

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...	09/25/2023
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

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

This attachment contains the following:

1. **Schenectady Municipal Housing Authority** – PHA
 - a. Administrative Plan – Limited Preference - Only for Project Based Voucher Program

2. **Town of Rotterdam** - HCV Administrator
 - a. Administrative Plan - Limited Preference - Only given preference over single non-disabled non-elderly

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

1. **Schenectady Municipal Housing Authority** – PHA
 - a. Administrative Plan – Limited Preference - Only for Project Based Voucher Program

Families will remain on the PBV waiting list until they are placed in a PBV unit, accept HCV assistance outside of the PBV program, are selected for placement in the PBV program but decline a unit offer or are denied assistance by SMHA or the owner for failing to meet the applicable eligibility criteria.

ORGANIZATION OF THE PBV WAITING LIST [24 CFR 983.251(c)]

The SMHA will use its PBV Program waiting list to select tenants for PBV units. The PBV wait list will be organized based on a set of preferences and will account for the date and time that a PBV application was received.

Preferences

PBV applicants who meet the following criteria will be granted preference on the PBV waiting list:

- Homeless
- Homeless Veteran
- Elderly (62 years of age or older)

Homeless and Homeless Veteran preferences will be verified by the owner or their service partner prior to being referred to the PBV waiting list.

One preference point will be granted for each preference that a PBV applicant is eligible for. A PBV applicant will only be eligible for the Homeless preference or the Homeless Veteran Preference but not both; PBV applicants may only qualify for two preferences if they are also elderly. PBV applicants with the most preference points will move to the top of the list while those with no preference points will remain near the bottom.

For applicants with the same number of preference points, their order on the PBV waiting list will be determined by the date and time that a PBV application is received. A PBV application is considered received upon submission of a Targeted Referral from the owner or their service partner. For tenant-based assisted households known to be seeking new units (i.e. newly-issued voucher holders and current participants who have given notice or otherwise indicated interest in seeking a new unit) or HCV applicants nearing the top of the HCV waiting list, the PBV application is considered received as of the date that a signed PBV Interest Form is returned to SMHA.

SELECTION FROM THE PBV WAITING LIST [24 CFR 983.251(c)]

Applicants who will occupy units with PBV assistance will be selected from the SMHA PBV Wait List.

When a PBV vacancy is anticipated, the top 3 appropriate PBV applicants from the PBV waiting list will be referred to the owner for screening. When identifying appropriate referrals, SMHA will select applicants that meet the targeting criteria for a specific address/unit and will only refer PBV applicants appropriate for the number of bedrooms in the anticipated vacancy. The HCV Subsidy Standards used for determining voucher size will be used when determining the appropriate unit size for a PBV applicant family (see section 6.0 of this Administrative Plan).

Wait list referrals to the PBV owner will remain active for consideration for a PBV vacancy for a period of 120 days from the date of selection from the wait list. Referred tenants will be screened by the owner and readied for occupancy. Upon notice from the owner that the highest ranking referral has met the owner's screening criteria, SMHA will finalize the Section 8 eligibility review process. If all 3 referrals fail to pass the owner's screening criteria, SMHA will refer the next 3 appropriate PBV applicants on the PBV waiting list.

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

2. **Town of Rotterdam - HCV Administrator**

- a. Administrative Plan - Limited Preference - Only given preference over single non-disabled non-elderly

If an applicant is claiming a preference because the applicant or another family member works or has been hired to work in the PHA's jurisdiction, proof of place of work is required. Lack of such proof does not render the preliminary application incomplete, but a preference for this reason will not be granted without such proof.

Completed preliminary applications submitted by persons interested in housing assistance are date stamped as received and processed in order of date received. Since the vast majority of the preliminary applications received by the PHA arrive by mail at the same time each day, no purpose would be served by also time stamping applications. Preliminary applications are ordered automatically as they are entered into the PHA waiting list software program.

Incomplete preliminary applications are returned to applicants with instructions for completing the preliminary application. The original date stamp will not be honored and will be re-stamped once the application is received by the PHA.

Persons claiming to be disabled that have submitted incomplete preliminary applications are contacted in person to determine if their disability caused the preliminary application to be incomplete and offered assistance if required.

If a preliminary application indicates that an applicant is not eligible for housing assistance, written notice is sent to the applicant explaining why they are not eligible for housing assistance and the applicant is offered an informal review of the PHA's decision.

Waiting List Preferences

Preference in assigning applicants to the waiting list, starting with those assigned a first preference as the highest category, will be in accordance with the following preference system:

First Preference

Applicants who live, work, or have been notified that they have been hired to work within the jurisdiction of the PHA, or applicants with family members who work, or have been notified that they have been hired to work within the jurisdiction of the PHA.

Second Preference

Applicants who do not live or work, or have not been notified that they have been hired to work within the jurisdiction of the PHA or do not have a family member that works or has been notified that they have been hired to work within the jurisdiction of the PHA.

Elderly Preference

Elderly, disabled, displaced, homeless, single persons and families of not more than two members whose head, co-head or spouse is elderly or disabled will be given preference over single persons who are not elderly, disabled, or displaced, irrespective of any other preference.

Targeted Preference

As needed, targeted preferences shall be given to applicants within established preferences that fall into special targeted areas as defined by HUD for any funded increment, such as Mainstream funding. Targeted preferences sort above the first preference.

Coeymans Special Preference Removed 1/1/2017

Green Island preferences in effect 6/1/2022 until the Green Island Waiting List is exhausted. See Green Island admin plan.

If a preliminary application indicates that a family is potentially eligible, that family will be placed on the waiting list in the appropriate category, even if there are immediate vacancies available in the program. All applicants are placed on the waiting list because of the need to track assisting families according to PHA policies and HUD regulations.

Applicants placed on the waiting list are notified of such placement in writing. Due to income targeting requirements, applicants are not provided with an approximation of the length of time they will remain on the waiting list before being considered for occupancy.

Effective Date of Placement and Preference on Waiting List

Initial placement on the waiting list is always the date a completed preliminary application is received by the PHA. If a completed application is not received by the PHA, the family is not assigned an effective date of application.

Effective date of families placed on the waiting list that qualify for a residency preference never changes after that family qualifies for a residency preference, even if the family moves out of the PHA's jurisdiction.

When families that have been placed on the waiting list without a residency preference move into the PHA's jurisdiction or otherwise qualify for a residency preference, the effective date of the family's preliminary application will be changed to the date the family qualified for a residency preference.

When singles under the age of sixty-two have been placed on the waiting list and become sixty-two years of age, the application date will be changed to the date the single became sixty-two years of age. Should a single become disabled, the application date will be changed to the date the applicant notified the PHA.

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

This attachment contains the following:

1. Moving On Preferences
 - a. **Schenectady Municipal Housing Authority (SMHA)** - PHA
 - i. Emergency Housing Voucher (EHV) Memorandum of Understanding – Highlighted Section: Moving On preference in local priority
2. NY-507's Written Standards excerpt that details the CoC's Moving On Strategy.

1C-7: Public Housing Agencies within Your CoC's Geographic Area Moving On Strategy

1. Moving On Preferences

a. **Schenectady Municipal Housing Authority (SMHA)** - PHA

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

Memorandum of Understanding

Created and entered into on August 16, 2021

Between

Schenectady Municipal Housing Authority (PHA)

375 Broadway

Schenectady, New York 12305

and

Homeless Services Planning Board (HSPB)

aka NY-507 Schenectady City/County Continuum of Care (CoC)

c/o CARES OF NY, INC.

200 Henry Johnson Blvd, Suite 4

Albany NY 12210

I. Introduction and Goals:

- The PHA and CoCs commit to administering the Emergency Housing Vouchers (EHVs) in accordance with all program requirements.
- The PHA goal is to administer and fully utilize all available EHVs. The standard of success in administering the program will be complete utilization of the EHVs.
- Identification of staff position at the PHA and CoC who will serve as the lead EHV liaisons.

PHA Lead HCV Liaison: Richard E. Homenick, Executive Director, SMHA

Responsibilities of the PHA EHV liaison: Oversee utilization of EHVs

CoC Lead Staff Liaison: Leina Minakawa, Director of Clinical and Case management Services, Bethesda House

Responsibilities of the CoC EHV liaison: Oversees the prioritization of applicants and referrals to the EHV Program through the CoC

II. Define the populations eligible for EHV assistance to be referred by CoC.

The Schenectady Municipal Housing Authority has been awarded a total of 22 Emergency Housing Vouchers. The voucher awards will be divided into three target groups served by the Continuum of Care: Permanent Supportive Housing participants, Rapid Rehousing participants and Eviction Prevention candidates. The voucher awards will be subdivided as follows:

8 Vouchers - Rapid Rehousing participants

7 Vouchers - Permanent Supportive Housing participants

7 Vouchers - Eviction Prevention candidates

Moving On Preference



In each case, referrals to the EHV program are aimed at advancing the Move-On Strategies employed by the CoC. Suitable candidates are those who no longer require the intensive services offered by homeless programs funded through the CoC but still require the financial assistance of a housing subsidy program. Candidates should demonstrate a capacity to adhere to standard lease provisions and live with relative independence.

EHV referrals will be processed by the PHA in the order received. In the event that there are not enough referrals to utilize the voucher total assigned to a given target group, the PHA may accept CoC referrals

from the next target group in the following hierarchy until such time as all awarded vouchers have been assigned:

1st Priority Group – Rabid Rehousing participants

2nd Priority Group - Permanent Supportive Housing participants

3rd Priority Group - Eviction Prevention candidates

Subsequent program vacancies be filled from the same priority group from which the vacating participant was referred at initial intake.

 **Moving On Preference**

Applicants will be referred on a unique EHV Wait List. Within each target group, the CE system will track the referrals and a date/time basis. There will be no further ranking based on local preferences as established for the regular HCV program.

Because the EHV waiting list is based on direct referrals from the CoC or requests through the PHA's VAWA emergency transfer plan and not applications from the general public, HUD is waiving § 982.206, which requires the PHA to give public notice when opening and closing the waiting list. Under this alternative requirement, the PHA will work directly with the CoC and other referral agency partners to manage the number of referrals and the size of the EHV waiting list. This separate waiting list for EHV referrals/applicants is established to help expedite the leasing process, both at initial leasing and for any turnover vouchers that may be issued prior to the September 30, 2023 turnover voucher cut-off date.

Eligibility Determination: Upon referral to the PHA, staff will conduct Social Security Number and Citizenship Verification. Recognizing that this documentation may not be readily on hand and may be difficult to obtain for individuals and families experiencing homelessness the PHA will require such individuals to provide the required documentation within 180 days of admission to be eligible for continued assistance, pending verification, unless the PHA provides an extension based on evidence from the family or confirmation from the CoC or other partnering agency that the family has made a good-faith effort to obtain the documentation.

Prohibitions on Admission (Mandatory):

- (1) The PHA must and will apply the standards it established under § 982.553(a)(1)(ii)(C) that prohibit admission if any household member has ever been convicted of drug-related criminal activity for manufacture or production of methamphetamine on the premises of federally assisted housing to EHV applicants.
- (2) The PHA must and will apply the standards it established under § 982.553(a)(2)(i) that prohibit admission to the program if any member of the household is subject to a lifetime registration requirement under a State sex offender registration program to EHV applicants.

In line with the existing Housing First Strategy, the PHA chooses not to enact any Permissive Prohibitions.

Unlike regular HCV admissions, other than for the above Mandatory and Permissive Prohibitions, PHAs may not deny an EHV applicant admission regardless of whether:

- Any member of the family has been evicted from federally assisted housing.
- A PHA has ever terminated assistance under the program for any member of the family.
- The family currently owes rent or other amounts to the PHA or to another PHA in connection with Section 8 or public housing assistance under the 1937 Act.
- The family has not reimbursed any PHA for amounts paid to an owner under a HAP contract for rent, damages to the unit, or other amounts owed by the family under the lease.

1C-7: Public Housing Agencies within Your CoC's Geographic Area Moving On Strategy

2. NY-507's Written Standards excerpt that details the CoC's Moving On Strategy.

MOVE ON STRATEGY FOR RECOGNITION OF TENANT INDEPENDENCE

The Homeless Services Planning Board (HSPB, the Schenectady County Care Continuum of Care) 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 HSPB 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 soon-to-be developed HSPB Systems 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 Schenectady Municipal Housing Authority (SMHA), who has a preference for individuals and families moving on from their Shelter Plus Care program. Phase II of the Move On Strategy will include exploring expanding SMHA's policy and recruiting other local affordable housing providers to participate in the program, by setting preferences for tenants moving on from supportive housing.

Identifying Households for Moving On

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

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

living skills, community living skills, and connection to community-based services. As house-holds 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

HSPB 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

HSPB believes a programmatic reward/incentive structure for Moving On can assist in further promoting a culture of independence and self-sufficiency. The CoC will work with individual agencies to develop a variety of strategies to publicize and build interest in Moving On opportunities.

Moving on Timing and Availability

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

Ongoing CoC Assessment of Move On Strategy

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

EMERGENCY TRANSFER PLAN FOR VICTIMS OF DOMESTIC VIOLENCE, DATING VIOLENCE, SEXUAL ASSAULT OR STALKING

Emergency Transfers

The Schenectady County Homeless Services Planning Board (HSPB) Care Continuum of Care is concerned about the safety of the tenants of the housing programs within its geographic area that are funded by Continuum of Care (CoC) Grant funds and such concern extends to tenants who are victims of domestic violence, dating violence, sexual assault, or stalking. In accordance with the Violence Against Women Act (VAWA), CoC-funded programs providing permanent housing or transitional housing, except safe havens, must allow tenants who are victims of domestic violence, dating violence, sexual assault, or stalking to request an emergency transfer from the tenant's current unit to another unit.

The ability of a housing program to honor such a request for tenants currently receiving rental assistance, however, may depend upon a preliminary determination that the tenant is or has been a victim of domestic violence, dating violence, sexual assault, or stalking, and on whether the housing provider has another dwelling unit that is available and is safe to offer the tenant for temporary or more permanent occupancy.

This plan identifies tenants who are eligible for an emergency transfer; the documentation needed to request an emergency transfer; confidentiality protections; and how an emergency transfer may occur. In addition, it provides guidance for tenants on safety and security. The plan is based on a model emergency transfer plan published by the U.S. Department of Housing and Urban Development (HUD), the federal agency which ensures that HSBP and the CoC funded providers within its geographic area in compliance with VAWA.

Eligibility for Emergency Transfers

A tenant who is a victim of domestic violence, dating violence, sexual assault, or stalking, as provided in HUD's regulations at 24 CFR part 5, subpart L, is eligible for an emergency transfer, if: The tenant reasonably believes that there is a threat of imminent harm from further violence if the tenant remains within the same unit; or The tenant is a victim of a sexual assault, and the sexual assault occurred on the premises within the 90-day period preceding a request for an emergency transfer. A tenant requesting an emergency transfer must expressly request the transfer in accordance with the procedures described in this plan.

To request an emergency transfer, a tenant must notify the housing program's administrator or manager and submit a written request for a transfer to that individual. The tenant's written request for an emergency transfer should include either:

1. A statement expressing why the tenant reasonably believes that there is a threat of imminent harm from further violence if the tenant remains in the same dwelling unit assisted under the housing provider's program; or

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

This attachment details the progress and intention of **NY-507** in the development of a working group of individuals with lived experience of homelessness. It includes:

1. A letter signed by the NY-507 Board
 - 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-507 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).

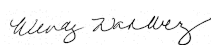
To this end, NY-507 has strategized within a regional committee with other CoC's on ways this local advisory committee may manifest. NY-507 is a participating member of the Regional Racial Justice Advisory Committee (RRJAC), a contingent of representatives from CoC's across New York state that collaborate 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-507, drafted and approved structures and strategies for implementing a committee for persons with lived experience. The NY-507 representatives presented the recommendations produced by the RRJAC to their CoC Board.

Beginning January of 2023, NY-507 has taken several steps to develop the recommendations of the RRJAC. First, the NY-507 Board officially approved the committee initiative presented by their RRJAC representatives. With the Board's initial approval, the Governance Committee reviewed the RRJAC's recommendations, and decided the CoC should begin client interviews to recruit for the Advisory Committee.

Additionally, the Board voted to approve the creation of an annual community forum, hosted by the Schenectady Community Action Program, for clients to share their feedback in an open setting. CARES of N.Y. will curate the feedback from each meeting for the Board's review, with a focus on improving the CoC's Rank and Review process. From this forum approach, the CoC will collect client feedback, and will seek to recruit community members with lived experience who express interest in becoming a member of the Advisory Committee.

In summary, NY-507 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,



08/09/2023

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

This attachment details how **NY-507** 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. Bethesda House of Schenectady, Inc.: Liberty Consolidated

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

1. An example evaluation of at least one project
 - a. Bethesda House of Schenectady, Inc.: Liberty Consolidated



Provider Information

Please complete the information below on the organization being assessed.

Provider Information	
Provider's Legal Name	Bethesda House of Schenectady, Inc.
Acronym (If Applicable)	
Year Incorporated	1999
EIN	31-1645415
Street Address	834 State Street
Zip Code	12307

Project Information	
Project Name	Liberty Consolidated
Project Budget	\$322,231
Grant Number	NY0097L2C072215
Name of Project Director	Crystal Thatcher
Project Director Email Address	cthatcher@bethesdaohs.org
Project Director Phone Number	(518) 374-7873
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	Kimarie Sheppard
CEO Email Address	ksheppard@bethesdaohs.org
CEO Phone Number	(518) 374-7873
Name of Staff Member Guiding Assessment	Same as above
Staff Email Address	
Staff Phone Number	

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	Aug 29 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>Optional notes here</i>	Always	Always	Always
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>Optional notes here</i>	Always	Always	Always
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>Optional notes here</i>	Always	Always	Always
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 are committed to no exits to homelessness. Since opening our PSH programs (2002), we have had 1 resident that wanted to go back to an emergency shelter - congregate setting due to a fear of sleeping in solitude. We discharged her to our ES and provided medical and mental health supports until she stabilized and felt comfortable to secure housing placement.</i>	Always	Always	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>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	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>We support this statement. However in BH housing program, Liberty, there are 11 units, 12 beds at the same location. This option exists when there is more than one unit open. In addition, the participant has an option to decline moving into the unit.</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>Optional notes here</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	<p>Projects promote participant choice in services</p> <p>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.</p> <p><i>Optional notes here</i></p>	Always	Always	Always
Services 2	<p>Person Centered Planning is a guiding principle of the service planning process</p> <p>Person-centered Planning is a guiding principle of the service planning process</p> <p><i>Optional notes here</i></p>	Always	Always	Always
Services 3	<p>Service support is as permanent as the housing</p> <p>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.</p> <p><i>Optional notes here</i></p>	Always	Always	Always
Services 4	<p>Services are continued despite change in housing status or placement</p> <p>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.</p> <p><i>Even when a client exists the program to another housing option, BH staff continue services until other providers are engaged and that we are confident the client feels safe and is comfortable with services from different provider(s).</i></p>	Always	Always	Always
Services 5	<p>Participant engagement is a core component of service delivery</p> <p>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.</p> <p><i>Optional notes here</i></p>	Always	Always	Always
Services 6	<p>Services are culturally appropriate with translation services available, as needed</p> <p>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).</p> <p><i>Optional notes here</i></p>	Always	Always	Always
Services 7	<p>Staff are trained in clinical and non-clinical strategies (including harm reduction, motivational interviewing, trauma-informed approaches, strength-based)</p> <p>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.</p> <p><i>Leadership and senior staff. Security, maintenance/custodial are not trained in clinical strategies.</i></p>	Always	Always	Always
Standard	Housing Definition / Evidence	Say It	Document It	Do It
Housing 1	<p>Housing is not dependent on participation in services</p> <p>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.</p> <p><i>Optional notes here</i></p>	Always	Always	Always
Housing 2	<p>Substance use is not a reason for termination</p> <p>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/</p> <p><i>Optional notes here</i></p>	Always	Always	Always
Housing 3	<p>The rules and regulations of the project are centered on participants' rights</p> <p>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.</p> <p><i>Yes centered on participants rights however - there are rules re violence, threatening behavior, harm to oneself others.</i></p>	Always	Always	Always
Housing 4	<p>Participants have the option to transfer to another project</p> <p>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.</p> <p><i>Participants have the option to transfer however, staff are in regular conversation with the participant as it is important not to lose homeless status.</i></p>	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. <i>Optional notes here</i>	Always	Always	Always
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. <i>Optional notes here</i>	Always	Always	Always
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. <i>Optional notes here</i>	Always	Always	Always
	No additional standards <i>Optional notes here</i>			
	No additional standards <i>Optional notes here</i>			
	No additional standards <i>Optional notes here</i>			
	No additional standards <i>Optional notes here</i>			
	No additional standards <i>Optional notes here</i>			
Section is not applicable. Please see following section.				

