

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.		
8.	Only use the "Other" attachment option to meet an attachment requirement that is not otherwise listed in these detailed instructions.		
Document Type	Required?	Document Description	Date Attached
1C-7. PHA Homeless Preference	No	PHA Homeless Pref...	09/20/2023
1C-7. PHA Moving On Preference	No	PHA Moving On Pre...	09/20/2023
1D-11a. Letter Signed by Working Group	Yes	Letter Signed by ...	09/20/2023
1D-2a. Housing First Evaluation	Yes	Housing First Eva...	09/20/2023
1E-1. Web Posting of Local Competition Deadline	Yes	Web Posting of Lo...	09/20/2023
1E-2. Local Competition Scoring Tool	Yes	Local Competition...	09/20/2023
1E-2a. Scored Forms for One Project	Yes	Scored Forms for ...	09/26/2023
1E-5. Notification of Projects Rejected-Reduced	Yes	Notification of P...	09/20/2023
1E-5a. Notification of Projects Accepted	Yes	Notification of P...	09/20/2023
1E-5b. Local Competition Selection Results	Yes	Local Competition...	09/20/2023
1E-5c. Web Posting—CoC-Approved Consolidated Application	Yes	Web Posting—CoC-A...	09/25/2023

1E-5d. Notification of CoC-Approved Consolidated Application	Yes	Notification of C...	09/25/2023
2A-6. HUD's Homeless Data Exchange (HDX) Competition Report	Yes	HUD's Homeless Da...	09/20/2023
3A-1a. Housing Leveraging Commitments	No	Housing Leveragin...	09/20/2023
3A-2a. Healthcare Formal Agreements	No	Healthcare Formal...	09/20/2023
3C-2. Project List for Other Federal Statutes	No		
Other	No		

Attachment Details

Document Description: PHA Homeless Preference

Attachment Details

Document Description: PHA Moving On Preference

Attachment Details

Document Description: Letter Signed by Working Group

Attachment Details

Document Description: Housing First Evaluation

Attachment Details

Document Description: Web Posting of Local Competition Deadline

Attachment Details

Document Description: Local Competition Scoring Tool

Attachment Details

Document Description: Scored Forms for One Project

Attachment Details

Document Description: Notification of Projects Rejected-Reduced

Attachment Details

Document Description: Notification of Projects Accepted

Attachment Details

Document Description: Local Competition Selection Results

Attachment Details

Document Description: Web Posting—CoC-Approved Consolidated Application

Attachment Details

Document Description: Notification of CoC-Approved Consolidated Application

Attachment Details

Document Description: HUD's Homeless Data Exchange (HDX) Competition Report

Attachment Details

Document Description: Housing Leveraging Commitments

Attachment Details

Document Description: Healthcare Formal Agreements

Attachment Details

Document Description:

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. **Elmira Housing Authority** – PHA
 - a. Administrative Plan – General - Highlighted Section: Homeless Preference
2. **NYS Homes & Community Renewal (HCR)** - HCV Administrator
 - a. Administrative Plan – Limited - Highlighted Section: Homeless Preference

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

1. **Elmira Housing Authority** – PHA
 - a. Administrative Plan – General - Highlighted Section: Homeless Preference

4-III.B. SELECTION METHOD

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

Local Preferences [24 CFR 960.206]

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

PHA Policy

Homeless living in a shelter

Veterans

Living within the limits of the County of Chemung for at least one year.

In order to bring higher income families into public housing, the PHA will establish a preference for “working” families, where the head, spouse, cohead, or sole member is employed at least 20 hours per week. As required by HUD, families where the head and spouse, or sole member is a person age 62 or older, or is a person with disabilities, will also be given the benefit of the working preference [24 CFR 960.206(b)(2)].

Income Targeting Requirement [24 CFR 960.202(b)]

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

If a PHA also operates a housing choice voucher (HCV) program, admissions of extremely low-income families to the PHA’s HCV program during a PHA fiscal year that exceed the 75 percent minimum target requirement for the voucher program, shall be credited against the PHA’s basic targeting requirement in the public housing program for the same fiscal year. However, under these circumstances the fiscal year credit to the public housing program must not exceed the lower of: (1) ten percent of public housing waiting list admissions during the PHA fiscal year; (2) ten percent of waiting list admissions to the PHA’s housing choice voucher program during the PHA fiscal year; or (3) the number of qualifying low-income families who commence occupancy during the fiscal year of PHA public housing units located in census tracts with a poverty rate of 30 percent or more. For this purpose, qualifying low-income family means a low-income family other than an extremely low-income family.

PHA Policy

The PHA 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–
General/Limited Preference

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



Homes and Community Renewal

STATEWIDE SECTION 8 VOUCHER PROGRAM

Section 8 Housing Choice Voucher Administrative Plan

Effective April 26, 2021

Version 2021 - 1

INTRODUCTION

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

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

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

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

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

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

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

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

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

1.03 Preferences

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

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

First priority shall be given to the following:

Households defined as Homeless.

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

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

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

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

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

Category 4: Any individual or family who:

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

b. Has no other residence; *and*

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

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

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

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

Third priority (No limitation):

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

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

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

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

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

This attachment contains the following:

1. NY-501's Written Standards excerpt that details the CoC's Moving On Strategy.

MOVE ON STRATEGY FOR RECOGNITION OF TENANT INDEPENDENCE

NY-501 Continuum of Care (NY-501 CoC, the Continuum of Care for Allegany, Chemung, Livingston, Schuyler, and Steuben 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 NY-501 CoC 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 NY-501 CoC Homeless Housing Task Forces and Governance Committee 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 has been implemented with Arbor Housing and Development, who supports clients in PSH with accessing Section 8 vouchers as appropriate. Phase II of the Move On Strategy will include recruiting local PHAs and other affordable housing providers to participate in the program, by setting preferences for tenants moving on from supportive housing.

Identifying Households for Moving On

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

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

tenants often need and are connected to include: employment supports, benefits counseling, activities of daily living skills, community living skills, and connection to community-based services. As households volunteer, housing providers make referrals to the PHA or other affordable housing providers.

Eligibility Considerations for Tenants

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

NY-501 CoC 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

NY-501 CoC 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

NY-501 CoC 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 NY-501 CoC will assess the success of this Move On Strategy, reviewing number/percentage of persons who have moved on and rate of retention in affordable housing destinations. NY-501 CoC will also discuss strengths/weaknesses related to the strategy's recommendations for recruiting affordable housing providers, identifying households for moving on, eligibility considerations for tenants, transition services, aftercare supports, and creating a culture of moving on.

1D-11a. Active CoC Participation of Individuals with Lived Experience of Homelessness.

This attachment details the progress and intention of **NY-501** in the development of a working group of individuals with lived experience of homelessness. It includes:

1. A letter signed by the NY-501 Board Chair
 - a. The letter outlines the steps that the CoC has taken over the last year in development of a working group of individuals with lived experience of homelessness; including the topic areas that the working group will provide their perspective and experience on and will report back to the board with outcomes.

To Whom it May Concern,

Within the last fiscal year, the NY-501 CoC has begun its efforts to establish a Persons with Lived Experience Advisory Committee. The intent of this committee is to gather first-person feedback to develop the CoC's priorities to prevent and end homelessness. The CoC wishes to create a method for those served to voice their thoughts, suggestions, opinions, and concerns and have them directly shape the CoC system. The Committee will be instrumental in developing and supporting the CoC's priorities and strategies for serving individuals and families experiencing homelessness.

The Advisory Committee will collect feedback regarding a range of CoC related topics. Those topics include but are not limited to: reviewing the Coordinated Entry intake form in coordination with the CE Lead (e.g. culturally competent and trauma informed language), reviewing the CE system evaluation tool to better identify gaps and barriers to services, and evaluating the Rank and Review Tool (e.g. annual funding priorities and agencies' ability to address racial disparities in service provision).

To this end, NY-501 has strategized within a regional committee with other CoCs on ways this local advisory committee may manifest. NY-501 is a participating member of the Regional Racial Justice Advisory Committee (RRJAC), a contingent of representatives from CoCs across New York state that collaborate on initiatives intended to address racial inequities in the homeless service system, administered by their collaborative applicant, CARES of N.Y. Inc. Since November of 2022, the RRJAC, including its representatives from NY-501, drafted and approved structures and strategies for implementing a committee for persons with lived experience. The NY-501 representatives presented the recommendations produced by the RRJAC to their CoC Board.

Beginning January of 2023, NY-501 has taken several steps to develop the recommendations of the RRJAC. First, the NY-501 Board officially approved the Advisory Committee initiative presented by their RRJAC representatives. Additionally, the Board will vote to approve one of the committee structures which CARES of N.Y. and NY-501's RRJAC representatives will propose.

In summary, NY-501 is committed to developing a Persons with Lived Experience Committee and has taken steps to make this Committee a long-term and influential part of the CoC.

Sincerely,



CoC Board Chair Signature

John Zick _____ (Print name)

1D-2a: Project Evaluation for **Housing First Compliance**

This attachment details how **NY-501** regularly evaluates its projects to ensure those that commit to using a Housing First approach are evaluated outside of the local competition rating and ranking process. It includes:

1. An example evaluation of at least one project
 - a. Arbor Housing & Development: Steuben Shelter + Care

1D-2a: Project Evaluation for **Housing First Compliance**

1. An example evaluation of at least one project
 - a. Arbor Housing & Development: Steuben Shelter + Care



Provider Information

Please complete the information below on the organization being assessed.

Provider Information	
Provider's Legal Name	Steuben Churchpeople Against Poverty, Inc dba/Arbor Hou
Acronym (If Applicable)	SCAP Inc./Arbor Housing & Development
Year Incorporated	2004
EIN	16-1166737
Street Address	26 Bridge St - Corning, NY
Zip Code	14830

Project Information	
Project Name	Steuben Shelter + Care
Project Budget	434,834
Grant Number	NY0021L2C012214
Name of Project Director	Elizabeth Wetherby
Project Director Email Address	ewetherby@arbordevelopment.org
Project Director Phone Number	607-382-0578
Which best describes the project *	Permanent Supportive Housing
<i>If project is a Safe Haven, please choose project type that it most operates like, e.g. shelter, transitional housing, or permanent housing</i>	
Are your services targeted to any of the following populations specifically? Please select one if so, as this impacts your assessment questions.	
None of the above	

*Please note that when you select a project type, particular standards may not be relevant.

Management Information	
Name of CEO	Susan Bull
CEO Email Address	sbully@arbordevelopment.org
CEO Phone Number	(607) 654-7487
Name of Staff Member Guiding Assessment	Elizabeth Wetherby
Staff Email Address	ewetherby@arbordevelopment.org
Staff Phone Number	607-382-0578

Assessment Information	
Name of Assessor	Maggie Watson
Organizational Affiliation of Assessor	CARES (UFA/CA) Compliance Officer
Assessor Email Address	mwatson@caresny.org
Assessor Phone Number	(518) 489-4130 x 711
Date of Assessment	Sep 12 2023



Housing First Standards

For each standard, please use the drop down boxes in the three columns to the right to select “Not at all” or “Sometimes” or “Always”. Marking “Always” signifies full compliance for the standard.

No.	Standard	Access Definition / Evidence	Say It	Document it	Do it
Access 1	Projects are low-barrier	Admission to projects is not contingent on pre-requisites such as abstinence of substances, minimum income requirements, health or mental health history, medication adherence, age, criminal justice history, financial history, completion of treatment, participation in services, “housing readiness,” history or occurrence of victimization, survivor of sexual assault or an affiliated person of such a survivor or other unnecessary conditions unless required by law or funding source. <i>Optional notes here</i>	Always	Always	Always
Access 2	Projects do not deny assistance for unnecessary reasons	Procedures and oversight demonstrate that staff do everything possible to avoid denying assistance or rejecting an individual or family for the reasons listed in Access Standard #1. <i>Optional notes here</i>	Always	Always	Always
Access 3	Access regardless of sexual orientation, gender identity, or marital status	Equal access is provided in accordance with the 2012 and 2016 Equal Access Rules, meaning that any project funded by HUD must ensure equal access for persons regardless of one’s sexual orientation or marital status, and in accordance with one’s gender identity. Adult only households, regardless of marital status, should have equal access to projects (if these project types are not available within a CoC, the CoC should conduct an assessment to determine if these project types are needed and work with providers to accommodate the need). Please see Equal Access Rules here: https://www.hudexchange.info/resource/1991/equal-access-to-housing-final-rule/ <i>Optional notes here</i>	Always	Always	Always
Access 4	Admission process is expedited with speed and efficiency	Projects have expedited admission processes, to the greatest extent possible, including helping participants obtain documentation required by funding sources, as well as processes to admit participants regardless of the status of their eligibility documentation whenever applicable. <i>Housing opportunities are limited. Though we may admit a peson into the program, the formal admission into a housing unit is often delayed due to lack of housing availability.</i>	Somewhat	Somewhat	Somewhat
Access 5	Intake processes are person-centered and flexible	Intake and assessment procedures are focused on the individual’s or family’s strengths, needs, and preferences. Projects do not require specific appointment times, but have flexible intake schedules that ensure access to all households. Assessments are focused on identifying household strengths, resources, as well as identifying barriers to housing that can inform the basis of a housing plan as soon as a person is enrolled in the project. <i>Housing opportunities are limited. Though we may admit a person into the program, the formal admission into a housing unit is delayed due to lack of housing availability.</i>	Somewhat	Somewhat	Somewhat
Access 6	The provider/project accepts and makes referrals directly through Coordinated Entry	Projects actively participate in the CoC-designated Coordinated Entry processes as part of streamlined community-wide system access and triage. If these processes are not yet implemented, projects follow communities’ existing referral processes. Referrals from Coordinated Entry are rarely rejected, and only if there is a history of violence, the participant does not want to be in the project, there are legally valid grounds (such as restrictions regarding sex offenders) or some other exceptional circumstance that is well documented. <i>We are working diligently to clean up and better follow policy & procedure for coordinated entry. We provide HUD services in three counties which all operate CE a little differently. We also have experienced high turnover rates with staff which create difficulty in continuity of process following.</i>	Somewhat	Somewhat	Somewhat
Access 7	Exits to homelessness are avoided	Projects that can no longer serve particular households utilize the coordinated entry process, or the communities’ existing referral processes if coordinated entry processes are not yet implemented, to ensure that those individuals and families have access to other housing and services as desired, and do not become disconnected from services and housing. Households encounter these exits under certain circumstances, such as if they demonstrate violent or harassing behaviors, which are described within agencies’ regulation-adherent policies. <i>We work with individuals living with co-occurring disorders. Often times, when a person is discharged it is due to fleeing program or egregiously violating program expectations making it unsafe for their community and staff.</i>	Somewhat	Somewhat	Always
Name		Participant Input Definition / Evidence	Say It	Document it	Do it
Participant Input 1	Participant education is ongoing	Project participants receive ongoing education on Housing First principles as well as other service models employed in the project. In the beginning of and throughout tenancy, participants are informed about their full rights and responsibilities as lease holders, including the potential causes for eviction. <i>Optional notes here</i>	Always	Always	Always
Participant Input 2	Projects create regular, formal opportunities for participants to offer input	Input is welcomed regarding the project’s policies, processes, procedures, and practices. Opportunities include involvement in: quality assurance and evaluation processes, a participant leadership/advisory board, processes to formally communicate with landlords, the design of and participation in surveys and focus groups, planning social gatherings, integrating peer specialists and peer-facilitated support groups to compliment professional services. <i>We conduct annual evaluations to gain input from individuals who have received services. It is with great hope we will have a committee in the future comprised of former & current clients.</i>	Somewhat	Somewhat	Somewhat



Housing First Standards

For each standard, please use the drop down boxes in the three columns to the right to select “Not at all” or “Sometimes” or "Always". Marking "Always" signifies full compliance for the standard.

	Standard	Lease and Occupancy Definition / Evidence	Say It	Document It	Do It
Leases 1	Housing is considered permanent (not applicable for Transitional Housing)	Housing is not time-limited (though rent assistance may be) and leases are automatically renewable upon expiration, except with prior notice by either party. <i>Optional notes here</i>	Always	Always	Always
Leases 2	Participant choice is fundamental	A participant has, at minimum, choices in deciding the location and type of housing based on preferences from a range of housing types and among multiple units, as available and as practical. In project-based settings, participants should be offered choice of units within a particular building, or within the portfolio of single site properties. In projects that use shared housing, i.e. housing with unrelated roommates, participants should be offered choice of roommates, as available and as practical. Additionally, as applicable, participants are able to choose their roommates when sharing a room or unit. <i>Optional notes here</i>	Always	Always	Always
Leases 3	Leases are the same for participants as for other tenants	Leases do not have any provisions that would not be found in leases held by any other tenant in the property or building and is renewable per the participants’ and owner’s choice. People experiencing homelessness who receive help moving into permanent housing should have leases that confer the full rights, responsibilities, and legal protections under Federal, state, and local housing laws. For transitional housing, there may be limitations on length of stay, but a lease/occupancy agreement should look like a lease that a person would have in the normal rental market. <i>Clients hold leases with landlords directly. We do ensure that leases follow fair housing guidelines and expectations.</i>	Always	Always	Always
Leases 4	Participants receive education about their lease or occupancy agreement terms	Participants are also given access to legal assistance and encouraged to exercise their full legal rights and responsibilities. Landlords and providers abide by their legally-defined roles and responsibilities. <i>Optional notes here</i>	Always	Always	Always
Leases 5	Measures are used to prevent eviction	Property or building management, with services support, incorporates a culture of eviction avoidance, reinforced through practices and policies that prevent lease violations and evictions among participants, and evict participants only when they are a threat to self or others. Clear eviction appeal processes and due process is provided for all participants. Lease bifurcation is allowed so that a tenant or lawful occupant who is a victim of a criminal act of physical violence committed against them by another tenant or lawful occupant is not evicted, removed or penalized if the other is evicted. <i>Optional notes here</i>	Always	Always	Always
Leases 6	Providing stable housing is a priority	Providers engage in a continued effort to hold housing for participants, even if they leave their housing for short periods due to treatment, illness, or any other temporary stay outside of the unit. <i>Optional notes here</i>	Always	Always	Always
Leases 7	Rent payment policies respond to tenants’ needs (as applicable)	While tenants are accountable to the rental agreement, adjustments may be needed on a case by case basis. As necessary, participants are given special payment arrangements for rent arrears and/or assistance with financial management, including representative payee arrangements. <i>Optional notes here</i>	Always	Always	Always



Housing First Standards

For each standard, please use the drop down boxes in the three columns to the right to select “Not at all” or “Sometimes” or “Always”. Marking “Always” signifies full compliance for the standard.

Standard		Services Definition / Evidence	Say it	Document it	Do it
Services 1	Projects promote participant choice in services	Participants are able to choose from an array of services. Services offered are housing focused and include the following areas of support: employment and income, childhood and education, community connection, and stabilization to maintain housing. These should be provided by linking to community-based services. <i>Optional notes here</i>	Always	Always	Always
Services 2	Person Centered Planning is a guiding principle of the service planning process	Person-centered Planning is a guiding principle of the service planning process <i>Optional notes here</i>	Always	Always	Always
Services 3	Service support is as permanent as the housing	Service connections are permanently available and accessible for participants in Permanent Supportive Housing. Rapid Re-Housing projects should, at a minimum, be prepared to offer services for up to 6 months after the rental assistance ends. In emergency shelter and transitional housing, services are available as long as the participant resides in the unit or bed – and up to 6 months following exit from transitional housing. <i>Optional notes here</i>	Always	Always	Always
Services 4	Services are continued despite change in housing status or placement	Wherever possible, participants continue to be offered services even if they lose their housing unit or bed (for congregate projects), or if they are placed in a short-term inpatient treatment. Ideally, the service relationship should continue, despite a service hiatus during some institutional stays. <i>Optional notes here</i>	Always	Always	Always
Services 5	Participant engagement is a core component of service delivery	Staff provide effective services by developing relationships with participants that provide immediate needs and safety, develop trust and common ground, making warm hand-offs to other mainstream service providers, and clearly explain staff roles. Engagement is regular and relationships are developed over time. <i>Optional notes here</i>	Always	Always	Always
Services 6	Services are culturally appropriate with translation services available, as needed	Project staff are sensitive to and support the cultural aspects of diverse households. Wherever possible, staff demographics reflect the participant population they serve in order to provide appropriate, culturally-specific services. Translation services are provided when needed to ensure full comprehension of the project. Projects that serve families with children should have family-friendly rules that allow for different schedules based on work and school hours and have services that allow parents to participate in activities without having to constantly supervise their children themselves (i.e. can use the bathroom or take a shower without their children being in the bathroom with them). <i>Optional notes here</i>	Always	Always	Always
Services 7	Staff are trained in clinical and non-clinical strategies (including harm reduction, motivational interviewing, trauma-informed approaches, strength-based)	Services support a participant’s ability to obtain and retain housing regardless of changes in behavior. Services are informed by a harm-reduction philosophy, such as recognizing that substance use and addiction are a part of some participants’ lives. Participants are engaged in non-judgmental communication regarding their behavior and are offered education regarding how to avoid risky behaviors and engage in safer practices. <i>We have recently experienced high staff turnover, we continue to promote and encourage training appropriate for the population we serve.</i>	Somewhat	Somewhat	Somewhat
Standard		Housing Definition / Evidence	Say It	Document It	Do It
Housing 1	Housing is not dependent on participation in services	Participation in permanent and temporary housing settings, as well as crisis settings such as emergency shelter, is not contingent on participating in supportive services or demonstration of progress made on a service plan. Services must be offered by staff, but are voluntary for participants. <i>In order for a client to receive housing subsidy, they are required to engage in supportive services. If a client declines supportive services, we ensure they are referred through Section 8 or other housing options to reduce potential homelessness.</i>	Not at all	Not at all	Not at all
Housing 2	Substance use is not a reason for termination	Participants are only terminated from the project for violations in the lease or occupancy agreements, as applicable. Occupancy agreements or an addendum to the lease do not include conditions around substance use or participation in services. If the project is a recovery housing model focused on people who are in early recovery from drugs or alcohol (as outlined in HUD’s Recovery Housing Brief), different standards related to use and subsequent offer of treatment may apply. See HUD’s Recovery Housing brief here: https://www.hudexchange.info/resource/4852/recovery-housing-policy-brief/ <i>Optional notes here</i>	Always	Always	Always
Housing 3	The rules and regulations of the project are centered on participants’ rights	Project staff have realistic expectations and policies. Rules and regulations are designed to support safe and stable communities and should never interfere with a life in the community. Participants have access to the project at all hours (except for nightly in and out shelter) and accommodation is made for pets. <i>Optional notes here</i>	Always	Always	Always
Housing 4	Participants have the option to transfer to another project	Transfers should be accommodated for tenants who reasonably believe that they are threatened with imminent harm from further violence if the tenant remains in the same unit. Whenever possible, transfers occur before a participant experiences homelessness. <i>Optional notes here</i>	Always	Always	Always



Housing First Standards

For each standard, please use the drop down boxes in the three columns to the right to select "Not at all" or "Sometimes" or "Always". Marking "Always" signifies full compliance for the standard.

Standard		Project - Specific Standards	Say it	Document it	Do it
Project 1	Quick access to RRH assistance	A permanent supportive housing project ensures quick linkage to a unit and wrap around services, based on participant needs, preferences, and resource availability.	Always	Always	Always
		Optional notes here			
Project 2	PSH is focused on ending homelessness for those with the most severe barriers to maintaining housing	Participants and staff understand that a primary goal of permanent supportive housing is to end homelessness for people with the most severe service needs and help participants stay housed, regardless of other perceived barriers.	Always	Always	Always
		Optional notes here			
Project 3	Property Management duties are separate and distinct from services/case management	In order to provide clear roles of staff for participants in terms of lease and rules enforcement as well as tenant advocacy, property management and service provider staff should be separate roles. However, they should work together on a regular basis through regular communications and meetings regarding Participants to address tenancy issues in order to preserve tenancy.	Always	Always	Always
		Optional notes here			
		No additional standards			
		Optional notes here			
		No additional standards			
		Optional notes here			
		No additional standards			
		Optional notes here			
		No additional standards			
		Optional notes here			
Section is not applicable. Please see following section.					

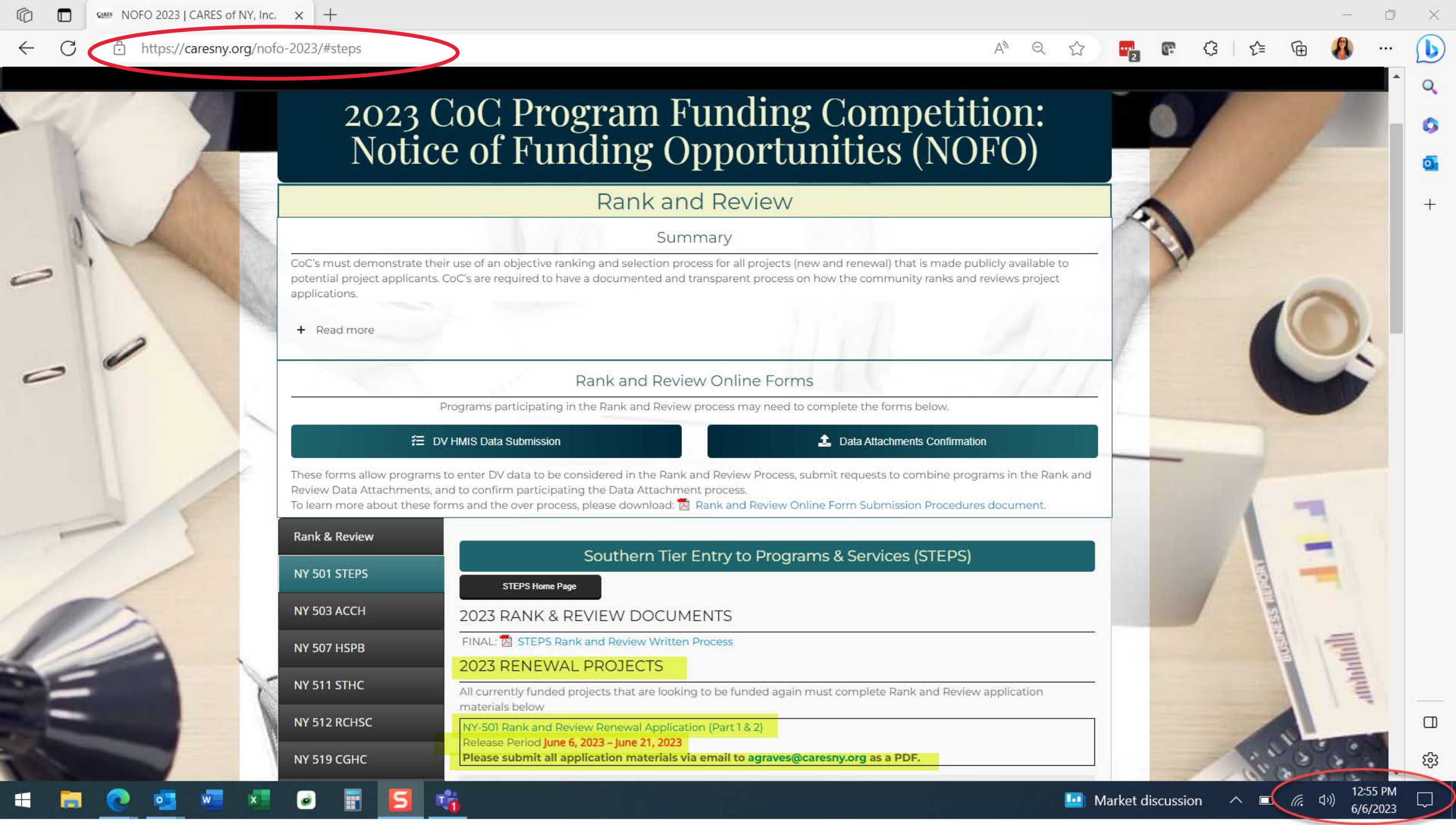
1E-1. Web Posting of Your CoC's Local Competition Deadline--Advance Public Notice.

