

Before Starting the CoC Application

You must submit all three of the following parts in order for us to consider your Consolidated Application complete:

1. the CoC Application,
2. the CoC Priority Listing, and
3. all the CoC's project applications that were either approved and ranked, or rejected.

As the Collaborative Applicant, you are responsible for reviewing the following:

1. The FY 2022 CoC Program Competition Notice of Funding Opportunity (NOFO) for specific application and program requirements.
2. The FY 2022 CoC Application Detailed Instructions which provide additional information and guidance for completing the application.
3. All information provided to ensure it is correct and current.
4. Responses provided by project applicants in their Project Applications.
5. The application to ensure all documentation, including attachment are provided.

Your CoC Must Approve the Consolidated Application before You Submit It
- 24 CFR 578.9 requires you to compile and submit the CoC Consolidated Application for the FY 2022 CoC Program Competition on behalf of your CoC.

- 24 CFR 578.9(b) requires you to obtain approval from your CoC before you submit the Consolidated Application into e-snaps.

Answering Multi-Part Narrative Questions

Many questions require you to address multiple elements in a single text box. Number your responses to correspond with multi-element questions using the same numbers in the question. This will help you organize your responses to ensure they are complete and help us to review and score your responses.

Attachments

Questions requiring attachments to receive points state, "You Must Upload an Attachment to the 4B. Attachments Screen." Only upload documents responsive to the questions posed—including other material slows down the review process, which ultimately slows down the funding process. Include a cover page with the attachment name.

- Attachments must match the questions they are associated with—if we do not award points for evidence you upload and associate with the wrong question, this is not a valid reason for you to appeal HUD's funding determination.

- 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).

1A. Continuum of Care (CoC) Identification

HUD publishes resources on the HUD.gov website at CoC Program Competition to assist you in completing the CoC Application. Resources include:

- Notice of Funding Opportunity (NOFO) for Fiscal Year (FY) 2022 Continuum of Care Competition and Noncompetitive Award of Youth Homeless Demonstration Program Renewal and Replacement Grants;
- 24 CFR part 578;
- FY 2022 CoC Application Navigational Guide;
- Section 3 Resources;
- PHA Crosswalk; and
- Frequently Asked Questions

1A-1. CoC Name and Number: NY-525 - New York Balance of State CoC

1A-2. Collaborative Applicant Name: New York State Office of Temporary and Disability Assistance

1A-3. CoC Designation: CA

1A-4. HMIS Lead: CARES of NY, Inc.

1B. Coordination and Engagement–Inclusive Structure and Participation

HUD publishes resources on the HUD.gov website at CoC Program Competition to assist you in completing the CoC Application. Resources include:

- Notice of Funding Opportunity (NOFO) for Fiscal Year (FY) 2022 Continuum of Care Competition and Noncompetitive Award of Youth Homeless Demonstration Program Renewal and Replacement Grants;
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1B-1.	Inclusive Structure and Participation–Participation in Coordinated Entry.	
	NOFO Sections VII.B.1.a.(1), VII.B.1.e., VII.B.1.p., and VII.B.1.r.	
	In the chart below for the period from May 1, 2021 to April 30, 2022:	
1.	select yes or no in the chart below if the entity listed participates in CoC meetings, voted—including selecting CoC Board members, and participated in your CoC's coordinated entry system; or	
2.	select Nonexistent if the organization does not exist in your CoC's geographic area:	

	Organization/Person	Participated in CoC Meetings	Voted, Including Electing CoC Board Members	Participated in CoC's Coordinated Entry System
1.	Affordable Housing Developer(s)	Yes	Yes	Yes
2.	Agencies serving survivors of human trafficking	Yes	Yes	Yes
3.	CDBG/HOME/ESG Entitlement Jurisdiction	Yes	Yes	Yes
4.	Disability Advocates	Yes	Yes	Yes
5.	Disability Service Organizations	Yes	Yes	Yes
6.	EMS/Crisis Response Team(s)	Yes	Yes	Yes
7.	Homeless or Formerly Homeless Persons	Yes	Yes	Yes
8.	Hospital(s)	Yes	Yes	Yes
9.	Indian Tribes and Tribally Designated Housing Entities (TDHEs) (Tribal Organizations)	Yes	No	Yes
10.	Law Enforcement	Yes	Yes	Yes
11.	Lesbian, Gay, Bisexual, Transgender (LGBTQ+) Advocates	Yes	Yes	Yes
12.	LGBTQ+ Service Organizations	Yes	Yes	Yes
13.	Local Government Staff/Officials	Yes	Yes	Yes
14.	Local Jail(s)	Yes	Yes	Yes
15.	Mental Health Service Organizations	Yes	Yes	Yes
16.	Mental Illness Advocates	Yes	Yes	Yes

17.	Organizations led by and serving Black, Brown, Indigenous and other People of Color	Yes	Yes	Yes
18.	Organizations led by and serving LGBTQ+ persons	Yes	Yes	Yes
19.	Organizations led by and serving people with disabilities	Yes	Yes	Yes
20.	Other homeless subpopulation advocates	Yes	Yes	Yes
21.	Public Housing Authorities	Yes	Yes	Yes
22.	School Administrators/Homeless Liaisons	Yes	Yes	Yes
23.	State Domestic Violence Coalition	Yes	Yes	Yes
24.	State Sexual Assault Coalition	Yes	Yes	Yes
25.	Street Outreach Team(s)	Yes	Yes	Yes
26.	Substance Abuse Advocates	Yes	Yes	Yes
27.	Substance Abuse Service Organizations	Yes	Yes	Yes
28.	Victim Service Providers	Yes	Yes	Yes
29.	Domestic Violence Advocates	Yes	Yes	Yes
30.	Other Victim Service Organizations	Yes	Yes	Yes
31.	Youth Advocates	Yes	Yes	Yes
32.	Youth Homeless Organizations	Yes	Yes	Yes
33.	Youth Service Providers	Yes	Yes	Yes
	Other: (limit 50 characters)			
34.	Veterans Service Organizations	Yes	Yes	Yes
35.	Faith-Based Organizations Providing Services to People Experiencing Homelessness	Yes	Yes	Yes

1B-2.	Open Invitation for New Members.	
	NOFO Section VII.B.1.a.(2)	

	Describe in the field below how your CoC:
1.	communicated a transparent invitation process annually (e.g., communicated to the public on the CoC's website) to solicit new members to join the CoC;
2.	ensured effective communication with individuals with disabilities, including the availability of accessible electronic formats;
3.	invited organizations serving culturally specific communities experiencing homelessness in the geographic area to address equity (e.g., Black, Latino, Indigenous, LGBTQ+, and persons with disabilities).

(limit 2,500 characters)

1. Recruitment for CoC membership is continuous. The CoC has an open membership process and publishes meeting schedules online. All meetings are open to the public. The CoC annually solicits new members to join the CoC by: sharing a membership form on the website; asking current members to forward invitations/emails to possible new members; encouraging the Lived Experience Advisory Board to solicit membership from peers and targeting outreach to key partners, including Local, State, and Federal partners, to encourage them to become members. The CoC also solicits new membership at annual statewide meetings that are attended by over 500 housing and supportive service providers.

2. The CoC ensures effective communication with individuals with disabilities by sharing information (including the CoC webpage) in a variety of electronic formats which meet accessibility standards and are readable via screen reader software. CoC meetings are held in person with a WebEx option allowing for closed captioning and phone-in attendance options. The site location is handicap-accessible and open to the public. Leadership positions within the CoC are held by disability advocates, further ensuring effective communication with persons of differing abilities.

3. The CoC invites organizations serving culturally specific communities experiencing homelessness to become members by conducting personal outreach. Current members are asked to describe the mission of the CoC and benefits of CoC membership to these organizations and encourage CoC participation. Both the CA and provider agencies have made a concerted effort to connect with new providers, businesses and stakeholders in the CoC coverage areas. These organizations serve on multiple committees, including CE. As a result of outreach, the CoC has increased BIPOC and disability agency membership and leadership within the CoC. These connections have also led to increased CE access points for under-served communities. The CoC has been an active member of the local Regional Racial Justice Advisory Committee (RRJAC), which includes representatives from CoCs across NYS and meets bi-weekly. This involvement has led to productive conversations within the CoC regarding invitations to more people of color, Indigenous people, persons who are LGBTQ+, and persons with disabilities to join CoC meetings.

1B-3.	CoC's Strategy to Solicit/Consider Opinions on Preventing and Ending Homelessness.	
	NOFO Section VII.B.1.a.(3)	
	Describe in the field below how your CoC:	
	1. solicited and considered opinions from a broad array of organizations and individuals that have knowledge of homelessness, or an interest in preventing and ending homelessness;	
	2. communicated information during public meetings or other forums your CoC uses to solicit public information; and	
	3. took into consideration information gathered in public meetings or forums to address improvements or new approaches to preventing and ending homelessness.	

(limit 2,500 characters)

1. The CoC solicits and considers opinions from an array of organizations/individuals including but not limited to individuals with lived experience, affordable and supportive housing providers, youth groups, MH/SUD agencies, victim services providers (VSPs), housing developers, veteran organizations, faith-based organizations, law enforcement and local, state and federal agencies. The CoC participates in and conducts outreach at local community forums such as public safety meetings, local government meetings, opioid and reentry task forces, magistrates' associations, education committees and community revitalization groups. The CoC's CA hosts annual stakeholder meetings attended by more than 500 people that provide feedback about the efficacy and direction of homeless services programs and solicit information on how they can be improved. Information obtained from these public forums is brought back to the CoC for discussion at CoC meetings and incorporated into strategic planning. 2. The CoC communicates information obtained from the forums listed above in a variety of ways, including sharing at monthly meetings, sending information to CoC committees for their consideration, distribution to CoC membership, and posting on the CoC website. The CoC also shares state and federal training and best-practice information to members by email and at monthly meetings and gathers input through direct community interaction at open meetings and regional housing forums. CoC members contribute to meetings and discussion topics and all meetings include time for open discussion and questions. The CoC facilitates individualized meetings and training on topics useful to the goal of preventing and ending homelessness, for example on SOAR, crisis stabilization centers and HOMEARP. 3. The CoC uses information gathered from public meetings to make improvements and develop new approaches to preventing and ending homelessness. It does so by dedicating time during CoC meetings for committee updates and presentations on specific topics. This has resulted in widespread information sharing across the CoC, such as dissemination of HOME-ARP strategy, consultation regarding ESGCV funds, and development of relationships with key partners. One example is how the CoC collaborated on the formation of a state-funded rental assistance program. The CoC collaborated with State representatives to ensure that the program incorporated the needs of individuals and families experiencing homelessness.

1B-4.	Public Notification for Proposals from Organizations Not Previously Awarded CoC Program Funding.	
	NOFO Section VII.B.1.a.(4)	
	Describe in the field below how your CoC notified the public:	
1.	that your CoC will consider project applications from organizations that have not previously received CoC Program funding;	
2.	about how project applicants must submit their project applications—the process;	
3.	about how your CoC would determine which project applications it would submit to HUD for funding; and	
4.	how your CoC effectively communicated with individuals with disabilities, including making information accessible in electronic formats.	

(limit 2,500 characters)

1. The CoC encourages new applicants to apply for funding by sending informational materials to the NYS grant system (over 7,000 recipients) and posting the information publicly on the CoC's website. Multiple informational sessions are held to review the application to ensure that new applicants understand the process. The informational sessions are open to the public and attended by both existing CoC members and potential new applicants. Last year, the CoC applied for five new bonus projects, all from applicants that had not previously received CoC funding. The CoC was awarded funding for four new projects.
2. The public was notified about the application process on the CoC's website, via multiple emails, and an informational session held on August 12th via WebEx. In addition, a notification was posted to the NYS grants system, a public searchable statewide notification system of available grant opportunities.
3. The CoC determines which project applications are submitted to HUD using the CoC-approved rank and review policies and are publicly posted on the CoC website. Additionally, the rank and review tool is posted publicly on the CoC website, detailing the scoring process for new and renewal projects. Scoring criteria are also discussed at the informational sessions for project applicants. Criteria include objective questions such as data quality, program outcomes, best practices (i.e., Housing First), HUD priorities, and community need. New applicants without historical data are given full credit for objective questions so new applicants are not at a disadvantage. The Steering Committee and Lived Experience Advisory Board review and approve the project ranking.
4. The CoC ensures effective communication with individuals with disabilities by posting information and documents on the public CoC website, which meets accessibility standards and is readable via screen reader software. Informational sessions for project applicants are held via WebEx with closed captioning available.

1C. Coordination and Engagement

HUD publishes resources on the HUD.gov website at CoC Program Competition to assist you in completing the CoC Application. Resources include:

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1C-1.	Coordination with Federal, State, Local, Private, and Other Organizations.	
	NOFO Section VII.B.1.b.	
	In the chart below:	
1.	select yes or no for entities listed that are included in your CoC's coordination, planning, and operations of projects that serve individuals, families, unaccompanied youth, persons who are fleeing domestic violence who are experiencing homelessness, or those at risk of homelessness; or	
2.	select Nonexistent if the organization does not exist within your CoC's geographic area.	

	Entities or Organizations Your CoC Coordinates with for Planning or Operations of Projects	Coordinates with the Planning or Operations of Projects?
1.	Funding Collaboratives	Yes
2.	Head Start Program	Yes
3.	Housing and services programs funded through Local Government	Yes
4.	Housing and services programs funded through other Federal Resources (non-CoC)	Yes
5.	Housing and services programs funded through private entities, including Foundations	Yes
6.	Housing and services programs funded through State Government	Yes
7.	Housing and services programs funded through U.S. Department of Health and Human Services (HHS)	Yes
8.	Housing and services programs funded through U.S. Department of Justice (DOJ)	Yes
9.	Housing Opportunities for Persons with AIDS (HOPWA)	Yes
10.	Indian Tribes and Tribally Designated Housing Entities (TDHEs) (Tribal Organizations)	Yes
11.	Organizations led by and serving Black, Brown, Indigenous and other People of Color	Yes
12.	Organizations led by and serving LGBTQ+ persons	Yes
13.	Organizations led by and serving people with disabilities	Yes
14.	Private Foundations	Yes
15.	Public Housing Authorities	Yes
16.	Runaway and Homeless Youth (RHY)	Yes
17.	Temporary Assistance for Needy Families (TANF)	Yes
	Other:(limit 50 characters)	

18.	Faith-based	Yes
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1C-2.	CoC Consultation with ESG Program Recipients.	
	NOFO Section VII.B.1.b.	

	Describe in the field below how your CoC:
1.	consulted with ESG Program recipients in planning and allocating ESG and ESG-CV funds;
2.	participated in evaluating and reporting performance of ESG Program recipients and subrecipients;
3.	provided Point-in-Time (PIT) count and Housing Inventory Count (HIC) data to the Consolidated Plan jurisdictions within its geographic area; and
4.	provided information to Consolidated Plan Jurisdictions within your CoC's geographic area so it could be addressed in Consolidated Plan update.

(limit 2,500 characters)

1. OTDA is the Program Recipient for ESG and ESG-CV funding in all areas of the state which are not directly funded by HUD. OTDA has required sign off from all CoCs indicating agreement with each ESG and ESG-CV project that was proposed within that CoC. As the CA for the CoC, OTDA requires that all ESG and ESG-CV funded projects in the geographic regions that comprise the CoC have the support of the members of the CoC. Because of the dual role played by the CA in distributing ESG and ESG-CV funding and serving as the CA for the BoS CoC, there is constant coordination between the two programs. The CoC continually consults with the ESG-CV recipient to ensure funds are spent appropriately and meet the needs of vulnerable households within with CoC.

2. The CA, as the ESG recipient, is involved with monitoring outcomes of each ESG program that receives funding through NYS. As one of the CoCs within the state, the CA assists the CoC in monitoring program eligibility, compliance, and spending by the ESG subrecipients within its geographic regions to ensure that the program is meeting local needs. ESG project performance is evaluated by the CoC's HMIS Committee on a regular basis and reported back to the ESG program. The CoC created standards for all ESG and ESG-CV RRH and Prevention projects to ensure continuity across all program subrecipients. Project status and updates are provided during monthly CoC meetings, leading to improvements in system performance.

3. NYS Homes and Community Renewal (HCR) is responsible for submitting the Consolidated Plan for NYS and the CoC is part of the Statewide Consolidated Plan jurisdiction. The CA regularly coordinates with HCR to ensure that CoC PIT and HIC data from the CoC are used in the Consolidated Plan and Annual Action Plans.

4. The entire CoC is covered by the New York State Consolidated Plan as submitted by HCR. Data is provided to HCR via emails and meetings to address homelessness within its geographic area for use in Consolidated Plan updates.

1C-3.	Ensuring Families are not Separated.	
	NOFO Section VII.B.1.c.	