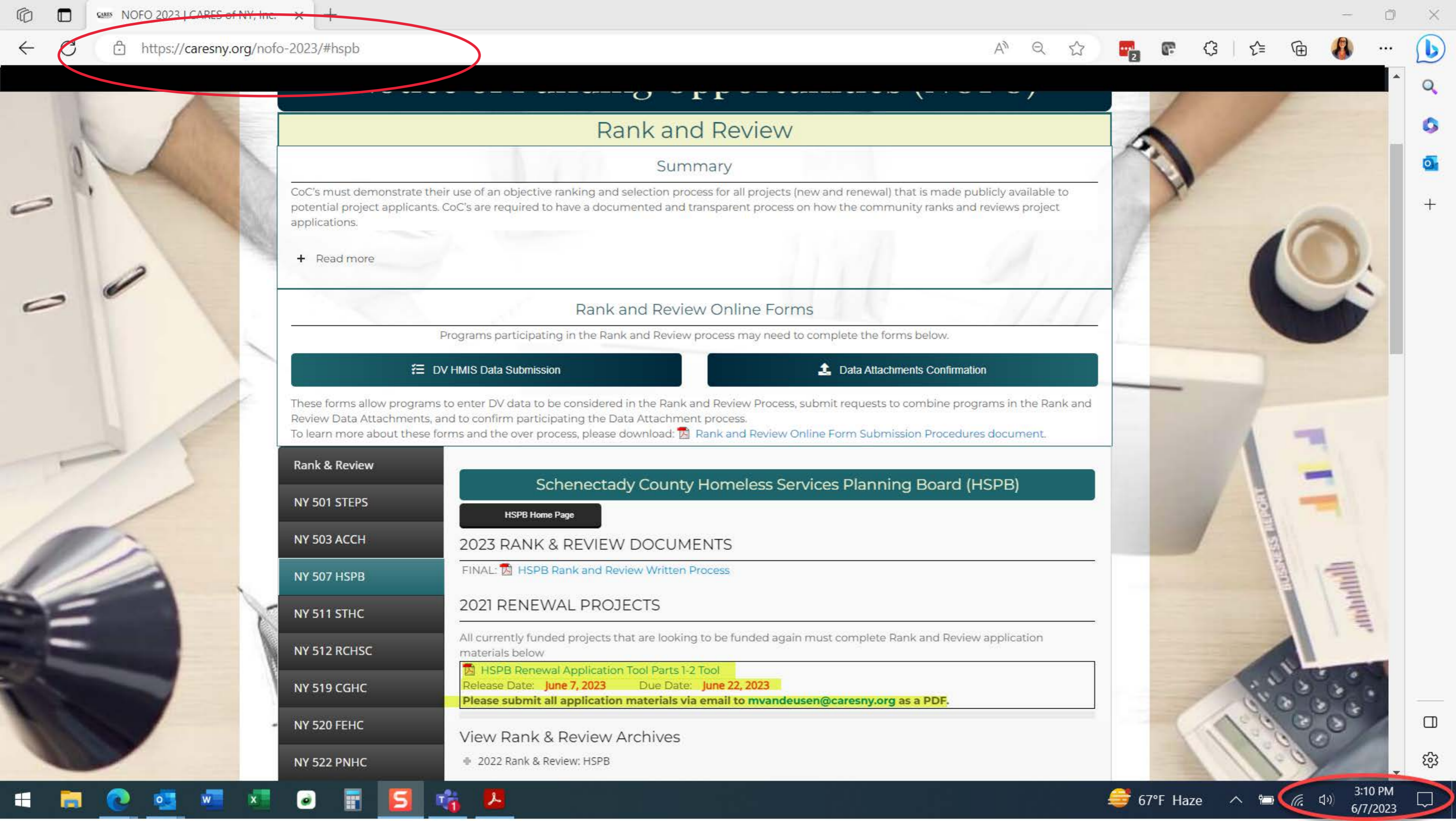
1E-1. Web Posting of Your CoC's Local Competition Deadline--Advance Public Notice.

1. Screen shot of a website posting that demonstrates NY-507 CoC announced it was accepting project applications and includes the local submission deadline for applicants to submit their applications to the CoC:
 - (a) June 7, 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.

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https://caresny.org/NOFO-2023/#hspb

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

NY 520 FEHC

NY 522 PNHC

Schenectady County Homeless Services Planning Board (HSPB)

[HSPB Home Page](#)

2023 RANK & REVIEW DOCUMENTS

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

2021 RENEWAL PROJECTS

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

[HSPB Renewal Application Tool Parts 1-2 Tool](#)

Release Date: **June 7, 2023** Due Date: **June 22, 2023**

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

View Rank & Review Archives

+ 2022 Rank & Review: HSPB

67°F Haze

3:10 PM
6/7/2023

HSPB 2023 CoC Renewal Application: Part 1 & 2 Tools Released for Completion

Maureen Van Deusen <mvandeusen@caresny.org>

Wed 6/7/2023 11:21 AM

Cc: Steve Klein (sklein@mohawkopportunities.org) <sklein@mohawkopportunities.org>; Bryan Gentile <BGentile@MohawkOpportunities.org>; Debra Schimpf <dschimpfceo@scapny.org>; Elise Martin <emartin@scapny.org>; Tamara Rayne <tflanders@ywca-neny.org>; Chelsea Costanzo <ccostanzo@mohawkopportunities.org>; Kim Siciliano <ksiciliano@ywca-neny.org>; tle@newchoicesrecovery.org <tle@newchoicesrecovery.org>; Teasha Ashebar <tasheber@newchoicesrecovery.org>; Kimarie Sheppard <KSheppard@bethesda.org>; amcghee@bethesda.org <amcghee@bethesda.org>; Richard Homenick <richardh@smha1.org>; Shannon Keon <keon.shannon@safeincfschenectady.org>; Jenny Hudman (director@safe-ny.org) <director@safe-ny.org>; francinef@smha1.org <francinef@smha1.org>; Rick Caplan <RCaplan@scapny.org>; Ed Kowalczyk <ekowalczyk@cdymca.org>

📎 2 attachments (421 KB)

NY-507 Rank and Review 4-27-2023 11-49-41 AM.xlsx; NY-507 RR23 Rank & Review Renewal Application (Part1&2) FINAL- PDF.pdf;

Good Morning,

This email is to notify you that the **HSPB/Schenectady 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 reference to complete your application.

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

The application must be completed by **COB Thursday, June 22, 2023** and submitted in one PDF attachment for **each** renewal project. Please include the Rank and Review completed Tool and supporting Attachments (convert to PDF and include with application) as specified on the tool. Applications should be submitted to mvandeusen@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,

Maureen Van Deusen, M.Ed.

she/her

Associate Director, Planning | CARES of NY, Inc.

518-489-4130 x 720

Albany Office

5 Pine West Plaza, Suite 503

Albany, New York 12205

<http://www.caresny.org>



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

1. Screen shot of a website posting that demonstrates NY-507 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**

HSPB Renewal Interviews- Sign up ASAP

Maureen Van Deusen <mvandeusen@caresny.org>

Thu 7/20/2023 11:22 AM

Bcc:Elise Martin <emartin@scapny.org>;Debra Schimpf <dschimpfceo@scapny.org>;Kim Siciliano <ksiciliano@ywca-neny.org>;Tamara Rayne <tflanders@ywca-neny.org>;Teasha Ashebar <tasheber@newchoicesrecovery.org>;Kimarie Sheppard <KSheppard@bethesda.org>;Bryan Gentile <BGentile@MohawkOpportunities.org>;Chelsea Costanzo <ccostanzo@mohawkopportunities.org>;francinef@smha1.org <francinef@smha1.org>;Ed Kowalczyk <ekowalczyk@cdymca.org>;Shannon Keon <keon.shannon@safeincofschenectady.org>

1 attachments (743 KB)

2023 RR Interview Questions Renewal Projects Only.pdf;

Good morning HSPB CoC Funded Agencies,

As you all know, the final component of our current local Rank & Review process involves answering questions about your projects in an interview with our external review team. The interview questions for this year are attached to this email.

Renewal project interviews will take place on Thursday, August 10th. Please only select one time slot for your agency.

Agencies can use this link to sign up for an interview

time: <https://www.signupgenius.com/go/10CoD4AAAAA2BA6F9Co7-hspb>

If you anticipate that your agency will be applying for **New bonus CoC funding** this year (applications released on July 24th and due on August 2nd), you can select **your new project interview time on Friday, August 11th**

now: <https://www.signupgenius.com/go/10CoD4AAAAA2BA6F9Co7-hspb1>

I will also be sending out your preliminary Part 1 and 2 scores by early next week for your review.

Please don't hesitate to reach out with questions about this process.

Thank you,

Maureen Van Deusen, M.Ed.

she/her

Associate Director, Planning | CARES of NY, Inc.

518-489-4130 x 720

Albany Office

5 Pine West Plaza, Suite 503

Albany, New York 12205

<http://www.caresny.org>



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

1. Screen shot of a website posting that demonstrates NY-507 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**

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

Schenectady County Homeless Services Planning Board (HSPB)

HSPB Home Page

2023 RANK & REVIEW DOCUMENTS

FINAL: HSPB 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

HSPB Renewal Application Tool Parts 1-2 Tool
 Release Date: **June 7, 2023** Due Date: **June 22, 2023**
 Please submit all application materials via email to mvandeusen@caresny.org as a PDF.

2023 NEW & BONUS PROJECTS

Any project looking to be funded for the first time must complete the appropriate RFP. Applications due to **Maureen Van Deusen**

New Project Application

Release for Completion:
 HSPB - New/Bonus Project Application Tool
 Released Date: **July 24, 2023** Due Date: **August 2, 2023**
 Please submit all application materials via email to mvandeusen@caresny.org as a PDF.

DV Bonus Project Application

Release for Completion:
 HSPB - DV Bonus Project Application Tool
 Released Date: **July 24, 2023** Due Date: **August 2, 2023**
 Please submit all application materials via email to mvandeusen@caresny.org as a PDF.

CE/HMIS Bonus Project Application

Release for Completion:
 HSPB - CE/HMIS Bonus Project Application Tool
 Released Date: **July 24, 2023** Due Date: **August 2, 2023**
 Please submit all application materials via email to mvandeusen@caresny.org as a PDF.

View Rank & Review Archives

- 2022 Rank & Review: HSPB
- 2021 Rank & Review: HSPB
- 2020 Rank & Review: HSPB

CoC Public Postings

Schenectady County Continuum of Care- New/DV Bonus 2023 CoC Applications Available- Due August 2nd

Maureen Van Deusen <mvandeusen@caresny.org>

Mon 7/24/2023 8:59 AM

Bcc:Brady Scott <brady.scott@safeincofschenectady.org>;Bryan Gentile <BGentile@MohawkOpportunities.org>;Debra Schimpf - Schenectady Community Action Program (dschimpfceo@scapny.org) <dschimpfceo@scapny.org>;Debra Sivack <dsivack@newchoicesrecovery.org>;Digna Betancourt Swingle <digna.swingle@use.salvationarmy.org>;Ed Kowalczyk <ekowalczyk@cdymca.org>;Elise Martin <emartin@scapny.org>;Emily Vandercar - Soldier On (evandercar@wesoldieron.org) <evandercar@wesoldieron.org>;francinef@smha1.org <francinef@smha1.org>;Geoff Raiti <graiti@wesoldieron.org>;Ginni Egan (info@youngparentsunited.org) <info@youngparentsunited.org>;Holley.Sharer@USE.SalvationArmy.Org <Holley.Sharer@USE.SalvationArmy.Org>;Jennica Huff <JHuff@BCNIHOUSING.org>;Jennifer Devine (jdevine@bethesda.org) <jdevine@bethesda.org>;Jenny Hudman (director@safe-ny.org) <director@safe-ny.org>;Jo-Anne Rafalik <jrafalik@sicm.us>;Judy Greshel <JGreshel@rehab.org>;Kelsey Addy <kaddy@caresny.org>;Kim Sheppard - Bethesda House of Schenectady (ksheppard@bethesda.org) <ksheppard@bethesda.org>;Kim Siciliano <ksiciliano@ywca-ny.org>

📎 3 attachments (1 MB)

2023 DV Bonus Project RFP HSPB FINAL Fillable.pdf; 2023 HSPB CE-HMIS Bonus RFP Final Fillable.pdf; 2023 New Project RFP HSPB FINAL PDF Fillable.pdf;

Good morning HSPB/Schenectady CoC members and community stakeholders,
The 2023 CoC New/DV Bonus application is now available for completion. You can find the link to the applications on our website: <https://caresny.org/nofo-2023/#hspb>

All fillable PDF versions of the applications are also attached to this email.

For more information about project eligibility and funding availability, check out our website:

<https://caresny.org/nofo-2023/>

Applications are due by 5pm on August 2nd.

Note that projects scored to move forward in the CoC's local process will need to be entered into Esnap no later than Friday, August 17th.

Please don't hesitate to reach out with questions about this process or the applications.

Thank you,

Maureen Van Deusen, M.Ed.

she/her

Associate Director, Planning | CARES of NY, Inc.

518-489-4130 x 720

Albany Office

5 Pine West Plaza, Suite 503

Albany, New York 12205

<http://www.caresny.org>

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

1. Screen shot of a website posting that demonstrates NY-507 announced it was accepting project applications.

(d) 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: [Maureen Van Deusen](#); [Kelsey Addy](#)
Subject: 2023 CoC NOFO Summary- HSPB
Date: Tuesday, July 18, 2023 2:28:19 PM
Attachments: [image002.png](#)

Good Morning, **Schenectady County 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 31 st (Anticipated)

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 Maureen Van Deusen)	August 2 nd

E-snaps Project Submission Timeline


For e-snaps Technical Assistance, please contact [Bill Robson](#).

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|TWfPbGZsb3d8eyJWljoimc4wLjAwMDAiLCJljoiv2luMzliLCJBTil6lk1haWwiLCJXVCI6Mn0%3D|3000||&sdata=C1cWrk6gVrD1XwDPYAgKGtm%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%2FPneCBXf8kH8yiBwMtFZXgtgKntxL9RypbfYb 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%2BSFKny5PtX4%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 here⁹.

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 here¹⁰, 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|TWfPbGZsb3d8eyJWljoimc4wLjAwMDAiLCJQljoiv2luMzliLCJBTiI6lk1haWwiLCJXVCI6Mn0%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|TWfPbGZsb3d8eyJWljoimc4wLjAwMDAiLCJQljoiv2luMzliLCJBTiI6lk1haWwiLCJXVCI6Mn0%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|TWfPbGZsb3d8eyJWljoimc4wLjAwMDAiLCJQljoiv2luMzliLCJBTiI6lk1haWwiLCJXVCI6Mn0%3D|3000||&sdata=vxSp8n8v3CrN445LAX5%2B6e5PmvRV1TrbDM2qm7rNaY%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-507 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-507's local competition to score new and renewal applications - for all project application types.**
 - (a) NY-507's Rank and Review Written Process
 - (b) Blank Renewal Application Tool
 - (c) Blank New Project Application Tool
 - (d) Blank Bonus/DV Application Tool
 - (e) Blank Bonus CE/HMIS Application Tool
 - (f) Ranking and Tiering
 - This document showcases the actual points awarded for each project
 - (g) Objective Criteria, System Performance Criteria, and Considerations for Projects that Serve Clients with Severe Barriers to Housing & Services Chart
 - This document showcases 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 used in NY-507 local competition to score new and renewal application and for all project application types.

(a) NY-507's Rank and Review Written Process

SCHENECTADY HOMELESS SERVICES PLANNING BOARD: 2023 RANK AND REVIEW PROCESS

Rationale

HUD's CoC (CoC) homeless assistance programs serve as a source of funding for homeless services in the County and City of Schenectady. In the 2022 NOFO, the Schenectady CoC received \$4,891,278 from HUD to support 18 projects for homeless individuals and families. HUD awards homeless assistance grants through an annual application process known as the CoC Program Competition.

In order for the CoC to 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 CoC gain knowledge of project performance and effectiveness within the full CoC system.

The Schenectady Homeless Services Planning Board (HSPB) has charged the CoC Committee with overseeing the Rank and Review process. As described in the HSPB Bylaws, the CoC Committee has the responsibility to prepare and carry out plans related to the design, operation, and implementation of a collaborative process for the development of funding applications, including funding priorities. Each year the Rank and Review Written Process, Application and a Review Team are established by the CoC Committee, submitted to the Membership for public comment and then Board for approval.

CoC Transparency

The CoC conducts this Rank and Review Process in a transparent manner to ensure fairness. Each year, the process is publicly announced by the CoC Committee, shared in writing with the Board and Membership, and posted on the CARES website for the community to access, review and comment.

Rank and Review Application

The HSPB 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, 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 CoC Committee reviews that prior year's Rank & Review Application, Written Process, and

feedback from reviewers and full Membership. With this feedback, the Committee proposes revisions to the Rank and Review Application and Written Process. In addition, the committee develops a list of Review Team members, considering the previous reviewers and potential new members. The CoC Committee presents the Written Process, Application Tools, and list of proposed Review Team members to the HSPB Board and Membership for one-week public comment periods. Any comments received from Membership are then considered by the committee. The Rank & Review Application and review team are then finalized by the Board and shared with Membership for projects to complete.

Project Participation

Renewal Projects are required to complete a Rank & Review Renewal Application. An application must include responses to all questions as well as required data and/or attachments from the most recent project application and FFY APR in order to be considered complete. All completed applications will be shared with and reviewed by the Review Team. Late submissions, including incomplete submissions, will receive a 5-point penalty.

* 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.

The 2023 Rank & Review Application process will occur in three (3) parts. The intent of a three-part process is to allow agencies adequate time to review project-level and system-level data.

- **Part 1** focuses on project and system outcomes, using project data entered in HMIS and objective questions to “rate” projects. The HMIS data used in Part 1 is from the previous HUD Fiscal Year (Oct 1 - Sep 30). This HMIS data used in Part 1 has been cleaned and reviewed for data quality errors when submitted to HUD for the Longitudinal Systems Analysis (LSA) report. Agencies must confirm Part 1 Data Attachment accuracy within five business days of receipt. During the Part 1/Data Training Session, agencies will be instructed on how to confirm the accuracy of the Data Attachment values.

If errors are identified on the Data Attachment, the agency must submit the Data Correction Form on the CARES Website. CARES staff will review the Data Correction Form submission to determine if the requested change is a calculation error. If the request is a calculation error, CARES staff will correct the error and resubmit the Data Attachments for the agency's review. After receiving the corrected Data Attachments,

agency staff will review the changes and if no additional errors are identified, then agency staff will submit the Data Confirmation Form on the CARES website. If the request for Data Correction Form is determined to not be a calculation error, CARES staff will notify the agency of the decision and request the agency to submit the Data Confirmation Form.

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

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

New Projects: New projects are created through bonus funds or reallocated funds. A separate RFP will be completed for new projects. If, after the ranking process, additional money becomes available through reallocation, and if all new projects have been approved and there is additional money, the new project RFP will re-open for submission in an effort to use all available funds. RFPs submitted during the second application process will automatically be ranked below the round 1 projects. The Review Team reviews and scores all new project applications submitted. New project applications are required to interview with the Review Team. Interview questions will include specific criteria included in the NOFO. New project applications will be ranked, approved by the Board, and presented to Membership. The same appeals process that applies to Renewal applications applies to new project applications.

Bonus Projects: Bonus funds may be available each year. The CoC is permitted to apply for Bonus Projects which will compete nationally against other Bonus Project Applications based on a HUD scoring system set forth in the NOFO. HUD notifies the CoC's if Bonus Funds are available annually and what they may be used for. Proposed Bonus Projects must complement and fulfill unmet need/s in the community. The CoC will create a separate application for new projects proposals (separate RFP), and new proposals will be scored and ranked against other new project proposals. The CoC will issue public notification of the amount of Bonus funding available, if any, along with a deadline to respond to the Request for Proposals. Bonus project applications are required to interview with the Review Team.

Interview questions will include specific criteria included in the NOFO. Bonus applications will be ranked by the review team, approved by the Board, and presented to Membership. The community's goal is to apply for the maximum amount of available funds. The same appeals process that applies to Renewal applications applies to Bonus project applications.

Reallocated Projects: Reallocation is the process by which the CoC shifts funds, in whole or in part, from existing eligible renewal grant(s) in order to create new projects which will meet unmet local need/s. CoC agencies which voluntarily choose to reallocate funds will receive priority in the Ranking Process (also overseen by the Review Team). Project types that can be developed through reallocation are decided annually by HUD. The CoC will create a separate application for new projects proposals (separate RFP), and new proposals will be scored and ranked against each other.

Projects that can be flagged for reallocation consideration include those which have demonstrated inadequate financial management, a history of expending funds on ineligible activities, a lack of full expenditure of funds, and those which consistently score low on the Rank & Review. Reallocation is recommended for any project *not* participating in Coordinated Entry, HMIS or the annual Point-in-Time. The Board may determine reallocation of a particular project as in the best interest of the CoC and essential to maintaining full funding. Further, agencies may voluntarily choose to reallocate funds from their own projects. New project proposals developed by agencies through reallocation of their own funds will be prioritized during the ranking process. All other proposed projects using reallocated funds will be ranked according to general ranking procedures.

Review Team

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

Project Ranking

Using the CoC approved Rank and Review tool, all projects seeking funding are scored and placed in numerical order, referred to as the "ranking". Ranking places an applicant in either Tier 1 or

Tier 2. At that time, each project receives a copy of their individual scores and is given the opportunity to meet with the Collaborative Applicant to debrief. If during this debriefing, a mathematical error is found by the project, the error can be corrected. Projects that fall into the bottom of the ranking, Tier 2, are contacted and notified of their ranking and offered the opportunity to go over the project's scores. The project ranking is then shared with the CoC Committee. Afterwards, the ranking is approved by the Board and shared with Membership.