1. Screenshot of a website posting that demonstrates NY-501 CoC announced it was accepting project applications and includes the local submission deadline for applicants to submit their applications to the CoC:
 - (a) June 6, 2023 website screenshot and email announcing the Rank & Review **Renewal Parts 1-2 Tool is ready for completion**
 - (b) July 20, 2023 email inviting applicants **to complete** the Rank & Review **Renewal Part 3 Tool** with dates for **interview sessions**
 - (c) July 24, 2023 website screenshot and email announcing the Rank & Review **New Project Tool, DV Bonus Tool, & CE/HMIS Bonus Tool are ready for completion**
 - (d) July 18, 2023 email: Summary 2023 NOFO with Rank and Review Deadlines

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

1. Screenshot of a website posting that demonstrates NY-501 announced it was accepting project applications.

(a) June 6, 2023 website screenshot and email announcing the Rank & Review
Renewal Parts 1-2 Tool is ready for completion



https://caresny.org/nofo-2023/#steps

2023 CoC Program Funding Competition: Notice of Funding Opportunities (NOFO)

Rank and Review

Summary

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

+ Read more

Rank and Review Online Forms

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

DV HMIS Data Submission

Data Attachments Confirmation

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: [Rank and Review Online Form Submission Procedures document](#).

- Rank & Review
- NY 501 STEPS
- NY 503 ACCH
- NY 507 HSPB
- NY 511 STHC
- NY 512 RCHSC
- NY 519 CGHC

Southern Tier Entry to Programs & Services (STEPS)

[STEPS Home Page](#)

2023 RANK & REVIEW DOCUMENTS

FINAL: [STEPS Rank and Review Written Process](#)

2023 RENEWAL PROJECTS

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

NY-501 Rank and Review Renewal Application (Part 1 & 2)

Release Period **June 6, 2023 – June 21, 2023**

Please submit all application materials via email to agraves@caresny.org as a PDF.

Aubrie Graves

From: Aubrie Graves
Sent: Tuesday, June 6, 2023 1:33 PM
To: Heather Burgio; Karen Tremer; Jeff Stager; Patty Graves; dpetrinec@accordcorp.org; Liz Wetherby (ewetherby@arbordevelopment.org); House, Carrie; Susan Bull; Nancy.Koons; Ellen Topping; Jamie Driscoll; Ashley Kerrick (Ashley.kerrick@dor.org); Brian McConnell; kelly.ocampo@use.salvationarmy.org
Cc: Paula Howard (paula.howard@dor.org); Kelsey Addy; Maureen Van Deusen
Subject: NY-501 Rank and Review Tool Release Email
Attachments: 2023-STEPS-Rank-and-Review-Parts 1-2-Tool Final Fillable.pdf; 2023 rank-and-review_coc_attachment_summary_2023.xlsx

Good Morning,

This email is to notify you that the *STEPS CoC Rank & Review Application: Part 1 and 2* is now available for completion. The fillable application is attached to this email, along with the HMIS systems data that you will need to complete your application.

The application is also available on the CARES website: <https://caresny.org/nofo-2023/#steps>

The application must be completed by **COB Wednesday, June 21, 2023** and submitted in one PDF attachment for each renewal project. Please include the Rank and Review completed Tool and supporting Data Attachments (convert to PDF and include with application) as specified on the tool. Applications should be submitted to agraves@caresny.org using your agency name/project name as the subject line.

If you have any questions about the application, don't hesitate to reach out to me directly for support.

Thank you,

Aubrie Graves

Planning Associate – CARES of NY, Inc.

5 Pine West Plaza, Suite 503, Albany, NY 12205

518-489-4130 ext. 753

<http://www.caresny.org>

CAR

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

1. Screenshot of a website posting that demonstrates NY-501 announced it was accepting project applications.

(b) July 20, 2023 email inviting applicants **to complete** the Rank & Review
Renewal Part 3 Tool with dates for **interview sessions**

From: [Aubrie Graves](#)
To: [Jeff Stager](#); [Jamie Driscoll](#); [Heather Burgio](#); [Brian McConnell](#); [Wetherby, Elizabeth](#)
Cc: [Michele Wasicki](#); [Anita Lewis](#); [Belinda Hoad](#); [KFisher@co.livingston.ny.us](#); [VanEtten, Kathy](#)
Subject: Schedule NY-501 Rank and Review Interviews Now
Date: Thursday, July 20, 2023 11:10:00 AM
Attachments: [image001.png](#)
[2023 RR Interview Questions Renewal Projects Only.docx](#)

Good Morning NY-501 applicants,

We will be conducting Part 3 of the 2023 Rank and Review Process on July 26th from 1-4:20pm. During this time the reviewers will conduct interviews that will allow you to add additional points to your submission. Interviews will take approximately 15 minutes to complete. Interviews will only be conducted on the 26th so if you are unable to attend, please send another representative from your program. The interview questions are attached. Individual score cards will be sent separately to each program.

Please use this link to sign up for a time slot. For programs with multiple projects please choose concurrent time slots.

<https://www.signupgenius.com/go/10C084FABA92AA0F9C43-ny501>

Please reach out if you have any questions.

Thank you,
Aubrie

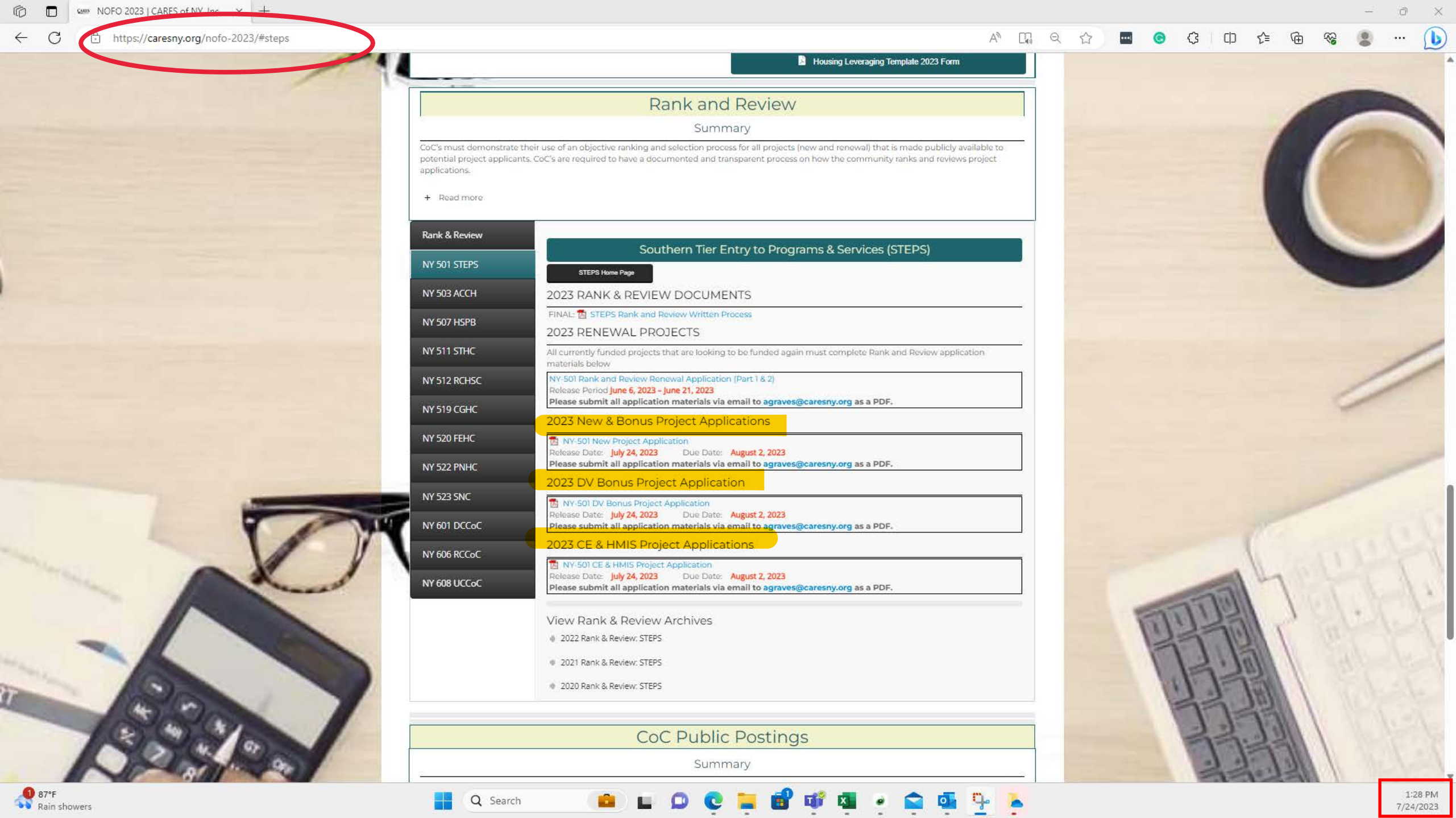
Aubrie Graves
Planning Associate – CARES of NY, Inc.
5 Pine West Plaza, Suite 503, Albany, NY 12205
518-489-4130 ext. 753
<http://www.caresny.org>



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

1. Screenshot of a website posting that demonstrates NY-501 announced it was accepting project applications.

(c) July 24, 2023 website screenshot and email announcing the Rank & Review
**New Project Tool, DV Bonus Tool, & CE/HMIS Bonus Tool are ready for
completion**



https://caresny.org/nofo-2023/#steps

Rank and Review

Summary

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

+ Read more

Rank & 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

Southern Tier Entry to Programs & Services (STEPS)

STEPS Home Page

2023 RANK & REVIEW DOCUMENTS

FINAL:  STEPS Rank and Review Written Process

2023 RENEWAL PROJECTS

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

 NY 501 Rank and Review Renewal Application (Part 1 & 2)

Release Period **June 6, 2023 - June 21, 2023**

Please submit all application materials via email to agraves@caresny.org as a PDF.

2023 New & Bonus Project Applications

 NY 501 New Project Application

Release Date: **July 24, 2023**

Due Date: **August 2, 2023**

Please submit all application materials via email to agraves@caresny.org as a PDF.

2023 DV Bonus Project Application

 NY 501 DV Bonus Project Application

Release Date: **July 24, 2023**

Due Date: **August 2, 2023**

Please submit all application materials via email to agraves@caresny.org as a PDF.

2023 CE & HMIS Project Applications

 NY 501 CE & HMIS Project Application

Release Date: **July 24, 2023**

Due Date: **August 2, 2023**

Please submit all application materials via email to agraves@caresny.org as a PDF.

View Rank & Review Archives

◆ 2022 Rank & Review: STEPS

◆ 2021 Rank & Review: STEPS

◆ 2020 Rank & Review: STEPS

CoC Public Postings

Summary

From:
To:

[Aubrie Graves](#)

[Aubrie Graves](#); [Charles Nocera - Catholic Charities of Chemung/Schuyler \(chuck.nocera@dor.org\)](#); [City of Elmira Community Development \(communitydevelopment@cityofelmira.net\)](#); [Debra MacDonald \(dmacdonald@dor.org\)](#); [Heather Bradley-Geary](#); [Jeff Stager \(jstager@accordcorp.org\)](#); [Jennifer Stimson \(jstimson@co.chemung.ny.us\)](#); [Jim Cantrill - Catholic Charities Chemung-Schuyler \(Jim.cantrill@dor.org\)](#); [Karen Tremer \(ktremer@chancesandchanges.org\)](#); [Keri Slusser \(kslusser@chancesandchanges.org\)](#); [Kim Scutt \(ScuttK@alleganyco.com\)](#); [Lesley Christman \(lchristman@accordcorp.org\)](#); [Linda Couchon \(Linda.couchon@dor.org\)](#); [Lisa Baker \(lisa.baker@co.steuben.ny.us\)](#); [Liz Wetherby \(ewetherby@arbordevelopment.org\)](#); [Marsha Mitchell \(MMitchell@co.livingston.ny.us\)](#); [Michelle Cinque-Gurglia - Bath VAMC \(Michelle.Cinque-Gurglia@va.gov\)](#); [Nancy Koons \(Nancy.Koons@dor.org\)](#); [Susan Bull](#); [Suzanne Krull \(suzanne@cubaculturalcenter.org\)](#); [Suzanne Krull \(suzannekrull@gmail.com\)](#); [tmccaughey@co.livingston.ny.us](#); [William Brown](#); [Allyn Smith \(sheen@rochester.rr.com\)](#); [Amanda Wandell \(awandell@arbordevelopment.org\)](#); [Ande Davis \(ande33@aol.com\)](#); [Ashley Kerrick \(Ashley.kerrick@dor.org\)](#); [Cheryl Pruett \(cherylpruett@yahoo.com\)](#); [Chris O'Connell \(christopher.oconnell3@dfa.state.ny.us\)](#); [Chris Rosno \(CRosno@Co.Schuyler.NY.US\)](#); [J Celelli \(jcelelli@arbordevelopment.org\)](#); [Jennifer Tanner - Jefferson Village & Glen Lake Apartments \(info@watkinslenha.org\)](#); [Joan Scott \(JScott@co.schuyler.ny.us\)](#); [JoAnn Fratarcangelo \(JFratarcangelo@Co.Schuyler.ny.us\)](#); [Johanna Anderson \(janderson@ithacanhs.org\)](#); [Keith McCafferty \(Kmccafferty@lawny.org\)](#); [Lisa Novitsky \(lisan@communityprogressinc.com\)](#); [Rocco Soda \(rsoda@arbordevelopment.org\)](#); [Sharon Upham \(Sharon.Upham@dfa.state.ny.us\)](#); [Shawn Rosno \(srosno@Co.Schuyler.NY.US\)](#); [Tamre Waite \(twait@co.schuyler.ny.us\)](#); [Yvonne Fitzgerald \(yvonne.fitzgerald@flacra.org\)](#); [A. J. Kircher \(ajk@capabilities.org\)](#); [Andrea Ogumwumi \(aogunwumi@cseop.org\)](#); [Andrew Roby \(aroby@lawny.org\)](#); [Anita Lewis \(alewis@cseop.org\)](#); [Ann Domingos - CASA \(adomingos@casa-trinity.org\)](#); [Anthony Pace - Southern Tier Care Coordination \(apace@stcares.org\)](#); [Ashley Gleason \(AGleason@arnothealth.org\)](#); [Babatunde Ayanfodun \(B.ayanfodun@hotmail.com\)](#); [Barbara Jenkins \(bjenkins@elmirahousing.org\)](#); [Becca Forsyth \(bforsyth770@yahoo.com\)](#); [Belinda Hoad \(HoadB@ihsnet.org\)](#); [Beth Beckwith \(EBeckwith@co.chemung.ny.us\)](#); [Beth Stranges - Chemung County DSS \(bstranges@chemungcountyny.gov\)](#); [Betsey Crimmins - First Presbyterian \(RevDocBRC@stny.rr.com\)](#); [Bill Schrom \(wschrom@chemungcountyny.gov\)](#); [Bob Harris \(bharris@co.chemung.ny.us\)](#); [Brian Hart \(bhart@co.chemung.ny.us\)](#); [Brian McConnell](#); [Bridget Nolan \(Bridget.nolan@dor.org\)](#); [Candice Ozolins \(Candice.Ozolins@dor.org\)](#); [Claire Walker \(claire.walker@dor.org\)](#); [Craig Mennig \(cmennig@personcenteredservices.com\)](#); [Dan Mandell \(mayor@cityofelmira.net\)](#); [Daniel Clay \(Daniel.Clay@use.salvationarmy.org\)](#); [David Christ \(dcrist@familyservices.cc\)](#); [David Shapiro \(dshapiro@familyservices.cc\)](#); [Deb Kuehner \(thepottershandsfoundation@gmail.com\)](#); [Derek Almy \(dalmy@elmiracityschools.com\)](#); [Don Keddell \(donkeddell@gmail.com\)](#); [Ed Schoeneck \(eschoeneck@wesoldieron.org\)](#); [Ellen Topping \(Ellen.Topping@dor.org\)](#); [Emma Miran \(emiran@cityofelmira.net\)](#); [Emmi Sauflay \(sauflayemmi98@gmail.com\)](#); [Erin Morseman \(emorseman@aimcil.com\)](#); [Heather Gokey \(hgkey@arbordevelopment.org\)](#); [Igalan@wesoldieron.org](#); [Jacqueline Switzer \(Jacqueline.Switzer@dor.org\)](#); [James Mirando \(jmirando@elmirahousing.org\)](#); [Jaqueline Council \(jcouncil@co.chemung.ny.us\)](#); [jcanute@chemungcountyny.gov](#); [Jennifer Redder \(Jennifer.Redder@dor.org\)](#); [Jeremy Cranmer \(transformationcenterelmira@gmail.com\)](#); [Jessica Brooks \(jbrooks@wesoldieron.org\)](#); [Jim Pfiffer \(riverfriends@stny.rr.com\)](#); [Joanne Carlyle \(jcarlyle@aimcil.com\)](#); [John Forde \(jforde@cseop.org\)](#); [John McGee \(jimpictureyou@gmail.com\)](#); [John Treahy \(jtreahy@glovehouse.org\)](#); [John Zick \(jzick@aimcil.com\)](#); [Joseph Kane \(jkane@cityofelmira.net\)](#); [Karen Patterson \(Karen.Patterson@omh.ny.gov\)](#); [Karen Shafer \(KShafer@elmirahousing.org\)](#); [Kathleen McDarby \(kmcdarby@elmiracityschools.com\)](#); [Kathy Dubel \(Kathy.Dubel@dor.org\)](#); [Katie Hicks \(Katie.hicks@use.salvationarmy.org\)](#); [Kellie Lowman \(klowman@co.chemung.ny.us\)](#); [Kelly Squires \(ksquires@horseheadsdistrict.com\)](#); [Kenji Parker \(kparker@stapinc.org\)](#); [Kerry Riekofski \(KRiekofski@ArnotHealth.org\)](#); [Kim Salisbury \(ksalisbury@chemungcountyny.gov\)](#); [Kim Williams \(KWilliams@horseheadsdistrict.com\)](#); [Kimbar Fenner \(kfenner@arbordevelopment.org\)](#); [Kirsten Carpenter \(kcarpenter@familyservices.cc\)](#); [LeValia Williams \(lwilliams@co.chemung.ny.us\)](#); [Lisa Bowers \(lbowers@co.chemung.ny.us\)](#); [Lisa Willson \(Lisa.willson@USE.salvationarmy.org\)](#); [Manny Josbena \(manny.josbena@imatterhouse.org\)](#); [Mark Greisberger \(mgreisberger@dor.org\)](#); [Mary Kay Diakite \(Marykay.diakite@dor.org\)](#); [Meadow McDowell \(mmcdowell@wesoldieron.org\)](#); [Metra Pratt \(mpratt@cityofelmira.net\)](#); [Michael Johnson \(mjohnson@stapinc.org\)](#); [Michelle Nicholas \(Michelle.nicholas@dor.org\)](#); [Mike Beiner \(mbiener@arbordevelopment.org\)](#); [Mike Murphy \(mjmurphy@co.chemung.ny.us\)](#); [Mike Stevenson \(mstevenson@arbordevelopment.org\)](#); [Nicholette Wagoner \(nwagoner@chemungcountyny.gov\)](#); [Nycole Parks \(nparks@arnothealth.org\)](#); [Paula Howard \(paula.howard@dor.org\)](#); [Randy Parker - Salvation Army \(Randy.Parker@use.salvationarmy.org\)](#); [Rebecca Kelley \(RKelley@co.chemung.ny.us\)](#); [Rebecca Spallone \(rspallone@chemungcountyny.gov\)](#); [Regina Keddell \(rkeddell@gstboces.org\)](#); [Sharon Willis \(willis@ihsnet.org\)](#); [Shawn McDonough \(smcdonough@horseheadsdistrict.com\)](#); [Shawna Leonard \(sleonard@aimcil.com\)](#); [Steve DeWater \(dewaters@able-2.org\)](#); [Suzianna Fritz \(Suzianna.Fritz@dor.org\)](#); [Thomas Dubel \(tdubel@lawny.org\)](#); [Tina Lampila \(clampil@svcsd.org\)](#); [Tom Boyanowski \(tboyanow@gstboces.org\)](#); [Tom Stickler \(tstickler@horseheads.org\)](#); [A Meunier \(Ameunier@arbordevelopment.org\)](#); [Alfred Housing \(alfredhousing@verizon.net\)](#); [Anita Mattison \(mattisa@alleganyco.com\)](#); [Ashley Switzer \(switzer@stel.org\)](#); [Belinda Knight \(bknight@accordcorp.org\)](#); [Brenda Baker \(brenbak123@gmail.com\)](#); [Brenda Norton \(bnorton@accordcorp.org\)](#); [Candi Foster \(candirecoveryguide@gmail.com\)](#); [Carrie Whitwood \(whitwoodc@ardentnetwork.org\)](#); [Christine Todd \(toddc@alleganyco.com\)](#); [David Kagle \(dkagle@lawny.org\)](#); [David Lowe \(lowedave54@hotmail.com\)](#); [David Robinson \(drobinson@alleganycouncil.org\)](#); [Edna Kayes \(edna.kayes@alleganyco.com\)](#); [Emma Waterman \(ewaterman@accordcorp.org\)](#); [Jeff Luckey \(luckey@alleganyco.com\)](#); [Jodi Fuller \(jfuller@ccaction.org\)](#); [John House \(stt1@verizon.net\)](#); [Jonathan Placito \(jplacito@lawny.org\)](#); [Kate Lewis \(klewis@araservices.com\)](#); [Katie Carr \(kcarr@accordcorp.org\)](#); [Liz Randall \(erandall@accordcorp.org\)](#); [Louis Miller \(lmiller@wlsv.org\)](#); [Madison Seager \(madisons97.ms@gmail.com\)](#); [Major Evelyn Hopping \(Evelyn.Hopping@use.salvationarmy.org\)](#); [Mary Layman \(mlayman@lawny.org\)](#); [Michele Henry \(henrym@stel.org\)](#); [Mindy Herman \(hermanm@alleganyco.com\)](#); [Patty Graves \(pgraves@accordcorp.org\)](#); [Raymon Reed \(ministerraymon@gmail.com\)](#); [Rev. Jeffrey Nowak \(rjefnowak@gmail.com\)](#); [Robert Roth](#)

(rothr@stel.org); Robert Starks (starksrp@alleganyco.com); Robin Kasic (rkasic@arbordevelopment.org); Ted Seeley (ted.seeley@alleganyarc.org); United Way (acuww@acuww.com); Vicki Grant (grantv@alleganyco.com); ademarte@co.livingston.ny.us; aking@lakeviewhs.org; akise@lakeviewhs.org; Amy Patterson; Angela Ellis (aellis@co.livingston.ny.us); Bill Bacon (wbacon@co.livingston.ny.us); bkaplan@lawny.org; cburns@co.livingston.ny.us; cmeier@qvrpc.com; Deborah Tuckerman (DTuckerman@lwarc.org); dterry@co.livingston.ny.us; Elijah Truth (elijah.truth@dor.org); gomasombo@lawny.org; Heather Burgio (hburgio@chancesandchanges.org); hhillier@co.livingston.ny.us; Ian Coyle (icoyle@co.livingston.ny.us); Jennifer Howe (jhowe@chancesandchanges.org); jgunther@co.livingston.ny.us; Jill Alcorn (jalcorn@qvrpc.com); jperaino@co.livingston.ny.us; kari.buch@unitedwayrocfx.org; Katie Rider (krider@casa-trinity.org); Kelsey Addy; Kristen Fischer (KFisher@co.livingston.ny.us); Kristine Gulesano (kgulesano@co.livingston.ny.us); ktalbott@lawny.org; Lynne Mignemi (lmignemi@co.livingston.ny.us); marcanthony.bucci@unitedwayrocfx.org; Mark Grove (mgrovanz@co.livingston.ny.us); Megan Crowe (mcrowe@co.livingston.ny.us); mmullikin@mountmorrisny.us; Natalia.Lopuchowycz@doccs.ny.gov; Ryann Snyder (rsnyder@co.livingston.ny.us); Sarah McKnight; sgaylon@lawny.org; Sue Carlock (scarlock@co.livingston.ny.us); supervisor@town.nunda.ny.us; Susan Lerch (slerch@pathstone.org); Tabitha Brewster (tbrewster@dor.org); Tatiana Zentz (tzentz@casa-trinity.org); Heather Hargraves (hhargraves@arbordevelopment.org); Lise Reynolds (lise.reynolds@co.steuben.ny.us); Megan Clinton (mclinton@arbordevelopment.org); rebarathmell@gmail.com

Subject: NY-501 New, DV & CE_HMIS Tools released for completion Due Date August 2nd
Date: Monday, July 24, 2023 9:56:00 AM
Attachments: 2023 NY-501 DV Bonus Tool Fillable PDF.pdf
image001.png
NY 501 2023 Rank and Review CE_HMIS Fillable PDF.pdf
NY-501 New Tool 2023 Fillable PDF.pdf

Dear CoC members and community stakeholders ,

This email is to notify you that STEPS Rank & Review New Project Tools, DV Bonus Tools and HMIS/CE Tools are now available for completion. The fillable applications are attached to this email. You do not have to be currently CoC funded to apply.