Select yes or no in the chart below to indicate how your CoC ensures emergency shelter, transitional housing, and permanent housing (PSH and RRH) do not deny admission or separate family members regardless of each family member's self-reported sexual orientation and gender identity:

1.	Conducted mandatory training for all CoC- and ESG-funded service providers to ensure families are not separated.	Yes
2.	Conducted optional training for all CoC- and ESG-funded service providers to ensure families are not separated.	Yes
3.	Worked with ESG recipient(s) to adopt uniform anti-discrimination policies for all subrecipients.	Yes
4.	Worked with ESG recipient(s) to identify both CoC- and ESG-funded facilities within your CoC's geographic area that might be out of compliance and took steps to work directly with those facilities to bring them into compliance.	Yes
5.	Sought assistance from HUD by submitting AAQs or requesting technical assistance to resolve noncompliance of service providers.	No
6.	Other. (limit 150 characters)	

1C-4.	CoC Collaboration Related to Children and Youth—SEAs, LEAs, School Districts.	
	NOFO Section VII.B.1.d.	

Select yes or no in the chart below to indicate the entities your CoC collaborates with:

1.	Youth Education Provider	Yes
2.	State Education Agency (SEA)	Yes
3.	Local Education Agency (LEA)	Yes
4.	School Districts	Yes

1C-4a.	Formal Partnerships with Youth Education Providers, SEAs, LEAs, School Districts.	
	NOFO Section VII.B.1.d.	

Describe in the field below the formal partnerships your CoC has with at least one of the entities where you responded yes in question 1C-4.

(limit 2,500 characters)

The CoC has formal partnerships with youth education providers. CAPTAIN Community Human Services, Catholic Charities Runaway and Homeless Youth Program, and Green Chimneys (all youth education providers) are members of CoC's Steering Committee. Each of these agencies have formal agreements with school districts and Local Education Agencies (LEAs) to coordinate services for youth experiencing homelessness, ensuring that homeless and at-risk children and young adults are connected to transportation and educational services to help them succeed in school. The LEA's McKinney-Vento liaisons participate in CoC meetings and Coordinated Entry to ensure continuity of service delivery and that the needs of the children and families in the educational system are being met.

The CoC's Governance Charter reserves a seat for the State Education Agency and a school district. Additionally, the New York State Office of Children and Family Services (OCFS) which works closely with LEA's is an ex-officio attendee of Steering Committee and attends monthly meetings to provide information on available resources, and programmatic updates and hear from the CoC about the trends happening within its geography.

1C-4b.	Informing Individuals and Families Experiencing Homelessness about Eligibility for Educational Services.	
	NOFO Section VII.B.1.d.	

Describe in the field below written policies and procedures your CoC adopted to inform individuals and families who become homeless of their eligibility for educational services.

(limit 2,500 characters)

The CoC has adopted written policies and procedures that ensure families and individuals who become homeless are aware of their eligibility for educational services. The policy requires that each program serving families with children designate a person responsible for ensuring that no matter where they live, how long they have lived there, or how long they plan to stay, all children and young adults participating in the program are enrolled in school immediately. Project monitoring by the CoC includes assurance that children are connected to school. Enrollment must occur even if they lack paperwork normally required (e.g., school records, records of immunization and other required health records, proof of residency, guardianship, and other documents), are unable to pay fines or fees, or have missed application or enrollment deadlines. Students have the right to enroll in school and attend classes while the school gathers needed documents. Enrollment occurs as quickly as possible. Families are encouraged and assisted to enroll children in applicable early childhood education programs as well. McKinney Vento liaisons regularly attend CoC meetings to help ensure full compliance and adherence to best practices.

1C-4c.	Written/Formal Agreements or Partnerships with Early Childhood Services Providers.	
	NOFO Section VII.B.1.d.	

Select yes or no in the chart below to indicate whether your CoC has written formal agreements or partnerships with the listed providers of early childhood services:

		MOU/MOA	Other Formal Agreement
1.	Birth to 3 years	No	Yes
2.	Child Care and Development Fund	No	Yes
3.	Early Childhood Providers	No	Yes
4.	Early Head Start	Yes	Yes
5.	Federal Home Visiting Program—(including Maternal, Infant and Early Childhood Home and Visiting or MIECHV)	No	No
6.	Head Start	Yes	No
7.	Healthy Start	No	No
8.	Public Pre-K	No	Yes
9.	Tribal Home Visiting Program	No	No
	Other (limit 150 characters)		
10.	Child at Risk Response Team	No	Yes

1C-5.	Addressing Needs of Domestic Violence, Dating Violence, Sexual Assault, and Stalking Survivors—Collaborating with Victim Service Providers.	
	NOFO Section VII.B.1.e.	

Describe in the field below how your CoC regularly collaborates with organizations who help provide housing and services to survivors of domestic violence, dating violence, sexual assault, and stalking to:

1.	update CoC-wide policies; and
2.	ensure all housing and services provided in the CoC are trauma-informed and can meet the needs of survivors.

(limit 2,500 characters)

1. Victim service providers (VSPs) collaborate with the CoC by serving in leadership roles on the Steering Committee. They also serve on the CE Committee, HMIS/Data Committee, and Services Coordination Committee, which are the committees responsible for developing and annually reviewing CoC policies. The New York State Office for the Prevention of Domestic Violence (OPDV) and Office of Children and Family Services (OCFS) are responsible for the oversight of DV shelters. These two agencies regularly attend CoC meetings and provide input on key policies. The CoC strategic plan is also reviewed by leaders of VSPs and goals created by VSPs are included in the strategic plan.

2. The CoC regularly collaborates with VSPs and other organizations to ensure housing and services are trauma-informed and meet the needs of survivors. CoC and CE members participate in annual trainings led by a VSP regarding best practices, safety planning, and victim-centered care. CoC members attend webinars hosted by HUD and other state/national DV coalitions on victim safety and best practices. Finally, the CoC and committee members discuss the unique needs of survivors at regularly scheduled meetings. Often discussion leads to added language or updates to policies that are specific to the needs of survivors.

1C-5a.	Annual Training on Safety and Best Practices to Address the Needs of Domestic Violence, Dating Violence, Sexual Assault, and Stalking Survivors.	
NOFO Section VII.B.1.e.		
Describe in the field below how your CoC coordinates to provide training for:		
1.	project staff that addresses best practices (e.g., trauma-informed, victim-centered) on safety and planning protocols in serving survivors of domestic violence and indicate the frequency of the training in your response (e.g., monthly, semi-annually); and	
2.	Coordinated Entry staff that addresses best practices (e.g., trauma informed care) on safety and planning protocols in serving survivors of domestic violence and indicate the frequency of the training in your response (e.g., monthly, semi-annually).	

(limit 2,500 characters)

1. The CoC ensures that all project staff are trained in a variety of domestic violence topics, including but not limited to: the dynamics of victimization and abuse; crisis intervention and safety planning specific to each unique survivor's needs; confidentiality and mandated reporting; Adverse Childhood Experiences (ACES); the needs of special and diverse populations; advocacy skills; and legal systems. The CoC ensures that training is required when staff are first hired and at minimum annually, however additional trainings are offered as needed, such as changes to shelter guidance.

2. In addition to the above process, the CoC works with VSPs and peer-led agencies to conduct annual trauma-informed care training for all employees including CE staff. The training includes assessment of and safety planning with survivors for all agencies involved with CE. The CE policy and Emergency Transfer Plan was developed in conjunction with VSPs to incorporate victims' unique needs in order to ensure anonymity and safety. Additional trainings regarding best practices regarding safety of survivors are offered as they are identified through CoC meetings. All new program staff are required to be trained in housing first practices and trauma-informed care. The importance of these practices are continuously reinforced in CE case conferencing meetings.

1C-5b.	Using De-identified Aggregate Data to Address the Needs of Domestic Violence, Dating Violence, Sexual Assault, and Stalking Survivors.	
NOFO Section VII.B.1.e.		
Describe in the field below:		
1.	the de-identified aggregate data source(s) your CoC uses for data on survivors of domestic violence, dating violence, sexual assault, and stalking; and	
2.	how your CoC uses the de-identified aggregate data described in element 1 of this question to evaluate how to best meet the specialized needs related to domestic violence and homelessness.	

(limit 2,500 characters)

1. The CoC receives de-identified aggregate data from: a) all VSPs within the CoC via comparable databases; and b) for HMIS participating providers that are not VAWA funded or designated DV providers for which DV information is collected via HMIS at intake. The CoC regularly reviews statewide aggregate data including DV task force data and local police calls related to domestic violence.

2. The CoC uses de-identified data from comparable databases and HMIS to evaluate the specialized needs related to DV, dating violence and sexual assault victims. Data is regularly analyzed at CoC and HMIS Committee meetings to identify trends and gaps in services. Gaps in service are identified and included in programming and system-wide planning such as PIT and HIC, and rank and review policies. Gaps are addressed through new project applications, providing additional specialized training, appropriate update of CE policies, and updates to the CoC's Strategic Plan. One of the primary uses of data is in informing CE policies. De-identified, aggregate data can provide valuable information about the extent of the need, types of DV households experiencing the need, and in which part of the region housing is most requested. It can also provide information about what accompanying disabilities/life challenges homeless DV/assault victims may be experiencing to tailor and target interventions that meet the specific needs.

1C-5c.	Communicating Emergency Transfer Plan to Domestic Violence, Dating Violence, Sexual Assault, and Stalking Survivors.	
	NOFO Section VII.B.1.e.	
	Describe in the field below how your CoC communicates to all individuals and families seeking or receiving CoC Program assistance:	
	1. the emergency transfer plan policies and procedures; and	
	2. the process for individuals and families to request an emergency transfer.	

(limit 2,500 characters)

1. The CoC has an emergency transfer plan that is publicly available on the CoC's website and is discussed with all program participants at program entry, regardless of known survivor status. In accordance with the Violence Against Women Act (VAWA), the CoC and its housing providers 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 to request a transfer is available regardless of any protected characteristic, including race, color, religion, national origin, sex, disability, sexual orientation, age, familial status, marital status, partnership status, lawful occupation, lawful source of income, military status, alienage or citizenship status, or on the grounds that a person is a victim of domestic violence, dating violence, sexual assault, or stalking. The transfer plan incorporates trauma-informed and victim-centered approaches that allow for a client to move to a safe location of their choice, which includes access to all available mainstream and supportive housing resources. VSPs attend all CE meetings and can assist with adherence to the emergency transfer plan policy.

2. The process for individuals and families to request an emergency transfer is highlighted in the emergency transfer plan that is publicly available on the CoC's website and discussed with all program participants at program entry, regardless of known survivor status. The policy states that in order to request an emergency transfer due to safety concerns, the tenant should submit a written request for a transfer to their housing provider. The housing provider will provide reasonable accommodations to this policy for individuals with disabilities. The housing provider will keep confidential any information that the tenant submits in requesting an emergency transfer, and information about the emergency transfer, unless the tenant gives written permission to release the information on a time limited basis, or disclosure of the information is required by law or required for use in an eviction proceeding or hearing regarding termination of assistance from the covered program. This includes keeping the new location of the dwelling unit of the tenant confidential, if one is provided, from the person(s) that committed an act(s) of domestic violence, dating violence, sexual assault, or stalking against the tenant.

** nbsp;**

1C-5d.	Access to Housing for Survivors of Domestic Violence, Dating Violence, Sexual Assault, and Stalking.	
	NOFO Section VII.B.1.e.	

Describe in the field below how your CoC ensures that survivors of domestic violence, dating violence, sexual assault, or stalking have access to all of the housing and services available within the CoC's geographic area.

(limit 2,500 characters)

The CoC ensures that survivors have access to all available housing and services by offering clients the choice of fully participating in the mainstream CE system or providing only de-identifying information. The CE system prioritizes safety by ensuring anonymity of survivors while fully allowing them to engage in the CE process. Any client who is interested in housing is able to choose their location of residence. CE policies state that client choice is of utmost importance when making placements. The incorporation of Emergency Housing Vouchers into the CE process allows the CoC to prioritize safety as EHVs are immediately portable. This has been a tremendous benefit to survivors seeking assistance within the CoC. Survivors are not limited to receiving assistance from VSPs, but have access to the array of services available within the CoC network such as education, job training, mental health services, substance use disorder treatment, legal services, mainstream benefits, financial literacy, child care, nutrition and health care services.

1C-5e.	Including Safety, Planning, and Confidentiality Protocols in Coordinated Entry to Address the Needs of Domestic Violence, Dating Violence, Sexual Assault, and Stalking Survivors.	
	NOFO Section VII.B.1.e.	
	Describe in the field below how your CoC's coordinated entry includes:	
1.	safety protocols,	
2.	planning protocols, and	
3.	confidentiality protocols.	

(limit 2,500 characters)

1. The CoC's CE system incorporates safety protocols by using de-identified data for reference on the CE list. Case conferencing during the CE meeting allows for the needs of survivors to be addressed in a way that preserves their anonymity. All applicable releases of information are signed prior to using de-identified information on the CE list. However, should a client not want to be on the CE list, even anonymously to preserve their safety, the CE system will work with the VSP to explore housing options. The CE Committee can offer a placement for someone not on the list if there is agreement that housing should be offered due to the severity of need of the particular client.

2. The CoC's CE system incorporates planning protocols by having VSP representation in CE meetings to ensure that all safety plans of the individual client are included in any housing options. Information obtained from the CE process identifies unmet needs which assists the CoC in strategic planning and applying for DV bonus projects and other state or locally funded projects.

3. The CoC's CE system incorporates confidentiality protocols by utilizing a comparable database and de-identifying information when required or specifically requested and by requiring that any release of information, even for de-identified data, is signed prior to placement on the CE list. VSP providers attend all CE meetings and ensure that these protocols are followed. Records are locked and kept in a secure location for seven years.

The CoC's Lived Experience Advisory Board includes a VSP Housing Director, further ensuring that input from survivors are incorporated into all CE protocols.

1C-6.	Addressing the Needs of Lesbian, Gay, Bisexual, Transgender and Queer+–Anti-Discrimination Policy and Training.	
	NOFO Section VII.B.1.f.	

1.	Did your CoC implement a written CoC-wide anti-discrimination policy ensuring that LGBTQ+ individuals and families receive supportive services, shelter, and housing free from discrimination?	Yes
2.	Did your CoC conduct annual CoC-wide training with providers on how to effectively implement the Equal Access to Housing in HUD Programs Regardless of Sexual Orientation or Gender Identity (Equal Access Final Rule)?	Yes
3.	Did your CoC conduct annual CoC-wide training with providers on how to effectively implement Equal Access in Accordance With an Individual's Gender Identity in Community Planning and Development Programs (Gender Identity Final Rule)?	Yes

1C-6a.	Anti-Discrimination Policy–Updating Policies–Assisting Providers–Evaluating Compliance–Addressing Noncompliance.	
	NOFO Section VII.B.1.f.	

	Describe in the field below:
1.	whether your CoC updates its CoC-wide anti-discrimination policy, as necessary, based on stakeholder feedback;
2.	how your CoC assisted providers in developing project-level anti-discrimination policies that are consistent with the CoC-wide anti-discrimination policy ensuring that LGBTQ+ individuals and families receive supportive services, shelter, and housing free from discrimination;
3.	your CoC's process for evaluating compliance with your CoC's anti-discrimination policies; and
4.	your CoC's process for addressing noncompliance with your CoC's anti-discrimination policies.

(limit 2,500 characters)

1. The CoC updates its CoC-wide anti-discrimination policy including implementation of the Gender Identity and Equal Access Final Rules as necessary based on feedback from the public, CoC members and our Lived Experience Advisory Board.

2. The CoC assists providers in developing project-level anti-discrimination policies that are consistent with the CoC-wide anti-discrimination policy, ensuring that LGBTQ+ individuals and families receive supportive services, shelter, and housing free from discrimination. Providers are given a sample policy and the CoC reviews the final policies adopted in accordance with the Equal Access and Gender Identity Final Rules.

3. The CoC annual project monitoring includes review of the project's policies to ensure compliance with the CoC's anti-discrimination policy.

4. If a CoC project's policies are not in compliance with the CoC's anti-discrimination policy, the CoC provides technical assistance to bring the project into compliance. If a project is not able to be compliant, the Steering Committee may recommend corrective action up to and including elimination of support for funding.

1C-7.	Public Housing Agencies within Your CoC's Geographic Area--New Admissions--General/Limited Preference--Moving On Strategy.	
	NOFO Section VII.B.1.g.	

You must upload the PHA Homeless Preference\PHA Moving On Preference attachment(s) to the 4B. Attachments Screen.

Enter information in the chart below for the two largest PHAs highlighted in gray on the FY 2021 CoC-PHA Crosswalk Report or the two PHAs your CoC has a working relationship with--if there is only one PHA in your CoC's geographic area, provide information on the one:

Public Housing Agency Name	Enter the Percent of New Admissions into Public Housing and Housing Choice Voucher Program During FY 2021 who were experiencing homelessness at entry	Does the PHA have a General or Limited Homeless Preference?	Does the PHA have a Preference for current PSH program participants no longer needing intensive supportive services, e.g., Moving On?
NYS Housing Trust Fund Corporation	9%	Yes-HCV	No
Plattsburgh Housing Authority	10%	Yes-Both	No

1C-7a.	Written Policies on Homeless Admission Preferences with PHAs.	
	NOFO Section VII.B.1.g.	

Describe in the field below:

1.	steps your CoC has taken, with the two largest PHAs within your CoC's geographic area or the two PHAs your CoC has working relationships with, to adopt a homeless admission preference--if your CoC only has one PHA within its geographic area, you may respond for the one; or
2.	state that your CoC has not worked with the PHAs in its geographic area to adopt a homeless admission preference.

