers to Housing & Services Chart
 - This document showcases:
 - **objective criteria** for the project applications
 - **system performance** criteria for the project applications
 - the available points for projects that address **severe barriers to housing and services**
 - (h) System Performance Data Attachment
 - This document is an attachment to the Rank and Review Renewal Application Tool and provides applicants with data to answer the tool's data-based questions.
 - This document showcases data used from comparable databases to score projects submitted by victim service providers

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

1. Scoring tool used in NY-522 local competition to score new and renewal application and for all project application types.

(a) NY-522's Rank and Review Written Process

POINTS NORTH HOUSING COALITION: 2022 RANK AND REVIEW PROCESS

Background

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

In the 2021 NOFA, the Points North CoC received \$1,632,464 from HUD to support ten projects for homeless individuals and families, one coordinated entry project, one HMIS, one UFA planning project and one CoC planning project. HUD awards homeless assistance grants through an annual application process known as the CoC Program Competition.

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

In the Points North Housing Coalition (PNHC), the NOFA Operations Committee is charged with overseeing the Rank and Review process. As described in the PNHC Bylaws, the Operations Committee is responsible for "the design, operation, and implementation of a collaborative process for the development of funding applications, including funding priorities, and the number and type of applications." Each year the Operations Committee reviews the Rank & Review Written Process and Application Tools and makes any changes necessary to reflect changing priorities. The Operations Committee is also responsible for establishing a Review Team for the Rank and Review Application. The Written Process and Application Tools (Renewal and New/Bonus) are posted for public comment and are then reviewed and approved by the Board and shared with Membership.

CoC Transparency

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

FY 2022 Rank and Review Application

The PNHC emphasizes the importance and impact of the Rank & Review Application as the primary basis for determining the Project Listing submitted as part of the CoC Consolidated Application. The Rank and Review Application is revised thoughtfully 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 and Review Renewal Application

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

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

Project Participation

Each Renewal project completes a Rank & Review Application. The 2022 Rank & Review Renewal Application process will occur in three (3) parts, 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.

* Please Note: Coordinated Entry, Planning, and HMIS projects are not required to fill out a renewal application.

*Renewal projects should have one federal fiscal years' worth of data (10/1-9/30) so should be in operation for one full federal fiscal year.

- **Part 1** focuses on project and system outcomes, using project data entered in HMIS and objective questions to "rate" projects. The HMIS data used in Part 1 is from the

previous HUD Fiscal Year (Oct 1 - Sep 30). This HMIS data used in Part 1 has been cleaned and reviewed for data quality errors when submitted to HUD for the Longitudinal Systems Analysis (LSA) report. Agencies must confirm Part 1 Data Attachment accuracy within five business days of receipt. During the Part 1/Data Training Session, agencies will be instructed on how to confirm the accuracy of the Data Attachment values.

If errors are identified on the Data Attachment, the agency must submit the Data Correction Form on the CARES Website. CARES staff will review the Data Correction Form submission to determine if the requested change is a calculation error. If the request is a calculation error, CARES staff will correct the error and resubmit the Data Attachments for the agency's review. After receiving the corrected Data Attachments, agency staff will review the changes and if no additional errors are identified, then agency staff will submit the Data Confirmation Form on the CARES website. If the request for Data Correction Form is determined to not be a calculation error, CARES staff will notify the agency of the decision and request the agency to submit the Data Confirmation Form.

If no errors are identified on the Data Attachment, the agency will submit the Data Confirmation Form on the CARES website. If an agency does not submit a Data Correction Form or Data Confirmation Form after five business days following the Part 1/Data Training Session, then the data will be considered accurate and confirmed

- Part 2 focuses on qualitative project and system outcome data; allowing staff to explain unique circumstances that affect project performance and answer questions to local priorities. After submission, each agency/project is assigned an interview time with the Review Team.
- Part 3 of the Rank & Review Process includes project interviews with the Review Team. After release of the NOFA, the Operations Committee will draft questions based on specific criteria mentioned within the NOFA Application to be asked during project interviews. Projects will receive these questions prior to the interview and may provide the Review Team with written answers prior to the interview. Interviews may assist the reviewers in awarding additional points for Parts 1 and 2 up to the maximum amount of points available for each question

New Projects

New projects are created through bonus funds or reallocated funds. A separate RFP will be completed for new projects. If, additional money becomes available through reallocation after the ranking process, 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. New project applications are required to interview with the review team. Interview questions will include specific criteria included in the NOFA. New project applications will be ranked, approved by the Board and presented to Membership. The community's goal is to apply for the maximum amount of available funds. The same appeals process that applies to renewal applications also applies to bonus project applications.

Bonus Projects

Each year, there may be bonus funds available. The CoC is permitted to apply for bonus projects, which will compete nationally against other bonus projects on a HUD scoring system set forth in the NOFA. HUD will notify the Continuums regarding the criteria for bonus funds. The bonus project will complement and fill an unmet need. The application for a bonus project is a separate RFP. Bonus project applications are required to interview with the Review Team. Interview questions will include specific criteria included in the NOFA. The reviewers will score and rank the bonus projects. After the bonus projects are ranked, ranking is sent to the Board for approval and shared with membership. Bonus projects will be chosen with the goal of applying for all available funds. The same appeals process that applies to renewal applications also applies to bonus project applications.

Reallocation

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

Projects that can be flagged for reallocation consideration include those that have displayed: inadequate financial management, a history of expending funds on ineligible activities, a lack of full expenditure of funds, and consistent low scores during the Rank and Review process (under 140). Additionally, funds from any project not participating in Coordinated Entry, not participating in the Point-In-Time, not participating in HMIS, or operated by an agency that is not a member in good standing of the PNHC may be

considered for reallocation. Further, agencies may choose to reallocate their project funds. New projects developed through the reallocation of the agency's funds will be prioritized during the ranking process. This prioritization allows that agency to apply for a new project with those reallocated funds. All other proposed projects using reallocated funds will be ranked according to general ranking procedures.

A separate application is required for projects being developed with reallocated funds, and the proposed projects must fill an unmet need, as noted above. Applications for these projects are accepted at the same time that renewal applications are submitted for rank and review. Applications for new projects will be ranked separate from renewal projects, and the final ranking will be presented to the CoC Board for approval and shared with membership.

Review Team

The review team is made up of individuals from the community or neighboring communities who are knowledgeable about the CoC and its providers. Reviewers are objective individuals. The Collaborative Applicant or members of the Operations Committee invite prospective review team members to participate in the CoC's Rank & Review process. Once reviewers have agreed to participate, reviewers are provided a copy of project applications, project addendums and score forms. It is an expectation that all project applications will be reviewed prior to the applicant interviews. A day is scheduled for Rank & Review project interviews and scoring to take place (virtually). Each reviewer must be available for the full extent of the interview process. Once the review team convenes and conducts interviews with each project, the review team scores each application. These scores result in the ranking from highest to lowest points with New/Bonus and Reallocated projects at the bottom. The review team provides any final comments to be shared with projects. It is also expected that the Review Team will remain available after the scoring is complete in the event of an appeal.

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 PNHC Board consider the possibility of reallocation or amendments to the project application/s with said agency.

Project Ranking

Using the CoC approved Rank and Review tool, all projects seeking funding are scored and placed in numerical order, referred to as the “ranking”. Ranking places an applicant in either Tier 1 or Tier 2. 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. Projects projected to fall into Tier 2 are contacted and notified of their ranking and offered the opportunity to go over the project’s scores. The project ranking is then shared with the Operations Committee. Afterwards, the ranking is approved by the Board and shared with Membership.

Debriefings

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

Appeal Process

1. Who May Appeal?

An agency may appeal a decision concerning its project application. If the applicant was a collaboration of agencies, only one joint appeal may be made.

2. What May Be Appealed?

An appeal may not be submitted if the basis of the appeal is one of the following:

- ✓ the applicant did not answer all the questions on the application,
- ✓ the applicant did not submit the application with all required attachments, or
- ✓ the applicant did not submit by the required deadline.

The appeals process applies only to project ranking. There is no appeal for project tiering.

3. Timing of an Appeal

Formal appeals can only be submitted by a project within three business days after a debriefing has been completed. Appeals must be submitted in writing to the Collaborative Applicant (sbarnaby@caresny.org) who will forward them on to the Review Team. The written appeal must consist of a short statement of its appeal, no longer than one page. The written appeal can be in the form of a letter, memo or email.

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 NOFA Committee presents the tiering to the Board for a vote, and then shares it with Membership.

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

1. Scoring tool used in NY-522 local competition to score new and renewal application and for all project application types.

(b) Blank Renewal Application Tool

POINTS NORTH HOUSING COALITION

RANK AND REVIEW APPLICATION 2022

PART 1: DATA-RELATED / OBJECTIVE QUESTIONS

DEADLINE TO SUBMIT:

1. Organization Name: _____

2. Project Name: _____

3. Application Contact Person: _____

4. Project Type: PSH RRH TH

5. **Utilization:** Using the project’s FY20 Program Application and Federal Fiscal Year 2021 (FY21)* APR, complete the chart below to calculate utilization rate (round to the closest whole number). Please attach relevant pages of Application and APR to this application.
MAX 15 pts

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

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

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

5a. Did your project meet its projected number of *either* households and/or persons served** during the year (100% or more utilization)?

Yes 10 pts **No 0 pts**

5b. The Continuum prioritizes projects that best utilize resources. Did your project have a utilization rate of more than 100% in *both* households and persons?

Yes 5 pts **No 0 pts**

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

- 6a. Based upon FY21 APR Q6 is there an error rate of more than 5% in any of the following HMIS elements: PII, Universal Data, Income and Housing Yes No
- 6b. *Timeliness of Data Entry: Based on FY21 APR Q6E:* Do you have any number of *project start records at 11+ days* Yes No

7. Impact on Chronic Homeless: (15 pts. Possible)
Permanent Supportive Housing Programs ONLY

Total points=% system impact*total available pts.

During Federal FY121, the CoC's **PSH projects** served **10** chronically homeless individuals. To show the impact of this project towards goal of ending chronic homelessness, refer to **Attachment 1** to note the following:

- 7a. The total number of chronically homeless persons this project served in Federal FY21: _____ **(0 pts)**
- 7b. Of the total CH served by the CoC, note the % this project served in FY21: ____%

Rapid Rehousing Housing Programs ONLY

During Federal FY21, all federally funded **RRH projects** served **6** chronically homeless individuals. To show the impact of this project towards goal of ending chronic homelessness, refer to **Attachment 1** to note the following:

- 7c. The total number of chronically homeless persons this project served in Federal FY21: _____ **(0 pts)**
- 7d. Of the total CH served by the CoC, note the % this project served in FY21: ____

Transitional Housing Programs: During Federal FY21, the CoC **TH projects** served a total of **1** chronically homeless individuals. Please refer to **Attachment 1** to note the following:

- 7e. The total number of chronically homeless persons this project served in FY21: _____ **(0 pts)**
- 7f. Of the total CH served by the CoC, note the % this project served in FY21: _____

8. SYSTEM PERFORMANCE OUTCOMES: (15 pts. Possible)

Total points=% system impact*total available pts.

8a. Permanent Supportive Housing Projects: During FY21, there were **151** persons with positive outcomes noted across all CoC **PSH** programs. *An outcome is positive for PH if client is a stayer or exited to a PH destination.* To indicate how this project contributed to housing stability across the system, please note the positive housing outcome rate listed in **Attachment 2**: _____%

8b. Rapid Rehousing Projects: During FY21, there were **29** persons with positive outcomes noted across all CoC **RRH** programs. *An outcome is positive for RRH if client exited to a PH destination.* To indicate how this project contributed to housing stability across the system, please note the positive housing outcome rate listed in **Attachment 2**: _____%

8c. Transitional Housing Projects: During FY21, there were **12** persons with positive outcomes noted across all CoC **TH** programs. *An outcome is positive for TH if client exited to a PH destination.* To indicate how this project contributed to housing stability across the system, please note the positive housing outcome rate listed in **Attachment 2**: _____

9. Exits to Homelessness: (15 pts. Possible)

Total points=15 - (% system impact*total available pts.)

To show the impact of this project ending homelessness, refer to **Attachment 3** showing all *project leavers* and note the percentage who exited this project to a shelter or the street. _____%

10. Income Growth: System Impact. (15 pts. Possible)

Total points=% system impact*total available pts.

Refer to **Attachment 4** (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 FY21: _____%

11. Income Growth – Project Performance

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

11a. What percentage of **stayers** gained or increased **earned income** between start and annual assessment? Note percent in **Q19a1. Row 1**) Number of Adults with Earned Income - **Column 9**) Performance Measure: Percent of Persons to accomplish this measure: _____%

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

11b. 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: _____%

50-100%=3pts; 15-49%=2 pts; 0-14=0 pts

11c. 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: _____%

115-100% = 5 pts; 50-74% = 4 pts; 25-49% = 3 pts; 15-24% = 2 pts; 1-14% = 1 pts; 0% = 0

11d. What percentage of **leavers** gained or increased **other income** between start and annual assessment? Note percent in **Q19a1. Row 3**) Number of Adults with Other Income - **Column 9**) Performance Measure: Percent of Persons to accomplish this measure: _____%

50-100%=3pts; 15-49%=2 pts; 0-14=0 pts

12. Total Awarded Funds

What dollar amount did this project return in the most recently ended contract? _____
Percentage of program funds returned in relation to overall CoC returned: _____ **0-10 pts**
0%=10 pts; 1-50% = 5 pts; 51-100% = 2 pts (to be filled in by CARES)

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

14. Priority Population

What percentage of beds are dedicated to a priority population? *Please attach Project Application Q4B. and/or 5B.*

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

15. 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	<input type="checkbox"/>	<input type="checkbox"/>
Active or history of substance abuse	<input type="checkbox"/>	<input type="checkbox"/>
Criminal record with exceptions for state-mandated restrictions	<input type="checkbox"/>	<input type="checkbox"/>
History of domestic violence	<input type="checkbox"/>	<input type="checkbox"/>
Failure to participate in supportive services	<input type="checkbox"/>	<input type="checkbox"/>
Failure to make progress on a service plan	<input type="checkbox"/>	<input type="checkbox"/>
Loss of income or failure to improve income	<input type="checkbox"/>	<input type="checkbox"/>
Being a victim of domestic violence	<input type="checkbox"/>	<input type="checkbox"/>
Any other activity not covered in a lease agreement typically found in the project's geographic area.	<input type="checkbox"/>	<input type="checkbox"/>

16. Does your agency have an anti-discrimination policy? (please attach) Y=5/N=0

17. Project Monitoring:

13.a. Did your Project complete the CoC Monitoring forms and documentation by the due date with no findings/concerns? Yes=2 No=0

13b. Did your Project complete the CoC Monitoring forms and documentation by the due date with findings/concerns that were resolved? Yes=1 No=0

13c. Did not complete CoC Monitoring forms and documentation by the due date. Yes=0

18. Number of Homeless Persons: Was your project included in the final submission of the 2022 Housing Inventory and Point in Time by the Collaborative Applicant (*to be verified by the Collaborative Applicant*). **Yes 5 pts** **No 0 pts**

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

19a. Does your project receive referrals through the Coordinated Entry (CE) process ONLY?

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

19b. Do you regularly attend the monthly CE meetings?

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

20. Do project/agency staff participate in the CoC process by attending board and/or membership meetings, and/or participating in any CoC standing or Ad hoc committees of the PNHC?

Yes 5 pts **No 0 pts**

Does your project or agency staff regularly participate in any of the following CoC standing or ad hoc committees? (*CARES will verify via attendance records*).

Board

Membership

Operations

Systems

Coordinated Entry

Governance

POINTS NORTH HOUSING COALITION

RANK AND REVIEW APPLICATION 2022

PART 2: PROJECT/SYSTEM PERFORMANCE NARRATIVES

PROJECT INFORMATION

1.FY20 Proposed Total Funding Request: \$ _____

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

2. Is this project voluntarily reallocating funds to the CoC? Yes No
If yes, how much funding would the project voluntarily reallocate? _____

PROJECT DESCRIPTION

This section provides reviewers with a synopsis of your project; it is not scored).

Provide a brief project overview (300 word limit) to describe program characteristics listed below:

- Target Population
- # of participants served based upon Federal FY21 APR
- # of contracted beds and units
- Cost per bed (HUD funding only)
- Services provided to participants
- Project goals and achievements

3. Utilization: (0 to 10 pts.)

This question should be answered **only** by projects that scored zero points on Question 1 of the 2022 Rank & Review Application Part 1.

Please explain why your project did not achieve 100% utilization (In response to question 5b on Part 1 Data Tool) for the number of projected /contracted households and/or persons served during Federal Fiscal Year 2021 (10.1.20-9.30.21)

4. Coordinated Entry: (0 to 5 pts.)

Referring to Part 1 Tool Q19

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

5. Leveraging and Coordination of Services: (0 to 5 pts)

Please provide specific examples of how your project coordinates services with other CoC, HUD/VA, and STEHP funded projects. Please refer to specific programs (250 words or less).

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

6. Does the project work toward meeting any of the CoC goals noted below:

Any Yes - 5 pts All No - 0 pts

	Yes	No
Prevent/end homelessness among Veterans	<input type="checkbox"/>	<input type="checkbox"/>
End chronic homelessness	<input type="checkbox"/>	<input type="checkbox"/>
Prevent/end homelessness for families, youth and children	<input type="checkbox"/>	<input type="checkbox"/>
Prevent/end homelessness for youth under 24	<input type="checkbox"/>	<input type="checkbox"/>

7. System Performance- Housing Stability (0-5 pts)

What strategies does your program use to ensure clients who exit to a permanent housing destination remain stably housed? 250 words or less

- **Up to 2.5 pts awarded if the narrative clearly states the strategy you program uses.**
- **Up to 2.5 pts awarded if the narrative clearly state(s) an examples.**

8. System Performance – Income (0-5 pts)

What support does your project provide to clients to increase non-employment cash income and employment cash income?"

- **Up to 2.5 points awarded if the narrative clearly describes how the project supports clients with increasing employment cash income.**
- **Up to 2.5 points awarded if the narrative clearly describes how the project supports clients with increasing non-employment cash income.**

9. Diversity and Inclusion (0 or 1 pt)

Does your program/agency have Diversity, Equity, and Inclusion (DEI) training for its staff? If yes, how does that impact the project? If not, what steps are you planning to take to implement a training? (250 words or less)

10. Current Trends

Looking at the Part 1 Tool did your program score lower on any of the data related questions as a result of the Covid pandemic, please explain. 2 pts.