The application is also available on the CARES website: <https://caresny.org/nofo-2023/#steps>
For more information about project eligibility and funding availability, check out our website: <https://caresny.org/nofo-2023/>

The application must be completed by COB Wednesday, August 2, 2023 and submitted in one PDF attachment per project. Applications should be submitted to agraves@caresny.org using your agency name/project name as the subject line. Note that projects scored to move forward in the CoC's local process will need to be entered into Esnaps no later than Friday, August 17th.

If you have any questions about the applications, don't hesitate to reach out to me directly for support.

Thank you,

Aubrie Graves
Planning Associate – CARES of NY, Inc.
5 Pine West Plaza, Suite 503, Albany, NY 12205
518-489-4130 ext. 753
<http://www.caresny.org>



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

1. Screenshot of a website posting that demonstrates NY-501 announced it was accepting project applications.

(f) July 18, 2023 email: Summary 2023 NOFO with Rank and Review Deadlines and source of embedded external link

From: [CARES Planning Team](#)
To: [CARES Planning Team](#)
Cc: [Aubrie Graves](#); [Kelsey Addy](#); [Maureen Van Deusen](#)
Subject: 2023 CoC NOFO Summary- STEPS
Date: Tuesday, July 18, 2023 9:48:21 AM
Attachments: [image001.png](#)

Good Morning, STEPS (Elmira/Steuben, Allegany, Livingston, Chemung and Schuyler Counties) CoC Members,

The FY23 Continuum of Care Notice of Funding Opportunities is now available [here](#) and due September 28th, 2023. This email includes the FY23 local Competition Submission Timeline as well as a link that holds a NOFO Summary and available resources for technical assistance (including webinars and information on a New Project information session).

Please note, the CoC Application and Project Applications are not yet available in [e-snaps](#) for completion. HUD expects both to be available within the next 2 weeks.

Important Local Competition Dates and Deadlines:

Rank & Review Project Submission Timeline

Renewal Applications	
Rank and Review Part I&II	Completed
Rank and Review Interview (Part III)	Week of July 24 th

New Applications	
Rank and Review New Project Application RFP and DV Bonus Application Released	July 24 th
Rank and Review New Project Application RFP and RV Bonus Application due to CARES (please send to Aubrie Graves)	August 2 nd

E-snaps Project Submission Timeline

For e-snaps Technical Assistance, please contact [Cathy Allen](#).

Renewal Projects	
All Renewal Project Applications due in e-snaps	August 4 th
Organizations will receive recommended edits from CARES	August 16 th
Final edits due in e-snaps	August 25 th

New Projects	
All New Project Applications due in e-snaps	August 17 th

(including those applying for DV Bonus)	
Organizations will receive recommended edits from CARES	August 25 th
Final edits due in e-snaps	August 31 st

NOFO Summary Information:

?

FY23 Continuum of Care Notice of Funding Opportunities

Approximately \$3.1 billion is available through the FY 2023 CoC Program Competition. This funding serves to:

Go to this Link

Is this email for me?

If you are currently CoC-funded or are interested in applying for Continuum of Care funding, this email is for you!

Thank you,

CARES Planning Team

5 Pine West Plaza, Suite #503, Albany, NY 12210

518-489-4130 ext. 1

<http://www.caresny.org>





FY23 Continuum of Care Notice of Funding Opportunities

FY23 Notice of Funding Opportunity (NOFO) Summary

Approximately \$3.1 billion is available through the FY 2023 CoC Program Competition. This funding serves to:

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

The following are HUD policy priorities emphasized for FY 2023, which are the same as those emphasized in the FY 2022 application.

- Ending homelessness for all persons
- Using a Housing First Approach
- Reducing Unsheltered Homelessness
- Improving System Performance*
- Partnering with Housing, Health, and Service Agencies
- Taking Action to Increase Racial Equity
- Improving Assistance to LGBTQ+ Individuals
- Including Persons with Lived Experience in Planning and Funding Decision Making
- Advocating to Increase Affordable Housing

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

Tiering: HUD requires CoCs to tier projects (excluding Planning, UFA Projects, and YHDP projects funded in Round 2 or later).

- Tier 1 is equal to **93 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 7% 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).

Bonus and Reallocated funding: Bonus and Reallocated funding is available for the below eligible project types.

- Permanent Supportive Housing that is Dedicated PLUS 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 Process¹.

DV Bonus: Again this year an additional bonus opportunity is available for projects to serve survivors of domestic violence, dating violence, sexual assault, stalking, and human trafficking that are experiencing homelessness. \$52 million 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.

¹<https://caresny.org/nofo-2023/#RR>

- **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, stalking, or human trafficking.
- **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 here² 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.

How Much Bonus Funding is Available to Apply for?

HUD has not yet released the CoC's Annual Renewal Demand, CoC Bonus, or DV Bonus amounts. CARES will alert the CoC when Esnap is open and the available amount of funds is announced.

The bonus amounts will equal 7% of the CoC's Annual Renewal Demand.

We encourage all eligible applicants to apply for this opportunity. You do not need to be currently funded to apply!

FY23 Important Changes to the NOFO

There have been some **additional important changes** in the FY23 NOFO:

1. Increased emphasis on including persons with lived experience. This year, HUD will award points to CoCs that attach a letter signed by a Working Group Comprised of Persons with Lived Experience of Homelessness. The letter must be signed by either (1) at least three members involved in the working group (e.g., advisory committee, subcommittee) comprised of individuals with lived experience or (2) an authorized representative of the workgroup (e.g., a working chair) along with evidence that the person is authorized to represent the group; and the letter must demonstrate support of the priorities for serving individuals and families experiencing homelessness with severe service needs in the CoC's geographic area.

²<https://nam11.safelinks.protection.outlook.com/?url=https%3A%2F%2Fcaresny.org%2Fnofo-2022%2F%23Transition&data=05|01|kaddy%40caresny.org|b008f77723634f4b364608da7f9ba1ab|b70c51f05ade416bba91f5a3faf9008a|0|0|637962603683632324|Unknown|TWfPbGZsb3d8eyJWljoimC4wLjAwMDAiLCJQIjoiv2luMzliLCJBTil6lk1haWwlcjXVCi6Mn0%3D|3000||&sdata=C1cCwRk6gVrD1XwDPYAgKGtm%2FbPW61JaXw6lx43YQds%3D&reserved=0>

2. Amendment to criteria for qualifying as 'homeless'. VAWA 2022 amended section 103(b) of the McKinney-Vento Homeless Assistance Act to require HUD to consider as homeless: any individual or family who— (1) is experiencing trauma or a lack of safety related to, or fleeing or attempting to flee, domestic violence, dating violence, sexual assault, stalking, or other dangerous, traumatic, or life-threatening conditions related to the violence against the individual or a family member in the individual's or family's current housing situation, including where the health and safety of children are jeopardized; (2) has no other safe residence; and (3) lacks the resources to obtain other safe permanent housing.

3. Planning Grant increase. HUD is establishing an alternative maximum amount for Planning Grant applications under this NOFO, amounting to the greater of \$50,000 or 5 percent of the applicable Final Pro Rata Need (FPRN).

4. New eligible CoC Activities. These following new budget line items (BLIs) will be built into the CoC Program Competition Application process. Applicants wishing to utilize these new BLIs can request a budget modification during the competition to add funds to these line items from an existing line item. Applicants may also request to expand existing renewal grants to add new funding to these BLIs.

a) **VAWA Costs** - Facilitating and coordinating activities to ensure compliance with [the emergency transfer plan requirement in 34 U.S.C. 12491(e)] and monitoring compliance with the confidentiality protections of [the confidentiality requirement in 34 U.S.C. 12491(c)(4)].

b) **Rural Costs** - activities that address barriers to transitioning families in rural areas to permanent housing and additional activities to increase capacity to address the unique challenges CoCs face when serving people experiencing homelessness in rural areas. See pages 4-5 and 42-43

5. Ability to move up to 10 percent of budget line items. This year HUD is allowing CoC renewal project applications to request to add eligible activities to a project, shift up to 10-percent of funds from one approved eligible activity to another, and change the subpopulation served. Renewal applications that include requests to shift more than 10 percent of funds from one approved eligible activity to another will not be considered during the CoC Program Competition by HUD.

FY23 CoC Consolidated Application

- 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 August 17th, and will accept comments through September 14th. Please check the public posting section³ of CARES' NOFO website for updates.*

³<https://caresny.org/nofo-2023/#PP>

- 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.
- 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.

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/deadlines⁴ (for renewal and new project applications)
- EsnapS Project Submission Application timeline/deadlines⁵
- NOFO summary ⁶
- CARES' Webinars⁷
- HUD available resources⁸

⁴<https://nam11.safelinks.protection.outlook.com/?url=https%3A%2F%2Fcaresny.org%2Fnofo-2022%2F%23RR&data=05|01|kaddy%40caresny.org|b008f77723634f4b364608da7f9ba1ab|b70c51f05ade416bba91f5a3faf9008a|0|0|637962603683476097|Unknown|TWfPbGZsb3d8eyJWljoimc4wLjAwMDAiLCJQljoiv2luMzliLCJBTiI6lk1haWwiLCJXVCi6Mn0%3D|3000||&sdata=BcLuUzBNoUcBGMFriVXUIFANM6rQuoBGNZPcawHV3Dk%3D&reserved=0>

⁵<https://nam11.safelinks.protection.outlook.com/?url=https%3A%2F%2Fcaresny.org%2Fnofo-2022%2F%23Application&data=05|01|kaddy%40caresny.org|b008f77723634f4b364608da7f9ba1ab|b70c51f05ade416bba91f5a3faf9008a|0|0|637962603683476097|Unknown|TWfPbGZsb3d8eyJWljoimc4wLjAwMDAiLCJQljoiv2luMzliLCJBTiI6lk1haWwiLCJXVCi6Mn0%3D|3000||&sdata=%2B%2FPneCBCx8kH8yiBwMtFZXgtgKntxL9RypbfYb aqeA%3D&reserved=0>

⁶<https://nam11.safelinks.protection.outlook.com/?url=https%3A%2F%2Fcaresny.org%2Fnofo-2022%2F&data=05|01|kaddy%40caresny.org|b008f77723634f4b364608da7f9ba1ab|b70c51f05ade416bba91f5a3faf9008a|0|0|637962603683476097|Unknown|TWfPbGZsb3d8eyJWljoimc4wLjAwMDAiLCJQljoiv2luMzliLCJBTiI6lk1haWwiLCJXVCi6Mn0%3D|3000||&sdata=isqWfCjSF%2FuFNFX0ZwPicuTcB2kOq8VV%2BFSFKny5PtX4%3D&reserved=0>

⁷<https://nam11.safelinks.protection.outlook.com/?url=https%3A%2F%2Fcaresny.org%2Fnofo-2022%2F%23ResourceC&data=05|01|kaddy%40caresny.org|b008f77723634f4b364608da7f9ba1ab|b70c51f05ade416bba91f5a3faf9008a|0|0|637962603683476097|Unknown|TWfPbGZsb3d8eyJWljoimc4wLjAwMDAiLCJQljoiv2luMzliLCJBTiI6lk1haWwiLCJXVCi6Mn0%3D|3000||&sdata=GmOhqihifOVwdXbQbh0PO3vcsRFTcViL9nwYsVV1iFI%3D&reserved=0>

⁸<https://nam11.safelinks.protection.outlook.com/?url=https%3A%2F%2Fcaresny.org%2Fnofo-2022%2F%23ResourcesH&data=05|01|kaddy%40caresny.org|b008f77723634f4b364608da7f9ba1ab|b70c51f05ade416bba91f5a3faf9008a|0|0|637962603683632324|Unknown|TWfPbGZsb3d8eyJWljoimc4wLjAwMDAiLCJQljoiv2luMzliLCJBTiI6lk1haWwiLCJXVCi6Mn0%3D|3000||&sdata=GmOhqihifOVwdXbQbh0PO3vcsRFTcViL9nwYsVV1iFI%3D&reserved=0>

Please be sure to visit these links throughout the FY23 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:

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

These webinars will be available on or by end of business July 21st. In the meantime, the 2022 webinars remain available. To access the page these are posted on, click [here](#)⁹.

CARES will be hosting a CoC Funding Opportunity information session for New Projects on Tuesday, July 25th, at 11:30 a.m. Please register for the event [here](#)¹⁰, and shortly you will receive an outlook invitation and the access link.

Important Note About SAM & UEI:

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>¹¹. 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.**

[2luMzliLCJBTiI6lk1haWwiLCJXVCi6Mn0%3D|3000||&sdata=c9KiJlBql%2FuWkrFHPuaaszEEUkRYndd1q4R3Uh3IOw%3D&reserved=0](https://nam11.safelinks.protection.outlook.com/?url=https%3A%2F%2Fcaresny.org%2Fnofo-2022%2F%23ResourceC&data=05|01|kaddy%40caresny.org|b008f77723634f4b364608da7f9ba1ab|b70c51f05ade416bba91f5a3faf9008a|0|0|637962603683632324|Unknown|TWfPbGZsb3d8eyJWljoimc4wLjAwMDAiLCJQIjoiv2luMzliLCJBTiI6lk1haWwiLCJXVCi6Mn0%3D|3000||&sdata=c9KiJlBql%2FuWkrFHPuaaszEEUkRYndd1q4R3Uh3IOw%3D&reserved=0)

⁹<https://nam11.safelinks.protection.outlook.com/?url=https%3A%2F%2Fcaresny.org%2Fnofo-2022%2F%23ResourceC&data=05|01|kaddy%40caresny.org|b008f77723634f4b364608da7f9ba1ab|b70c51f05ade416bba91f5a3faf9008a|0|0|637962603683632324|Unknown|TWfPbGZsb3d8eyJWljoimc4wLjAwMDAiLCJQIjoiv2luMzliLCJBTiI6lk1haWwiLCJXVCi6Mn0%3D|3000||&sdata=INL9JcbzPz%2Bh14kW%2Fwxs%2Fb%2FHE1dweBFNov4kgDOPC3E%3D&reserved=0>

¹⁰<https://forms.office.com/r/xryeR8ufgB>

¹¹<https://nam11.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.sam.gov%2FSAM&data=05|01|kaddy%40caresny.org|b008f77723634f4b364608da7f9ba1ab|b70c51f05ade416bba91f5a3faf9008a|0|0|637962603683632324|Unknown|TWfPbGZsb3d8eyJWljoimc4wLjAwMDAiLCJQIjoiv2luMzliLCJBTiI6lk1haWwiLCJXVCi6Mn0%3D|3000||&sdata=vxSp8n8v3CrN445LAX5%2B6e5PmvRV1TvrBDM2qm7rNaY%3D&reserved=0>

FY23 New Project Information Session

A 2023 CoC Funding Opportunity for New Projects – Information Session will be held **Tuesday, July 25th at 11:30am**. 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.

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

This attachment details the Rank & Review process for NY-501 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-501's local competition to score new and renewal applications - for all project application types.

- (a) NY-501'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 application
- (g) Objective Criteria, System Performance Criteria, and Considerations for Projects that Serve Clients with Severe Barriers to Housing & Services Chart
 - This document showcases the maximum points on:
 - **Objective criteria** for the project applications
 - **System performance** criteria for the project applications
 - Projects that address **severe barriers to housing and services**
 - Points associated with the degree the projects identified any barriers faced by persons of different races and ethnicities, particularly those over-represented in the local homelessness population, and has taken or will take steps to eliminate identified barriers.
- (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 your CoC used in the NY-501 local competition to score new and renewal application and for all project application types.

(a) NY-501's Rank and Review Written Process

ELMIRA, STEUBEN, ALLEGANY, LIVINGSTON, CHEMUNG, SCHUYLER COUNTIES COC: 2023 RANK AND REVIEW PROCESS

Background

HUD's Continuum of Care (CoC) homeless assistance programs serve as a source of funding for homeless services in the City of Elmira, and Counties of Steuben, Allegany, Livingston, Chemung, and Schuyler which together form NY-501. In the 2022 NOFO, NY-501 received \$2,011,031 from HUD to support 12 housing projects for homeless individuals and families. HUD awards homeless assistance grants through an annual application process known as the CoC Program Competition in response to the Notice of Funding Opportunity (NOFO).

For the CoC to prioritize programs which most effectively serve the community at the local level, the community has implemented a Rank and Review Process for renewal and new projects. This process helps the members of the CoC gain knowledge of project performance and effectiveness within the full CoC system.

Southern Tier Entry to Programs and Services (STEPS) has charged the Rank and Review Committee with overseeing the Rank and Review process. As described in the Continuum's bylaws, the Rank and Review Committee is responsible for "the design, operation, and following of a collaborative process for the development of funding applications, including funding priorities. Each year the Rank and Review Committee reviews the Rank and Review Process and Application and makes revisions to reflect changing priorities. The Rank and Review Committee is also responsible for establishing a Review Team. The Written Process, the Application and the Review Committee are submitted annually for approval by the Board. Once Board approved, the Written Process and Application are posted for review and comment by full Membership.

CoC Transparency

The CoC conducts the Rank and Review Process in a transparent manner to ensure fairness. Each year, the process is publicly announced by the CoC, shared in writing with the full CoC membership, and posted publicly on the CARES website for all community members to review and comment.

FY 2023 Rank and Review Application

NY-501 emphasizes the importance and impact of using the Rank & Review Application as the primary basis for determining the Project Listing, submitted as part of the CoC Consolidated Application. The Rank and Review Application is thoughtfully revised each year to include both HUD and CoC standards, incorporating both national and local priorities, and balancing objective performance measures with subjective narrative description of project operations.

Review and Approval of the Rank & Review Renewal Application

After the annual CoC Consolidated Application is submitted to HUD by the Collaborative Applicant, the Rank and Review Committee:

1. Reviews the previous year's Rank & Review Application, Written Process, and feedback.
2. Considers information gained on behalf of the CoC over the past year and, if necessary, revises the application.
3. Suggests possible review team members, with consideration to previous reviewers and potential new members.
4. Presents the application and review team to the Board and membership for public comment.
5. Considers submitted comments for inclusion
6. Updates the Board on application and review team edits and secures a vote of approval.
7. Application and review team shares final with Membership for projects to complete.

Project Participation

Each agency applying for a renewal project completes one Rank & Review Application per project. An application must include responses to all questions as well as required data and/or attachments from the most recent project application and Calendar Year Annual Performance Report (APR) in order to be considered complete. All completed applications will be shared with and reviewed by the Review Team.

The 2023 Rank and Review Renewal Application process will take place in three (3) parts. Parts 1 and 2 are distributed at the same time as one tool. The intention behind breaking down the Rank and Review process into 3 parts is to allow agencies adequate time to complete the full Rank and Review application.

* 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 measured by data from the HMIS, using a project APR run by the HMIS Administrator to "rate" projects. Agencies serving victims of domestic violence will provide the APR from the comparable database to the HMIS Administrator. The HMIS Administrator will prepare a completed draft "Part 1" application using each project's previous Federal Fiscal Year APR and send the draft to the agency applying for the project. The agency will complete and submit the application, including all required attachments. Projects will have 1 week from the date the data is distributed by HMIS Lead via email to review and sign off on their project data. **If the sign off is not received the data will be considered final.** No changes to data will be made after the 1-week review period.
- **Part 2** focuses on qualitative project and system outcome data, which allows the projects to explain unique circumstances that may affect project performance and answer questions on

local priorities. After submission, each agency/project is assigned an interview time with the review team.

Late submission, including incomplete submissions, of Rank & Review Applications will automatically have a 5-point penalty.

- Project interviews will be the last part, **Part 3**, of the Rank and Review Process. After the NOFO is released, the Review Team will review & approve questions provided by the planning lead based on the specific criteria mentioned within the application. These questions will be part of the project interview. Projects will receive these questions in advance of the interview. (Interviews may assist the reviewers in awarding additional points for Parts 1 and 2, up to the maximum number of points available for each question).

The following renewal project types are exempt from the requirement to complete the Rank and Review Renewal Application: projects which fund only HMIS, Coordinated Entry, or Planning activities; as well as any newly created project which was not operational on January 1, 2022. See Project Ranking below for more information on how these projects are included in the final tiering.

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, the new project RFP will re-open for submission. RFPs submitted during the second application process will automatically be ranked below the round 1 projects, unless otherwise determined by the Board. New project applications will be ranked and presented to the Board and to Membership for approval. The community's goal is to apply for the maximum amount of available funds. The same appeals process that applies to Renewal applications applies to New/Bonus project applications.

Bonus Projects

Each year, HUD *may* offer bonus funding, and guidance is provided within the NOFO as to how the funds must be spent. Bonus projects compete nationally against other bonus projects.

A new project application is required for bonus project proposals, and the proposals must fill an unmet need, as noted within the Strategic Plan. The reviewers will score and rank the bonus projects; however, there are no interviews for bonus projects. Once ranked, the final ranking will be presented to the Board then CoC membership for approval. 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.

Reallocation

Reallocation is the process by which the CoC shifts funds, in whole or in part, from existing eligible renewal grants to create new projects 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 by the review committee for reallocation consideration include those who have displayed inadequate financial management, a history of expending funds on ineligible activities, a lack of full expenditure of funds, and those which have consistently scored low during the Rank and Review process. Additionally, funds from any project not participating in the implementation of 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 in NY-501 may be considered for reallocation. Further, agencies may voluntarily choose to reallocate funds from their projects. New projects developed by agencies through the reallocation of their own 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 new project application is required for projects being developed with reallocated funds, and the proposed projects must fill an unmet need. Applications for new projects will be ranked, separate from renewal projects, and the final ranking will be presented to CoC membership for approval.

Review Team

Reviewers must be individuals from the community or neighboring communities who are knowledgeable about the CoC process, and its providers. Individuals on the Review Team must not be CoC-funded within NY-501. Suggested Review Team members are approached by the Collaborative Applicant and asked to participate and approved by the Rank & Review Committee. Once reviewers have agreed to participate, one to two days are scheduled to conduct Rank & Review project interviews and for scoring to take place. Interviews will be scheduled for a date after the NOFO is released to allow for any HUD specific criteria to be incorporated into the interview process, as described above.

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

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

Project Ranking

The NOFO requires that the CoC conduct a transparent and objective process to review and rank all applications for renewal of existing projects and applications for new projects. Using a CoC-approved Rank and Review tool, all projects seeking funding are scored and placed in numerical order based on scores, **with the exception that HMIS and CE Infrastructure projects are ranked at the bottom of Tier 1.** All projects will receive their scores and will be offered the opportunity to debrief and review their project scores with the Collaborative Applicant. Projects will have the ability to submit an appeal within the allotted time frame regarding their score following their debriefing (See the **Appeals Process** outlined below). Following any debriefings and appeals, the project ranking is shared with the Rank and Review Committee. The Committee reviews the scoring in order to adopt the ranking. 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 (see Project Tiering section on page 5 for further information.) The ranking is presented to the Board for review and final approval. The ranking is then shared with Membership.

Debriefings

At the end of each part, 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 a project application submitted by that agency. If a project was submitted by a collaboration of agencies, only one joint appeal may be made.

2. What May Be Appealed?

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 scoring and ranking. There is no appeal for project tiering. If a mathematical error is found by the project, the error can be corrected, and notice of the correction will be provided to the Rank and Review Committee and the Board.

3. Timing of an Appeal

Formal appeals can only be submitted by a project **5-business days** after a debriefing has been completed. Appeals must be submitted in writing to the Collaborative Applicant who will forward them on to the Review Team. The written appeal must consist of a short statement, no longer than 1 page, of the agency's appeal. The written appeal can be in the form of a letter,

memo or email. Any appeal via email must be sent to the Collaborative Applicant, CARES of NY, (agraves@caresny.org) and cc the NY-501 Rank and Review Committee chair.

4. Appeals Decisions

The Review Team also serves as the Appeal Team. Appeals are decided by majority vote of the Appeal Team. Once decided, all appeals are final and may not be overturned by the Rank and Review Committee, Board or Membership.

Project Tiering

HUD requires that the CoC ranks projects into two tiers based on the funding allocation released in the NOFO. Higher ranked projects will be assigned to Tier 1 and lower ranked projects will be assigned to Tier 2. The purpose of this two-tiered approach is for CoCs to indicate which projects are prioritized for funding. The Collaborative Applicant uses the project ranking to tier the projects and presents the tiering to the Rank and Review Committee. Reallocation, new projects, and other CoC priorities are considered through CoC discussions. Tiering results are then presented to the Board and, with Board approval, to Membership for a vote. Membership votes on the full application, including the tiering.

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

1. Scoring tool your CoC used the NY-501 local competition to score new and renewal application and for all project application types.

(b) Blank Renewal Application Tool

SOUTHERN TIER ENTRY TO PROGRAMS & SERVICES (STEPS)

RANK AND REVIEW APPLICATION 2023

PART 1: DATA-RELATED/OBJECTIVE QUESTIONS

DEADLINE TO SUBMIT: June 21, 2023

PROJECT INFORMATION

Organization Name: _____ Contact Person: _____

Project Name: _____

Project Type: ☐ PSH ☐ RRH ☐ TH

Is your project site-based? ☐ Yes ☐ No

**** To complete this Rank & Review Tool, use only persons that have an entry (i.e., intake, admission, and move-in date) in HMIS in FFY22.**

*** Federal Fiscal Year 2022 (FFY22): October 1, 2021 – September 30, 2022**

1. Utilization Rate

MAX 15 POINTS

Using the FY22 Project Application and Federal Fiscal Year 2022 (FY22)* APR, complete the following chart to calculate utilization rate (round up to closest whole number.) Please attach relevant pages of Application and APR to this application.

Projected number served during average PIT (Esnaps Project Application Q5A)	Actual number served during PIT (APR Questions 7 and 8)		
		Persons	Households
	Persons: _____	January	
		April	
		July	
	Households: _____	October	
		Average:	

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

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

1a. Did your project meet its projected number of households and/or persons served** during the year (90% or more utilization)? ☐ **Yes - 10 points** ☐ **No - 0 point**

1b. The Continuum prioritizes projects best utilizing their resources. Did your project have a utilization rate of more than 85% in *both* households *and* persons? ☐ **Yes - 5 points** ☐ **No - 0 point**

2. Data Quality & Completeness (project specific): Based on FY22 APR

MAX 14 POINTS

2a. Based upon FY22 APR Q6 is there an error rate of more than 5% in any of the following HMIS elements: PII, Universal Data, Income and Housing, and Chronic Homelessness (CH)?

☐ **Yes - 0 points** ☐ **No - 2 points**

2b. Timeliness of Data Entry: Based on FY22 APR Q6E, please list the number of project start records that fall in each category below:

Number of project start records at 11+ days _____

Number of project start records from 7-10 days? _____

Number of project start records from 4-6 days? _____

Zero project start records beyond 3 days ☐ Yes

No Start records beyond 3 days = 10 pts; 4-6 days = 6; 7-10 days = 3 pts; Any Start records at 11 + days = 0 pts

2c. Was the most recent APR submitted on time (Please attach documentation)?