(limit 2,500 characters)

1. The largest PHA within the CoC's geographic area is NYS Homes and Community Renewal (HCR). In its Administrative Plan, HCR has established local preferences for tenant-based vouchers within the Housing Choice Voucher Program (HCV) to further objectives of improved residential stability, expanding housing opportunities and alleviating homelessness within NYS. According to the Plan, first priority is given to households who can be defined as homeless according to Category 1 or 4 of HUD's definition and 10% of each local administrator's general allocation of regular vouchers must be dedicated to this preference. The second largest PHA is the Plattsburgh Housing Authority. It also has a homeless preference for households who meet Category 1 or 4 of HUD's homeless definition. Relationships with PHAs are a priority for the CoC. PHA staff serve on the Steering Committee and regularly attend CoC meetings. The CoC also continues to conduct outreach to smaller PHAs within the CoC. The CoC has a Moving On Strategy that was developed in conjunction with the affordable housing providers in the CoC. In the past year, the CoC built upon the existing relationships with the PHAs to ensure the efficiency of the EHVP program and Moving On Strategy.

2. N/A – The CoC has worked with PHAs to adopt a homeless admission preference.

1C-7b.	Moving On Strategy with Affordable Housing Providers.	
	Not Scored—For Information Only	

Select yes or no in the chart below to indicate affordable housing providers in your CoC's jurisdiction that your recipients use to move program participants to other subsidized housing:

1.	Multifamily assisted housing owners	Yes
2.	PHA	Yes
3.	Low Income Housing Tax Credit (LIHTC) developments	Yes
4.	Local low-income housing programs	Yes
	Other (limit 150 characters)	
5.		

1C-7c.	Include Units from PHA Administered Programs in Your CoC's Coordinated Entry.	
	NOFO Section VII.B.1.g.	

In the chart below, indicate if your CoC includes units from the following PHA programs in your CoC's coordinated entry process?

1.	Emergency Housing Vouchers (EHV)	Yes
2.	Family Unification Program (FUP)	No
3.	Housing Choice Voucher (HCV)	Yes
4.	HUD-Veterans Affairs Supportive Housing (HUD-VASH)	Yes
5.	Mainstream Vouchers	Yes
6.	Non-Elderly Disabled (NED) Vouchers	No
7.	Public Housing	Yes
8.	Other Units from PHAs:	
	FYI Vouchers	Yes

1C-7d.	Submitting CoC and PHA Joint Applications for Funding for People Experiencing Homelessness.	
	NOFO Section VII.B.1.g.	

1.	Did your CoC coordinate with a PHA(s) to submit a competitive joint application(s) for funding or jointly implement a competitive project serving individuals or families experiencing homelessness (e.g., applications for mainstream vouchers, Family Unification Program (FUP), other programs)?	No
		Program Funding Source
2.	Enter the type of competitive project your CoC coordinated with a PHA(s) to submit a joint application for or jointly implement.	

1C-7e.	Coordinating with PHA(s) to Apply for or Implement HCV Dedicated to Homelessness Including Emergency Housing Voucher (EHV).	
	NOFO Section VII.B.1.g.	

	Did your CoC coordinate with any PHA to apply for or implement funding provided for Housing Choice Vouchers dedicated to homelessness, including vouchers provided through the American Rescue Plan?	Yes
--	--	-----

1C-7e.1.	List of PHAs with Active MOUs to Administer the Emergency Housing Voucher (EHV) Program.	
	Not Scored—For Information Only	

	Does your CoC have an active Memorandum of Understanding (MOU) with any PHA to administer the EHV Program?	Yes
--	--	-----

	If you select yes to question 1C-7e.1., you must use the list feature below to enter the name of every PHA your CoC has an active MOU with to administer the Emergency Housing Voucher Program.
--	---

PHA
NYS Housing Trust...
Amsterdam Housing...

1C-7e.1. List of PHAs with MOUs

Name of PHA: NYS Housing Trust Fund Corporation

1C-7e.1. List of PHAs with MOUs

Name of PHA: Amsterdam Housing Authority

1D. Coordination and Engagement Cont'd

1D-1.	Discharge Planning Coordination.	
	NOFO Section VII.B.1.h.	

Select yes or no in the chart below to indicate whether your CoC actively coordinates with the systems of care listed to ensure persons who have resided in them longer than 90 days are not discharged directly to the streets, emergency shelters, or other homeless assistance programs.

1. Foster Care	Yes
2. Health Care	Yes
3. Mental Health Care	Yes
4. Correctional Facilities	Yes

1D-2.	Housing First—Lowering Barriers to Entry.	
	NOFO Section VII.B.1.i.	

1.	Enter the total number of new and renewal CoC Program-funded PSH, RRH, SSO non-coordinated entry, Safe-Haven, and Transitional Housing projects your CoC is applying for in FY 2022 CoC Program Competition.	15
2.	Enter the total number of new and renewal CoC Program-funded PSH, RRH, SSO non-coordinated entry, Safe-Haven, and Transitional Housing projects your CoC is applying for in FY 2022 CoC Program Competition that have adopted the Housing First approach.	15
3.	This number is a calculation of the percentage of new and renewal PSH, RRH, SSO non-Coordinated Entry, Safe-Haven, and Transitional Housing projects the CoC has ranked in its CoC Priority Listing in the FY 2022 CoC Program Competition that reported that they are lowering barriers to entry and prioritizing rapid placement and stabilization to permanent housing.	100%

1D-2a.	Project Evaluation for Housing First Compliance.	
	NOFO Section VII.B.1.i.	

Describe in the field below:

1.	how your CoC evaluates every recipient—that checks Housing First on their Project Application—to determine if they are actually using a Housing First approach;
2.	the list of factors and performance indicators your CoC uses during its evaluation; and
3.	how your CoC regularly evaluates projects outside of the competition to ensure the projects are using a Housing First approach.

(limit 2,500 characters)

1. The CoC evaluates its projects at least yearly to ensure programs are not placing preconditions on program participants. This review includes program policies, looking at client files, and client interviews. The CoC also conducts training with members to discuss Housing First requirements and the use of RRH as a Housing First intervention. All new CoC applicants are required to use a Housing First approach. CE case conferencing meetings are an opportunity to continuously train project sponsors on the tenets of housing first to ensure that openings are filled with the most vulnerable without preconditions.

2. The evaluation tool used to monitor projects specifically examines if there is evidence the project uses a Housing First approach including whether a project accepts clients from CE without preconditions, creates client-centered case plans, has no significant time lag between referral and placement, does not require sobriety and receipt of mental health services and that the project's policies and procedures state clients will not be discharged for non-compliance with treatment. Discussion with program staff and clients along with review of program policies allows for exploration into how Housing First is used. The HMIS Committee also creates custom reports to quantify how quickly programs move clients into housing. Annual monitoring and reviews are conducted to ensure clients are quickly placed into housing without preconditions. Evaluation results are shared with the Steering Committee for review and recommendation for corrective action if necessary.

3. The CoC CA conducts co-monitoring with State ESG program staff to ensure all projects, even those that are not funded by the CoC, are using a Housing First approach. The CoC continuously evaluates the homeless services delivery system including state funded rental assistance, ESG and ESG-CV, supported housing and emergency housing programs to ensure a Housing First approach is used. CE case conferencing meetings provide an opportunity to identify programs that may not be accepting referrals of very vulnerable clients and correct/address the issue with the program.

1D-3.	Street Outreach–Scope.	
	NOFO Section VII.B.1.j.	
	Describe in the field below:	
	1. your CoC's street outreach efforts, including the methods it uses to ensure all persons experiencing unsheltered homelessness are identified and engaged;	
	2. whether your CoC's Street Outreach covers 100 percent of the CoC's geographic area;	
	3. how often your CoC conducts street outreach; and	
	4. how your CoC tailored its street outreach to persons experiencing homelessness who are least likely to request assistance.	

(limit 2,500 characters)

1. The CoC has multiple street outreach (SO) teams. The teams use direct street canvassing and also accept referrals from community partners who help identify and often engage with persons experiencing homelessness. Such community partners include local businesses, faith-based providers, law enforcement agencies, libraries, and food pantries. State-funded mobile mental health teams are engaged with the CoC and can both identify unsheltered homeless persons and provide crisis services to them. All street outreach teams use a person-centered, trauma-informed approach that is focused on the individual's strengths. Engagement is ensured by the establishment of relationships. SO staff accept that clients may refuse service and it does not mean that outreach should be discontinued.

2. Street outreach covers 100% of the CoC's geographic area, but emphasis is placed on localities where there is known to be a high concentration of unsheltered persons. These include the cities of Gloversville, Brewster, Plattsburgh, Liberty, and Amsterdam.

3. Street outreach is conducted on a weekly basis, or more frequently as needed. In the winter, street outreach is conducted daily. As a result of the COVID pandemic, there has been increased focus on identifying encampments of unsheltered persons. ESG-CV funds have been used to expand street outreach in the areas in which these encampments exist and to offer non-congregate shelter options to them.

4. Street outreach is tailored to those who are least likely to request assistance by providing client and victim-centered and trauma-informed services to persons experiencing homelessness. Peer led street outreach is conducted wherever possible. Outreach workers are trained to allow engagement to occur over time and to respond to the needs identified by the homeless person. Bi-lingual staff and assistance from language line are made available. SO staff know that those who are most likely to need assistance may refuse for an extended period of time. Trust is established with SO staff and services will never be discontinued due to client refusal. SO staff employ harm reduction strategies and may bring items to clients like blankets and clothing if clients are not ready to come inside. Housing is always a focus of our SO teams, though it may take some time for clients to engage. SO staff provide access to health care, and behavioral health care, transportation and access to mainstream benefits.

1D-4.	Strategies to Prevent Criminalization of Homelessness.	
	NOFO Section VII.B.1.k.	

Select yes or no in the chart below to indicate strategies your CoC implemented to ensure homelessness is not criminalized and to reverse existing criminalization policies in your CoC's geographic area:

		Ensure Homelessness is not Criminalized	Reverse Existing Criminalization Policies
1.	Engaged/educated local policymakers	Yes	Yes
2.	Engaged/educated law enforcement	Yes	Yes

3.	Engaged/educated local business leaders	Yes	Yes
4.	Implemented community wide plans	Yes	Yes
5.	Other:(limit 500 characters)		

1D-5.	Rapid Rehousing–RRH Beds as Reported in the Housing Inventory Count (HIC).	
	NOFO Section VII.B.1.I.	

		2021	2022
	Enter the total number of RRH beds available to serve all populations as reported in the HIC—only enter bed data for projects that have an inventory type of "Current."	57	216

1D-6.	Mainstream Benefits—CoC Annual Training of Project Staff.	
	NOFO Section VII.B.1.m.	

Indicate in the chart below whether your CoC trains program staff annually on the following mainstream benefits available for program participants within your CoC's geographic area:

	Resource	CoC Provides Annual Training?
1.	Food Stamps	Yes
2.	SSI—Supplemental Security Income	Yes
3.	TANF—Temporary Assistance for Needy Families	Yes
4.	Substance Abuse Programs	Yes
5.	Employment Assistance Programs	Yes
6.	Other (limit 150 characters)	

1D-6a.	Information and Training on Mainstream Benefits and Other Assistance.	
	NOFO Section VII.B.1.m	

Describe in the field below how your CoC:

1.	systemically provides up-to-date information on mainstream resources available for program participants (e.g., Food Stamps, SSI, TANF, substance abuse programs) within your CoC's geographic area;
2.	works with project staff to collaborate with healthcare organizations, including substance abuse treatment and mental health treatment, to assist program participants with receiving healthcare services; and
3.	works with projects to promote SSI/SSDI Outreach, Access, and Recovery (SOAR) certification of program staff.

(limit 2,500 characters)

1. NYS OTDA, the Collaborative Applicant for the CoC, is the State agency responsible for oversight of local Social Services Districts (districts). These districts, which administer SNAP (formerly known as Food Stamps), TANF and HEAP are voting members of the CoC Steering Committee and are active in the CoC by sharing information about program eligibility and how to access services. Local district staff also attend all CE meetings and can give up-to-date information on access to mainstream benefits generally and in respect to a particular client. Healthcare organizations, including substance use disorder and mental health treatment providers, are essential members of the CoC and provide information on access to services during general CoC meetings and CE case conferencing meetings. The CoC also provides an annual training on access to mainstream resources to members.

2. The CoC works with project staff to collaborate with healthcare organizations, including substance use disorder and mental health treatment providers, to assist program participants with receiving healthcare services by making referrals, providing opportunities for cross training, and identifying potential project leveraging opportunities. The CoC facilitates individual project meetings with healthcare providers as necessary to ensure that project participants have access to needed healthcare services.

3. The CoC is focused on expanding SOAR certification across the CoC. The CoC works with all new and existing projects to increase certification and share SOAR best practices. The national SOAR TA representative regularly comes to the CoC meetings to encourage increased certification. CoC staff attend national SOAR trainings to learn new approaches to promoting SOAR certifications. The CoC prioritizes SOAR access in the rank and review process. All new and renewal project applications must include information about how program participants will be guaranteed access to SOAR services. Over the past year, CoC SOAR certification has increased by 800% and the number of applications submitted has increased by 600%.

1D-7.	Increasing Capacity for Non-Congregate Sheltering.	
	NOFO Section VII.B.1.n.	

Describe in the field below how your CoC is increasing its capacity to provide non-congregate sheltering.

(limit 2,500 characters)

New York State has always provided options for non-congregate shelter to homeless individuals and families. This usually has been accomplished by placing households in hotel rooms and using funding from TANF or the State-funded Safety Net program to house them. Since the beginning of the COVID pandemic, the CoC has increased its capacity to provide non-congregate sheltering by working with local Social Services Districts to identify additional hotels where shelter vouchers can be utilized, oftentimes using ESG-CV funding to do so. In addition, the CoC is working with the State's Homeless Housing and Assistance Program (HHAP) to develop shelter models that use individual apartment-like units to shelter families. The CoC is also preparing to respond to a Request for Proposals for HOME-ARP funding once it is released by New York State Homes and Community Renewal. This funding can be used to convert former hotels into single units for non-congregate shelter.

ID-8.	Partnerships with Public Health Agencies—Collaborating to Respond to and Prevent Spread of Infectious Diseases.	
	NOFO Section VII.B.1.o.	
	Describe in the field below how your CoC effectively collaborates with state and local public health agencies to:	
1.	develop CoC-wide policies and procedures to respond to infectious disease outbreaks; and	
2.	prevent infectious disease outbreaks among people experiencing homelessness.	

(limit 2,500 characters)

1. All emergency shelters in NYS that receive government funding are required to be certified by NYS. The State Health Department develops infectious disease guidance for all certified shelters and, in collaboration with county health departments, assists in the implementation of the guidance. As part of its shelter monitoring requirements, OTDA also ensures compliance with this guidance. Similarly, the NYS Health Department issues infectious disease guidance regarding supportive housing programs. During the COVID pandemic, the CoC circulated information about state and federal infectious disease guidelines among its members. It assisted agencies in creating necessary isolation and quarantine spaces and acquiring necessary equipment (PPE, soap, hand sanitizer, etc.). The CoC also developed an HMIS screening tool that could be used for tracking outbreaks and determining areas of high risk. The CoC also worked with the NYS Health Department and the NYS Office of Mental Health to provide testing and vaccines for residents of CoC programs.

2. During the COVID-19 pandemic, the CoC developed policies and procedures that will be used to prevent future infectious disease outbreaks among people experiencing homelessness. In collaboration with State and local public health agencies, the CoC created an HMIS screening tool that can be used to assist the CoC mitigate the further spread of infectious disease. The tool can be used for tracking potential infectious disease outbreaks and quarantine. All emergency shelters now have space available for quarantining individuals when necessary. The CoC is committed to expanding non-congregate shelter capacity to further ensure adequate response to infectious disease outbreaks. Relationships have been established with state and local Departments of Health and suppliers to ensure that materials (PPE, soap, toiletries, sanitizer, etc.) can be obtained quickly if needed. The policies created were successful during the COVID pandemic in prioritizing persons experiencing homelessness for access to life saving vaccinations and testing. Street outreach was conducted to identify unsheltered persons and offer them temporary housing in hotels. Programs were assisted in finding appropriate isolation and quarantine space for residents. The lessons learned in the CoC's successful prevention of the spread of COVID can be replicated to prevent other infectious diseases and health crises.

ID-8a.	Collaboration With Public Health Agencies on Infectious Diseases.	
	NOFO Section VII.B.1.o.	
	Describe in the field below how your CoC effectively equipped providers to prevent or limit infectious disease outbreaks among program participants by:	

1.	sharing information related to public health measures and homelessness, and
2.	facilitating communication between public health agencies and homeless service providers to ensure street outreach providers and shelter and housing providers are equipped to prevent or limit infectious disease outbreaks among program participants.

(limit 2,500 characters)

1. The CoC equipped providers to prevent or limit infectious disease outbreaks among program participants by ensuring access to PPE, testing, vaccination and sharing information from public health agencies on safety measures issued by the State regarding guidance on congregate living settings. The CoC provided the CDC and NYS Health Department guidance to CoC members, shared it by email, and hosted informational conference calls and discussions at virtual CoC meetings. The CoC helped communicate a statewide awareness campaign about the COVID vaccine that is replicable for future infectious diseases, including the Monkeypox outbreak.

