
Scope of Work
Between the Albany County Continuum of Care (CoC)
and
CARES of NY, Inc. (CARES)
for Planning Activities in Support of the CY2023 NOFA Requirements

This Scope of Work (SOW) describes the tasks to be performed by the Collaborative Applicant (CARES of NY, Inc.) in assisting the CoC NY-503 to fulfill the requirements of the Department of Housing and Urban Development's 24 CFR Part 578 - Homeless Emergency Assistance and Rapid Transition to Housing: CoC Program (CoC). The purpose of the CoC program is to:

- 1) Promote community-wide commitment to the goal of ending homelessness;
- 2) Provide funding for efforts by nonprofit providers, States, and local governments to quickly rehouse homeless individuals (including unaccompanied youth) and families, while minimizing the trauma and dislocation caused to homeless individuals, families, and communities by homelessness;
- 3) Promote access to and effective utilization of mainstream programs by homeless individuals and families; and
- 4) Optimize self-sufficiency among individuals and families experiencing homelessness.

This Scope of Work formalizes the relationship between the Continuum (NY-503) and CARES. CARES will provide technical assistance and administrative support as the designated Collaborative Applicant. **Collaborative Applicant** is defined as the eligible applicant (State, unit of local government, private, nonprofit organization, or public housing agency) designated by the CoC to:

1. Collect and submit the required CoC Application information for all projects the CoC has selected for funding, and
2. Apply for CoC planning funds on behalf of the CoC.

As the CoC-chosen Collaborative Applicant, CARES will conduct the following activities under five topic areas: 1) Governance, Engagement & Coordination and Project Review, 2) Homeless Management Information System (HMIS) and Point-in-Time Facilitation, 3) Evaluation of System Performance and Mainstream Benefits, 4) Tracking of other HUD Requirements, and 5) Completion of the annual HUD CoC application.

1) Governance, Engagement & Coordination, and Project Review

Governance Tasks

CoC Board, Membership and Committee Coordination

- a. CARES will assist the CoC with policy and procedure development as it relates to HEARTH, including review of current Bylaws and Written Standards. Written Standards will be developed in consultation with recipients of Emergency Solutions Grants (ESG)/Solutions to End Homelessness Program funds to coordinate service delivery across the geographic area.

- i. CARES will work with the Governance Committee/Board to revise the Bylaws on an annual basis
- ii. CARES will work with the Governance Committee/Board to update the Written Standards on an as needed basis
- iii. CARES will provide updates regarding HUD requirements for the CoC
- iv. CARES will facilitate discussion between the City/State and the CoC to coordinate ESG/STEHP funding based on the needs of the community
- v. CARES will facilitate the annual review of a racial disparities report and support dialogue around best practices for addressing inequities
- b. CARES will assist in the coordination and facilitation of CoC Board selection.
 - i. CARES will work with the CoC Board and Membership annually to create a Board slate and Member roster

Coordination Tasks and Engagement

- c. CARES will coordinate with the Board Co-Chairs to schedule and facilitate Board and Membership meetings.
 - i. CARES will staff monthly Board and bi-monthly Membership meetings in-person, via phone or virtual platform and assist in the development of Board and Membership agendas.
 - ii. CARES will handle calendaring of Board and Membership meetings.
- d. CARES will create agendas, track attendance, and record minutes at Board and Membership meetings.
 - i. CARES will prepare and distribute all agendas, materials, and minutes for all Board meetings
 - ii. CARES will prepare and distribute all agendas, materials, and minutes for all Membership meetings
- e. CARES will coordinate with the Committee Co-Chairs to schedule and facilitate Committee meetings, at the request of the Committee Co-Chairs.
 - i. CARES will staff Committee meetings in-person, via phone, or virtual platform and will assist in the development of Committee agendas.
 - ii. CARES will handle calendaring of Committee meetings.
- f. CARES will create agendas, track attendance, and record minutes at Committee meetings, at the request of the Committee Co-Chairs.
 - i. CARES will prepare and distribute all agendas, materials, and minutes for all Committee meetings
- g. CARES will coordinate with the Board to ensure public invitations for bi-monthly CoC Membership meetings are properly distributed throughout the CoC geographic area.
 - i. CARES will present at other meetings to solicit membership interest
 - ii. CARES will work with the CoC to solicit participation from the DV, Youth, and Veteran communities
 - i. CARES will work with the CoC to develop a relationship with ESG/STEHP grantees