11. DV Providers Only-Positive Outcomes/Safety: (0-5 pts)

Outcomes considered positive for DV programs may not be the same as positive outcomes for Permanent Supportive Housing programs. How does your agency contribute to housing stability and ensure safety for victims of domestic violence 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 and ensure safety for victims of domestic violence across the CoC.**

12. Dedicated Youth Projects Only-Positive Outcomes: (0-5 pts.)

The CoC acknowledges that additional barriers occur for youth compared to adults when looking at increasing income. With that being said, how do you feel your agency contributes to increasing income for youth within this CoC program?

- **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.**

2022 Rank & Review Interview Questions

These questions have been formed by CARES staff to focus on the 2022 HUD Policy Priorities as noted in the NOFO. Each question should be answered in 3-5 minutes, to ensure agency interviews do not run over.

Reviewers will first ask any clarifying questions they have about the project before asking the below interview questions of each applicant. These questions have been formed by CARES to focus on the 2022 HUD Policy Priorities as noted in the NOFO. Each question should be answered in no more than **3-5 minutes**, to ensure agency interviews do not run over. Check page three for interview tips.

HUD Priority/Justification for Question	Interview Question	Scoring Criteria
<p>Persons with Lived Experience. HUD is encouraging CoCs to include in the local planning process people who are currently experiencing or have formerly experienced homelessness to address homelessness. People with lived experience should determine how local policies may need to be revised and updated, participate in CoC meetings and committees as stakeholders, provide input on decisions, and provide input related to the local competition process. CoCs should seek opportunities to hire people with lived experience.</p>	<p>Does your agency have someone with lived experience of homelessness within its Executive Leadership, who are involved with programmatic and funding decisions? (1 pt)</p> <p><i>Agency can either get points for this or the below question (not both).</i></p>	<p>1-Point if they answer yes.</p>
<p>HUD added scoring factors based on the responses to questions that demonstrate CoCs' collaboration with victim service providers in the CoC Application, projects' plans to include</p>	<p>If your project serves victims of domestic violence, what are your plans to include survivors with lived experience in policy and program development, and how do</p>	<p>0.5-Point - for an identified plan to include survivors with lived experience in policy and program development.</p>

<p>survivors with lived experience in policy and program development and the inclusion of victim-centered practices in operating their projects.</p>	<p>you include victim centered practices in operating your project?</p>	<p>0.5-Point - for identification of how the agency includes victim centered practices in operating their project.</p>
<p>Improving System Performance. CoCs should be using system performance measures (e.g., average length of homeless episodes, rates of return to homelessness, rates of exit to permanent housing destinations) to determine how effectively they are serving people experiencing homelessness. HUD also assesses CoCs' on how it takes severity of needs and vulnerabilities into account when reviewing and ranking projects.</p>	<p>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, youth, criminal history) or because of other mitigating factors that you feel the reviewers should be aware of, please explain now.</p>	<p>1-Point-All program system performance measures are above average.</p> <p>Potential to recoup points if agency explains it had low performance measures due to serving particularly vulnerable populations or households with severe needs (or other mitigating factors), and how they are working to improve those outcomes.</p>
<p>Racial Equity. In nearly every community, Black, Indigenous, and other people of color are substantially overrepresented in the homeless population. HUD is emphasizing system and program changes to address racial equity within CoCs. Specifically, HUD is assessing if CoCs rate and rank projects based on the degree to which program participants mirror homeless population demographics (NOFO, pg. 8)</p>	<p>Are those in your project racially representative of the CoC's homeless population as a whole? (1 pt)</p> <p>If yes, how did your agency achieve an equitable mirroring of program participants compared to the homeless population demographics in the CoC</p>	<p>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.</p>

	If not, how is your agency working to improve outreach and assess policies that may be contributing to this racial disparity?	
Additionally, when considering which projects to select in their local competition to be included in their application to HUD, CoCs should ensure privacy, respect, safety, and access regardless of gender identity or sexual orientation in projects.	How does your agency ensure housing and services that is private, respectful, safe, and accessible regardless of gender identity or sexual orientation?	<p>1-Point - for noting the agency updates their anti-discrimination policy utilizing input from organizations with expertise in serving LGBTQ+ populations.</p> <p>1-Point - for noting the agency provides training on how to ensure private, respectful, safe, and accessible housing and services regardless of gender identity or sexual orientation.</p>

Interview questions were formulated based on HUD priorities as outlined in the 2022 NOFO. Check out the HUD priorities that informed Part 3 new project interview questions here: [NOFO – 2022 | CARES of NY, Inc. \(caresny.org\)](https://www.caresny.org/NOFO-2022).

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.
- **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.

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

1. Scoring tool used in NY-522 local competition to score new and renewal application and for all project application types.

(c) Blank New Project Application Tool

Points North Housing Coalition (PNHC)
New Project RFP 2022
(Reallocation and/or Bonus Projects)

Application not to exceed five (5) pages.

Please note: if your project is selected to move forward in applying for CoC funding, you will need to submit an application in Esnaps. Being selected through the Rank & Review process does not guarantee funding; rather it allows the project to apply for CoC funding to HUD, which is a competitive process.

1. Applicant/Agency Name: _____
2. Agency Point of Contact: _____
3. Proposed Project Name: _____
4. Which of the below eligible project types are you applying for? (The CoC would like to see more Rapid Rehousing Projects formed)
 - a. Permanent Supportive Housing (must be DedicatedPlus or 100% dedicated to chronically homeless)
 - b. Rapid Rehousing
 - c. Joint Transitional Housing-Rapid Rehousing
5. Is the project you are applying for an expansion project? Yes _____ No _____
Is the project you are applying for a new project? Yes _____ No _____
6. Is the applicant a current member of the Points North Housing Coalition (PNHC) Continuum of Care (CoC)? Yes=10 pts No=0 pts
7. Is the agency applying a current CoC funded grantee? Yes=0 pts No=5 pts
If yes, are there any unresolved monitoring or audit findings from HUD or the CoC? Yes=0 pts No=3 pts
8. Is your agency an active participant in the PNHC Coordinated Entry? Yes=3 pts No=0 pts
9. Does your agency currently report in the CoC's HMIS system? Yes=1 pts No=0 pts

Points North Housing Coalition (PNHC)
New Project RFP 2022
(Reallocation and/or Bonus Projects)

- 9a. If not, how will you implement HMIS for this project? **(0-3 pts) if agency details how HMIS implementation will be accomplished (no more than 100 words).**
10. Please provide a detailed description of the agency's experience in administering projects dedicated to serving an underserved population (i.e. your target population).

Points North Housing Coalition (PNHC)

New Project RFP 2022

(Reallocation and/or Bonus Projects)

11. Please specify the name of current or past programs and note the funding sources. **(10 pts)**
(no more than 250 words)

- **4 pts** for detailing past experience serving and underserved population 2 points for explaining how you have connected clients to supportive services
- **2 pts** for providing an example of how your agency has moved clients from assisted housing to housing they could sustain—and how the agency will address housing stability after the housing subsidy ends
- **2 pts** for describing how you prioritize program participant choice
- **2 pts** for explaining how you have connected clients to supportive services

12. Priority Population

What percentage of beds are dedicated to a priority population?

- $\geq 50\%$ Chronically Homeless (CH), Youth, Veteran, or Victims of DV = **5 pts**
- $\geq 50\%$ Criminal Justice, Single Head of Household, Seniors = **5 pts**
- No priority population = **0 pts**

Points North Housing Coalition (PNHC)

New Project RFP 2022

(Reallocation and/or Bonus Projects)

13. Please provide a project description that addresses the entire scope of your project. Please include the target population that will be served and the outreach plan. **(0–15 pts)**

- **10 pts** if you outline a detailed strategy that will be used to help participants regain and maintain housing stability.
- **1 pt** if the project clearly states the number of units/beds requested
- **2 pts** if an outreach plan is noted and specifies how the project will conduct targeted outreach to persons least likely to apply and/or traditionally underserved populations (i.e. BIPOC, LGBTQ+ community)
- **2 pts** if the budget notes at least 80 percent of the requested funds are dedicated to housing

14. 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? **(0-25 pts)**

Any Yes=0 All No=25 pts

	Yes	No
Having too little or no income	<input type="checkbox"/>	<input type="checkbox"/>
Active or history of substance abuse	<input type="checkbox"/>	<input type="checkbox"/>
Criminal record with exceptions for state-mandated restrictions	<input type="checkbox"/>	<input type="checkbox"/>
History of domestic violence	<input type="checkbox"/>	<input type="checkbox"/>
Failure to participate in supportive services	<input type="checkbox"/>	<input type="checkbox"/>
Failure to make progress on a service plan	<input type="checkbox"/>	<input type="checkbox"/>
Loss of income or failure to improve income	<input type="checkbox"/>	<input type="checkbox"/>
Being a victim of domestic violence	<input type="checkbox"/>	<input type="checkbox"/>
Any other activity not covered in a lease agreement typically	<input type="checkbox"/>	<input type="checkbox"/>

Points North Housing Coalition (PNHC)
New Project RFP 2022
(Reallocation and/or Bonus Projects)

15. Will the project be able to begin within 12 months? **Yes=5 pts** **No=0 pts**
16. Does your agency have a policy focused on ensuring equitable services and program outcomes across participants of all races and ethnicities? Please attach policy to this application. **Yes=3 pts** **No=0 pts**
17. How will this project reduce the average length of time homeless for project participants? **(0-2pts)**
- **2 pts** if applicant describes how their project will serve those with the longest lengths of time homeless and strategies for reducing length of time homeless

18. Does your agency have relationships/partnerships with any of the below? Check all that apply. **(1pt for each checked box)**

Public/Private Healthcare Organizations

PHAs, local housing organizations, or other non-CoC/ESG funding streams

Local Workforce Development Sectors

- 17a. If you checked Public/Private Healthcare Organizations, does your agency have a written commitment from a health care organization with the value of the commitment and the date(s) the healthcare resources will be provided, or can you procure one by September 15th if your project is chosen to move forward*? **Yes=10 pts** **No=0 pts**

**Please note, this commitment will be submitted with the CoC's full CoC Application, so the CoC is awarded additional points. Applicants must provide documentation by September 1st.*

Points North Housing Coalition (PNHC)
New Project RFP 2022
(Reallocation and/or Bonus Projects)

17b. If you checked PHAs, local housing organizations, or other non-CoC/ESG funding streams, will your project utilize housing subsidies or subsidized housing units not funded through the CoC or ESG by: **providing at least 25 percent of the units** included in the project; or in the case of a rapid re-housing project, **serve at least 25 percent of the program participants** anticipated to be served by the project*?

Yes=10 pts No=0 pts

**Please note, this commitment will be submitted with the CoC's full CoC Application, so the CoC is awarded additional points. Applicants must provide documentation by September 1st.*

17c. If you checked Local Workforce Development Sectors, do you have a written commitment or other document demonstrating your partnership, or could you procure one if your project is chosen to move forward?

Yes=10 pts No=0 pts

19. Does your agency have a racially and ethnically diverse group of stakeholders who are responsible for making programmatic and funding decisions? If not, how does your agency plan to incorporate the views of a diverse set of stakeholders into reviewing your policies, procedures, and funding decisions? Provide your response below (**0-4 pts**).

- **2 pts** if applicant has racially and ethnically diverse stakeholder decisionmakers
- **2 pts** if applicant can identify a plan for incorporating diverse stakeholder views in the future

Points North Housing Coalition (PNHC)
New Project RFP 2022
(Reallocation and/or Bonus Projects)

20. Does your organization partner with other organizations with expertise in serving the LGBTQ+ population? If yes, how will you leverage those partnerships to serve your project participants? **(4 pts)**

- **2 pts** if applicant identifies specific organizations that they partner with
- **2 pts** if applicant describes how they will leverage the partnership(s) for project clients

21. Describe the support services your agency has tailored to serve persons coming from an unsheltered situation. **(2 pts)**

Points North Housing Coalition (PNHC)

New Project RFP 2022

(Reallocation and/or Bonus Projects)

22. Does your agency have someone with lived experience of homelessness within its Executive Leadership, who are involved with programmatic and funding decisions?

Yes=1 pts No=0 pts

23. 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	\$	

2022 Rank & Review New Bonus Project Interview Questions

These questions have been formed by CARES staff to focus on the 2022 HUD Policy Priorities as noted in the NOFO. Each question should be answered in 3-5 minutes, to ensure agency interviews do not run over.

Reviewers will first ask any clarifying questions they have about the project before asking the below interview questions of each applicant. Check below for interview tips.

1. Housing First- The committee felt that it is easy just to check boxes, but since we made this higher scoring for objective criteria they recommended the following “Provide examples of how your program ensures (or will ensure) the “housing first” recovery-oriented approach which houses individuals without screening or terminating clients based upon income, sobriety, criminal record, active or history of substance use, and provides client choice to participate in supportive services or making progress towards service plan goals. How are intake staff trained to ensure the housing first model is used during intake and admission?”
2. HUD funded projects are required to take referrals from Coordinated Entry, which prioritizes the most vulnerable with longest histories of homelessness. How does your program/agency provide support services for homeless families and individuals with the most severe service needs? Please provide an example
3. The new application asks if your agency has a racially and ethnically diverse group of stakeholders who make programmatic decisions. If you answered yes please provide examples of the diversity of your agency/board or policies that encourage diversity such as board and staff recruitment, staff training etc.... If you answered no, please let us know how your agency is addressing diversity.

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.
- **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.

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

1. Scoring tool used in NY-522 local competition to score new and renewal application and for all project application types.

(d) Blank Bonus/DV Application Tool

Points North Housing Coalition (PNHC)

DV Bonus Project RFP 2022

Application may not exceed five (5) pages

Please note: if your project is selected to move forward in applying for CoC funding, you will need to submit an application in Esnap and work with the Collaborative Applicant to fill out the DV Bonus section of the CoC Application.

Being selected through the Rank & Review process does not guarantee funding; rather it allows the project to apply for CoC funding to HUD, which is a competitive process.

1. Applicant/Agency Name: _____
2. Agency Point of Contact: _____
3. Proposed Project Name: _____
4. Please circle the project type you are applying for: (Please note the CoC would like to see more Rapid Rehousing Projects formed.)
 - A. Permanent Housing-Rapid Rehousing *(project must be housing first)
 - B. Joint TH and PH-RRH-Must be housing first *(project must be housing first)
5. Is the project you are applying for an expansion project? Yes ____ No ____

6. **Eligible DV bonus project must follow a Housing First approach.** Housing First is a recovery-oriented approach to ending homelessness which allows for rapidly housing individuals without screening out or terminating based on any of criteria listed below. Does the proposed project screen out or terminate based on any of the following? ***If you respond "Yes" to any of the following, your project is not be eligible to apply for this funding.***

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

7. Is the applicant a current member of the Points North Housing Coalition (PNHC) Continuum of Care (CoC)? **Yes=10 pts** **No=0 pts**

Points North Housing Coalition (PNHC)

DV Bonus Project RFP 2022

8. 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 pts No=3 pts
9. Please provide a detailed description of the agency's experience in administering projects dedicated to serving survivors of domestic violence, dating violence and stalking. **(up to 25 pts)**
- **5 pts** for past experience serving a domestic violence survivor population
 - **5 pts** for explaining how you have connected survivors to supportive services
 - **5 pts** for providing an example of how your agency has moved clients from assisted housing to housing they could sustain—and how the agency will address housing stability after the housing subsidy ends
 - **3 pts** for describing how you prioritize program participant choice while ensuring safety of your clients
 - **3 pts** for describing how the program will establish and maintain an environment of agency and mutual respect, e.g., the project does not use punitive interventions, ensures program participant staff interactions with clients are evidence based on equality and minimize power differentials;
 - **4 pts** if you describe how your program will place emphasis on program participants' strengths, e.g., strength-based coaching, questionnaires and assessment tools include strength-based measures, case plans include assessments of program participants strengths and works towards goals and aspirations

Points North Housing Coalition (PNHC)

DV Bonus Project RFP 2022

10. Please provide a description addressing the entire scope of your project. Please include an outreach plan to the targeted population. **(0-25 points)**
- **10 pts** project description (target population, services provided, clearly state the number of units/beds requested, and project goals and project outcomes)
 - **10 pts** if a clear and detailed outreach plan is included and specifies how the project will conduct targeted outreach to persons least likely to apply and/or traditionally underserved populations (i.e. BIPOC, LGBTQ+ community)
 - **5 pts** if you detail how your project will ensure DV survivors experiencing homelessness were assisted to quickly move into safe affordable housing.
11. Does your agency have a policy focused on ensuring equitable services and program outcomes across participants of all races and ethnicities? **Please attach policy and submit with application.** Yes=3 pts No=0 pts
12. Will the project be able to start within 12 months? Yes=10 pts No=0 pts
13. Is your agency an active participant in the PNHC Coordinated Entry program? Yes=3 pts No=0 pts

Points North Housing Coalition (PNHC)

DV Bonus Project RFP 2022

14. How will this project reduce the average length of time homeless for project participants? **(0-2pts)**
- **2 pts** if applicant describes how their project will serve those with the longest lengths of time homeless and strategies for reducing length of time homeless

15. Does your agency have relationships/partnerships with any of the below? Check all that apply. **(1 pt for each checked box)**

- Public/Private Healthcare Organizations
 PHAs, local housing organizations, or other non-CoC/ESG funding streams
 Local Workforce Development Sectors

- 15a. If you checked Public/Private Healthcare Organizations, does your agency have a written commitment from a health care organization with the value of the commitment and the date(s) the healthcare resources will be provided, or can you procure one by September 15th if your project is chosen to move forward*?

Yes=10 pts **No=0 pts**

**Please note, this commitment will be submitted with the CoC's full CoC Application, so the CoC is awarded additional points. Applicants must provide documentation by September 1st.*

- 15b. If you checked PHAs, local housing organizations, or other non-CoC/ESG funding streams, will your project utilize housing subsidies or subsidized housing units not funded through the CoC or ESG by: **providing at least 25 percent of the units** included in the project; or in the case of a rapid re-housing project, **serve at least 25 percent of the program participants** anticipated to be served by the project*?

Yes=10 pts **No=0 pts**

**Please note, this commitment will be submitted with the CoC's full CoC Application, so the CoC is awarded additional points. Applicants must provide documentation by September 1st.*

Points North Housing Coalition (PNHC)

DV Bonus Project RFP 2022

- 15c. If you checked Local Workforce Development Sectors, do you have a written commitment or other document demonstrating your partnership, or could you procure one if your project is chosen to move forward? **Yes=10 pts** **No=0 pts**
16. Does your agency have a racially and ethnically diverse group of stakeholders who are responsible for making programmatic and funding decisions? If not, how does your agency plan to incorporate the views of a diverse set of stakeholders into reviewing your policies, procedures, and funding decisions? Provide your response below **(0-4 pts)**.
- **2 pts** if applicant has racially and ethnically diverse stakeholder decisionmakers
 - **2 pts** if applicant can identify a plan for incorporating diverse stakeholder views in the future

Points North Housing Coalition (PNHC)

DV Bonus Project RFP 2022

17. Does your organization partner with other organizations with expertise in serving the LGBTQ+ population? If yes, how will you leverage those partnerships to serve your project participants? (4 pts)

- 2 pts if applicant identifies specific organizations that they partner with
- 2 pts if applicant describes how they will leverage the partnership(s) for project clients

18. Does your agency have someone with lived experience of homelessness within its Executive Leadership, who are involved with programmatic and funding decisions?