Threshold Review

In order to ensure CoC projects are high performing, all project applications must also meet a minimum scoring threshold of 33% 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 HSPB Board consider the possibility of reallocation or amendments to the project application/s with said agency.

Project Ranking and Tiering Approval

The NOFO requires that the CoC conduct a transparent and objective process to review and rank all Renewal and New/Bonus projects. Using the CoC-approved Rank & Review Tool, all Renewal projects seeking funding are scored and placed in numerical order by scores. New/Bonus projects are scored and placed in numerical order beneath Renewal Projects; HMIS and CE projects are placed at the bottom of Tier 1. All agencies receive their project scores and are offered the opportunity to debrief with the Collaborative Applicant. Debriefing allows agencies the opportunity to request clarification regarding how/why Application question/s received certain scores. Debriefings are required if agencies are considering an appeal. Agencies may choose to appeal project score/s within the allotted time frame (see the **Appeals Process** outlined below). After all debriefings with the Collaborative Applicant are completed and appeals considered by the Review Team, renewal project applicants that fall into Tier 2 will be notified and then the project ranking is presented to the Board for review/approval and final Tier 1 and Tier 2 project ranking, then shared with Membership.

Appeal Process

1. Who May Appeal?

An agency may formally 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?

The Appeals Process only applies to project scoring and ranking. There is no appeal for project tiering. An appeal may NOT be submitted if the basis of the appeal is one of the following: the applicant did not answer all the questions on the application, the applicant did not submit the application with all required attachments, or the applicant did not submit by the required deadline. The appeals process applies only to project ranking. Any mathematical errors found by an applicant will be corrected by the Collaborative Applicant.

3. Timing of an Appeal

Formal appeals can be submitted by a project only after a debriefing has been completed. Projects have one week from their debriefing with the Collaborative Applicant to request an appeal in writing. Written appeals should be sent to the following entities: HSPB Co-Chairs, CoC Committee Chair, and Collaborative Applicant. 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. The Review Team will also serve as the Appeals Committee. Agencies will be notified of the outcome of their appeal within two (2) days of the Appeal Committee's decision. The Appeals Committee decision is final.

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

1. Scoring tool used in NY-507 local competition to score new and renewal application and for all project application types.

(b) Blank Renewal Application Tool

2023 Schenectady CoC –Project Rank & Review **Renewal Application**

SCHENECTADY COUNTY HOMELESS SERVICES PLANNING BOARD (HSPB)
RANK & REVIEW APPLICATION 2023
PART 1: DATA-RELATED QUESTIONS
DEADLINE TO SUBMIT: JUNE 20, 2023

PROJECT INFORMATION

Informational Only

1. Organization Name: _____
2. Project Name: _____
3. Application Contact Person: _____
4. Project Type: PH (this includes RRH) TH SSO
 Is your project site-based? Yes No

* **Federal Fiscal Year 2022 (FY22): October 1, 2021 – September 30, 2022**

** **For the purpose of this Rank & Review Tool, persons served is defined as having an entry in HMIS (i.e., intake, admission and move-in date) in Federal FY22.**

5. **Utilization Rate** -Using the project’s FY22 Project Application and Federal Fiscal Year 2022 (FY22)* APR, complete the following chart to calculate the project’s utilization rate. **(round up to the closest whole number)**. *Please print and attach the corresponding questions from the Project Application and APR to this application.*

Projected households served during an average PIT (Question 5 in Project Application)		Actual number served during PIT (Questions 7 and 8 in APR)	
		Persons	Households
Persons: _____ Households: _____	January		
	April		
	July		
	October		
	Average:		

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

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

- 5a. Did your project meet its projected number of households and/or persons served** during the year (100% or more utilization)? **Yes - 10 points** **No - 0 point**

2023 Schenectady CoC –Project Rank & Review Renewal Application

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

Yes - 5 points

No - 0 points

6. **Data Quality & Completeness:** On your FY22 APR: (total of 6 possible pts.)

6a. 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? Yes - 0 No - 2 pts

6b. Timeliness of Data Entry: Based on the FY22: Do you have any project start records at 11+ days? Yes - 0 No - 2 pts

6c. Was the most recent APR submitted on time and accepted? Yes-2 pts No - 0

7. **Impact on Chronic Homeless (10 possible pts.)**

Permanent Supportive Housing Programs: During Federal FY 22, the CoC PSH projects served a total of **127** chronically homeless individuals. Please refer to **Attachment 1** to note your project's percentage contribution towards system impact.

≥ 24.1% = 10 pts; 16%-24%= 7.5 pts; 8.1%-15.9% = 5 pts; 0.3%-8% = 2.5 pts; 0%=0 pts

Rapid Rehousing Programs: During Federal FY 22, the CoC RRH projects served a total of **5** chronically homeless individuals. Please refer to **Attachment 1** to note your project's percentage contribution towards system impact.

≥ 50% = 10 pts; 1-49%% = 8 pts; 0% = 0 pts

Transitional Housing Programs: During Federal FY 22, the CoC TH projects served a total of **2** chronically homeless individuals. Please refer to **Attachment 1** to note your project's percentage contribution towards system impact.

≥ 50% = 10 pts; 1-49%% = 8 pts; 0% = 0 pts

7a. The total number of chronically homeless persons served by this project FY22: _____(no points)

7b. Of the total CH served by the CoC, note the % this project served in FY22: _____

2023 Schenectady CoC –Project Rank & Review Renewal Application

8. Funds Spent

Based upon your most recent completed CoC contract, what percentage of the full HUD award was drawn down (reference your final ELOCCS draw)? _____

90-100%=20, 80-89%=16, 70-79%=12, 60-69%=8, 50-59%=4, >50%=0

9. ELOCCS

Did the project draw down CoC funds for the project from ELOCCS at least quarterly in the most recently ended contract? (Please attach copies of last three drawdowns.)

Yes 5 pts **No 0 pts**

10. Coordinated Entry: (up to 10 pts)

Does your project comply with HUD requirements and ONLY admit clients who have been referred through the Coordinated Entry (CE) process? **Yes 4pts** **No 0 pts**

10a. Has your agency attended at least half of the bi-weekly CE meetings? (This will be confirmed by the CE lead) **Yes 4 pts** **No 0 pts**

10b. 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**

11. Housing First. Does the project screen out or terminate based on any the following?

All Yes=10, Any No=0

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

2023 Schenectady CoC –Project Rank & Review Renewal Application

12. Continuum Participation. In the last twelve (12) months (May 2022 – May 2023) there have been a total of 2 Membership Meetings and 4 Board Meetings. What percentage of these 6 meetings have agency staff attended, and thereby actively participated in the CoC planning process? This will be verified by the Collaborative Applicant. _____% of meetings were attended by this agency.

75-100%=10, 50-74%=5, 25-49%=1, 0-24%=0

13. Continuum Participation. In the last twelve (12) months (May 2022 – May 2023), has the agency staff actively participated in any CoC committees? This will be verified by the Collaborative Applicant.

2 Committees and 50% attendance=10

1 Committees and 50% attendance=5

0 Committees =0

Please check off any of the following you have actively participated in:

- Continuum of Care Committee
- Governance Committee
- Data Committee
- Regional DV Providers Committee
- Regional Youth Providers Committee
- Strategic Planning Committee of the Board

14. Monitoring (0-2pts)

14a. Did your agency participate in CoC Program Monitoring and provide all required documentation by the specified due date?

Yes 1 pts

No 0 pts

14b. If monitoring resulted in any findings or recommendations requiring action or follow-up, did you respond or address issues by the specified deadline?

Yes/No Action Required 1 pts

No 0 pts

2023 Schenectady CoC –Project Rank & Review Renewal Application

15. Anti-Discrimination (0-8 pts)

15a. Does your agency have an anti-discrimination policy? (Please attach relevant pages of your policy to your application as a PDF)

Yes 4 pts No 0 pts

15b. If yes, does your agency’s policy include language that demonstrates a commitment to providing LGBTQ+ individuals and families with supportive services, shelter, and housing free from discrimination?

Yes 4 pts No 0 pts

Permanent Supportive Housing, Rapid Rehousing and Transitional Housing

Note: Our Youth funded SSO program is excluded from this section.

16. Exits to Homelessness: Attachment 3 (10 possible pts.)

Refer to Attachment 3 showing all project leavers and note the percentage of those who exited to the shelter or the street ____% (Total points=% system impact*total available pts.)

17. Positive Outcomes (10 possible pts.)

Permanent Housing Programs: During FY22, there were 443 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:** ____%

(≥21% = 10 pts; 14-20% = 7.5 pts; 7-13% = 5 pts; 1-6% = 2.5 pts; 0% = 0)

Rapid Rehousing Projects: During FY22, there were 72 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:** ____%

(≥62% = 10 pts; 42-61% = 7.5 pts; 22-41% = 5 pts; 1-21% = 2.5 pts; 0% = 0)

Transitional Housing Programs: During FY22, there were 75 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:** ____

(≥ 50% = 10 pts; 20-49% = 7.5 pts; 10-19% = 5 pts; 1-9% = 2.5 pts; 0% = 0)

2023 Schenectady CoC –Project Rank & Review Renewal Application

18. Income Growth – System Impact (10 possible pts.)

(≥ 15% = 10 pts; 10-14% = 7.5 pts; 6-9% = 5 pts; 1-5% = 2.5 pts; 0% = 0 pts)

Refer to **Attachment 4** (which measures **total income growth** between the two most recent client assessments for stayers; and between entry and exit for leavers), to note the percentage this project contributed to total income growth in the CoC in FY22: _____%

19. Income Growth – Project Performance

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

19a. 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% = 1.25 pts; 50-74% = 1 pts; 25-49% = .75 pts; 15-24% = .5 pts; 1-14% = .25 pts; 0% = 0

19b. What percentage of **stayers** gained or increased **other income** between start and annual assessment? Note percent in **Q19a1. Row 3**) Number of Adults with Other Income - **Column 9**) Performance Measure: Percent of Persons to accomplish this measure: _____%

75-100% = 1.25 pts; 50-74% = 1 pts; 25-49% = .75 pts; 15-24% = .5 pts; 1-14% = .25 pts; 0% = 0

19c. 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% = 1.25 pts; 50-74% = 1 pts; 25-49% = .75 pts; 15-24% = .5 pts; 1-14% = .25 pts; 0% = 0

19d. 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: _____%

75-100% = 1.25 pts; 50-74% = 1 pts; 25-49% = .75 pts; 15-24% = .5 pts; 1-14% = .25 pts; 0% = 0

20. Priority Population

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

- 100% Chronically Homeless (CH), Youth, Veteran, or Victims of DV = 3 pts
- >50% Chronically Homeless (CH), Youth, Veteran, or Victims of DV = 2 pts
- No priority population = 0 pts

2023 Schenectady CoC –Project Rank & Review Renewal Application

SCHENECTADY COUNTY HOMELESS SERVICES PLANNING BOARD (HSPB) RANK & REVIEW APPLICATION 2023 PART 2: PROJECT/SYSTEM PERFORMANCE NARRATIVES

PROJECT INFORMATION

Informational Only

1. FY23 Funding Request: \$ _____

Leasing \$ _____

Rental Assistance \$ _____

Supportive Services \$ _____

Operations \$ _____

Admin \$ _____

2. **Housing Projects Only:** Number of Contracted Units/Beds/Vouchers _____

Support Service Only Projects: Projected persons/households served during an average PIT _____

3. Total # Participants served (as noted on the most recent APR): _____

4. What is the cost per bed (divide the number of proposed beds by the total budget): _____

PROJECT DESCRIPTION

Provide a brief project overview that clearly describes the project's unique characteristics.

Response must be 250 words or less. (unscored)

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

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

2023 Schenectady CoC –Project Rank & Review Renewal Application

5. **Utilization Rate:** This question should be answered **only** by projects which scored zero points on Q5 in Part 1 above. If your project did not achieve 100% utilization (i.e. number of projected/contracted households and/or persons served) during Federal Fiscal Year 2022, please explain why in 250 words or less. **(0 to 10pts)**

6. **Leveraging and Coordination of Services.** Please describe how your project coordinates services with other funded and non-funded providers in order to leverage services in 250 words or less. **(0 to 5pts)**

- **Up to 2.5 points if project gives specific examples of how project coordinates services with other CoC members.**
- **Up to 2.5 points if project gives specific examples of how project coordinates services with other non-CoC funded agencies.**

2023 Schenectady CoC –Project Rank & Review Renewal Application

9. 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) an example.

10. 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.

11. Diversity 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? (250 words or less)

2023 Schenectady CoC –Project Rank & Review Renewal Application

12. Housing Stability: Please comment on any unique circumstances or clients' severe service needs that affected the housing stability goal and/or affected the housing stability performance of your project: (Refer to Part 1 Q15) Response must be 250 words or less. (0 to 5pts)

13. Feedback from Clients (0-5 pts)

How does your agency proactively receive and incorporate feedback from persons with lived experience of homelessness?

14. Continued response to infectious disease (0-2 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?

2023 Schenectady CoC –Project Rank & Review Renewal Application

- 15. 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.
- 16. 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). (0-1 pts)*
- 17. Recruiting Diverse Individuals:** Does your agency have an established policy regarding prioritizing recruiting diverse individuals (BIPOC, LGBTQ+, historically under-represented individuals) to managerial and leadership positions?
- Yes 2 pts No 0 pts
- If yes, please attach the policy;
- If no, please describe how you are planning to meet this in the future. (0-1pt)

2023 Schenectady CoC –Project Rank & Review Renewal Application

DV and Youth Providers Only

18. DV Providers Only: Positive Outcomes/Safety

The CoC acknowledges that positive outcomes for domestic violence programs may be measured differently than mainstream permanent supportive housing programs. With that being said, how does your agency contribute to the housing stability and ensure safety for victims of domestic violence of clients within this CoC funded program? Please explain in 250 words or less. **(0 to 5 points)**

- *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.*

19. Youth Providers Only: Positive Outcomes

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.*

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
<p>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.</p>	<p>1. How does your agency incorporate the voices of people with lived experience/expertise of homelessness into programmatic decisions?</p> <p><i>Agencies can respond to question 1 or question 2, but not both.</i></p>	<p>1-Point if they describe a meaningful process of incorporating the voices of PWLE into programs.</p>
<p>HUD added scoring factors based on the responses to questions that demonstrate CoCs' collaboration with victim service providers in the CoC Application, projects' plans to include survivors with lived experience in</p>	<p>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</p>	<p>0.5-Point - for an identified plan to include survivors with lived experience in policy and program development.</p>

<p>policy and program development and the inclusion of victim-centered practices in operating their projects.</p>	<p>how do you include victim centered practices in operating your project?</p>	<p>0.5-Point - for identification of how the agency includes victim centered practices in operating their project.</p>
<p>Improving System Performance. CoCs should be using system performance measures (e.g., average length of homeless episodes, rates of return to homelessness, rates of exit to permanent housing destinations) to determine how effectively they are serving people experiencing homelessness. HUD also assesses CoCs' on how it takes severity of needs and vulnerabilities into account when reviewing and ranking projects.</p>	<p>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) or because of other mitigating factors that you feel the reviewers should be aware of, please explain now.</p>	<p>1-Point-All program system performance measures are above average.</p> <p>Potential to recoup points if agency explains it had low performance measures due to serving particularly vulnerable populations or households with severe needs (or other mitigating factors), and how they are working to improve those outcomes.</p>
<p>Racial Equity. In nearly every community, Black, Indigenous, and other people of color are substantially overrepresented in the homeless population. HUD is emphasizing system and program changes to address racial equity within CoCs. (NOFO, pg. 8)</p>	<p>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?</p>	<p>1-Point if agency cites specific examples of how they ensure racial equity in program delivery.</p>

<p>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.</p>	<p>5. How does your agency ensure housing and services are private, respectful, safe, and accessible regardless of gender identity or sexual orientation?</p>	<p>1-Point - for noting specific examples that demonstrate the agency's commitment to safe, affirming, equitable housing and services for the LGBTQ+ population.</p>
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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 used in NY-507 local competition to score new and renewal application and for all project application types.

(c) Blank New Project Application Tool

Homeless Services Planning Board (HSPB)

New Project RFP 2023

(Expansion 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. 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 ____
6. Is the applicant a current member of the Homeless Services Planning Board (HSPB) Continuum of Care (CoC)? **Yes=10 points** **No=0 points**
7. Is the agency applying a current CoC funded grantee? **No=5 points**
 - 7a. If yes, are there any unresolved monitoring or audit findings from HUD or the CoC? **Yes=0 points** **No=3 points**
8. Within the past 2-years have any of the CoC funded projects for which your agency administers given money back to HUD. Please attach your last 2-years eLOCCS closeouts. Please only consider projects that are the same project type you are applying for. **Yes=0 points** **No=5 points**
9. HUD funds require you to actively participate in HSPB's CE- Is your agency an active participant in the HSPB Coordinated Entry at this time?
 Yes=3 points **No=0 points**
10. Does your agency currently report in the CoC's HMIS system or compatible database?
 Yes=1 points **No=0 points**

Homeless Services Planning Board (HSPB)

New Project RFP 2023

(Expansion and/or Bonus Projects)

10a. If not, how will you implement HMIS for this project? **(3 points, if agency details how HMIS implementation will be accomplished)**

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 populations.*

12. Priority Population

The following priority populations have been identified for HSPB: Chronically homeless, people suffering with Mental Health, Addiction, and other Co-Occurring disorders, youth (18-24), felony offenders, and families of 3 or more.

What percentage of beds are dedicated to a priority population?

- 100% = 10 points**
- ≥ 50% = 5 points**
- No priority population = 0 points**

Homeless Services Planning Board (HSPB)

New Project RFP 2023

(Expansion and/or Bonus Projects)

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

- *10 points if you outline a detailed strategy that will be used to help participants regain and maintain housing stability.*
- *5 points if agency can provide evidence of success with the outlined strategy in the past or demonstrated success from other projects employing similar strategies/structures.*

14. Housing First **(0-25 points)**

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 points

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

Homeless Services Planning Board (HSPB)

New Project RFP 2023

(Expansion and/or Bonus Projects)

15. Will the project be able to begin within 12 months? **Yes=5 points** **No=0 points**

16. Does your agency have a policy focused on ensuring equitable services and program outcomes across participants of all races and ethnicities? Please attach policy to this application. **Yes=3 points** **No=0 points**

17. 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.*

18. Describe how program participants will be assisted to obtain and remain in permanent housing. **(0-3 pts)**

Homeless Services Planning Board (HSPB)

New Project RFP 2023

(Expansion and/or Bonus Projects)

19. 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

20. 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 before the submission of this year's CoC application?

Yes- 10 points No – 0 points

21. 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

22. 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

23. The CoC will receive bonus points for successfully demonstrating that agencies are leveraging Healthcare and Housing partnerships to bolster CoC programs. If your project application moves forward, can you confirm that you will be able to provide a contract, MOU, or other formal documentation that demonstrates your partnership with a healthcare organization or housing funding?

Yes No

Homeless Services Planning Board (HSPB)

New Project RFP 2023

(Expansion and/or Bonus Projects)

24. 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*

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

Homeless Services Planning Board (HSPB)

New Project RFP 2023

(Expansion and/or Bonus Projects)

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

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

Please attach:

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

New Project Interview Questions

These questions have been formed by CARES staff to focus on the 2023 HUD Policy Priorities as noted in the NOFO. Please keep responses brief.

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

HUD Priority/Justification for Question	Interview Question
Persons with Lived Experience. HUD is encouraging CoCs to include in the local planning process people who are currently experiencing or have formerly experienced homelessness to address homelessness. People with lived experience should determine how local policies may need to be revised and updated, participate in CoC meetings and committees as stakeholders, provide input on decisions, and provide input related to the local competition process. CoCs should seek opportunities to hire people with lived experience.	How does your agency incorporate the voices of people with lived experience of homelessness and/or survivors of Domestic Violence into programmatic and funding decisions? (1 pt)
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.	How will this project reduce the average length of time homeless for project participants? (1 pt)
Additionally, when considering which projects to select in their local competition to be included in their application to HUD, CoCs should ensure privacy, respect, safety, and access regardless of gender identity or sexual orientation in projects.	How will your agency ensure housing and services that are private, respectful, safe, and accessible regardless of gender identity or sexual orientation? (1 pt)

<p>HUD requires CoCs to demonstrate that there is community and client-level support of the priorities for serving individuals and families experiencing homelessness with severe service needs in the CoC's geographic area.</p>	<p>Is your proposed project serving a population with severe service needs? If so, please describe how your project will support those with severe service needs in maintaining permanent housing. (1pt)</p>
<p>Racial Equity. In nearly every community, Black, Indigenous, and other people of color are substantially overrepresented in the homeless population. HUD is emphasizing system and program changes to address racial equity within CoCs. (NOFO, pg. 8)</p>	<p>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? (1pt)</p>

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: <https://caresny.org/nofo-2023/#Priorities>

How to Have a Successful Interview:

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

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

1. Scoring tool used in NY-507 local competition to score new and renewal application and for all project application types.