2. The CoC facilitated connections with public health agencies during the COVID-19 pandemic that ensured street outreach providers as well as shelter and housing providers were equipped to prevent or limit infectious disease outbreaks among program participants. The CoC collaborated with them on providing education, mobile testing, vaccination, and PPE provision. The connections formed during COVID-19 pandemic have allowed for current collaboration on outbreaks like Monkeypox and other seasonal communicable diseases.

1D-9.	Centralized or Coordinated Entry System–Assessment Process.	
	NOFO Section VII.B.1.p.	

	Describe in the field below how your CoC's coordinated entry system:
1.	covers 100 percent of your CoC's geographic area;
2.	uses a standardized assessment process; and
3.	is updated regularly using feedback received from participating projects and households that participated in coordinated entry.

(limit 2,500 characters)

1. The CoC's CE system covers 100% of the geographic area. The CE lead heads the CE process, including maintenance of the prioritization list and facilitating case conferencing meetings. The CE process is utilized by all program types to ensure that everyone experiencing homelessness is assessed and prioritized for services in the same manner. All supported housing programs including PSH, RRH, VASH and other site-based housing programs for persons and families experiencing homelessness within the CoC fill vacancies from the CE list. Veterans' programs, PHAs, and mental health/substance use organizations participate in case conferences to better inform housing referrals. The CoC has also solidified collaboration with state and federal permanent housing programs, such as EHV and state funded rental assistance programs to increase housing placement options across the CoC.

2. The CE system uses the VI-SPDAT as the standardized assessment tool and has standardized CE policies. The assessment tool ensures that those with the highest score (the most vulnerable) receive the most rapid access to available housing resources and eliminates the "first-come first-serve" approach to housing that rewards those who are most resourceful while the more vulnerable fall through the cracks. In addition to the VI-SPDAT score, length of time homeless and current living situation (unsheltered vs. sheltered) are priorities for available supported housing beds in the CoC. The CoC is currently exploring alternatives to the VI-SPDAT because of expressed concerns about racial equity. The CE Committee is reviewing studies and actively meeting with the designers of tools that are used across the country to find the best fit for the CoC. The standardized assessment tool is housed in HMIS and used in conjunction with case conferencing to make housing referrals.

3. The CE Committee regularly solicits feedback from projects and households that came through CE. Feedback informs the CE system about what strategies have been the most successful and the policies are updated accordingly. The Lived Experience Advisory Board has members that have been through the CoC CE process. It reviews all policies, including CE, and provides feedback. Recent feedback from them has resulted in the CoC researching alternative prioritization tools.

1D-9a.	Program Participant-Centered Approach to Centralized or Coordinated Entry.	
	NOFO Section VII.B.1.p.	
	Describe in the field below how your CoC's coordinated entry system:	
1.	reaches people who are least likely to apply for homeless assistance in the absence of special outreach;	
2.	prioritizes people most in need of assistance;	
3.	ensures people most in need of assistance receive permanent housing in a timely manner, consistent with their preferences; and	
4.	takes steps to reduce burdens on people using coordinated entry.	

(limit 2,500 characters)

1. The CoC's CE system reaches people who are least likely to apply for assistance by having a no-wrong-door-approach. All social service agencies and other stakeholders across the CoC including street outreach, homeless housing providers, peers, health agencies, social services providers, law enforcement, and the court system have the ability to refer to CE either by access to the assessment tool in HMIS or by paper and phone if necessary. Street Outreach teams have developed relationships and trust with those least likely to request assistance ensuring that our CoC can reach the unsheltered population.
2. The CE system prioritizes those most in need of assistance by using vulnerability assessment score, length of time homeless and location of homelessness as priorities for referral for placement. Case conferencing for clients on the CE list is done at least monthly, sometimes as often as weekly, to ensure that people with the highest needs are placed first.
3. Client choice is of the utmost importance for the CoC CE system. A client cannot be removed from the CE list for refusing housing. Provider-perceived readiness for housing cannot be a determining factor for referral. The CoC tracks length of time from referral to placement and the length of time on the list to ensure that people most in need of assistance receive permanent housing in a timely manner consistent with their preferences. The CE list includes a variety of information beyond demographics that ensures clients preferences are communicated and understood by referring agencies and housing providers.
4. The CoC takes steps to reduce burdens on people using Coordinated Entry by putting the onus of access and placement on the providers. Assessments are done by trauma-informed trained staff. The CoC emphasizes that an assessment is an opportunity to create a relationship with a potential client and it should never be rushed or overly invasive. When it is time for a placement to be made, a warm hand off is done with the referring agency and the potential housing placement. No client is ever forced to accept a placement if it is offered. The "no-wrong-door-approach" to assessment and consistent training of community partners on access to housing reduces the work that a client needs to do to gain entry to the CE system and ultimately, permanent housing.

1D-10.	Promoting Racial Equity in Homelessness—Conducting Assessment.	
	NOFO Section VII.B.1.q.	

1.	Has your CoC conducted a racial disparities assessment in the last 3 years?	Yes
2.	Enter the date your CoC conducted its latest assessment for racial disparities.	09/02/2022

1D-10a.	Process for Analyzing Racial Disparities—Identifying Racial Disparities in Provision or Outcomes of Homeless Assistance.	
	NOFO Section VII.B.1.q.	
	Describe in the field below:	
1.	your CoC's process for analyzing whether any racial disparities are present in the provision or outcomes of homeless assistance; and	
2.	what racial disparities your CoC identified in the provision or outcomes of homeless assistance.	

(limit 2,500 characters)

1. The CoC's process for analyzing whether racial disparities are present is to compare systemwide HMIS data with ACS and Census data to determine whether BIPOC are underrepresented in the CoC's homeless services system.

2. The CoC identified racial disparities through its analysis. BIPOC are represented in the homeless system at a rate of at least 4 times compared to the general population. The CoC will continue to look at outcome data to ensure that BIPOC are permanently housed and remain in housing equal to that of their white peers. The CoC also discusses the issue of the increased likelihood of BIPOC to become homeless and works with eviction prevention providers to ensure they are providing non-biased services. The CoC anticipates prevention efforts to have a positive impact on avoiding episodes of homelessness with BIPOC community members. The CoC will continue the work of assessing and addressing racial disparities in all aspects of homeless services delivery, including further analysis of assessment tools.

1D-10b.	Strategies to Address Racial Disparities.	
	NOFO Section VII.B.1.q.	
	Select yes or no in the chart below to indicate the strategies your CoC is using to address any racial disparities.	

1.	The CoC's board and decisionmaking bodies are representative of the population served in the CoC.	Yes
2.	The CoC has identified steps it will take to help the CoC board and decisionmaking bodies better reflect the population served in the CoC.	Yes
3.	The CoC is expanding outreach in geographic areas with higher concentrations of underrepresented groups.	Yes
4.	The CoC has communication, such as flyers, websites, or other materials, inclusive of underrepresented groups.	Yes
5.	The CoC is training staff working in the homeless services sector to better understand racism and the intersection of racism and homelessness.	Yes
6.	The CoC is establishing professional development opportunities to identify and invest in emerging leaders of different races and ethnicities in the homelessness sector.	Yes
7.	The CoC has staff, committees, or other resources charged with analyzing and addressing racial disparities related to homelessness.	Yes
8.	The CoC is educating organizations, stakeholders, boards of directors for local and national nonprofit organizations working on homelessness on the topic of creating greater racial and ethnic diversity.	Yes
9.	The CoC reviewed coordinated entry processes to understand their impact on people of different races and ethnicities experiencing homelessness.	Yes
10.	The CoC is collecting data to better understand the pattern of program use for people of different races and ethnicities in its homeless services system.	Yes

11.	The CoC is conducting additional research to understand the scope and needs of different races or ethnicities experiencing homelessness.	Yes
	Other:(limit 500 characters)	
12.		

1D-10c.	Actions Taken to Address Known Disparities.	
	NOFO Section VII.B.1.q.	

Describe in the field below the steps your CoC and homeless providers have taken to address disparities identified in the provision or outcomes of homeless assistance.

(limit 2,500 characters)

The CoC has committed to ensuring that the homeless services delivery system is equitable. The steps taken to address disparities employed by the CoC include adding questions regarding racial equity to the rank and review process, updating the prioritization tool from the VI-SPDAT to be more equitable, and ensuring agency staff are receiving Diversity, Equity and Inclusion (DEI) training. Five members of the CoC sit on the Regional Racial Justice Advisory Committee (RRJAC). The goal of the RRJAC is to establish practices and systemic changes that ensure equitable housing outcomes. It meets bi-weekly and CoC members serve on all committees (Data, Outreach and Training). Participation in the RRJAC has allowed the CoC to start analyzing its HMIS and CE data with a racial equity lens. The CoC has also added a member recruitment questionnaire and matrix to ensure CoC leadership is reflective of the communities' needs. The matrix records demographic data and highlights areas lacking in representation. The CoC will solicit additional members based on gaps identified by the matrix.

1D-10d.	Tracking Progress on Preventing or Eliminating Disparities.	
	NOFO Section VII.B.1.q.	

Describe in the field below the measures your CoC has in place to track progress on preventing or eliminating disparities in the provision or outcomes of homeless assistance.

(limit 2,500 characters)

The CoC tracks progress in preventing or eliminating disparities in the provision or outcomes of homeless assistance by comparative analysis of HMIS outcome data. The HMIS Lead provides a racial disparity analysis each year to the CoC for review. Positive housing outcomes are reviewed to ensure that BIPOC are accessing permanent housing at a rate similar to that of their white peers. The CoC reviews any outcome disparities regularly during HMIS and Service Coordination Committee meetings to monitor progress toward eliminating racial disparities in the CoC. The CoC will also seek to increase the diversity of its membership based on the results of the diversity matrix. The changes in membership are tracked. The matrix is required for all CoC members and completed at least annually.

1D-11.	Involving Individuals with Lived Experience of Homelessness in Service Delivery and Decisionmaking—CoC's Outreach Efforts.	
	NOFO Section VII.B.1.r.	

Describe in the field below your CoC's outreach efforts (e.g., social media announcements, targeted outreach) to engage those with lived experience of homelessness in leadership roles and decision making processes.

(limit 2,500 characters)

The CoC uses targeted outreach through homeless service providers to engage those with lived experience of homelessness in leadership roles and decision-making processes. The representation of people with lived experience has multiplied in our CoC. The Lived Experience Advisory Board (LEAB) has taken shape due to the CoC's expanded outreach efforts which includes current and past program recipients. The LEAB has attended NOFO project planning meetings, are members of all CoC committees and lead CE efforts. The LEAB chair was selected by the Steering Committee and solicited membership by attending all CoC meetings to discuss the importance of LEAB. The LEAB chair undertook considerable efforts to connect and find people with lived experience to further the CoC's work.

1D-11a.	Active CoC Participation of Individuals with Lived Experience of Homelessness.	
	NOFO Section VII.B.1.r.	

Enter in the chart below the number of people with lived experience who currently participate in your CoC under the five categories listed:

	Level of Active Participation	Number of People with Lived Experience Within the Last 7 Years or Current Program Participant	Number of People with Lived Experience Coming from Unsheltered Situations
1.	Included and provide input that is incorporated in the local planning process.	6	2
2.	Review and recommend revisions to local policies addressing homelessness related to coordinated entry, services, and housing.	6	2
3.	Participate on CoC committees, subcommittees, or workgroups.	6	2
4.	Included in the decisionmaking processes related to addressing homelessness.	6	2
5.	Included in the development or revision of your CoC's local competition rating factors.	6	2

1D-11b.	Professional Development and Employment Opportunities for Individuals with Lived Experience of Homelessness.	
	NOFO Section VII.B.1.r.	

Describe in the field below how your CoC or CoC membership organizations provide professional development and employment opportunities to individuals with lived experience of homelessness.

(limit 2,500 characters)

CoC membership organizations provide professional development and employment opportunities to individuals with lived experience of homelessness. Many CoC agencies have staff who have formerly been homeless. These staff are able to share their past life experiences with other agency employees and provide input into agency policies and procedures. In turn, member agencies offer professional development opportunities for those with lived experience to assist them with educational opportunities and the on-the-job training needed to support their performance of job duties and prepare them to progress into management level positions.

Some of the member agencies use peer-delivered service models in which peers are trained to provide outreach and direct services to homeless persons. The peers who provide these services receive payment for their services as well as training in trauma-informed peer support, empowerment, establishing appropriate boundaries, and self-care in order to prevent burn out. Some agencies employ persons with lived experience who are trained in public speaking and advocacy skills to communicate the needs of homeless persons to policy makers and other community members.

Because it values the input of persons with lived experience, the CoC is also implementing a stipend program for our Lived Experience Advisory Board membership. The chair of our LEAB is employed by a CoC project recipient, as are several of our LEAB members.

1D-11c.	Routinely Gathering Feedback and Addressing Challenges of Individuals with Lived Experience of Homelessness.	
	NOFO Section VII.B.1.r.	
	Describe in the field below how your CoC:	
1.	how your CoC routinely gathered feedback from people experiencing homelessness and people who have received assistance through the CoC or ESG program on their experience receiving assistance; and	
2.	the steps your CoC has taken to address challenges raised by people with lived experience of homelessness	

(limit 2,500 characters)

1. The CoC gathers feedback from persons with lived experience continuously through both CoC and ESG programs. The CoC (and ESG) project monitoring tool includes interviews with clients who have received assistance. The Lived Experience Advisory Board reviews results of project monitoring and makes recommendations based on information received.

2. The CoC addresses challenges raised by people with lived experience of homelessness by taking a two-pronged approach. The first is to analyze if the issue is at the program level. CoC staff continuously meet and conference with persons with lived experience about the needs of persons served through programs. Any issue brought up by a program participant or another person with lived experience is first brought to the program through which they receive assistance. CoC staff provide guidance and brainstorm ways to respond to issues identified by people experiencing homelessness. If the problem is at the systems level, the issue is brought to the Steering Committee to be addressed by adopting policies and changing practices if needed.

1D-12.	Increasing Affordable Housing Supply.	
	NOFO Section VII.B.1.t.	
	Describe in the field below at least 2 steps your CoC has taken in the past 12 months that engage city, county, or state governments that represent your CoC's geographic area regarding the following:	
1.	reforming zoning and land use policies to permit more housing development; and	
2.	reducing regulatory barriers to housing development.	

(limit 2,500 characters)

1. The CoC is committed to increasing both the affordable housing supply and access to that supply by households experiencing homelessness within the CoC. In the past 12 months the CoC has advocated with local zoning boards to increase development for affordable housing and housing for persons and family experiencing homelessness. The Sullivan County Land Bank is an active member of the CoC and advocates on behalf of the housing needs of our CoC. The CoC also engages state government to reform zoning and land use policy to allow for ease of housing development. In the past 12 months, the CoC has also advocated with local governments for the development of state and locally funded warming centers to provide emergency shelter for individuals with complex service needs that may otherwise be ineligible for public assistance emergency housing placements. CoC members have also lobbied local planning and government boards to bring awareness to homelessness in their communities. This advocacy, though initially met with resistance from local officials, has been successful in opening the door for additional temporary and permanent housing opportunities for persons and families experiencing homelessness.

2. Regulatory barriers have the potential to hinder housing development in our CoC and limit access to housing by persons and families experiencing homelessness. The CoC works with local code enforcement and zoning boards in an effort to educate them about regulatory provisions that may be a barrier. Local code enforcement staff attend CoC meetings to learn about development goals for our CoC and inform members how the barriers can be reduced in order to encourage development.

1E. Project Capacity, Review, and Ranking–Local Competition

HUD publishes resources on the HUD.gov website at CoC Program Competition to assist you in completing the CoC Application. Resources include:

- Notice of Funding Opportunity (NOFO) for Fiscal Year (FY) 2022 Continuum of Care Competition and Noncompetitive Award of Youth Homeless Demonstration Program Renewal and Replacement Grants;
- 24 CFR part 578;
- FY 2022 CoC Application Navigational Guide;
- Section 3 Resources;
- PHA Crosswalk; and
- Frequently Asked Questions

1E-1.	Web Posting of Your CoC's Local Competition Deadline–Advance Public Notice.	
	NOFO Section VII.B.2.a. and 2.g.	
	You must upload the Local Competition Deadline attachment to the 4B. Attachments Screen.	

	Enter the date your CoC published the deadline for project applicants to submit their applications to your CoC's local competition.	08/26/2022
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1E-2.	Project Review and Ranking Process Your CoC Used in Its Local Competition. We use the response to this question and the response in Question 1E-2a along with the required attachments from both questions as a factor when determining your CoC's eligibility for bonus funds and for other NOFO criteria below.	
	NOFO Section VII.B.2.a., 2.b., 2.c., and 2.d.	

You must upload the Local Competition Scoring Tool attachment to the 4B. Attachments Screen.