Yes=1 pts No=0 pts

19. 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 used in NY-522 local competition to score new and renewal application and for all project application types.

(e) Blank Bonus CE/HMIS Application Tool

Points North Housing Coalition (PNHC)
CE-HMIS RFP 2022
(Reallocation and/or Bonus Projects)

Application not to exceed five (5) pages.

Please note: if your project is selected to move forward in applying for CoC funding, you will need to submit an application in Esnaps. Being selected through the Rank & Review process does not guarantee funding; rather it allows the project to apply to HUD for CoC funding, which is a competitive process.

1. Applicant/Agency Name: _____
2. Agency Point of Contact: _____
3. Proposed Project Name: _____
4. Please select the project type you are applying for: HMIS_____ CE _____
6. Is the project you are applying for a new or expansion project?
 New=10 pts **Expansion=5 pts**
7. Is the applicant a current member of the Points North Housing Coalition (PNHC) Continuum of Care (CoC)?
 Yes=10 pts **No=0 pts**
8. Will the project be able to begin within 12 months? **Yes=6 pts** **No=0 pts**
9. Please explain the need for this project within your CoC? **(0-25 pts.)**

Points North Housing Coalition (PNHC)
CE-HMIS RFP 2022
(Reallocation and/or Bonus Projects)

10. Do you have the proper staffing to administer this program if funded?

Yes=8 pts No=0 pts

11. Does your agency have a racially and ethnically diverse group of stakeholders who are responsible for making programmatic and funding decisions? If not, how does your agency plan to incorporate the views of a diverse set of stakeholders into reviewing your policies, procedures, and funding decisions? Provide your response below **(0-4 pts)**.

- **4pts** if applicant has racially and ethnically diverse stakeholder decisionmakers
- **3pts** if applicant can identify a plan for incorporating diverse stakeholder views in the future

12. Describe how your agency ensures equitable services and program outcomes across participants of all races and ethnicities. Applicants should give 3-4 examples of how their agency provides equitable services. Please include supporting documentation. **(0-5 pts)**

Points North Housing Coalition (PNHC)
CE-HMIS RFP 2022
(Reallocation and/or Bonus Projects)

13. Does your agency have someone with lived experience of homelessness within its Executive Leadership, who are involved with programmatic and funding decisions?

Yes- 4 points No – 0 points

Coordinated Entry Projects Only Please Complete This Section

9. What % of ARD funds are already dedicated to CE? (CARES will answer this question on your behalf) _____

0%=30 pts. .1%-1%=20 pts. 1.1%-2%=10 pts. 2.1%-3%=5 pts. >3%=0 pts.

10. Does your currently funded CE project ensure the following required data elements are entered into HMIS or a comparable database: (if not currently funded skip to Q10a.)

All Yes=10 pts Any No's=0 pts

- CE Assessment Element
- CE Event Element
- Current Living Situation Element

10a. If your agency is not a currently funded CE project, please explain the staffing plan and training your agency will provide to accomplish the above required data elements are entered into HMIS or a comparable database? (up to 8 pts)

Points North Housing Coalition (PNHC)
CE-HMIS RFP 2022
(Reallocation and/or Bonus Projects)

11. Please list the following entities for your project's CE system:

Policy Oversight Entity: _____

Management Entity: _____

Evaluation Entity: _____

In 3-5 sentences please describe how your program will work with each to ensure program compliance. **(0-5 pts)**

12. Does your CE System have a data privacy policy? Yes=6 pts No=0 pts

HMIS Projects Only Please Complete This Section

9. What % of ARD funds are already dedicated to HMIS? (CARES will answer this question on your behalf) _____

0%=30 pts. .1%-1%=20 pts. 1.1%-2%=10 pts. 2.1%-4%=5 pts. >4%=0 pts.

10. Do 100% of required projects participate in your HMIS project? Yes=8 pts No=0 pts

Points North Housing Coalition (PNHC)
CE-HMIS RFP 2022
(Reallocation and/or Bonus Projects)

10a. If your HMIS does not currently have 100% required participation what is your plan for engagement? Please explain. **(0-5 pts.)**

10b. Do any non-required projects participate in your HMIS? **Yes=2 pts** **No=0 pts**

11. Has your HMIS project submitted all required reports on time within the last fiscal year? (ex: LSA, SPM and HMIS Grantee APR) **Yes=5 pts** **No=0 pts**

12. Does your HMIS System have a data privacy policy? **Yes=6 pts** **No=0 pts**

13. **CE & HMIS Projects-Please provide a 12-month budget proposal (required for review)**

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

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

1. Scoring tool used in NY-522 local competition to score new and renewal application and for all project application types.

(f) Ranking and Tiering

- This document showcases the actual points awarded for each project

2022 PNHC Ranking

Rank	Project Type	Score	Applicant Name	Program	Funding Amount	Grant Number
1	HMIS	N/A	CARES	HMIS	\$26,750	NY0849U2C222110
2	DV CE	N/A	JCDSS	DV CE	\$204,472	NY1217U2C222103
3	TH	146.45	TLS	Scattered Site	\$84,479	NY0850U2C222109
4	PSH	141.77	JDSS	Transitional	\$678,569	NY0713U2C222112
5	PSH	140.87	JCDSS	Chronic	\$99,975	NY0712U2C222112
6	RRH	138.43	Snowbelt	Rapid Rehousing	\$36,371	NY1103U2C222105
7	PSH	120.2	TLS	PSH Chronic 1	\$108,599	NY0948U2C222108
8	RRH	119.55	TLS	Rapid Rehousing	\$228,444	NY1102U2C222105
9	RRH	103.17	MHA	Rapid Rehousing	\$77,272	NY0848U2C222109
B1	PSH	115	JCDSS	SPC CH Expansion	\$76,565	
DV1	PSH	111	JCDSS	DV Rapid Rehousing	\$123,424	

Tier 1 = \$458 Tier 2 = \$77,269

*No projects were rejected during the Rank and Review process this year

Annual Renewal Demand	\$1,545,386
Tier 1	\$1,468,117
Tier 2	\$77,269
Planning	\$46,362
UFA	\$46,362
Bonus	\$77,269
DV Bonus	\$133,274

Expansions	Applicant Name	Renewal Project	Expansion Project	Combined Project	Total
N/A					

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

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

1. Scoring tool used in NY-522 local competition to score new and renewal application and for all project application types.

(g) Objective Criteria, System Performance Criteria, and Considerations for Projects that Serve Clients with Severe Barriers to Housing & Services Chart

- This document showcases:
 - **objective criteria** for the project applications
 - **system performance** criteria for the project applications
 - the available points for projects that address **severe barriers to housing and services**

NY-522 Objective Criteria

Question	Point Value	Objective Criterion	System Performance Measure	Considerations for Serving those with Severe Barriers to housing and services
Renewal Part 1				
5a-b. Utilization Rate	15	Utilization Rate		
6. Data Quality and Completeness	5	Data Quality & Completeness		
7. Impact on Chronic Homelessness	15	Impact on CH	Impact on CH	
8. Positive Outcomes	15	Positive Outcomes	Positive Outcomes	
9. Exits to Homelessness	15	Exits to Homelessness	Exits to Homelessness	
10. Income Growth- System Impact	15	Effect on Income Growth	Effect on Income Growth	
11. Income Growth- Project Performance	16	Effect on Income Growth	Effect on Income Growth	
14. Priority Population	10	Population Served		
15. Housing First	5	Housing First		
16. Anti-Discrimination	5			
20. CoC Participation	5	CoC Participation and Monitoring		
19. Coordinated Entry	5	Coordinated Entry Participation		
Renewal Part 2				
3. Utilization Rate	10			
5. Leveraging and Coordination of Services	5			
7. System Performance-Housing Stability	5			
8. System Performance- Income	5			
9. Diversity and Inclusion	1			
10. Responding to Current Trends	2			
11. DV	5			Specific Method for Evaluating Projects Submitted by Victim Service Providers - Positive Outcomes based on Safety Concerns
12. Dedicated Youth	5			Specific Method for Evaluating Projects Submitted by Youth Service Providers: Positive Outcomes based on Increase of Income and Housing Stability
Renewal Part 3- Interviews				
3. Low Performance on Part 1	1			Specific Method for Evaluating Projects Submitted by Projects Serving the Hardest to Serve
Total Points	201		121	76
Percentage of Points		Total Objective Criteria - 60%	Total System Performance	

Please note: the above points for Objective Criteria, System Performance Measures, and considerations for serving those with severe barriers to housing and services refer to the following types of projects: PSH, RRH, TH, TH-RRH

HMIS & CE projects are not scored through Rank & Review per the CoC's Rank & Review Written Process

New Bonus Tool				
4. Housing Type	0	Type of Housing Proposed		
6. CoC Member	10	CoC Participation and Monitoring		
7. CoC Funded	5	Funding/ CoC Participation and Monitoring		
8. CE Participation	3	Coordinated Entry Participation		
14. Housing First	25	Housing First		
12. Priority Populations	5	Population Served		
18. Partnerships with Healthcare and Housing	33	Partnerships with Healthcare and Housing		
22. People with Lived Experience of Homelessness in Le	1	Including People with Lived Experience of Homelessness		
Total Points	141	82		
		Total Objective Criteria 58%		

Please note: the above points for Objective Criteria refer to the following types of new projects: PSH, RRH, TH, TH-RRH

HMIS & CE projects are not scored on Objective Criteria given such criteria do not make sense for SSO projects

DV Bonus Tool						
	Unscored-eligibility threshold					
Housing First		Housing First				
4. Housing Type	0	Type of Housing Proposed				
7. CoC Member	10	CoC Participation and Monitoring				
8. CoC Funded	5	Funding/ CoC Participation and Monitoring				
13. CE Participation	3	Coordinated Entry Participation				
15. Partnerships with Healthcare and Housing	33	Partnerships with Healthcare and Housing				
18. People with Lived Experience of Homelessness in Leadership	1	Including People with Lived Experience of Homelessness				
12. Project Start Date	10	Project Start Date				
Total Points	129	Total Objective Criteria- 49%	48%			
Total Points	129		191			
		Total Objective Criteria 48%				

Please note: the above points for Objective Criteria refer to the following types of new projects: PSH, RRH, TH, TH-RRH

HMIS & CE projects are not scored on Objective Criteria given such criteria do not make sense for SSO projects

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

1. Scoring tool used in NY-522 local competition to score new and renewal application and for all project application types.

(h) System Performance Data Attachment

- This document is an attachment to the Rank and Review Renewal Application Tool and provides applicants with data to answer the tool's data-based questions.
- As there are no CoC-funded projects that specifically serve victims of domestic violence. Moving forward, with the award of a DV Bonus RRH project, data will be pulled from comparable database in order to answer questions in the local competition tool.

Rank and Review NY-522

Q3: Attachment 1

CH Served

Project Type	Project Name	CH Served	Percent of System Impact
PH	JCDSS - Shelter Plus Chronic 1	7	70%
PH	JCDSS - Transitional	2	20%
PH	TLS PSH - Chronic Homeless 1	1	10%
3		10	100%

Project Type	Project Name	CH Served	Percent of System Impact
RRH	Snowbelt CoC Rapid Rehousing	6	100%
RRH	TLS - Rapid Rehousing	0	0%
2		6	100%

Project Type	Project Name	CH Served	Percent of System Impact
TH	MHJC - Peer Run Housing First Initiative	0	0%
TH	TLS Scattered Site - Gateway Housing	1	100%
2		1	100%

Rank and Review NY-522

Q4: Attachment 2

Positive Outcomes

Project Type	Project Name	Positive Outcomes	Percent of System Impact - Positive
PSH	JCDSS - Shelter Plus Chronic 1	14	9%
PSH	JCDSS - Transitional	127	84%
PSH	TLS PSH - Chronic Homeless 1	10	7%
3		151	100%

Project Type	Project Name	Positive Outcomes	Percent of System Impact - Positive
RRH	Snowbelt CoC Rapid Rehousing	22	76%
RRH	TLS - Rapid Rehousing	7	24%
2		29	76%

Project Type	Project Name	Positive Outcomes	Percent of System Impact - Positive
TH	MHJC - Peer Run Housing First Initiative	2	17%
TH	TLS Scattered Site - Gateway Housing	10	83%
2		12	100%

Rank and Review NY-522

Q5: Attachment 3

Returns to Homelessness

Project Type	Project Name	Leavers	Exit to Homelessness	Percent of System Impact - Homelessness
PSH	JCDSS - Shelter Plus Chronic 1	6	0	0%
PSH	JCDSS - Transitional	26	0	0%
PSH	TLS PSH - Chronic Homeless 1	1	0	0%
3		33	0	0%

Project Type	Project Name	Leavers	Exit to Homelessness	Percent of System Impact - Homelessness
RRH	Snowbelt CoC Rapid Rehousing	30	0	0%
RRH	TLS - Rapid Rehousing	15	0	0%
2		45	0	0%

Project Type	Project Name	Leavers	Exit to Homelessness	Percent of System Impact - Homelessness
TH	MHJC - Peer Run Housing First Initiative	6	0	0
TH	TLS Scattered Site - Gateway Housing	14	0	0
2		20	0	0%

Rank and Review NY-522

Q6: Attachment 4

Total Income Growth

Project Type	Project Name	Adults with Income Growth	Percent of System Impact
PSH	JCDSS - Shelter Plus Chronic 1	9	69%
PSH	JCDSS - Transitional	0	0%
PSH	TLS PSH - Chronic Homeless 1	4	31%
3		13	100%

Project Type	Project Name	Adults with Income Growth	Percent of System Impact
RRH	Snowbelt CoC Rapid Rehousing	6	38%
RRH	TLS - Rapid Rehousing	10	63%
2		16	100%

Project Type	Project Name	Adults with Income Growth	Percent of System Impact
TH	MHJC - Peer Run Housing First Initiative	0	0%
TH	TLS Scattered Site - Gateway Housing	7	100%
2		7	100%

1E-2a. Scored Project Forms for One Project from Your CoC's Local Competition.

This attachment provides a copy of a score card used for **one renewal project** submitted in NY-522's local competition. It contains the following:

1. Blank Renewal Project Application Tool
 - a. The application tool contextualizes scoring card
2. Renewal Project Score Card
 - a. North Country Transitional Living Services, Inc. – TLS Scattered Site-Gateway Housing
3. NY-522's Objective Criteria and System Performance Criteria Chart with Point Values

1E-2a. Scored Project Forms for One Project from Your CoC's Local Competition.

1. Blank Renewal Project Application Tool
 - a. The application tool contextualizes scoring card

POINTS NORTH HOUSING COALITION

RANK AND REVIEW APPLICATION 2022

PART 1: DATA-RELATED / OBJECTIVE QUESTIONS

DEADLINE TO SUBMIT:

1. Organization Name: _____

2. Project Name: _____

3. Application Contact Person: _____

4. Project Type: PSH RRH TH

5. **Utilization:** Using the project’s FY20 Program Application and Federal Fiscal Year 2021 (FY21)* APR, complete the chart below to calculate utilization rate (round to the closest whole number). Please attach relevant pages of Application and APR to this application.
MAX 15 pts

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

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

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

5a. Did your project meet its projected number of *either* households and/or persons served** during the year (100% or more utilization)?

Yes 10 pts **No 0 pts**

5b. The Continuum prioritizes projects that best utilize resources. Did your project have a utilization rate of more than 100% in *both* households and persons?

Yes 5 pts **No 0 pts**

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

- 6a. Based upon FY21 APR Q6 is there an error rate of more than 5% in any of the following HMIS elements: PII, Universal Data, Income and Housing Yes No
- 6b. *Timeliness of Data Entry: Based on FY21 APR Q6E:* Do you have any number of *project start records at 11+ days* Yes No

7. Impact on Chronic Homeless: (15 pts. Possible)
Permanent Supportive Housing Programs ONLY

Total points=% system impact*total available pts.

During Federal FY121, the CoC's **PSH projects** served **10** chronically homeless individuals. To show the impact of this project towards goal of ending chronic homelessness, refer to **Attachment 1** to note the following:

- 7a. The total number of chronically homeless persons this project served in Federal FY21: _____ **(0 pts)**
- 7b. Of the total CH served by the CoC, note the % this project served in FY21: ____%

Rapid Rehousing Housing Programs ONLY

During Federal FY21, all federally funded **RRH projects** served **6** chronically homeless individuals. To show the impact of this project towards goal of ending chronic homelessness, refer to **Attachment 1** to note the following:

- 7c. The total number of chronically homeless persons this project served in Federal FY21: _____ **(0 pts)**
- 7d. Of the total CH served by the CoC, note the % this project served in FY21: ____

Transitional Housing Programs: During Federal FY21, the CoC **TH projects** served a total of **1** chronically homeless individuals. Please refer to **Attachment 1** to note the following:

- 7e. The total number of chronically homeless persons this project served in FY21: _____ **(0 pts)**
- 7f. Of the total CH served by the CoC, note the % this project served in FY21: _____

8. SYSTEM PERFORMANCE OUTCOMES: (15 pts. Possible)

Total points=% system impact*total available pts.

8a. Permanent Supportive Housing Projects: During FY21, there were **151** persons with positive outcomes noted across all CoC **PSH** programs. *An outcome is positive for PH if client is a stayer or exited to a PH destination.* To indicate how this project contributed to housing stability across the system, please note the positive housing outcome rate listed in **Attachment 2:** _____%

8b. Rapid Rehousing Projects: During FY21, there were **29** persons with positive outcomes noted across all CoC **RRH** programs. *An outcome is positive for RRH if client exited to a PH destination.* To indicate how this project contributed to housing stability across the system, please note the positive housing outcome rate listed in **Attachment 2:** _____%

8c. Transitional Housing Projects: During FY21, there were **12** persons with positive outcomes noted across all CoC **TH** programs. *An outcome is positive for TH if client exited to a PH destination.* To indicate how this project contributed to housing stability across the system, please note the positive housing outcome rate listed in **Attachment 2:** _____

9. Exits to Homelessness: (15 pts. Possible)

Total points=15 - (% system impact*total available pts.)