(d) Blank Bonus/DV Application Tool

Homeless Services Planning Board (HSPB)

DV Bonus Project RFP 2023

(Expansion and/or New 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 ____
6. Will the project be able to begin within 12 months? **Yes=5 points** **No=0 points**
7. Is the applicant a current member of the Homeless Services Planning Board (HSPB) Continuum of Care (CoC)? **Yes=10 points** **No=0 points**
8. Is the agency applying a current CoC funded grantee? **No=5 points**
 - 8a. If yes, are there any unresolved monitoring or audit findings from HUD or the CoC? **Yes=0 points** **No=3 points**
9. Within the past 2-years have any of the CoC funded projects for which your agency administers given money back to HUD. Please attach your last 2-years eLOCCS closeouts. Please only consider projects that are the same project type you are applying for.
 Yes=0 points **No=5 points**
10. HUD funds require you to actively participate in HSPB's CE- Is your agency an active participant in the HSPB Coordinated Entry at this time?
 Yes=3 points **No=0 points**

Homeless Services Planning Board (HSPB)

DV Bonus Project RFP 2023

(Expansion and/or New Projects)

11. Does your agency currently report in the CoC's HMIS system or compatible database?
 Yes=2 points No=0 points

11a. If not, how will you implement an HMIS- compatible database for this project? (1 point, if agency details how HMIS implementation will be accomplished)

12. Housing First (0-25 points)

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 points

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

Homeless Services Planning Board (HSPB)

DV Bonus Project RFP 2023

(Expansion and/or New Projects)

13. 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.

14. 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.

Homeless Services Planning Board (HSPB)

DV Bonus Project RFP 2023

(Expansion and/or New Projects)

15. 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.*
16. Does your agency have someone with lived expertise of homelessness within its Executive Leadership, who are involved with programmatic and funding decisions?
- Yes- 1 points No - 0 points
17. Describe how program participants will be assisted to obtain and remain in permanent housing. **(0-3 pts)**

Homeless Services Planning Board (HSPB)

DV Bonus Project RFP 2023

(Expansion and/or New Projects)

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

Local Workforce Development Sectors

19. 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 before the submission of this year's CoC application?

Yes- 10 points No - 0 points

20. 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

21. 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

22. The CoC will receive bonus points for successfully demonstrating that agencies are leveraging Healthcare and Housing partnerships to bolster CoC programs. If your project application moves forward, can you confirm that you will be able to provide a contract, MOU, or other formal documentation that demonstrates your partnership with a healthcare organization or housing funding?

Yes No

Homeless Services Planning Board (HSPB)

DV Bonus Project RFP 2023

(Expansion and/or New Projects)

24. 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*

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

Homeless Services Planning Board (HSPB) DV Bonus Project RFP 2023 (Expansion and/or New Projects)

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

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

Please attach:

- 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 used in NY-507 local competition to score new and renewal application and for all project application types.

(e) Blank Bonus CE/HMIS Application Tool

Homeless Services Planning Board (HSPB)

CE-HMIS RFP 2023

(Expansion and/or Bonus Projects)

Please note: 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. Physical Agency Address:
4. Has your agency ever received a federal grant, either directly from a federal agency or through a State/local agency? Yes ____ No ____
5. Which of the below eligible project types are you applying for?
 - HMIS
 - CE
6. What type of project are you applying for?
 - New project - 5pts
 - Expansion of an existing project- opts
7. Will the project be able to begin within 12 months? Yes=**5 points** No=**0 points**
8. Is the applicant a current member of the Homeless Services Planning Board (NY-507) Continuum of Care (CoC)? Yes - 10 points No - 0 points
9. Is the agency applying a current CoC funded grantee?
 Yes - 0 points No - 5 points
10. Does your agency have any unresolved monitoring or audit findings from HUD or the CoC? Yes - 0 points No - 3 points
If yes, please explain (2 points)
11. Please explain the need for this project within your CoC. **(0-25 pts.)**
12. Do you have the proper staffing to administer this program if funded? Yes=**8 pts** No=**0 pts**

Homeless Services Planning Board (HSPB)
CE-HMIS RFP 2023
(Expansion and/or Bonus Projects)

13. 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*

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

Yes- 4 points No – 0 points

15. 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 client*

Homeless Services Planning Board (HSPB)
CE-HMIS RFP 2023
(Expansion and/or Bonus Projects)

Coordinated Entry Projects Only Please Complete This Section

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

0%-2%=26 pts. 2.1%-3%=20 pts. 3.1%-4%=10 pts. 4.1%-5%= 5 pts >5%=0 pts.

17. 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 Q17a.**)

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

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

17a. If your agency is not a currently funded CE project, please explain the staffing plan and training your agency will provide to accomplish the above required data elements are entered into HMIS or a comparable database? (**up to 8 pts**)

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

Policy Oversight Entity: _____

Management Entity: _____

Evaluation Entity: _____

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

Homeless Services Planning Board (HSPB)

CE-HMIS RFP 2023

(Expansion and/or Bonus Projects)

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

HMIS Projects Only Please Complete This Section

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

0%-2%=26 pts. 2.1%-3%=20 pts. 3.1%-4%=10 pts. 4.1%-5%= 5 pts >5%=0 pts.

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

21a. If your HMIS does not currently have 100% required participation what is your plan for engagement? Please explain. (0-5 pts.)

21b. Do any non-required projects participate in your HMIS? Yes=2 pts No=0 pts

28. 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

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

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

ACTIVITY	CoC FUNDS REQUESTED	NOTES
A. Support Services	\$	
1. Salaries	\$	
2. Benefits	\$	
3. Other	\$	
B. HMIS	\$	
C. VAWA	\$	
D. Rural Costs	\$	
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 used in NY-507 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

Schenectady County Coalition on Homelessness - FY23 Ranking & Tiering

Agency	Project Name	Project Component	Requested Funding Amount	Reallocated Funds	Score	Accepted or Rejected	Rank (if accepted)	
Schenectady Community Action Program	SCAP- CoC RRH (FY2022) V.2	RRH	\$396,900		179.92	Accepted	1	Tier 1
YWCA of Schenectady	YWCA DV Bonus renewal 2023-2024	RRH	\$211,702		177.17	Accepted	2	
YWCA of Schenectady	YWCA DV BONUS 2023-2024B	RRH	\$356,798		177.17	Accepted	3	
Schenectady Community Action Program	SCAP- PSH 27 (FY2022) V.2	PSH	\$638,929		174.33	Accepted	4	
New Choices Recovery Center	Renewal Project Application FY2022	PSH	\$792,076		174	Accepted	5	
Schenectady Community Action Program	SCAP- Sojourn House (FY2022) V.2	TH	\$169,065		169.95	Accepted	6	
Safe Inc., of Schenectady	Project Safe\Life Skills Program FY2022	SSO	\$49,202		168.3	Accepted	7	
Bethesda House of Schenectady, Inc.	Beacon Residential Program 2022	PSH	\$114,899		168.17	Accepted	8	
City of Schenectady	YMCA SCHENECTADY - S PLUS C DUP09B 20 Unit (2022)	PSH	\$168,602		167.92	Accepted	9	
YWCA of Schenectady	Rosa's House Consolidated 2023-2024	PSH	\$382,309		166.83	Accepted	10	
City of Schenectady	YMCA SCHENECTADY - S PLUS C DUP09A 10 Unit (2022)	PSH	\$84,301		165	Accepted	11	
Bethesda House of Schenectady, Inc.	Liberty Consolidated 2022	PSH	\$322,231		163.75	Accepted	12	
Bethesda House of Schenectady, Inc.	Pathways to the Future 2022	PSH	\$162,187		163.2	Accepted	13	
Bethesda House of Schenectady, Inc.	The Lighthouse 2022	PSH	\$220,986		162.5	Accepted	14	
Mohawk Opportunities, Inc.	COC 14 Unit FY 2022	PSH	\$159,627		162.25	Accepted	15	
Mohawk Opportunities, Inc.	PSH FY2022	PSH	\$173,825		161.267	Accepted	16	
Bethesda House of Schenectady, Inc.	Coordinated Entry Schenectady Co 2022	CE	\$53,419		N/A	Accepted	17	
CARES	Schenectady County Portion of the Capital Region HMIS (2022)	HMS	\$30,571		N/A	Accepted	18	
YWCA of Schenectady	DV Bonus 2023-2024 C	RRH	\$197,042		N/A	Accepted	19	
Schenectady Municipal Housing Authority	Shelter Plus Care FY22	PSH	\$286,882		138.75	Accepted	20	
Schenectady Municipal Housing Authority	Shelter Plus Care FY22	PSH	\$324,203	-\$50,000	138.75	Accepted	20	Tier 2
Bethesda House of Schenectady, Inc.	CARA House Residential Program (Reallocated portion)	PSH	\$50,000	\$50,000	129.75	Accepted	21a	
Bethesda House of Schenectady, Inc.	CARA House Residential Program (Bonus portion)	PSH	\$ 250,204.00		129.75	Accepted	21b	Bonus
Schenectady Community Action Program	SCAP PSH Expansion	PSH	\$ 123,999.00		122	Accepted	22E	
YWCA of Schenectady	YWCA DV Bonus 2024-2025	RRH	\$ 241,366.00		131	Accepted	23D	DV Bonus

Not Ranked:

CARES of NY, Inc.	Planning Grant 2023		\$ 267,288.00			Accepted		Planning
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Annual Renewal Demand	\$	5,345,756.00
Tier 1	\$	4,971,553.00
Tier 2	\$	374,203.00
CoC Bonus	\$	374,203.00
DV Bonus	\$	241,402.00
Planning Grant	\$	267,288.00

Expansion Grants

Applicant Name	Renewal Project Name	Expansion Project Name
Schenectady Community Action Program	SCAP PSH 27	SCAP PSH Expansion

Consolidations

Applicant Name	Renewal Project 1	Renewal Project 2	Surviving Pin
YWCA of Schenectady	YWCA DV Bonus renewal 2023-2024	YWCA DV BONUS 2023-2024B	

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

1. Scoring tool used in NY-507 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-507 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					
5. Utilization Rate	15	Utilization Rate	Utilization Rate		
6. Data Quality and Completeness	6	Data Quality & Completeness	Data Quality		
7. Impact on Chronic Homelessness	10	Impact on CH	Impact on CH		
8. Funds Spent	20	FUNDS Spent			
9. ELOCCS Drawdowns	5	ELOCCS			
10. Coordinated Entry	10	CE			
11. Housing First	10	Housing First			Addressing Racial Barriers-Implementing Housing First
12/13. CoC Participation	20	CoC Participation			
14. Project Monitoring	2	CoC Participation and Monitoring			
15. Anti- Discrimination	8	Discrimination policy			Addressing Racial Barriers-Agency written policies
17. Positive Outcomes	10	Positive Outcomes	Positive Outcomes		
16. Exits to Homelessness	10	Exits to Homelessness	Exits to Homelessness		
18. Income Growth- System Impact	10	Effect on Income Growth	Effect on Income Growth		
19. Income Growth- Project Performance	5	Effect on Income Growth	Effect on Income Growth		
20. Priority Population	3	Population Served			
Renewal Part 2					
11. Diversity and Inclusion	5				Addressing Racial Barriers-Staff training
12. Housing Stability	5			Question for projects to address client service needs that impact housing stability	Addressing Racial Barriers- Barriers to Housing Stability
13. Feedback from Clients	5				Ensures that feedback from those being served is heard and incorporated into program/policy updates
15. Housing First	5				Addressing Racial Barriers-Implementing Housing First
17. Recruiting Diverse Individuals	2				Ensures historically underrepresented individuals are in positions to make programmatic/funding decisions.
18. DV	5			Specific Method for Evaluating Projects Submitted by Victim Service Providers - Positive Outcomes based on Safety Concerns	
19. Dedicated Youth	5			Evaluating Projects Submitted by Youth Service Providers: Positive Outcomes based on Increase of Income and Housing Stability	
Renewal Part 3- Interviews					
3. Low Performance on Part 1	1			Specific Method for Evaluating Projects Submitted by Projects Serving the Hardest to Serve	
4. Best practices for providing equitable services	1				Addressing Racial Barriers-Specific Strategies to address barriers related to race
5. Safe Housing for LGBTQ+	1			Consideration of projects ability to provide safe housing to people of all gender identities & sexual orientations	
Total Points	204		143	66	17
Percentage of Points		Total Objective Criteria= 70%	Total System Performance Criteria= 32%	Total Severe Service Needs Questions= 8%	Total Racial Disparities Questions= 20%
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					

Question	Point Value	Objective Criterion	System Performance Measure	Considerations for Serving those with Severe Barriers to housing and services	Addressing Racial Barriers
New Bonus Tool					
6. CoC Member	10	CoC Participation and Monitoring			
7. CoC Funded	5	Funding/ CoC Participation and Monitoring			
8. ELOCCS	5	ELOCCS			
9. CE Participation	3	Coordinated Entry Participation			
10. HMIS	1	HMIS Participation			
14. Housing First	25	Housing First			Addressing Racial Barriers-Implementing Housing First
12. Priority Populations	10	Population Served			
15. Project Start	5	Project Start Date			
16. Equitable Policies	3				Addressing Racial Barriers-Agency written policies
19-22. Partnerships with Healthcare and Housing	28	Partnerships with Healthcare and Housing			
24. LGBTQ+ Partner Orgs	4			Question to evaluate equitable housing practices for LGBTQ+ population	
25. Unsheltered Services	2			demonstrate experience of serving the hardest to serve	
Interviews					
3. Safe housing for LGBTQ+	1			Question to evaluate equitable housing practices for LGBTQ+ population	
4. Severe Service needs	1			Question allowing projects to demonstrate experience of serving the hardest to serve populations.	
5. Best practices for serving BIPOC	1				Addressing Racial Barriers-Specific Strategies to address barriers related to race
Total Points	139				
Percentage of Points		Total Objective Criteria= 66%		Total Severe Service Needs Questions= 6%	Total Racial Disparities Questions= 24%
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					

Question	Point Value	Objective Criterion	System Performance Measure	Considerations for Serving those with Severe Barriers to housing and services	Addressing Racial Barriers
DV Bonus Tool					
6. Project Start Date	5	Project Start Date			
7. CoC Member	10	CoC Participation and Monitoring			
8. CoC Funded	5	Funding/ CoC Participation and Monitoring			
9. ELOCCS	5	ELOCCS			
10. CE Participation	3	Coordinated Entry Participation			
11. HMIS Participation	2	HMIS Participation			
12. Housing First	25	Housing First			Addressing Racial Barriers-Implementing Housing First
16. Diverse Leadership	1				Addressing Racial Barriers-Diversity in leadership
18-22. Partnerships with Healthcare and Housing	28	Partnerships with Healthcare and Housing			
24. LGBTQ+ Partner Orgs	4			Question to evaluate equitable housing practices for LGBTQ+ population	
25. Unsheltered Services	2			Question allowing projects to demonstrate experience of serving the hardest to serve populations.	
Interviews					
3. Safe housing for LGBTQ+	1			Question to evaluate equitable housing practices for LGBTQ+ population	
4. Severe Service needs	1			Question allowing projects to demonstrate experience of serving the hardest to serve populations.	
5. Best practices for serving BIPOC	1				Addressing Racial Barriers-Specific Strategies to address barriers related to race
Total Points	148				
Percentage of Points		Total Objective Criteria=56%		Total Severe Service Needs Questions= 5%	Total Racial Disparities Questions= 19%
Please note: the above points for Objective Criteria refer to the following types of new projects: PSH, RRH, TH, TH-RRH					
HMIS & CE projects are not scored on Objective Criteria given such criteria do not make sense for SSO projects					

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

1. Scoring tool used in NY-507 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	Project Name	CH Served	Percent of System Impact
PSH	BH - Beacon Residential Program	8	6%
PSH	BH - Liberty House	15	12%
PSH	BH - Lighthouse	7	6%
PSH	BH - Pathways To The Future	4	3%
PSH	Mohawk Opportunities Continuum of Care Program - 14 Unit	4	3%
PSH	Mohawk Opportunities Permanent Supported Housing Program	9	7%
PSH	New Choices Recovery Center - Shelter Plus Care	41	32%
PSH	SCAP PHP 27	11	9%
PSH	SCAP Shelter Plus Care Program	14	11%
PSH	YMCA of Schenectady Shelter Plus Care -DUP09A 10 unit	5	4%
PSH	YMCA of Schenectady Shelter Plus Care -DUP09B 20 unit	4	3%
PSH	YWCA Schenectady Rosas House Expansion	5	4%
12		127	100%

Project Type	Project Name	CH Served	Percent of System Impact
RRH	SCAP - CoC Rapid Re-Housing	5	100%
RRH	YWCA of Schenectady - DV Bonus 2022-23 ¹	0	0%
2		5	100%

Project Type	Project Name	CH Served	Percent of System Impact
TH	SCAP Sojourn House	2	100%
1		2	100%

¹ Projects are external - see Addendum A for more information

Rank and Review NY-507
 Q4: Attachment 2
 Positive Outcomes

Project Type	Project Name	Positive Outcomes	Percent of System Impact
PSH	BH - Beacon Residential Program	10	2%
PSH	BH - Liberty House	13	3%
PSH	BH - Lighthouse	8	2%
PSH	BH - Pathways To The Future	4	1%
PSH	Mohawk Opportunities Continuum of Care Program - 14 Unit	15	3%
PSH	Mohawk Opportunities Permanent Supported Housing Program	13	3%
PSH	New Choices Recovery Center - Shelter Plus Care	124	28%
PSH	SCAP PHP 27	99	22%
PSH	SCAP Shelter Plus Care Program	92	21%
PSH	YMCA of Schenectady Shelter Plus Care -DUP09A 10 unit	15	3%
PSH	YMCA of Schenectady Shelter Plus Care -DUP09B 20 unit	24	5%
PSH	YWCA Schenectady Rosas House Expansion	26	6%
12		443	100%

Project Type	Project Name	Positive Outcomes	Percent of System Impact
RRH	SCAP - CoC Rapid Re-Housing	59	82%
RRH	YWCA of Schenectady - DV Bonus 2022-23 ¹	13	18%
2		72	100%

Project Type	Project Name	Positive Outcomes	Percent of System Impact
TH	SCAP Sojourn House	75	100%
1		75	100%

¹ Projects are external - see Addendum A for more information

Rank and Review NY-507
 Q5: Attachment 3
 Returns to Homelessness

Project Type	Project Name	Leavers	Exit to Homelessness	Percent of System Impact
PSH	BH - Beacon Residential Program	2	0	0%
PSH	BH - Liberty House	3	0	0%
PSH	BH - Lighthouse	2	0	0%
PSH	BH - Pathways To The Future	0	0	0%
PSH	Mohawk Opportunities Continuum of Care Program - 14 Unit	7	1	11%
PSH	Mohawk Opportunities Permanent Supported Housing Program	4	0	0%
PSH	New Choices Recovery Center - Shelter Plus Care	47	4	44%
PSH	SCAP PHP 27	9	0	0%
PSH	SCAP Shelter Plus Care Program	8	2	22%
PSH	YMCA of Schenectady Shelter Plus Care -DUP09A 10 unit	2	0	0%
PSH	YMCA of Schenectady Shelter Plus Care -DUP09B 20 unit	4	0	0%
PSH	YWCA Schenectady Rosas House Expansion	3	0	0%
RRH	SCAP - CoC Rapid Re-Housing	63	0	0%
RRH	YWCA of Schenectady - DV Bonus 2022-23 ¹	16	0	0%
TH	SCAP Sojourn House	80	2	22%
		250	9	100%

1

¹ Projects are external - see Addendum A for more information

Project Type	Project Name	Adults with Income Growth	Percent of System Impact
PSH	BH - Beacon Residential Program	5	3%
PSH	BH - Liberty House	8	4%
PSH	BH - Lighthouse	4	2%
PSH	BH - Pathways To The Future	4	2%
PSH	Mohawk Opportunities Continuum of Care Program - 14 Unit	11	6%
PSH	Mohawk Opportunities Permanent Supported Housing Program	9	5%
PSH	New Choices Recovery Center - Shelter Plus Care	27	14%
PSH	SCAP PHP 27	6	3%
PSH	SCAP Shelter Plus Care Program	13	7%
PSH	YMCA of Schenectady Shelter Plus Care -DUP09A 10 unit	11	6%
PSH	YMCA of Schenectady Shelter Plus Care -DUP09B 20 unit	22	11%
PSH	YWCA Schenectady Rosas House Expansion	17	9%
RRH	SCAP - CoC Rapid Re-Housing	17	9%
RRH	YWCA of Schenectady - DV Bonus 2022-23 ¹	42	21%
TH	SCAP Sojourn House	3	2%
		199	100%

1

¹ Projects are external - see Addendum A for more information

Rank and Review NY-507
Attachment Addendum B - External Projects

Project Type	Project Name
RRH	YWCA of Schenectady - DV Bonus 2022-23

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-507's local competition. It contains the following:

1. NY-507's Objective Criteria and System Performance Criteria Chart with Point Values
2. Renewal Project Score Card
 - a. SCAP – Rapid Rehousing - *please note, this is an example of the most commonly used score form.*
3. Blank Renewal Project Application Tool
 - a. The application tool contextualizes scoring card