Select yes or no in the chart below to indicate how your CoC ranked and selected project applications during your local competition:

1.	Established total points available for each project application type.	Yes
2.	At least 33 percent of the total points were based on objective criteria for the project application (e.g., cost effectiveness, timely draws, utilization rate, match, leverage), performance data, type of population served (e.g., DV, youth, Veterans, chronic homelessness), or type of housing proposed (e.g., PSH, RRH).	Yes
3.	At least 20 percent of the total points were based on system performance criteria for the project application (e.g., exits to permanent housing destinations, retention of permanent housing, length of time homeless, returns to homelessness).	Yes
4.	Provided points for projects that addressed specific severe barriers to housing and services.	Yes
5.	Used data from comparable databases to score projects submitted by victim service providers.	Yes

1E-2a.	Scored Project Forms for One Project from Your CoC's Local Competition. We use the response to this question and Question 1E-2. along with the required attachments from both questions as a factor when determining your CoC's eligibility for bonus funds and for other NOFO criteria below.	
	NOFO Section VII.B.2.a., 2.b., 2.c., and 2.d.	

You must upload the Scored Forms for One Project attachment to the 4B. Attachments Screen.

Complete the chart below to provide details of your CoC's local competition:

1.	What were the maximum number of points available for the renewal project form(s)?	100
2.	How many renewal projects did your CoC submit?	10
3.	What renewal project type did most applicants use?	PH-RRH

1E-2b.	Addressing Severe Barriers in the Local Project Review and Ranking Process.	
	NOFO Section VII.B.2.d.	

Describe in the field below:

1.	how your CoC collected and analyzed data regarding each project that has successfully housed program participants in permanent housing;
2.	how your CoC analyzed data regarding how long it takes to house people in permanent housing;
3.	how your CoC considered the specific severity of needs and vulnerabilities experienced by program participants preventing rapid placement in permanent housing or the ability to maintain permanent housing when your CoC ranked and selected projects; and
4.	considerations your CoC gave to projects that provide housing and services to the hardest to serve populations that could result in lower performance levels but are projects your CoC needs in its geographic area.

(limit 2,500 characters)

1. The CoC collects and analyzes project-level data from System Performance Measures (SPM), APRs and the PIT/HIC. Projects are scored up to 10 points on occupancy or utilization rate. An additional 10 points are given to projects that exemplify housing stability amongst participants (above 90% of participants who remain or exit to permanent housing). Projects that indicate in their project application that they focus on a more vulnerable population that can account for inability to meet outcomes (chronic homeless, persons with SPMI/SUD, domestic violence victims, persons with criminal histories, persons with low or no income) are awarded five additional points during project review.

2. The HMIS Committee regularly reviews project-level reports from HMIS, APRs and other custom reports to determine the average and median length of time it takes to house people in PH programs. Outlying data points are discussed at CoC meetings and with individual programs. This metric will be added to the rank and review tool next year to prioritize programs that move clients into permanent housing quickly and account for barriers that programs might experience when working with more vulnerable populations.

3. The CoC's rank and review tool ensures programs are Housing First-programs and do not screen individuals or families out due to history of victimization or domestic violence, criminal histories, chronic homelessness, low or no income, or current or past substance abuse. It is crucial that programs that serve clients with severe barriers adhere to Housing First principals.

4. When scoring the projects that focused on a harder to serve population the committee considered the following populations: those with low or no income, current or past substance abuse, criminal records, chronic homelessness, history of DV, disabling condition; and made allowances for lower program outcomes. Reviewers also considered that a renewal project serving a higher need population may be ranked higher though program outcomes may be lower than those of other programs. For new projects, reviewers may prioritize a project serving a specific high need population provided that there is a documented need. As a new CoC with previously uncovered counties, the BoS also prioritized PSH project applications in the regions with no existing CoC funding.

1E-3.	Promoting Racial Equity in the Local Competition Review and Ranking Process. NOFO Section VII.B.2.e.	
	Describe in the field below:	
1.	how your CoC obtained input and included persons of different races, particularly those over-represented in the local homelessness population;	
2.	how the input from persons of different races, particularly those over-represented in the local homelessness population, affected how your CoC determined the rating factors used to review project applications;	
3.	how your CoC included persons of different races, particularly those over-represented in the local homelessness population, in the review, selection, and ranking process; and	
4.	how your CoC rated and ranked projects based on the degree to which their project has identified any barriers to participation (e.g., lack of outreach) 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 the identified barriers.	

(limit 2,500 characters)

1. Review of Census data versus the CoC's HMIS data shows that BIPOC persons are over-represented in the CoC's housing projects. For example, there are 4.39 times as many African Americans in HMIS vs. the percentage in the general population. Though we have under 15,000 HMIS records, we believe this indicates an overrepresentation of BIPOC in our CoC housing projects. Accounting for this disparity, the CoC sought to obtain and include input from persons of different races when determining rating factors used to review project applications by using information from the Regional Racial Justice Advisory Committee (RRJAC) in creating and updating rank and review tool questions. As part of the RRJAC, the CoC works to identify and implement strategic initiatives that promote racial equity within the CoC and homeless services system. This year, the CoC worked with the RRJAC to create and update application questions from a racial, equity, diversity, and inclusion lens.
2. Input from persons of different races was achieved through the CoC's participation in Regional Racial Justice Committee. The input affected how the CoC determined rating factors used to review project applications. This resulted in the creation of rank and review tools that rated projects on agency efforts to increase racial equity and address existing racial disparities in the system.
3. The CoC included persons of different races, particularly those overrepresented in the local homelessness population in the review, selection, and ranking process. Members of the CoC work with the RRJAC to ensure a diverse CoC membership, board, and committees.
4. The CoC rated and ranked projects based on the degree to which projects identified barriers to participation and have taken steps to eliminate those barriers by making this part of the rank and review process. Agencies were asked about the steps they have taken to address racial equity and address existing disparities.

1E-4.	Reallocation—Reviewing Performance of Existing Projects.	
	NOFO Section VII.B.2.f.	

	Describe in the field below:
1.	your CoC's reallocation process, including how your CoC determined which projects are candidates for reallocation because they are low performing or less needed;
2.	whether your CoC identified any projects through this process during your local competition this year;
3.	whether your CoC reallocated any low performing or less needed projects during its local competition this year; and
4.	why your CoC did not reallocate low performing or less needed projects during its local competition this year, if applicable.

(limit 2,500 characters)

1. The HMIS/Data Committee meets regularly to review program performance data, including systems performance measures, reduction in first time homelessness, reduction in return to homelessness, increased income by employment and non-employment cash income, drawdowns, and occupancy. This is also reviewed at monthly CoC meetings. In addition, the CA monitors projects via program reports, site visits and regular telephone contact. Through these processes, programs may be identified as under-performing or no longer meeting a local need. The CoC created a matrix to use during project monitoring to assist with determining whether or not a program is at risk of reallocation. The matrix assesses items like program occupancy, current demographics of the CE list, and program spending.
2. In 2021, the CoC did not identify any projects through its monitoring process using the reallocation matrix that were at-risk of reallocation.
3. The CoC did not reallocate any projects this year.
4. The CoC opted not to reallocate any programs this year. The CoC continues to provide support as programs adopt and implement CoC policies. The CoC will continue to use the project monitoring matrix to determine projects vulnerable to reallocation. The CoC considers steps that projects have taken to address concerns found during project monitoring.

1E-4a.	Reallocation Between FY 2017 and FY 2022.	
	NOFO Section VII.B.2.f.	

	Did your CoC cumulatively reallocate at least 20 percent of its ARD between FY 2017 and FY 2022?	No
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1E-5.	Projects Rejected/Reduced–Notification Outside of e-snaps.	
	NOFO Section VII.B.2.g.	
	You must upload the Notification of Projects Rejected-Reduced attachment to the 4B. Attachments Screen.	

1.	Did your CoC reject or reduce any project application(s)?	Yes
2.	Did your CoC inform applicants why their projects were rejected or reduced?	Yes
3.	If you selected Yes for element 1 of this question, enter the date your CoC notified applicants that their project applications were being rejected or reduced, in writing, outside of e-snaps. If you notified applicants on various dates, enter the latest date of any notification. For example, if you notified applicants on 06/26/2022, 06/27/2022, and 06/28/2022, then you must enter 06/28/2022.	09/15/2022

1E-5a.	Projects Accepted–Notification Outside of e-snaps.	
	NOFO Section VII.B.2.g.	
	You must upload the Notification of Projects Accepted attachment to the 4B. Attachments Screen.	

	Enter the date your CoC notified project applicants that their project applications were accepted and ranked on the New and Renewal Priority Listings in writing, outside of e-snaps. If you notified applicants on various dates, enter the latest date of any notification. For example, if you notified applicants on 06/26/2022, 06/27/2022, and 06/28/2022, then you must enter 06/28/2022.	09/15/2022
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1E-5b.	Local Competition Selection Results—Scores for All Projects.	
	NOFO Section VII.B.2.g.	
	You must upload the Final Project Scores for All Projects attachment to the 4B. Attachments Screen.	

	Does your attachment include: 1. Applicant Names; 2. Project Names; 3. Project Scores; 4. Project Rank—if accepted; 5. Award amounts; and 6. Projects accepted or rejected status.	Yes
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1E-5c.	1E-5c. Web Posting of CoC-Approved Consolidated Application.	
	NOFO Section VII.B.2.g.	
	You must upload the Web Posting—CoC-Approved Consolidated Application attachment to the 4B. Attachments Screen.	

	Enter the date your CoC posted the CoC-approved Consolidated Application on the CoC's website or partner's website—which included: 1. the CoC Application; and 2. Priority Listings for Reallocation forms and all New, Renewal, and Replacement Project Listings.	09/15/2022
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1E-5d.	Notification to Community Members and Key Stakeholders that the CoC-Approved Consolidated Application is Posted on Website.	
	NOFO Section VII.B.2.g.	
	You must upload the Notification of CoC-Approved Consolidated Application attachment to the 4B. Attachments Screen.	

	Enter the date your CoC notified community members and key stakeholders that the CoC-approved Consolidated Application has been posted on the CoC's website or partner's website.	09/26/2022
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2A. Homeless Management Information System (HMIS) Implementation

HUD publishes resources on the HUD.gov website at CoC Program Competition to assist you in completing the CoC Application. Resources include:

- Notice of Funding Opportunity (NOFO) for Fiscal Year (FY) 2022 Continuum of Care Competition and Noncompetitive Award of Youth Homeless Demonstration Program Renewal and Replacement Grants;
- 24 CFR part 578;
- FY 2022 CoC Application Navigational Guide;
- Section 3 Resources;
- PHA Crosswalk; and
- Frequently Asked Questions

2A-1.	HMIS Vendor.	
	Not Scored–For Information Only	

	Enter the name of the HMIS Vendor your CoC is currently using.	Foothold AWARDS
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2A-2.	HMIS Implementation Coverage Area.	
	Not Scored–For Information Only	

	Select from dropdown menu your CoC's HMIS coverage area.	Multiple CoCs
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2A-3.	HIC Data Submission in HDX.	
	NOFO Section VII.B.3.a.	

	Enter the date your CoC submitted its 2022 HIC data into HDX.	04/29/2022
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2A-4.	Comparable Database for DV Providers–CoC and HMIS Lead Supporting Data Collection and Data Submission by Victim Service Providers.	
	NOFO Section VII.B.3.b.	

	In the field below:	
1.	describe actions your CoC and HMIS Lead have taken to ensure DV housing and service providers in your CoC collect data in databases that meet HUD's comparable database requirements; and	
2.	state whether your CoC is compliant with the 2022 HMIS Data Standards.	

(limit 2,500 characters)

1. The CoC and its HMIS Administrator have put considerable effort into ensuring that DV housing and service providers have access to comparable databases. The CoC is proud to report 100% DV bed coverage in the comparable databases. All use EmpowerDB as their comparable database. The comparable databases (EmpowerDB) collect the same elements required in the HUD-published 2022 HMIS Data Standards. Our DV providers receive CoC and ESG-CV funding and are therefore required to upload exports from their comparable databases to HUD's SAGE system. The CoC in collaboration with the HMIS administrator, does an annual review of the comparable database to ensure it is meeting the database requirements. EmpowerDB is compliant with HUD standards.

2. The CoC is compliant with the 2022 HMIS Data Standards.

2A-5.	Bed Coverage Rate—Using HIC, HMIS Data—CoC Merger Bonus Points.	
	NOFO Section VII.B.3.c. and VII.B.7.	

Enter 2022 HIC and HMIS data in the chart below by project type:

Project Type	Total Beds 2022 HIC	Total Beds in HIC Dedicated for DV	Total Beds in HMIS	HMIS Bed Coverage Rate
1. Emergency Shelter (ES) beds	119	62	57	100.00%
2. Safe Haven (SH) beds	0	0	0	
3. Transitional Housing (TH) beds	5	0	5	100.00%
4. Rapid Re-Housing (RRH) beds	216	18	198	100.00%
5. Permanent Supportive Housing	165	0	165	100.00%
6. Other Permanent Housing (OPH)	14	0	0	0.00%

2A-5a.	Partial Credit for Bed Coverage Rates at or Below 84.99 for Any Project Type in Question 2A-5.	
	NOFO Section VII.B.3.c.	

For each project type with a bed coverage rate that is at or below 84.99 percent in question 2A-5, describe:

1.	steps your CoC will take over the next 12 months to increase the bed coverage rate to at least 85 percent for that project type; and
2.	how your CoC will implement the steps described to increase bed coverage to at least 85 percent.

(limit 2,500 characters)

1. All housing types with the exception of OPH, have a 100% bed coverage rate. The OPH listed is the EHV program that was operated by the Amsterdam Housing Authority. At the time that the CoC submitted into HDX, the EHV beds were not in HMIS. The CoC is working with the HMIS administrator, case management staff and the Housing Authority to enter all EHV clients into HMIS.

2. The CoC is working with the HMIS administrator, case management staff, the HMIS committee and the Housing Authority to enter all EHV clients into HMIS.

2A-6.	Longitudinal System Analysis (LSA) Submission in HDX 2.0.	
	NOFO Section VII.B.3.d.	

Did your CoC submit LSA data to HUD in HDX 2.0 by February 15, 2022, 8 p.m. EST?	Yes
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2B. Continuum of Care (CoC) Point-in-Time (PIT) Count

HUD publishes resources on the HUD.gov website at CoC Program Competition to assist you in completing the CoC Application. Resources include:

- Notice of Funding Opportunity (NOFO) for Fiscal Year (FY) 2022 Continuum of Care Competition and Noncompetitive Award of Youth Homeless Demonstration Program Renewal and Replacement Grants;
- 24 CFR part 578;
- FY 2022 CoC Application Navigational Guide;
- Section 3 Resources;
- PHA Crosswalk; and
- Frequently Asked Questions

2B-1.	PIT Count Date.	
	NOFO Section VII.B.4.b	

	Enter the date your CoC conducted its 2022 PIT count.	01/26/2022
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2B-2.	PIT Count Data—HDX Submission Date.	
	NOFO Section VII.B.4.b	

	Enter the date your CoC submitted its 2022 PIT count data in HDX.	04/26/2022
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2B-3.	PIT Count—Effectively Counting Youth.	
	NOFO Section VII.B.4.b.	

	Describe in the field below how during the planning process for the 2022 PIT count your CoC:
1.	engaged stakeholders that serve homeless youth;
2.	involved homeless youth in the actual count; and
3.	worked with stakeholders to select locations where homeless youth are most likely to be identified.

(limit 2,500 characters)

1. During the planning process for the 2022 PIT count, the CoC consulted with youth services providers including the youth street outreach program, runaway and homeless youth providers, host homes, the Transitional Living Program (TLP) and Basic Center Program (BCP) provider and county Youth Bureaus. These providers involved homeless youth in the CoC's actual count and recommended additional stakeholders to participate.
2. The youth providers in our CoC work with youth who are homeless or at risk of homelessness in the community to assist with the actual unsheltered count. Homeless youth also provide the CoC with known locations where homeless youth may be living so those youth can be identified for the unsheltered count.
3. Stakeholders such as youth and youth service providers mapped known locations for unsheltered youth, and provided numbers of youth in emergency and transitional housing for the sheltered count. Youth identified locations such as abandoned buildings and locations along railroad tracks that youth may sleep at night. The CoC also gathered information and a count on precariously housed high school and college students who, though not eligible to be included in the count, may be in need of services from local youth service providers.

2B-4.	PIT Count—Methodology Change—CoC Merger Bonus Points.	
	NOFO Section VII.B.5.a and VII.B.7.c.	
	In the field below:	
	1. describe any changes your CoC made to your sheltered PIT count implementation, including methodology or data quality changes between 2021 and 2022, if applicable;	
	2. describe any changes your CoC made to your unsheltered PIT count implementation, including methodology or data quality changes between 2021 and 2022, if applicable; and	
	3. describe how the changes affected your CoC's PIT count results; or	
	4. state "Not Applicable" if there were no changes or if you did not conduct an unsheltered PIT count in 2022.	

(limit 2,500 characters)

1. The CoC made no change to its sheltered PIT count implementation. It did increase data quality by working with a warming center to provide information on people experiencing homelessness on the night of the count. The numbers of sheltered homeless individuals and families nearly doubled in the CoC due to the expiration of the NYS eviction moratorium on January 15, 2022 and the associated lack of movement in the rental market while the moratorium was in place. The CoC also noted an increase in individuals and families who were able to access shelter during the winter months due to an increased awareness in the statewide Code Blue policy to provide shelter to anyone in need when the temperature is below 32 degrees. People in shelter have presented with more complex needs, causing longer shelter stays as there is a lack of appropriate housing units to meet their needs.