To show the impact of this project ending homelessness, refer to **Attachment 3** showing all *project leavers* and note the percentage who exited this project to a shelter or the street. _____%

10. Income Growth: System Impact. (15 pts. Possible)

Total points=% system impact*total available pts.

Refer to **Attachment 4** (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 FY21: _____%

11. Income Growth – Project Performance

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

11a. What percentage of **stayers** gained or increased **earned income** between start and annual assessment? Note percent in **Q19a1. Row 1**) Number of Adults with Earned Income - **Column 9**) Performance Measure: Percent of Persons to accomplish this measure: _____%

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

11b. 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: _____%

50-100%=3pts; 15-49%=2 pts; 0-14=0 pts

11c. 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: _____%

115-100% = 5 pts; 50-74% = 4 pts; 25-49% = 3 pts; 15-24% = 2 pts; 1-14% = 1 pts; 0% = 0

11d. What percentage of **leavers** gained or increased **other income** between start and annual assessment? Note percent in **Q19a1. Row 3**) Number of Adults with Other Income - **Column 9**) Performance Measure: Percent of Persons to accomplish this measure: _____%

50-100%=3pts; 15-49%=2 pts; 0-14=0 pts

12. Total Awarded Funds

What dollar amount did this project return in the most recently ended contract? _____
Percentage of program funds returned in relation to overall CoC returned: _____ **0-10 pts**
0%=10 pts; 1-50% = 5 pts; 51-100% = 2 pts (to be filled in by CARES)

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

14. Priority Population

What percentage of beds are dedicated to a priority population? *Please attach Project Application Q4B. and/or 5B.*

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

15. 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	<input type="checkbox"/>	<input type="checkbox"/>
Active or history of substance abuse	<input type="checkbox"/>	<input type="checkbox"/>
Criminal record with exceptions for state-mandated restrictions	<input type="checkbox"/>	<input type="checkbox"/>
History of domestic violence	<input type="checkbox"/>	<input type="checkbox"/>
Failure to participate in supportive services	<input type="checkbox"/>	<input type="checkbox"/>
Failure to make progress on a service plan	<input type="checkbox"/>	<input type="checkbox"/>
Loss of income or failure to improve income	<input type="checkbox"/>	<input type="checkbox"/>
Being a victim of domestic violence	<input type="checkbox"/>	<input type="checkbox"/>
Any other activity not covered in a lease agreement typically found in the project's geographic area.	<input type="checkbox"/>	<input type="checkbox"/>

16. Does your agency have an anti-discrimination policy? (please attach) Y=5/N=0

17. Project Monitoring:

13.a. Did your Project complete the CoC Monitoring forms and documentation by the due date with no findings/concerns? Yes=2 No=0

13b. Did your Project complete the CoC Monitoring forms and documentation by the due date with findings/concerns that were resolved? Yes=1 No=0

13c. Did not complete CoC Monitoring forms and documentation by the due date. Yes=0

18. Number of Homeless Persons: Was your project included in the final submission of the 2022 Housing Inventory and Point in Time by the Collaborative Applicant (*to be verified by the Collaborative Applicant*). **Yes 5 pts** **No 0 pts**

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

19a. Does your project receive referrals through the Coordinated Entry (CE) process ONLY?

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

19b. Do you regularly attend the monthly CE meetings?

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

20. Do project/agency staff participate in the CoC process by attending board and/or membership meetings, and/or participating in any CoC standing or Ad hoc committees of the PNHC?

Yes 5 pts **No 0 pts**

Does your project or agency staff regularly participate in any of the following CoC standing or ad hoc committees? (*CARES will verify via attendance records*).

Board

Membership

Operations

Systems

Coordinated Entry

Governance

POINTS NORTH HOUSING COALITION

RANK AND REVIEW APPLICATION 2022

PART 2: PROJECT/SYSTEM PERFORMANCE NARRATIVES

PROJECT INFORMATION

1.FY20 Proposed Total Funding Request: \$ _____

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

2. Is this project voluntarily reallocating funds to the CoC? Yes No
If yes, how much funding would the project voluntarily reallocate? _____

PROJECT DESCRIPTION

This section provides reviewers with a synopsis of your project; it is not scored).

Provide a brief project overview (300 word limit) to describe program characteristics listed below:

- Target Population
- # of participants served based upon Federal FY21 APR
- # of contracted beds and units
- Cost per bed (HUD funding only)
- Services provided to participants
- Project goals and achievements

3. Utilization: (0 to 10 pts.)

This question should be answered **only** by projects that scored zero points on Question 1 of the 2022 Rank & Review Application Part 1.

Please explain why your project did not achieve 100% utilization (In response to question 5b on Part 1 Data Tool) for the number of projected /contracted households and/or persons served during Federal Fiscal Year 2021 (10.1.20-9.30.21)

4. Coordinated Entry: (0 to 5 pts.)

Referring to Part 1 Tool Q19

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

5. Leveraging and Coordination of Services: (0 to 5 pts)

Please provide specific examples of how your project coordinates services with other CoC, HUD/VA, and STEHP funded projects. Please refer to specific programs (250 words or less).

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

6. Does the project work toward meeting any of the CoC goals noted below:

Any Yes - 5 pts All No - 0 pts

	Yes	No
Prevent/end homelessness among Veterans	<input type="checkbox"/>	<input type="checkbox"/>
End chronic homelessness	<input type="checkbox"/>	<input type="checkbox"/>
Prevent/end homelessness for families, youth and children	<input type="checkbox"/>	<input type="checkbox"/>
Prevent/end homelessness for youth under 24	<input type="checkbox"/>	<input type="checkbox"/>

7. System Performance- Housing Stability (0-5 pts)

What strategies does your program use to ensure clients who exit to a permanent housing destination remain stably housed? 250 words or less

- **Up to 2.5 pts awarded if the narrative clearly states the strategy you program uses.**
- **Up to 2.5 pts awarded if the narrative clearly state(s) an examples.**

8. System Performance – Income (0-5 pts)

What support does your project provide to clients to increase non-employment cash income and employment cash income?"

- **Up to 2.5 points awarded if the narrative clearly describes how the project supports clients with increasing employment cash income.**
- **Up to 2.5 points awarded if the narrative clearly describes how the project supports clients with increasing non-employment cash income.**

9. Diversity and Inclusion (0 or 1 pt)

Does your program/agency have Diversity, Equity, and Inclusion (DEI) training for its staff? If yes, how does that impact the project? If not, what steps are you planning to take to implement a training? (250 words or less)

10. Current Trends

Looking at the Part 1 Tool did your program score lower on any of the data related questions as a result of the Covid pandemic, please explain. 2 pts.

11. DV Providers Only-Positive Outcomes/Safety: (0-5 pts)

Outcomes considered positive for DV programs may not be the same as positive outcomes for Permanent Supportive Housing programs. How does your agency contribute to housing stability and ensure safety for victims of domestic violence 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 and ensure safety for victims of domestic violence across the CoC.**

12. Dedicated Youth Projects Only-Positive Outcomes: (0-5 pts.)

The CoC acknowledges that additional barriers occur for youth compared to adults when looking at increasing income. With that being said, how do you feel your agency contributes to increasing income for youth within this CoC program?

- **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.**

1E-2a. Scored Project Forms for One Project from Your CoC's Local Competition.

2. Renewal Project Score Card

a. North Country Transitional Living Services, Inc. – TLS Scattered Site-Gateway Housing

Agency Name:	Transitional Living Services			Final Score: 146.45
Project Name:	Scattered Site Gateway Housing			

		Yes	No: 5-pt penalty
	Submitted by Deadline w/Required Docs		
		Total Possible Points	Points Awarded

Part I: Data Related/Objective Questions				
Max pts. 15	5a. Utilization Rate	CARES	10	10
	5b. Exceeded 100% in Persons & Households	CARES	5	0
	6. Data Quality & Completeness	CARES	5	0
	7b,d,f. Impact on CH	Attach 1	15	15
	8a,b,c. Positive Outcomes	Attach 2	15	12.45
	9. Exits to Homelessness	Attach 3	15	15
	10. Income Growth-Systems	Attach 4	15	15
	11a. Stayers earned income	CARES	5	5
	11b. Stayers other income	CARES	3	3
	11c. Leavers earned income	CARES	5	3
	11d. Leavers other income	CARES	3	3
	12. Amount of Returned Funds	CARES	10	5
	13. LOCCS	CARES	5	5
	14. Priority Population	CARES	10	0
	15. Housing First	CARES	5	5
	16. Anti Discrimination Policy (attached)	CARES	5	5
	17a. Project Monitoring	CARES	2	2
	17b. Project Monitoring	CARES	1	n/a
	17c. Project Monitoring	CARES	0	n/a
	18. HIC/PIT	CARES	5	5
	19a. CE Referrals	CARES	2.5	2.5
	19b. CE Meetings	CARES	2.5	2.5
	20. Participation	CARES	5	5
	Total		149	118.45

Part II: Project & System Performance Narratives				
	3. Under 100% utilization	Reviewers	10	0
	4. Coordinated Entry	Reviewers	5	0
	5. Leveraging	Reviewers	5	5
	6.CoC Goals	CARES	5	5
	7.System Performance Housing Stability	Reviewers	5	5
	8. System Performance Income	Reviewers	5	5
	9.Diversity & Inclusion	Reviewers	1	1
	10. Current Trends	Reviewers	2	2
	11. DV Providers Only	Reviewers	5	0
	12. Youth Providers Only	Reviewers	5	0
	Total		48	23.00

Part III: Project Interviews				
	Lived Experience on Leadership	Reviewers	1	1
	DV Inclusion of Survivors	Reviewers	1	0
	Serving Particularly Vulnerable Populations	Reviewers	1	1
	Racial Representation	Reviewers	1	1
	LGBTQ+	Reviewers	2	2
	Total		5	5

1E-2a. Scored Project Forms for One Project from Your CoC's Local Competition.

3. NY-522's Objective Criteria and System Performance Criteria Chart with Point Values

NY-522 Objective Criteria

Question	Point Value	Objective Criterion	System Performance Measure	Considerations for Serving those with Severe Barriers to housing and services
Renewal Part 1				
5a-b. Utilization Rate	15	Utilization Rate		
6. Data Quality and Completeness	5	Data Quality & Completeness		
7. Impact on Chronic Homelessness	15	Impact on CH	Impact on CH	
8. Positive Outcomes	15	Positive Outcomes	Positive Outcomes	
9. Exits to Homelessness	15	Exits to Homelessness	Exits to Homelessness	
10. Income Growth- System Impact	15	Effect on Income Growth	Effect on Income Growth	
11. Income Growth- Project Performance	16	Effect on Income Growth	Effect on Income Growth	
14. Priority Population	10	Population Served		
15. Housing First	5	Housing First		
16. Anti-Discrimination	5			
20. CoC Participation	5	CoC Participation and Monitoring		
19. Coordinated Entry	5	Coordinated Entry Participation		
Renewal Part 2				
3. Utilization Rate	10			
5. Leveraging and Coordination of Services	5			
7. System Performance-Housing Stability	5			
8. System Performance- Income	5			
9. Diversity and Inclusion	1			
10. Responding to Current Trends	2			
11. DV	5			Specific Method for Evaluating Projects Submitted by Victim Service Providers - Positive Outcomes based on Safety Concerns
12. Dedicated Youth	5			Specific Method for Evaluating Projects Submitted by Youth Service Providers: Positive Outcomes based on Increase of Income and Housing Stability
Renewal Part 3- Interviews				
3. Low Performance on Part 1	1			Specific Method for Evaluating Projects Submitted by Projects Serving the Hardest to Serve
Total Points	201		121	76
Percentage of Points		Total Objective Criteria - 60%	Total System Performance	

Please note: the above points for Objective Criteria, System Performance Measures, and considerations for serving those with severe barriers to housing and services refer to the following types of projects: PSH, RRH, TH, TH-RRH

HMIS & CE projects are not scored through Rank & Review per the CoC's Rank & Review Written Process

New Bonus Tool				
4. Housing Type	0	Type of Housing Proposed		
6. CoC Member	10	CoC Participation and Monitoring		
7. CoC Funded	5	Funding/ CoC Participation and Monitoring		
8. CE Participation	3	Coordinated Entry Participation		
14. Housing First	25	Housing First		
12. Priority Populations	5	Population Served		
18. Partnerships with Healthcare and Housing	33	Partnerships with Healthcare and Housing		
22. People with Lived Experience of Homelessness in Le	1	Including People with Lived Experience of Homelessness		
Total Points	141		82	
		Total Objective Criteria 58%		

Please note: the above points for Objective Criteria refer to the following types of new projects: PSH, RRH, TH, TH-RRH

HMIS & CE projects are not scored on Objective Criteria given such criteria do not make sense for SSO projects

DV Bonus Tool						
	Unscored-eligibility threshold					
Housing First		Housing First				
4. Housing Type	0	Type of Housing Proposed				
7. CoC Member	10	CoC Participation and Monitoring				
8. CoC Funded	5	Funding/ CoC Participation and Monitoring				
13. CE Participation	3	Coordinated Entry Participation				
15. Partnerships with Healthcare and Housing	33	Partnerships with Healthcare and Housing				
18. People with Lived Experience of Homelessness in Leadership	1	Including People with Lived Experience of Homelessness				
12. Project Start Date	10	Project Start Date				
Total Points	129	Total Objective Criteria- 49%	48%			
Total Points	129		191			
		Total Objective Criteria 48%				

Please note: the above points for Objective Criteria refer to the following types of new projects: PSH, RRH, TH, TH-RRH

HMIS & CE projects are not scored on Objective Criteria given such criteria do not make sense for SSO projects

1E-5. Projects Rejected/Reduced–Notification Outside of e-snaps.

This attachment details the 9 Day Notification of Projects Rejected or Reduced for NY-522. It contains the following:

1. Sample Notification of Project Reduction
2. Sample Notification of Project Rejection
3. September 9, 2022 email to CoC Membership announcing the CoC posted to the Collaborative Applicant's website the Ranking and Tiering showing NY-522 Rejected Projects
4. September 9, 2022 website screenshot showing posted Ranking & Tiering for NY-522 Rejected Projects

1E-5. Projects Rejected/Reduced–Notification Outside of e-snaps.

1. Sample Notification of Project Reduction

From: [Samantha Barnaby](#)
To: [Samantha Barnaby](#)
Subject: FY22 CoC Application Local Competition – CoC Project Reduced
Date: Monday, September 12, 2022 1:29:23 PM
Attachments: [image001.png](#)

Dear Sample,

On behalf of the Points North Housing Coalition, we would like to thank Sample Agency for its application, Sample Application Name, for bonus funding through NY-522's FY22 Continuum of Care local competition. Unfortunately, through the Rank and Review process for New Projects, your application was chosen to be reduced in the amount of \$54,000.

Although the project was eligible and strong, your project was ranked outside of the eligible funding amount after the combined total of accepted applications. Although the full project amount was eligible, it is the recommendation of the CoC Committee to reduce funds in order to more effectively meet the unique needs of the most vulnerable in NY-522.

Summary:

Agency: Sample Agency
Project name: Sample Application Name
Project score: 98/206
Funding amount requested: \$154,968
Funding reduced by: \$54,000
Status: Reduced

Thanks

Samantha Barnaby
Assistant Director of Planning – CARES of NY, Inc.
200 Henry Johnson Blvd., Albany, NY 12210
518-489-4130 ext. 709
<http://www.caresny.org>
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1E-5. Projects Rejected/Reduced-Notification Outside of e-snaps.

2. Sample Notification of Project Rejection

From: [Samantha Barnaby](#)
To: [Samantha Barnaby](#)
Subject: FY22 CoC Application Local Competition – CoC Project Rejected
Date: Monday, September 12, 2022 1:50:47 PM
Attachments: [image001.png](#)

Dear Sample,

On behalf of the Points North Housing Coalition, we would like to thank Sample Agency for its application, Sample Application Name, for bonus funding through NY-522's FY22 Continuum of Care local competition. Unfortunately, through the Rank and Review process for New Projects, your application was not selected to apply.

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

Summary:

Agency: Sample Agency
Project name: Sample Application Name
Project score: 98/206
Funding amount requested: \$154,968
Status: Rejected

Thanks

Samantha Barnaby
Assistant Director of Planning – CARES of NY, Inc.
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1E-5. Projects Rejected/Reduced-Notification Outside of e-snaps.