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

1. NY-507's Objective Criteria and System Performance Criteria Chart with Point Values

NY-507 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					
5. Utilization Rate	15	Utilization Rate	Utilization Rate		
6. Data Quality and Completeness	6	Data Quality & Completeness	Data Quality		
7. Impact on Chronic Homelessness	10	Impact on CH	Impact on CH		
8. Funds Spent	20	Funds Spent			
9. ELOCCS Drawdowns	5	ELOCCS			
10. Coordinated Entry	10	CE			
11. Housing First	10	Housing First			Addressing Racial Barriers-Implementing Housing First
12/13. CoC Participation	20	CoC Participation			
14. Project Monitoring	2	CoC Participation and Monitoring			
15. Anti- Discrimination	8	Discrimination policy			Addressing Racial Barriers-Agency written policies
17. Positive Outcomes	10	Positive Outcomes	Positive Outcomes		
16. Exits to Homelessness	10	Exits to Homelessness	Exits to Homelessness		
18. Income Growth- System Impact	10	Effect on Income Growth	Effect on Income Growth		
19. Income Growth- Project Performance	5	Effect on Income Growth	Effect on Income Growth		
20. Priority Population	3	Population Served			
Renewal Part 2					
11. Diversity and Inclusion	5				Addressing Racial Barriers-Staff training
12. Housing Stability	5			Question for projects to address client service needs that impact housing stability	Addressing Racial Barriers-Barrriers to Housing Stability
13. Feedback from Clients	5				Ensures that feedback from those being served is heard and incorporated into program/policy updates
15. Housing First	5				Addressing Racial Barriers-Implementing Housing First
17. Recruiting Diverse Individuals	2				Ensures historically underrepresented individuals are in positions to make programatic/funding decisions.
18. DV	5			Specific Method for Evaluating Projects Submitted by Victim Service Providers - Positive Outcomes based on Safety Concerns	
19. Dedicated Youth	5			Evaluating Projects Submitted by Youth Service Providers: Positive Outcomes based on Increase of Income and Housing Stability	
Renewal Part 3- Interviews					
3. Low Performance on Part 1	1			Specific Method for Evaluating Projects Submitted by Projects Serving the Hardest to Serve	
4. Best practices for providing equitable services	1				Addressing Racial Barriers-Specific Strategies to address barriers related to race
5. Safe Housing for LGBTQ+	1			Consideration of projects ability to provide safe housing to people of all gender identities & sexual orientations	
Total Points	204		143	66	17
Percentage of Points		Total Objective Criteria= 70%	Total System Performance Criteria= 32%	Total Severe Service Needs Questions= 8%	Total Racial Disparities Questions= 20%
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					

Question	Point Value	Objective Criterion	System Performance Measure	Considerations for Serving those with Severe Barriers to housing and services	Addressing Racial Barriers
New Bonus Tool					
6. CoC Member	10	CoC Participation and Monitoring			
7. CoC Funded	5	Funding/ CoC Participation and Monitoring			
8. ELOCCS	5	ELOCCS			
9. CE Participation	3	Coordinated Entry Participation			
10. HMIS	1	HMIS Participation			
14. Housing First	25	Housing First			Addressing Racial Barriers-Implementing Housing First
12. Priority Populations	10	Population Served			
15. Project Start	5	Project Start Date			
16. Equitable Policies	3				Addressing Racial Barriers-Agency written policies
19-22. Partnerships with Healthcare and Housing	28	Partnerships with Healthcare and Housing			
24. LGBTQ+ Partner Orgs	4			Question to evaluate equitable housing practices for LGBTQ+ population	
25. Unsheltered Services	2			demonstrate experience of serving the hardest to serve	
Interviews					
3. Safe housing for LGBTQ+	1			Question to evaluate equitable housing practices for LGBTQ+ population	
4. Severe Service needs	1			Question allowing projects to demonstrate experience of serving the hardest to serve populations.	
5. Best practices for serving BIPOC	1				Addressing Racial Barriers-Specific Strategies to address barriers related to race
Total Points	139			Total Severe Service Needs Questions= 6%	Total Racial Disparities Questions= 21%
Percentage of Points		Total Objective Criteria= 66%			
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					

Question	Point Value	Objective Criterion	System Performance Measure	Considerations for Serving those with Severe Barriers to housing and services	Addressing Racial Barriers
DV Bonus Tool					
6. Project Start Date	5	Project Start Date			
7. CoC Member	10	CoC Participation and Monitoring			
8. CoC Funded	5	Funding/ CoC Participation and Monitoring			
9. ELOCCS	5	ELOCCS			
10. CE Participation	3	Coordinated Entry Participation			
11. HMIS Participation	2	HMIS Participation			
12. Housing First	25	Housing First			Addressing Racial Barriers-Implementing Housing First
16. Diverse Leadership	1				Addressing Racial Barriers-Diversity in leadership
18-22. Partnerships with Healthcare and Housing	28	Partnerships with Healthcare and Housing			
24. LGBTQ+ Partner Orgs	4			Question to evaluate equitable housing practices for LGBTQ+ population	
25. Unsheltered Services	2			Question allowing projects to demonstrate experience of serving the hardest to serve populations.	
Interviews					
3. Safe housing for LGBTQ+	1			Question to evaluate equitable housing practices for LGBTQ+ population	
4. Severe Service needs	1			Question allowing projects to demonstrate experience of serving the hardest to serve populations.	
5. Best practices for serving BIPOC	1				Addressing Racial Barriers-Specific Strategies to address barriers related to race
Total Points	148			Total Severe Service Needs Questions= 5%	Total Racial Disparities Questions= 19%
Percentage of Points		Total Objective Criteria=56%			
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. **SCAP – Rapid Rehousing**

Agency Name:	Schenectady Community Action Program			Final Score: 179.917
Project Name:	RRH			
		Yes	No: 5-pt penalty	
	Submitted by Deadline w/Required Docs	X		
		Total Possible Points	Points Awarded	

Part I: Data/System Related Questions					
136 pts	5. Utilization Rate	CARES	15	15	
	6. Data Quality and Completeness	CARES	6	4	
	7. Impact on Chronic Homelessness	CARES	10	10	
	8. Funds Spent	CARES	20	20	
	9. ELOCCS Drawdowns	CARES	5	5	
	10. Coordinated Entry	CARES	10	10	
	11. Housing First	CARES	10	10	
	12. CoC Participation	CARES	10	10	
	13. Committee Participation	CARES	10	10	
	14. Monitoring	CARES	2	2	
	15. Anti-Discrimination	CARES	8	8	
	16. Exits to Homelessness	CARES	10	10	
	17. Positive Outcomes	CARES	10	10	
	18. Income Growth- System	CARES	10	5	
	19. Income Growth- Project	CARES	5	1.25	
	20. Priority Populations	CARES	3	0	
	Total			136	130.25

Part II: Project/System Performance Narratives				
90 pts	5. Utilization Rate (only if project scored 0 in Pt. 1)	Reviewers	10	0
	6. Leveraging and Coordination of Services	Reviewers	5	5
	7. Financial Drawdowns	Reviewers	20	0
	8. Move on Strategy	Reviewers	10	9.666666667
	9. System Performance Housing Stability	Reviewers	5	5
	10. Sys Performance- income	Reviewers	5	4.666666667
	11. Diversity and Inclusion	Reviewers	5	4.833333333
	12. Housing Stability	Reviewers	5	2.5
	13. Feedback from Clients	Reviewers	5	5
	14. Response to Infectious Disease	Reviewers	2	2
	15. Housing First Operationalization	Reviewers	5	5
	16. Length of Participation	Reviewers	1	1
	17. Recruiting Diverse Individuals	Reviewers	2	1
	18. DV Providers Only	Reviewers	5	0
19. Youth Providers Only	Reviewers	5	0	
Total			90	45.666666667

Part III: Project Interviews				
	Lived Experience in Decisionmaking	Reviewers	1	1
	DV Survivors in Decisionmaking	Reviewers	1	0
	Low performance on Part 1	Reviewers	1	1
	Racial Equity in Programming	Reviewers	1	1
	LGBTQ+ Inclusion	Reviewers	1	1
Total			5	4

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

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

2023 Schenectady CoC –Project Rank & Review Renewal Application

SCHENECTADY COUNTY HOMELESS SERVICES PLANNING BOARD (HSPB)
RANK & REVIEW APPLICATION 2023
PART 1: DATA-RELATED QUESTIONS
DEADLINE TO SUBMIT: JUNE 20, 2023

PROJECT INFORMATION

Informational Only

1. Organization Name: _____
2. Project Name: _____
3. Application Contact Person: _____
4. Project Type: PH (this includes RRH) TH SSO
 Is your project site-based? Yes No

* **Federal Fiscal Year 2022 (FY22): October 1, 2021 – September 30, 2022**

** **For the purpose of this Rank & Review Tool, persons served is defined as having an entry in HMIS (i.e., intake, admission and move-in date) in Federal FY22.**

5. **Utilization Rate** -Using the project’s FY22 Project Application and Federal Fiscal Year 2022 (FY22)* APR, complete the following chart to calculate the project’s utilization rate. **(round up to the closest whole number)**. *Please print and attach the corresponding questions from the Project Application and APR to this application.*

Projected households served during an average PIT (Question 5 in Project Application)		Actual number served during PIT (Questions 7 and 8 in APR)	
		Persons	Households
Persons: _____ Households: _____	January		
	April		
	July		
	October		
	Average:		

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

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

- 5a. Did your project meet its projected number of households *and/or* persons served** during the year (100% or more utilization)? **Yes - 10 points** **No - 0 point**

2023 Schenectady CoC –Project Rank & Review Renewal Application

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

Yes - 5 points

No - 0 points

6. **Data Quality & Completeness:** On your FY22 APR: (total of 6 possible pts.)

6a. 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? Yes - 0 No - 2 pts

6b. Timeliness of Data Entry: Based on the FY22: Do you have any project start records at 11+ days? Yes - 0 No - 2 pts

6c. Was the most recent APR submitted on time and accepted? Yes-2 pts No - 0

7. **Impact on Chronic Homeless (10 possible pts.)**

Permanent Supportive Housing Programs: During Federal FY 22, the CoC PSH projects served a total of **127** chronically homeless individuals. Please refer to **Attachment 1** to note your project's percentage contribution towards system impact.

≥ 24.1% = 10 pts; 16%-24%= 7.5 pts; 8.1%-15.9% = 5 pts; 0.3%-8% = 2.5 pts; 0%=0 pts

Rapid Rehousing Programs: During Federal FY 22, the CoC RRH projects served a total of **5** chronically homeless individuals. Please refer to **Attachment 1** to note your project's percentage contribution towards system impact.

≥ 50% = 10 pts; 1-49%% = 8 pts; 0% = 0 pts

Transitional Housing Programs: During Federal FY 22, the CoC TH projects served a total of **2** chronically homeless individuals. Please refer to **Attachment 1** to note your project's percentage contribution towards system impact.

≥ 50% = 10 pts; 1-49%% = 8 pts; 0% = 0 pts

7a. The total number of chronically homeless persons served by this project FY22: _____(no points)

7b. Of the total CH served by the CoC, note the % this project served in FY22: _____

2023 Schenectady CoC –Project Rank & Review Renewal Application

8. Funds Spent

Based upon your most recent completed CoC contract, what percentage of the full HUD award was drawn down (reference your final ELOCCS draw)? _____

90-100%=20, 80-89%=16, 70-79%=12, 60-69%=8, 50-59%=4, >50%=0

9. ELOCCS

Did the project draw down CoC funds for the project from ELOCCS at least quarterly in the most recently ended contract? (Please attach copies of last three drawdowns.)

Yes 5 pts **No 0 pts**

10. Coordinated Entry: (up to 10 pts)

Does your project comply with HUD requirements and ONLY admit clients who have been referred through the Coordinated Entry (CE) process? **Yes 4pts** **No 0 pts**

10a. Has your agency attended at least half of the bi-weekly CE meetings? (This will be confirmed by the CE lead) **Yes 4 pts** **No 0 pts**

10b. 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**

11. Housing First. Does the project screen out or terminate based on any the following?

All Yes=10, Any No=0

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

2023 Schenectady CoC –Project Rank & Review Renewal Application

12. Continuum Participation. In the last twelve (12) months (May 2022 – May 2023) there have been a total of 2 Membership Meetings and 4 Board Meetings. What percentage of these 6 meetings have agency staff attended, and thereby actively participated in the CoC planning process? This will be verified by the Collaborative Applicant. _____% of meetings were attended by this agency.

75-100%=10, 50-74%=5, 25-49%=1, 0-24%=0

13. Continuum Participation. In the last twelve (12) months (May 2022 – May 2023), has the agency staff actively participated in any CoC committees? This will be verified by the Collaborative Applicant.

2 Committees and 50% attendance=10

1 Committees and 50% attendance=5

0 Committees =0

Please check off any of the following you have actively participated in:

- Continuum of Care Committee
- Governance Committee
- Data Committee
- Regional DV Providers Committee
- Regional Youth Providers Committee
- Strategic Planning Committee of the Board

14. Monitoring (0-2pts)

14a. Did your agency participate in CoC Program Monitoring and provide all required documentation by the specified due date?

Yes 1 pts

No 0 pts

14b. If monitoring resulted in any findings or recommendations requiring action or follow-up, did you respond or address issues by the specified deadline?

Yes/No Action Required 1 pts

No 0 pts

2023 Schenectady CoC –Project Rank & Review Renewal Application

15. Anti-Discrimination (0-8 pts)

15a. Does your agency have an anti-discrimination policy? (Please attach relevant pages of your policy to your application as a PDF)

Yes 4 pts No 0 pts

15b. If yes, does your agency’s policy include language that demonstrates a commitment to providing LGBTQ+ individuals and families with supportive services, shelter, and housing free from discrimination?

Yes 4 pts No 0 pts

Permanent Supportive Housing, Rapid Rehousing and Transitional Housing

Note: Our Youth funded SSO program is excluded from this section.

16. Exits to Homelessness: Attachment 3 (10 possible pts.)

*Refer to Attachment 3 showing all project leavers and note the percentage of those who exited to the shelter or the street _____% (Total points=% system impact*total available pts.)*

17. Positive Outcomes (10 possible pts.)

Permanent Housing Programs: During FY22, there were **443** 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:** _____%

(≥21% = 10 pts; 14-20% = 7.5 pts; 7-13% = 5 pts; 1-6% = 2.5 pts; 0% = 0)

Rapid Rehousing Projects: During FY22, there were **72** 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:** _____%

(≥62% = 10 pts; 42-61% = 7.5 pts; 22-41% = 5 pts; 1-21% = 2.5 pts; 0% = 0)

Transitional Housing Programs: During FY22, there were **75** 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:** _____

(≥ 50% = 10 pts; 20-49% = 7.5 pts; 10-19% = 5 pts; 1-9% = 2.5 pts; 0% = 0)

2023 Schenectady CoC –Project Rank & Review Renewal Application

18. Income Growth – System Impact (10 possible pts.)

(≥ 15% = 10 pts; 10-14% = 7.5 pts; 6-9% = 5 pts; 1-5% = 2.5 pts; 0% = 0 pts)

Refer to **Attachment 4** (which measures **total income growth** between the two most recent client assessments for stayers; and between entry and exit for leavers), to note the percentage this project contributed to total income growth in the CoC in FY22: _____%

19. Income Growth – Project Performance

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

19a. 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% = 1.25 pts; 50-74% = 1 pts; 25-49% = .75 pts; 15-24% = .5 pts; 1-14% = .25 pts; 0% = 0

19b. What percentage of **stayers** gained or increased **other income** between start and annual assessment? Note percent in **Q19a1. Row 3**) Number of Adults with Other Income - **Column 9**) Performance Measure: Percent of Persons to accomplish this measure: _____%

75-100% = 1.25 pts; 50-74% = 1 pts; 25-49% = .75 pts; 15-24% = .5 pts; 1-14% = .25 pts; 0% = 0

19c. 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% = 1.25 pts; 50-74% = 1 pts; 25-49% = .75 pts; 15-24% = .5 pts; 1-14% = .25 pts; 0% = 0

19d. 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: _____%

75-100% = 1.25 pts; 50-74% = 1 pts; 25-49% = .75 pts; 15-24% = .5 pts; 1-14% = .25 pts; 0% = 0

20. Priority Population

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

- 100% Chronically Homeless (CH), Youth, Veteran, or Victims of DV = 3 pts
- >50% Chronically Homeless (CH), Youth, Veteran, or Victims of DV = 2 pts
- No priority population = 0 pts

2023 Schenectady CoC –Project Rank & Review Renewal Application

SCHENECTADY COUNTY HOMELESS SERVICES PLANNING BOARD (HSPB) RANK & REVIEW APPLICATION 2023 PART 2: PROJECT/SYSTEM PERFORMANCE NARRATIVES

PROJECT INFORMATION

Informational Only

1. FY23 Funding Request: \$ _____

Leasing \$ _____

Rental Assistance \$ _____

Supportive Services \$ _____

Operations \$ _____

Admin \$ _____

2. **Housing Projects Only:** Number of Contracted Units/Beds/Vouchers _____

Support Service Only Projects: Projected persons/households served during an average PIT _____

3. Total # Participants served (as noted on the most recent APR): _____

4. What is the cost per bed (divide the number of proposed beds by the total budget): _____

PROJECT DESCRIPTION

Provide a brief project overview that clearly describes the project’s unique characteristics.

Response must be 250 words or less. (unscored)

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

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

2023 Schenectady CoC –Project Rank & Review Renewal Application

5. **Utilization Rate:** This question should be answered **only** by projects which scored zero points on Q5 in Part 1 above. If your project did not achieve 100% utilization (i.e. number of projected/contracted households and/or persons served) during Federal Fiscal Year 2022, please explain why in 250 words or less. **(0 to 10pts)**

6. **Leveraging and Coordination of Services.** Please describe how your project coordinates services with other funded and non-funded providers in order to leverage services in 250 words or less. **(0 to 5pts)**

- **Up to 2.5 points if project gives specific examples of how project coordinates services with other CoC members.**
- **Up to 2.5 points if project gives specific examples of how project coordinates services with other non-CoC funded agencies.**

2023 Schenectady CoC –Project Rank & Review Renewal Application

9. 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) an example.

10. 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.

11. Diversity 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? (250 words or less)

2023 Schenectady CoC –Project Rank & Review Renewal Application

12. Housing Stability: Please comment on any unique circumstances or clients' severe service needs that affected the housing stability goal and/or affected the housing stability performance of your project: (Refer to Part 1 Q15) Response must be 250 words or less. **(0 to 5pts)**

13. Feedback from Clients (0-5 pts)

How does your agency proactively receive and incorporate feedback from persons with lived experience of homelessness?

