

**Scope of Work  
Between  
the Franklin-Essex CoC (CoC) and CARES of NY, Inc. (CARES) for Planning  
Activities in Support of the Requirements of the CY2023 Notice of Funding  
Availability (NOFA)**

This Scope of Work (SOW) describes the tasks to be performed by the Collaborative Applicant (CARES of NY, Inc., hereafter “CARES”) in assisting the CoC NY-520 in fulfillment of the requirements of 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-520) 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 Continuum to coordinate ESG/STEHP funding with 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 supports the Regional Racial Justice Advisory Committee (RRJAC) to provide opportunities for the FEHC and community members to get involved in actionable systems change to address racial disparities within the homelessness service sector. CARES will support representatives from FEHC to sit on the committee should they be appointed by the Board. 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

### **Coordination Tasks and Engagement**

- c. CARES will coordinate with the Board Chair and Vice Chair to schedule and facilitate Board and Membership meetings.
- i. CARES will staff Board meetings via phone/virtually and assist in the development of Membership agendas.
  - ii. CARES will handle calendaring of Board and Membership meetings; CARES will staff these meetings in-person, virtually or via phone.
- d. CARES will create agendas, track attendance, and record minutes at Board and Membership meetings.
- i. CARES will work with the Chair and Vice Chair to 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 Board to ensure public invitations for CoC Membership meetings are properly distributed throughout the CoC geographic area quarterly.
- 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
- f. CARES will meet with CoC Committees
- i. CARES will coordinate with Subcommittee Chairs to draft and prepare agendas

- ii. CARES will attend meetings virtually or via phone, unless otherwise specified
- g. CARES will provide technical assistance to the Board as needed.
- h. 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 remotely in Coordinated Entry Committee meetings related to CE policy development

### **Project Review Tasks**

- i. CARES will provide CoC funded agencies assistance with HUD APR and CoC Project Application review and submission.
- j. As the Planning Lead, CARES will assist the CoC in monitoring CoC and ESG funded agencies to ensure compliance with HUD regulations.
- k. CARES will work with the CoC to coordinate and facilitate the yearly 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:
    - a. Provide training on the Rank and Review process
    - b. Organize applications for Reviewers
    - c. Coordinate interviews with Project Applicants
    - d. Finalize scoring post-interviews
    - e. Assist in the presentation of the ranking to the Board.
  - v. CARES will provide the following technical assistance to Project Applicants:
    - a. Disseminate the Tool
    - b. Provide on-going technical assistance
    - c. Gather information to send to Reviewers
    - d. Schedule interviews with Reviewers

- e. CARES will 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:
    - (1) Committees will designate a Chair or Co-Chair to collaborate with CARES to develop meeting agendas and lead meetings.
    - (2) Committees will designate a Secretary to take minutes (using the format provided by CARES) and submit typed notes in an electronic format to the Committee's CARES Lead to help inform future agendas and for distribution.
- b. Rank and Review
  - i. The CoC will adopt 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 the selection of reviewers, dates to review agency forms/tool, and reporting findings back to the full CoC
  - iv. The CoC will educate all 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 Operations Committee to ensure data quality for HMIS reports.
- b. CARES will work with the CoC to conduct the annual Housing Inventory Chart/Point-in-Time Count
  - i. CARES will ensure the public posting of the HIC-PIT process

- ii. CARES will work with committee to create methodology and 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 Point-in-Time 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. CARES will draft a HIC-PIT memo, comparing prior year to current year HIC and PIT numbers
- ix.

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

- a. The CoC will coordinate a Housing Inventory/Point-In-Time 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).
- b. Participating agencies will review drafted HIC-PIT Memo, PIT Reports, and HIC Spreadsheets posted to the CARES website for any errors prior to submission in HDX.

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

- c. 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
  - iv. CARES will work with the HMIS Lead and CoC to conduct the following community-based work to improve system performance measures Organize and/or host related trainings to improve data quality and overall System Performance Measures
  - v. Work with the CoC to discuss strategies to recruit other systems of care
  - vi. 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 2021 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 FY2021 Consolidated Application Process
  - i. CARES will complete the registration process

## **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 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 schedule of activities for project application drafting, review, and submission
  - vi. Continually monitor HUD communications for 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. Develop community presentations for Renewals, New Projects, and Bonus Projects

- xi. Review the Bonus Request for Proposals and facilitate the Bonus Project Ranking Process
- 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 NOFA process and recommendations to improve application
- xviii. Timely submission of the CoC Consolidated Application and Priority Listing

This Contract expires December 31<sup>st</sup>, 2023.

*Kelsey Adley*

05/02/2023

CARES, Inc.

Date

*Terri Morse*

05/02/2023

CoC Board Chair

Date

**Addendum to the Statement of Work**

**Dues**

In addition to the agreed upon Scope of Work, Franklin Essex Housing Coalition (FEHC) members agree to pay dues annually to provide the coalition with revenues necessary to support its operations. Membership dues will be reviewed annually and agreed upon by the FEHC membership.

The FEHC aims to involve a broad range of community-based organizations and housing providers in its mission. Therefore, the coalition recognizes that some organizations may be unable to pay their membership dues. To accommodate these organizations, the Board may waive all or part of the dues for an organization with limited financial resources.

Organizations who are granted a waiver or reduction will offset its dues with ‘in-kind’ assistance by providing a representative from their organization on at least one (1) subcommittee and document their in-kind time via letter to the Board documenting their hours on the subcommittee and hourly rate. The choice of subcommittee will be decided with the assistance of a Board member to ensure subcommittee coverage is adequate. The member agency must also guarantee 80% participation at committee and membership meetings.

Dues per participating entity are as follows and able to be waived only once a waiver form is completed and the Board votes to approve or deny the waiver(s).



- Student: \$15.00
- Individual: \$25.00
- Private Agency: \$250.00
- Applicant Agency: \$500.00
- Funded Agency: \$750.00
- Corporate Sponsorship: \$500.00 - \$2,500.00
- Homeless or Formerly Homeless Persons: Exempt

Dues will be billed after HUD NOFO announcements are made, this typically happens between January and March.

**Planning Grant Match**

A 25% Planning Grant match is required by HUD. To meet this requirement, annually CARES will be paid a total of 25% of the Planning Grant out of FEHC dues (billed quarterly) or another eligible source. CARES commits to supporting FEHC in drafting applications for alternative match sources.

For FY2022 (September 1, 2023 – August 31, 2024), this amounts to \$3,641 and is subject to change in future years.

	05/02/2023
_____	_____
CARES, Inc.	Date
	05/02/2023
_____	_____
CoC Board Chair	Date