- h. CARES will provide technical assistance to the Board as needed.
- i. CARES will support the CoC in coordinating and facilitating the development, implementation, and evaluation of a CoC Coordinated Entry system.
 - i. CARES will provide updates regarding HUD coordinated assessment requirements to the CoC
 - ii. CARES will ensure development of policy and procedures to comply with HUD regulations
 - iii. CARES will provide ongoing technical assistance for the implementation of the program to ensure compliance
 - iv. CARES will provide ongoing technical assistance to evaluate the implementation of the program
 - v. CARES will support the Coordinated Entry Lead through technical assistance
 - vi. CARES will participate in Coordinated Entry Committee meetings related to CE policy development (Coordinated Entry Advisory Committee)

Project Review Tasks

- j. CARES will ensure completion and submission of the HUD APR and CoC Project Applications.
- k. As the Planning Lead, CARES will assist the CoC in monitoring CoC- and ESG-funded agencies to ensure compliance with HUD regulations.
- l. CARES will work with the CoC to coordinate and facilitate the annual Rank and Review process.
 - i. CARES will provide an overview of the Rank and Review process with programs and the full CoC in preparation for the CoC Application
 - ii. CARES will work with the community to develop a Rank and Review Tool for the CoC Application
 - iii. CARES will provide the date that final ranking is due to CARES, determined after the application deadline is released by HUD
 - iv. CARES will provide the following technical assistance to the CoC Project Review Team:
 - (1) Provide training on the Rank and Review process
 - (2) Organize applications for Reviewers
 - (3) Coordinate interviews with Project Applicants
 - (4) Finalize scoring post-interviews
 - (5) Assist in the presentation of the ranking to the Board.
 - v. CARES will provide the following technical assistance to Project Applicants:
 - (1) Disseminate the Tool
 - (2) Provide on-going technical assistance
 - (3) Gather information to send to Reviewers
 - (4) Schedule interviews with Reviewers
 - (5) Provide debriefings on agency scores upon request

1a) The CoC's Role in the CoC Board, Membership and Committee Collaboration, Rank and Review Process and Coordinated Entry

- a. Collaboration
 - i. The Board will maintain Bylaws and Written Standards in concert with the HEARTH Act. Written Standards will be developed in consultation with recipients of ESG program funds to coordinate service delivery across the geographic area
 - ii. Each Committee is responsible for the tasks defined within the Bylaws
- b. Rank and Review
 - i. The CoC will identify local community priorities to embed in the Rank and Review Tool
 - ii. The CoC will adopt and approve the Rank and Review Tool
 - iii. The CoC will collaborate with CARES to finalize the Rank and Review process, including selection of reviewers, dates to review agency forms/tool, and reporting findings back to the full CoC
 - iv. The CoC will educate full Membership on the Rank and Review process, including the Tool and due dates for completing the Tool
- c. Coordinated Entry
 - i. The CoC will implement a Coordinated Entry System that:
 - (1) Provides a comprehensive assessment of the needs of individuals and families for housing and services
 - (2) Is designed to be easily accessed by individuals and families seeking housing or services
 - (3) Is well advertised
 - (4) Includes a comprehensive and standardized assessment tool
 - (5) Is designed to coordinate program participation intake, assessment, and provision of referrals

2) CARES' Role with Homeless Management Information and Point-in-Time

- a. CARES will maintain a relationship with the CoC HMIS Lead Agency.
 - i. CARES will work with HMIS Lead and programs through the CE Advisory Committee to ensure data quality for HMIS reports.
- b. CARES will work with the CoC to conduct the annual Housing Inventory Count (HIC) and Point-in-Time (PIT) Count
 - i. CARES will ensure the public posting of the HIC-PIT process.
 - ii. CARES will work with the CE Advisory committee to review HIC/PIT outcomes.
 - iii. CARES will provide technical assistance in analyzing locally collected data to inform HUD of any changes that occurred within each project type and subpopulations
 - iv. CARES will provide technical assistance in preparing for the PIT count
 - v. CARES will convene a regional workgroup to discuss methodology for the unsheltered count

- vi. CARES will work with the HMIS Lead to pull data for shelters, transitional housing, permanent supportive housing, and rapid rehousing programs
- vii. CARES will work with the HMIS Lead to reach out to non-HMIS shelter, transitional housing, permanent supportive housing, and rapid rehousing providers to confirm PIT numbers and HIC information
- viii.