14. Continued response to infectious disease (0-2 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?

2023 Schenectady CoC –Project Rank & Review Renewal Application

- 15. 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.
- 16. 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). (0-1 pts)*
- 17. Recruiting Diverse Individuals:** Does your agency have an established policy regarding prioritizing recruiting diverse individuals (BIPOC, LGBTQ+, historically under-represented individuals) to managerial and leadership positions?
- Yes 2 pts No 0 pts
- If yes, please attach the policy;
- If no, please describe how you are planning to meet this in the future. (0-1pt)

2023 Schenectady CoC –Project Rank & Review Renewal Application

DV and Youth Providers Only

18. DV Providers Only: Positive Outcomes/Safety

The CoC acknowledges that positive outcomes for domestic violence programs may be measured differently than mainstream permanent supportive housing programs. With that being said, how does your agency contribute to the housing stability and ensure safety for victims of domestic violence of clients within this CoC funded program? Please explain in 250 words or less. **(0 to 5 points)**

- *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.*

19. Youth Providers Only: Positive Outcomes

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.*

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

This attachment details the 15 Day Notification of Projects Rejected or Reduced for NY-507. 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-507 Rejected Projects
2. August 25, 2023 website screenshot showing posted Ranking & Tiering for NY-507 Rejected Projects
3. August 25, 2023 Email of Reduction letter of a Project Applicant
 - a. Schenectady Municipal Housing Authority: Shelter Plus Care FY22
4. No Project Applications Rejected for NY-507
 - a. 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-507 Rejected Projects

From: CARES Planning Team
To: Brady Scott; Bryan Gentile; Debra Schimpf - Schenectady Community Action Program (dschimpfceo@scapny.org); Debra Sivack; Digna Betancourt Swingle; Ed Kowalczyk; Elise Martin; Emily Vandercar - Soldier On (evandercar@wesoldieron.org); francinef@smha1.org; Geoff Raiti; Ginni Egan (info@youngparentsunited.org); Holley.Sharer@USE.SalvationArmy.Org; Jennica Huff; Jennifer Devine (jdevine@bethesda.org); Jenny Hudman (director@safe-ny.org); Jo-Anne Rafalik; Judy Greshel; Kim Sheppard - Bethesda House of Schenectady (ksheppard@bethesda.org); Kim Siciliano; Kristen Diotte; Laura Combs; Lauren Jarrard; Lauren Tegnander; Marcy Hauseman; Margaret Coker (margaret.coker@schenectadycountyny.gov); Mary Breslin; Michael Johnson; Michelle Ostrelch; Nettie Crossman (ncrossma1908@yahoo.com); Nikita Hardy; Omar Sterling McGill (omar.mcgill@schenectadycounty.com); Paul Brady - Schenectady County DSS (paul.brady2@dfa.state.ny.us); Richard Homenick; Robert Romaker; Shannon Keon - SAFE Inc. (safeinc@nycap.rr.com); Steve Klein (sklein@mohawkopportunities.org); Sylvia Jimison; Teasha Ashebar; Thomas Anthony Sanabria; Tracian Gordon; Tricia Lee; Wendy Wahlberg; William Robson
Cc: Kelsey Addy; Maureen Van Deusen; Michelle Sandoz-Dennis
Subject: NY-507/HSPB Public Posting of the FY23 Draft CoC Application - V.1
Date: Friday, August 25, 2023 5:00:00 PM
Attachments: [image002.png](#)

Good Afternoon NY-507 HSPB,

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_507. 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
5 Pine West Plaza, Suite #503, Albany, NY 12210
518-489-4130 ext. 1
<http://www.caresny.org>



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

2. August 25, 2023 website screenshot showing posted Ranking & Tiering for NY-507 Rejected/Reduced 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

Schenectady County Homeless Services Planning Board (HSPB) CoC Project Applications

HSPB Home Page

2023 Funding Snapshot

CoC	ARD	Tier 1	Tier 2* <i>less bonus & DV bonus (7% ARD)</i>	CoC Bonus	DV Bonus	Planning Grant	UFA Grant
NY-507 Schenectady	\$5,345,756	\$4,971,553	\$374,203	\$257,436	\$241,402	\$267,288	N/A

CoC Application Public Posting

2023 CoC Consolidated Application

Public Posting Date: 08.25.2023
 DRAFT: [HSPB CoC Consolidated Application – Narrative](#)
 DRAFT: [HSPB 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: [HSPB Project Ranking & Tiering](#)

View Public Posting Archives

2022 Public Postings: HSPB

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

3. August 25, 2023 Email of Reduction letter of a Project Applicant
 - a. Schenectady Municipal Housing Authority: Shelter Plus Care
FY22

Notice of Project Acceptance/Reduction into the FY23 CoC Competition

Maureen Van Deusen <mvandeusen@caresny.org>

Fri 8/25/2023 11:00 AM

To: Richard Homenick <richardh@smha1.org>

Cc: francinef@smha1.org <francinef@smha1.org>

📎 1 attachments (23 KB)

SMHA SPC - 507 2023.xlsx;

Good morning,

As the Collaborative Applicant for the NY-507 CoC, CARES would like to congratulate Schenectady Municipal Housing Authority on having the below project accepted with a reduction within NY-507's FY23 Continuum of Care local competition. Below is a detailed list of projects that have been reduced due to voluntary reallocation for this application:

- SMHA, Shelter Plus Care FY22, Ranked #20/23, Scored 138.75/204, \$ 611,085

SMHA has voluntarily reallocated \$50,000 from the above project, \$661,085 to \$611,085. 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-507 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.

Maureen Van Deusen, M.Ed.

she/her

Associate Director, Planning | CARES of NY, Inc.

518-489-4130 x 720

Albany Office

5 Pine West Plaza, Suite 503

Albany, New York 12205

<http://www.caresny.org>



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

4. No Project Applications Rejected for NY-507
 - a. Sample Notification of Project Rejection

Dear Sample,

On behalf of the NY-507, we would like to thank Sample Agency for its application, Sample Application Name, for bonus funding through NY-507'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 – Public Posting.

This attachment details the 15 Day Notification of Projects Accepted and Tiered for NY-507. 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-507 Accepted Projects
2. August 25, 2023 Website screenshots showing posted Ranking & Tiering for NY-507 Accepted Projects
3. August 25, 2023, email notification of Projects Accepted:
 - a. **Bethesda**
 - i. Ranked 12/23, Liberty, scored 163.75/204, \$322,231
 - ii. Ranked 8/23, Beacon, scored 168.17/204, \$114,899
 - iii. Ranked 13/23, Pathways, scored 163.2/204, \$162,187
 - iv. Ranked 17/23, Coordinated Entry, scored N/A, \$53,419
 - v. Ranked 14/23, Light House, scored 162.5/204, \$220,986
 - vi. Ranked 21/23, CARA House, scored 129.75/139, \$300,204
 - b. **CARES of NY, Inc.**
 - i. Ranked 18/23, HMIS, scored N/A, \$30,571
 - c. **Mohawk Opportunities**
 - i. Ranked 16/23, PSH, scored 161.267/204, \$173,825
 - ii. Ranked 15/23, 14-Unit, scored 162.25/204, \$159,627
 - d. **New Choices**
 - i. Ranked 5/23, Renewal Project Application FY2022, scored 174/204, \$792,076
 - e. **Safe Inc.**
 - i. Ranked 7/23, Project Safe, scored 168.3/204, \$49,202
 - f. **Schenectady County Action Program (SCAP)**
 - i. Ranked 4/23, PSH 27, scored 174.33/204, \$638,929
 - ii. Ranked 1/23, RRH, scored 179.92/204, \$396,900
 - iii. Ranked 6/23, Sojourn, scored 169.95/204, \$169,065
 - iv. Ranked 22/23, PSH Expansion, scored 122/139, \$123,999
 - g. **YMCA**
 - i. Ranked 9/23, S PLUS C DUP09B 20 Unit, scored 167.92/204, \$168,602
 - ii. Ranked 11/23, S PLUS C DUP09A 10 Unit, scored 165/204, \$84,301
 - h. **YWCA**
 - i. Ranked 23/23, DV Bonus 2024-2025, scored 131/139, \$241,366
 - ii. Ranked 10/23, Rosa's House, scored 166.83/204, \$382,309
 - iii. Ranked 2/23, DV Bonus renewal 2023-2024, scored 177.17/204, \$211,702
 - iv. Ranked 19/23, DV Bonus 2023-2024 C, scored N/A, \$197,042
 - v. Ranked 3/23, DV BONUS 2023-2024B, scored 177.17/204, \$356,798

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

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From: CARES Planning Team
To: Brady Scott; Bryan Gentile; Debra Schimpf - Schenectady Community Action Program (dschimpfceo@scapny.org); Debra Sivack; Digna Betancourt Swingle; Ed Kowalczyk; Elise Martin; Emily Vandercar - Soldier On (evandercar@wesoldieron.org); francinef@smha1.org; Geoff Raiti; Ginni Egan (info@youngparentsunited.org); Holley.Sharer@USE.SalvationArmy.Org; Jennica Huff; Jennifer Devine (jdevine@bethesda.org); Jenny Hudman (director@safe-ny.org); Jo-Anne Rafalik; Judy Greshel; Kim Sheppard - Bethesda House of Schenectady (ksheppard@bethesda.org); Kim Siciliano; Kristen Diotte; Laura Combs; Lauren Jarrard; Lauren Tegnander; Marcy Hauseman; Margaret Coker (margaret.coker@schenectadycountyny.gov); Mary Breslin; Michael Johnson; Michelle Ostrelch; Nettie Crossman (ncrossma1908@yahoo.com); Nikita Hardy; Omar Sterling McGill (omar.mcgill@schenectadycounty.com); Paul Brady - Schenectady County DSS (paul.brady2@dfa.state.ny.us); Richard Homenick; Robert Romaker; Shannon Keon - SAFE Inc. (safeinc@nycap.rr.com); Steve Klein (sklein@mohawkopportunities.org); Sylvia Jimison; Teasha Ashebar; Thomas Anthony Sanabria; Tracian Gordon; Tricia Lee; Wendy Wahlberg; William Robson
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<http://www.caresny.org>



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- NY 519 CGHC
- NY 520 FEHC
- NY 522 PNHC
- NY 523 SNC
- NY 601 DCCoC
- NY 606 RCCoC
- NY 608 UCCoC

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Public Posting Date: 08.25.2023
 FINAL: [HSPB Project Ranking & Tiering](#)

View Public Posting Archives

2022 Public Postings: HSPB

2021 Public Postings: HSPB

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

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

a. Bethesda

- i. Ranked 12/23, Liberty, scored 163.75/204, \$322,231
- ii. Ranked 8/23, Beacon, scored 168.17/204, \$114,899
- iii. Ranked 13/23, Pathways, scored 163.2/204, \$162,187
- iv. Ranked 17/23, Coordinated Entry, scored N/A, \$53,419
- v. Ranked 14/23, Light House, scored 162.5/204, \$220,986
- vi. Ranked 21/23, CARA House, scored 129.75/139, \$300,204

Notice of Project Acceptance into the FY23 CoC Competition

Maureen Van Deusen <mvandeusen@caresny.org>

Fri 8/25/2023 10:56 AM

To: Kimarie Sheppard <KSheppard@bethesdahs.org>

Cc: amcghee@bethesdahs.org <amcghee@bethesdahs.org>

📎 5 attachments (191 KB)

Bethesda House Beacon- 507 2023.xlsx; Bethesda House Liberty - 507 2023.xlsx; Bethesda House Light House - 507 2023.xlsx; Bethesda House Pathways - 507 2023.xlsx; Bethesda New.DV FINAL Scores 2023- NY507.pdf;

Hello,

As the Collaborative Applicant for the NY-507 CoC, CARES would like to congratulate Bethesda House of Schenectady, Inc. on having your projects accepted within NY 507's FY23 Continuum of Care local competition. Below is a detailed list of your agency's accepted projects, funding requests, scores, and ranked positions:

- Bethesda House, Beacon Residential Program 2022, Ranked #8/23, scored 168.17/204, \$114,899
- Bethesda House, Liberty Consolidated 2022, Ranked #12/23, scored 163.75/204, \$322,231
- Bethesda House, Pathways to the Future 2022, Ranked #13/23, scored 163.2/204, \$162,187
- Bethesda House, The Lighthouse 2022, Ranked #14/23, scored 162.5/204, \$220,986
- Bethesda House, Coordinated Entry Schenectady Co 2022, Ranked #17/23, scored N/A, \$53,419
- Bethesda House, CARA House Residential Program, Ranked #21/23, scored 129.75/139, \$300,204

You can see the full CoC Project Ranking & Tiering [here](#). Please note, this means your projects will be included within the NY- 507 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.

Maureen Van Deusen, M.Ed.

she/her

Associate Director, Planning | CARES of NY, Inc.

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

3. August 25, 2023, email notification of Projects Accepted:
 - b. CARES of NY, Inc.**
 - i. Ranked 18/23, HMIS, scored N/A, \$30,571**

Notice of Project Acceptance into the FY23 CoC Competition

Maureen Van Deusen <mvandeusen@caresny.org>

Fri 8/25/2023 10:59 AM

To: Denise Brodt <dbrodt@caresny.org>

Cc: Michelle Sandoz-Dennis <msandozdennis@caresny.org>

Hello,

As the Collaborative Applicant for the NY-507 CoC, CARES would like to congratulate CARES of NY, Inc. on having your **projects accepted** within NY 507's FY23 Continuum of Care local competition. Below is a detailed list of your agency's accepted projects, funding requests, scores, and ranked positions:

- CARES of NY, Inc., Schenectady County Portion of the Capital Region HMIS (2022), Ranked #18/23, scored N/A, \$30,571

You can see the full CoC Project Ranking & Tiering [here](#). Please note, this means your projects will be included within the NY- 507 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.

Maureen Van Deusen, M.Ed.

she/her

Associate Director, Planning | CARES of NY, Inc.

518-489-4130 x 720

Albany Office

5 Pine West Plaza, Suite 503

Albany, New York 12205

<http://www.caresny.org>



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

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

c. Mohawk Opportunities

- i. Ranked 16/23, PSH, scored 161.267/204, \$173,825
- ii. Ranked 15/23. 14-Unit, scored 162.25/204,
\$159,627

Notice of Project Acceptance into the FY23 CoC Competition

Maureen Van Deusen <mvandeusen@caresny.org>

Fri 8/25/2023 10:58 AM

To: Steve Klein (sklein@mohawkopportunities.org) <sklein@mohawkopportunities.org>

Cc: Chelsea Costanzo <ccostanzo@mohawkopportunities.org>; Julie Clegg <jclegg@mohawkopportunities.org>

📎 2 attachments (46 KB)

Mohawk Opps PSH - 507 2023.xlsx; Mohawk Opps CoC 14 - 507 2023.xlsx;

Hello,

As the Collaborative Applicant for the NY-507 CoC, CARES would like to congratulate Mohawk Opportunities, Inc. on having your **projects accepted** within NY 507's FY23 Continuum of Care local competition. Below is a detailed list of your agency's accepted projects, funding requests, scores, and ranked positions:

- Mohawk Opps, COC 14 Unit FY 2022, Ranked #15/23, scored 162.25/204, \$159,627
- Mohawk Opps, PSH FY2022, Ranked #16/23, scored 161.267/204, \$173,825

You can see the full CoC Project Ranking & Tiering [here](#). Please note, this means your projects will be included within the NY- 507 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.

Maureen Van Deusen, M.Ed.

she/her

Associate Director, Planning | CARES of NY, Inc.

518-489-4130 x 720

Albany Office

5 Pine West Plaza, Suite 503

Albany, New York 12205

<http://www.caresny.org>



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

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

d. New Choices

- i. Ranked 5/23, Renewal Project Application FY2022, scored 174/204, \$792,076

Notice of Project Acceptance into the FY23 CoC Competition

Maureen Van Deusen <mvandeusen@caresny.org>

Fri 8/25/2023 10:53 AM

To:Teasha Ashebar <tasheber@newchoicesrecovery.org>

📎 1 attachments (23 KB)

New Choices - 507 2023.xlsx;

Hello,

As the Collaborative Applicant for the NY-507 CoC, CARES would like to congratulate New Choices Recovery Center on having your projects accepted within NY 507's FY23 Continuum of Care local competition. Below is a detailed list of your agency's accepted projects, funding requests, scores, and ranked positions:

- New Choices Recovery Center, Renewal Project Application FY2022, Ranked #5/23, scored 174/204, \$792,076

You can see the full CoC Project Ranking & Tiering [here](#). Please note, this means your projects will be included within the NY- 507 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.

Maureen Van Deusen, M.Ed.

she/her

Associate Director, Planning | CARES of NY, Inc.

518-489-4130 x 720

Albany Office

5 Pine West Plaza, Suite 503

Albany, New York 12205

<http://www.caresny.org>



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

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

e. Safe Inc.

i. Ranked 7/23, Project Safe, scored 168.3/204,
\$49,202

Notice of Project Acceptance into the FY23 CoC Competition

Maureen Van Deusen <mvandeusen@caresny.org>

Fri 8/25/2023 10:54 AM

To: Shannon Keon <keon.shannon@safeincoschenectady.org>

Cc: Jenny Hudman (director@safe-ny.org) <director@safe-ny.org>

📎 1 attachments (23 KB)

SAFE Inc SSO - 507 2023.xlsx;

Hello,

As the Collaborative Applicant for the NY-507 CoC, CARES would like to congratulate SAFE Inc. on having your **projects accepted** within NY 507's FY23 Continuum of Care local competition. Below is a detailed list of your agency's accepted projects, funding requests, scores, and ranked positions:

- **SAFE Inc., Project Safe\Life Skills Program FY2022, Ranked #7/23, scored 168.3/204, \$49,202**

You can see the full CoC Project Ranking & Tiering [here](#). Please note, this means your projects will be included within the NY- 507 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.

Maureen Van Deusen, M.Ed.

she/her

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

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

f. Schenectady County Action Program (SCAP)

- i.* Ranked 4/23, PSH 27, scored 174.33/204, \$638,929
- ii.* Ranked 1/23, RRH, scored 179.92/204, \$396,900
- iii.* Ranked 6/23, Sojourn, scored 169.95/204, \$169,065
- iv.* Ranked 22/23, PSH Expansion, scored 122/139, \$123,999

Notice of Project Acceptance into the FY23 CoC Competition

Maureen Van Deusen <mvandeusen@caresny.org>

Fri 8/25/2023 10:48 AM

To: Debra Schimpf <dschimpfceo@scapny.org>; Elise Martin <emartin@scapny.org>

Cc: Daniel Beck <dbeck@scapny.org>

📎 4 attachments (167 KB)

SCAP PHP- 507 2023.xlsx; SCAP RRH- 507 2023.xlsx; SCAP Sojourn House - 507 2023.xlsx; SCAP PSH New.DV FINAL Scores 2023- NY507.pdf;

Hello,

As the Collaborative Applicant for the NY-507 CoC, CARES would like to congratulate Schenectady Community Action Program on having your projects accepted within NY 507's FY23 Continuum of Care local competition. Below is a detailed list of your agency's accepted projects, funding requests, scores, and ranked positions:

- SCAP, SCAP- CoC RRH (FY2022) V.2, Ranked #1/23, scored 179.92/204, \$396,900
- SCAP, SCAP- PSH 27 (FY2022) V.2, Ranked #4/23, scored 174.33/204, \$638,929
- SCAP, SCAP- Sojourn House (FY2022) V.2, Ranked #6/23, scored 169.95/204, \$169,065
- SCAP, SCAP PSH Expansion, Ranked 22/23, scored 122/139, \$123,999

You can see the full CoC Project Ranking & Tiering [here](#). Please note, this means your projects will be included within the NY- 507 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.

Maureen Van Deusen, M.Ed.

she/her

Associate Director, Planning | CARES of NY, Inc.

518-489-4130 x 720

Albany Office

5 Pine West Plaza, Suite 503

Albany, New York 12205

<http://www.caresny.org>

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

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

g. YMCA

i. Ranked 9/23, S PLUS C DUP09B 20 Unit, scored 167.92/204,
\$168,602

ii. Ranked 11/23, S PLUS C DUP09A 10 Unit, scored 165/204, \$84,301

Notice of Project Acceptance into the FY23 CoC Competition

Maureen Van Deusen <mvandeusen@caresny.org>

Fri 8/25/2023 10:57 AM

To: Ed Kowalczyk <ekowalczyk@cdymca.org>

📎 2 attachments (45 KB)

YMCA DUPA 10 Unit- 507 2023.xlsx; YMCA DUPB 20 Unit- 507 2023.xlsx;

Hello,

As the Collaborative Applicant for the NY-507 CoC, CARES would like to congratulate The City of Schenectady and the YMCA on having your projects accepted within NY 507's FY23 Continuum of Care local competition. Below is a detailed list of your agency's accepted projects, funding requests, scores, and ranked positions:

- City of Schenectady, YMCA SCHENECTADY - S PLUS C DUP09B 20 Unit (2022), Ranked #9/23, scored 167.92/204, \$168,602
- City of Schenectady, YMCA SCHENECTADY - S PLUS C DUP09A 10 Unit (2022), Ranked #11/23, scored 165/204, \$84,301

You can see the full CoC Project Ranking & Tiering [here](#). Please note, this means your projects will be included within the NY- 507 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.

Maureen Van Deusen, M.Ed.

she/her

Associate Director, Planning | CARES of NY, Inc.

518-489-4130 x 720

Albany Office

5 Pine West Plaza, Suite 503

Albany, New York 12205

<http://www.caresny.org>



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

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

h. YWCA

- i. Ranked 23/23, DV Bonus 2024-2025, scored 131/139, \$241,366
- ii. Ranked 10/23, Rosa's House, scored 166.83/204, \$382,309
- iii. Ranked 2/23, DV Bonus renewal 2023-2024, scored 177.17/204, \$211,702
- iv. Ranked 19/23, DV Bonus 2023-2024 C, scored N/A, \$197,042
- v. Ranked 3/23, DV BONUS 2023-2024B, scored 177.17/204, \$356,798

Notice of Project Acceptance into the FY23 CoC Competition

Maureen Van Deusen <mvandeusen@caresny.org>

Fri 8/25/2023 10:52 AM

To: Kim Siciliano <ksiciliano@ywca-neny.org>; Tamara Rayne <tflanders@ywca-neny.org>; Kyla Meltzer <kmeltzer@ywca-neny.org>

📎 3 attachments (145 KB)

YWCA New.DV FINAL Scores 2023- NY507.pdf; YWCA DV Bonus- 507 2023.xlsx; YWCA Rosas House 507 2023.xlsx;

Hello,

As the Collaborative Applicant for the NY-507 CoC, CARES would like to congratulate YWCA of Schenectady on having your **projects accepted** within NY 507's FY23 Continuum of Care local competition. Below is a detailed list of your agency's accepted projects, funding requests, scores, and ranked positions:

- YWCA, YWCA DV Bonus renewal 2023-2024, Ranked #2/23, scored 177.17/204, \$211,702
- YWCA, YWCA DV BONUS 2023-2024B, Ranked #3/23, scored 177.17/204, \$356,798
- YWCA, Rosa's House Consolidated 2023-2024, Ranked #10/23, scored 166.83/204, \$382,309
- YWCA, DV Bonus 2023-2024 C, Ranked #19/23, scored N/A, \$197,042
- YWCA, YWCA DV Bonus 2024-2025, Ranked #23/23, scored 131/139, \$241,402.00

You can see the full CoC Project Ranking & Tiering [here](#). Please note, this means your projects will be included within the NY- 507 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.

Maureen Van Deusen, M.Ed.

she/her

Associate Director, Planning | CARES of NY, Inc.