☐ **Yes - 2 points** ☐ **No - 0 points**

3. Impact on Chronic Homeless: Attachment 1

MAX 10 POINTS

Permanent Supportive Housing Programs

During FY22, the CoC's **PSH projects** served **16** chronically homeless (CH) individuals.

To show project impact towards goal of ending CH, refer to **Attachment 1** to note:

≥ 30% = 10; 7-30% = 7.5 pts; 1-6% = 3 pts; 0% = 0 pt

Rapid Rehousing Housing Programs

During FY22, the CoC's **RRH projects** served **2** chronically homeless (CH) individuals.

To show project impact towards goal of ending CH, refer to **Attachment 1** to note:

>62% = 10pts; 19-62% = 7.5 pts; 9-18% = 5pts; 1-8% = 2.5 pts; 0% = 0 pts

Transitional Housing Programs

During FY22, the CoC's **TH projects** served **0** chronically homeless (CH) individuals.

To show project impact towards goal of ending CH, refer to **Attachment 1** to note:

≥ 30% = 10 pts; 7-30% = 7.5 pts; 1-6% = 5 pts; 0% = 0 pts

3a. Total number of CH persons this project served in FY22: _____

3b. Of the total CH served by the CoC, note the % this project served in FY22: _____%

4. Positive Outcomes: Attachment 2

MAX 15 POINTS

Permanent Housing Programs: During FY22, there were **136** 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** ____%

>30% = 15 pts; 7-30% = 10 pts, 6-5% = 5 pts, 0% = 1 pts

Rapid Rehousing Projects: During FY22, there were 49 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** ____%

>71% = 15 pts; 63-71% = 10 pts; 19-62% = 7.5 pts; 9-18% = 5 pts; 1-8% = 2.5 pts; 0% = 0

Transitional Housing Programs: During FY22, there were 6 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** ____%

>30% = 15pts; 7-30% = 10 pts, 1-6% = 5 pts, 0% = 1 pts

5. Exits to Homelessness: Attachment 3

MAX 10 POINTS

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

Refer to **Attachment 3** showing all project leavers and note the percentage of project leavers who exited this program to a shelter or the street: ____%

6. Income Growth System Impact: Attachment 4

>62% = 10 pts; 19-62% = 7.5 pts; 9-18% = 5 pts; 1-8% = 2.5 pts; 0% = 0 pts

6a. Earned Income (FFY 21)

MAX 10 POINTS

Refer to **Attachment 4** (which measures earned income growth between entry and exit for leavers), to note the percentage this project contributed to total income growth in the CoC in FY22: ____%

6b. Non-Employment Cash Income (Please refer to Q19 on APR)

NO POINTS

Refer to **Attachment 4** (which measures non-employment cash income growth between entry and exit for leavers), to note the percentage this project contributed to total income growth in the CoC in FY22: ____%

7. Income Growth – Project Performance

MAX 16 POINTS

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

7a. 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 pt; 0% = 0

7b. 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

7c. What percentage of **leavers** gained or increased **earned income** between start and annual assessment? Note percent in **Q19a2. Row 1)** Number of Adults with Earned Income - **Column 9)** Performance Measure: Percent of Persons to accomplish this measure: ____%

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

7d. 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

8. Priority Population

MAX 10 POINTS

What percentage of households served were a priority population? (Refer to APR Q5, Q6, Q13 and Q14b)

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

9. Non-Cash Benefits

MAX 10 POINTS

Number of adults and heads of household leaving with non-cash benefits as a percent of all adult and head of household leavers _____ (Refer to APR Q20. Non-Cash Benefits.)
80-100% = 8 pts; 60-79% = 7 pts; 40-59% = 2 pts; 0-39% = 0 points

10. Health Insurance

MAX 10 POINTS

Number of people leaving with health insurance as a percent of all leavers _____ (Refer to APR Q21. Health Insurance.)
95%-100% = 7 pts, 80%-94% = 5 pts, 50%-79% = 2 pts, 0%-49% = 0 pts

11. Housing First

MAX 5 POINTS

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

	Yes	No
Having too little or no income	☐	☐
Current or past substance abuse	☐	☐
Criminal record including Sex-Offender Status (except for state-mandated restrictions)	☐	☐
Failure to participate in supportive services	☐	☐
Failure to make progress on a service plan	☐	☐
Loss of income or failure to improve income	☐	☐
Being a victim of domestic violence	☐	☐
Any other activity not covered in a lease agreement typically found in the project's geographic area.	☐	☐

12. Continuum Participation**MAX 10 Points**

Does the project or agency staff regularly participate in any of the following CoC standing or ad hoc committees? (*CARES will verify via attendance sheets*) ☐ **Yes 10 pts** ☐ **No 0 pts**

☐ Board☐ Membership☐ HHTF☐ Planning☐ Rank & Review☐ CE☐ HMIS**13. Anti-Discrimination****MAX 6 Points**

Does your agency have an anti-discrimination policy? (Please attach relevant pages of your policy to your application as a PDF) ☐ **Yes 3 pts** ☐ **No 0 pts**

If yes, does your agency's policy ensure that LGBTQ+ individuals and families receive supportive services, shelter, and housing free from discrimination? ☐ **Yes 3 pts** ☐ **No 0 pts**

14. HUD Drawdowns**MAX 5 Points**

Based upon your most recent completed CoC contract, what percentage of the full HUD award was drawn down? _____

14a. Did the project draw down CoC funds from ELOCCS at least quarterly in the most recently ended contract? (Please attach copies of last three drawdowns.) ☐ **Yes 5 pts** ☐ **No 0 pts**

15. Project Monitoring

15a. Did your agency participate in CoC Fiscal and/or Program Monitoring and provide all required documentation by the specified due date? ☐ **Yes 2 pts** ☐ **No 0 pts**

15b. If monitoring resulted in any findings or recommendations requiring an action or follow-up, did your agency respond or address issues by the specified deadline? ☐ **Yes 2 pts** ☐ **No 0 pts**

16. Coordinated Entry [Note: CoC Lead will verify all responses.]**MAX 8 Points**

16a. Does this CoC project comply with HUD requirements and **ONLY** admit clients who have been referred through the Coordinated Entry (CE) process? ☐ **Yes 2 pts** ☐ **No 0 pts**

16b. Does your agency regularly attend the bi-monthly SPOA/CE meetings? ☐ **Yes 2 pts** ☐ **No 0 pts**

16c. Have all agency staff participating in the Coordinated Entry process received the required CE and HMIS/CE in HMIS training? ☐ **Yes 2 pts** ☐ **No 0 pts**

16d. Has your agency signed and returned to the CE lead agency the Coordinated Entry MOU? ☐ **Yes 2 pts** ☐ **No 0 pts**

17. Does your agency have diverse individuals (BIPOC, LGBTQ+, historically under-represented individuals) in managerial and leadership positions? ☐ **Yes 2 pts** ☐ **No 0 pts**

SOUTHERN TIER ENTRY TO PROGRAMS & SERVICES (STEPS)

RANK & REVIEW APPLICATION 2023

PART II – PROJECT / SYSTEM PERFORMANCE NARRATIVES

FY23 Funding Request: _____

Leasing \$ _____

Rental Assistance \$ _____

Supportive Services \$ _____

Operations \$ _____

Admin \$ _____

PROJECT DESCRIPTION

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

Provide a brief project overview to describe program characteristics listed below:

- Target Population
- # of participants served based on Federal FY22 APR
- # of contracted beds and units
- Cost per bed (HUD funding only)
- Services provided to participants
- Project goals and achievements

1. Utilization (0-15 pts)

This question should be answered **only** by projects that scored zero points on Question 1 of the 2023 Rank & Review Application Part 1.

Please explain why your project did not achieve 90% utilization (In response to Question 1 on Part 1 Data Tool) for the number of projected /contracted households and/or persons served during Federal Fiscal Year 2022 (10.1.21-9.30.22).

2. Leveraging and Coordination of Services (0-5 pts)

Describe how your project coordinates services with other funded and non-funded providers to leverage services. How has increased collaboration among providers affected the project's housing stability? (250 words or less)

3. 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 your program uses.*
- *Up to 2.5 pts awarded if the narrative clearly state(s) examples.*

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

5. Diversity, Equity, and Inclusion (0-5 pts)

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?

If yes:

- Up to 2.5 points if the narrative references the training resources that are utilized to conduct DEI trainings for staff.
- Up to 2.5 points if the narrative describes how regular staff training improves the client experience.

If no:

- Up to 2.5 points if the narrative describes the timeframe when agencies plan to implement regular DEI trainings for staff.
- Up to 2.5 points if the narrative describes how agencies currently ensure that staff are providing inclusive services to clients.

6. Including Transgender and Gender Non-conforming clients: (0-5 pts)

How does your program ensure equitable housing options and support services for clients who identify as transgender or a gender other than singularly female or male (e.g., nonbinary, genderfluid, agender, culturally specific gender)?

7. Continued response to infectious disease (0-5 pts)

What has your agency done differently/implemented since the COVID-19 outbreak to quickly respond to infectious disease outbreaks? How will you implement these processes to effectively respond to future health emergencies?

8. Feedback from Clients (0-5 pts)

What proactive processes does your agency have to receive and incorporate feedback from persons with lived experience?

9. Addressing HUD-Defined Severe Service Needs (0-5 pts)

Does your project address HUD's definition of severe service needs and subsequent barriers to accessing housing?

☐ **Yes**

☐ **No**

Individuals considered as having severe barriers to housing include: high utilization of crisis or emergency services to meet basic needs (ERs, jails, and psychiatric facilities), history of victimization/abuse including domestic abuse, sexual assault, and childhood abuse, LOT Homeless, low/no income, risk of continued homelessness, significant challenges or functional impairments, substance abuse—current or past, unsheltered homelessness, vulnerability to illness or death, vulnerability to victimization.

If yes, please describe how your project addresses those needs. **(0-5 pts)**

10. Domestic Violence Projects 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.*

11. Dedicated Youth Projects *Only* - Positive Outcomes (0-5 pts)

Outcomes considered positive for youth programs may not be the same as positive outcomes for Permanent Supportive Housing programs. How does your agency contribute to housing stability across the CoC? (250 words or less)

- *Up to 2.5 pts awarded if the narrative clearly describes positive outcomes through the Youth provider lens.*
- *Up to 2.5 pts awarded if the narrative clearly describes how the agency contributed to positive housing stability across the CoC.*

12. Barriers to Participation

How does your project identify any barriers to participation faced by persons of different races and ethnicities, particularly those over-represented in the local homelessness population, and what steps has your agency taken to eliminate the identified barriers? (0-3pts)

13. Housing First

Describe how you operationalize a “Housing First” philosophy in your program’s implementation, including documented policies, trainings, or other processes related to “Housing First” that are operationalized at the program level. *(0-5 pts)*

- Up to 2.5 pts awarded if narrative provides examples of policies and procedures related to implementing “Housing First”.
- Up to 2.5 pts awarded if narrative provides examples of how “Housing First” philosophy is integrated into program delivery and service to all clients.

14. Length of Participation:

Using APR Q22c as a reference, please explain how your agency ensures that project participants are housed quickly after the project start date. (This question will be weighted for site-based programs). *(0-5 pts)*

2023 Rank & Review Interview Questions

These questions have been formed by CARES staff to focus on the 2023 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. Check page three for interview tips.

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

HUD Priority/Justification for Question	Interview Question	Scoring Criteria
Persons with Lived Experience. HUD expects 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.	1. How does your agency incorporate the voices of people with lived experience/expertise of homelessness into programmatic decisions? <i>Agencies can respond to question 1 or question 2, but not both.</i>	1-Point if they describe a meaningful process of incorporating the voices of PWLE into programs.
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 survivors with lived experience in	2. If your project serves victims of domestic violence, what are your plans to include survivors with lived experience in policy and program development, and	0.5-Point - for an identified plan to include survivors with lived experience in policy and program development.

policy and program development and the inclusion of victim-centered practices in operating their projects.	how do you include victim centered practices in operating your project?	0.5-Point - for identification of how the agency includes victim centered practices in operating their project.
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.	3. 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) <i>or because of other mitigating factors</i> that you feel the reviewers should be aware of, please explain now.	1-Point-All program system performance measures are above average. 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.
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. (NOFO, pg. 8)	4. What training, expectations and/or best practices does your agency have in place to address the needs of Black, Indigenous, and People of Color who may utilize your program? How does your agency demonstrate racial equity in your projects?	1-Point if agency cites specific examples of how they ensure racial equity in program delivery.

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.	5. How does your agency ensure housing and services are private, respectful, safe, and accessible regardless of gender identity or sexual orientation?	1-Point - for noting specific examples that demonstrate the agency's commitment to safe, affirming, equitable housing and services for the LGBTQ+ population.
---	---	--

Interview questions were formulated based on HUD priorities as outlined in the 2023 NOFO. Check out the HUD priorities that informed Part 3 new project interview questions here: [NOFO – 2023 | CARES of NY, Inc. \(caresny.org\)](#).

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.
- **Review any lower scoring from Parts 1 and 2 and come prepared to discuss.**
- **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 your CoC used in the NY-501 local competition to score new and renewal application and for all project application types.

(c) Blank New Project Application Tool

NY-501 Continuum of Care:

New Project RFP 2023 (Reallocation and/or Bonus Projects)

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?

- 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 pts** ☐ **No**

6. Is the applicant a current member of NY-501 Continuum of Care (CoC)?

☐ **Yes – 10 points** ☐ **No – 0 points**

a. If no, what is the agency's current involvement with NY-501 Continuum of Care?

NY-501 Continuum of Care:

New Project RFP 2023 (Reallocation and/or Bonus Projects)

7. Will the project be able to start within 12 months?
☐ **Yes** ☐ **No**
8. Is the agency applying a current CoC funded grantee? ☐ **Yes – 5 pts** ☐ **No – 10 pts**
b. If yes, are there any unresolved monitoring or audit findings from HUD or the CoC?
☐ **Yes – 0 points** ☐ **No – 5 points**
9. Does your agency currently report in the CoC's HMIS system? If not, how will you implement HMIS for this project? **(0-5 Points)**
10. Does your agency personnel directly add participants to the STEPS Coordinated Entry?
☐ **Yes – 5 pts** ☐ **No - 0 pts**

NY-501 Continuum of Care:

New Project RFP 2023 (Reallocation and/or Bonus Projects)

11. Please provide a detailed description of the agency's experience in administering projects dedicated to serving an underserved population (i.e your target population). **(0-10 points)**

- 4 pts for detailing past experience serving an underserved population
- 3 points for explaining how you have connected clients to supportive services
- 3 points for detailing other funding sources the agency uses/ has used in the past to serve HUD Defined Homeless Persons.

NY-501 Continuum of Care: New Project RFP 2023 (Reallocation and/or Bonus Projects)

12. Priority Populations

Does your project designate 100% of beds to Mental Health, Substance Abuse, CH, Co-Occurring Conditions, and/or Families?

☐ **Yes – 5 points** ☐ **No – 0 points**

12a. If your project is not serving 100% of the above listed priority populations, please describe how your project is addressing an unmet need for the population your project will serve. **(0-3 points)**

13. Housing First (0-25 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 - 25 pts

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

NY-501 Continuum of Care:

New Project RFP 2023 (Reallocation and/or Bonus Projects)

14. Please provide a project *description* that addresses the entire scope of your project.

Please include the target population that will be served. **(0 – 15 points)**

- 10 points if you describe how program participants will be assisted to obtain and remain in permanent housing.
- 4 points if Chronically Homeless, Unsheltered Homeless or LGBTQ+
- 1 point if the project clearly states the number of units/beds requested

15. How will this project plan to reduce the average length of time homeless for project participants? **(0-2pts)**

- 2pts if applicant describes how their project plans to serve those with the longest lengths of time homeless and strategies for reducing length of time homeless

NY-501 Continuum of Care:

New Project RFP 2023 (Reallocation and/or Bonus Projects)

16. What gap in services or need in the community will this project address or fill? Please provide anecdotal or quantitative evidence of this gap and how your project would address it **(0-10pts)**

- 2pts for identifying HUD/local priority populations served through proposed projects
- 2pts for identifying the service gap or need in the community
- 2pts for detailing data/evidence of the service gap or need in this community
- 4pts for explaining how the proposed project will address the need.

17. Does your agency have someone with lived experience of homelessness within its Executive Leadership, who are involved with programmatic and funding decisions? If not, how will your agency incorporate the addition of persons with lived experience into leadership positions moving forward?

☐ **Yes- 1 points** ☐ **No – 0 points**

18. 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

NY-501 Continuum of Care: New Project RFP 2023 (Reallocation and/or Bonus Projects)

☐ Local Workforce Development Sectors

☐ Tribal Organizations

18a. 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 1st if your project is chosen to move forward*?

☐ Yes- 10 points ☐ No – 0 points

**Please note, this commitment will be submitted with the CoC's full CoC Application so the CoC is awarded additional points.*

18b. 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 points ☐ No – 0 points

**Please note, this commitment will be submitted with the CoC's full CoC Application so the CoC is awarded additional points.*

18c. 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- 5 points ☐ No – 0 points

18d. If you checked Tribal Organizations, 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- 5 points ☐ No – 0 points

NY-501 Continuum of Care:
**New Project RFP 2023 (Reallocation and/or Bonus
Projects)**

19. Describe the specific plan to coordinate and integrate with other mainstream health, social services and employment programs for which program participants are eligible.
(0-5pts)

NY-501 Continuum of Care:

New Project RFP 2023 (Reallocation and/or Bonus Projects)

20. Does your agencies stakeholders (Board, Leadership, Agency Staff, etc.), who are responsible for making programmatic and funding decisions, represent the demographics of the community it serves? Please explain. 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 stakeholders who are representative of the community it serves.
- 2pts if applicant can identify a plan for incorporating diverse stakeholder views in the future.

NY-501 Continuum of Care:

New Project RFP 2023 (Reallocation and/or Bonus Projects)

21. 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? **(up to 4 points)**

- 2 points if applicant identifies specific organizations with expertise in the LGBTQ+ population that they partner with
- 2 points if applicant describes how they will leverage the partnership(s) for project clients.

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

NY-501 Continuum of Care: New Project RFP 2023 (Reallocation and/or Bonus Projects)

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. VAWA (New Eligible Activity)	\$	
D. Rural Costs (New Eligible Activity)	\$	
E. Operating	\$	
F. Admin	\$	
G. Total Project Costs	\$	
MATCH	AMOUNT	SOURCE
H. 25% Match Requirement	\$	

Please attach:

- 501c3 documentation
- If applicable: Formal Housing leveraging commitments (contracts, MOU with PHA, etc.)
- If applicable: Formal Healthcare leveraging commitments (MOUs, service agreements, etc.)

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

1. Scoring tool you CoC used in the NY-501 local competition to score new and renewal application and for all project application types.

(d) Blank Bonus/DV Application Tool

NY-501 Continuum of Care:

DV Bonus Project RFP 2023 (Reallocation and/or Bonus Projects)

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:
 - 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)
 - C. Support Services Only-Coordinated Entry Project – if CoC already has a CE project the application must be an expansion.
5. Is the project you are applying for an expansion project? **Yes** ____ **No** ____

NY-501 Continuum of Care: DV Bonus Project RFP 2023 (Reallocation and/or Bonus Projects)

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.*

	Any Yes=0 pts	All No=15
Having too little or no income	☐	☐
Active or history of substance abuse	☐	☐
Criminal record with exceptions for state-mandated restrictions	☐	☐
History of domestic violence/victim of DV	☐	☐
Failure to participate in supportive services	☐	☐
Failure to make progress on a service plan	☐	☐
Loss of income or failure to improve income	☐	☐
Any other activity not covered in a lease agreement typically found in the project's geographic area.	☐	☐

7. Is the applicant a current member of the Southern Tier Entry to Programs (STEPS) Continuum of Care (CoC)? ☐ **Yes - 10 points** ☐ **No - 0 points**

Has your agency ever given CoC money back to HUD? If yes, explain.
☐ **Yes - 0 points** ☐ **No - 5 points**

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 points** ☐ **No - 3 points**

NY-501 Continuum of Care:

DV Bonus Project RFP 2023 (Reallocation and/or Bonus Projects)

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 20 points)**
- 5 points for past experience serving a domestic violence survivor population
 - 3 points for explaining how you have connected survivors to supportive services
 - 3 points 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 points for describing how you prioritize program participant choice while ensuring safety of your clients
 - 3 points 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 based on equality and minimize power differentials;
 - 3 points 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

NY-501 Continuum of Care:

DV Bonus Project RFP 2023 (Reallocation and/or Bonus Projects)

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?

☐ **Yes - 3 points** ☐ **No - 0 points**

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

☐ **Yes- 1 points** ☐ **No – 0 points**

NY-501 Continuum of Care:

DV Bonus Project RFP 2023 (Reallocation and/or Bonus Projects)

13. What gap in services or need in the community will this project address or fill? Please provide any anecdotal or quantitative evidence of this gap and how your project would address it. **(0-10 pts)**

- *2 points for identifying HUD/local priority populations served through proposed project;*
- *2 points for identifying the service gap or need in the community;*
- *2 points for detailing data/evidence of the service gap or need in the community;*
- *4 points for explaining how the proposed project will address the need.*

NY-501 Continuum of Care: DV Bonus Project RFP 2023 (Reallocation and/or Bonus Projects)

Leveraging Housing and Healthcare questions

14. 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

☐ Tribal Organizations

14a. 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 1st if your project is chosen to move forward*?

☐ Yes- 10 points ☐ No – 0 points

**Please note, this commitment will be submitted with the CoC's full CoC Application so the CoC is awarded additional points.*

14b. 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 points ☐ No – 0 points

**Please note, this commitment will be submitted with the CoC's full CoC Application so the CoC is awarded additional points.*

14c. 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- 5 points ☐ No – 0 points

NY-501 Continuum of Care:
DV Bonus Project RFP 2023 (Reallocation and/or
Bonus Projects)

14d. If you checked Tribal Organizations, 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- 5 points** ☐ **No – 0 points**

15. Describe the specific plan to coordinate and integrate with other mainstream health, social services and employment programs for which program participants are eligible.
(0-5pts)

NY-501 Continuum of Care:

DV Bonus Project RFP 2023 (Reallocation and/or Bonus Projects)

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).

- *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*

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

NY-501 Continuum of Care: DV Bonus Project RFP 2023 (Reallocation and/or Bonus Projects)

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

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

☐ Yes – 3 pts ☐ No - 0 pts

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

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

Please attach:

- 501c3 documentation
- If applicable: Formal Housing leveraging commitments (contracts, MOU with PHA, etc.)
- If applicable: Formal Healthcare leveraging commitments (MOUs, service agreements, etc.)

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

1. Scoring tool you CoC used in the NY-501 local competition to score new and renewal application and for all project application types.

(e) Blank Bonus CE/HMIS Application Tool

NY-501 STEPS Continuum of Care

CE-HMIS RFP 2023

(Reallocation and/or Bonus Projects)

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 _____
5. Is the applicant a current member of the NY-501 Continuum of Care (CoC)?
☐ Yes 10 pts ☐ No 0 pts
6. Will the project be able to begin within 12 months? ☐ Yes 5 pts ☐ No 0 pts
7. Please explain the need for this project within your CoC. (0-15 pts.)

NY-501 STEPS Continuum of Care

CE-HMIS RFP 2023

(Reallocation and/or Bonus Projects)

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

☐ Yes 10 pts ☐ No 0 pts

9. 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)**.

- *4 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*

10. 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. **(0-5 pts)**

NY-501 STEPS Continuum of Care

CE-HMIS RFP 2023

(Reallocation and/or Bonus Projects)

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

☐ Yes 5 pts ☐ No 0 pts

Coordinated Entry Projects Only Please Complete This Section

12. 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.

13. 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 Q12a.)

☐ All Yes 10 pts ☐ Any No 0 pts

CE Assessment Element

☐ Yes

☐ No

CE Event Element

☐ Yes

☐ No

Current Living Situation Element

☐ Yes

☐ No

- 13a. 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 10 pts)

NY-501 STEPS Continuum of Care

CE-HMIS RFP 2023

(Reallocation and/or Bonus Projects)

14. 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. (0-10 pts)

15. Does your CE System have a data privacy policy? ☐ Yes 5 pts ☐ No 0 pts

HMIS Projects Only Please Complete This Section

16. 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.

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

NY-501 STEPS Continuum of Care

CE-HMIS RFP 2023

(Reallocation and/or Bonus Projects)

17a. If your HMIS does not currently have 100% required participation what is your plan for engagement? Please explain. **(0-10 pts.)**

17b. Do any non-required projects participate in your HMIS? ☐ **Yes 5 pts** ☐ **No 0 pts**

18. 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**

19. Does your HMIS System have a data privacy policy? ☐ **Yes 5 pts** ☐ **No 0 pts**

NY-501 STEPS Continuum of Care

CE-HMIS RFP 2023

(Reallocation and/or Bonus Projects)

20. 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. VAWA	\$	
C. Rural	\$	
D. HMIS	\$	
E. Admin	\$	
F. Total Project Costs	\$	
MATCH	AMOUNT	SOURCE
G. 25% Match Requirement	\$	

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

1. Scoring tool you CoC used in the NY-501 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 application

STEPS 2023 Ranking and Tiering									
Rank	Score	Grant Number	Applicant Name	Program Name	Project Type	Funding Amount	Reallocated Funds	Accepted or Rejected	
1	185.8	NY1064L2C012206	Catholic Charities of Chemung/Schuyler	RR Consolidated	RRH	\$169,207		Accepted	Tier 1
2	182	NY0830L2C012209	Catholic Charities of Chemung/Schuyler	Bonus PSH	PSH	\$116,755		Accepted	
3	169.6	NY0766L2C012108	Catholic Charities of Chemung/Schuyler	PSH Consolidated	PSH	\$260,624		Accepted	
4	160	NY0022L2C012113	Catholic Charities of Chemung/Schuyler	CCST Shelter Plus Care	PSH	\$292,956		Accepted	
5	148.9	NY0831L2C012107	Chances and Changes	Permanent Supportive Housing	PSH	\$65,765		Accepted	
6	143.35	NY0025L2C012113	Steuben ChurchPeople Against Poverty DBA Arbor Housing and Development	DV Transitional Housing	TH	\$67,649		Accepted	
7	140.4	NY0022L2C012214	Stuben ChurchPeople Against Poverty DBA Arbor Housing and Development	Shelter Plus Care	PSH	\$434,834		Accepted	
8	138.2	NY0829L2C012108	Steuben ChurchPeople Against Poverty DBA Arbor Housing and Development	Livingston HUD	PSH	\$55,953		Accepted	
9	NA	NY1340D2C012201	Chances and Changes	DV Bonus Renewal	TH/RRH	\$261,719		Accepted	
10	NA	NY0019L2C012213	Catholic Charities of Chemung/Schuyler	HMIS	SSO-HMIS	\$100,058		Accepted	
11	NA	NY1421L2C012200	Catholic Charities of Chemung/Schuyler	Coordinated Entry Support	SSO-CE	\$42,578		Accepted	
12	136.1	NY1193D2C012103	Salvation Army	Elmira Salvation Army POH Rapid Rehousing	RRH	\$95,215		Accepted	Tier 2
	136.1	NY1193D2C012103	Salvation Army	Elmira Salvation Army POH Rapid Rehousing	RRH	\$52,070		Accepted	
13	124.15	NY1061L2C012105	ACCORD	RRH Supportive Housing	RRH	\$95,706		Accepted	CoC Bonus
B1-14	109/87.2= 80%		Catholic Charities of Chemung/Schuyler	CE Expansion	SSO-CE	\$38,400		Accepted	
B2-15	155/111.8=72%		Catholic Charities Stuben/Livingston	Emergency Services	RRH	\$109,376		Accepted	

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

Not Ranked:			
CARES of NY, Inc.	CoC Planning Grant	\$ 105,554.00	Accepted

Annual Renewal Demand	\$ 2,111,089
Tier 1	\$ 1,963,313
Tier 2	\$ 147,776
Planning	\$ 105,554
Bonus	\$ 147,776
DV	\$ 193,514

Expansions	Applicant Name	Renewal Project	Expansion Project
CE Expansion	Catholic Charities of Chemung/Schlyler	Coordinated Entry Support	\$38,400

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

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

1. Scoring tool you CoC used in the NY-501 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 the maximum points on:
 - **Objective criteria** for the project applications
 - **System performance** criteria for the project applications
 - Projects that address **severe barriers to housing and services**
 - Points associated with the degree the projects identified any barriers faced by persons of different races and ethnicities, particularly those over-represented in the local homelessness population, and has taken or will take steps to eliminate identified barriers.

