CARES OF NY, INC
ENDING HOMELESSNESS

Scope of Work
Between the Columbia-Greene CoC (CoC)
and CARES of NY, Inc. (CARES)
for Planning Activities in Support of the Requirements of the CY2026 NOFO

This Scope of Work (SOW) describes the tasks to be performed by the Collaborative Applicant (CARES, Inc.) in assisting the CoC NY-519 in fulfillment of the requirements of Department of Housing and Urban Development's 24 CFR Part 578 - Homeless Emergency Assistance and Rapid Transition to Housing(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-519) 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, Inc. will conduct the following activities under five topic areas: 1) Governance, Engagement & Coordination and Project Review, 2) Homeless Management Information System (HMIS) and Point-in-Time Facilitation, 3) Evaluation of System Performance and Mainstream Benefits, 4) Tracking of other HUD Requirements, and 5) Completion of the annual HUD CoC application.

1) Governance, Engagement & Coordination, and Project Review

Governance Tasks

CoC Executive 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 Bylaws and Written Standards. Written Standards will be developed in consultation with recipients of Emergency Solutions Grants (ESG)/Solutions to End Homelessness Program funds to coordinate service delivery across the geographic area.

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i. CARES will work with the Executive Board to revise the Bylaws on an annual basis
ii. CARES will work with the Executive Board to update the Written Standards on an as needed basis
iii. CARES will provide updates regarding HUD requirements for the CoC
iv. CARES will facilitate discussion between the City/State and the Continuum to coordinate ESG/STEHP funding with the needs of the community
v. CARES will facilitate the annual review of a fair housing practices report and support dialogue around best practices for addressing adherence

b. CARES will assist in the coordination and facilitation of CoC Executive Board selection.
    i. CARES will work with the CoC Executive Board and Membership annually to create an Executive Board slate. CARES will work with the CoC Executive Board to identify candidates for open Board vacancies using the Board Diversity Matrix, to ensure that the Executive Board adequately represents the population served and includes persons with lived experience.

Coordination Tasks and Engagement

c. CARES will coordinate with the Executive Board Co-Chairs to schedule and facilitate Executive Board and Membership meetings.
    i. CARES will staff monthly Executive Board meetings via phone or virtual platform and assist in the development of plan Membership agendas.
    ii. CARES will handle calendaring of Executive Board and Membership meetings; CARES will staff all of these meetings via phone or virtual platform, unless otherwise specified.
d. CARES will create agendas, track attendance, and record minutes at Executive Board and Membership meetings.
    i. CARES will prepare and distribute all agendas, materials, and minutes for all Executive Board meetings
    ii. CARES will prepare and distribute all agendas, materials, and minutes for all Membership meetings
e. CARES will coordinate with the Executive Board to ensure public invitations for CoC Membership meetings are properly distributed throughout the CoC geographic area semi-annually.
    i. CARES will present at other meetings to solicit membership interest
    ii. CARES will work with the CoC to solicit participation from the DV, Youth, 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 meet with CoC Committees
    i. CARES will coordinate with Subcommittee Chairs to draft and prepare agendas
    ii. CARES will attend meetings via phone or virtual platform, unless otherwise specified

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g. CARES will provide technical assistance to the Executive Board as needed.
h. As the Collaborative Applicant, in coordination with CARES' CE team (funded by a separate stream), CARES will support the CoC in staying up to date on HUD regulations regarding implementation and evaluation of a CoC Coordinated Entry system.
    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 support the Coordinated Entry Lead through technical assistance.
    v. CARES will participate remotely in Coordinated Entry Committee meetings related to CE policy development.
i. CARES will conduct community engagement and outreach in coordination with the Executive Board's vision for the CoC growth and enhancement of systemically addressing homelessness.

Project Review Tasks

j. CARES will provide CoC funded agencies assistance with HUD APR and CoC Project Application review and submission.
k. CARES will assist the CoC in monitoring CoC and ESG funded agencies to ensure compliance with HUD regulations.
    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 as requested by the CoC
l. CARES will work with the CoC to coordinate and facilitate the yearly Rank and Review process.
    i. CARES will provide an overview of the Rank and Review process with programs and the full CoC in preparation for the CoC Application
    ii. CARES will work with the community to develop a Rank and Review Tool for the CoC Application
    iii. CARES will 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:
        a. Provide training on the Rank and Review process
        b. Organize applications for Reviewers
        c. Finalize scoring

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d. Assist in the presentation of the ranking to the Executive Board.

v. CARES will provide the following technical assistance to Project Applicants:
   a. Disseminate the Tool
   b. Provide on-going technical assistance
   c. Gather information to send to Reviewers
   d. Schedule interviews with Reviewers as needed
   e. CARES will provide debriefings on agency scores upon request.

