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CARES OF NY, INC
ENDING HOMELESSNESS

Scope of Work Between the Rockland County Continuum of Care (RCCoC) 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 of NY, Inc., hereafter referred to as "CARES") in assisting the RCCoC NY-606 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: Continuum of Care (CoC)Program. 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 RCCoC, (NY-606) 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, prepare and submit the required HUD annual Continuum of Care Funding Application on behalf of all projects the RCCoC has selected for funding, and
2. Apply for CoC planning funds on behalf of the RCCoC.

As the RCCoC-chosen Collaborative Applicant, CARES, will conduct the following activities under five topic areas: 1) Governance, Engagement & Coordination and Project Review, 2) Homeless Management Information System (HMIS) and Point in Time Support, Analysis and Reporting 3) Technical Assistance and Evaluation of System Performance and Mainstream Benefits, 4) Assisting with and Assuring Compliance with all other HUD Requirements, and 5) Completion and successful submission of the annual HUD CoC Funding 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 Bylaws and Written Standards. Written Standards will be developed in consultation with recipients of Emergency

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Solutions Grants (ESG)/Solutions to End Homelessness Program (STEHP funds to coordinate service delivery across Rockland County.

i. CARES will work with the Board to review and as needed, 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 RCCoC
iv. CARES will facilitate discussion between the County/State and the Continuum to coordinate ESG/STEHP funding with the needs of the community
v. CARES will work with the RCCoC to facilitate the development and annual revision of a Move-On Strategy

b. CARES will assist in the coordination and facilitation of RCCoC Board selection.
   i. CARES will work with the RCCoC Board and Membership annually to create a Board slate. CARES will work with the CoC Board 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 meetings virtually, in person or via phone and assist in the development of Membership agendas.
   ii. CARES will handle calendaring of Board and Membership meetings; CARES will staff these meetings virtually, in-person or via phone; Once CARES management has cleared staff to attend meetings in person, CARES shall staff four of these meetings in person per year.
d. CARES will create agendas in cooperation with the Executive Board and track attendance at Board and Membership meetings.
   i. CARES, in consultation with the Co-Chairs, will prepare and distribute all agendas and materials for all Board meetings. CARES will take and distribute minutes for all Board meetings.
   ii. CARES, in consultation with the Executive Board, will prepare and distribute all agendas and materials for all Membership meetings. CARES will take and distribute minutes for all Membership meetings.
e. CARES will coordinate with the Board to ensure public invitations for RCCoC Membership meetings are properly distributed throughout Rockland County monthly.
   i. CARES will present at other meetings to solicit membership interest
   ii. CARES, in cooperation with the RCCoC, will solicit participation from the DV, Youth, Faith-based and Veteran communities, as well as elected leaders on the city, county, and/or state levels

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i. CARES, in cooperation with the RCCoC, will develop a relationship with ESG/STEHP grantees

f. CARES will meet with RCCoC Committees and will provide ongoing technical assistance as needed.
   i. CARES will coordinate with Subcommittee Chairs to draft and prepare agendas
   ii. CARES will attend meetings virtually or via phone monthly and will prepare meeting minutes for all committees

g. CARES will provide technical assistance to the Board as needed.

h. CARES, in conjunction with the RCCoC, will coordinate and facilitate expanded implementation and evaluation of an RCCoC Coordinated Entry system.
   i. CARES will provide updates regarding HUD coordinated assessment requirements to the RCCoC
   ii. CARES will ensure continued updates of policy and procedures to comply with HUD regulations
   iii. CARES will provide ongoing technical assistance for the implementation of the program to ensure compliance
   iv. CARES will provide ongoing technical assistance to evaluate the program
   v. CARES will support the Coordinated Entry Lead through technical assistance
   vi. CARES will participate either in person or remotely in Coordinated Entry Committee meetings related to CE policy development

i. 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

j. CARES will ensure completion and submission of the HUD APR and CoC project Applications.

k. CARES, in conjunction with the RCCoC, will monitor RCCoC and ESG funded agencies to ensure compliance with HUD regulations. As UFA, CARES will:
   i. Conduct all required fiscal and program monitoring.
   ii. Draft an outcome report based on monitoring findings and present to the Performance and Evaluation Committee.
   iii. CARES will provide technical assistance as requested by the RCCoC

l. CARES, in conjunction with the RCCoC, will 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 RCCoC in preparation for the annual HUD CoC Funding Application
   ii. CARES will work with the RCCoC to develop a Rank and Review Tool for the annual HUD CoC Funding Application

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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
    d. Assist in the presentation of the ranking to the RCCoC 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 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. CARES will be responsible to take minutes and distribute within one week of the meeting to help the Board prepare for the next meeting.
    iii. Each Committee is responsible for the tasks defined within the Bylaws:
        (1) Committees must 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 RCCoC
    iv. In conjunction with the RCCoC, CARES will educate all Membership on the Rank and Review process, including the Tool and due dates for completing the Tool
c. Coordinated Entry
    i. In conjunction with CARES, the RCCoC 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