NY-501 Objective Criteria							
Question	Point Value	Objective Criterion		System Performance Measure		Considerations for Serving those with Severe Barriers to housing and services	Addressing Racial Barriers
Renewal Part 1							
1. Utilization Rate	15	Utilization Rate					
2. Data Quality and Completeness	14	Data Quality & Completeness					
3. Impact on Chronic Homelessness	10	Impact on CH		Impact on CH			
4. Positive Outcomes	15	Positive Outcomes		Positive Outcomes			
5. Exits to Homelessness	10	Exits to Homelessness		Exits to Homelessness			
6. Income Growth- System Impact	10	Effect on Income Growth		Effects on income growth			
7. Income Growth- Project Performance	16	Effect on Income Growth		Effects on income growth			
8. Priority Population	10	Population Served				Beds dedicated to those with severe service needs	
9. Mainstream Benefits	8	Increase in non-cash benefits					
10. Health Insurance	7	Increase in health insurance					
11. Housing First	5	Housing First				Services provided despite common barriers	
12. CoC Participation	10	CoC Participation					
13. Anti-discrimination	6	Anti-Discrimination policy					Addressing Racial Barriers- Agency written policies
14. HUD draw downs	5	Fiscal Responsibility					
15. Project Monitoring	4	CoC Participation and Monitoring					
16. Coordinated Entry	8	CoC Participation and Monitoring					Follows HUD guidelines including anti discrimination policies
17. Diversity in Leadership	2	Diversity in Leadership					Addressing Racial Barriers- Diversity in leadership
Renewal Part 2							
5. DEI Training for Staff	5						Addressing Racial Barriers- Staff training
6. Including LGBTQ+	5					Question to evaluate equitable housing practices for LGBTQ+ population	
8. Feedback from clients	5						Ensures that feedback from those being served is heard and incorporated into program/policy updates
9. HUD Severe Service Needs	5					Specific method for addressing service needs and barriers to accessing housing	
10. DV Positive Outcomes/Safety	5					Specific Method for Evaluating Projects Submitted by Victim Service Providers - Positive Outcomes based on Safety Concerns	
11. Dedicated Youth- Positive Outcomes/Safety	5					Specific Method for Evaluating Projects Submitted by Youth Service Providers: Positive Outcomes based on Increase of Income and Housing Stability	
12. Barriers to Participation	3						Specific method for evaluating how projects identify barriers faced by those of different races/ethnicities and eliminating barriers
Renewal Part 3- Interviews							
3. Low Performance on Part 1	1					Question allowing projects to recoup points lost on system performance measures as a result of serving the hardest to serve populations.	
4. Racial Equity	1						Specific strategies for evaluating the needs of BIPOC Population and demonstrates racial equity.
Total Points	224	155		61		36	30
Percent of Points		Total Objective Criteria	67%	Total System Performance Criteria	27%	16%	13%

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							
6. CoC Member	10	CoC Participation and Monitoring					
8. CoC Funded	5	Funding/ CoC Participation and Monitoring					
9. HMIS Participation	5	HMIS Participation					
10. Participate in CE	5	Coordinated Entry Participation					Follows HUD guidelines including anti discrimination policies
11. Underserved Populations	10					populations and those with sever service needs	
12. Priority Populations	5	Population Served				Strageties for serving those with the most severe service needs	
13. Housing First	25	Housing First					
16. Gap in Services	10						
17. People with Lived Experience of Homelessness in Leadership	1						Ensures feedback from those who have experienced homelessness and incorporating it into decision making
18. Partnerships with Healthcare and Housing	4	Partnerships with Healthcare and Housing					
20. Leadership representative of population served	4						Ensures feedback fro those being served to ensure it is racially/ethnicl representative of those being served
Total Points	155	59				15	10
Percent of Points		Total Objective Criteria	38%			10%	6%

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							
6. Housing First	15	Housing First				Services provided despite common barriers	
7. CoC Member	10	CoC Participation and Monitoring					
8. Coc Funded	5	Funding/CoC participation and Monitoring					
11. Equitable Services	3	Equitable Services					Ensures equitable services and outcomes for all races and ethnicities
12. Lived Experience	1	PWLE in Leadership					Ensures feedback from those with lived experience and incorporating it into decision making
13. Gap in services/Priority Populations	10					Strategies for serving underserved populations and those with severe	
14. Partnerships with Healthcare and Housing	4	Partnerships with Healthcare and Housing					
16. Racial/Ethnically diverse stakeholders	4						Ensures racial/ethically diverse feedback regarding policy/decision making
17. LGBT Partnership	4					Question to evaluate equitable housing for LGBTQ+ population	
18. Project Start Date	10	Project Start Date					
19. Participate in CE	3	CE Participation					Follows HUD guidelines including anti discrimination policies
Total Points	162	51				29	11
Percent of Points		Total Objective Criteria	31%			18%	7%

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 you CoC used in the NY-501 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.
- This document showcases data used from comparable databases to score projects submitted by **victim service providers**

Project Type	Organization Name	Project Name (in application)	Attachment 1: Chronically Homeless	
			Number of Chronically Homeless Served	Percent of System Impact
PH-RRH	ACCORD Corp.	RRH Supportive Housing Project Consolidated	0	0.00%
PH-RRH	The Salvation Army, a New York Corporation	Elmira Salvation Army POH Rapid Rehousing*	0	0.00%
PH-RRH	Catholic Charities of Chemung/Schuyler	RR Consolidated	2	100.00%
		Total for RRH	2	100.00%
PH-PSH	Catholic Charities of Chemung/Schuyler	Bonus Permanent Supportive Housing	11	68.75%
PH-PSH	Catholic Charities of Chemung/Schuyler	PSH Consolidated	3	18.75%
PH-PSH	Catholic Charities of Chemung/Schuyler	S+C Permanent Supported Housing	0	0.00%
PH-PSH	Chances and Changes, Inc.	SHP Permanent Housing Livingston*	0	0.00%
PH-PSH	Steuben Churchpeople Against Poverty, Inc	Livingston HUD SH-232	0	0.00%
PH-PSH	Steuben Churchpeople Against Poverty, Inc	Steuben County S+C	2	12.50%
		Total for PSH	16	100.00%
TH	Steuben Churchpeople Against Poverty, Inc	Transitional to Permanent Supportive Housing 339	0	0.00%
		Total for TH	0	0.00%

Data for attachment 1: Chronically Homeless comes from Question 5, line 11-Number of Chronically Homeless Persons

*a program for victims of domestic violence which provided data from a comparable database.

Project Type	Organization Name	Project Name (in application)	Attachment 2: Positive Outcomes			
			Number of Positive Exits	Number of Stayers	Total Positive Outcomes	Percent of System Impact
PH-RRH	ACCORD Corp.	RRH Supportive Housing Project Consolidated	2	2	4	8.16%
PH-RRH	The Salvation Army, a New York Corporation	Elmira Salvation Army POH Rapid Rehousing*	9	0	9	18.37%
PH-RRH	Catholic Charities of Chemung/Schuyler	RR Consolidated	7	29	36	73.47%
		Total for RRH	18	31	49	100.00%
PH-PSH	Catholic Charities of Chemung/Schuyler	Bonus Permanent Supportive Housing	3	8	11	8.09%
PH-PSH	Catholic Charities of Chemung/Schuyler	PSH Consolidated	7	24	31	22.79%
PH-PSH	Catholic Charities of Chemung/Schuyler	S+C Permanent Supported Housing	5	30	35	25.74%
PH-PSH	Chances and Changes, Inc.	SHP Permanent Housing Livingston*	5	5	10	7.35%
PH-PSH	Steuben Churchpeople Against Poverty, Inc	Livingston HUD SH-232	0	1	1	0.74%
PH-PSH	Steuben Churchpeople Against Poverty, Inc	Steuben County S+C	7	41	48	35.29%
		Total for PSH	27	109	136	100.00%
TH	Steuben Churchpeople Against Poverty, Inc	Transitional to Permanent Supportive Housing 339	3	3	6	100.00%
		Total for TH	3	3	6	100.00%

Data for Attachment 2: Positive Outcomes comes from APR Q5 Number of Stayers and Q23. Exit Destination and is the sum of Total persons exiting to positive housing destinations

*a program for victims of domestic violence which provided data from a comparable database.

Project Type	Organization Name	Project Name (in application)	Attachment 3: Exits to Homelessness	
			Number	Percent of System Impact
PH-PSH	Catholic Charities of Chemung/Schuyler	Bonus Permanent Supportive Housing PSH	0	0.00%
PH-PSH	Catholic Charities of Chemung/Schuyler	Consolidated	0	0.00%
PH-PSH	Catholic Charities of Chemung/Schuyler	S+C Permanent Supported Housing	0	0.00%
PH-PSH	Chances and Changes, Inc.	SHP Permanent Housing Livingston (2018)*	0	0.00%
PH-PSH	Steuben Churchpeople Against Poverty, Inc	Livingston HUD SH-232	0	0.00%
PH-PSH	Steuben Churchpeople Against Poverty, Inc	Steuben County S+C	1	100.00%
		Total for PH	1	100.00%
PH-RRH	Catholic Charities of Chemung/Schuyler	RR Consolidated	0	0.00%
PH-RRH	The Salvation Army, a New York Corporation	Elmira Salvation Army POH Rapid Rehousing*	0	0.00%
PH-RRH	ACCORD Corp.	RRH Supportive Housing Project Consolidated	0	0.00%
		Total for RRH	0	0.00%
TH	Steuben Churchpeople Against Poverty, Inc	Transitional to Permanent Supportive Housing 339	0	0.00%
		Total for TH	0	0.00%

Data for Attachment 3: Exits to Homelessness comes from APR question Q23. Exit Destination and is the sum of Emergency shelter, including hotel or motel paid for with emergency shelter voucher and Place not meant for human habitation from both

*a program for victims of domestic violence which provided data from a comparable database.

Project Type	Organization Name	Project Name (in application)	Attachment 4: Adults with Income			
			Number of Discharged Individuals with Earned Income Growth	Percent of System Impact	Number of Discharged Individuals with non-employment cash income growth	Percent of System Impact
PH-PSH	Catholic Charities of Chemung/Schuyler	Bonus Permanent Supportive Housing	0	0.00%	2	16.67%
PH-PSH	Catholic Charities of Chemung/Schuyler	PSH Consolidated	1	16.67%	4	33.33%
PH-PSH	Catholic Charities of Chemung/Schuyler	S+C Permanent Supported Housing	2	33.33%	0	0.00%
PH-PSH	Chances and Changes, Inc.	SHP Permanent Housing Livingston*	0	0.00%	0	0.00%
PH-PSH	Steuben Churchpeople Against Poverty, Inc	Livingston HUD SH-232	0	0.00%	1	8.33%
PH-PSH	Steuben Churchpeople Against Poverty, Inc	Steuben County S+C	3	50.00%	5	41.67%
		Total for PH	6	100.00%	12	100.00%
PH-RRH	ACCORD Corp.	RRH Supportive Housing Project Consolidated	0	0.00%	0	0.00%
PH-RRH	The Salvation Army, a New York Corporation	Elmira Salvation Army POH Rapid Rehousing*	0	0.00%	0	0.00%
PH-RRH	Catholic Charities of Chemung/Schuyler	RR Consolidated	1	100.00%	1	100.00%
		Total for RRH	1	100.00%	1	100.00%
TH	Steuben Churchpeople Against Poverty, Inc	Transitional to Permanent Supportive Housing 339	0	0.00%	0	0.00%
		Total for TH	0	0.00%	0	0.00%

Data for Attachment 4: Question 19a2. Row 1 and Row 3
 *a program for victims of domestic violence which provided data from a comparable database.

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-501's local competition. It contains the following:

1. NY-501 Objective Criteria and System Performance Criteria Chart with Point Values
2. Renewal Project Score Card
 - (a) ACCORD – RRH Project - *please note, this is an example of the most commonly used score form.*
3. Blank Renewal Project Application Tool
 - (a) The application tool contextualizes the #2 Renewal Project Scoring Card

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

1. NY-501 Objective Criteria and System Performance Criteria Chart with Point Values

NY-501 Objective Criteria						
Question	Point Value	Objective Criterion	System Performance Measure		Considerations for Serving those with Severe Barriers to housing and services	Addressing Racial Barriers
Renewal Part 1						
1. Utilization Rate	15	Utilization Rate				
2. Data Quality and Completeness	14	Data Quality & Completeness				
3. Impact on Chronic Homelessness	10	Impact on CH	Impact on CH			
4. Positive Outcomes	15	Positive Outcomes	Positive Outcomes			
5. Exits to Homelessness	10	Exits to Homelessness	Exits to Homelessness			
6. Income Growth- System Impact	10	Effect on Income Growth	Effects on income growth			
7. Income Growth- Project Performance	16	Effect on Income Growth	Effects on income growth			
8. Priority Population	10	Population Served			Beds dedicated to those with severe service needs	
9. Mainstream Benefits	8	Increase in non-cash benefits				
10. Health Insurance	7	Increase in health insurance				
11. Housing First	5	Housing First			Services provided despite common barriers	
12. CoC Participation	10	CoC Participation				
13. Anti-discrimination	6	Anti-Discrimination policy				Addressing Racial Barriers- Agency written policies
14. HUD draw downs	5	Fiscal Responsibility				
15. Project Monitoring	4	CoC Participation and Monitoring				
16. Coordinated Entry	8	CoC Participation and Monitoring				Follows HUD guidelines including anti-discrimination policies
17. Diversity in Leadership	2	Diversity in Leadership				Addressing Racial Barriers- Diversity in leadership
Renewal Part 2						
5. DEI Training for Staff	5					Addressing Racial Barriers- Staff training
6. Including LGBTQ+	5				Question to evaluate equitable housing practices for LGBTQ+ population	
8. Feedback from clients	5					Ensures that feedback from those being served is heard and incorporated into program/policy updates
9. HUD Severe Service Needs	5				Specific method for addressing service needs and barriers to accessing housing	
10. DV Positive Outcomes/Safety	5				Specific Method for Evaluating Projects Submitted by Victim Service Providers - Positive Outcomes based on Safety Concerns	
11. Dedicated Youth- Positive Outcomes/Safety	5				Specific Method for Evaluating Projects Submitted by Youth Service Providers: Positive Outcomes based on Increase of Income and Housing Stability	
12. Barriers to Participation	3					Specific method for evaluating how projects identify barriers faced by those of different races/ethnicities and eliminating barriers
Renewal Part 3- Interviews						
3. Low Performance on Part 1	1				Question allowing projects to recoup points lost on system performance measures as a result of serving the hardest to serve populations.	
4. Racial Equity	1					Specific strategies for evaluating the needs of BIPOC Population and demonstrates racial equity.
Total Points	224	155	61		36	30
Percent of Points		Total Objective Criteria	67%	Total System Performance Criteria	27%	13%

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						
6. CoC Member	10	CoC Participation and Monitoring				
8. CoC Funded	5	Funding/ CoC Participation and Monitoring				
9. HMIS Participation	5	HMIS Participation				
10. Participate in CE	5	Coordinated Entry Participation				Follows HUD guidelines including anti discrimination policies
11. Underserved Populations	10				populations and those with sever service needs	
12. Priority Populations	5	Population Served			Strageties for serving those with the most severe service needs	
13. Housing First	25	Housing First				
16. Gap in Services	10					
17. People with Lived Experience of Homelessness in Leadership	1					Ensures feedback from those who have experienced homelessness and incorporating it into decision making
18. Partnerships with Healthcare and Housing	4	Partnerships with Healthcare and Housing				
20. Leadership representative of population served	4					Ensures feedback fro those being served to ensure it is racially/ethnicl representative of those being served
Total Points	155	59	15	10		
Percent of Points		Total Objective Criteria38%	10%	6%		

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						
6. Housing First	15	Housing First			Services provided despite common barriers	
7. CoC Member	10	CoC Participation and Monitoring				
8. Coc Funded	5	Funding/CoC participation and Monitoring				
11. Equitable Services	3	Equitable Services				Ensures equitable services and outcomes for all races and ethnicities
12. Lived Experience	1	PWLE in Leadership				Ensures feedback from those with lived experience and incorporating it into decision making
13. Gap in services/Priority Populations	10				Strategies for serving underserved populations and those with severe	
14. Partnerships with Healthcare and Housing	4	Partnerships with Healthcare and Housing				
16. Racial/Ethnically diverse stakeholders	4					Ensures racial/ethically diverse feedback regarding policy/decision making
17. LGBT Partnership	4				Question to evaluate equitable housing for LGBTQ+ population	
18. Project Start Date	10	Project Start Date				
19. Participate in CE	3	CE Participation				Follows HUD guidelines including anti discrimination policies
Total Points	162	51	29	11		
Percent of Points		Total Objective Criteria31%	18%	7%		

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

2. Renewal Project Score Card

(a) ACCORD – RRH Project

Agency Name:	Allegany County Community Opportunities and Rural Development			Final Score:	125.5
Project Name:	RRH Supportive Housing Project				
	Submitted by Deadline w/Required Docs	Yes			
		Total Possible Points	Points Awarded		
Part I: Data-Related Questions (166)					
15 pts max	1A. Utilization Rate	CARES	10	0	
	1B. Exceeded 85% in Persons & Households	CARES	5	0	
14 pts max	2a. Data Quality	APR Q6	2	2	
	2b. Timeliness	APR Q6E	10	0	
	2c. APR on Time	CARES	2	2	
10 pts max	3. Impact on Chronic Homeless	Attach 1	10	0	
15 pts max	4. Positive Outcomes	Attach 2	15	2.5	
10 pts max	5. Exits to Homelessness	Attach 3	10	10	
10 pts max	6a. Income Growth: Earned Income (System Impact)	Attach 4	10	0	
	6b. Income Growth: Non-Employment (System Impact)		NA		
16 pts max	7a. Income Growth: Stayers/Earned (Project Performance)		5	0	
	7b. Income Growth: Stayers/Other (Project Performance)		3	0	
	7c. Income Growth: Leavers/Earned (Project Performance)	APR Q19	5	0	
	7d. Income Growth: Leavers/Other (Project Performance)		3	0	
10 pts max	8. Priority Population	CARES	10	0	
10 pts max	9. Non-Cash Benefits	CARES	8	2	
10 pts max	10. Health Insurance	CARES	7	0	
5 pts max	11. Housing First	CARES	5	5	
10 pts max	12. Continuum Participation	CARES	10	10	
6 pts max	13. Anti-Discrimination	CARES	6	6	
5 pts max	14. HUD Drawdowns	CARES	5	5	
4 pts max	15a. Project Monitoring	CARES	2	2	
	15b. Recommendations Requiring Action	CARES	2	2	
8 pts max	16a. Coordinated Entry	CARES	2	2	
	16b. Attend Meetings		2	2	
	16c. CE/HMIS Training		2	2	
	16d. MOU		2	2	
2 pts max	17. Diversity	CARES	2	0	
	Total		155	56.5	
Part II: Project & System Performance-Related Questions (52)					
15 pts max	1. Utilization	CARES	15	10	
5 pts max	2. Leveraging/Coordination of Services	Reviewers	5	5	
5 pts max	3. System Performance- Housing Stability	Reviewers	5	5	
5 pts max	4. System Performance- Income	Reviewers	5	5	
5 pts max	5. Diversity and Inclusion	Reviewers	5	4	
5 pts max	6. Gender Non-Conforming	Reviewers	5	4	
5 pts max	7. Continued Response Infectious Disease	Reviewers	5	5	
5 pts max	8. Feedback from Clients	Reviewers	5	5	
5 pts max	9. HUD Defined Service Needs	Reviewers	5	5	
5 pts max	10. DV Projects Only	Reviewers	5	0	
5 pts max	11. Youth Projects Only	Reviewers	5	0	
3 pts max	12. Barriers to Participation	Reviewers	3	5	
5 pts max	13. Housing First	Reviewers	5	5	
5 pts max	14. Length of Participation	Reviewers	5	5	
	Total		78	63	
Part III: Interviews					
1 pt max	1. Lived Experience & Executive Leadership	Reviewers	1	1	Can answer either 1 or 2
1 pt max	2. DV	Reviewers	1	N/A	
1 pt max	3. Project Performance-Mitigating Factors	Reviewers	1	1	
1 pt max	4. Racial Equity	Reviewers	1	2	
2 pts max	5. Respectful Services- LGBTQ+ Population	Reviewers	2	2	
	Total		6	6	

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

3. Blank Renewal Project Application Tool

a. For reference when reviewing the score card following (#2)

SOUTHERN TIER ENTRY TO PROGRAMS & SERVICES (STEPS)

RANK AND REVIEW APPLICATION 2023

PART 1: DATA-RELATED/OBJECTIVE QUESTIONS

DEADLINE TO SUBMIT: June 21, 2023

PROJECT INFORMATION

Organization Name: _____ Contact Person: _____

Project Name: _____

Project Type: ☐ PSH ☐ RRH ☐ TH

Is your project site-based? ☐ Yes ☐ No

**** To complete this Rank & Review Tool, use only persons that have an entry (i.e., intake, admission, and move-in date) in HMIS in FFY22.**

*** Federal Fiscal Year 2022 (FFY22): October 1, 2021 – September 30, 2022**

1. Utilization Rate

MAX 15 POINTS

Using the FY22 Project Application and Federal Fiscal Year 2022 (FY22)* APR, complete the following chart to calculate utilization rate (round up to closest whole number.) Please attach relevant pages of Application and APR to this application.

Projected number served during average PIT (Esnaps Project Application Q5A)	Actual number served during PIT (APR Questions 7 and 8)		
		Persons	Households
	Persons: _____	January	
		April	
		July	
	Households: _____	October	
		Average:	

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

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

1a. Did your project meet its projected number of households and/or persons served** during the year (90% or more utilization)? ☐ **Yes - 10 points** ☐ **No - 0 point**

1b. The Continuum prioritizes projects best utilizing their resources. Did your project have a utilization rate of more than 85% in *both* households *and* persons? ☐ **Yes - 5 points** ☐ **No - 0 point**

2. Data Quality & Completeness (project specific): Based on FY22 APR

MAX 14 POINTS

2a. Based upon FY22 APR Q6 is there an error rate of more than 5% in any of the following HMIS elements: PII, Universal Data, Income and Housing, and Chronic Homelessness (CH)?

☐ **Yes - 0 points** ☐ **No - 2 points**

2b. Timeliness of Data Entry: Based on FY22 APR Q6E, please list the number of project start records that fall in each category below:

Number of project start records at 11+ days _____

Number of project start records from 7-10 days? _____

Number of project start records from 4-6 days? _____

Zero project start records beyond 3 days ☐ Yes

No Start records beyond 3 days = 10 pts; 4-6 days = 6; 7-10 days = 3 pts; Any Start records at 11 + days = 0 pts

2c. Was the most recent APR submitted on time (Please attach documentation)?

☐ **Yes - 2 points** ☐ **No - 0 points**

3. Impact on Chronic Homeless: Attachment 1

MAX 10 POINTS

Permanent Supportive Housing Programs

During FY22, the CoC's **PSH projects** served **16** chronically homeless (CH) individuals.

To show project impact towards goal of ending CH, refer to **Attachment 1** to note:

≥ 30% = 10; 7-30% = 7.5 pts; 1-6% = 3 pts; 0% = 0 pt

Rapid Rehousing Housing Programs

During FY22, the CoC's **RRH projects** served **2** chronically homeless (CH) individuals.

To show project impact towards goal of ending CH, refer to **Attachment 1** to note:

>62% = 10pts; 19-62% = 7.5 pts; 9-18% = 5pts; 1-8% = 2.5 pts; 0% = 0 pts

Transitional Housing Programs

During FY22, the CoC's **TH projects** served **0** chronically homeless (CH) individuals.