3. September 9, 2022 email to CoC Membership announcing the CoC posted to the Collaborative Applicant's website the Ranking and Tiering showing NY-522 Rejected Projects

From: [CARES Planning Team](#)
To: aashlaw1967@gmail.com; aileenm@nrcil.net; [Aimee Whepley - Jeff Co DSS \(aimee.whepley2@dfa.state.ny.us\)](mailto:Aimee.Whepley@dfa.state.ny.us); [Altieri, Tara \(DFA\)](#); [Anne Kalamas](#); [Ashley Clifford](#); [Ashley Wilson](#); [Bennett, Dianna L.](#); [Brandon Titus](#); brandontitus@citizenadvocates.net; [Brandy Kirch](mailto:Brandy.Kirch@acrhealth.org); BTowles@acrhealth.org; [Carol Cheal \(ccheal@snowbelt.org\)](mailto:Carol.Cheal@snowbelt.org); [Cher Van Brocklin](mailto:Cher.Van.Brocklin@lccopps.org); clashbrooks@lccopps.org; coneil@shsny.com; ctoms@milcinc.org; [David Kunzelman \(David.kunzelman@redcross.org\)](mailto:David.Kunzelman@redcross.org); [Dawn Cole - United Way](#); [Diane Zikowitz](mailto:Diane.Zikowitz@dnesci3@mail.naz.edu); dnesci3@mail.naz.edu; [Ed Thomas](#); [Emily Marquart](mailto:Emily.Marquart@wesoldieron.org); [Erica Bezio](mailto:Erica.Bezio@wesoldieron.org); [Felicia Dumas](mailto:Felicia.Dumas@NoCoFamilyHealth.org); fparker@NoCoFamilyHealth.org; igalan@wesoldieron.org; [irene Parobii](mailto:irene.Parobii@wesoldieron.org); Jason.davis2@va.gov; jaylyn@snowbelt.org; jbelknap@childrens-clinic.org; [JCDSS Clerical](mailto:JCDSS.Clerical@wesoldieron.org); [Jessica Brooks \(jbrooks@wesoldieron.org\)](mailto:Jessica.Brooks@wesoldieron.org); Jessica.horning@va.gov; jillp@vacjc.com; [Jim Marrow](mailto:Jim.Marrow@credocc.com); johnw@credocc.com; JVoss@watertown-ny.gov; k.pound79@gmail.com; [Kimberley Lipczynski](mailto:Kimberley.Lipczynski@nnychildrenshome.com); krichmond@nnychildrenshome.com; [Kristin Post \(Dyce.Manager@dfa.state.ny.us\)](mailto:Kristin.Post@dfa.state.ny.us); [Laura Obrien](#); [Maureen Corbett \(Maureen.corbett@va.gov\)](mailto:Maureen.Corbett@va.gov); mbero@ucdevelopment.org; mbourcy@co.jefferson.ny.us; mcean@tlsnny.com; mgault@capcjc.org; Michelle@neighborsofwatertown.com; [Mike Robare](mailto:Mike.Robare@twcny.rr.com); mindepli@twcny.rr.com; mjmathewson@capcjc.org; MLively@boces.com; mlumbis@watertown-ny.gov; mtaylor@danc.org; mwaterhouse@tlsnny.com; [Paul Montondo](mailto:Paul.Montondo@lasnny.org); [PJ Herne \(pherne@lasnny.org\)](mailto:PJ.Herne@lasnny.org); pracette@lasnny.org; rhernandez2@twcny.rr.com; ross@stjoestreatment.org; [Samantha Barnaby](#); [Sarah Martin](#); [Sarah Yerdon](mailto:Sarah.Yerdon@saranaclakeyouth@gmail.com); saranaclakeyouth@gmail.com; [Seth Buchman](#); [Shari Fawcett](#); [Sherry Wilson](#); smathys@lccopps.org; stacy.mcneil@use.salvationarmy.org; stationwbvs@rocketmail.com; [Steve Knight](#); steven.waldner@va.gov; [Susan E. Gagnon \(sgagnon@lasnny.org\)](mailto:Susan.E.Gagnon@lasnny.org); [Sydney Rainey](mailto:Sydney.Rainey@stepbystepinc.org); tbush@stepbystepinc.org; Teresa.Gaffney@dfa.state.ny.us; [Tim Fayette](mailto:Tim.Fayette@credocc.com); [Tracy Leonard \(Tracyl@credocc.com\)](mailto:Tracy.Leonard@co.jefferson.ny.us); truetten@co.jefferson.ny.us; [Victoria Esposito \(vesposito@lasnny.org\)](mailto:Victoria.Esposito@lasnny.org); wbrown@wesoldieron.org; [William Robson](mailto:William.Robson@nrcil.net); williamo@nrcil.net
Cc: [Michelle Sandoz-Dennis](#); [Denise Brodt](#); [Kelli Clark](#); [Rachel Bradt](#); [Erin Reale](#); [Amy Lacey](#); [Bri Phillips](#); [Genesis Mattey](#); [Haleigh Schmidhamer](#); [Kathy Germain](#); [Kelsey Addy](#); [Maureen Van Deusen](#)
Subject: NY-522/PNHC Public Posting of FY22 Draft Consolidated Application
Date: Friday, September 9, 2022 3:15:00 PM
Attachments: [image001.png](#)

Good Afternoon NY-522 PNHC,

2022 Consolidated Application Public Posting

Draft version 1 of the [2022 Consolidated Application](#) has been posted to the [CARES Website](#) for public comment. The posting includes:

1. Draft CoC Application Narratives (completed to date)
2. Draft Attachments (completed to date)
3. Planning Grant
4. **Final Ranking & Tiering, detailing accepted and rejected project applications as a result of the local CoC competition**

Due to the shortened timeline of this year's Consolidated Application, CARES will be publicly posting the Consolidated Application twice: once today, and once as the Final Submission Posting on 9/23. As such, we ask that you [review the Draft CoC Application](#) and provide CARES with any content that should be highlighted in the answers by COB Friday, September 16th. Thank you for your support in ensuring the CoC submits a robust and successful application.

Thank you,

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


1E-5. Projects Rejected/Reduced-Notification Outside of e-snaps.

4. September 9, 2022 website screenshot showing posted Ranking & Tiering for NY-522
Rejected Projects

NY 512 RCHSC

Consolidated Application

DRAFT:  [NY 522 CoC Consolidated Application – Narrative – 9.14.22](#)

DRAFT:  [NY 522 CoC Consolidated Application – Attachments – 9.9.22](#)

NY 520 FEHC

NY 522 PNHC

CoC Priority Listing

FINAL: [NY 522 Project Ranking & Tiering – 9.9.22](#)

NY 523 SNC

CoC Project Description

Coming Soon

NY 601 DCCoC

CoC Planning Project

NY 606 RCCoC

DRAFT:  [NY 522 CoC Planning Project – 9.9.22](#)

NY 608 UCCoC

View Public Posting Archives

✦ [2021 Public Postings: PNHC](#)

✦ [2019 Public Postings: PNHC](#)

Edit Edit with WPBakery Page Builder

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

This attachment details the 15 Day Notification of Projects Accepted and Tiered for NY-522. It contains the following:

1. September 12, 2022 email notification of Projects Accepted:
 - a. **CARES of NY, Inc.**
 - i. Ranked 1/9, HMIS-Renewal Project Application
 - b. **Jefferson County DSS**
 - i. Ranked 2/9, DV Coordinated Entry-Renewal Project Application
 - ii. Ranked 4/9, Transitional-Renewal Project Application
 - iii. Ranked 5/9, Chronic-Renewal Project Application
 - iv. Ranked B1/1, SPC CH Expansion, New Project Application
 - v. Ranked DV1/1, DV Rapid Rehousing, New Project Application
 - c. **Transitional Living Services of Northern New York**
 - i. Ranked 3/9, Scattered Site-Renewal Project Application
 - ii. Ranked 7/9, PSH Chronic 1-Renewal Project Application
 - iii. Ranked 8/9, Rapid Rehousing- Renewal Project Application
 - d. **Snow Belt Housing**
 - i. Ranked 6/9, Rapid Rehousing - *Renewal Project Application*
 - e. **Mental Health Association in Jefferson County**
 - i. Ranked 9/9, Rapid Rehousing - *Renewal Project Application*
2. September 9, 2022 email notification of Ranking & Tiering for NY-522 Accepted Projects publicly posted on website
3. September 9, 2022 website screenshot showing posted Ranking & Tiering for NY-522 Accepted Projects

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

1. September 12, 2022 email notification of Projects Accepted:
 - a. **CARES of NY, Inc.**
 - i. Ranked 1/9, HMIS-Renewal Project Application

From: [Samantha Barnaby](#)
To: [Denise Brodt](#)
Subject: Notice of Projects Accepted
Date: Monday, September 12, 2022 2:39:00 PM
Attachments: [image001.png](#)

Dear Denise,

As the Collaborative Applicant for the NY-522 CoC, CARES would like to congratulate you on having your project accepted within NY-522's FY22 Continuum of Care local competition. Below is a detailed list of your agency's accepted project, funding request, score, and ranked position:

Ranked #1/9, CARES, HMIS, \$26,750, scored N/A per the Rank and Review Written Process

Please note, this means your projects will be included within the NY-522 CoC NOFO application; HUD will determine and announce which projects will officially receive funding at a later date. Please feel free to contact me should you have any questions and congratulations on your accepted projects.

Thanks

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

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

1. September 12, 2022 email notification of Projects Accepted:

a. Jefferson County DSS

- i. Ranked 2/9, DV Coordinated Entry-Renewal Project Application
- ii. Ranked 4/9, Transitional-Renewal Project Application
- iii. Ranked 5/9, Chronic-Renewal Project Application
- iv. Ranked B1/1, SPC CH Expansion, New Project Application
- v. Ranked DV1/1, DV Rapid Rehousing, New Project Application

From: [Samantha Barnaby](#)
To: Anne.Kalamas@dfa.state.ny.us
Subject: Notice of Projects Accepted
Date: Monday, September 12, 2022 2:47:00 PM
Attachments: [image001.png](#)

Dear Anne,

As the Collaborative Applicant for the NY-522 CoC, CARES would like to congratulate Jefferson County DSS on having your project accepted within NY-522's FY22 Continuum of Care local competition. Below is a detailed list of your agency's accepted projects, funding requests, scores, and ranked positions:

Ranked #2/9, Jefferson County DSS, DV Coordinated Entry, \$204,472, scored N/A per the Rank and Review Written Process
Ranked #4/9, Jefferson County DSS, Transitional, \$678,569, scored 141.77/201
Ranked #5/9, Jefferson County DSS, Chronic, \$99,975, scored 140.87/201
Ranked #B1/1, Jefferson County DSS, SPC CH Expansion, \$76,565, scored 115/141
Ranked #DV1/1, Jefferson County DSS, DV Rapid Rehousing, \$133,056, scored 111/129

Please note, this means your projects will be included within the NY-522 CoC NOFO application; HUD will determine and announce which projects will officially receive funding at a later date. Please feel free to contact me should you have any questions and congratulations on your accepted projects.

Thanks

Samantha Barnaby

Assistant Director of Planning – CARES of NY, Inc.

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

1. September 12, 2022 email notification of Projects Accepted:

a. Transitional Living Services of Northern New York

- i. Ranked 3/9, Scattered Site-Renewal Project Application
- ii. Ranked 7/9, PSH Chronic 1-Renewal Project Application
- iii. Ranked 8/9, Rapid Rehousing- Renewal Project Application

From: [Samantha Barnaby](#)
To: mwaterhouse@tlnny.com
Subject: Notice of Projects Accepted
Date: Monday, September 12, 2022 3:13:00 PM
Attachments: [image001.png](#)

Dear Mark,

As the Collaborative Applicant for the NY-522 CoC, CARES would like to congratulate Transitional Living Services of Northern New York on having your project accepted within NY-522's FY22 Continuum of Care local competition. Below is a detailed list of your agency's accepted projects, funding requests, scores, and ranked positions:

Ranked #3/9, Transitional Living Services of Northern New York, Scattered Site,
\$84,479, scored 146.45/201
Ranked #7/9, Transitional Living Services of Northern New York, PSH Chronic 1,
\$108,599, scored 120.2/201
Ranked #8/9, Transitional Living Services of Northern New York, Rapid Rehousing,
\$228,444, scored 119.55/201

Please note, this means your projects will be included within the NY-522 CoC NOFO application; HUD will determine and announce which projects will officially receive funding at a later date. Please feel free to contact me should you have any questions and congratulations on your accepted projects.

Thanks

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

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

1. September 12, 2022 email notification of Projects Accepted:

a. Snow Belt Housing

i. Ranked 6/9, Rapid Rehousing - *Renewal Project Application*

From: [Samantha Barnaby](#)
To: jaylyn@snowbelt.org
Subject: Notice of Projects Accepted
Date: Monday, September 12, 2022 2:55:00 PM
Attachments: [image001.png](#)

Dear Jaylyn,

As the Collaborative Applicant for the NY-522 CoC, CARES would like to congratulate Snow Belt Housing on having your project accepted within NY-522's FY22 Continuum of Care local competition. Below is a detailed list of your agency's accepted projects, funding requests, scores, and ranked positions:

Ranked #6/9, Snow Belt Housing, Rapid Rehousing, \$36,371, scored 138.43/201

Please note, this means your projects will be included within the NY-522 CoC NOFO application; HUD will determine and announce which projects will officially receive funding at a later date. Please feel free to contact me should you have any questions and congratulations on your accepted projects.

Thanks

Samantha Barnaby
Assistant Director of Planning – CARES of NY, Inc.
200 Henry Johnson Blvd., Albany, NY 12210
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<http://www.caresny.org>

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

1. September 12, 2022 email notification of Projects Accepted:

a. Mental Health Association in Jefferson County

i. Ranked 9/9, Rapid Rehousing - *Renewal Project Application*

From: [Samantha Barnaby](#)
To: [Ed Thomas](#); advocate@mhajc.org
Subject: Notice of Projects Accepted
Date: Monday, September 12, 2022 3:00:00 PM
Attachments: [image001.png](#)

Dear Ed,

As the Collaborative Applicant for the NY-522 CoC, CARES would like to congratulate Mental Health Association in Jefferson County on having your project accepted within NY-522's FY22 Continuum of Care local competition. Below is a detailed list of your agency's accepted project, funding request, score, and ranked position:

Ranked #9/9, Mental Health Association in Jefferson County, Rapid Rehousing, \$77,727, scored 103.17/201

Please note, this means your projects will be included within the NY-522 CoC NOFO application; HUD will determine and announce which projects will officially receive funding at a later date. Please feel free to contact me should you have any questions and congratulations on your accepted projects.

Thanks

Samantha Barnaby
Assistant Director of Planning – CARES of NY, Inc.
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<http://www.caresny.org>
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1E-5a: Projects Accepted – Public Posting.

2. September 9, 2022 email notification of Ranking & Tiering for NY-522 Accepted Projects publicly posted on website

From: [CARES Planning Team](#)
To: aashlaw1967@gmail.com; aileenm@nrcil.net; [Aimee Whepley - Jeff Co DSS \(aimee.whepley2@dfa.state.ny.us\)](mailto:Aimee.Whepley@dfa.state.ny.us); [Altieri, Tara \(DFA\)](#); [Anne Kalamas](#); [Ashley Clifford](#); [Ashley Wilson](#); [Bennett, Dianna L.](#); [Brandon Titus](#); brandontitus@citizenadvocates.net; [Brandy Kirch](#); [BTowles@acrhealth.org](#); [Carol Cheal \(ccheal@snowbelt.org\)](#); [Cher Van Brocklin](#); clashbrooks@lcopps.org; coneil@shsny.com; ctoms@milcinc.org; [David Kunzelman \(David.kunzelman@redcross.org\)](#); [Dawn Cole - United Way](#); [Diane Zikowitz](#); dnesci3@mail.naz.edu; [Ed Thomas](#); [Emily Marquart](#); [Erica Bezio](#); [Felicia Dumas](#); fparker@NoCoFamilyHealth.org; igalan@wesoldieron.org; [Irene Parobii](#); Jason.davis2@va.gov; jaylyn@snowbelt.org; jbelknap@childrens-clinic.org; [JCDSS Clerical](#); [Jessica Brooks \(jbrooks@wesoldieron.org\)](#); Jessica.horning@va.gov; jillp@vacjc.com; [Jim Marrow](#); johnw@credocc.com; JVoss@watertown-ny.gov; k.pound79@gmail.com; [Kimberley Lipczynski](#); krichmond@nnychildrenshome.com; [Kristin Post \(Dyce.Manager@dfa.state.ny.us\)](mailto:Kristin.Post@dfa.state.ny.us); [Laura Obrien](#); [Maureen Corbett \(Maureen.corbett@va.gov\)](mailto:Maureen.Corbett@va.gov); mbero@ucdevelopment.org; mbourcy@co.jefferson.ny.us; mcean@tlsnny.com; mgault@capcjc.org; Michelle@neighborsofwatertown.com; [Mike Robare](mailto:Mike.Robare); mindepli@twcny.rr.com; mjmathewson@capcjc.org; MLively@boces.com; mlumbis@watertown-ny.gov; mtaylor@danc.org; mwaterhouse@tlsnny.com; [Paul Montondo](#); [PJ Herne \(pherne@lasnny.org\)](mailto:PJ.Herne@lasnny.org); pracette@Lasnny.org; rhernandez2@twcny.rr.com; ross@stjoestreatment.org; [Samantha Barnaby](#); [Sarah Martin](#); [Sarah Yerdon](#); saranaclakeyouth@gmail.com; [Seth Buchman](#); [Shari Fawcett](#); [Sherry Wilson](#); smathys@lcopps.org; stacy.mcneil@use.salvationarmy.org; stationwbvs@rocketmail.com; [Steve Knight](#); steven.waldner@va.gov; [Susan E. Gagnon \(sgagnon@lasnny.org\)](mailto:Susan.E.Gagnon@lasnny.org); [Sydney Raine](#); tbush@stepbystepinc.org; Teresa.Gaffney@dfa.state.ny.us; [Tim Fayette](#); [Tracy Leonard \(Tracyl@credocc.com\)](#); truetten@co.jefferson.ny.us; [Victoria Esposito \(vesposito@lasnny.org\)](mailto:Victoria.Esposito@lasnny.org); wbrown@wesoldieron.org; [William Robson](mailto:William.Robson); williamo@nrcil.net
Cc: [Michelle Sandoz-Dennis](#); [Denise Brodt](#); [Kelli Clark](#); [Rachel Bradt](#); [Erin Reale](#); [Amy Lacey](#); [Bri Phillips](#); [Genesis Mattey](#); [Haleigh Schmidhamer](#); [Kathy Germain](#); [Kelsey Addy](#); [Maureen Van Deusen](#)
Subject: NY-522/PNHC Public Posting of FY22 Draft Consolidated Application
Date: Friday, September 9, 2022 3:15:00 PM
Attachments: [image001.png](#)

Good Afternoon NY-522 PNHC,

2022 Consolidated Application Public Posting

Draft version 1 of the [2022 Consolidated Application](#) has been posted to the [CARES Website](#) for public comment. The posting includes:

1. Draft CoC Application Narratives (completed to date)
2. Draft Attachments (completed to date)
3. Planning Grant
4. **Final Ranking & Tiering**, detailing **accepted** and rejected **project applications** as a result of the local CoC competition

Due to the shortened timeline of this year's Consolidated Application, CARES will be publicly posting the Consolidated Application twice: once today, and once as the Final Submission Posting on 9/23. As such, we ask that you [review the Draft CoC Application](#) and provide CARES with any content that should be highlighted in the answers by COB Friday, September 16th. Thank you for your support in ensuring the CoC submits a robust and successful application.

Thank you,

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


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

3. September 9, 2022 website screenshot showing posted Ranking & Tiering for NY-522 Accepted Projects

NY 512 RCHSC

Consolidated Application

DRAFT:  [NY 522 CoC Consolidated Application – Narrative – 9.14.22](#)

DRAFT:  [NY 522 CoC Consolidated Application – Attachments – 9.9.22](#)

NY 520 FEHC

NY 522 PNHC

CoC Priority Listing

FINAL: [NY 522 Project Ranking & Tiering – 9.9.22](#)

NY 523 SNC

CoC Project Description

Coming Soon

NY 601 DCCoC

CoC Planning Project

NY 606 RCCoC

DRAFT:  [NY 522 CoC Planning Project – 9.9.22](#)

NY 608 UCCoC

View Public Posting Archives

✦ [2021 Public Postings: PNHC](#)

✦ [2019 Public Postings: PNHC](#)

Edit Edit with WPBakery Page Builder

1E-5b. Local Competition Selection Results–Scores for All Projects.