2. The CoC did not change the unsheltered PIT count methodology, but there were changes to the data quality. ESG-CV funding enabled the CoC to hire additional outreach staff who were able to conduct a more thorough count of people living unsheltered.

3. Additional resources with which to conduct street outreach led to a marked increase in the 2022 unsheltered count. Based on the interviews conducted the night of the 2022 PIT count, the CoC learned that many of the individuals and families experiencing unsheltered homelessness had been living unsheltered for years. The individuals and families found in 2022 were connected to RRH and shelter resources and the CoC expects the number of unsheltered persons to decrease by the 2023 PIT count.

2C. System Performance

HUD publishes resources on the HUD.gov website at CoC Program Competition to assist you in completing the CoC Application. Resources include:

- Notice of Funding Opportunity (NOFO) for Fiscal Year (FY) 2022 Continuum of Care Competition and Noncompetitive Award of Youth Homeless Demonstration Program Renewal and Replacement Grants;
- 24 CFR part 578;
- FY 2022 CoC Application Navigational Guide;
- Section 3 Resources;
- PHA Crosswalk; and
- Frequently Asked Questions

2C-1.	Reduction in the Number of First Time Homeless--Risk Factors Your CoC Uses.	
	NOFO Section VII.B.5.b.	
	In the field below:	
1.	describe how your CoC determined the risk factors to identify persons experiencing homelessness for the first time;	
2.	describe your CoC's strategies to address individuals and families at risk of becoming homeless; and	
3.	provide the name of the organization or position title that is responsible for overseeing your CoC's strategy to reduce the number of individuals and families experiencing homelessness for the first time	

(limit 2,500 characters)

According to HDX, the CoC had a marginal increase in the number of first-time homeless persons.

1. The CoC discusses the current housing situation of each person, especially when someone is on the CE list for the first time, during each CE meeting. The risk factors of each person or family experiencing homelessness for the first time are examined. The CoC's vulnerability tool, housed in HMIS, also captures information related to first time homelessness. This information is tracked so the CoC can ensure resources are available to serve persons experiencing homelessness for the first time and establish policies to prevent homelessness. After reviewing this information, the CoC determined the current risk factors leading to first time homelessness are: release from institutional setting (jail or prison), persons experiencing eviction, foreclosure and doubled up households whose arrangements are no longer viable. To further drill down on reasons individuals and families may become homeless for the first time, the CoC ran the SPMS measures in Stella by county and next year the report will be run by project. The CoC is already targeting prevention services to persons who have been evicted or experienced foreclosure as well as to those who have been doubled up. Next year, after a project level assessment is conducted, the CoC will be able to further target prevention service for first-time homeless persons.

2. The CoC's strategy to address individuals and families at risk of becoming homeless are to increase efforts in the targeting of additional prevention funding through ESG-CV, regular ESG and other state and local programs. In addition, the CoC has made use of Emergency Rental Assistance Program funding for legal assistance to those facing eviction as a means of preventing them from becoming homeless for the first-time. Going forward, NYS has allocated \$35 million annually for legal assistance in communities outside of NYC. This should assist in reducing first-time homelessness. The CoC also created a prevention prioritization tool to help identify the particular vulnerabilities of persons and families who are at risk.

3. In partnership with service providers and CE Committees, the CA is responsible for overseeing the CoC's strategy to reduce, and ultimately end, the number of persons experiencing homelessness for the first time.

2C-2.	Length of Time Homeless—CoC's Strategy to Reduce.	
	NOFO Section VII.B.5.c.	
	In the field below:	
1.	describe your CoC's strategy to reduce the length of time individuals and persons in families remain homeless;	
2.	describe how your CoC identifies and houses individuals and persons in families with the longest lengths of time homeless; and	
3.	provide the name of the organization or position title that is responsible for overseeing your CoC's strategy to reduce the length of time individuals and families remain homeless.	

(limit 2,500 characters)

1. The average length of time households remained homeless increased across the CoC in 2021. This increase is primarily due to a lack of available affordable permanent housing - a problem that was exacerbated by eviction moratorium, which in NYS did not end until January 15, 2022. There was therefore little movement in the housing market and because of unprecedented rent increases in the CoC, very few affordable apartments were available. Another factor in increased utilization of shelters was the COVID pandemic itself, which caused staff shortages and/or illness, as well as making it difficult for shelter residents, especially those being isolated or quarantined, to do housing searches. The CoC has been working to reduce length of shelter stays by reducing the number of evictions through the Emergency Rental Assistance Program (ERAP) and funding a legal assistance program, thus stabilizing the housing market and decreasing the numbers of persons needing shelter. It also is reducing length of shelter stays by helping homeless persons obtain rental vouchers through EHV and a State-funded voucher program. Increasing PSH capacity in the CoC through state financing will also help reduce the length of shelter stays.

2. The CoC CE process identifies and prioritizes households with the longest history of homelessness in a number of ways. Data on the length of homeless episodes is collected in HMIS so that the CoC can track progress on reduction efforts. The CE process includes length of homelessness in its vulnerability assessment, giving priority to those who have been homeless the longest. Those who have the longest histories of homelessness are assisted in accessing PSH programs that offer both housing and supportive services. For example, a group of homeless individuals had been living on a porch for many years and formed a community that was reluctant to accepting services. Through the work of RRH staff, each client has entered permanent housing and obtained an EHV. The CoC worked with state funders to create a state-funded Rental Supplement Program (RSP) targeted to homeless households living below the poverty line. The CoC successfully strategized for referrals to come almost exclusively from CE, ensuring that the program will be used to assist those with the most need, including the longest length of stays in shelter.

3. The CA is responsible for ensuring that reducing the length of homeless stays remains a priority in the CoC's strategic plan.

2C-3.	Exits to Permanent Housing Destinations/Retention of Permanent Housing—CoC's Strategy	
	NOFO Section VII.B.5.d.	
	In the field below:	
	1. describe your CoC's strategy to increase the rate that individuals and persons in families residing in emergency shelter, safe havens, transitional housing, and rapid rehousing exit to permanent housing destinations;	
	2. describe your CoC's strategy to increase the rate that individuals and persons in families residing in permanent housing projects retain their permanent housing or exit to permanent housing destinations; and	
	3. provide the name of the organization or position title that is responsible for overseeing your CoC's strategy to increase the rate that individuals and families exit to or retain permanent housing.	

(limit 2,500 characters)

1. The CoC strives to ensure that all individuals and families leaving emergency shelter, TH, and RRH exit to permanent housing destinations. Exits are monitored by reviewing client outcomes with the HMIS Committee. The HMIS Committee then addresses the CoC to discuss findings and consider how client outcomes can be improved. RRH funding through ESG- CV has been an important tool in exiting households to permanent housing from shelter. In addition, the CoC has been working with households to access EHV. To date, 315 households have been referred to EHV, 66 have received vouchers and 69 additional people have been housed with EHV vouchers. The CoC is also applying for additional state and locally funded permanent housing projects and other housing subsidies to further housing opportunities. An efficient CE system allows the CoC members to maintain a by-name list of clients and ensure that they do not fall through the cracks but rather exit positively to permanent housing.

2. The ultimate goal of all CoC permanent housing projects is for clients to retain permanent housing. If a client exits, the goal is that they exit to another permanent housing destination, with or without a subsidy. The CoC worked with the largest Public Housing Agency (PHA) to prioritize EHV opportunities for people in RRH so they can retain their housing. The CoC ensures that all projects understand that retention of housing is the number one priority and that a Housing First approach is the way to ensure retention. Helping households secure a source of income is another housing retention strategy employed by the CoC. Households are referred to services and assisted with applying for SSI/SSDI using the SOAR method.

3. The CA as well as the Data/HMIS Committees which report to the Steering Committee are responsible for overseeing the CoC's strategy to increase the rate of exit to permanent housing.

2C-4.	Returns to Homelessness—CoC's Strategy to Reduce Rate.	
	NOFO Section VII.B.5.e.	
	In the field below:	
1.	describe your CoC's strategy to identify individuals and families who return to homelessness;	
2.	describe your CoC's strategy to reduce the rate of additional returns to homelessness; and	
3.	provide the name of the organization or position title that is responsible for overseeing your CoC's strategy to reduce the rate individuals and persons in families return to homelessness.	

(limit 2,500 characters)

In 2021, the CoC continued to have a very low recidivism rate. Of the 71 people that left permanent housing, only one person returned to homelessness in a six month period. Four percent returned to homelessness in a 6–12-month period.

1. The CoC identifies individuals and families who return to homelessness through data reviews with the HMIS Committee and data reviews through Stella. The HMIS Committee is able to identify the clients who return to homelessness by cross-walking System Performance Measures (SPMs) with the CE list.

2. The CoC strives to ensure that an episode of homelessness only occurs once. The implementation of the EHV program will reduce the rate of additional returns to homelessness by providing an opportunity for rapid rehousing (RRH) clients to remain in their housing when RRH support ends. The BoS has also prioritized increasing income levels by encouraging the funding of SOAR case managers to assist with SSI/SSDI applications. As a result, some individuals and families with disabilities who previously experienced multiple episodes of homelessness will be able to attain lifetime income. The service component that accompanies RRH is vital to ensuring a person does not return to homelessness. The CoC supports applications for state and local funding that increase opportunities for additional PSH units. The CoC also continues to foster collaborations with housing and healthcare providers to ensure households have access to the care and support services they need to remain in long-term stable housing.

3. The CA and the HMIS Committee are responsible for overseeing the strategy to reduce returns to homelessness, including reviewing data on homeless recidivism and exploring strategies to reduce these outcomes.

2C-5.	Increasing Employment Cash Income—CoC's Strategy.	
	NOFO Section VII.B.5.f.	
	In the field below:	
1.	describe your CoC's strategy to access employment cash sources;	
2.	describe how your CoC works with mainstream employment organizations to help individuals and families experiencing homelessness increase their cash income; and	
3.	provide the organization name or position title that is responsible for overseeing your CoC's strategy to increase income from employment.	

(limit 2,500 characters)

1. The CoC's strategy is for CoC members to assist applicants in increasing employment income through work activities including applicant job search; job readiness training; work experience; referral to community-based partnerships with the Department of Labor (DOL) Career Centers to access services to look for employment; attendance at job fairs; and direct referral to employment opportunities. Individuals are encouraged to explore educational opportunities including adult basic education, high school equivalency, English as a second language, literacy testing, vocational education and higher education to increase job prospects and increase wages. The CoC works with the NYS Adult Career and Continuing Education Services-Vocational Rehabilitation (ACCES-VR) to gain assistance with all of the above services. CoC members have relationships with mainstream employers to connect people in receipt of public assistance to employment.
2. The CoC works with mainstream employment organizations by partnering with Workforce Innovation and Opportunity Act (WIOA) programs including One-Stop, Local Workforce Development Boards, DOL programs, and Adult Career & Continuing Education Services. Referrals are also made to partners for job fairs, exploration of educational opportunities, and job searches. CoC members may be co-located with a One-Stop or Career Center and hold onsite job fairs and employer recruitment opportunities in conjunction with partners in the community. Employment assessment and employment plans are reviewed with the individual and updated as changes occur and increased work hours, career advancement, and further education are pursued. Work supports, including the Earned Income Tax Credit and Volunteer Tax Assistance, are also used to assist families to meet employment goals.
3. The Collaborative Applicant and Steering Committee oversee the CoC's strategy to increase income from employment.

2C-5a.	Increasing Non-employment Cash Income—CoC's Strategy	
	NOFO Section VII.B.5.f.	
	In the field below:	
	1. describe your CoC's strategy to access non-employment cash income; and	
	2. provide the organization name or position title that is responsible for overseeing your CoC's strategy to increase non-employment cash income.	

(limit 2,500 characters)

1. The CoC's strategy to increase non-employment cash income is to refer all who present as homeless for benefits such as Unemployment Insurance, child support, SSI/SSDI and VA benefits. All case managers are trained in mainstream cash benefits eligibility and application processes, such as TANF, SNAP, and HEAP. Clients are assisted in applying for these mainstream benefits. OTDA as the Collaborative Applicant (CA), is uniquely positioned to help the CoC with its strategy. A core component of OTDA's mission is to help vulnerable New Yorkers meet their essential needs and advance economically. OTDA also supervises social services districts to ensure the districts are fulfilling this mission. Local social service commissioners are members of the Steering Committee and update all of the CoC membership on any changes in mainstream cash benefits. The CoC monitors the income outcomes of CoC-funded programs on a quarterly basis. The CoC's strategy to increase access to non-employment cash income also includes encouraging all programs within the CoC to have staff trained in SSI/SSDI Outreach, Access and Recovery (SOAR). For example, providers with SOAR-trained staff are awarded additional points in CoC program applications. As the CA, OTDA developed a strategy to increase dedicated SOAR staff across the CoC using ESG-CV funds. The CA also works closely with the SOAR TA Center to develop opportunities to bring the SOAR method to all areas of the CoC, including presentations to CoC members and individual meetings with agencies interested in incorporating the method in their work throughout the community.

2. The CA is responsible for overseeing the CoC's strategy to increase non-employment cash income.

3A. Coordination with Housing and Healthcare

HUD publishes resources on the HUD.gov website at CoC Program Competition to assist you in completing the CoC Application. Resources include:

- Notice of Funding Opportunity (NOFO) for Fiscal Year (FY) 2022 Continuum of Care Competition and Noncompetitive Award of Youth Homeless Demonstration Program Renewal and Replacement Grants;
- 24 CFR part 578;
- FY 2022 CoC Application Navigational Guide;
- Section 3 Resources;
- PHA Crosswalk; and
- Frequently Asked Questions

3A-1.	New PH-PSH/PH-RRH Project–Leveraging Housing Resources.	
	NOFO Section VII.B.6.a.	
	You must upload the Housing Leveraging Commitment attachment to the 4B. Attachments Screen.	

	Is your CoC applying for a new PH-PSH or PH-RRH project that uses housing subsidies or subsidized housing units which are not funded through the CoC or ESG Programs to help individuals and families experiencing homelessness?	Yes
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3A-2.	New PH-PSH/PH-RRH Project–Leveraging Healthcare Resources.	
	NOFO Section VII.B.6.b.	
	You must upload the Healthcare Formal Agreements attachment to the 4B. Attachments Screen.	

	Is your CoC applying for a new PH-PSH or PH-RRH project that uses healthcare resources to help individuals and families experiencing homelessness?	Yes
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3A-3.	Leveraging Housing/Healthcare Resources–List of Projects.	
	NOFO Sections VII.B.6.a. and VII.B.6.b.	

If you selected yes to questions 3A-1. or 3A-2., use the list feature icon to enter information about each project application you intend for HUD to evaluate to determine if they meet the criteria.

Project Name	Project Type	Rank Number	Leverage Type
IPH BoS PSH	PH-PSH	11	Both

3A-3. List of Projects.

1. What is the name of the new project? IPH BoS PSH

2. Enter the Unique Entity Identifier (UEI): M1MLXT5ZH7N6

3. Select the new project type: PH-PSH

4. Enter the rank number of the project on your CoC's Priority Listing: 11

5. Select the type of leverage: Both

3B. New Projects With Rehabilitation/New Construction Costs

HUD publishes resources on the HUD.gov website at CoC Program Competition to assist you in completing the CoC Application. Resources include:

- Notice of Funding Opportunity (NOFO) for Fiscal Year (FY) 2022 Continuum of Care Competition and Noncompetitive Award of Youth Homeless Demonstration Program Renewal and Replacement Grants;
- 24 CFR part 578;
- FY 2022 CoC Application Navigational Guide;
- Section 3 Resources;
- PHA Crosswalk; and
- Frequently Asked Questions

3B-1.	Rehabilitation/New Construction Costs—New Projects.	
	NOFO Section VII.B.1.s.	

Is your CoC requesting funding for any new project application requesting \$200,000 or more in funding for housing rehabilitation or new construction?	No
--	----

3B-2.	Rehabilitation/New Construction Costs—New Projects.	
	NOFO Section VII.B.1.s.	

If you answered yes to question 3B-1, describe in the field below actions CoC Program-funded project applicants will take to comply with:

1.	Section 3 of the Housing and Urban Development Act of 1968 (12 U.S.C. 1701u); and
2.	HUD's implementing rules at 24 CFR part 75 to provide employment and training opportunities for low- and very-low-income persons, as well as contracting and other economic opportunities for businesses that provide economic opportunities to low- and very-low-income persons.

(limit 2,500 characters)

Not applicable.

3C. Serving Persons Experiencing Homelessness as Defined by Other Federal Statutes

HUD publishes resources on the HUD.gov website at CoC Program Competition to assist you in completing the CoC Application. Resources include:

- Notice of Funding Opportunity (NOFO) for Fiscal Year (FY) 2022 Continuum of Care Competition and Noncompetitive Award of Youth Homeless Demonstration Program Renewal and Replacement Grants;
- 24 CFR part 578;
- FY 2022 CoC Application Navigational Guide;
- Section 3 Resources;
- PHA Crosswalk; and
- Frequently Asked Questions

3C-1.	Designating SSO/TH/Joint TH and PH-RRH Component Projects to Serving Persons Experiencing Homelessness as Defined by Other Federal Statutes.	
	NOFO Section VII.C.	