To show project impact towards goal of ending CH, refer to **Attachment 1** to note:

≥ 30% = 10 pts; 7-30% = 7.5 pts; 1-6% = 5 pts; 0% = 0 pts

3a. Total number of CH persons this project served in FY22: _____

3b. Of the total CH served by the CoC, note the % this project served in FY22: _____%

4. Positive Outcomes: Attachment 2

MAX 15 POINTS

Permanent Housing Programs: During FY22, there were **136** 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** ____%

>30% = 15 pts; 7-30% = 10 pts, 6-5% = 5 pts, 0% = 1 pts

Rapid Rehousing Projects: During FY22, there were 49 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** ____%

>71% = 15 pts; 63-71% = 10 pts; 19-62% = 7.5 pts; 9-18% = 5 pts; 1-8% = 2.5 pts; 0% = 0

Transitional Housing Programs: During FY22, there were 6 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** ____%

>30% = 15pts; 7-30% = 10 pts, 1-6% = 5 pts, 0% = 1 pts

5. Exits to Homelessness: Attachment 3

MAX 10 POINTS

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

Refer to **Attachment 3** showing all project leavers and note the percentage of project leavers who exited this program to a shelter or the street: ____%

6. Income Growth System Impact: Attachment 4

>62% = 10 pts; 19-62% = 7.5 pts; 9-18% = 5 pts; 1-8% = 2.5 pts; 0% = 0 pts

6a. Earned Income (FFY 21)

MAX 10 POINTS

Refer to **Attachment 4** (which measures earned income growth between entry and exit for leavers), to note the percentage this project contributed to total income growth in the CoC in FY22: ____%

6b. Non-Employment Cash Income (Please refer to Q19 on APR)

NO POINTS

Refer to **Attachment 4** (which measures non-employment cash income growth between entry and exit for leavers), to note the percentage this project contributed to total income growth in the CoC in FY22: ____%

7. Income Growth – Project Performance

MAX 16 POINTS

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

7a. 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 pt; 0% = 0

7b. 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

7c. What percentage of **leavers** gained or increased **earned income** between start and annual assessment? Note percent in **Q19a2. Row 1)** Number of Adults with Earned Income - **Column 9)** Performance Measure: Percent of Persons to accomplish this measure: ____%

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

7d. 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

8. Priority Population

MAX 10 POINTS

What percentage of households served were a priority population? (Refer to APR Q5, Q6, Q13 and Q14b)

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

9. Non-Cash Benefits

MAX 10 POINTS

Number of adults and heads of household leaving with non-cash benefits as a percent of all adult and head of household leavers _____ (Refer to APR Q20. Non-Cash Benefits.)
80-100% = 8 pts; 60-79% = 7 pts; 40-59% = 2 pts; 0-39% = 0 points

10. Health Insurance

MAX 10 POINTS

Number of people leaving with health insurance as a percent of all leavers _____ (Refer to APR Q21. Health Insurance.)
95%-100% = 7 pts, 80%-94% = 5 pts, 50%-79% = 2 pts, 0%-49% = 0 pts

11. Housing First

MAX 5 POINTS

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

	Yes	No
Having too little or no income	☐	☐
Current or past substance abuse	☐	☐
Criminal record including Sex-Offender Status (except for state-mandated restrictions)	☐	☐
Failure to participate in supportive services	☐	☐
Failure to make progress on a service plan	☐	☐
Loss of income or failure to improve income	☐	☐
Being a victim of domestic violence	☐	☐
Any other activity not covered in a lease agreement typically found in the project's geographic area.	☐	☐

12. Continuum Participation**MAX 10 Points**

Does the project or agency staff regularly participate in any of the following CoC standing or ad hoc committees? (*CARES will verify via attendance sheets*) ☐ **Yes 10 pts** ☐ **No 0 pts**

☐ Board☐ Membership☐ HHTF☐ Planning☐ Rank & Review☐ CE☐ HMIS**13. Anti-Discrimination****MAX 6 Points**

Does your agency have an anti-discrimination policy? (Please attach relevant pages of your policy to your application as a PDF) ☐ **Yes 3 pts** ☐ **No 0 pts**

If yes, does your agency's policy ensure that LGBTQ+ individuals and families receive supportive services, shelter, and housing free from discrimination? ☐ **Yes 3 pts** ☐ **No 0 pts**

14. HUD Drawdowns**MAX 5 Points**

Based upon your most recent completed CoC contract, what percentage of the full HUD award was drawn down? _____

14a. Did the project draw down CoC funds from ELOCCS at least quarterly in the most recently ended contract? (Please attach copies of last three drawdowns.) ☐ **Yes 5 pts** ☐ **No 0 pts**

15. Project Monitoring

15a. Did your agency participate in CoC Fiscal and/or Program Monitoring and provide all required documentation by the specified due date? ☐ **Yes 2 pts** ☐ **No 0 pts**

15b. If monitoring resulted in any findings or recommendations requiring an action or follow-up, did your agency respond or address issues by the specified deadline? ☐ **Yes 2 pts** ☐ **No 0 pts**

16. Coordinated Entry [Note: CoC Lead will verify all responses.]**MAX 8 Points**

16a. Does this CoC project comply with HUD requirements and **ONLY** admit clients who have been referred through the Coordinated Entry (CE) process? ☐ **Yes 2 pts** ☐ **No 0 pts**

16b. Does your agency regularly attend the bi-monthly SPOA/CE meetings? ☐ **Yes 2 pts** ☐ **No 0 pts**

16c. Have all agency staff participating in the Coordinated Entry process received the required CE and HMIS/CE in HMIS training? ☐ **Yes 2 pts** ☐ **No 0 pts**

16d. Has your agency signed and returned to the CE lead agency the Coordinated Entry MOU? ☐ **Yes 2 pts** ☐ **No 0 pts**

17. Does your agency have diverse individuals (BIPOC, LGBTQ+, historically under-represented individuals) in managerial and leadership positions? ☐ **Yes 2 pts** ☐ **No 0 pts**

**SOUTHERN TIER ENTRY TO PROGRAMS & SERVICES (STEPS)
RANK & REVIEW APPLICATION 2023
PART II – PROJECT / SYSTEM PERFORMANCE NARRATIVES**

FY23 Funding Request: _____

Leasing \$ _____

Rental Assistance \$ _____

Supportive Services \$ _____

Operations \$ _____

Admin \$ _____

PROJECT DESCRIPTION

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

Provide a brief project overview to describe program characteristics listed below:

- Target Population
- # of participants served based on Federal FY22 APR
- # of contracted beds and units
- Cost per bed (HUD funding only)
- Services provided to participants
- Project goals and achievements

1. Utilization (0-15 pts)

This question should be answered **only** by projects that scored zero points on Question 1 of the 2023 Rank & Review Application Part 1.

Please explain why your project did not achieve 90% utilization (In response to Question 1 on Part 1 Data Tool) for the number of projected /contracted households and/or persons served during Federal Fiscal Year 2022 (10.1.21-9.30.22).

2. Leveraging and Coordination of Services (0-5 pts)

Describe how your project coordinates services with other funded and non-funded providers to leverage services. How has increased collaboration among providers affected the project's housing stability? (250 words or less)

3. 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 your program uses.*
- *Up to 2.5 pts awarded if the narrative clearly state(s) examples.*

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

5. Diversity, Equity, and Inclusion (0-5 pts)

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?

If yes:

- Up to 2.5 points if the narrative references the training resources that are utilized to conduct DEI trainings for staff.
- Up to 2.5 points if the narrative describes how regular staff training improves the client experience.

If no:

- Up to 2.5 points if the narrative describes the timeframe when agencies plan to implement regular DEI trainings for staff.
- Up to 2.5 points if the narrative describes how agencies currently ensure that staff are providing inclusive services to clients.

6. Including Transgender and Gender Non-conforming clients: (0-5 pts)

How does your program ensure equitable housing options and support services for clients who identify as transgender or a gender other than singularly female or male (e.g., nonbinary, genderfluid, agender, culturally specific gender)?

7. Continued response to infectious disease (0-5 pts)

What has your agency done differently/implemented since the COVID-19 outbreak to quickly respond to infectious disease outbreaks? How will you implement these processes to effectively respond to future health emergencies?

8. Feedback from Clients (0-5 pts)

What proactive processes does your agency have to receive and incorporate feedback from persons with lived experience?

9. Addressing HUD-Defined Severe Service Needs (0-5 pts)

Does your project address HUD's definition of severe service needs and subsequent barriers to accessing housing?

☐ **Yes**

☐ **No**

Individuals considered as having severe barriers to housing include: high utilization of crisis or emergency services to meet basic needs (ERs, jails, and psychiatric facilities), history of victimization/abuse including domestic abuse, sexual assault, and childhood abuse, LOT Homeless, low/no income, risk of continued homelessness, significant challenges or functional impairments, substance abuse—current or past, unsheltered homelessness, vulnerability to illness or death, vulnerability to victimization.

If yes, please describe how your project addresses those needs. **(0-5 pts)**

10. Domestic Violence Projects 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.*

11. Dedicated Youth Projects *Only* - Positive Outcomes (0-5 pts)

Outcomes considered positive for youth programs may not be the same as positive outcomes for Permanent Supportive Housing programs. How does your agency contribute to housing stability across the CoC? (250 words or less)

- *Up to 2.5 pts awarded if the narrative clearly describes positive outcomes through the Youth provider lens.*
- *Up to 2.5 pts awarded if the narrative clearly describes how the agency contributed to positive housing stability across the CoC.*

12. Barriers to Participation

How does your project identify any barriers to participation faced by persons of different races and ethnicities, particularly those over-represented in the local homelessness population, and what steps has your agency taken to eliminate the identified barriers? (0-3pts)

13. Housing First

Describe how you operationalize a “Housing First” philosophy in your program’s implementation, including documented policies, trainings, or other processes related to “Housing First” that are operationalized at the program level. *(0-5 pts)*

- Up to 2.5 pts awarded if narrative provides examples of policies and procedures related to implementing “Housing First”.
- Up to 2.5 pts awarded if narrative provides examples of how “Housing First” philosophy is integrated into program delivery and service to all clients.

14. Length of Participation:

Using APR Q22c as a reference, please explain how your agency ensures that project participants are housed quickly after the project start date. (This question will be weighted for site-based programs). *(0-5 pts)*

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

This attachment details the 15 Day Notification of Projects Rejected or Reduced for NY-501. It contains the following:

1. August 25, 2023 email to CoC Membership announcing the CoC posted to the Collaborative Applicant's website the Ranking and Tiering showing NY-501 Rejected Projects
2. August 25, 2023 website screenshots showing posted Ranking & Tiering for NY-501 Rejected Projects
3. No Project Applications Rejected or Reduced for NY-501
 - a. Sample Notification of Project Reduction
 - b. Sample Notification of Project Rejection

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

1. August 25, 2023 email to CoC Membership announcing the CoC posted to the Collaborative Applicant's website the Ranking and Tiering showing NY-501 Rejected Projects

From: CARES Planning Team
To: Charles Nocera - Catholic Charities of Chemung/Schuyler (chuck.nocera@dor.org); City of Elmira Community Development (communitydevelopment@cityofelmira.net); Debra MacDonald (dmacdonald@dor.org); Heather Bradley-Geary; Jeff Stager (jstager@accordcorp.org); Jennifer Stimson (jstimson@co.chemung.ny.us); Jim Cantrill - Catholic Charities Chemung-Schuyler (Jim.cantrill@dor.org); Karen Tremer (ktremer@chancesandchanges.org); Keri Slusser (ksslusser@chancesandchanges.org); Lesley Christman (lchristman@accordcorp.org); Linda Couchon (Linda.couchon@dor.org); Liz Wetherby (ewetherby@arbordevelopment.org); Marsha Mitchell (MMitchell@co.livingston.ny.us); Michelle Cinque-Gurglia - Bath VAMC (Michelle.Cinque-Gurglia@va.gov); Nancy Koons (Nancy.Koons@dor.org); Stratton, Mackenzie; Susan Bull; Suzanne Krull (suzanne@cubaculturalcenter.org); Suzanne Krull (suzannekrull@gmail.com); tmccaughey@co.livingston.ny.us; William Brown; Allyn Smith (sheen@rochester.rr.com); Amanda Wandell (awandell@arbordevelopment.org); Ande Davis (ande33@aol.com); Ashley Kerrick (Ashley.kerrick@dor.org); Cheryl Pruett (cherylpruett@yahoo.com); Chris O'Connell (christopher.oconnell3@dfa.state.ny.us); Chris Rosno (CRosno@Co.Schuyler.NY.US); J Celelli (jcelelli@arbordevelopment.org); Jennifer Tanner - Jefferson Village & Glen Lake Apartments (info@watkinsglenha.org); Joan Scott (JScott@co.schuyler.ny.us); JoAnn Fratarcangelo (JFratarcangelo@Co.Schuyler.ny.us); Johanna Anderson (janderson@ithacanhs.org); Keith McCafferty (KMcCafferty@lawny.org); Lisa Novitsky (lisan@communityprogressinc.com); Rocco Soda (rsoda@arbordevelopment.org); Sharon Upham (Sharon.Upham@dfa.state.ny.us); Shawn Rosno (srosno@Co.Schuyler.NY.US); Tamre Waite (twait@co.schuyler.ny.us); Yvonne Fitzgerald (yvonne.fitzgerald@flaca.org); ademarte@co.livingston.ny.us; aking@lakeviewhs.org; akise@lakeviewhs.org; Amy Patterson; Angela Ellis (aellis@co.livingston.ny.us); Ann Domingos - CASA (adomingos@casa-trinity.org); Bill Bacon (wbacon@co.livingston.ny.us); bkaplan@lawny.org; cburns@co.livingston.ny.us; cmeier@gvrpc.com; Deborah Tuckerman (DTuckerman@lwarc.org); dterry@co.livingston.ny.us; Elijah Truth (elijah.truth@dor.org); gomasombo@lawny.org; Heather Burgio (hbugio@chancesandchanges.org); hhillier@co.livingston.ny.us; Ian Coyle (icoyle@co.livingston.ny.us); Jennifer Howe (jhowe@chancesandchanges.org); jgunther@co.livingston.ny.us; Jill Alcorn (jalcorn@gvrpc.com); jperaino@co.livingston.ny.us; kari.buch@unitedwayrocfx.org; Katie Rider (krider@casa-trinity.org); Kristen Fischer (KFisher@co.livingston.ny.us); Kristine Gulesano (kgulesano@co.livingston.ny.us); ktalbott@lawny.org; Lynne Mignemi (lmignemi@co.livingston.ny.us); marcanthony.bucci@unitedwayrocfx.org; Mark Grove (mgrovanz@co.livingston.ny.us); Megan Crowe (mcrowe@co.livingston.ny.us); mmullikin@mountmorrisny.us; mstevenson@arbordevelopment.org; Natalia.Lopuchowycz@doccs.ny.gov; Ryann Snyder (rsnyder@co.livingston.ny.us); Sarah McKnight; sgaylon@lawny.org; Sue Carlock (scarlock@co.livingston.ny.us); supervisor@town.nunda.ny.us; Susan Lerch (slerch@pathstone.org); Tabitha Brewster (tbrewster@dor.org); Tatiana Zentz (tzentz@casa-trinity.org)
Cc: Kelsey Addy; Aubrie Graves; Michelle Sandoz-Dennis
Subject: NY-501/STEPS Public Posting of the FY23 Draft CoC Application - V.1
Date: Friday, August 25, 2023 5:34:00 PM
Attachments: [image002.png](#)

Good Afternoon NY-501 STEPS,

2023 Consolidated Application Public Posting

Draft version 1 of the 2023 CoC Application has been posted to the CARES Website for public comment, which you can find here: https://caresny.org/nofo-2023/#NY_501. The posting includes:

1. Draft CoC Application Narratives (completed to date)
2. Draft Attachments (completed to date)
3. Final Ranking & Tiering, detailing: accepted and rejected project applications as a result of the local CoC competition, including each project's ranking, score, and funding amount.

CARES asks that you review the Draft CoC Application (particularly the narratives) and provide us with any content that should be highlighted as soon as possible, and no later than Noon Friday, September 8th so we have time to incorporate your input prior to submission. Thank you for your support in ensuring the CoC submits a robust and successful application.

Thank you,

CARES Planning Team

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

2. August 25, 2023 website screenshots showing posted Ranking & Tiering for NY-501
Rejected Projects

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

Southern Tier Entry to Programs & Services (STEPS) CoC Project Applications

STEPS Home Page

2023 Funding Snapshot

CoC	ARD	Tier 1	Tier 2* less bonus & DV bonus (7% ARD)	CoC Bonus	DV Bonus	Planning Grant	UFA Grant
NY-501 STEPS	\$2,111,089	\$1,963,313	\$147,776	\$147,776	\$193,514	\$105,554	N/A

CoC Application Public Posting

2023 CoC Consolidated Application

Public Posting Date: 08.25.2023
DRAFT: [NY 501 CoC Consolidated Application – Narrative](#)
DRAFT: [NY 501 CoC Consolidated Application – Attachments](#)
Please send comments or questions to [CARES Planning Team](#) via email

2023 CoC Priority Listing

Public Posting Date: 08.25.2023
FINAL: [NY 501 Project Ranking and Tiering](#)

View Public Posting Archives

- 2022 Public Postings: STEPS
- 2021 Public Postings: STEPS
- 2019 Public Postings: STEPS

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

3. No Project Applications Rejected or Reduced for NY-501
 - a. Sample Notification of Project Reduction

Dear Sample,

As the Collaborative Applicant for the NY-501 CoC, CARES would like to congratulate Sample Agency Name on having the below project accepted with a reduction within NY-501's FY23 Continuum of Care local competition. Below is a detailed list of projects that have been reduced for this application:

- Agency Name, Project Name, Ranked #/#, Scored #/#, \$ Amount

Sample Agency Name has voluntarily reallocated \$\$\$ from the above project, from \$\$\$ to \$\$\$\$. Funds voluntarily reallocated through this reduction will be utilized by another competitive program within the CoC in order to fully employ the CoC's resources. The reallocated funds will be permanently reallocated from the above project. You can see the full CoC Project Ranking & Tiering [here](#).

Please note, this means your projects will be included within the NY-501 CoC NOFO application with the reduced amount; 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 project.

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

3. No Project Applications Rejected or Reduced for NY-501
 - b. Sample Notification of Project Rejection

Dear Sample,

On behalf of the NY-501, we would like to thank Sample Agency for its application, Sample Application Name, for bonus funding through NY-501's FY23 Continuum of Care local competition. Unfortunately, through the local Rank and Review competition 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: ##/###

Rank Order: ##/##

Funding amount requested: \$\$\$

Status: Rejected

1E-5a: Projects Accepted – Notification Outside of e-snaps.

This attachment details the 15 Day Notification of Projects Accepted and Tiered for NY-501. It contains the following:

1. August 25, 2023 email notification to CoC Membership announcing the CoC posted to the Collaborative Applicant's website the Ranking and Tiering showing NY-501 Accepted Projects
2. August 25, 2023 website screenshots showing posted Ranking & Tiering for NY-501 Accepted Projects
3. August 25, 2023 email notification of Projects Accepted:
 - a. ACCORD**
 - i. Rank: 13/15, RRH Supportive Housing, Scored: 124.15/224, Amount: \$95,706
 - b. Steuben Church People Against Poverty DBA Arbor Housing and Development**
 - i. Rank: 6/15, DV Transitional Housing, Scored: 143.35/224, Amount: \$67,649
 - ii. Rank: 7/15, Shelter Plus Care, Scored: 140.4/224, Amount: \$434,834
 - iii. Rank: 8/15, Livingston HUD, Scored: 138.2/224, Amount: \$55,953
 - c. Catholic Charities of Chemung/Schuyler**
 - i. Rank: B1-14/15, CE Expansion, Scored: 87.2/109, Amount: \$38,400
 - ii. Rank: 11/15, Coordinated Entry Support, Scored: NA, Amount: \$42,578
 - iii. Rank: 10/15, HMIS, Scored: NA, Amount: \$100,058
 - iv. Rank: 4/15, CCST Shelter Plus Care, Scored: 160/224, Amount: \$292,956
 - v. Rank: 3/15, PSH Consolidated, Scored: 169.6/224, Amount: \$260,624
 - vi. Rank: 2/15, Bonus PSH, Scored: 182/224, Amount: \$116,755
 - vii. Rank: 1/15, RR Consolidated, Scored: 185.8/224, Amount: \$169,207
 - d. Chances and Changes**
 - i. Rank: 5/15, Permanent Supportive Housing, Scored: 148.9/224, Amount: \$65,765
 - ii. Rank: 9/15, DV Bonus Renewal, Scored: NA, Amount: \$261,719
 - e. Salvation Army**
 - i. Rank: 12/15, Elmira Salvation Army POH Rapid Rehousing, Scored: 136.1/224, Amount: \$147,285
 - f. Catholic Charities Steuben/Livingston**
 - i. Rank: B2-15/15, Emergency Services, Scored 111.8/155, Amount: \$109,376

1E-5a. Projects Accepted–Notification Outside of e-snaps.

1. August 25, 2023 email notification to CoC Membership announcing the CoC posted to the Collaborative Applicant's website the Ranking and Tiering showing NY-501 Accepted Projects

From: CARES Planning Team
To: Charles Nocera - Catholic Charities of Chemung/Schuyler (chuck.nocera@dor.org); City of Elmira Community Development (communitydevelopment@cityofelmira.net); Debra MacDonald (dmacdonald@dor.org); Heather Bradley-Geary; Jeff Stager (jstager@accordcorp.org); Jennifer Stimson (jstimson@co.chemung.ny.us); Jim Cantrill - Catholic Charities Chemung-Schuyler (Jim.cantrill@dor.org); Karen Tremer (ktremer@chancesandchanges.org); Keri Slusser (ksslusser@chancesandchanges.org); Lesley Christman (lchristman@accordcorp.org); Linda Couchon (Linda.couchon@dor.org); Liz Wetherby (ewetherby@arbordevelopment.org); Marsha Mitchell (MMitchell@co.livingston.ny.us); Michelle Cinque-Gurglia - Bath VAMC (Michelle.Cinque-Gurglia@va.gov); Nancy Koons (Nancy.Koons@dor.org); Stratton, Mackenzie; Susan Bull; Suzanne Krull (suzanne@cubaculturalcenter.org); Suzanne Krull (suzannekrull@gmail.com); tmccaughy@co.livingston.ny.us; William Brown; Allyn Smith (sheen@rochester.rr.com); Amanda Wandell (awandell@arbordevelopment.org); Ande Davis (ande33@aol.com); Ashley Kerrick (Ashley.kerrick@dor.org); Cheryl Pruett (cherylpruett@yahoo.com); Chris O'Connell (christopher.oconnell3@dfa.state.ny.us); Chris Rosno (CRosno@Co.Schuyler.NY.US); J Celelli (jcelelli@arbordevelopment.org); Jennifer Tanner - Jefferson Village & Glen Lake Apartments (info@watkinsglenha.org); Joan Scott (JScott@co.schuyler.ny.us); JoAnn Fratarcangelo (JFratarcangelo@Co.Schuyler.ny.us); Johanna Anderson (janderson@ithacanhs.org); Keith McCafferty (KMcCafferty@lawny.org); Lisa Novitsky (lisan@communityprogressinc.com); Rocco Soda (rsoda@arbordevelopment.org); Sharon Upham (Sharon.Upham@dfa.state.ny.us); Shawn Rosno (srosno@Co.Schuyler.NY.US); Tamre Waite (twait@co.schuyler.ny.us); Yvonne Fitzgerald (yvonne.fitzgerald@flaca.org); ademarte@co.livingston.ny.us; aking@lakeviewhs.org; akise@lakeviewhs.org; Amy Patterson; Angela Ellis (aellis@co.livingston.ny.us); Ann Domingos - CASA (adomingos@casa-trinity.org); Bill Bacon (wbacon@co.livingston.ny.us); bkaplan@lawny.org; cburns@co.livingston.ny.us; cmeier@gvrpc.com; Deborah Tuckerman (DTuckerman@lwarc.org); dterry@co.livingston.ny.us; Elijah Truth (elijah.truth@dor.org); gomasombo@lawny.org; Heather Burgio (hbugio@chancesandchanges.org); hhillier@co.livingston.ny.us; Ian Coyle (icoyle@co.livingston.ny.us); Jennifer Howe (jhowe@chancesandchanges.org); jgunther@co.livingston.ny.us; Jill Alcorn (jalcorn@gvrpc.com); jperaino@co.livingston.ny.us; kari.buch@unitedwayrocfx.org; Katie Rider (krider@casa-trinity.org); Kristen Fischer (KFisher@co.livingston.ny.us); Kristine Gulesano (kgulesano@co.livingston.ny.us); ktalbott@lawny.org; Lynne Mignemi (lmignemi@co.livingston.ny.us); marcanthony.bucci@unitedwayrocfx.org; Mark Grove (mgrovanz@co.livingston.ny.us); Megan Crowe (mcrowe@co.livingston.ny.us); mmullikin@mountmorrisny.us; mstevenson@arbordevelopment.org; Natalia.Lopuchowycz@dccs.ny.gov; Ryann Snyder (rsnyder@co.livingston.ny.us); Sarah McKnight; sgaylon@lawny.org; Sue Carlock (scarlock@co.livingston.ny.us); supervisor@town.nunda.ny.us; Susan Lerch (slerch@pathstone.org); Tabitha Brewster (tbrewster@dor.org); Tatiana Zentz (tzentz@casa-trinity.org)
Cc: Kelsey Addy; Aubrie Graves; Michelle Sandoz-Dennis
Subject: NY-501/STEPS Public Posting of the FY23 Draft CoC Application - V.1
Date: Friday, August 25, 2023 5:34:00 PM
Attachments: [image002.png](#)

Good Afternoon NY-501 STEPS,

2023 Consolidated Application Public Posting

Draft version 1 of the 2023 CoC Application has been posted to the CARES Website for public comment, which you can find [here: https://caresny.org/nofo-2023/#NY_501](https://caresny.org/nofo-2023/#NY_501). The posting includes:

1. Draft CoC Application Narratives (completed to date)
2. Draft Attachments (completed to date)
3. Final Ranking & Tiering, detailing: accepted and rejected project applications as a result of the local CoC competition, including each project's ranking, score, and funding amount.

CARES asks that you review the Draft CoC Application (particularly the narratives) and provide us with any content that should be highlighted as soon as possible, and no later than Noon Friday, September 8th so we have time to incorporate your input prior to submission. Thank you for your support in ensuring the CoC submits a robust and successful application.

Thank you,

CARES Planning Team

1E-5a. Projects Accepted–Notification Outside of e-snaps.

2. August 25, 2023 website screenshots showing posted Ranking & Tiering for NY-501 Accepted Projects

Public Posting

NY 501 STEPS

NY 503 ACCH

NY 507 HSPB

NY 511 STHC

NY 512 RCHSC

NY 519 CGHC

NY 520 FEHC

NY 522 PNHC

NY 523 SNC

NY 601 DCCoC

NY 606 RCCoC

NY 608 UCCoC

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.

Southern Tier Entry to Programs & Services (STEPS)

CoC Project Applications

STEPS Home Page

2023 Funding Snapshot

CoC	ARD	Tier 1	Tier 2* less bonus & DV bonus (7% ARD)	CoC Bonus	DV Bonus	Planning Grant	UFA Grant
NY-501 STEPS	\$2,111,089	\$1,963,313	\$147,776	\$147,776	\$193,514	\$105,554	N/A

CoC Application Public Posting

2023 CoC Consolidated Application

Public Posting Date: 08.25.2023
DRAFT:  [NY 501 CoC Consolidated Application – Narrative](#)
DRAFT:  [NY 501 CoC Consolidated Application – Attachments](#)
Please send comments or questions to [CARES Planning Team](#) via email

2023 CoC Priority Listing

Public Posting Date: 08.25.2023
FINAL:  [NY 501 Project Ranking and Tiering](#)

View Public Posting Archives

- 2022 Public Postings: STEPS
- 2021 Public Postings: STEPS
- 2019 Public Postings: STEPS

1E-5a. Projects Accepted–Notification Outside of e-snaps.