518-489-4130 x 720

Albany Office

5 Pine West Plaza, Suite 503

Albany, New York 12205

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-507 during its local competition. It contains the following:

1. Ranking and Tiering for NY-507 Projects, displaying: project names, project scores, project accepted or rejected status, project rank, requested funding amounts, and reallocated funds.

Schenectady County Coalition on Homelessness - FY23 Ranking & Tiering

Agency	Project Name	Project Component	Requested Funding Amount	Reallocated Funds	Score	Accepted or Rejected	Rank (if accepted)	
Schenectady Community Action Program	SCAP- CoC RRH (FY2022) V.2	RRH	\$396,900		179.92	Accepted	1	Tier 1
YWCA of Schenectady	YWCA DV Bonus renewal 2023-2024	RRH	\$211,702		177.17	Accepted	2	
YWCA of Schenectady	YWCA DV BONUS 2023-2024B	RRH	\$356,798		177.17	Accepted	3	
Schenectady Community Action Program	SCAP- PSH 27 (FY2022) V.2	PSH	\$638,929		174.33	Accepted	4	
New Choices Recovery Center	Renewal Project Application FY2022	PSH	\$792,076		174	Accepted	5	
Schenectady Community Action Program	SCAP- Sojourn House (FY2022) V.2	TH	\$169,065		169.95	Accepted	6	
Safe Inc., of Schenectady	Project Safe\Life Skills Program FY2022	SSO	\$49,202		168.3	Accepted	7	
Bethesda House of Schenectady, Inc.	Beacon Residential Program 2022	PSH	\$114,899		168.17	Accepted	8	
City of Schenectady	YMCA SCHENECTADY - S PLUS C DUP09B 20 Unit (2022)	PSH	\$168,602		167.92	Accepted	9	
YWCA of Schenectady	Rosa's House Consolidated 2023-2024	PSH	\$382,309		166.83	Accepted	10	
City of Schenectady	YMCA SCHENECTADY - S PLUS C DUP09A 10 Unit (2022)	PSH	\$84,301		165	Accepted	11	
Bethesda House of Schenectady, Inc.	Liberty Consolidated 2022	PSH	\$322,231		163.75	Accepted	12	
Bethesda House of Schenectady, Inc.	Pathways to the Future 2022	PSH	\$162,187		163.2	Accepted	13	
Bethesda House of Schenectady, Inc.	The Lighthouse 2022	PSH	\$220,986		162.5	Accepted	14	
Mohawk Opportunities, Inc.	COC 14 Unit FY 2022	PSH	\$159,627		162.25	Accepted	15	
Mohawk Opportunities, Inc.	PSH FY2022	PSH	\$173,825		161.267	Accepted	16	
Bethesda House of Schenectady, Inc.	Coordinated Entry Schenectady Co 2022	CE	\$53,419		N/A	Accepted	17	
CARES	Schenectady County Portion of the Capital Region HMIS (2022)	HMS	\$30,571		N/A	Accepted	18	
YWCA of Schenectady	DV Bonus 2023-2024 C	RRH	\$197,042		N/A	Accepted	19	
Schenectady Municipal Housing Authority	Shelter Plus Care FY22	PSH	\$286,882		138.75	Accepted	20	
Schenectady Municipal Housing Authority	Shelter Plus Care FY22	PSH	\$324,203	-\$50,000	138.75	Accepted	20	Tier 2
Bethesda House of Schenectady, Inc.	CARA House Residential Program (Reallocated portion)	PSH	\$50,000	\$50,000	129.75	Accepted	21a	
Bethesda House of Schenectady, Inc.	CARA House Residential Program (Bonus portion)	PSH	\$ 250,204.00		129.75	Accepted	21b	Bonus
Schenectady Community Action Program	SCAP PSH Expansion	PSH	\$ 123,999.00		122	Accepted	22E	
YWCA of Schenectady	YWCA DV Bonus 2024-2025	RRH	\$ 241,366.00		131	Accepted	23D	DV Bonus

Not Ranked:

CARES of NY, Inc.	Planning Grant 2023		\$ 267,288.00			Accepted		Planning
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Annual Renewal Demand	\$	5,345,756.00
Tier 1	\$	4,971,553.00
Tier 2	\$	374,203.00
CoC Bonus	\$	374,203.00
DV Bonus	\$	241,402.00
Planning Grant	\$	267,288.00

Expansion Grants

Applicant Name	Renewal Project Name	Expansion Project Name
Schenectady Community Action Program	SCAP PSH 27	SCAP PSH Expansion

Consolidations

Applicant Name	Renewal Project 1	Renewal Project 2	Surviving Pin
YWCA of Schenectady	YWCA DV Bonus renewal 2023-2024	YWCA DV BONUS 2023-2024B	

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-507 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 CoC Consolidated Application
2. August 25, 2023 website screenshot showing posted **draft** version of 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 CoC Consolidated Application



- 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

Schenectady County Homeless Services Planning Board (HSPB) CoC Project Applications

HSPB Home Page

2023 Funding Snapshot

CoC	ARD	Tier 1	Tier 2* <small>less bonus & DV bonus (7% ARD)</small>	CoC Bonus	DV Bonus	Planning Grant	UFA Grant
NY-507 Schenectady	\$5,345,756	\$4,971,553	\$374,203	\$374,203	\$241,402	\$267,288	N/A

CoC Application Public Posting

2023 CoC Consolidated Application

Submission Posting Date: 09.21.2023

Approved: [HSPB CoC Consolidated Application – Narrative](#)
 Approved: [HSPB 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: [HSPB Project Ranking & Tiering](#)
 Approved: [HSPB CoC Project Descriptions](#)
 Approved: [HSPB Priority Listing](#)

2023 CoC Planning Project

Submission Posting Date: 09.21.2023

Approved: [HSPB CoC Planning Project](#)
 Please send comments or questions to [CARES Planning Team](#) via email

View Public Posting Archives

- ✦ [2022 Public Postings: HSPB](#)
- ✦ [2021 Public Postings: HSPB](#)
- ✦ [2019 Public Postings: HSPB](#)

https://caresny.org/nofo-2023/#NY_507

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

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

application submission deadline, all parts of the CoC Consolidated Application, including the CoC Application with attachments and the CoC Priority Listing with all project applications accepted and ranked, or rejected, and notify community members and key stakeholders that the CoC Consolidation Application is available.

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

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

Schenectady County Homeless Services Planning Board (HSPB) CoC Project Applications

[HSPB Home Page](#)

2023 Funding Snapshot

CoC	ARD	Tier 1	Tier 2* <small>less bonus & DV bonus (% ARD)</small>	CoC Bonus	DV Bonus	Planning Grant	UFA Grant
NY-507 Schenectady	\$5,345,756	\$4,971,553	\$374,203	\$257,436	\$241,402	\$267,288	N/A

CoC Application Public Posting

2023 CoC Consolidated Application

Public Posting Date: 08.25.2023
 DRAFT: [HSPB CoC Consolidated Application - Narrative](#)
 DRAFT: [HSPB 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: [HSPB Project Ranking & Tiering](#)
 DRAFT: [HSPB CoC Project Descriptions](#)

View Public Posting Archives

- + 2022 Public Postings: HSPB
- + 2021 Public Postings: HSPB

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

This attachment provides evidence of the notification to community members and key stakeholders that NY-507 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-507 members and stakeholders that the **CoC-Approved final** version of CoC Consolidated Application was publicly posted to website
2. August 25, 2023 website screenshot showing posted **draft** version of CoC Consolidated Application was publicly posted to website

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

1. September 21, 2023 email notification to NY-507 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](#); [Brady Scott](#); [Bryan Gentile](#); [Debra Schimpf - Schenectady Community Action Program \(dschimpfceo@scapny.org\)](#); [Debra Sivack](#); [Digna Betancourt Swingle](#); [Ed Kowalczyk](#); [Elise Martin](#); [Emily Vandercar - Soldier On \(evandercar@wesoldieron.org\)](#); [francinef@smha1.org](#); [Geoff Raiti](#); [Ginni Egan \(info@youngparentsunited.org\)](#); [Holley.Sharer@USE.SalvationArmy.Org](#); [Jennica Huff](#); [Jennifer Devine \(jdevine@bethesda.org\)](#); [Jenny Hudman \(director@safe-ny.org\)](#); [Jo-Anne Rafalik](#); [Judy Greshel](#); [Kim Sheppard - Bethesda House of Schenectady \(ksheppard@bethesda.org\)](#); [Kim Siciliano](#); [Kristen Diotte](#); [Laura Combs](#); [Lauren Jarrard](#); [Lauren Tegnander](#); [Marcy Hauseman](#); [Margaret Coker \(margaret.coker@schenectadycounty.gov\)](#); [Mary Breslin](#); [Michael Johnson](#); [Michelle Ostrelch](#); [Nettie Crossman \(ncrossma1908@yahoo.com\)](#); [Nikita Hardy](#); [Omar Sterling McGill \(omar.mcgill@schenectadycounty.com\)](#); [Paul Brady - Schenectady County DSS \(paul.brady2@dfa.state.ny.us\)](#); [Richard Homenick](#); [Robert Romaker](#); [Shannon Keon - SAFE Inc. \(safeinc@nycap.rr.com\)](#); [Steve Klein \(sklein@mohawkopportunities.org\)](#); [Sylvia Jimison](#); [Teasha Ashebar](#); [Thomas Anthony Sanabria](#); [Tracian Gordon](#); [Tricia Lee](#); [Wendy Wahlberg](#); [William Robson](#)
Cc: [Kelsey Addy](#); [Maureen Van Deusen](#); [Michelle Sandoz-Dennis](#)
Subject: HSPB CoC Application Submission Posting
Date: Thursday, September 21, 2023 2:58:00 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_507

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
5 Pine West Plaza, Suite #503, Albany, NY 12210
518-489-4130 ext. 1
<http://www.caresny.org>



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

2. August 25, 2023 website screenshot showing posted **draft** version of CoC Consolidated Application was publicly posted to website

From: CARES Planning Team
To: Brady Scott; Bryan Gentile; Debra Schimpf - Schenectady Community Action Program (dschimpfceo@scapny.org); Debra Sivack; Digna Betancourt Swingle; Ed Kowalczyk; Elise Martin; Emily Vandercar - Soldier On (evandercar@wesoldieron.org); francinef@smha1.org; Geoff Raiti; Ginni Egan (info@youngparentsunited.org); Holley.Sharer@USE.SalvationArmy.Org; Jennica Huff; Jennifer Devine (jdevine@bethesda.org); Jenny Hudman (director@safe-ny.org); Jo-Anne Rafalik; Judy Greshel; Kim Sheppard - Bethesda House of Schenectady (ksheppard@bethesda.org); Kim Siciliano; Kristen Diotte; Laura Combs; Lauren Jarrard; Lauren Tegnander; Marcy Hauseman; Margaret Coker (margaret.coker@schenectadycountyny.gov); Mary Breslin; Michael Johnson; Michelle Ostrelch; Nettie Crossman (ncrossma1908@yahoo.com); Nikita Hardy; Omar Sterling McGill (omar.mcgill@schenectadycounty.com); Paul Brady - Schenectady County DSS (paul.brady2@dfa.state.ny.us); Richard Homenick; Robert Romaker; Shannon Keon - SAFE Inc. (safeinc@nycap.rr.com); Steve Klein (sklein@mohawkopportunities.org); Sylvia Jimison; Teasha Ashebar; Thomas Anthony Sanabria; Tracian Gordon; Tricia Lee; Wendy Wahlberg; William Robson
Cc: Kelsey Addy; Maureen Van Deusen; Michelle Sandoz-Dennis
Subject: NY-507/HSPB Public Posting of the FY23 Draft CoC Application - V.1
Date: Friday, August 25, 2023 5:00:00 PM
Attachments: [image002.png](#)

Good Afternoon NY-507 HSPB,

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_507. 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
5 Pine West Plaza, Suite #503, Albany, NY 12210
518-489-4130 ext. 1
<http://www.caresny.org>



2023 HDX Competition Report

PIT Count Data for NY-507 - Schenectady City & County CoC

Total Population PIT Count Data

	2020 PIT	2021 PIT *	2022 PIT	2023 PIT
Total Sheltered and Unsheltered Count	434	266	289	430
Emergency Shelter Total	363	189	233	339
Safe Haven Total	0	0	0	0
Transitional Housing Total	46	57	49	84
Total Sheltered Count	409	246	282	423
Total Unsheltered Count	25	20	7	7

Chronically Homeless PIT Counts

	2020 PIT	2021 PIT *	2022 PIT	2023 PIT
Total Sheltered and Unsheltered Count of Chronically Homeless Persons	17	21	46	26
Sheltered Count of Chronically Homeless Persons	12	21	43	25
Unsheltered Count of Chronically Homeless Persons	5	0	3	1

2023 HDX Competition Report

PIT Count Data for NY-507 - Schenectady City & County 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	64	21	25	39
Sheltered Count of Homeless Households with Children	64	21	25	39
Unsheltered Count of Homeless Households with Children	0	0	0	0

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	10	15	6	6	4
Sheltered Count of Homeless Veterans	7	10	6	6	2
Unsheltered Count of Homeless Veterans	3	5	0	0	2

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

2023 HDX Competition Report
HIC Data for NY-507 - Schenectady City & County 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	173	64	173	36.99%	0	0	NA	64	36.99%
SH Beds	0	0	0	NA	0	0	NA	0	NA
TH Beds	70	17	70	24.29%	0	0	NA	17	24.29%
RRH Beds	88	47	88	53.41%	0	0	NA	47	53.41%
PSH Beds	435	435	435	100.00%	0	0	NA	435	100.00%
OPH Beds	19	9	19	47.37%	0	0	NA	9	47.37%
Total Beds	785	572	785	72.87%	0	0	NA	572	72.87%

2023 HDX Competition Report
HIC Data for NY-507 - Schenectady City & County CoC

2023 HDX Competition Report

HIC Data for NY-507 - Schenectady City & County 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	75	78	80	82

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	35	6	13	11

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	176	27	107	88

2023 HDX Competition Report
HIC Data for NY-507 - Schenectady City & County CoC

2023 HDX Competition Report

FY2022 - Performance Measurement Module (Sys PM)

Summary Report for NY-507 - Schenectady City & County 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	864	772	53	32	-21	10	9	-1
1.2 Persons in ES, SH, and TH	973	846	102	35	-67	12	11	-1

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")	1024	961	224	287	63	48	57	9
1.2 Persons in ES, SH, TH, and PH (prior to "housing move in")	1133	1035	252	271	19	49	56	7

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	8	3	38%	0	0%	1	13%	4	50%
Exit was from ES	202	40	20%	18	9%	16	8%	74	37%
Exit was from TH	103	3	3%	0	0%	3	3%	6	6%
Exit was from SH	6	0	0%	0	0%	0	0%	0	0%
Exit was from PH	241	4	2%	4	2%	10	4%	18	7%
TOTAL Returns to Homelessness	560	50	9%	22	4%	30	5%	102	18%

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	266	289	23
Emergency Shelter Total	189	233	44
Safe Haven Total	0	0	0
Transitional Housing Total	57	49	-8
Total Sheltered Count	246	282	36
Unsheltered Count	20	7	-13

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	983	858	-125
Emergency Shelter Total	874	775	-99
Safe Haven Total	0	5	5
Transitional Housing Total	121	92	-29

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)	229	223	-6
Number of adults with increased earned income	14	18	4
Percentage of adults who increased earned income	6%	8%	2%

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)	229	223	-6
Number of adults with increased non-employment cash income	99	81	-18
Percentage of adults who increased non-employment cash income	43%	36%	-7%

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)	229	223	-6
Number of adults with increased total income	106	95	-11
Percentage of adults who increased total income	46%	43%	-3%

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)	83	123	40
Number of adults who exited with increased earned income	20	21	1
Percentage of adults who increased earned income	24%	17%	-7%

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)	83	123	40
Number of adults who exited with increased non-employment cash income	28	40	12
Percentage of adults who increased non-employment cash income	34%	33%	-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)	83	123	40
Number of adults who exited with increased total income	42	56	14
Percentage of adults who increased total income	51%	46%	-5%

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.	867	780	-87
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.	201	156	-45
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)	666	624	-42

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.	968	923	-45
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.	240	204	-36
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.)	728	719	-9

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	225	718	493
Of persons above, those who exited to temporary & some institutional destinations	44	121	77
Of the persons above, those who exited to permanent housing destinations	14	64	50
% Successful exits	26%	26%	0%

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	737	806	69
Of the persons above, those who exited to permanent housing destinations	294	249	-45
% Successful exits	40%	31%	-9%

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	547	487	-60
Of persons above, those who remained in applicable PH projects and those who exited to permanent housing destinations	512	471	-41
% Successful exits/retention	94%	97%	3%

2023 HDX Competition Report
FY2022 - SysPM Data Quality
NY-507 - Schenectady City & County 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	151	145	146	50	57	51	523	469	451	176	27	76			
2. Number of HMIS Beds	46	61	63	21	18	12	523	469	451	176	27	76			
3. HMIS Participation Rate from HIC (%)	30.46	42.07	43.15	42.00	31.58	23.53	100.00	100.00	100.00	100.00	100.00	100.00			
4. Unduplicated Persons Served (HMIS)	1608	1456	776	160	121	92	996	954	561	602	480	279	198	218	187
5. Total Leavers (HMIS)	1593	1331	697	131	78	80	510	306	121	464	230	85	170	27	120
6. Destination of Don't Know, Refused, or Missing (HMIS)	436	457	26	1	2	2	21	8	0	1	3	1	83	52	0
7. Destination Error Rate (%)	27.37	34.34	3.73	0.76	2.56	2.50	4.12	2.61	0.00	0.22	1.30	1.18	48.82	192.59	0.00

2023 HDX Competition Report
FY2022 - SysPM Data Quality

2023 HDX Competition Report

Submission and Count Dates for NY-507 - Schenectady City & County CoC

Date of PIT Count

	Date	Received HUD Waiver
Date CoC Conducted 2023 PIT Count	1/26/2023	

Report Submission Date in HDX

	Submitted On	Met Deadline
2023 PIT Count Submittal Date	4/26/2023	Yes
2023 HIC Count Submittal Date	4/26/2023	Yes
2022 System PM Submittal Date	2/16/2023	Yes

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

This attachment details the Housing Leveraging Commitments for new Projects in **NY-507**. It includes:

1. Checklist verifying commitment meets all HUD requirements
2. Housing Leveraging Agreement for **Cara House Project** between **Bethesda House of Schenectady, Inc.** and **Funders: ESSHI, FHLB, Highmark Blue Shield of Northeastern NY, Foundations, County of Schenectady**

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

1. Checklist verifying commitments meet 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:

Project name should be listed in the commitment documentation

Project name: Cara House

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, FHLB, County of Schenectady, Foundations: Carlilian, Blue Fund: Highmark, Golub, Hannaford, Schenectady FND, Wright Family FND.

Amount of funding committed per the following:

- a. 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. $26(\text{ESSHI Units})/26 \text{ Households} = 100\%$

OR

- a. 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 application for full points

Calculation 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: Calculation on Housing Cover Letter from Kim

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).

Dates of housing commitment: Varying Dates

3A-1a Housing Leveraging Commitments

- 2. Housing Leveraging Agreement for Cara House Project between Bethesda House of Schenectady, Inc. and Funders: ESSHI, FHLB, Highmark Blue Shield of Northeastern NY, Foundations, County of Schenectady**



September 24, 2021

Kimarie Sheppard
Bethesda House of Schenectady
834 State Street
Schenectady, NY 12307
ksheppard@bethesdahs.org

RE: Empire State Supportive Housing Initiative (ESSHI) Award

Dear ESSHI Awardee:

On behalf of the Empire State Supportive Housing Initiative (ESSHI) Interagency Workgroup, I am pleased to inform you that your agency has met the requirement of the conditional ESSHI award by demonstrating that the capital funds necessary to develop the proposed supportive housing project have been secured.

Therefore, this letter will serve as notification of the commitment of ESSHI funds in support of the forty (26) units to be developed as described in application #2020-00231 (Unit Sequence #s 207-232). The project site will be located at 917 State Street, Schenectady, NY (Schenectady County). The approved award provides \$25,000 per unit or \$650,000 annually. The ESSHI award will increase by a two (2) percent escalation factor, subject to the availability of State funds.

Please note that your assigned ESSHI State Contracting Agency (SCA) is the Office of Temporary and Disability Assistance (OTDA). You should continue to maintain frequent communication with the SCA in order to keep the Interagency Workgroup apprised of the status of the project in development and to develop the services and operating contract. The projected funding need of the project is 04/01/2022. Note that this commitment may be rescinded if any of the committed capital funds are withdrawn.

Note that the specifics of a resulting ESSHI contract, including but not limited to the work plan, staffing plan and budget, are subject to the review, modification and approval of the State Contracting Agency. The contract is further subject to review and approval by the Division of Budget, Office of the Attorney General, and Office of the State Comptroller, as well as the availability of State funds.

As a reminder, the ESSHI contract is designed to be a multi-year contract with an initial 5-year term, intended to be renewable for additional 5-year terms.

Congratulations and we wish you well in your endeavors in developing and providing needed supportive housing for homeless New Yorkers.