	Is your CoC requesting to designate one or more of its SSO, TH, or Joint TH and PH-RRH component projects to serve families with children or youth experiencing homelessness as defined by other Federal statutes?	No
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3C-2.	Serving Persons Experiencing Homelessness as Defined by Other Federal Statutes.	
	NOFO Section VII.C.	

You must upload the Project List for Other Federal Statutes attachment to the 4B. Attachments Screen.

If you answered yes to question 3C-1, describe in the field below:

1.	how serving this population is of equal or greater priority, which means that it is equally or more cost effective in meeting the overall goals and objectives of the plan submitted under Section 427(b)(1)(B) of the Act, especially with respect to children and unaccompanied youth than serving the homeless as defined in paragraphs (1), (2), and (4) of the definition of homeless in 24 CFR 578.3; and
2.	how your CoC will meet requirements described in Section 427(b)(1)(F) of the Act.

(limit 2,500 characters)

Not applicable.

4A. DV Bonus Project Applicants

HUD publishes resources on the HUD.gov website at CoC Program Competition to assist you in completing the CoC Application. Resources include:

- Notice of Funding Opportunity (NOFO) for Fiscal Year (FY) 2022 Continuum of Care Competition and Noncompetitive Award of Youth Homeless Demonstration Program Renewal and Replacement Grants;
- 24 CFR part 578;
- FY 2022 CoC Application Navigational Guide;
- Section 3 Resources;
- PHA Crosswalk; and
- Frequently Asked Questions

4A-1.	New DV Bonus Project Applications.	
	NOFO Section II.B.11.e.	

	Did your CoC submit one or more new project applications for DV Bonus Funding?	Yes
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4A-1a.	DV Bonus Project Types.	
	NOFO Section II.B.11.e.	

Select yes or no in the chart below to indicate the type(s) of new DV Bonus project(s) your CoC included in its FY 2022 Priority Listing.

	Project Type	
1.	SSO Coordinated Entry	No
2.	PH-RRH or Joint TH and PH-RRH Component	Yes

You must click "Save" after selecting Yes for element 1 SSO Coordinated Entry to view questions 4A-2, 4A-2a. and 4A-2b.

4A-3.	Assessing Need for New PH-RRH and Joint TH and PH-RRH Component DV Bonus Projects in Your CoC's Geographic Area.	
	NOFO Section II.B.11.(e)(1)(c)	

1.	Enter the number of survivors that need housing or services:	548
2.	Enter the number of survivors your CoC is currently serving:	139
3.	Unmet Need:	409

4A-3a.	How Your CoC Calculated Local Need for New PH-RRH and Joint TH and PH-RRH Component DV Bonus Projects.	
	NOFO Section II.B.11.e.(1)(c)	

Describe in the field below:

1.	how your CoC calculated the number of DV survivors needing housing or services in question 4A-3 element 1 and element 2; and
2.	the data source (e.g., comparable databases, other administrative data, external data source, HMIS for non-DV projects); or
3.	if your CoC is unable to meet the needs of all survivors please explain in your response all barriers to meeting those needs.

(limit 2,500 characters)

1. The number of DV survivors needing housing or services in the CoC was calculated using the cumulative number of survivors served as shown in the comparable database as well as internal DV agency data and the Coordinated Entry list for a one-year period.

2. The CoC used the HMIS comparable database, EmpowerDB, and internal DV agency data intended to capture not only the number of people housed in emergency shelter, but also the number who reach out for assistance fleeing from an abusive situation.

3. N/A per instructions. The CoC is able to collect data on unmet need.

4A-3b.	Information About Unique Project Applicants and Their Experience in Housing Placement and Housing Retention for Applicants Requesting New PH-RRH and Joint TH and PH-RRH Component DV Bonus Projects.	
	NOFO Section II.B.11.e.(1)(d)	

Use the list feature icon to enter information on each unique project applicant applying for New PH-RRH and Joint TH and PH-RRH Component DV Bonus projects—only enter project applicant information once, regardless of how many DV Bonus projects that applicant is applying for.

Applicant Name
Putnam Northern W...
Fearless! Hudson ...

Project Applicants Applying for New PH-RRH and Joint TH and PH-RRH DV Bonus Projects

4A-3b.	Information About Unique Project Applicants and Their Experience in Housing Placement and Housing Retention for Applicants Requesting New PH-RRH and Joint TH and PH-RRH Component DV Bonus Projects.	
	NOFO Section II.B.11.e.(1)(d)	

Enter information in the chart below on the project applicant applying for one or more New PH-RRH and Joint TH and PH-RRH Component DV Bonus Projects included on your CoC's FY 2022 Priority Listing:

1.	Applicant Name	Putnam Northern Westchester Women's Resource Center
2.	Project Name	Putnam County DV RRH Program Expansion
3.	Project Rank on the Priority Listing	13
4.	Unique Entity Identifier (UEI)	DJHSCP74GC77
5.	Amount Requested	\$150,884
6.	Rate of Housing Placement of DV Survivors—Percentage	100%
7.	Rate of Housing Retention of DV Survivors—Percentage	100%

4A-3b.1.	Applicant Experience in Housing Placement and Retention for Applicants Requesting New PH-RRH and Joint TH and PH-RRH Component DV Bonus Projects.	
	NOFO Section II.B.11.e.(1)(c)	

For the rate of housing placement and rate of housing retention of DV survivors reported in question 4B-3b., describe in the field below

1.	how the project applicant calculated both rates;
2.	whether the rates accounts for exits to safe housing destinations; and
3.	the data source (e.g., comparable databases, other administrative data, external data source, HMIS for non-DV projects).

(limit 1,500 characters)

1. Putnam/Northern Westchester Women's Resource Center (WRC) calculated the rate of housing placement and retention based on the number of people housed using HMIS and a comparable database. The number of people placed in housing throughout the program year that are currently still in housing are considered retained for the purposes of this application. In this funding cycle, 14 DV survivors chose to be referred to Coordinated Entry while in emergency shelter to facilitate housing as quickly and safely as possible. Of the 14 referred and housed, all remain in permanent housing. Thus 100% of those referred and placed in housing remain housed.

2. The data source for these numbers is EmpowerDB, a comparable data base for DV providers. The data was cross checked against external data retrieved from the Coordinated Entry list and HMIS data from non-DV referral agencies.

4A-3c.	Applicant Experience in Providing Housing to DV Survivor for Applicants Requesting New PH-RRH and Joint TH and PH-RRH Component DV Bonus Projects.	
	NOFO Section II.B.11.e.(1)(d)	
	Describe in the field below how the project applicant:	
1.	ensured DV survivors experiencing homelessness were quickly moved into safe affordable housing;	
2.	prioritized survivors—you must address the process the project applicant used, e.g., Coordinated Entry, prioritization list, CoC's emergency transfer plan, etc.;	
3.	determined which supportive services survivors needed;	
4.	connected survivors to supportive services; and	
5.	moved clients from assisted housing to housing they could sustain—address housing stability after the housing subsidy ends.	

(limit 2,500 characters)

1. Victims of DV, sexual assault, stalking, dating violence, or who become homeless fleeing, enter the WRC 15 bed shelter seeking safety and support. The shelter is accessible 24/7 through the WRC 24hr hotline. Most victims self-refer or are connected through a community partner: law enforcement, social services district, MH or SUD program. The applicant has demonstrated a history of supporting survivors in navigating the housing market and locating options to meet their needs. RRH referrals for survivors are made using the CE system. When a survivor comes into shelter, they need time to feel that their immediate crisis is resolved. Only then is it appropriate to begin the conversation regarding housing placement. When a survivor is ready to discuss housing options, an assessment is done and a CE referral is made. The CE system can connect with survivors by accepting referrals using an anonymous identifier. 2. All homeless DV survivors served by WRC who have determined it a safe choice to leave the secure and confidential location are referred to the CE team who coordinate the limited housing resources with those in need of housing. The CE coordinators work closely with the WRC case manager to ensure confidentiality and the protection of all PII. An emergency transfer has never needed to be done, but project staff are knowledgeable on the CoC Emergency Transfer Policy. 3. From intake, all WRC survivors are connected to ongoing, free and confidential victim advocacy, trauma therapy, case management and support groups. Their mental health, medical, substance abuse treatment and supports are provided by community and CoC partners including Cove Care (SA/MH), Mental Health Assoc, Arms Acres (SA), Open Door Medical Ctr (med), and Putnam Hospital Ctr. In addition, access to legal services (Legal Services of the Hudson Valley, PACE Women's Justice Ctr) is provided on site and virtually, as chosen by the survivor and for as long as needed. 4. Survivors are referred to the supportive services they choose and the connection is made via warm handoff from WRC staff. WRC staff provide transportation as needed and will accompany survivors to referred supportive services appointments if that is the survivor's choice. 5. Once safely sheltered, the survivor continues their journey toward sustaining their safety and acquiring permanent housing with the support of WRC case management and advocacy services. Survivors are assisted in obtaining PH vouchers through EHV, HCV, or PSH.

4A-3d.	Applicant Experience in Ensuring DV Survivor Safety for Applicants Requesting New PH-RRH and Joint TH and PH-RRH Component DV Bonus Projects.	
	NOFO Section II.B.11.e.(1)(d)	
	Describe in the field below examples of how the project applicant ensured the safety and confidentiality of DV survivors experiencing homelessness by:	
1.	taking steps to ensure privacy/confidentiality during the intake and interview process to minimize potential coercion of survivors;	
2.	making determinations and placements into safe housing;	
3.	keeping information and locations confidential;	
4.	training staff on safety and confidentiality policies and practices; and	
5.	taking security measures for units (congregate or scattered site), that support survivors' physical safety and location confidentiality.	

(limit 2,500 characters)

1. Intakes are completed in a private, secure location. The location of the shelter is confidential. Children of survivors receive their own individual intake and the abuser is never present to minimize potential coercion of survivors. Maintaining safety and confidentiality of all victims is the first priority. All staff are experienced in safety planning and work with the victim to plan for their safety based on the survivor's lived experience.
2. The primary aggressor/abuser is never present. Children and adolescents have their own individual intake and engagement by licensed child and adolescent therapists. Any survivor in need of safe housing at the shelter can self-refer through a confidential hotline. Specially trained staff work with the survivor to make a safety plan and a plan to safely enter shelter. When it is time for the survivor to enter shelter, they are picked up at a secure location to ensure safe exit and no coercion from the offender.
3. The emergency shelter is in a confidential location with 24-hour staff and security system. Any employee breach of the WRC confidentiality policy is not tolerated and results in disciplinary action and has resulted in termination for cause.
4. Staff are trained upon hire and spend an additional 2 weeks shadowing staff before working with survivors. All staff receive weekly supervision in the performance of their duties to ensure compliance with agency safety and confidentiality policies/practices.
5. Case Managers work with the survivor to listen to what the victim needs in housing and educate them on the different housing options, programs, assistance, locations and types of housing opportunities so they can make an educated choice as to where the survivor would be safest. The confidential location operated by the applicant has security systems and alarm devices, cameras, door intercoms, extra lighting, alarms on all windows/doors, and panic buttons to silently engage police assistance. The location of the emergency shelter is maintained confidential as required by federal/state legislation. Within scattered site housing, the applicant will work with landlords and survivors around evaluating safety measures that will feel most supportive. This may include ensuring appropriate external lighting, the use of video doorbells/cameras, additional locks, window locks, security bars, as appropriate. Residents of the shelter are protected by regular law enforcement check ins and a PO box to receive mail.

4A-3d.1.	Applicant Experience in Evaluating Their Ability to Ensure DV Survivor Safety for Applicants Requesting New PH-RRH and Joint TH and PH-RRH Component DV Bonus Projects.	
	NOFO Section II.B.11.e.(1)(d)	

Describe in the field below how the project has evaluated its ability to ensure the safety of DV survivors the project served in the project, including any areas identified for improvement during the course of the proposed project.

(limit 2,500 characters)

While safety can never be guaranteed by any organization or person, the WRC works tirelessly to ensure victim safety during and after they are no longer being served by the agency. Survivors are the best evaluators of their safety and a two-question anonymous survey asks them for feedback on their level of safety while at the WRC. Residents of the emergency shelter are protected by its confidentiality, regular law enforcement check in's, 24-hour staff, security and fire protection systems, electronic and social media safety protocols, and an agency P.O. box through which they can receive mail. When victims are no longer residing in emergency shelter, they are able to continue receiving mail through the P.O box until they are safe to receive it directly. Often much of the family and/or criminal court matters take far longer to settle than the time homeless survivors are in shelter. With the availability of Rapid Rehousing Housing, Emergency Housing Vouchers, and housing prevention programs victims are more likely to be housed before all the safety, divorce, custody issues been settled; thus, the WRC works with a victim/survivor from the time of crime or fleeing the violence through all phases of permanent housing placement with on-going safety planning, confidential address utilization, VINE (Victim Information Network), advocacy, case management and legal assistance referrals. Following placement into permanent housing, our comparable database data shows that we have a 100% retention rate. This successful housing retention rate shows the WRC's ability to ensure the safety of people served.

4A-3e.	Applicant Experience in Trauma-Informed, Victim-Centered Approaches for Applicants Requesting New PH-RRH and Joint TH and PH-RRH Component DV Bonus Projects.	
	NOFO Section II.B.11.e.(1)(d)	

Describe in the field below examples of the project applicant's experience using trauma-informed, victim-centered approaches to meet needs of DV survivors by:

1.	prioritizing placement and stabilization in permanent housing consistent with the program participants' wishes and stated needs;
2.	establishing and maintaining an environment of agency and mutual respect, e.g., the project does not use punitive interventions, ensures program participant staff interactions are based on equality and minimize power differentials;
3.	providing program participants access to information on trauma, e.g., training staff on providing program participants with information on the effects of trauma;
4.	emphasizing program participants' strengths, e.g., strength-based coaching, questionnaires and assessment tools include strength-based measures, case plans worked towards survivor-defined goals and aspirations;
5.	centering on cultural responsiveness and inclusivity, e.g., training on equal access, cultural competence, nondiscrimination, language access, improving services to be culturally responsive, accessible, and trauma-informed;

6.	providing a variety of opportunities for connection for program participants, e.g., groups, mentorships, peer-to-peer, spiritual needs; and
7.	offering support for survivor parenting, e.g., trauma-informed parenting classes, childcare, connections to legal services.

(limit 5,000 characters)

The Putnam/Northern Westchester Women's Resource Center (WRC) is a 43-year-old not-for-profit 501(c)3 agency has been licensed through the NYS Office of Children and Family Services as the county Domestic Violence residential and nonresidential service provider for 36 years (1986) and the NYS Department of Health-approved Rape Crisis Center for Putnam County for 34 years (1988). In 1993, the WRC purchased a residence and converted it to a shelter and expanded access to safety for 15 victims and their children fleeing domestic violence. The non-residential services provided at the WRC continued to grow to its current size and scope. 1. The WRC utilizes 43 years of experience to support the needs of domestic and sexual assault survivors. It provides free and confidential shelter and support services in English and Spanish, a 24-hour Hotline, advocacy, case management, including but not limited to: safety planning, shelter, housing assistance, advocacy, accompaniment and transportation assistance, that is client-driven and based on survivor choice. 2. In 2009 the addition of bilingual services gave Spanish speaking survivors and their children the services and supports they deserve. In response to these needs, the WRC began building a strong and experienced trauma informed therapy and intervention component designed in response to victims identified needs and to support all victims through the process of healing from domestic and sexual violence. WRC's licensed therapists honed their ability through training, direct practice and supervision to provide therapeutic support and psychological healing to victims through a trauma lens. All services continue to be designed to reflect the needs of the victim served and is driven by choice and their identified needs. Over the last 10 years, the WRC has grown its programs and services to create a safe and supportive environment that provides opportunities for victims fleeing violence to receive the support needed to make their own informed choices about their future. 3. WRC licensed therapists honed their ability by attending extensive trainings to provide therapeutic support and psychological healing to victims through a trauma lens and not only the traditional mental health lens. All services are designed to reflect the needs of the victim served and are driven by their choices and identified needs. Survivors are able to access information on trauma by WRC licensed therapists and other community partners that provide trauma informed services. 4. In 2016 the WRC added an Associate Executive Director and in 2018 Directors of Advocacy, Adult, Child & Adolescent and Case Management Services joined the Shelter Director and Operations Director in the creation of a WRC leadership team. This team provides services to survivors and support the staff, ensuring adequate supervision and ongoing program development and evaluation on both a macro and micro level. This team enhances staff morale and provides pathways to excel, supporting staff retention and expanding the agencies expertise in the field. The WRC is now more fluid and can respond to the goals and aspirations of survivors in a more efficient strength-based manner. Survivors create their own goals; from filing an order of protection, to participating in trauma therapy, to attending support groups, to choosing housing options. There are no financial, emotional, or restrictive requirements to receive services. WRC residential and nonresidential staff do not presume to know what is best for a victim and their children but offer knowledge and experience, as it is requested, to aid the survivor in making the most informed decisions. 5. New staff complete a 2 week orientation and shadow staff to ensure exposure to all services offered and an understanding of the WRC client informed and survivor driven services. A separate 40 hr DOH rape crisis training for all volunteers and new employees must be completed within the first 6 months of employment, and ongoing training and supervision occur monthly. 6. Resident meal planning and preparation is one opportunity for connection, and

individuals and families can utilize the communal kitchen at the shelter. Voluntary support groups and therapeutic groups are currently provided in person and through video conferencing. Enhanced video and computer infrastructure has enabled more methods of connectivity but personal connection and camaraderie is most beneficial. Residents can also access SUD groups, DV groups and spiritual support. 7. Childcare is provided onsite for survivor respite and while the adult is meeting with staff to work on their goals/aspirations. Parenting support occurs organically between survivors and is supplemented by community classes and in meeting with staff to work on their goals and aspirations. If a survivor or their child is in imminent danger, or they are a danger to themselves or others, staff will take immediate action to protect themselves and others.