3. August 25, 2023 email notification of Projects Accepted:

c. ACCORD

i. Rank: 13/15, RRH Supportive Housing, Scored: 124.15/224,
Amount: \$95,706

From: [Aubrie Graves](#)
To: [Jeff Stager](#); [Patty Graves](#)
Subject: ACCORD Acceptance Letter
Date: Friday, August 25, 2023 11:56:00 AM
Attachments: [image001.png](#)

Good Afternoon,

As the Collaborative Applicant for the NY-501 CoC, CARES would like to congratulate ACCORD on having your project accepted within NY 501's FY23 Continuum of Care local competition. Below is a detailed list of your agency's accepted project, funding request, score, and ranked position:

- ACCORD, RRH Supportive Housing, Ranked 13/15, Scored: 124.15/224, Amount:\$95,706

You can see the full CoC Project Ranking & Tiering here:

https://caresny.org/nofo-2023/#NY_501 . Please note, this means your projects will be included within the NY- 501 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.

Aubrie Graves
Planning Associate – CARES of NY, Inc.
5 Pine West Plaza, Suite 503, Albany, NY 12205
518-489-4130 ext. 753
<http://www.caresny.org>



1E-5a. Projects Accepted–Notification Outside of e-snaps.

3. August 25, 2023 email notification of Projects Accepted:

b. Steuben Church People Against Poverty DBA Arbor Housing and Development

- i.* Rank: 6/15, DV Transitional Housing, Scored: 143.35/224, Amount: \$67,649
- ii.* Rank: 7/15, Shelter Plus Care, Scored: 140.4/224, Amount: \$434,834
- iii.* Rank: 8/15, Livingston HUD, Scored: 138.2/224, Amount: \$55,953

From: [Aubrie Graves](#)
To: [House, Carrie](#); [Liz Wetherby \(ewetherby@arbordevelopment.org\)](mailto:ewetherby@arbordevelopment.org)
Subject: Steuben Church People Against Poverty- Acceptance Letter
Date: Friday, August 25, 2023 11:52:00 AM
Attachments: [image001.png](#)

Good Afternoon,

As the Collaborative Applicant for the NY-501 CoC, CARES would like to congratulate Steuben Church People Against Poverty DBA Arbor Housing and Development on having your projects accepted within NY 501's FY23 Continuum of Care local competition. Below is a detailed list of your agency's accepted projects, funding requests, scores, and ranked positions:

- Steuben Church People Against Poverty DBA Arbor Housing and Development, DV Transitional Housing, Ranked 6/15, Scored: 143.35/224, Amount: \$67,649
- Steuben Church People Against Poverty DBA Arbor Housing and Development, Shelter Plus Care, Ranked 7/15, Scored: 140.4/224, Amount: \$434,834
- Steuben Church People Against Poverty DBA Arbor Housing and Development, Livingston HUD, Ranked 8/15, Scored: 138.2/224, Amount: \$55,953

You can see the full CoC Project Ranking & Tiering here:

https://caresny.org/nofo-2023/#NY_501 . Please note, this means your projects will be included within the NY- 501 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.

Aubrie Graves
Planning Associate – CARES of NY, Inc.
5 Pine West Plaza, Suite 503, Albany, NY 12205
518-489-4130 ext. 753

<http://www.caresny.org>



1E-5a. Projects Accepted–Notification Outside of e-snaps.

3. August 25, 2023 email notification of Projects Accepted:

c. Catholic Charities of Chemung/Schuyler

- i. Rank: 14/15, CE Expansion, Scored: 87.6/109, Amount: \$38,400
- ii. Rank: 11/15, Coordinated Entry Support - *Scored: NA, Amount: \$42,578*
- iii. Rank: 10/15, HMIS, Scored: NA, Amount: \$100,058
- iv. Rank: 4/15, CCST Shelter Plus Care, Scored: 160/224, Amount: \$292,956
- v. Rank: 3/15, PSH Consolidated, Scored: 169.6/224, Amount: \$260,624
- vi. Rank: 2/15, Bonus PSH, Scored: 182/224, Amount: \$116,755
- vii. Rank: 1/16, RR Consolidated Scored: 185.8/224, Amount: \$169,207

From: [Aubrie Graves](#)
To: [Jamie Driscoll](#); [Ashley Kerrick \(Ashley.kerrick@dor.org\)](#); [Ellen Topping \(Ellen.Topping@dor.org\)](#)
Subject: Catholic Charities Chemung/Schuyler Acceptance Letter
Date: Friday, August 25, 2023 11:43:00 AM
Attachments: [Catholic Charities Chemung Schuyler CE Exp Final Score Card.pdf](#)
[image001.png](#)

Good Afternoon,

As the Collaborative Applicant for the NY-501 CoC, CARES would like to congratulate Catholic Charities of Chemung/Schuyler on having your projects accepted within NY 501's FY23 Continuum of Care local competition. Below is a detailed list of your agency's accepted projects, funding requests, scores, and ranked positions:

- Catholic Charities Chemung/Schuyler, CE Expansion, Ranked 14/15, Scored: 87.6/109, Amount: \$38,400
- Catholic Charities Chemung/Schuyler, Coordinated Entry Support, Ranked 11/15, Scored: NA, Amount: \$42,578
- Catholic Charities Chemung/Schuyler, HMIS, Ranked 10/15, Scored: NA, Amount: \$100,058
- Catholic Charities Chemung/Schuyler, CCST Shelter Plus Care, Ranked 4/15, Scored: 160/224, Amount: \$292,956
- Catholic Charities Chemung/Schuyler, PSH Consolidated, Ranked 3/15, Scored: 169.6/224, Amount: \$260,624
- Catholic Charities Chemung/Schuyler, Bonus PSH, Ranked 2/15, Scored: 182/224, Amount: \$116,755
- Catholic Charities Chemung/Schuyler, RR Consolidated, Ranked 1/16, Scored: 185.8/224, Amount: \$169,207

You can see the full CoC Project Ranking & Tiering here:

https://caresny.org/nofo-2023/#NY_501. Please note, this means your projects will be included within the NY- 501 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.

Aubrie Graves
Planning Associate – CARES of NY, Inc.
5 Pine West Plaza, Suite 503, Albany, NY 12205
518-489-4130 ext. 753

<http://www.caresny.org>



1E-5a. Projects Accepted–Notification Outside of e-snaps.

3. August 25, 2023 email notification of Projects Accepted:

d. Chances and Changes

- i. Rank: 5/15, Permanent Supportive Housing, Scored: 148.9/224,
Amount:\$65,765
- ii. Rank: 9/15, DV Bonus Renewal, Scored: NA, Amount: \$261,719

From: [Aubrie Graves](#)
To: [Heather Burgio](#); [Karen Tremer \(ktremer@chancesandchanges.org\)](mailto:ktremer@chancesandchanges.org)
Subject: Chances and Changes Acceptance Letter
Date: Friday, August 25, 2023 11:49:00 AM
Attachments: [image001.png](#)

Good Afternoon,

As the Collaborative Applicant for the NY-501 CoC, CARES would like to congratulate Chances and Changes on having your **projects accepted** within NY 501's FY23 Continuum of Care local competition. Below is a detailed list of your agency's accepted projects, funding requests, scores, and ranked positions:

- Chances and Changes, Permanent Supportive Housing, Ranked 5/15, Scored: 148.9/224, Amount: \$65,765
- Chances and Changes, DV Bonus Renewal, Ranked 9/15, Scored: NA, Amount: \$261,719

You can see the full CoC Project Ranking & Tiering here:

https://caresny.org/nofo-2023/#NY_501 . Please note, this means your projects will be included within the NY- 501 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.

Aubrie Graves
Planning Associate – CARES of NY, Inc.
5 Pine West Plaza, Suite 503, Albany, NY 12205
518-489-4130 ext. 753
<http://www.caresny.org>



1E-5a. Projects Accepted–Notification Outside of e-snaps.

3. August 25, 2023 email notification of Projects Accepted:

e. Salvation Army

ii. Rank: 12/15, Elmira Salvation Army POH Rapid Rehousing Scored:
136.1/224, Amount: \$147,285

From: [Aubrie Graves](#)
To: [Brian McConnell](#)
Subject: Salvation Army Acceptance Letter
Date: Friday, August 25, 2023 11:54:00 AM
Attachments: [image001.png](#)

Good Afternoon,

As the Collaborative Applicant for the NY-501 CoC, CARES would like to congratulate The Salvation Army on having your project accepted within NY 501's FY23 Continuum of Care local competition. Below is a detailed list of your agency's accepted project, funding request, score, and ranked position:

- Salvation Army, Elmira Salvation Army POH Rapid Rehousing, Ranked: 12/15, Scored: 136.1/224, Amount: \$147,285

You can see the full CoC Project Ranking & Tiering here:

https://caresny.org/nofo-2023/#NY_501 . Please note, this means your projects will be included within the NY- 501 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.

Aubrie Graves
Planning Associate – CARES of NY, Inc.
5 Pine West Plaza, Suite 503, Albany, NY 12205
518-489-4130 ext. 753
<http://www.caresny.org>



1E-5a. Projects Accepted–Notification Outside of e-snaps.

3. August 25, 2023 email notification of Projects Accepted:

f. Catholic Charities Steuben/Livingston

i. Rank: 15/15, Emergency Services Scored 111.8/155, Amount: \$109,376

From: [Aubrie Graves](#)
To: [Elijah Truth](#)
Cc: ccslgrants@dor.org; [Amy Patterson](#)
Subject: Catholic Charities Steuben/Livingston Acceptance Letter
Date: Friday, August 25, 2023 11:59:00 AM
Attachments: [Catholic Charities Steuben Livingston RRH Fianl Score Card.pdf](#)
[image001.png](#)

Good Afternoon,

As the Collaborative Applicant for the NY-501 CoC, CARES would like to congratulate Catholic Charities Steuben/Livingston on having your project accepted within NY 501's FY23 Continuum of Care local competition. Below is a detailed list of your agency's accepted project, funding request, score, and ranked position:

- Catholic Charities Steuben/Livingston, Emergency Services, Ranked 15/15, Scored 111.8/155, Amount: \$109,376

You can see the full CoC Project Ranking & Tiering here:

https://caresny.org/nofo-2023/#NY_501 . Please note, this means your projects will be included within the NY- 501 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.

Aubrie Graves
Planning Associate – CARES of NY, Inc.
5 Pine West Plaza, Suite 503, Albany, NY 12205
518-489-4130 ext. 753
<http://www.caresny.org>



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-501 during its local competition. It contains the following:

1. Ranking and Tiering for NY-501 Projects, displaying: project names, project scores, project accepted or rejected status, project rank, requested funding amounts, and reallocated funds.

STEPS 2023 Ranking and Tiering									
Rank	Score	Grant Number	Applicant Name	Program Name	Project Type	Funding Amount	Reallocated Funds	Accepted or Rejected	
1	185.8	NY1064L2C012206	Catholic Charities of Chemung/Schuyler	RR Consolidated	RRH	\$169,207		Accepted	Tier 1
2	182	NY0830L2C012209	Catholic Charities of Chemung/Schuyler	Bonus PSH	PSH	\$116,755		Accepted	
3	169.6	NY0766L2C012108	Catholic Charities of Chemung/Schuyler	PSH Consolidated	PSH	\$260,624		Accepted	
4	160	NY0022L2C012113	Catholic Charities of Chemung/Schuyler	CCST Shelter Plus Care	PSH	\$292,956		Accepted	
5	148.9	NY0831L2C012107	Chances and Changes	Permanent Supportive Housing	PSH	\$65,765		Accepted	
6	143.35	NY0025L2C012113	Steuben ChurchPeople Against Poverty DBA Arbor Housing and Development	DV Transitional Housing	TH	\$67,649		Accepted	
7	140.4	NY0022L2C012214	Stuben ChurchPeople Against Poverty DBA Arbor Housing and Development	Shelter Plus Care	PSH	\$434,834		Accepted	
8	138.2	NY0829L2C012108	Steuben ChurchPeople Against Poverty DBA Arbor Housing and Development	Livingston HUD	PSH	\$55,953		Accepted	
9	NA	NY1340D2C012201	Chances and Changes	DV Bonus Renewal	TH/RRH	\$261,719		Accepted	
10	NA	NY0019L2C012213	Catholic Charities of Chemung/Schuyler	HMIS	SSO-HMIS	\$100,058		Accepted	
11	NA	NY1421L2C012200	Catholic Charities of Chemung/Schuyler	Coordinated Entry Support	SSO-CE	\$42,578		Accepted	
12	136.1	NY1193D2C012103	Salvation Army	Elmira Salvation Army POH Rapid Rehousing	RRH	\$95,215		Accepted	Tier 2
	136.1	NY1193D2C012103	Salvation Army	Elmira Salvation Army POH Rapid Rehousing	RRH	\$52,070		Accepted	
13	124.15	NY1061L2C012105	ACCORD	RRH Supportive Housing	RRH	\$95,706		Accepted	CoC Bonus
B1-14	109/87.2= 80%		Catholic Charities of Chemung/Schuyler	CE Expansion	SSO-CE	\$38,400		Accepted	
B2-15	155/111.8=72%		Catholic Charities Stuben/Livingston	Emergency Services	RRH	\$109,376		Accepted	

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

Not Ranked:			
CARES of NY, Inc.	CoC Planning Grant	\$ 105,554.00	Accepted

Annual Renewal Demand	\$ 2,111,089
Tier 1	\$ 1,963,313
Tier 2	\$ 147,776
Planning	\$ 105,554
Bonus	\$ 147,776
DV	\$ 193,514

Expansions	Applicant Name	Renewal Project	Expansion Project
CE Expansion	Catholic Charities of Chemung/Schlyler	Coordinated Entry Support	\$38,400

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

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-501 posted the final version of its CoC's Consolidated Application before the submission deadline. It contains the following:

1. September 21, 2023 website screenshot showing posted **CoC-Approved final** version of NY-501 CoC Consolidated Application
2. August 25, 2023 website screenshot showing posted **draft** version of NY-501 CoC Consolidated Application

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

1. September 21, 2023 website screenshot showing posted **Coc-Approved final** version of NY-501 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

Southern Tier Entry to Programs & Services (STEPS) CoC Project Applications

[STEPS Home Page](#)

2023 Funding Snapshot

CoC	ARD	Tier 1	Tier 2* less bonus & DV bonus (7% ARD)	CoC Bonus	DV Bonus	Planning Grant	UFA Grant
NY-501 STEPS	\$2,111,089	\$1,963,313	\$147,776	\$147,776	\$193,514	\$105,554	N/A

CoC Application Public Posting

2023 CoC Consolidated Application

Submission Posting Date: 09.21.2023

Approved: [STEPS CoC Consolidated Application – Narrative](#)
Approved: [STEPS CoC Consolidated Application – Attachments](#)
Please send comments or questions to [CARES Planning Team](#) via email

2023 CoC Priority Listing

Submission Posting Date: 09.21.2023

Approved: [NY 501 Project Ranking and Tiering](#)
Approved: [NY 501 CoC Project Descriptions](#)
Approved: [NY 501 Priority Listing](#)

2023 CoC Planning Project

Submission Posting Date: 09.21.2023

Approved: [STEPS CoC Planning Project](#)

View Public Posting Archives

✚ 2022 Public Postings: STEPS

✚ 2021 Public Postings: STEPS

<https://caresny.org/wp-content/uploads/2023/09/NY-501-Narratives-9.20.23.pdf>

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

2. August 25, 2023 website screenshot showing posted **draft** version of NY-501 CoC Consolidated Application

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

Southern Tier Entry to Programs & Services (STEPS) CoC Project Applications

[STEPS Home Page](#)

2023 Funding Snapshot

CoC	ARD	Tier 1	Tier 2* less bonus & DV bonus (7% ARD)	CoC Bonus	DV Bonus	Planning Grant	UFA Grant
NY-501 STEPS	\$2,111,089	\$1,963,313	\$147,776	\$147,776	\$193,514	\$105,554	N/A

CoC Application Public Posting

2023 CoC Consolidated Application

Public Posting Date: 08.25.2023
DRAFT: [STEPS CoC Consolidated Application – Narrative](#)
DRAFT: [STEPS CoC Consolidated Application – Attachments](#)
Please send comments or questions to [CARES Planning Team](#) via email

2023 CoC Priority Listing

Public Posting Date: 08.25.2023
DRAFT: [NY 501 Project Ranking and Tiering](#)
DRAFT: [NY 501 CoC Project Descriptions](#)

View Public Posting Archives

- ✦ 2022 Public Postings: STEPS
- ✦ 2021 Public Postings: STEPS
- ✦ 2019 Public Postings: STEPS

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

This attachment provides evidence of the notification to community members and key stakeholders that NY-501 posted the final version of its CoC's Consolidated Application before the submission deadline. It contains the following:

1. September 21, 2023 email notification to NY-501 members and stakeholders that the **CoC-Approved final** version of CoC Consolidated Application was publicly posted to website
2. August 25, 2023 email notification to NY-501 members and stakeholders that the **draft** version of CoC Consolidated Application was publicly posted to website

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

1. September 21, 2023 email notification to NY-501 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; Charles Nocera - Catholic Charities of Chemung/Schuyler (chuck.nocera@dor.org); City of Elmira Community Development (communitydevelopment@cityofelmira.net); Debra MacDonald (dmacdonald@dor.org); Heather Bradley-Geary; Jeff Stager (jstager@accordcorp.org); Jennifer Stimson (jstimson@co.chemung.ny.us); Jim Cantrill - Catholic Charities Chemung-Schuyler (Jim.cantrill@dor.org); Karen Tremer (ktremer@chancesandchanges.org); Keri Slusser (kslusser@chancesandchanges.org); Lesley Christman (lchristman@accordcorp.org); Linda Couchon (Linda.couchon@dor.org); Liz Wetherby (ewetherby@arbordevelopment.org); Marsha Mitchell (MMitchell@co.livingston.ny.us); Michelle Cinque-Gurglia - Bath VAMC (Michelle.Cinque-Gurglia@va.gov); Nancy Koons (Nancy.Koons@dor.org); Stratton, Mackenzie; Susan Bull; Suzanne Krull (suzanne@cubaculturalcenter.org); Suzanne Krull (suzannekrull@gmail.com); tmccaughy@co.livingston.ny.us; William Brown; Allyn Smith (sheen@rochester.rr.com); Amanda Wandell (awandell@arbordevelopment.org); Ande Davis (ande33@aol.com); Ashley Kerrick (Ashley.kerrick@dor.org); Cheryl Pruett (cherylpruett@yahoo.com); Chris O'Connell (christopher.oconnell3@dfa.state.ny.us); Chris Rosno (CRosno@Co.Schuyler.NY.US); J Cellesi (jcellesi@arbordevelopment.org); Jennifer Tanner - Jefferson Village & Glen Lake Apartments (info@watkinsglenha.org); JoAnn Fratarcangelo (JFratarcangelo@Co.Schuyler.ny.us); Johanna Anderson (janderson@ithacanhs.org); Keith McCafferty (Kmccafferty@lawny.org); kgardner@co.schuyler.ny.us; Lisa Novitsky (lisan@communityprogressinc.com); Rocco Soda (rsoda@arbordevelopment.org); Sharon Upham (Sharon.Upham@dfa.state.ny.us); Shawn Rosno (srosno@Co.Schuyler.NY.US); Tamre Waite (twait@co.schuyler.ny.us); Yvonne Fitzgerald (yvonne.fitzgerald@flaca.org); ademarte@co.livingston.ny.us; aking@lakeviewhs.org; akise@lakeviewhs.org; Amy Patterson; Angela Ellis (aellis@co.livingston.ny.us); Ann Domingos - CASA (adomingos@casa-trinity.org); Bill Bacon (wbacon@co.livingston.ny.us); bkaplan@lawny.org; cburns@co.livingston.ny.us; cmeier@gvrpc.com; Deborah Tuckerman (DTuckerman@lwarc.org); dterry@co.livingston.ny.us; Elijah Truth (elijah.truth@dor.org); gomasombo@lawny.org; Heather Burgio (hbugio@chancesandchanges.org); hhillier@co.livingston.ny.us; Ian Coyle (icoyle@co.livingston.ny.us); Jennifer Howe (jhowe@chancesandchanges.org); jgunther@co.livingston.ny.us; Jill Alcorn (jalcorn@gvrpc.com); jperaino@co.livingston.ny.us; kari.buch@unitedwayrocfx.org; Katie Rider (krider@casa-trinity.org); Kristen Fischer (KFisher@co.livingston.ny.us); Kristine Gulesano (kgulesano@co.livingston.ny.us); ktalbott@lawny.org; Lynne Mignemi (lmignemi@co.livingston.ny.us); marcanthony.bucci@unitedwayrocfx.org; Mark Grove (mgrovanz@co.livingston.ny.us); Megan Crowe (mcrowe@co.livingston.ny.us); mmullikin@mountmorrisny.us; mstevenson@arbordevelopment.org; Natalia.Lopuchowycz@doccs.ny.gov; Ryann Snyder (rsnyder@co.livingston.ny.us); Sarah McKnight; sgaylon@lawny.org; Sue Carlock (scarlock@co.livingston.ny.us); supervisor@town.nunda.ny.us; Susan Lerch (slerch@pathstone.org); Tabitha Brewster (tbrewster@dor.org); Tatiana Zentz (tzentz@casa-trinity.org)
Cc: Kelsey Addy; Aubrie Graves; Michelle Sandoz-Dennis
Subject: STEPS CoC Application Submission Posting
Date: Thursday, September 21, 2023 2:50:00 PM
Attachments: image002.png

Good Afternoon, CoC Membership & Key Stakeholders,

All parts of the 2023 approved Consolidated Application and Priority Listing have been posted to the CARES website for public comment, which can be accessed here: https://caresny.org/nofo-2023/#NY_501

Specifically, you will find the approved versions of:

- Consolidated Application Narratives & Attachments
- Priority Listing (including project rankings)
- Ranking & Tiering, detailing: accepted and rejected project applications as a result of the local CoC competition, including each project's **ranking, score, and funding amount.**
- Planning Grant
- Project Descriptions for CoC Renewal & New Applications

CARES will be submitting the CoC Application & Priority Listing on behalf of the CoC on Monday, September 25th. If you have any questions or comments, please feel free to reach out.

Thank you,

CARES Planning Team

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

2. August 25, 2023 email notification to NY-501 members and stakeholders that the **draft** version of CoC Consolidated Application was publicly posted to website

From: CARES Planning Team
To: Charles Nocera - Catholic Charities of Chemung/Schuyler (chuck.nocera@dor.org); City of Elmira Community Development (communitydevelopment@cityofelmira.net); Debra MacDonald (dmacdonald@dor.org); Heather Bradley-Geary; Jeff Stager (jstager@accordcorp.org); Jennifer Stimson (jstimson@co.chemung.ny.us); Jim Cantrill - Catholic Charities Chemung-Schuyler (Jim.cantrill@dor.org); Karen Tremer (ktremer@chancesandchanges.org); Keri Slusser (ksslusser@chancesandchanges.org); Lesley Christman (lchristman@accordcorp.org); Linda Couchon (Linda.couchon@dor.org); Liz Wetherby (ewetherby@arbordevelopment.org); Marsha Mitchell (MMitchell@co.livingston.ny.us); Michelle Cinque-Gurglia - Bath VAMC (Michelle.Cinque-Gurglia@va.gov); Nancy Koons (Nancy.Koons@dor.org); Stratton, Mackenzie; Susan Bull; Suzanne Krull (suzanne@cubaculturalcenter.org); Suzanne Krull (suzannekrull@gmail.com); tmccaughey@co.livingston.ny.us; William Brown; Allyn Smith (sheen@rochester.rr.com); Amanda Wandell (awandell@arbordevelopment.org); Ande Davis (ande33@aol.com); Ashley Kerrick (Ashley.kerrick@dor.org); Cheryl Pruett (cherylpruett@yahoo.com); Chris O'Connell (christopher.oconnell3@dfa.state.ny.us); Chris Rosno (CRosno@Co.Schuyler.NY.US); J Celelli (jcelelli@arbordevelopment.org); Jennifer Tanner - Jefferson Village & Glen Lake Apartments (info@watkinsglenha.org); Joan Scott (JScott@co.schuyler.ny.us); JoAnn Fratarcangelo (JFratarcangelo@Co.Schuyler.ny.us); Johanna Anderson (janderson@ithacanhs.org); Keith McCafferty (Kmccafferty@lawny.org); Lisa Novitsky (lisan@communityprogressinc.com); Rocco Soda (rsoda@arbordevelopment.org); Sharon Upham (Sharon.Upham@dfa.state.ny.us); Shawn Rosno (srosno@Co.Schuyler.NY.US); Tamre Waite (twait@co.schuyler.ny.us); Yvonne Fitzgerald (yvonne.fitzgerald@flaca.org); ademarte@co.livingston.ny.us; aking@lakeviewhs.org; akise@lakeviewhs.org; Amy Patterson; Angela Ellis (aellis@co.livingston.ny.us); Ann Domingos - CASA (adomingos@casa-trinity.org); Bill Bacon (wbacon@co.livingston.ny.us); bkaplan@lawny.org; cburns@co.livingston.ny.us; cmeier@gvrpc.com; Deborah Tuckerman (DTuckerman@lwarc.org); dterry@co.livingston.ny.us; Elijah Truth (elijah.truth@dor.org); gomasombo@lawny.org; Heather Burgio (hbugio@chancesandchanges.org); hhillier@co.livingston.ny.us; Ian Coyle (icoyle@co.livingston.ny.us); Jennifer Howe (jhowe@chancesandchanges.org); jgunther@co.livingston.ny.us; Jill Alcorn (jalcorn@gvrpc.com); jperaino@co.livingston.ny.us; kari.buch@unitedwayroclfx.org; Katie Rider (krider@casa-trinity.org); Kristen Fischer (KFisher@co.livingston.ny.us); Kristine Gulesano (kgulesano@co.livingston.ny.us); ktalbott@lawny.org; Lynne Mignemi (lmignemi@co.livingston.ny.us); marcanthony.bucci@unitedwayroclfx.org; Mark Grove (mgrovanz@co.livingston.ny.us); Megan Crowe (mcrowe@co.livingston.ny.us); mmullikin@mountmorrisny.us; mstevenson@arbordevelopment.org; Natalia.Lopuchowycz@dccs.ny.gov; Ryann Snyder (rsnyder@co.livingston.ny.us); Sarah McKnight; sgaylon@lawny.org; Sue Carlock (scarlock@co.livingston.ny.us); supervisor@town.nunda.ny.us; Susan Lerch (slerch@pathstone.org); Tabitha Brewster (tbrewster@dor.org); Tatiana Zentz (tzentz@casa-trinity.org)
Cc: Kelsey Addy; Aubrie Graves; Michelle Sandoz-Dennis
Subject: NY-501/STEPS Public Posting of the FY23 Draft CoC Application - V.1
Date: Friday, August 25, 2023 5:34:00 PM
Attachments: [image002.png](#)

Good Afternoon NY-501 STEPS,

2023 Consolidated Application Public Posting

Draft version 1 of the 2023 CoC Application has been posted to the CARES Website for public comment, which you can find here: https://caresny.org/nofo-2023/#NY_501. The posting includes:

1. Draft CoC Application Narratives (completed to date)
2. Draft Attachments (completed to date)
3. Final Ranking & Tiering, detailing: accepted and rejected project applications as a result of the local CoC competition, including each project's ranking, score, and funding amount.