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(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 RCCoC HMIS Lead Agency.
   i. CARES will work with HMIS Lead and programs through the Monitoring and Evaluation Committee to ensure data quality for HMIS reports.
   ii. CARES will participate in the PIT Committee virtually, via phone or in person as needed to communicate the HIC/PIT process.

b. CARES will work with the RCCoC to conduct the annual Housing Inventory Chart/Point-in-Time Count
   i. CARES will work with the committee to review HIC/PIT outcomes.
   ii. CARES will provide technical assistance in analyzing locally collected data to inform HUD of any changes that occurred within each project type and subpopulations
   iii. CARES will provide technical assistance in preparing for the Point-in-Time count
   iv. CARES will convene a regional workgroup to discuss methodology for the unsheltered count
   v. CARES will work with the HMIS Lead to pull data for shelters, transitional housing, permanent supportive housing, and rapid rehousing providers to confirm PIT numbers and HIC information
   vi. CARES will work with the HMIS Lead and those shelter, transitional housing, permanent supportive housing, and rapid rehousing providers not in HMIS to collect relevant PIT and HIC information
   vii. CARES will manually enter data into HUD HDX and submit the report

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 selecting representatives/organization(s) to oversee the unsheltered portion of the count.
b. CARES will work together with the RCCoC Executive Board to submit an application for CDBG funding, if available, for RCCoC expenses related to the Unsheltered PIT; CARES will take a lead on writing the CDBG application.
c. Participating agencies will confirm the PIT and Housing Inventory Chart data with CARES.
d. In conjunction with CARES, RCCoC will collect data forms and verify data from each participating provider, both RCCoC-funded and non RCCoC-funded agencies and make any necessary corrections.
e. Participating agencies will send reports to CARES by the agreed-upon due date (report includes each agency's Housing Inventory and Point-in-Time data, including subpopulation data).

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b. Participating agencies will review drafted HIC-PIT Memo, PIT Reports, and HIC Spreadsheets posted to the CARES website for any errors prior to submission in HDX.

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

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

d. Community based work to improve system measures:
   i. Organize and/or host related training to improve data quality and overall System Performance measures.
   ii. Work with the RCCoC to discuss strategies to recruit other systems of care
   iii. Encourage implementation of best practices (i.e. SOAR)

4) Assist RCCoC with meeting the following HUD requirements:

i. Outreach and Engagement Methods – Work with Board and Membership to ensure RCCoC 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) As Collaborative Applicant, CARES will complete and submit the Consolidated HUD Funding Application

a. Guide the FY2026 Consolidated Application Process
   i. CARES will complete the registration process

b. Submit the 2026 Grant Inventory Worksheet
   i. CARES will work collaboratively with RCCoC funded agencies to complete and submit to HUD the Grant Inventory Worksheet

c. CARES will write and submit the application, to include to following tasks:
   i. Review the prior year's Debriefing Summary and draft recommendations for improvement
   ii. Summarize HUD Notices of Funding Opportunity (NOFO) CoC materials for potential and actual applicants
   iii. Create a timeline for RCCoC project application- submission of the NOFO
   iv. Develop schedule of activities, including project milestones
   v. Continually monitor HUD communications for instructions and deadlines
   vi. Review and provide analysis updates of the NOFO webcasts and other materials and resources applicable to the RCCoC Program

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vii. Provide a community presentation about the NOFO for interested applicants
viii. Lead the review, rating, and ranking process to score and rank order renewal projects
ix. Write community section of RCCoC Community Application.
x. Review data and materials included in the Application and ensure that the overall community application is accurately completed in E-Snaps
xi. Review the Bonus Request for Proposals and facilitate the Bonus Project Ranking Process
xii. Provide technical assistance to applicants throughout the process as needed, either by telephone or in person
xiii. Ensure the submission of renewal, new, and bonus applications
xiv. Provide an overview session on NOFO process and recommendations to improve application, including presentations for Renewals, New Projects, and Bonus Projects. Participate in additional community conversations and presentations related to the NOFO as appropriate
xv. Facilitate Independent Review Team sessions to Rank/Rate Project Applications
xvi. Facilitate Bonus Project Bidders Conference
xvii. Timely submission of the CoC Consolidated Application and Priority Listing

d. Reporting

a. As with all RCCoC-funded agencies, CARES will report the following to the RCCoC Board:
   i. Monthly report (at the RCCoC membership meeting) on activities and expenditures for the Planning Grant, HMIS, and UFA.

This Contract expires December 31st, 2026.

CARES, Inc. Date

Signed by:
Marion E. Breland
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2/17/2026

CoC Board Co-Chair Date

CoC Board Co-Chair Date

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