This attachment details the final project scores for all new and renewal projects considered for NY-522 during its local competition. It contains the following:

1. Ranking and Tiering for NY-522 Projects

2022 PNHC Ranking

Rank	Project Type	Score	Applicant Name	Program	Funding Amount	Grant Number
1	HMIS	N/A	CARES	HMIS	\$26,750	NY0849U2C222110
2	DV CE	N/A	JCDSS	DV CE	\$204,472	NY1217U2C222103
3	TH	146.45	TLS	Scattered Site	\$84,479	NY0850U2C222109
4	PSH	141.77	JDSS	Transitional	\$678,569	NY0713U2C222112
5	PSH	140.87	JCDSS	Chronic	\$99,975	NY0712U2C222112
6	RRH	138.43	Snowbelt	Rapid Rehousing	\$36,371	NY1103U2C222105
7	PSH	120.2	TLS	PSH Chronic 1	\$108,599	NY0948U2C222108
8	RRH	119.55	TLS	Rapid Rehousing	\$228,444	NY1102U2C222105
9	RRH	103.17	MHA	Rapid Rehousing	\$77,727	NY0848U2C222109
B1	PSH	115	JCDSS	SPC CH Expansion	\$76,565	
DV1	PSH	111	JCDSS	DV Rapid Rehousing	\$133,056	

Tier 1 = \$458 Tier 2 = \$77,269

*No projects were rejected during the Rank and Review process this year

Annual Renewal Demand	\$1,545,386
Tier 1	\$1,468,117
Tier 2	\$77,269
Planning	\$46,362
UFA	\$46,362
Bonus	\$77,269
DV Bonus	\$133,274

Expansions	Applicant Name	Renewal Project	Expansion Project	Combined Project	Total
N/A					

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

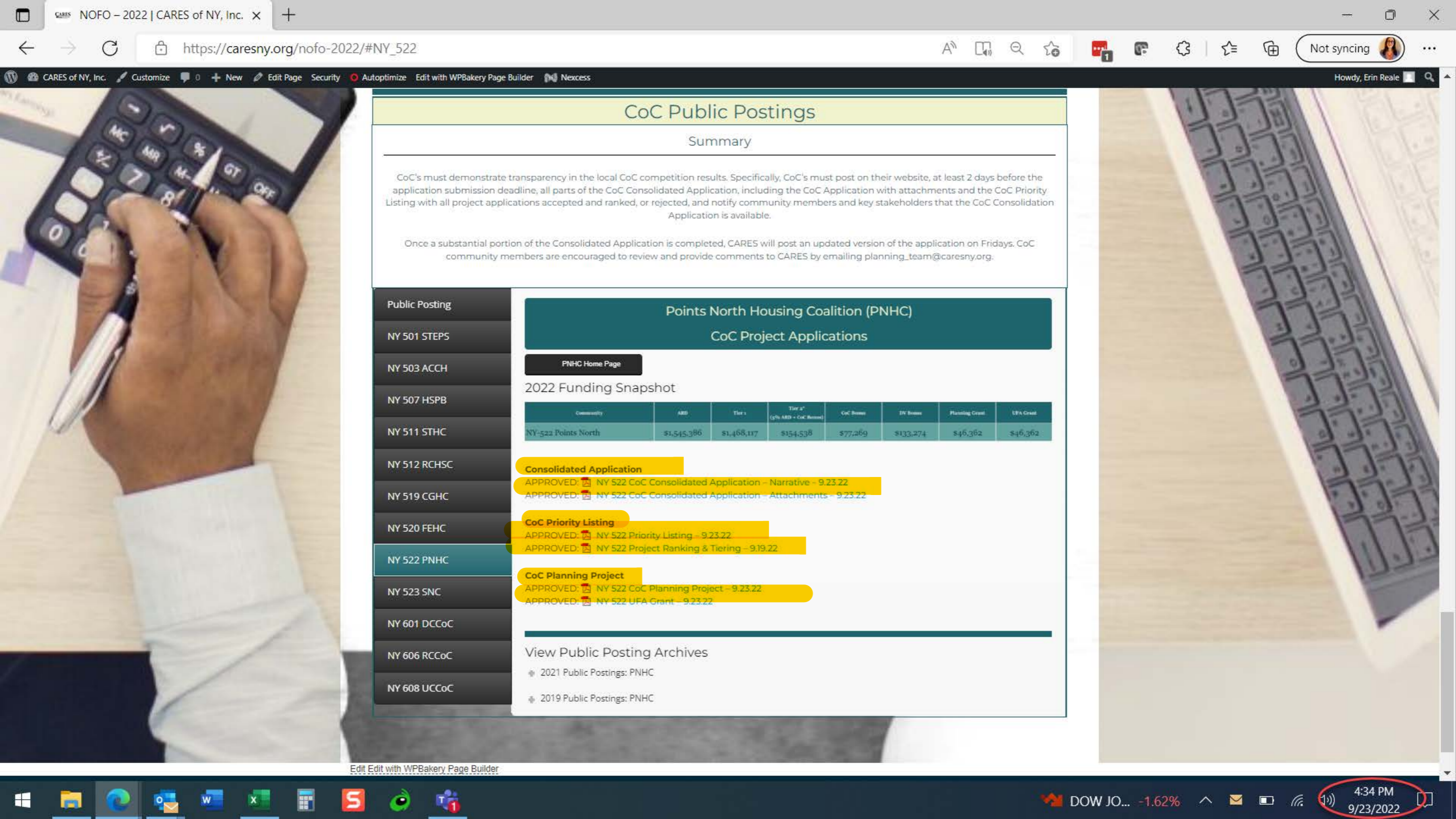
1E-5c. Web Posting of CoC-Approved Consolidated Application.

This attachment provides evidence of the website posting which displays the date and time when NY-522 posted the final version of its CoC's Consolidated Application before the submission deadline. It contains the following:

1. September 23, 2022 website screenshot showing posted CoC-Approved **final** version of CoC Consolidated Application
2. September 9, 2022 website screenshot showing posted **draft** version of CoC Consolidated Application

1E-5c. Web Posting of CoC-Approved Consolidated Application.

1. September 23, 2022 website screenshot showing posted CoC-Approved **final** version of CoC Consolidated Application



CoC Public Postings

Summary

CoC's must demonstrate transparency in the local CoC competition results. Specifically, CoC's must post on their website, at least 2 days before the application submission deadline, all parts of the CoC Consolidated Application, including the CoC Application with attachments and the CoC Priority Listing with all project applications accepted and ranked, or rejected, and notify community members and key stakeholders that the CoC Consolidation Application is available.

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

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

Points North Housing Coalition (PNHC) CoC Project Applications

[PNHC Home Page](#)

2022 Funding Snapshot

Community	ARJ	Tier 1	Tier 2*	CoC Bonus	IV Bonus	Planning Grant	UFA Grant
NY-522 Points North	\$1,545,386	\$1,468,117	\$154,538	\$77,269	\$133,274	\$46,362	\$46,362

Consolidated Application

- APPROVED: NY 522 CoC Consolidated Application – Narrative – 9.23.22
- APPROVED: NY 522 CoC Consolidated Application – Attachments – 9.23.22

CoC Priority Listing

- APPROVED: NY 522 Priority Listing – 9.23.22
- APPROVED: NY 522 Project Ranking & Tiering – 9.19.22

CoC Planning Project

- APPROVED: NY 522 CoC Planning Project – 9.23.22
- APPROVED: NY 522 UFA Grant – 9.23.22

View Public Posting Archives

- 2021 Public Postings: PNHC
- 2019 Public Postings: PNHC

1E-5c. Web Posting of CoC-Approved Consolidated Application.

2. September 9, 2022 website screenshot showing posted **draft** version of CoC Consolidated Application

- 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 DCCoC
- NY 606 RCCoC
- NY 608 UCCoC

Points North Housing Coalition (PNHC) CoC Project Applications

[PNHC Home Page](#)

2022 Funding Snapshot

Community	ARD	Tier 1	Tier 2* (5% ARD + CoC Bonus)	CoC Bonus	DV Bonus	Planning Grant	UFA Grant
NY-522 Points North	\$1,545,386	\$1,468,117	\$154,538	\$77,269	\$133,274	\$46,362	\$46,362

Consolidated Application

- DRAFT: NY 522 CoC Consolidated Application – Narrative – 9.9.22
- DRAFT: NY 522 CoC Consolidated Application – Attachments – 9.9.22

CoC Priority Listing

FINAL: NY 522 Project Ranking & Tiering – 9.9.22

CoC Project Description

Coming Soon

CoC Planning Project

DRAFT: NY 522 CoC Planning Project – 9.9.22

View Public Posting Archives

- 2021 Public Postings: PNHC
- 2019 Public Postings: PNHC

1E-5d. Notification to Community Members and Key Stakeholders

This attachment provides evidence of the notification to community members and key stakeholders that NY-522 posted the final version of its CoC's Consolidated Application before the submission deadline. It contains the following:

1. September 23, 2022 email notification to NY-522 members and stakeholders that the CoC-Approved **final** version of CoC Consolidated Application was publicly posted to website
2. September 9, 2022 website screenshot showing posted **draft** version of CoC Consolidated Application was publicly posted to website

1E-5d. Notification to Community Members and Key Stakeholders

1. September 23, 2022 email notification to NY-522 members and stakeholders that the CoC-Approved **final** version of CoC Consolidated Application was publicly posted to website

From: [CARES Planning Team](#)
To: [CARES Planning Team](#); aashlaw1967@gmail.com; aileenm@nrcil.net; [Aimee Whelpley - Jeff Co DSS](#) (aimee.whelpley2@dfa.state.ny.us); [Altieri, Tara \(DFA\)](#); [Anne Kalamas](#); [Ashley Clifford](#); [Ashley Wilson](#); [Bennett, Dianna L.](#); [Brandon Titus](#); brandontitus@citizenadvocates.net; [Brandy Kirch](#); [BTowles@acrhealth.org](#); [Carol Cheal](#) (ccheal@snowbelt.org); [Cher Van Brocklin](#); clashbrooks@icopps.org; coneil@shsny.com; ctoms@milcinc.org; [David Kunzelman](#) (David.kunzelman@redcross.org); [Dawn Cole - United Way](#); [Diane Zikowitz](#); dnesci3@mail.naz.edu; [Ed Thomas](#); [Emily Marquart](#); [Erica Bezio](#); [Felicia Dumas](#); fparker@NoCoFamilyHealth.org; igalan@wesoldieron.org; irene.Parobii; Jason.davis2@va.gov; jaylyn@snowbelt.org; jbelknap@childrens-clinic.org; [JCDSS Clerical](#); Jessica.Brooks (jbrooks@wesoldieron.org); Jessica.horning@va.gov; jillp@vacjc.com; Jim.Marrow; johnw@credocc.com; JVoss@watertown-ny.gov; k.pound79@gmail.com; [Kimberley Lipczynski](#); krichmond@nnychildrenshome.com; Kristin.Post (Dvce.Manager@dfa.state.ny.us); [Laura Obrien](#); [Maureen Corbett](#) (Maureen.corbett@va.gov); mbero@ucdevelopment.org; mbourcy@co.jefferson.ny.us; mcean@tlsnny.com; mgault@capcjc.org; Michelle@neighborsofwatertown.com; [Mike Robare](#); mindepli@twcny.rr.com; mjmathewson@capcjc.org; MLively@boces.com; mlumbis@watertown-ny.gov; mtaylor@danc.org; mwaterhouse@tlsnny.com; [Paul Montondo](#); PJ.Herne (pherne@lasnny.org); pracette@Lasnny.org; rhernandez2@twcny.rr.com; rross@stjoestreatment.org; [Samantha Barnaby](#); [Sarah Martin](#); [Sarah Yerdon](#); saranaclakeyouth@gmail.com; [Seth Buchman](#); [Shari Fawcett](#); [Sherry Wilson](#); smathys@icopps.org; stacy.mcneil@use.salvationarmy.org; stationwbvs@rocketmail.com; [Steve Knight](#); steven.waldner@va.gov; Susan.E.Gagnon (sgagnon@lasnny.org); [Sydney Rainey](#); tbush@stepbystepinc.org; Teresa.Gaffney@dfa.state.ny.us; [Tim Fayette](#); [Tracy Leonard](#) (Tracyl@credocc.com); truetten@co.jefferson.ny.us; Victoria.Esposito (vesposito@lasnny.org); wbrown@wesoldieron.org; [William Robson](#); williamo@nrcil.net
Cc: [Michelle Sandoz-Dennis](#); [Denise Brodt](#); [Kelli Clark](#); [Rachel Bradt](#); [Erin Reale](#); [Amy Lacey](#); [Bri Phillips](#); [Haleigh Schmidhamer](#); [Kathy Germain](#); [Kelsey Addy](#); [Maureen Van Deusen](#)
Subject: RE: NY-522/PNHC Public Posting of FY22 Draft Consolidated Application
Date: Friday, September 23, 2022 4:28:00 PM
Attachments: [image001.png](#)

Good Afternoon NY-522 PNHC Membership,

All parts of the 2022 approved Consolidated Application and Priority Listing have been posted to the [CARES Website](#) for public comment.

Specifically, you will find the approved versions of:

- Consolidated Application Narratives & Attachments
- Priority Listing (including project rankings)
- Project Ranking & Tiering
- Planning Grant
- UFA Cost Grant

CARES will be submitting the CoC Application & Priority Listing on behalf of the CoC on Wednesday, September 28th. If you have any questions or comments, please feel free to reach out.

Thank you,

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



From: CARES Planning Team

Sent: Friday, September 9, 2022 3:16 PM

Subject: NY-522/PNHC Public Posting of FY22 Draft Consolidated Application

Good Afternoon NY-522 PNHC,

2022 Consolidated Application Public Posting

Draft version 1 of the [2022 Consolidated Application](#) has been posted to the [CARES Website](#) for public comment. The posting includes:

1. Draft CoC Application Narratives (completed to date)
2. Draft Attachments (completed to date)
3. Planning Grant
4. Final Ranking & Tiering, detailing accepted and rejected project applications as a result of the local CoC competition

Due to the shortened timeline of this year's Consolidated Application, CARES will be publicly posting the Consolidated Application twice: once today, and once as the Final Submission Posting on 9/23. As such, we ask that you [review the Draft CoC Application and provide CARES with any content that should be highlighted in the answers by COB Friday, September 16th.](#) Thank you for your support in ensuring the CoC submits a robust and successful application.

Thank you,

CARES Planning Team

200 Henry Johnson Blvd., Albany, NY 12210

(518) 489-4130 ext. 1

<http://www.caresny.org>



1E-5d. Notification to Community Members and Key Stakeholders

2. September 9, 2022 website screenshot showing posted **draft** version of CoC Consolidated Application was publicly posted to website

From: [CARES Planning Team](#)
To: aashlaw1967@gmail.com; aileenm@nrcil.net; [Aimee Whepley - Jeff Co DSS \(aimee.whepley2@dfa.state.ny.us\)](mailto:Aimee.Whepley@dfa.state.ny.us); [Altieri, Tara \(DFA\)](#); [Anne Kalamas](#); [Ashley Clifford](#); [Ashley Wilson](#); [Bennett, Dianna L.](#); [Brandon Titus](#); brandontitus@citizenadvocates.net; [Brandy Kirch](mailto:Brandy.Kirch@acrhealth.org); BTowles@acrhealth.org; [Carol Cheal \(ccheal@snowbelt.org\)](mailto:Carol.Cheal@snowbelt.org); [Cher Van Brocklin](mailto:Cher.Van.Brocklin@lccopps.org); clashbrooks@lccopps.org; coneil@shsny.com; ctoms@milcinc.org; [David Kunzelman \(David.kunzelman@redcross.org\)](mailto:David.Kunzelman@redcross.org); [Dawn Cole - United Way](#); [Diane Zikowitz](mailto:Diane.Zikowitz@dnesci3@mail.naz.edu); dnesci3@mail.naz.edu; [Ed Thomas](#); [Emily Marquart](mailto:Emily.Marquart@va.gov); [Erica Bezio](mailto:Erica.Bezio@va.gov); [Felicia Dumas](mailto:Felicia.Dumas@NoCoFamilyHealth.org); fparker@NoCoFamilyHealth.org; igalan@wesoldieron.org; [irene Parobii](mailto:irene.Parobii@va.gov); Jason.davis2@va.gov; jaylyn@snowbelt.org; jbelknap@childrens-clinic.org; [JCDSS Clerical](mailto:JCDSS.Clerical@va.gov); [Jessica Brooks \(jbrooks@wesoldieron.org\)](mailto:Jessica.Brooks@wesoldieron.org); Jessica.horning@va.gov; jillp@vacjc.com; [Jim Marrow](mailto:Jim.Marrow@va.gov); johnw@credocc.com; JVoss@watertown-ny.gov; k.pound79@gmail.com; [Kimberley Lipczynski](mailto:Kimberley.Lipczynski@va.gov); krichmond@nnychildrenshome.com; [Kristin Post \(Dyce.Manager@dfa.state.ny.us\)](mailto:Kristin.Post@dfa.state.ny.us); [Laura Obrien](mailto:Laura.Obrien@va.gov); [Maureen Corbett \(Maureen.corbett@va.gov\)](mailto:Maureen.Corbett@va.gov); mbero@ucdevelopment.org; mbourcy@co.jefferson.ny.us; mcean@tlsnny.com; mgault@capcjc.org; Michelle@neighborsofwatertown.com; [Mike Robare](mailto:Mike.Robare@twcny.rr.com); mindepli@twcny.rr.com; mjmathewson@capcjc.org; MLively@boces.com; mlumbis@watertown-ny.gov; mtaylor@danc.org; mwaterhouse@tlsnny.com; [Paul Montondo](mailto:Paul.Montondo@va.gov); [PJ Herne \(pherne@lasnny.org\)](mailto:PJ.Herne@lasnny.org); pracette@lasnny.org; rhernandez2@twcny.rr.com; ross@stjoestreatment.org; [Samantha Barnaby](mailto:Samantha.Barnaby@va.gov); [Sarah Martin](mailto:Sarah.Martin@va.gov); saranaclakeyouth@gmail.com; [Seth Buchman](mailto:Seth.Buchman@va.gov); [Shari Fawcett](mailto:Shari.Fawcett@va.gov); [Sherry Wilson](mailto:Sherry.Wilson@lccopps.org); smathys@lccopps.org; stacy.mcneil@use.salvationarmy.org; stationwbvs@rocketmail.com; [Steve Knight](mailto:Steve.Knight@va.gov); steven.waldner@va.gov; [Susan E. Gagnon \(sgagnon@lasnny.org\)](mailto:Susan.E.Gagnon@lasnny.org); [Sydney Rainey](mailto:Sydney.Rainey@va.gov); tbush@stepbystepinc.org; Teresa.Gaffney@dfa.state.ny.us; [Tim Fayette](mailto:Tim.Fayette@va.gov); [Tracy Leonard \(Tracyl@credocc.com\)](mailto:Tracy.Leonard@va.gov); truetten@co.jefferson.ny.us; [Victoria Esposito \(vesposito@lasnny.org\)](mailto:Victoria.Esposito@lasnny.org); wbrown@wesoldieron.org; [William Robson](mailto:William.Robson@nrcil.net); williamo@nrcil.net
Cc: [Michelle Sandoz-Dennis](mailto:Michelle.Sandoz-Dennis@va.gov); [Denise Brodt](mailto:Denise.Brodt@va.gov); [Kelli Clark](mailto:Kelli.Clark@va.gov); [Rachel Bradt](mailto:Rachel.Bradt@va.gov); [Erin Reale](mailto:Erin.Reale@va.gov); [Amy Lacey](mailto:Amy.Lacey@va.gov); [Bri Phillips](mailto:Bri.Phillips@va.gov); [Genesis Mattey](mailto:Genesis.Mattey@va.gov); [Haleigh Schmidhager](mailto:Haleigh.Schmidhager@va.gov); [Kathy Germain](mailto:Kathy.Germain@va.gov); [Kelsey Addy](mailto:Kelsey.Addy@va.gov); [Maureen Van Deusen](mailto:Maureen.Van.Deusen@va.gov)
Subject: NY-522/PNHC Public Posting of FY22 Draft Consolidated Application
Date: Friday, September 9, 2022 3:15:00 PM
Attachments: [image001.png](#)

Good Afternoon NY-522 PNHC,

2022 Consolidated Application Public Posting

Draft version 1 of the 2022 Consolidated Application has been posted to the [CARES Website](#) for public comment. The posting includes:

1. Draft CoC Application Narratives (completed to date)
2. Draft Attachments (completed to date)
3. Planning Grant
4. Final Ranking & Tiering, detailing accepted and rejected project applications as a result of the local CoC competition

Due to the shortened timeline of this year's Consolidated Application, CARES will be publicly posting the Consolidated Application twice: once today, and once as the Final Submission Posting on 9/23. As such, we ask that you [review the Draft CoC Application](#) and provide CARES with any content that should be highlighted in the answers by COB Friday, September 16th. Thank you for your support in ensuring the CoC submits a robust and successful application.

