



Scope of Work
Between the Ulster County Continuum of Care (CoC)
and
CARES of NY, Inc. (CARES)
for Planning Activities in Support of the CY2026 NOFO Requirements

This Scope of Work (SOW) describes the tasks to be performed by the Collaborative Applicant (CARES of NY, Inc.) in assisting the CoC NY-608 to fulfill the requirements of the Department of Housing and Urban Development's 24 CFR Part 578 - Homeless Emergency Assistance and Rapid Transition to Housing (HEARTH) Act: CoC Program (CoC). The purpose of the CoC program is to:

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

This Scope of Work formalizes the relationship between the Continuum (NY-608) and CARES. CARES will provide technical assistance and administrative support as the designated Collaborative Applicant. ***Collaborative Applicant*** is defined as the eligible applicant (State, unit of local government, private, nonprofit organization, or public housing agency) designated by the CoC to:

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

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

1) Governance, Engagement & Coordination, and Project Review

Governance Tasks

CoC Board, Membership and Committee Coordination

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



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- i. CARES will work with the Board to revise the Bylaws on an annual basis
 - ii. CARES will work with the Board to update the Written Standards on an as needed basis
 - iii. CARES will provide updates regarding HUD requirements for the CoC
 - iv. CARES will facilitate discussion between the City/State and the CoC to coordinate ESG/STEHP funding based on the needs of the community
 - v. CARES will facilitate the annual review of a fair housing practices report and support dialogue around best practices for addressing adherence
- b. CARES will assist in the coordination and facilitation of CoC Board selection.
- i. CARES will work with the CoC Board and Membership annually to create a Board slate and Member roster. CARES will work with the CoC Board and to identify candidates for open Board vacancies using the Board Diversity Matrix to ensure that the Board adequately represents the population served and includes persons with lived experience.

Coordination Tasks and Engagement

- c. CARES will coordinate with the Board Co-Chairs to schedule and facilitate Board and Membership meetings.
 - i. CARES will staff Board and Membership meetings in-person, via phone or virtual platform
 - ii. CARES will handle calendaring of all Board and Membership meetings.
 - iii. CARES will create agendas, track attendance, and record minutes at Board and Membership meetings.
 - iv. CARES will prepare and distribute all agendas, materials, and minutes for all Board and Membership meetings
- d. CARES will coordinate with the Committee Co-Chairs to schedule and facilitate Committee meetings, at the request of the Committee Co-Chairs.
 - i. CARES will staff Committee meetings in-person, via phone, or virtual platform and will assist in the development of Committee agendas.
 - ii. CARES will handle calendaring of Committee meetings.
 - iii. CARES will distribute all agendas, materials, and minutes for all Committee meetings
- e. CARES will coordinate with the Board to ensure public invitations for CoC Membership meetings are properly distributed throughout the CoC geographic area.
 - i. CARES will work with the CoC to solicit participation from the DV, Youth, Faith-based and Veteran communities, as well as elected leaders on the city, county, and/or state levels
 - i. CARES will work with the CoC to develop a relationship with ESG/STEHP grantees
- f. CARES will provide technical assistance to the Board as it relates to CoC operations and/or CoC best practices in addressing homelessness.



- g. CARES will partner with the CE Lead to support the CoC in staying up to date on HUD regulations regarding the implementation and evaluation of the CoC CE System. Specifically:
 - i. CARES will provide updates regarding HUD coordinated assessment requirements to the CE Lead through regional CE Lead meetings hosted by CARES.
 - ii. CARES will support development of policy and procedures to comply with HUD regulations by researching and summarizing HUD regulations, and providing examples at regional CE Lead meetings hosted by CARES.
 - iii. CARES will develop and provide examples of tools to evaluate the implementation of the program at regional CE Lead meetings hosted by CARES.
 - iv. CARES will provide technical assistance to the CE Lead for the implementation of the program to ensure compliance, amounting to up to one hour a month.
 - v. CARES will participate in Coordinated Entry Committee meetings related to CE policy development.
 - vi. CARES will work with the CE Lead to ensure implementation of affirmative outreach
 - CARES will conduct community engagement and outreach in coordination with the Board’s vision for CoC growth and enhancement of systemically addressing homelessness.

Project Review Tasks

- h. CARES will assist as needed with completion and submission of the HUD APR and CoC Project Applications.
- i. CARES will assist the CoC in monitoring CoC- and ESG-funded agencies to ensure compliance with HUD regulations. Specifically:
 - i. CARES will assist with the development of a process for monitoring
 - ii. CARES will assist with the development of monitoring forms
 - iii. CARES will assist with conducting monitoring and drafting outcome reports
 - iv. CARES will provide technical assistance regarding CoC compliance as requested by the CoC.
- j. CARES will work with the CoC to coordinate and facilitate the annual Rank and Review process.
 - i. CARES will provide an overview of the Rank and Review process with programs and the full CoC in preparation for the CoC Application
 - ii. CARES will work with the community to develop a Rank and Review Tool for the CoC Application
 - iii. CARES will finalize the Ranking and Tiering and seek CoC approval before the HUD Deadline.
 - iv. CARES will provide the following technical assistance to the CoC Project Review Team:
 - (1) Provide training on the Rank and Review process



- (2) Organize applications for Reviewers
- (3) Finalize scoring
- (4) Assist in the presentation of the ranking to the Board.