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

a. Collaboration
   i. The Executive Board will maintain Bylaws and Written Standards in concert with the HEARTH Act. Written Standards will be developed in consultation with recipients of ESG program funds to coordinate service delivery across the geographic area
   ii. Each Committee is responsible for the tasks defined within the Bylaws:
      (1) Committees will designate a Chair or Co-Chair to collaborate with CARES to develop meeting agendas and lead meetings.

b. Rank and Review
   i. The CoC will adopt local community priorities to embed in the Rank and Review Tool
   ii. The CoC will adopt and approve the Rank and Review Tool
   iii. The CoC will collaborate with CARES to finalize the Rank and Review process including the selection of reviewers, dates to review agency forms/tool, and reporting findings back to the full CoC
   iv. The CoC will educate all Membership on the Rank and Review process, including the Tool and due dates for completing the Tool

c. Coordinated Entry
   i. The CoC will implement a Coordinated Entry System that:
      (1) Provides a comprehensive assessment of the needs of individuals and families for housing and services
      (2) Is designed to be easily accessed by individuals and families seeking housing or services
      (3) Is well advertised
      (4) Includes a comprehensive and standardized assessment tool
      (5) Is designed to coordinate program participation intake, assessment, and provision of referrals

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

a. CARES will maintain a relationship with the CoC HMIS Lead Agency.
   i. CARES will work with HMIS Lead and programs through the HMIS/PIT Committee to ensure data quality for HMIS reports.

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b. CARES will work with the CoC to conduct the annual Housing Inventory Chart/Point-in-Time Count
   i. CARES will ensure public posting of the HIC-PIT process.
   ii. CARES will work with committee to create methodology to review HIC/PIT outcomes.
   iii. CARES will provide technical assistance in analyzing locally collected data to inform HUD of any changes that occurred within each project type and subpopulations
   iv. CARES will provide technical assistance in preparing for the Point-in-Time count
   v. CARES will convene a regional workgroup to discuss methodology for the unsheltered count
   vi. CARES will work with the HMIS Lead to pull data for shelters, transitional housing, permanent supportive housing, and rapid rehousing programs
   vii. CARES will work with the HMIS Lead to reach out to non-HMIS shelter, transitional housing, permanent supportive housing, and rapid rehousing providers to confirm PIT numbers and HIC information
   viii. CARES will draft a memo comparing data from the current and prior year's HIC and PIT for community review

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

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

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

a. CARES staff will:

   i. Work with HMIS Lead to pull System Performance data
   ii. Submit the reports in HUD HDX
   iii. Assist HMIS Lead with data clean up

b. CARES will work with the HMIS Lead and CoC to conduct the following community-based work to improve system performance measures:

   i. Organize and/or host related training

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ii. Work with the CoC to discuss strategies to recruit other systems of care

iii. Encourage implementation of best practices (i.e., SOAR)

4) Assist CoC with meeting the following HUD requirements:

i. Outreach and Engagement Methods – Work with Executive Board and Membership to ensure CoC works with:
   i. Chronically Homeless
   ii. Youth
   iii. Veterans
ii. Maintain connection to healthcare and education organizations
iii. Ensure service participation requirements are being met, connect with DSS and other mainstream benefits providers
iv. Work with the CE Lead to ensure implementation of affirmative outreach

5) Completion of the Annual HUD Continuum of Care Application

a. Submit the 2026Grant Inventory Worksheet
   i. CARES will work collaboratively with CoC funded agencies to complete and submit to HUD the Grant Inventory Worksheet
b. Guide the FY2026 Consolidated Application Process as required
   i. CARES will complete the registration process

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

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

5b) CARES will write and submit the Consolidated Application

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

a. Tasks CARES will accomplish while writing the application include:
   i. Review the prior year's Debriefing Summary and draft recommendations for improvement
   ii. Review HUD's Grants Inventory Worksheet (GIW) to confirm project information
   iii. Summarize HUD Notices of Funding Opportunity (NOFO) CoC materials for potential and actual applicants
   iv. Create a timeline for CoC submission of the NOFO
   v. Develop schedule of activities for project application drafting, review, and submission
   vi. Continually monitor HUD communications for instructions and deadlines
   vii. Review and provide analysis updates of the NOFO webcasts and other materials and resources applicable to the CoC Program

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viii. Provide a community presentation about the NOFO for interested applicants
ix. Lead the review, rating, and ranking process to score and rank order renewal projects
x. Develop community presentations for Renewals, New Projects, and Bonus Projects
xi. Review the Bonus Request for Proposals and facilitate the Bonus Project Ranking Process

xii. Facilitate Independent Review Team sessions to Rank/Rate Project Applications
xiii. Ensure the submission of Renewal, New, and Bonus applications

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

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Addendum to the Scopes of Work

Dues

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

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

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

Member Agency- $150.00
Individual memberships for supporters not affiliated with an agency are also available for $30 per year.

Planning Grant Match

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

For FY2026 (October 1, 2026 –September 30, 2027), this amounts to $12,500 and is subject to change in future years.

This Contract expires, December 31st, 2026.

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CARES, Inc. Date

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CoC Executive Board Chair Date

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