CARES asks that you review the Draft CoC Application (particularly the narratives) and provide us with any content that should be highlighted as soon as possible, and no later than Noon Friday, September 8th so we have time to incorporate your input prior to submission. Thank you for your support in ensuring the CoC submits a robust and successful application.

Thank you,

CARES Planning Team

2023 HDX Competition Report

PIT Count Data for NY-501 - Elmira/Steuben, Allegany, Livingston, Chemung, Schuyler Counties CoC

Total Population PIT Count Data

	2020 PIT	2021 PIT *	2022 PIT	2023 PIT
Total Sheltered and Unsheltered Count	252	256	497	594
Emergency Shelter Total	197	199	445	535
Safe Haven Total	0	0	0	0
Transitional Housing Total	34	46	42	40
Total Sheltered Count	231	245	487	575
Total Unsheltered Count	21	11	10	19

Chronically Homeless PIT Counts

	2020 PIT	2021 PIT *	2022 PIT	2023 PIT
Total Sheltered and Unsheltered Count of Chronically Homeless Persons	15	4	9	17
Sheltered Count of Chronically Homeless Persons	4	4	7	15
Unsheltered Count of Chronically Homeless Persons	11	0	2	2

2023 HDX Competition Report

PIT Count Data for NY-501 - Elmira/Steuben, Allegany, Livingston, Chemung, Schuyler Counties CoC

Homeless Households with Children PIT Counts

	2020 PIT	2021 PIT *	2022 PIT	2023 PIT
Total Sheltered and Unsheltered Count of the Number of Homeless Households with Children	24	26	49	70
Sheltered Count of Homeless Households with Children	24	26	49	69
Unsheltered Count of Homeless Households with Children	0	0	0	1

Homeless Veteran PIT Counts

	2011 PIT	2020 PIT	2021 PIT *	2022 PIT	2023 PIT
Total Sheltered and Unsheltered Count of the Number of Homeless Veterans	44	4	6	9	13
Sheltered Count of Homeless Veterans	40	3	6	9	13
Unsheltered Count of Homeless Veterans	4	1	0	0	0

*For CoCs that did not conduct an unsheltered count in 2021, 2020 data were used.

2023 HDX Competition Report

HIC Data for NY-501 - Elmira/Steuben, Allegany, Livingston, Chemung, Schuyler Counties CoC

HMIS Bed Coverage Rates

Project Type	Total Year-Round, Current Beds	Total Current, Year-Round, HMIS Beds	Total Year-Round, Current, Non-VSP Beds*	HMIS Bed Coverage Rate for Year-Round Beds	Total Year-Round, Current VSP Beds in an HMIS Comparable Database	Total Year-Round, Current, VSP Beds**	HMIS Comparable Bed Coverage Rate for VSP Beds	Total Current, Year-Round, HMIS Beds and VSP Beds in an HMIS Comparable Database	HMIS and Comparable Database Coverage Rate
ES Beds	52	7	26	26.92%	26	26	100.00%	33	63.46%
SH Beds	0	0	0	NA	0	0	NA	0	NA
TH Beds	40	24	28	85.71%	12	12	100.00%	36	90.00%
RRH Beds	196	142	148	95.95%	48	48	100.00%	190	96.94%
PSH Beds	309	137	298	45.97%	11	11	100.00%	148	47.90%
OPH Beds	0	0	0	NA	0	0	NA	0	NA
Total Beds	597	310	500	62.00%	97	97	100.00%	407	68.17%

2023 HDX Competition Report

**HIC Data for NY-501 - Elmira/Steuben, Allegany, Livingston, Chemung, Schuyler
Counties CoC**

2023 HDX Competition Report

HIC Data for NY-501 - Elmira/Steuben, Allegany, Livingston, Chemung, Schuyler Counties CoC

Notes

*For OPH Beds, this does NOT include any beds that are Current, Non-VSP, Non-HMIS, and EHV-funded.

**For OPH Beds, this does NOT include any beds that are Current, VSP, Non-HMIS, and EHV-funded.

In the HIC, "Year-Round Beds" is the sum of "Beds HH w/o Children", "Beds HH w/ Children", and "Beds HH w/ only Children". This does not include Overflow ("O/V Beds") or Seasonal Beds ("Total Seasonal Beds").

In the HIC, Current beds are beds with an "Inventory Type" of "C" and not beds that are Under Development ("Inventory Type" of "U").

PSH Beds Dedicated to Persons Experiencing Chronic Homelessness

Chronically Homeless Bed Counts	2020 HIC	2021 HIC	2022 HIC	2023 HIC
Number of CoC Program and non-CoC Program funded PSH beds dedicated for use by chronically homeless persons identified on the HIC	31	119	57	56

Rapid Rehousing (RRH) Units Dedicated to Persons in Household with Children

Households with Children	2020 HIC	2021 HIC	2022 HIC	2023 HIC
RRH units available to serve families on the HIC	51	26	42	45

Rapid Rehousing Beds Dedicated to All Persons

All Household Types	2020 HIC	2021 HIC	2022 HIC	2023 HIC
RRH beds available to serve all populations on the HIC	272	105	277	196

2023 HDX Competition Report

**HIC Data for NY-501 - Elmira/Steuben, Allegany, Livingston, Chemung, Schuyler
Counties CoC**

2023 HDX Competition Report

FY2022 - Performance Measurement Module (Sys PM)

Summary Report for NY-501 - Elmira/Steuben, Allegany, Livingston, Chemung, Schuyler Counties CoC

Measure 1: Length of Time Persons Remain Homeless

This measures the number of clients active in the report date range across ES, SH (Metric 1.1) and then ES, SH and TH (Metric 1.2) along with their average and median length of time homeless. This includes time homeless during the report date range as well as prior to the report start date, going back no further than October, 1, 2012.

Metric 1.1: Change in the average and median length of time persons are homeless in ES and SH projects.

Metric 1.2: Change in the average and median length of time persons are homeless in ES, SH, and TH projects.

a. This measure is of the client's entry, exit, and bed night dates strictly as entered in the HMIS system.

	Universe (Persons)		Average LOT Homeless (bed nights)			Median LOT Homeless (bed nights)		
	Submitted FY 2021	FY 2022	Submitted FY 2021	FY 2022	Difference	Submitted FY 2021	FY 2022	Difference
1.1 Persons in ES and SH	1271	2172	26	43	17	14	23	9
1.2 Persons in ES, SH, and TH	1325	2222	39	48	9	15	23	8

b. Due to changes in DS Element 3.17, metrics for measure (b) will not be reported in 2016.

This measure includes data from each client's "Length of Time on Street, in an Emergency Shelter, or Safe Haven" (Data Standards element 3.17) response and prepends this answer to the client's entry date effectively extending the client's entry date backward in time. This "adjusted entry date" is then used in the calculations just as if it were the client's actual entry date.

NOTE: Due to the data collection period for this year's submission, the calculations for this metric are based on the data element 3.17 that was active in HMIS from 10/1/2015 to 9/30/2016. This measure and the calculation in the SPM specifications will be updated to reflect data element 3.917 in time for next year's submission.

2023 HDX Competition Report

FY2022 - Performance Measurement Module (Sys PM)

	Universe (Persons)		Average LOT Homeless (bed nights)			Median LOT Homeless (bed nights)		
	Submitted FY 2021	FY 2022	Submitted FY 2021	FY 2022	Difference	Submitted FY 2021	FY 2022	Difference
1.1 Persons in ES, SH, and PH (prior to "housing move in")	1284	2219	75	87	12	20	29	9
1.2 Persons in ES, SH, TH, and PH (prior to "housing move in")	1338	2269	87	91	4	22	31	9

2023 HDX Competition Report

FY2022 - Performance Measurement Module (Sys PM)

Measure 2: The Extent to which Persons who Exit Homelessness to Permanent Housing Destinations Return to Homelessness

This measures clients who exited SO, ES, TH, SH or PH to a permanent housing destination in the date range two years prior to the report date range. Of those clients, the measure reports on how many of them returned to homelessness as indicated in the HMIS for up to two years after their initial exit.

	Total # of Persons who Exited to a Permanent Housing Destination (2 Years Prior)	Returns to Homelessness in Less than 6 Months		Returns to Homelessness from 6 to 12 Months		Returns to Homelessness from 13 to 24 Months		Number of Returns in 2 Years	
		FY 2022	% of Returns	FY 2022	% of Returns	FY 2022	% of Returns	FY 2022	% of Returns
Exit was from SO	0	0		0		0		0	
Exit was from ES	399	43	11%	46	12%	47	12%	136	34%
Exit was from TH	32	1	3%	0	0%	1	3%	2	6%
Exit was from SH	0	0		0		0		0	
Exit was from PH	323	6	2%	7	2%	16	5%	29	9%
TOTAL Returns to Homelessness	754	50	7%	53	7%	64	8%	167	22%

Measure 3: Number of Homeless Persons

Metric 3.1 – Change in PIT Counts

2023 HDX Competition Report

FY2022 - Performance Measurement Module (Sys PM)

This measures the change in PIT counts of sheltered and unsheltered homeless person as reported on the PIT (not from HMIS).

	January 2021 PIT Count	January 2022 PIT Count	Difference
Universe: Total PIT Count of sheltered and unsheltered persons	256	497	241
Emergency Shelter Total	199	445	246
Safe Haven Total	0	0	0
Transitional Housing Total	46	42	-4
Total Sheltered Count	245	487	242
Unsheltered Count	11	10	-1

Metric 3.2 – Change in Annual Counts

This measures the change in annual counts of sheltered homeless persons in HMIS.

	Submitted FY 2021	FY 2022	Difference
Universe: Unduplicated Total sheltered homeless persons	1333	2276	943
Emergency Shelter Total	1279	2223	944
Safe Haven Total	0	0	0
Transitional Housing Total	55	58	3

2023 HDX Competition Report

FY2022 - Performance Measurement Module (Sys PM)

Measure 4: Employment and Income Growth for Homeless Persons in CoC Program-funded Projects

Metric 4.1 – Change in earned income for adult system stayers during the reporting period

	Submitted FY 2021	FY 2022	Difference
Universe: Number of adults (system stayers)	47	68	21
Number of adults with increased earned income	7	8	1
Percentage of adults who increased earned income	15%	12%	-3%

Metric 4.2 – Change in non-employment cash income for adult system stayers during the reporting period

	Submitted FY 2021	FY 2022	Difference
Universe: Number of adults (system stayers)	47	68	21
Number of adults with increased non-employment cash income	26	36	10
Percentage of adults who increased non-employment cash income	55%	53%	-2%

Metric 4.3 – Change in total income for adult system stayers during the reporting period

	Submitted FY 2021	FY 2022	Difference
Universe: Number of adults (system stayers)	47	68	21
Number of adults with increased total income	31	42	11
Percentage of adults who increased total income	66%	62%	-4%

2023 HDX Competition Report

FY2022 - Performance Measurement Module (Sys PM)

Metric 4.4 – Change in earned income for adult system leavers

	Submitted FY 2021	FY 2022	Difference
Universe: Number of adults who exited (system leavers)	48	42	-6
Number of adults who exited with increased earned income	8	6	-2
Percentage of adults who increased earned income	17%	14%	-3%

Metric 4.5 – Change in non-employment cash income for adult system leavers

	Submitted FY 2021	FY 2022	Difference
Universe: Number of adults who exited (system leavers)	48	42	-6
Number of adults who exited with increased non-employment cash income	12	11	-1
Percentage of adults who increased non-employment cash income	25%	26%	1%

Metric 4.6 – Change in total income for adult system leavers

	Submitted FY 2021	FY 2022	Difference
Universe: Number of adults who exited (system leavers)	48	42	-6
Number of adults who exited with increased total income	17	16	-1
Percentage of adults who increased total income	35%	38%	3%

2023 HDX Competition Report

FY2022 - Performance Measurement Module (Sys PM)

Measure 5: Number of persons who become homeless for the 1st time

Metric 5.1 – Change in the number of persons entering ES, SH, and TH projects with no prior enrollments in HMIS

	Submitted FY 2021	FY 2022	Difference
Universe: Person with entries into ES, SH or TH during the reporting period.	1248	2160	912
Of persons above, count those who were in ES, SH, TH or any PH within 24 months prior to their entry during the reporting year.	254	448	194
Of persons above, count those who did not have entries in ES, SH, TH or PH in the previous 24 months. (i.e. Number of persons experiencing homelessness for the first time)	994	1712	718

Metric 5.2 – Change in the number of persons entering ES, SH, TH, and PH projects with no prior enrollments in HMIS

	Submitted FY 2021	FY 2022	Difference
Universe: Person with entries into ES, SH, TH or PH during the reporting period.	1401	2432	1031
Of persons above, count those who were in ES, SH, TH or any PH within 24 months prior to their entry during the reporting year.	278	494	216
Of persons above, count those who did not have entries in ES, SH, TH or PH in the previous 24 months. (i.e. Number of persons experiencing homelessness for the first time.)	1123	1938	815

2023 HDX Competition Report

FY2022 - Performance Measurement Module (Sys PM)

Measure 6: Homeless Prevention and Housing Placement of Persons defined by category 3 of HUD's Homeless Definition in CoC Program-funded Projects

This Measure is not applicable to CoCs in FY2022 (Oct 1, 2021 - Sept 30, 2022) reporting period.

Measure 7: Successful Placement from Street Outreach and Successful Placement in or Retention of Permanent Housing

Metric 7a.1 – Change in exits to permanent housing destinations

	Submitted FY 2021	FY 2022	Difference
Universe: Persons who exit Street Outreach	0	0	0
Of persons above, those who exited to temporary & some institutional destinations	0	0	0
Of the persons above, those who exited to permanent housing destinations	0	0	0
% Successful exits			

Metric 7b.1 – Change in exits to permanent housing destinations

2023 HDX Competition Report

FY2022 - Performance Measurement Module (Sys PM)

	Submitted FY 2021	FY 2022	Difference
Universe: Persons in ES, SH, TH and PH-RRH who exited, plus persons in other PH projects who exited without moving into housing	1131	1901	770
Of the persons above, those who exited to permanent housing destinations	511	734	223
% Successful exits	45%	39%	-6%

Metric 7b.2 – Change in exit to or retention of permanent housing

	Submitted FY 2021	FY 2022	Difference
Universe: Persons in all PH projects except PH-RRH	205	192	-13
Of persons above, those who remained in applicable PH projects and those who exited to permanent housing destinations	192	175	-17
% Successful exits/retention	94%	91%	-3%

2023 HDX Competition Report

FY2022 - SysPM Data Quality

**NY-501 - Elmira/Steuben, Allegany, Livingston, Chemung, Schuyler
Counties CoC**

	All ES, SH			All TH			All PSH, OPH			All RRH			All Street Outreach		
	Submitted FY2020	Submitted FY2021	FY2022	Submitted FY2020	Submitted FY2021	FY2022	Submitted FY2020	Submitted FY2021	FY2022	Submitted FY2020	Submitted FY2021	FY2022	Submitted FY2020	Submitted FY2021	FY2022
1. Number of non-DV Beds on HIC	33	29	25	34	28	27	193	188	287	229	74	237			
2. Number of HMIS Beds	21	21	22	23	20	23	101	102	122	217	67	229			
3. HMIS Participation Rate from HIC (%)	63.64	72.41	88.00	67.65	71.43	85.19	52.33	54.26	42.51	94.76	90.54	96.62			
4. Unduplicated Persons Served (HMIS)	950	1285	2057	83	55	60	232	235	217	404	270	578	4	0	0
5. Total Leavers (HMIS)	890	1171	2016	50	29	38	61	81	76	359	130	479	2	0	0
6. Destination of Don't Know, Refused, or Missing (HMIS)	77	57	58	1	1	0	2	3	4	0	0	6	1	0	0
7. Destination Error Rate (%)	8.65	4.87	2.88	2.00	3.45	0.00	3.28	3.70	5.26	0.00	0.00	1.25	50.00		

2023 HDX Competition Report
FY2022 - SysPM Data Quality

2023 HDX Competition Report

Submission and Count Dates for NY-501 - Elmira/Steuben, Allegany, Livingston, Chemung, Schuyler Counties CoC

Date of PIT Count

	Date	Received HUD Waiver
Date CoC Conducted 2023 PIT Count	1/25/2023	

Report Submission Date in HDX

	Submitted On	Met Deadline
2023 PIT Count Submittal Date	4/28/2023	Yes
2023 HIC Count Submittal Date	4/28/2023	Yes
2022 System PM Submittal Date	2/24/2023	Yes

3A-1. New PH-PSH/PH-RRH Project–**Leveraging Housing Resources.**

This attachment details the Housing Leveraging Commitments for new Projects in **NY-501**. It includes:

1. Checklist verifying commitment meets all HUD requirements
2. Signed ESSHI Award Letter to **Catholic Charities Steuben/Livingston** from the **NYS Office of Mental Health** for **Catholic Charities Steuben/Livingston Emergency Services Program**.

3A-1. New PH-PSH/PH-RRH Project–**Leveraging Housing Resources.**

1. Checklist verifying commitment meets all HUD requirements

Checklist for New CoC Project Applicants that are Leveraging Housing Resources

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

X Project name should be listed in the commitment documentation

Project name: Catholic Charities Steuben/Livingston Emergency Services Program

X Source of commitment should be listed in the commitment documentation (i.e. private organizations, state or local government, PHAs, faith-based organizations, federal programs other than CoC or ESG programs)

Source of Commitment: ESSHI

☐ Amount of funding committed per the following:

☐ PSH: the number of housing units for a PSH project that are not funded through the CoC or ESG Programs. The number of units must be at least 25% of the total units to be provided by the proposed new CoC project application for full points.

OR

X RRH or TH-RRH: The number of program participants to be provided RRH or TH-RRH that is not funded through the CoC or ESG Programs. The number of program participants to be served must be at least 25% of the total participants to be served in the proposed CoC new project application for full points.

Calculation showing the amount of non-CoC/ESG resources committed in the written commitment, and that this is at least 25% of units (for PSH) or participants (for RRH) to be served through the proposed New CoC Project Application: $7(\text{units})/16(\text{participants})=43\%$

X The date** that the funding (outside of CoC or ESG programs) will be available is on the written commitment (should run concurrently with the new project).

***Must be dated between May 1, 2023 and September 28, 2023.*

Dates of housing commitment: August 31, 2023

Date housing will be available: January 1, 2025

3A-1. New PH-PSH/PH-RRH Project–**Leveraging Housing Resources.**

2. Signed ESSHI Award Letter to **Catholic Charities Steuben/Livingston** from the **NYS Office of Mental Health** for **Catholic Charities Steuben/Livingston Emergency Services Program.**



**Help that works.
Hope that lasts.**

8/31/2023

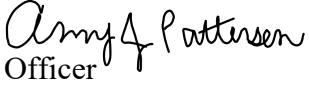
Amy Patterson
Catholic Charities Steuben/Livingston
34 East State Street
Mt Morris NY 14510

RE: ESSHI Award Commitment

To whom it may concern,

This letter confirms the commitment of ESSHI funds in the support of 7 RRH units to be developed or supported as described in the application for our Emergency Services proposal. The ESSHI-funded project site is to be determined while we acquire site control of a location for ESSHI-supported units.

The above-mentioned award provides \$25,000 per unit, or \$500,000 annually. The project is estimated to begin on 01/01/2025. This contract is a 5-year contract. Proof of award is attached below.

Sincerely,
Amy Patterson, 
Chief Operating Officer



Service Office: 34 East State St., Mt. Morris, NY 14510

Phone: 585-658-4466

Administrative Office: 23 Liberty St., Bath, NY 14810 Phone: 607-776-8085

www.ccsteubenlivingston.org





December 20, 2021

Amy Truth
Director of Daily Operations
Catholic Charities of the Diocese of Rochester DBA Catholic Charities of Steuben
23 LIBERTY ST
BATH, New York 14810

RE: Empire State Supportive Housing Initiative (ESSHI) Application # OMH01-ESSHI6-2021-00129

Dear Amy Patterson:

On behalf of Governor Hochul and the Empire State Supportive Housing Initiative (ESSHI) Interagency Workgroup, I am pleased to inform you that your agency's application to the 2021 ESSHI Request for Proposals (RFP) has achieved a passing score and therefore qualifies for a conditional award. The conditional ESSHI award is intended to provide services and operating funding **in support of 20 permanent supportive housing units** within the proposed housing project described in your agency's ESSHI application, for one or more eligible homeless populations. Please note that this conditional award notification serves as a directive to secure and/or evidence the securing of capital funding necessary to develop the proposed housing project.

The Office of Mental Health (OMH) has been initially identified as the State Contracting Agency that will administer the ESSHI contract, should the conditional award move to committed status (following the securing of capital funding). This assigned State Contracting Agency may change based on a closer review of the populations to be served. For those projects that need capital resources, the separate funding mechanisms include, but are not limited to: capital funding through the Homeless and Housing Assistance Program (HHAP), New York State Homes and Community Renewal (HCR), or other available private, federal, and/or local sources of funding. Alternatively, ESSHI awardees may partner with a project developer that has secured or is in the process of securing capital funding. It is critical that your agency maintain contact with the State Contracting Agency to ensure that the Interagency Workgroup is apprised of the status of your project's development and, if warranted, to coordinate your efforts.

It is expected that applicants secure capital funding for the housing project for which they are requesting service and operating funding through this RFP within two years from the date of this conditional award letter. If after two years from the date of this award, the applicant has not successfully secured commitments for the capital financing necessary for the project, the Interagency Workgroup may rescind the ESSHI award.

Any applicant that fails to obtain capital financing within a two-year time frame and has its ESSHI award rescinded will be eligible to re-apply for service and operating funding during subsequent RFP opportunities. If the ESSHI award is rescinded, the applicant will be notified in writing of this decision and informed of the ability to reapply during the next RFP opportunity.

As you are aware, there are a limited number of units available through the ESSHI RFP. A successful and selected applicant is reminded that the service and operating grant award funding is not final or approved for expenditure until such time as the NYS Division of Budget (DOB), the NYS Office of State Comptroller



Department
of Health

Homes and
Community
Renewal

Office of Addiction
Services and
Support

Office of
Children and
Family Services

Office of
Mental Health

Office for the
Prevention of
Domestic Violence

Office of Temporary
and Disability
Assistance

Office for People
With Developmental
Disabilities

(OSC), the Attorney General's (AG) Office, and the State Control Agencies have approved the specific project and its associated contract. Neither the State Contracting Agency, any other State agency or entity, nor the State of New York is or shall be liable for any expenditure made or costs incurred by you, the applicant, unless and until a valid contract setting forth all such sanctioned expenditures is approved by the State Control Agencies, and then lawfully executed by the State Contracting Agency, the State Control Agencies, and you. These conditionally awarded units will be developed on an ongoing basis until the number of units made available under this round of the ESSHI RFP are fully committed. All applicants will be notified at the time that the available units are fully committed.

The Interagency Workgroup looks forward to working with you and your agency on this permanent supportive housing initiative and we wish you luck in developing a successful project.

Sincerely,

A handwritten signature in blue ink that reads "Moira Tashjian" followed by a small flourish.

Moira Tashjian, MPA
Executive Deputy Commissioner
Office of Mental Health

Chair
Interagency Workgroup

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

This attachment details the Healthcare Formal Agreements for **NY 501**. It includes the following:

1. Checklist verifying commitment meets all HUD requirements
2. Formal Agreement between **Substance Free Living** and **Catholic Charities Steuben/Livingston** for **Catholic Charities Steuben Livingston Emergency Services**.

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: Catholic Charities Steuben Livingston Emergency Services

☐ Amount of assistance to be provided by the healthcare organization:

☐ The value (dollar amount) of the healthcare commitment being provided (must be at least 25% of the total funding requested)

OR

☒ 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.

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

***Must be dated between May 1, 2023 and September 28, 2023.*

Date of healthcare commitment: 8/31/2023

Date healthcare resources will be provided: 1/1/2024

☒ Affirmation that project eligibility for program participants in the new PH-PSH or PH-RRH project will be based on CoC Program fair housing requirements and will not be restricted by the health care service provider.

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

2. Formal Agreement between **Substance Free Living** and **Catholic Charities Steuben/Livingston** for **Catholic Charities Steuben Livingston Emergency Services**.



**Help that works.
Hope that lasts.**

8/31/2023

Substance Free Living
Catholic Charities Steuben/Livingston
23 Liberty Street
Bath, NY 14810
RE: Substance abuse and recovery services Commitment

It is my pleasure to provide this letter of support for the submitted Emergency Services application for funds on behalf of our agency's Substance Free Living (SFL) Services.

As separate programs within the same agency, the relationship between SFL and the Emergency Services program are designed to help people maintain a substance free lifestyle through housing, support, and education in both a congregate setting (community residence) and a scattered bed (supportive living) setting in Bath, NY. We admit residents from both Steuben and Livingston Counties, as well as surrounding areas across New York and parts of Pennsylvania.

We are excited about the possibilities to continue to support the proposed COC-funded Emergency Services project and we commit to this collaboration for the proposed project starting in 1/1/2024 and will review and renew the commitment annually. As a substance abuse and recovery program, we guarantee that the services we provide in partnership with this proposed Emergency Services program will be available to all eligible participants of this project.

Sincerely,
Trinity Cowburn,
Program Director

A handwritten signature in cursive script that reads "Trinity Cowburn, MA, MAC, CASAC". The signature is written in dark ink and is positioned to the right of the typed name and title.



Service Office: 34 East State St., Mt. Morris, NY 14510

Phone: 585-658-4466

Administrative Office: 23 Liberty St., Bath, NY 14810 Phone: 607-776-8085

www.ccsteubenlivingston.org