- v. CARES will provide the following technical assistance to Project Applicants:
 - (1) Disseminate the Tool
 - (2) Provide on-going technical assistance
 - (3) Gather information to send to Reviewers
 - (4) Schedule interviews with Reviewers as needed
 - (5) Provide debriefings on agency scores upon request

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

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

2) CARES' Role with Homeless Management Information, Point-in-Time, and System Performance Measures

- a. CARES' Planning division will maintain a relationship with the CoC HMIS Lead Agency (CARES' HMIS division).



- i. CARES Planning division will work with HMIS Lead and programs through the Data Committee to ensure data quality for HMIS reports.
- b. CARES will work with the CoC to conduct the annual Housing Inventory Count (HIC) and Point-in-Time (PIT) Count
 - i. CARES will ensure the public posting of the HIC-PIT process.
 - ii. CARES will work with the PIT and/or Data committees to review HIC/PIT outcomes.
 - iii. CARES will provide technical assistance in preparing for the unsheltered PIT count
 - iv. CARES will convene a regional workgroup to discuss methodology for the unsheltered count
 - v. CARES' Planning division will work with the HMIS Lead to pull data for shelters, transitional housing, permanent supportive housing, and rapid rehousing programs
 - vi. CARES' Planning division will work with the HMIS Lead to reach out to non-HMIS shelter, transitional housing, permanent supportive housing, and rapid rehousing providers to confirm PIT numbers and HIC information
 - vii. CARES' Planning division will ensure submission of the HIC & PIT to HUD by the designated due date
- c. CARES staff will:
 - i. Work with HMIS Lead to pull System Performance data
 - ii. Assist HMIS Lead with data clean up
 - iii. Ensure the reports are submitted to HUD by the designated due date
- d. CARES will work with the HMIS Lead and CoC to conduct the following community-based work to improve system performance measures:
 - i. Organize and/or host related trainings to improve data quality and overall System Performance Measures
 - ii. Work with the CoC to discuss strategies to recruit other systems of care
- e. Encourage implementation of best practices (i.e., SOAR) to improve System Performance Measures

2a) The CoC's Role with Homeless Management Information and Point-in-Time, Point-In-time, and System Performance Measures

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



necessary, will report any edits/errors prior to submission.

3) Assist CoC with meeting the following HUD requirements:

- i. Engage agencies that serve the chronically homeless, youth and veterans – such as through encouraging these service agencies participate in and present at CoC Membership meetings:
- ii. Maintain connection to healthcare and education organizations
- iii. Ensure service participation requirements are being met
- iv. Connect with DSS and other mainstream benefits providers

4) Completion of the Annual HUD Continuum of Care Application

- a. Guide the FY2026 Consolidated Application Process as required. CARES will:
 - i. Complete the registration process
 - ii. Submit the 2026 Grant Inventory Worksheet by working collaboratively with CoC funded agencies to confirm necessary grant information
 - iii. CARES will provide technical assistance to CoC-funded agencies to develop Project Applications

4a) The CoC’s role with the Annual HUD Continuum of Care Application

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

4b) CARES will write and submit the Consolidated Application




During the identified application period, CARES will limit non-application committee and Board work to focus on the application. Tasks CARES will accomplish while writing the application include:

- a. Review all HUD CoC Notice of Funding Opportunity (NOFO) materials and disseminate relevant information to the CoC and potential and actual applicants
 - i. Review the prior year’s HUD Debriefing Summary and draft recommendations for improvement
 - ii. Summarize HUD’s CoC NOFO materials and webcasts for potential and actual CoC applicants
 - iii. Create a timeline for CoC submission of the NOFO
 - iv. Continually monitor HUD communications for updated instructions and deadlines
- b. Support completion of Ranking & Tiering in conjunction with the CoC
 - i. Provide a community presentation about the NOFO for interested applicants
 - ii. Lead the review, rating, and ranking process to score and rank order renewal projects
 - iii. Review the Bonus Request for Proposals and facilitate the Bonus Project Ranking Process



- iv. Facilitate Independent Review Team sessions to Rank/Rate Project Applications
- v. Ensure CoC approval of the final Ranking and Tiering, per the Bylaws
- c. Provide technical assistance to project applicants in submitting thorough and competitive project applications into E-Snaps
 - i. Develop community presentations for Renewal, New, and Bonus Projects
 - ii. Develop a schedule of activities for project application drafting, review, and submission
 - iii. Review all Renewal, New Project, and Bonus applications in E-Snaps and provide recommended edits
 - iv. Provide technical assistance to CoC applicants entering projects into E-Snaps as needed
 - v. Ensure the submission of all Renewal, New, and Bonus applications
- d. Write community section of CoC Community Application
 - i. Provide an overview session on the NOFO process and recommendations to improve applications
 - ii. Draft all parts of the CoC Community Application
 - iii. Review data and materials included in the Application and ensure that the overall community application is accurately completed in E-Snaps
 - iv. Consolidate all required materials for the required Attachments to the CoC Community Application; organize/highlight relevant sections of the Attachments per HUD’s instructions
 - v. Publicly post the draft community section of the CoC Community Application for CoC feedback
- e. Participate in community conversations and presentations related to the NOFO as appropriate
- f. Ensure timely submission of the CoC Consolidated Application and Priority Listing

This Scope of Work expires December 31st, 2026.

	1/26/2026
CARES, Inc.	Date
	1/20/2026
	1/21/2026
CoC Board Chair	Date