2a) The CoC's Role with Homeless Management Information and Point-in-Time

- a. The CoC will coordinate a Housing Inventory/Point-In-Time (PIT) date, including securing an agency to oversee the unsheltered portion of the count.
- b. Participating agencies will confirm the PIT and Housing Inventory Chart data through one-on-one phone calls with CARES.
- c. Participating agencies will send reports to CARES by the designated due date (report includes each agency's Housing Inventory and Point-in-Time data, including subpopulation data).
- d. Participating agencies will review drafted HIC-PIT Memo, PIT Reports, and HIC Spreadsheets posted to the CARES website to confirm all information and if necessary, will report any edits/errors prior to submission.

3) System Performance (Including System Performance Measures tracked within HMIS and Strategic Planning)

- a. CARES staff will:
 - i. Work with HMIS Lead to pull System Performance data
 - ii. Submit the reports in HUD HDX
 - iii. Assist HMIS Lead with data clean up
- b. CARES will work with the HMIS Lead and CoC to conduct the following community-based work to improve system performance measures:
 - i. Organize and/or host related trainings to improve data quality and overall System Performance Measures.
 - ii. Work with the CoC to discuss strategies to recruit other systems of care
 - iii. Encourage implementation of best practices (i.e., SOAR)

4) Assist CoC with meeting the following HUD requirements:

- i. Outreach and Engagement Methods – Work with Board and Membership to ensure CoC works with:
 - i. Chronically Homeless
 - ii. Youth
 - iii. Veterans
- ii. Maintain connection to healthcare and education organizations
- iii. Operate Housing First Programs
- iv. Connect with DSS and other mainstream benefits providers
- v. Work with the CE Lead to ensure implementation of affirmative outreach

5) Completion of the Annual HUD Continuum of Care Application

- a. Submit the 2023 Grant Inventory Worksheet
 - i. CARES will work collaboratively with CoC funded agencies to complete and submit to HUD the Grant Inventory Worksheet
- b. Guide the FY2023 Consolidated Application Process
 - i. CARES will complete the registration process
 - ii. CARES will provide technical assistance to CoC-funded agencies to develop Project Applications

5a) The CoC's role with the Annual HUD Continuum of Care Application

- a. The CoC and CoC-funded agencies will respond promptly to requests for information related to Registration, the Grant Inventory Worksheet, Rank and Review, and the Consolidated Application.
- b. CoC-funded agencies will submit Rank and Review/Bonus applications on time.

5b) CARES will write and submit the Consolidated Application

During the ten-week application period, CARES will limit non-application committee and Board work to focus on the application.

- a. Tasks CARES will accomplish while writing the application include:
 - i. Review the prior year's HUD Debriefing Summary and draft recommendations for improvement
 - ii. Review HUD's Grants Inventory Worksheet (GIW) to confirm project information
 - iii. Summarize HUD Notices of Funding Availability (NOFA) CoC materials for potential and actual applicants
 - iv. Create a timeline for CoC submission of the NOFA
 - v. Develop a schedule of activities for project application drafting, review, and submission
 - vi. Continually monitor HUD communications for updated instructions and deadlines
 - vii. Review and provide analysis updates of the NOFA webcasts and other materials and resources applicable to the CoC Program
 - viii. Provide a community presentation about the NOFA for interested applicants
 - ix. Lead the review, rating, and ranking process to score and rank order renewal projects
 - x. Review the Bonus Request for Proposals and facilitate the Bonus Project Ranking Process
 - xi. Develop community presentations for Renewals, New Projects, and Bonus Projects
 - xii. Facilitate Independent Review Team sessions to Rank/Rate Project Applications
 - xiii. Ensure the submission of Renewal, New, and Bonus applications
 - xiv. Write community section of CoC Community Application

- xv. Review data and materials included in the Application and ensure that the overall community application is accurately completed in E-Snaps
- xvi. Participate in community conversations and presentations related to the NOFA as appropriate
- xvii. Provide an overview session on the NOFA process and recommendations to improve applications
- xviii. Timely submission of the CoC Consolidated Application and Priority Listing

This Scope of Work expires December 31st, 2023.

Kelsey Addy

03/13/2023

CARES, Inc.

Date

[Signature]

02/24/2023

CoC Board Chair

Date