Sincerely,

Moira Tashjian, MPA
Acting Executive Deputy Commissioner
Office of Mental Health

Chair, Interagency Workgroup

cc: Jason Harper, OTDA

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Document Information: [TDA01-ESSHI5-2020-00002](#)

Details

CONTRACT MAIN PAGE (GRANTEE)

Contract Properties

Contract Number	Contract Term From	Contract Term To	Contract Period From	Contract Period To	Contract Type
TDA01-C00723GG-3410000	06/01/2023	05/31/2028	06/01/2023	05/31/2024	Multi-Year Agreement

Period 1: 06/01/2023-05/31/2024

Period Financial Summary

Period Total	\$650,000.00
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Print Report

ESSHI Award



Federal Home Loan Bank
NEW YORK

**AFFORDABLE HOUSING PROGRAM
DIRECT SUBSIDY AGREEMENT**

This Affordable Housing Program (“AHP”) Direct Subsidy Agreement (“AHP Agreement”), dated **November 19, 2020**, is between the Federal Home Loan Bank of New York (“FHLBNY”), **SEFCU** (“FHLBNY Member Financial Institution”), and **Bethesda House of Schenectady** (“Sponsor”).

WHEREAS, the parties are entering into this AHP Agreement in connection with **Cara House** (“Project”), as fully described in the AHP Application (defined below) submitted to the FHLBNY on **March 27, 2020**, (“AHP Application Date”).

WHEREAS, the FHLBNY has committed to issuing the FHLBNY Member Financial Institution a direct Subsidy in the amount of **\$1,000,000** (“AHP Subsidy”) for the Project, which was approved by the Board of Directors of the FHLBNY on **November 19, 2020**, the effective date of this AHP Agreement.


The parties hereby agree as follows:

1. **AHP Application:** The FHLBNY Member Financial Institution and Sponsor shall comply with the terms and conditions governing the approval and funding of the AHP Application, including any and all representations in the AHP Application and any approved modifications to the Application.
2. **Regulations and Requirements:** The FHLBNY Member Financial Institution and Sponsor hereby acknowledge notice of and shall comply with the terms of:
 - A. The Federal Home Loan Bank Act, as may be amended (12 U.S.C. 1421 et seq.).
 - B. The AHP Regulations (12 C.F.R. Part 1291) and any other directives of the Federal Housing Finance Agency (“FHFA”), including, but not limited to, Advisory Bulletins, Regulatory Interpretations, etc., as may be amended, or the regulations in effect of any successor in interest to the FHFA. To the extent the AHP Regulations are inconsistent with any term or provision of this AHP Agreement, the AHP regulations shall control and govern the conduct and obligations of the parties.
 - C. The FHLBNY’s AHP Implementation Plan (“Plan”) and related policies, procedures, guidelines, and instructions, as may be amended (“FHLBNY AHP Requirements,” and, together with the Bank Act, the AHP Regulations, and the FHLBNY AHP Requirements, the “AHP Requirements”).
3. **Standard of Conduct:** The Sponsor shall comply with the following standard of conduct:
 - A. The Sponsor shall ensure that the AHP Subsidy is used solely for the purposes set forth in the approved AHP Application and in accordance with this Agreement and the AHP Requirements. The Sponsor shall manage and utilize the Subsidy in an accountable and honest manner. The AHP Subsidy shall not be misappropriated, embezzled, misdirected, misused, lost or unaccounted for in any manner.
 - B. With respect to the Project, the Sponsor shall not, directly or indirectly, including through an

PROJECT: FHFA #20A0229

PROJECT NAME: Cara House

FEDERAL HOME LOAN BANK OF NEW YORK:

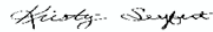
By: 
(Signature)

Celena Núñez

VP, Director
(Print Name)

1/8/2021
Title

Date

By: 
(Signature)

Kristy Seyfert

AHP Portfolio Manager
(Print Name)

1/8/2021
Title

Date

FHLBNY MEMBER FINANCIAL INSTITUTION: SEFCU


By: 
DocuSigned by:
54E95FB6AA934D1...
(Signature)

Michael J. Castellana

(Print Name)

President and CEO
Title

12/11/2020
Date

By: 
DocuSigned by:
357FF6D140094C4...
(Signature)

Robert J. MacLasco

(Print Name)

President SEFCU Mortgage Services
Title

12/10/2020
Date

SPONSOR: Bethesda House of Schenectady


By: 
(Signature)

Kimarie A. Sheppard

(Print Name)

Executive Director
Title

December 9, 2020
Date

By: 
(Signature)

Cathy Terwilliger

(Print Name)

Board President
Title

December 10, 2020
Date

From: [Ball, Michael \(Highmark Health\)](#)
To: [Caroline Codd](#)
Cc: [Kimarie Sheppard](#); [Ehasz, Krista \(Highmark Health\)](#); [Chlopecki, Nicky \(Highmark Health\)](#)
Subject: Important Blue Fund Update (Bethesda House of Schenectady)
Date: Wednesday, June 28, 2023 3:32:10 PM
Attachments: [image002.png](#)
[image001.png](#)
[Blue Fund - BSNENY ACH Payment Authorization Form Template 2023.pdf](#)

Dear Ms. Codd,

It is my pleasure to inform you that a Highmark Blue Fund grant to **Bethesda House of Schenectady** in the amount of **\$100,000** has been approved for **Cara House Medical Care Program** as described in your grant application.

Please acknowledge your receipt of this notification and verify that your organization can execute the proposed project in your application at this grant award amount.

To expedite the grant agreement and grant payment process, please send the following information to me and Krista Ehasz (Krista.Ehasz@highmark.com) via email by July 14:

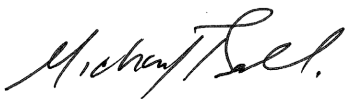
- completed automated clearing house (ACH) payment form (attached)
- revised project budget which clearly reflects the amount of this Blue Fund award as source of funding
- revised project scope and schedule (aligned with grant award amount and total project cost)

This is very exciting news but please refrain from announcing your Highmark Blue Fund grant at this time.

We will contact your organization to coordinate the check presentation and public announcement of our partnership together at an award ceremony with the other recipients, tentatively scheduled for the **morning of August 10 (location TBD)**. Please hold this date for you and up to one more representative from your organization.

On behalf of Highmark Blue Shield of Northeastern New York, congratulations! We look forward to the positive impact that this exciting initiative will have on the health of our community.

Sincerely,



Michael Ball

Vice President, Community Affairs
Highmark Blue Shield of Northeastern New York
40 Century Hill Drive | Latham, NY 12110

Phone: (716) 887-8533 | Cell: (716) 435-8360



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From: [Robert Carreau](#)
To: [Kimarie Sheppard](#)
Cc: [Brian Lawlor](#); phillij123@yahoo.com
Subject: The Carlilian Foundation Grant
Date: Friday, June 18, 2021 10:58:50 AM

Dear Kim,

Congratulations! On behalf of the Trustees of The Carlilian Foundation, it is my pleasure to let you know that we have approved a grant of \$25,000 for the Cara House Supportive Housing project, as proposed in your grant application.

The grant shall be paid in two equal installments of \$12,500 – one in calendar year 2021, and one in calendar year 2022.

Please keep us informed of your progress. I will be happy to meet with you for an update on the project this summer, and to work out a payment schedule that will best support the project.

Many thanks for your efforts to make our community a better place.

Bob



Robert A. Carreau
Trustee
(518) 393-9500

COUNTY OF SCHENECTADY



RORY FLUMAN
COUNTY MANAGER

OFFICE OF THE COUNTY MANAGER
620 STATE STREET
SCHENECTADY, NEW YORK 12305

TELEPHONE: (518) 388-4355
FAX: (518) 388-4590

July 6, 2021

Ms. Kimarie Sheppard
Executive Director
Bethesda House of Schenectady, Inc.
834 State St.
Schenectady, NY

RE: Homeless Housing Assistance Program

Dear Ms. Sheppard,

On behalf of Schenectady County, I am pleased to present this letter of financial support for Bethesda House's proposal to construct a new housing facility for the homeless population in Schenectady County. Our partnership over the years with the agency has provided critical care to a population riddled with chronic and debilitating physical and mental illnesses. We are proud to support Bethesda House and its efforts to extend its reach of services through this project.

It is our understanding that you have secured necessary funding through New York State Department of Mental Health's Empire State Supportive Housing Initiative (ESSHI) and that the project is linked with capital funding from the Homeless Housing and Assistance Corporation (HHAC) and the NYS Office of Temporary and Disability Assistance (OTDA) through its Homeless Housing Assistance Program (HHAP). The project intends to provide 26 units of housing with rental assistance and supportive services to specific homeless populations in Schenectady County. We recognize a portion of these 26 units will be dedicated to individuals reentering the community from incarceration, particularly those with disabling conditions. The remaining units will support homeless individuals experiencing one or more disabling conditions. The first floor of the proposed project will include 16 overnight emergency shelter units, whose operations will be supported with approved contract funding through Schenectady County DSS.

Since notification of the award by New York State, we are aware that material costs for construction projects have increased dramatically. The increase has

created a structural gap between the awarded funds and the true cost of construction. As we discussed, Schenectady County is committed to this project and at this time we are prepared to provide up to \$200,000 in additional funding to cover this short fall.

Please accept this letter as a commitment on the part of Schenectady County for your construction related expenses. Once companion funding from the City of Schenectady has been secured and the actual budget deficit determined, we can discuss the mechanics of how the funds will be made available to Bethesda House.

Thank you.

Sincerely,

A handwritten signature in blue ink that reads "Rory Fluman". The signature is written in a cursive style with a large, sweeping initial "R".

Rory Fluman
County Manager

Neil Jane
William Estelle
GOLUB FAMILY FOUNDATION, INC.

May 7, 2021

Kimarie Sheppard
Executive Director
Bethesda House
834 State Street
Schenectady, NY 12307

RE: Bethesda House's HHAP Award

Dear Kim:

The Neil-Jane-William-Estelle Golub Family Foundation, Inc. is pleased to confirm our \$400,000 grant to Bethesda House as part of the above-referenced capital project. Our grant will be paid to Bethesda House over four (4) years as follows:

Calendar Year 2021 - \$50,000 in June 2021

Calendar Year 2022 - \$50,000 in March 2022 and \$50,000 in September 2022

Calendar Year 2023 - \$100,000 in June 2023 and \$100,000 in December 2023

Calendar Year 2024 - \$50,000 in June 2024

We are pleased to support Bethesda House in bringing this much-needed project to fruition.

Sincerely,


Jennifer A. Kenneally
Foundation Administrator

From: [Caroline Codd](#)
To: [Kimarie Sheppard](#)
Subject: FW: Hannaford Community Relations/Request for Sponsorship
Date: Monday, May 8, 2023 5:35:05 PM

-----Original Message-----

From: do-not-reply@sponsor.com <do-not-reply@sponsor.com> On Behalf Of Hannaford
Sent: Monday, May 8, 2023 12:27 PM
To: Caroline Codd <CCodd@bethesdahs.org>
Subject: Hannaford Community Relations/Request for Sponsorship

May 8, 2023

Caroline Codd
Bethesda House of Schenectady
834 State Street
Schenectady, New York 12307

Dear Caroline,

We have received your request for sponsorship of Cara House Medical Care Program and are pleased that you considered Hannaford Supermarkets as a community partner. Hannaford has a strong tradition of supporting many deserving and worthwhile community organizations, and we are grateful to be a part of the communities we serve. In partnership with organizations like yours, we can continue to impact our primary focus areas: hunger relief, health and wellness, and child development & families.

We have thoroughly reviewed your proposal and are pleased to make a donation in the amount of \$10,000 to support your efforts.

Please note that the check will be issued from our partners at Retail Business Services (RBS) or our parent company Ahold Delhaize, and will not be issued by Hannaford Supermarkets. The entire check request process typically takes between 8-10 weeks once all required paperwork is received.

You may refer to our website for the most updated Hannaford artwork or logos that you may need for marketing and promotional needs regarding this event, found at:

<http://www.hannaford.com/presskit>

Please refer to us as Hannaford Supermarkets in any related publicity, and please note that all press releases require our prior approval.

Also, in an effort to be environmentally friendly, please use this email address to send any contribution statements for tax purposes or any other correspondence related to our sponsorship.

I would be interested in connecting around the grand opening of the facility when you have some time-we would love to have Hannaford representatives present.

Thank you for all of your hard work to make a difference in the lives of our neighbors. We truly appreciate it.

Sincerely,

Wendy Burch
Community Relations Specialist
Hannaford Supermarkets



www.schenectadyfoundation.org

September 3, 2021

Kimarie Sheppard
Executive Director
Bethesda House
834 State Street
Schenectady, NY 12307

Dear Kim,

Congratulations! I am pleased to confirm that The Schenectady Foundation has approved a grant in the amount of \$100,000 to Bethesda House for the Cara House Supportive Housing project as described in your grant application. This grant is unconditional, and may be utilized for any expenses related to this project.

We will be in touch with you soon to discuss establishing a payment schedule, and periodic reporting on the progress of this project.

The Schenectady Foundation believes that Cara House will play an essential role addressing homelessness in our community.

With our best wishes for success,

Robert A. Carreau
Executive Director

April 22, 2021



Trustees

Heather M. Ward
Chairman

Ashley G. Palm
Vice Chairman/Treasurer

Linda B. Nizolek
Secretary

Meghan M. Frazier

Charles E. Kilbourne, III

Adeline Wright Graham
Founder
1938-2012

Ms. Kimarie Sheppard
Executive Director
Bethesda House of Schenectady, Inc.
834 State Street
Schenectady, NY 12307

Dear Ms. Sheppard:

We are pleased to advise that a grant for \$400,000 was recently approved by the trustees of the Wright Family Foundation, Inc. These funds are specifically designated for Cara House. A check for that amount will be mailed to you provided we are in receipt of a signed original Grant Agreement (enclosed) and a copy of your IRS tax exemption certification.

Please note we request that a *Grant Report Form* be completed and returned to the Foundation upon completion of your project. At that time we may request a visit to your organization to see your project results. For an electronic downloadable version of this form please access our website at www.wrightfamilyfoundation.org. No subsequent grant requests will be considered without receipt of this Grant Report form.

If for any reason you choose not to use this grant for the intended purpose or are unable to complete your project within one (1) year from receipt of the grant check please notify The Wright Family Foundation immediately at info@wrightfamilyfoundation.org to make arrangements for return of the grant funding.

By endorsing and depositing your check upon receipt, you warrant that there has been no change in your IRS tax classification as an organization described in Internal Revenue Service Code sections 501(c)(3) and 509(a)(1), (2) or (3).

We extend our best wishes to you for continued success and look forward to hearing about your accomplishments during the year. It is a pleasure to support you and your organization's efforts in such a worthwhile cause.

Sincerely,

Heather Ward
Chairman

enclosure
laf

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

This attachment details the Healthcare Formal Agreements for **NY 507**. It includes the following:

1. Checklist verifying commitment meets all HUD requirements
2. Formal Agreements between **Bethesda House** and **Ellis Health Center, Jacquelyn Hassfurter for Mental Health Services, & John Sapovits for healthcare services for CARA House Project.**

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

1. Checklist verifying commitment meets all HUD requirements

Checklist for New CoC Project Applicants that are Leveraging Healthcare Resources

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

The name of the project

Project name: Cara House

Amount of assistance to be provided by the healthcare organization:

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

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

a) Ellis Health Center = \$30,000

b) Jacquelyn Hassfurter MS, APRN, PMHNP-BC = \$124,000

c) John Sapovits, ACNP-BC = \$42,000

\$196,000(healthcare)/\$250,204 (Budget request)=78%

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

Date of healthcare commitment: This commitment will run in conjunction with the dates of the CARA House project Ellis Health Care (May 2023 renew annually), Jacquelyn Hassfurter (Summer 2023 renew annually)

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

2. Formal Agreements between **Bethesda House** and **Ellis Health Center, Jacquelyn Hassfurter for Mental Health Services, & John Sapovits for healthcare services** for **CARA House Project.**

July 27, 2023

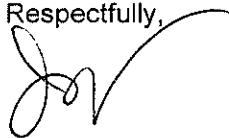
It is my pleasure to provide this letter of support to the application for funds on behalf of Bethesda House of Schenectady, NY. Cara House residential program, which is scheduled to open September 2023, will provide residents with educational, medical, mental health, and case management services.

I can attest to a long professional collaboration with Bethesda House beginning in early 2019 when we instituted a medical program offering consults with our family medicine residents, treatment, and follow-up care with onsite nursing and referrals to area providers. This collaboration and commitment to onsite medical services continues today.

In understanding the essence of the project and having a history with Bethesda House, I am confident in this recommendation. As the Ellis Family Medicine Residency Program Director, we have had a collaboration with Bethesda House to have our family medicine residents volunteer their time to engage and provide services to the population and clients served by Bethesda House. The relationship between the residency program and Bethesda House was designed to address the medical needs of individuals regardless of insurance, schedules, or treatment compliance. The ultimate goal was, and is, to provide an essential service to connect them to area providers to re-engage services or to Ellis primary care for ongoing support.

Due to the operations and success of this collaboration, I am excited about the possibilities with the new residential program at Cara House. The family medicine residency program would like to continue to offer medical consults and prioritized aftercare through liaison work with other providers in the community or with our primary care team. We commit to this collaboration for the Cara House residential program starting in September 2023 and will review and renew the commitment annually. The estimated value of the collaboration is established at thirty thousand dollars per year to provide this medical consultation. This process will be facilitated by Bethesda House Medical and Social Work staff in conjunction with the Ellis Medicine Family Medicine Residency. I fully support Bethesda House's receipt of funds to expand and continue such services. Services that can increase case management, access to telehealth, and assistance with treatment compliance will surely be an asset to our community.

Respectfully,



John Petrillo, DO
Program Director
Ellis Medicine Family Medicine Residency Ellis
Medicine, Schenectady, NY

August 1, 2023

To Whom It May Concern:

I am pleased to provide this letter of support to the submitted application for funds on behalf of Bethesda House of Schenectady. For over four years, I have provided mental health services, including medication management as a board-certified psychiatric mental health nurse practitioner at Bethesda House.

Since starting my professional relationship in August 2019 at Bethesda House I would estimate that I have provided psychiatric services to approximately 400+ impoverished, homeless individuals in Schenectady. This includes providing initial psychiatric evaluations for Bethesda House clients, Schenectady County Department of Social Services (including Adult and Child Protective Services), Schenectady County Action Program, other social service agencies, and many community residents unable to obtain psychiatric services due to a lack of providers in Schenectady. Many of these individuals have continued to utilize this professional resource at Bethesda House on an ongoing basis to address their chronic mental health, medication management, psychosocial, and medical needs.

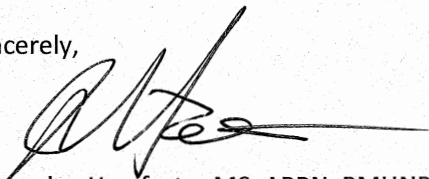
I have experienced an increased demand for psychiatric services that have far exceeded the initial projections. This program has evolved to include more of the community due to the mental health crisis that faces our community, and nation.

The anticipated opening of Cara House, in September 2023, will allow for the expansion of services for the homeless, impoverished, and underserved population in Schenectady. This will also include psychiatric wrap-around services for post-release incarcerated men who continue to remain at high risk for recidivism due to chronic and often untreated mental health comorbidities. This requires a unique systemic approach utilizing a variety of disciplines including mental health, nursing, medical, social work, and case management.

I remain committed to my partnership with Bethesda House and with the population we serve, continuing with the opening of Cara House, and annually. The estimated value of this partnership is established at \$124,000 per year to provide psychiatric evaluations and treatment. This process will be facilitated by Bethesda House, social work, and residential staff in conjunction with the psychiatric services I am able to provide. I fully support Bethesda House's receipt of funds to expand much-needed services.

As a mental health professional, I have seen the positive outcomes and favorable impact this program has had on the community. Bethesda House and I share a vision of personal safety, health, well-being, mind, body, and spirit, to all those that seek it.

Sincerely,



Jacquelyn Hassfurter MS, APRN, PMHNP-BC, NYSAFE

July 31, 2023

To Whom It May Concern:

It is my pleasure to provide this letter of support to the submitted application for funds on behalf of Bethesda House of Schenectady. It is my intention to provide medical services as a nurse practitioner to local residents receiving services at Bethesda House.

In September 2023 Bethesda House will be opening Cara House, which will have six dedicated medical respite beds. These beds are being designated for individuals who are ready for discharge from the hospital but lack housing and support to allow them to stay in the community. These individuals would typically not be able to return to the community and would either remain in the hospital or be discharged to a nursing home bed. By providing additional medical support services, often for individuals who lack a primary care provider, the individual will be able to ensure their medical conditions are well managed and decrease the risk of complications, including possible readmission to the hospital.

I am committed to my role as a medical nurse practitioner at Bethesda House to provide services to those who require medical respite care. This process will be facilitated by social work, residential staff and other services provided by Bethesda House.

It is expected this program will provide positive outcomes and favorable impact to the Schenectady community. Bethesda House and I share a vision of personal safety, health, well-being, mind, body and spirit, to all who seek it.

John Sapovits, ACNP-BC