Thank you,

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

3A-2. New PH-PSH/PH-RRH Project–Leveraging Healthcare Resources.

This attachment details the Healthcare Formal Agreements for **NY-522**. It includes the following:

1. Checklist verifying commitment meets all HUD requirements
2. Formal Agreement between **Jefferson County DSS** and **Alcohol and Substance Abuse Council of Jefferson County** for **SPC CH Expansion Project**.

3A-2. New PH-PSH/PH-RRH Project–Leveraging Healthcare Resources.

1. Checklist verifying commitment meets all HUD requirements

Checklist for New CoC Project Applicants that are Leveraging Healthcare Resources

You have indicated that your proposed project will be able to **leverage healthcare resources**. You must submit to CARES (1) the below checklist and (2) a contract, letter of commitment, or other formal commitment that includes the following:

The name of the project

Project name: SPC CH Expansion

Amount of assistance to be provided by the healthcare organization:

- a. The value (dollar amount) of the healthcare commitment being provided (must be at least 25% of the total funding requested) **OR**
- b. If the partner agency is a substance abuse and/or recovery program, a guarantee that the services will be provided to all eligible participants of this project.

Calculation showing the amount of healthcare resources committed in the written commitment, and that this is at least 25% of funding requested through the proposed New CoC Project Application, OR confirm the substance abuse and/or recovery program will offer services to all eligible participants.

a) Alcohol and Substance Abuse Council of Jefferson County-Substance Abuse and/or Recovery Program will offer services to all eligible participants

b) Alcohol and Substance Abuse Council of Jefferson County-Substance Abuse and/or Recovery Program is in place now and will be renewed annually for continued services.

The date that the services and/or committed funding will be available is on the written commitment (must run concurrently with the new project)

Date of healthcare commitment: This commitment will run in conjunction with the dates of the SPC CH Expansion project.

3A-2. New PH-PSH/PH-RRH Project–Leveraging Healthcare Resources.

2. Formal Agreement between **Jefferson County DSS** and **Alcohol and Substance Abuse Council of Jefferson County** for **SPC CH Expansion Project**.

Contract ID No.: 321.2122.01
Provider: Alcohol & Substance Abuse Council
of Jefferson County, Inc.
Amount: \$70,000
Dates: 12/1/2021-11/30/2022
Type: Behavioral Health Consultant
Contract Mgr.: Karen Marcum

AGREEMENT

THIS IS AN AGREEMENT, by and between

JEFFERSON COUNTY DEPARTMENT OF SOCIAL SERVICES,
with offices at 250 Arsenal Street, Watertown, New York 13601
(hereinafter referred to as **JCDSS**),

-and-

ALCOHOL AND SUBSTANCE ABUSE COUNCIL OF JEFFERSON COUNTY, INC.,
d/b/a PIVOT,
with offices at 167 Polk Street, Suite 320, Watertown, New York 13601
(hereinafter referred to as **PIVOT**).

WITNESSETH:

WHEREAS, PIVOT is a not-for-profit agency which employs credentialed substance abuse and/or behavioral health counselors; and

WHEREAS, JCDSS obtained Child Abuse or Neglect Prevention and Treatment Act (CAPTA) and Comprehensive Addiction and Recovery Act of 2016 (CARA) funding to contract for the co-location of a Behavioral Health Consultant within the Children's Services Division at JCDSS; and

WHEREAS, such funding will allow a Behavioral Health Consultant to work in partnership with Children's Services caseworkers and make necessary recommendations and referrals for families affected by substance use disorders.

WHEREAS, PIVOT is a well-established community agency whose vision is to reduce the negative impact of alcohol, other drug abuse and addiction in the community by facilitating a united approach to prevention involving all sections of the community in the provision of services, education and advocacy.

WHEREAS, PIVOT has a long-standing working relationship with JCDSS and has the ability to provide such services;

NOW, THEREFORE, it is mutually agreed by and between JCDSS and PIVOT, as follows:

A. TERM

This Contract shall be effective on **December 1, 2021**, and expire on **November 30, 2022**, subject to renewal by the parties.

B. SCOPE OF DUTIES

1. JCDSS Commissioner will provide overall coordination and oversight of this project. The JCDSS Director of Services, Grade A Supervisor and Supervisory Staff within Children's Services will work in partnership with PIVOT to ensure open lines of communication and continued progress toward achieving the cross-agency mission.
2. PIVOT will recruit and hire a New York State Master Level Clinician or CASAC to fill the Behavioral Health Consultant position. PIVOT will provide clinical supervision of the Behavioral Health Consultant as appropriate and necessary.
3. The PIVOT Behavioral Health Consultant will be co-located within the JCDSS office building, located at 250 Arsenal Street, Watertown, New York 13601; PIVOT office, located at 167 Polk Street Suite 320, Watertown, New York 13601; and Anchor Recovery Center, located at 241 State Street, Watertown, New York 13601. The Behavioral Health Consultant will have full access to PIVOT. Training for the Behavioral Health Consultant will be provided in partnership with PIVOT and the Children Services' Division at JCDSS.
4. The PIVOT Behavioral Health Consultant will assist JCDSS caseworkers in the field with identified families using a screening tool (e.g. Uncope+) and/or provide direct consultation with JCDSS caseworkers regarding families who might benefit from substance abuse screening.
5. The PIVOT Behavioral Health Consultant will conduct screenings for adults and/or children for early identification of substance abuse treatment needs.
6. The PIVOT Behavioral Health Consultant will assist in the development, implementation, and monitoring of the plan of safe care for any infant born and identified as being affected by substance abuse or withdrawal symptoms or a Fetal Alcohol Spectrum Disorder (**See Attachment A**).
7. The PIVOT Behavioral Health Consultant will identify, recommend, and provide educational training to JCDSS caseworkers when needed and appropriate.
8. The PIVOT Behavioral Health Consultant will provide clinical assessments and documentation to support the Child Protective Services process.
9. The PIVOT Behavioral Health Consultant will use knowledge of resources within the community to provide referrals for identified children and/or adults who may need ongoing services.
10. The PIVOT Behavioral Health Consultant will complete assessments and documentation to JCDSS caseworkers in a timely manner.
11. The PIVOT Behavioral Health Consultant will provide legal testimony as requested by JCDSS.

12. The PIVOT Behavioral Health Consultant will act as a liaison between JCDSS and community services.
13. JCDSS will have responsibility for overall implementation and oversight of the project.
14. PIVOT agrees to provide JCDSS progress reports regarding services provided under this agreement as outlined in **Attachment B**. These reports should be included with the monthly invoice and be received by the Director of Services no later than the 15th of the following month.
15. JCDSS will complete and submit the quarterly reports as required.
16. PIVOT and JCDSS will meet no less than quarterly to discuss project concerns, improvement opportunities, and successes.
17. PIVOT anticipates that 90% of the Behavioral Health Consultant's time will be devoted to direct services. 20 direct service hours at JCDSS office building; 2.5 hours developing, and supervising groups created specifically for clients in the Children's Services' Division, to be held at Anchor Recovery Center; 9 hours of on call hours to be used evenings and weekends. The remaining 3.5 hours or 10% will be distributed among individual supervision, clinical supervision, and continuing education.
18. JCDSS and PIVOT anticipate the responsibilities of the Behavior Health Consultant position will evolve. JCDSS and PIVOT will mutually agree to any changes in the requirements of the position, we anticipate additional responsibilities will be added as new areas of need are identified.
19. The JCDSS Commissioner shall have organizational supervision of any staff working under this agreement. The JCDSS Commissioner may have input into the assignment, retention, and reassignment of any staff working under the terms of this agreement, but ultimate authority for these staff remains with the PIVOT.
20. The PIVOT Director will provide as much advance notice as possible to the JCDSS Commissioner whenever the individual PIVOT employees that are funded under this contract are either moved out of, or into, this position. It is especially important that the JCDSS Commissioner be aware of which PIVOT personnel are physically located in this building at any given time. If planned staffing changes are not in agreement with JCDSS, a discussion regarding said staffing changes will take place between the two parties.

C. BUDGET

JCDSS received a CAPTA/CARA Award amount of \$70,000 which will be distributed to PIVOT through monthly invoices to support the cost of one full-time Behavioral Health Consultant (see **Attachment C**)

D. TERMINATION

1. This Agreement may be terminated at any time upon mutual agreement of the parties.
2. Either party may terminate this Agreement without cause, by giving the other party hereto, thirty (30) days written notice of intention to terminate.
3. The Contractor agrees that the Department by written notice may terminate this Agreement in whole or in part where it is in the best interest of the Department.
4. This Agreement may be terminated by the Department for cause upon the failure of Contractor to comply with the terms and conditions of this Agreement, provided that the Department shall give Contractor written notice via registered or certified mail, return receipt requested, or shall deliver such notice by hand and receive Contractor's receipt therefore, such written notice to specify Contractor's failure and the termination of this Agreement. Termination shall be effective immediately upon the date of receipt of such notice. In the event of termination by the Department for failure of Contractor to perform, the Department's sole responsibility to Contractor shall be the value of services performed by Contractor as of the time of termination.
5. This contract shall be deemed terminated immediately should Federal funds for this contract become unavailable.

E. INSURANCE

Contractor agrees to maintain throughout the term hereof, insurance protecting against liability for injury to persons or property in the following amounts: Comprehensive General Liability, including personal injury coverage of \$1,000,000 per occurrence, \$2,000,000 aggregate; Property Damage in the amount of \$500,000 per occurrence, \$1,000,000 in the aggregate. Policy coverage shall be acquired against general and public liability, automotive coverage, worker's compensation and all other statutorily required insurance. The Jefferson County Department of Social Services shall be named as an "additional insured" on all such policies and shall be provided within 10 days advance notice of cancellation of any such policy. Contractor shall file with the Department within 10 days of execution hereof, certificate of insurance indicating carrier, types of coverage, amounts of coverage, the Department as additional insured and notice of cancellation provisions.

F. AUDIT

Contractor shall provide to the Department, immediately upon the Department's demand without prior notice, during normal business hours, access to and copies of any books, records and papers, including computer tapes, disks, programs, or other electronic media, pertinent to performance of the services under this agreement within five years after termination of this agreement, at no cost to the Department.

G. WAIVER

In the event that the Department does not strictly enforce the terms and conditions of this agreement, such non-enforcement shall not act as a waiver or modification of this agreement, nor shall such non-enforcement prevent the Department from enforcing each and every term of this agreement thereafter.

H. LAW AND VENUE

This agreement shall be governed by and under the laws of the State of New York. In the event that a dispute arises between the parties, venue for the resolution of such dispute shall be a New York State Court of competent Jurisdiction sitting in Jefferson County, New York.

I. DISPUTE RESOLUTION

The exclusive means of disposing of any dispute arising under this agreement, not disposed of by agreement between the parties, shall be decided by a New York State Court of competent jurisdiction with venue in Jefferson County New York, unless the Department agrees in Writing to an alternative means of dispute resolution for purposes of this contract. There shall be no right to binding arbitration. Pending final resolution of a dispute, Contractor must proceed diligently with contract performance. Contractor waives any dispute or claim not made in writing and received by the Department within (30) days of the occurrence giving rise to the dispute or claim.

J. INDEPENDENT CONTRACTOR STATUS

Contractor agree that its relationship to the Department or any of its departments or units is that of independent contractor and Contractor covenants and agrees that it shall conduct itself in a manner consistent with such status; that it shall neither hold itself out as, or claim to be, officer or employees of the Department by reason hereof, and that it shall not make any claim, demand or application to or for any right or privilege to, Workers' Compensation coverage, Unemployment Insurance Benefits, Social Security coverage, Retirement Membership or Credit.

K. DEFENSE AND INDEMNIFICATION

Contractor shall defend, indemnify, and hold harmless the County of Jefferson, its officers, agents, or employees for any and all claims and liabilities arising from or relating to performance of this agreement. It is agreed that the Contractor shall be responsible for any loss, personal injury, death, and/or damage that may be done or suffered by reason of the Contractor's negligence or failure to perform any of the obligations defined by this agreement. Contractor hereby agrees to defend, indemnify, and save harmless County, and its officers, employees, agents, and representatives against any and all liability, loss, damage, suit, charge, attorney's fees, and expenses of whatever kind and nature which County may directly or indirectly incur or be required to pay by reason of or in consequence of the negligence or intentionally wrongful acts or omissions of Contractor, or its agents, employees or contractors. Contractor agrees to defend County in any action or suit brought against County arising out of Contractor's negligence, errors, acts or omissions under this agreement. The negligence of any agent, servant, or employee of Contractor is deemed to be negligence of the Contractor within the meaning of this paragraph. Contractor agrees to investigate, handle, respond to, provide defense for and defend any such claim, demands or suits

at its sole expense and agree to bear all other costs and expenses related thereto. In any case in which such indemnification would violate Section 5-322.1 of the New York General Obligation law or any other applicable legal prohibition, the foregoing provisions shall not be construed to indemnify County for damage arising out of bodily injury to persons or to property caused by or resulting from the sole negligence of County's employees.

L. COMPLIANCE WITH ALL LAWS

In performing services required by this agreement, Contractor and its agents, employees, and contractor's shall strictly comply with all Federal, State, and local laws, rules and regulations applicable to the performance of the services, including, but not limited to, laws prohibiting discrimination based on race, creed, color, gender, or national origin, and all laws and regulations relating to work place safety and operation including but not limited to requirements of the New York State Labor Law. Furthermore, each and every provision of law required to be inserted in this agreement shall be deemed so inserted, and this agreement shall be read and enforced as if such provisions were so inserted.

The Contractor will not, on the grounds of race, color, or national origin:

1. Deny an individual any service(s) or other benefits provided under this agreement
2. Provide any service(s) or other benefits to an individual which are different, or are provided in a different manner, from those under this Agreement
3. Subject an individual to segregation or separate treatment in any matter related to his receipt of any service(s) or other benefits provided under this Agreement
4. Restrict an individual in any way in the enjoyments of any advantage or privilege enjoyed by others receiving any service(s) or other benefits provided under this Agreement.

M. SEVERABILITY

If any provision of this agreement is held invalid by a Court of law, the remainder of this agreement shall be valid and enforceable, to the extent that such remainder would then continue to conform to the laws of the State of New York.

N. EXTENT OF AGREEMENT

This Agreement constitutes the entire and integrated Agreement between the parties, and supersedes any and all prior proposals, negotiations and Agreements, whether written or oral. Any modification of or amendment to this Agreement shall be void unless it is in writing and subscribed to by the party against whom the modification or amendment is sought to be enforced.

O. GENERAL RESPONSIBILITIES AND DUTIES

Contractor's and Department's responsibilities are set forth in **Attachment D** attached hereto and made a part of this Agreement. The Contractor will comply with the requirements of **Attachment**

D, which is a Business Associate Agreement under the Federal Health Insurance Portability and Accountability Act (HIPAA), and has executed same as evidence thereof.

P. ASSIGNMENT

The Contractor agrees it shall not assign, transfer, convey, sub-contract or otherwise dispose of this contract or its responsibility to perform under this contract or its right, title or interest in and/or to the same, not any part thereof, not to any moneys which are or will become due and payable to it thereunder, nor the power to execute such contract to any person, company or corporation without the prior express written consent of the Department.

Q. DUTY TO MAINTAIN CONFIDENTIALITY

The Contractor, it employees, agents or servants, agrees not to disclose any data, facts, or information concerning services performed under this agreement or obtained while performing such services, except as authorized by the Department in writing or as may be required by law.

The Contractor further acknowledges reporting requirements, to execute and provide “Non-Disclosure Agreements” (**Attachment E**) and other requirements expressly imposed upon Contractor in accordance with State rules. The Contractor is ‘third party.’ As third party, within ten days of execution of this agreement Contractor shall provide Jefferson County Department of Social Services, a list identifying names and titles of employees subject to attached “Non-Disclosure Agreement” together with completed, fully executed and properly notarized “Non-Disclosure Agreement(s).”

Contractor’s compliance with requirements set forth in this paragraph shall be ongoing. After Contractor’s initial submission of required “Non-Disclosure Agreement(s)” contractor shall not assign personnel to perform services herein, without first obtaining and providing JCDSS completed “Non-Disclosure Agreement.”

R. LICENSES AND PERMITS

The Contractor hereby agrees that it will obtain at its own expense all licenses, permits, or authorizations for the work it performs under this Agreement, as are necessary, prior to the commencement of work.

S. DEBARMENT & SUSPENSION

Federal Executive Order (E.O.) 12549 “Debarment and Suspension” requires that all contractors receiving individual awards, using federal funds, and all sub-recipients certify that the organization and its principals are not debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded by any Federal department or agency from doing business with the Federal Government. Contractor, by entering into this Agreement as evidenced by signature of its duly authorized principal below, hereby certifies that it and its principal(s) are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal, State of New York or County of Jefferson department or agency.

ATTACHMENT A

OCFS-2196 (05/2018)

NEW YORK STATE OFFICE OF CHILDREN AND FAMILY SERVICES PLAN OF SAFE CARE

Name of infant: _____ DOB: ____ / ____ / ____

Admission date: ____ / ____ / ____ Discharge date: ____ / ____ / ____

Individual developing POSC:* _____ Individual monitoring POSC:* _____

Phone: () _____ Phone: () _____

Email: _____ Email: _____

Household Members and Affected Family or Caregivers of the Infant:

Name	Age	Relationship to Infant	Name	Age	Relationship to infant

Post-Discharge Family Strengths and Goals: (e.g., breastfeeding, housing, smoking cessation, parenting support, recovery)

Identified Supports: (e.g., stable living environment, family and friends, employment, etc.)

Safety and Protective Factors Present: (e.g., parental resilience, social connectedness, knowledge of parenting and child development, social and emotional competence of children, etc.)

Family Is Currently Involved in the Following Services:

Service	Organization	Contact person/Phone/Email

New Family Services Referred or Recommended:

Service (indicate referred or recommended)	Organization	Contact person/Phone/Email

*Plan of Safe Care (POSC)

Comments:

Signature of parent /caregiver: _____

Date: ____ / ____ / ____ Print name: _____

Signature of staff: _____

Date: ____ / ____ / ____ Print name: _____

Review by (Date): ____ / ____ / ____

ATTACHMENT B

CAPTA/CARA Funding Progress Monthly Reports

Monthly Progress Report

1. Joint Visits Conducted with Behavioral Health Consultant:

	# of Unique families	Cumulative
With CPS Worker		
With Preventive Services Worker		
SAS only		
Total		

Total referrals:

2. Plans of Safe Care for each Unique Family:

	Current Month	Cumulative
Developed		
Implemented		
Monitored		

3. Screening and/or Assessments Completed by Behavioral Health Consultant:

	# Screened or Assessed For Substance Use Disorders	# Positive Indication of Need SUD	# Positive Indication of Need for treatment or services	# of Referrals Made
Adults				
Children				
Total				

Of the screenings or assessments completed for both adults and children, list the names of Assessment Instruments used:

ATTACHMENT C

DSS Budget 12/1/21-11/30/22

I. PERSONNEL

Full-Time Behavioral Healthcare Consultant	\$57,039
Fringe Benefits	\$8,946
FICA	
Health Insurance	
Unemployment Insurance	
NYS Disability	
Retirement Contributions	
Subtotal	\$65,985

II. OPERATION COSTS

Supplies	\$2,015
Subtotal	\$2,015

III. AGENCY OVERHEAD & SUPERVISION

Subtotal	\$2,000
TOTAL EXPENSES	\$70,000

ATTACHMENT D

Federal Health Insurance Portability and Accountability Act (HIPAA) Business Associate Appendix

I. Definitions

- (a) Business Associate shall mean **ALCOHOL AND SUBSTANCE ABUSE COUNCIL OF JEFFERSON COUNTY, INC., d/b/a PIVOT**
- (b) Covered Program shall mean THE STATE.
- (c) Other terms used, but not otherwise defined, in this Agreement shall have the same meaning as those terms in the Federal Health Insurance Portability and Accountability Act of 1996 (HIPAA) and its implementing regulations, including those at 45 CFR Parts 160 and 164.

II. Obligations and Activities of the Business Associate

- (a) The Business Associate agrees to not use or further disclose Protected Health Information other than as permitted or required by this Agreement or as required by law.
- (b) The Business Associate agrees to use the appropriate safeguards to prevent use or disclosure of the Protected Health Information other than as provided for by this Agreement.
- (c) The Business Associate agrees to mitigate, to the extent practicable, any harmful effect that is known to the Business Associate of a use or disclosure of Protected Health Information by the Business Associate in violation of the requirements of this Agreement.
- (d) The Business Associate agrees to report to the Covered Program, any use or disclosure of the Protected Health Information not provided for by this Agreement, as soon as reasonably practicable of which it becomes aware.
- (e) The Business Associate agrees to ensure that any agent, including a subcontractor, to whom it provides Protected Health Information received from, or created or received by the Business Associate on behalf of the Covered Program, agrees to the same restrictions and conditions that apply through this Agreement to the Business Associate with respect to such information.
- (f) The Business Associate agrees to provide access, at the request of the Covered Program, and in the time and manner designated by the Covered Program, to Protected Health Information in a Designated Record Set, to the Covered Program or, as directed by the Covered Program, to an Individual in order to meet the requirements under 45 CFR 164.524, if the Business Associate has Protected Health Information in a Designated Record Set.
- (g) The Business Associate agrees to make amendment(s) to Protected Health Information in a Designated Record Set that the Covered Program directs or agrees to pursuant to 45 CFR 164.526 at the request of the Covered Program or an Individual, and in the time and manner designated by Covered Program, if the Business Associate has Protected Health Information in a Designated Record Set.
- (h) The Business Associate agrees to make internal practices, books, and records relating to the use and disclosure of Protected Health Information received from, or created or received by the Business Associate on behalf of, the Covered Program, available to the Covered Program, or to the Secretary of Health and Human Services, in a time and manner designated by the Covered Program or the Secretary, for purposes of the Secretary determining the Covered Program's compliance with the Privacy Rule.
- (i) The Business Associate agrees to document such disclosures of Protected Health Information and information related to such disclosures as would be required for Covered Program to respond to a request

by an Individual for an accounting of disclosures of Protected Health Information in accordance with 45 CFR 164.528. No such disclosures shall be made without the prior written permission of the New York State Department of Health, Office of Medicaid Management.

- (j) The Business Associate agrees to provide to the Covered Program or an Individual, in time and manner designated by Covered Program, information collected in accordance with this Agreement, to permit Covered Program to respond to a request by an Individual for an accounting of disclosures of Protected Health Information in accordance with 45 CFR 164.528.

III. Permitted Uses and Disclosures by Business Associate

(a) General Use and Disclosure Provisions

- (1) Except as otherwise limited in this Agreement, the Business Associate may use or disclose Protected Health Information to perform functions, activities, or services for, or on behalf of, the Covered Program as specified in the Agreement to which this is an addendum, provided that such use or disclosure would not violate the Privacy Rule if done by Covered Program.

(b) Specific Use and Disclosure Provisions

- (1) Except as otherwise limited in this Agreement, and only with the prior written permission of the Department, the Business Associate may disclose Protected Health Information for the proper management and administration of the Business Associate, provided that disclosures are required by law, or Business Associate obtains reasonable assurances from the person to whom the information is disclosed that it will remain confidential and used or further disclosed only as required by law or for the purpose for which it was disclosed to the person, and the person notifies the Business Associate of any instances of which it is aware in which the confidentiality of the information has been breached.
- (2) The Business Associate may use Protected Health Information to report violations of law to appropriate Federal and State authorities, consistent with 45 CFR 164.502(j)(1).

IV. Obligations of Covered Program

Provisions for the Covered Program to Inform the Business Associate of Privacy Practices and Restrictions

- (a) The Covered Program shall notify the Business Associate of any limitation(s) in its notice of privacy practices of the Covered Entity in accordance with 45 CFR 164.520, to the extent that such limitation may affect the Business Associate's use or disclosure of Protected Health Information.
- (b) The Covered Program shall notify the Business Associate of any changes in, or revocation of, permission by the Individual to use or disclose Protected Health Information, to the extent that such changes may affect the Business Associate's use or disclosure of Protected Health Information.
- (c) The Covered Program shall notify the Business Associate of any restriction to the use or disclosure of Protected Health Information that the Covered Program has agreed to in accordance with 45 CFR 164.522, to the extent that such restriction may affect the Business Associate's use or disclosure of Protected Health Information.

V. Permissible Requests by Covered Program

The Covered Program shall not request the Business Associate to use or disclose Protected Health Information in any manner that would not be permissible under the Privacy Rule if done by Covered Program. Such Medicaid Protected Health Data may not be in any way permanently combined with other information gained from other sources.

VI. Term and Termination

- (a) *Term.* Effective April 14, 2003, in the event of termination for any reason, all of the Protected Health Information provided by Covered Program to Business Associate, or created or received by Business Associate on behalf of Covered Program, shall be destroyed or returned to Covered Program, or, if it is infeasible to return or destroy Protected Health Information, protections are extended to such information, in accordance with the termination provisions in the Agreement.
- (b) *Termination for Cause.* Upon the Covered Program's knowledge of a material breach by Business Associate, Covered Program may provide an opportunity for the Business Associate to cure the breach and end the violation or may terminate this Agreement and the master Agreement if the Business Associate does not cure the breach and end the violation within the time specified by Covered Program, or the Covered Program may immediately terminate this Agreement and the master Agreement if the Business Associate has breached a material term of this Agreement and cure is not possible.
- (c) *Effect of Termination.*
 - (1) Except as provided in paragraph (c)(2) below, upon termination of this Agreement, for any reason, the Business Associate shall return or destroy all Protected Health Information received from the Covered Program, or created or received by the Business Associate on behalf of the Covered Program. This provision shall apply to Protected Health Information that is in the possession of subcontractors or agents of the Business Associate. The Business Associate shall retain no copies of the Protected Health Information.
 - (2) In the event that the Business Associate determines that returning or destroying the Protected Health Information is infeasible, the Business Associate shall provide to the Covered Program notification of the conditions that make return or destruction infeasible. Upon mutual agreement of the Parties that return or destruction of Protected Health Information is infeasible, the Business Associate shall extend the protections of this Agreement to such Protected Health Information and limit further uses and disclosures of such Protected Health Information to those purposes that make the return or destruction infeasible, for so long as Business Associate maintains such Protected Health Information.

VII. Violations


- (a) It is further agreed that any violation of this Agreement may cause irreparable harm to the State; therefore the State may seek any other remedy, including an injunction or specific performance for such harm, without bond, security or necessity of demonstrating actual damages.
- (b) The Business Associate shall indemnify and hold the State harmless against all claims and costs resulting from acts/omissions of the Business Associate in connection with the Business Associate's obligations under this Agreement.

Miscellaneous

- (a) *Regulatory References.* A reference in this Agreement to a section in the HIPAA Privacy Rule means the section as in effect or as amended, and for which compliance is required.
- (b) *Amendment.* The Parties agree to take such action as is necessary to amend this Agreement from time to time as is necessary for Covered Program to comply with the requirements of the Privacy Rule and the Health Insurance Portability and Accountability Act, Public Law 104-191.
- (c) *Survival.* The respective rights and obligations of the Business Associate under Section VI of this Agreement shall survive the termination of this Agreement.
- (d) *Interpretation.* Any ambiguity in this Agreement shall be resolved in favor of a meaning that permits the Covered Program to comply with the HIPAA Privacy Rule.
- (e) If anything in this Agreement conflicts with a provision of any other agreement on this matter, this Agreement is controlling.

- (f) *HIV/AIDS*. If HIV/AIDS information is to be disclosed under this Agreement, the Business Associate acknowledges that it has been informed of the confidentiality requirements of Public Health Law Article 27-F.

**Alcohol and Substance Abuse Council
of Jefferson County, Inc., d/b/a Pivot**

By: 
William W. Bowman, Executive Director

Date 10/14/21

ATTACHMENT E

NON-DISCLOSURE AGREEMENT

between

The Jefferson County Department of Social Services (the DEPARTMENT)
and Alcohol and Substance Abuse Council
of Jefferson County, Inc., d/b/a Pivot

and _____
(employee, including any subcontractor)

THIS AGREEMENT is between the Jefferson Department of Social Services and having its principal place of business at 250 Arsenal Street, Watertown, NY, 13601-2571, and Alcohol and Substance Abuse Council of Jefferson County, Inc., d/b/a Pivot, Contractor's principal mailing address is 167 Polk Street, Suite 320, Watertown, NY 13601 and

_____ (employee of Contractor)
c/o Alcohol and Substance Abuse Council of Jefferson County, Inc., d/b/a Pivot.

WITNESSETH

WHEREAS, Contractor and associated employee are under engagement by the Department to provide assistance with Case Planning services in relation to **Contract ID No. 321.2122.01**; and

WHEREAS, it is in the interest of all parties that discussions and information exchanged be carried on in a controlled environment and that confidential and proprietary information developed by the parties be protected from further disclosure, unless THE DEPARTMENT approves of its release, and that any confidential or proprietary information or data be protected from disclosure to third parties, other than on a need to know basis;

NOW, THEREFORE, for and in consideration of the employment as a Contractor and associated employee to perform services for the Department, Contractor and employee agree to the following:

- I. All information of which Contractor and/or employee become aware during employee's course of involvement with the Department shall be deemed to be confidential information (oral, visual or written). Notwithstanding the foregoing, information which falls into any of the following categories shall not be considered confidential information:
 - a. information that is previously rightfully known to the receiving party without restriction on disclosure;
 - b. information that becomes, from no act or failure to act on the part of the receiving party, generally known in the relevant industry or is in the public domain; and

- c. information that is independently developed by Contractor or employee without use of confidential information of THE DEPARTMENT or any State or governmental agency.
- II. Except as specifically permitted in this Non-Disclosure Agreement or by THE DEPARTMENT, Contractor and/or employee shall not, at any time, in any fashion, form, or manner, either directly, indirectly or accidentally, divulge, disclose, communicate or use, either prior to, during or subsequent to any engagement, any confidential information or methods of accessing information or data received, obtained, acquired, directly, indirectly or accidentally, or developed in association with any engagement.
- III. Contractor and employee agree that any confidential information and/or proprietary data received from THE DEPARTMENT shall be provided only to those designated staff of THE DEPARTMENT, and Contractor on a pre-approved and need to know basis.
- IV. Contractor and employee agree to be bound by applicable Federal and State laws governing confidentiality and/or privacy of information.
- V. Contractor and employee agree to immediately notify THE DEPARTMENT of any request for information concerning or related to the DEPARTMENT business that does not come from an individual involved in the project.
- VI. Contractor and/or employee agree not to issue any press releases, give or make any presentations, or give to any print, electronic or other news media information regarding his/her engagement or employment without the advance approval of THE DEPARTMENT.
- VII. Contractor and employee agree that all confidential or proprietary information in its possession is at all times the sole property of the Department and that Contractor and employee will turn over to THE DEPARTMENT all reports, notes, memoranda, notebooks, drawings, and other information or data developed, received, compiled by or delivered to Contractor and/or employee relating to any engagement for services, regardless of the source of said information, upon termination of any engagement. Contractor and employee agree to return or, with the consent of the Department, destroy all confidential or proprietary information at the conclusion of this Agreement or at an earlier date set forth by the Department. Destruction includes the complete purging of all confidential information from all computers and back up media storage. Contractor and employee shall certify in writing that they have complied with the obligations set forth in this section.
- VIII. Contractor and/or employee shall not attach or load any additional hardware or software to the Department or State equipment unless authorized by THE DEPARTMENT and will use only those access rights and will access only those directories, information or data authorized for his/her use by THE DEPARTMENT and that all requests for access must be communicated to THE DEPARTMENT's Systems Administrator, and the appropriate State agency's Information Security Officer.
- IX. Contractor and employee agree to take no actions which intrude upon, disrupt or deny services to THE DEPARTMENT, unless prior authorized and in such a manner as directed by the DEPARTMENT Systems Administrator or his/her designee.

- X. In addition to the consent of the Department required in paragraph VIII and IX, the consent of the applicable New York State Agency's Information Security Officer shall be required with respect to any statewide system or database.
- XI. Contractor and employee agree to only transmit confidential information including client data to THE DEPARTMENT through the use of secure methods as designated by THE DEPARTMENT for such purposes.
- XII. Contractor and employee agree:
- a. to use the confidential information furnished under this Agreement only for the purposes described in the engagement and herein; and
 - b. to retain such confidential information only so long as may be necessary to effectuate the purposes of the engagement.
- XIII. The Contractor and employee agree to store confidential information received in secure, locked containers. Where data is stored on a computer or other electronic media, the Contractor must have an appropriate computer security policy that protects confidential information from unauthorized disclosure. The computer security policy must include provisions that address the physical security of computer resources; equipment security to protect equipment from theft and unauthorized use; software and data security; and access control. Any access to the stored data, wherever stored, must be limited to personnel with an official business need, who are nonetheless governed by this LCM. Responsibility for computer security must be assigned to a specific individual or organization and the assignment must be documented.
- XIV. Contractor and employee agree that if they/he/she or Contractor's agents breaches, or threatens to breach this Agreement, in addition to having any engagement terminated, THE DEPARTMENT shall have all equitable and legal rights (including the right to obtain injunctive relief) to prevent such breach and/or to be fully compensated (including reasonable attorneys' fees) for losses or damages resulting from such breach. Contractor and employee acknowledge that compensation for damages may not be sufficient and that injunctive relief to prevent or limit any breach of confidentiality may be the only viable remedy to fully protect the confidential or proprietary information as defined in this Agreement. Contractor and employee further understand and agree that the terms of this Non-Disclosure Agreement shall survive any term of this engagement, and Contractor and employee will abide by the terms of this Non-Disclosure Agreement in perpetuity.
- XV. The Contractor and employee shall indemnify and hold harmless THE DEPARTMENT and the applicable State Agency as well as the State of New York from any and all claims, suits, damages, and costs of any kind including attorney fees and causes of action arising out of or in any way related to the terms of Contractors engagement, including but not limited to unauthorized disclosure of any confidential information received hereunder.
- XVI. The Contractor agrees that it shall not assign or subcontract their obligations under this Agreement.

IN WITNESS WHEREOF, Contractor and employee have caused this Non-Disclosure Agreement to be signed as of the dates set forth below.

Alcohol and Substance Abuse Council
of Jefferson County, Inc., d/b/a Pivot

By: _____
William W. Bowman, Executive Director

Date: _____

By: _____
Title: Employee

Date: _____

STATE OF NEW YORK)
COUNTY OF JEFFERSON) SS.:

On the _____ day of _____ in the year 20____ before me, the undersigned, personally appeared WILLIAM W. BOWMAN, personally known to me or proved to me on the basis of satisfactory evidence to be the individual whose name is subscribed to the within instrument and who acknowledged to me that she executed the same in her capacity, and that by her signature on the instrument, the individual, or the person upon behalf of which the individual acted, executed the instrument.

Notary Public

STATE OF NEW YORK)
COUNTY OF JEFFERSON) SS.:

On the _____ day of _____ in the year 20____ before me, the undersigned, personally appeared _____, personally known to me or proved to me on the basis of satisfactory evidence to be the individual whose name is subscribed to the within instrument and who acknowledged to me that he/she executed the same in his/her capacity, and that by his/her signature on the instrument, the individual, or the person upon behalf of which the individual acted, executed the instrument.

Notary Public