4A-3f.	Applicant Experience in Meeting Service Needs of DV Survivors for Applicants Requesting New PH-RRH and Joint TH and PH-RRH Component DV Bonus Projects.	
	NOFO Section II.B.11.e.(1)(d)	

Describe in the field below examples of supportive services the project provided to domestic violence survivors while quickly moving them into permanent housing and addressing their safety needs.

(limit 5,000 characters)

Putnam/Northern Westchester Women's Resource Center (WRC) provides direct services and support to between 1300-1800 women, children and men who are victims of domestic violence, sexual assault, rape, dating violence, and stalking annually. The WRC has been providing these services for 43 years, working to fulfill its mission to provide advocacy, education, and services to the community in order to create a safe, supportive environment that eliminates violence against women and children and promotes gender equality. In 2021 the WRC provided victim-centered support and services to meet the needs of 1,561 victims of domestic violence, sexual assault, dating violence, and stalking. The WRC domestic violence and rape crisis programs have been functioning since the 1980's offering direct services and support to victims of violence 24 hours a day, 365 days a year through a 15-bed emergency domestic violence shelter, 24-hour hot line and walk-in Resource Center. The WRC offers a confidential and compassionate setting designed to empower victims to create safety plans, educate themselves on their options and to make informed choices about their future. The WRC provides twenty-four-hour access to crisis intervention through a 24-hour Hotline, trauma therapy, individual counseling, support groups, advocacy (hospital, court, criminal justice etc.), and accompaniment to emergency rooms, court, social services, sheriff/police departments etc.

In 2021 the WRC provided assistance to victims with 250 Orders of Protection, offered 51 support group sessions, answered 1016 hotline calls from survivors seeking safety, referrals, and support. WRC licensed therapists provided 2688 individual sessions of trauma therapy to survivors and their children, provided direct advocacy 2502 times, and provided case management assistance 6035 times. WRC Case Managers and Advocates accompanied survivors 131 times to court and other appointments.

4A-3g.	Plan for Trauma-Informed, Victim-Centered Approaches for New PH-RRH and Joint TH and PH-RRH Component DV Bonus Projects.	
	NOFO Section II.B.11.e.(1)(e)	

	Provide examples in the field below of how the new project will:
1.	prioritize placement and stabilization in permanent housing consistent with the program participants' wishes and stated needs;
2.	establish and maintaining an environment of agency and mutual respect, e.g., the project does not use punitive interventions, ensures program participant staff interactions are based on equality and minimize power differentials;
3.	provide program participants access to information on trauma, e.g., training staff on providing program participants with information on the effects of trauma;
4.	emphasize program participants' strengths—for example, strength-based coaching, questionnaires and assessment tools include strength-based measures, case plans works towards survivor-defined goals and aspirations;
5.	center on cultural responsiveness and inclusivity, e.g., training on equal access, cultural competence, nondiscrimination, language access, improving services to be culturally responsive, accessible, and trauma-informed;
6.	provide a variety of opportunities for connection for program participants, e.g., groups, mentorships, peer-to-peer, spiritual needs; and
7.	offer support for survivor parenting, e.g., trauma-informed parenting classes, childcare, connections to legal services.

(limit 5,000 characters)

1. The WRC is staffed by case managers and advocates who prioritize placement into the DV RRH based on the survivors' wishes and needs. The WRC provides all survivors with trauma-informed client driven services. All program services are voluntary and designed by the victim with the support of the WRC staff. Voluntary daily/weekly meetings are offered to the victim to support their household goals.
2. Using a Housing First approach, WRC expert's partner with the survivor to support their goals and objectives. SOAR-certified staff will support participants in applying additional benefits to support their housing resources. Participants who struggle with substance abuse, mental illness or other barriers to housing sustainability will not be subject to punitive or coercive tactics by the program but are supported to enhance their safety, build sustainability, and maintain permanent housing.
3. The WRC utilizes 43 years of expertise in client-driven victim services and trauma-informed clinical services to ensure that all participants have access to information to assist them in processing the trauma they and their children have experienced. All staff are adequately trained and receive on-going training in their field as well as weekly supervision.
4. This experience assures survivors in the Putnam County DV RRH program that their goals and needs are integral in the creation of their case management, advocacy, housing, and/or therapeutic plan. All services of the WRC are voluntary, confidential, and free of charge. Survivors can access services and supports of the WRC before, during, and after their participation in the Putnam County RRH Program.
5. The WRC equal opportunity and non-discrimination policy is reviewed at time of hire and is integral in the month-long orientation of all new employees. As with all programs of the WRC; the Putnam County DV RRH program staff are trained on equal access, inclusivity and trauma informed. Bilingual advocates, case managers and trauma therapists allow for greater language access for those with LEP (Limited English Proficiency).
6. Opportunities for connection to peers will be offered by WRC staff. Offering supportive services in-house (advocacy, case management, trauma therapy, children's trauma therapy, support groups, etc.) will provide participants access to multiple services within the program that can be shared with other residents. Community connections for the participants include but not limited to:
 - Employment assistance is offered through the Putnam County Workforce Partnership, providing employment counseling, resume assistance, training, and job opportunities.
 - All RRH households can access the Putnam County Housing Corporation program as part of their housing sustainability plan.Other connections available through the WRC for Putnam County DV RRH participants include but are not limited to:
 - Supported Housing Services: Search for Change.
 - Medical services: Putnam Hospital Center, Northern Westchester Hospital, and Cove Care, which is a contracted Care Management Provider, Open Door Medical Center.
 - Mental health/addiction services: Brewster Mental Health Clinic, Cove Care, Arms Acres, MHA of Putnam, and the Putnam County Department of Social Services.

-Law enforcement support: Putnam County Sheriff's Department, Probation Department, and District Attorney's Office.
-Legal services: Legal Services of the Hudson Valley, PACE Women's Justice Center, and Legal Aid.

7. Parenting support for survivors is offered through provision of childcare assistance which is provided on-site for survivor respite and while the adult is meeting with staff to work on their goals and aspirations. Trauma-informed parenting support groups are available the WRC as needed or requested.

4A-3h.	Plan for Involving Survivors in Policy and Program Development of New PH-RRH and Joint TH and PH-RRH Component DV Bonus Projects.	
	NOFO Section II.B.11.e.(1)(f)	

Describe in the field below how the new project(s) will involve survivors with a range of lived expertise in policy and program development throughout the project's operation.

(limit 2,500 characters)

The DV RRH Expansion will include the development and utilization of RRH anonymous surveys to provide feedback as to how survivors would like to be involved in the project's policy and program development. The WRC incorporates the experience of victims in the creation of shelter structure, requirements, activities, group development and services. All services are driven by victim experiences and feedback and are voluntary. Voluntary surveys are utilized to collect anonymous data and feedback on the WRC and have been used to create and expand services for victims. Policy and program development that has been implemented based on survivor feedback include: expanded access to WIFI at the shelter, use of smart televisions at the shelter, and enhanced transportation assistance for survivors for purposes other than appointments related to their victimization such as to job interviews, food shopping and recreation activities. Shelter and RRH program participants are notified of the opportunity to join the CoC Lived Experience Advisory Board so they can continue to have an impact on agency and CoC program design.

Project Applicants Applying for New PH-RRH and Joint TH and PH-RRH DV Bonus Projects

4A-3b.	Information About Unique Project Applicants and Their Experience in Housing Placement and Housing Retention for Applicants Requesting New PH-RRH and Joint TH and PH-RRH Component DV Bonus Projects.	
	NOFO Section II.B.11.e.(1)(d)	

Enter information in the chart below on the project applicant applying for one or more New PH-RRH and Joint TH and PH-RRH Component DV Bonus Projects included on your CoC's FY 2022 Priority Listing:

1.	Applicant Name	Fearless! Hudson Valley
2.	Project Name	DV Rapid Rehousing Expansion
3.	Project Rank on the Priority Listing	12
4.	Unique Entity Identifier (UEI)	JTYMNZ9CQMB9
5.	Amount Requested	\$60,740
6.	Rate of Housing Placement of DV Survivors–Percentage	100%
7.	Rate of Housing Retention of DV Survivors–Percentage	100%

4A-3b.1.	Applicant Experience in Housing Placement and Retention for Applicants Requesting New PH-RRH and Joint TH and PH-RRH Component DV Bonus Projects.	
	NOFO Section II.B.11.e.(1)(c)	

For the rate of housing placement and rate of housing retention of DV survivors reported in question 4B-3b., describe in the field below

1.	how the project applicant calculated both rates;
2.	whether the rates accounts for exits to safe housing destinations; and
3.	the data source (e.g., comparable databases, other administrative data, external data source, HMIS for non-DV projects).

(limit 1,500 characters)

1. Housing placement and retention rates are calculated based on the total number of survivors housed in the agency's emergency shelter in 2020 and the number who both secured housing placement post shelter as well as those who retained housing for at least 6 months post discharge from shelter. Given the COVID-19 pandemic and subsequent housing crisis, 2021 statistics were not included. Of the 6 people discharged to permanent housing placement with our program, 100% percent were confirmed to maintain housing 6 months post-shelter.

2. This data was calculated using only safe housing destinations; it does not include institutional settings, places not meant for habitation, other shelters, and circumstances where individuals left shelter without formal discharge and disclosure of their housing situation.

3. The Fearless! HMIS-comparable database, EmpowerDB was used to calculate rate of housing placement and rate of housing retention.

4A-3c.	Applicant Experience in Providing Housing to DV Survivor for Applicants Requesting New PH-RRH and Joint TH and PH-RRH Component DV Bonus Projects.	
	NOFO Section II.B.11.e.(1)(d)	

Describe in the field below how the project applicant:

1.	ensured DV survivors experiencing homelessness were quickly moved into safe affordable housing;
2.	prioritized survivors—you must address the process the project applicant used, e.g., Coordinated Entry, prioritization list, CoC's emergency transfer plan, etc.;
3.	determined which supportive services survivors needed;

4.	connected survivors to supportive services; and
5.	moved clients from assisted housing to housing they could sustain—address housing stability after the housing subsidy ends.

(limit 2,500 characters)

1. The applicant has provided comprehensive services, including emergency shelter, to DV survivors for 36 years in Orange County. Services have been provided in Sullivan County since 2017. Shelter, though physically located in a confidential location within Orange County, is accessible for Sullivan County survivors and can be accessed in a variety of ways, including via direct call to the 24-hour hotline or in connection to an advocate through any of the agency's office locations, including the Sullivan County Government Center and Garnet Health Medical Center - Catskills. Fearless works with landlords and survivors themselves around implementing safety measures that will feel most supportive in the community. This may include ensuring appropriate external lighting, the use of video doorbells or cameras, additional locks, window locks, security bars, and other strategies, as appropriate.

2. In supporting survivors in shelter, the applicant agency coordinates appropriately and within VAWA requirements to ensure access to available housing resources through Coordinated Entry and other available housing opportunities. The affordable housing options are limited and not sufficient to adequately meet the needs of all homeless households.

3. Survivors have access to supportive services, both through the applicant agency and local community resources, as necessary and appropriate, which is determined in coordination with clients.

4. Within its work related to shelter and housing placement in Orange County, the applicant has a demonstrated history of supporting survivors to navigate the housing market and locate options to meet their needs, mostly without the availability of subsidies.

5. Housing stability can be difficult to measure for DV survivors as the circumstances surrounding their homelessness and perceived instability are often the direct result of the abusive person's behavior and intentional interference. Fearless! operates a Housing First program. Through this program, 6 households have been supported in obtaining and maintaining housing while also accessing supportive services to increase their level of sufficiency, stability, independence. Despite the availability of rental subsidies, most clients contribute significantly to their rental expense, and one client opted to self-discharge from the program based on their own ability to support their housing and other needs.

4A-3d.	Applicant Experience in Ensuring DV Survivor Safety for Applicants Requesting New PH-RRH and Joint TH and PH-RRH Component DV Bonus Projects.	
	NOFO Section II.B.11.e.(1)(d)	
	Describe in the field below examples of how the project applicant ensured the safety and confidentiality of DV survivors experiencing homelessness by:	
	1. taking steps to ensure privacy/confidentiality during the intake and interview process to minimize potential coercion of survivors;	
	2. making determinations and placements into safe housing;	

3.	keeping information and locations confidential;
4.	training staff on safety and confidentiality policies and practices; and
5.	taking security measures for units (congregate or scattered site), that support survivors' physical safety and location confidentiality.

(limit 2,500 characters)

1. Client confidentiality is mandatory as it directly connects to not only client empowerment but more importantly, their safety. This involves ensuring that conversations are always held in private, never in the presence of other people, and that files and client data are secured at all times.

2. In evaluating safety in partnership with survivors, it is imperative that project staff support clients in identifying housing options that prioritize their own safety and housing needs; this may include consideration of safe housing locations for scattered site housing options as well as whether remaining safely within their current housing may be an option with the support of rental assistance. Project staff are trained in the various civil and legal options available to support victim safety; these avenues are explored based on client interest.

3. Fearless! has a comprehensive confidentiality policy that all staff are trained on and expected to review with their supervisors on a regular and routine basis. Staff are expected to ensure that any client information shared involves the explicit permission of the client involved. The location of the emergency shelter is confidential.

4. All of the work of the agency is rooted in safety and confidentiality. As the only provider of comprehensive DV services in the county, it is crucial that the agency operates within the expectations that it has in place for other organizations. All new staff to the agency are required to be trained around a variety of topics, including but not limited to: the dynamics of victimization and abuse; crisis intervention and safety planning; confidentiality and mandated reporting; ACES; work with special and diverse populations; advocacy skills; and legal systems. This training is required upon hire and is routinely revisited through ongoing enhanced and specialized training.

5. Our shelter has security systems and alarm devices, including cameras, door intercoms, extra lighting, alarms on all windows and doors, and panic buttons to silently engage police assistance. The locations of the emergency shelter are maintained confidential. For scattered site placements, Fearless! will work with landlords and survivors themselves around evaluating safety measures that will feel most supportive. This may include ensuring appropriate external lighting, the use of video doorbells or cameras, additional locks, window locks, security bars, and other strategies, as appropriate.

4A-3d.1.	Applicant Experience in Evaluating Their Ability to Ensure DV Survivor Safety for Applicants Requesting New PH-RRH and Joint TH and PH-RRH Component DV Bonus Projects.	
	NOFO Section II.B.11.e.(1)(d)	
	Describe in the field below how the project has evaluated its ability to ensure the safety of DV survivors the project served in the project, including any areas identified for improvement during the course of the proposed project.	

(limit 2,500 characters)

As the work of Fearless! is centered around safety and confidentiality, the agency is equipped to support survivor safety. The dynamics of domestic violence victimization and safety concerns are greatly reliant on the behavior of the abusive person and their choices to perpetrate harm, and their tactics may escalate, shift and change as their control is challenged in some way. Despite this, the project applicant ensures the confidentiality of its locations, specifically shelter, as well as locations related to the clients who may access services. These efforts have been in place throughout the 36 year history of the agency and will remain in place to ensure survivor safety in accessing services and navigating life free from violence and abuse. Evaluation of our ability to ensure safety in the DV Bonus project has led to the strategy to evaluate safety in scattered site housing options. Fearless! works with landlords and survivors themselves around evaluating safety measures that will feel most supportive. This may include ensuring appropriate external lighting, the use of video doorbells or cameras, additional locks, window locks, security bars, and other strategies, as appropriate. Fearless also employs client surveys to assist with the evaluation of safety protocols.

4A-3e.	Applicant Experience in Trauma-Informed, Victim-Centered Approaches for Applicants Requesting New PH-RRH and Joint TH and PH-RRH Component DV Bonus Projects.	
	NOFO Section II.B.11.e.(1)(d)	
	Describe in the field below examples of the project applicant's experience using trauma-informed, victim-centered approaches to meet needs of DV survivors by:	
1.	prioritizing placement and stabilization in permanent housing consistent with the program participants' wishes and stated needs;	
2.	establishing and maintaining an environment of agency and mutual respect, e.g., the project does not use punitive interventions, ensures program participant staff interactions are based on equality and minimize power differentials;	
3.	providing program participants access to information on trauma, e.g., training staff on providing program participants with information on the effects of trauma;	
4.	emphasizing program participants' strengths, e.g., strength-based coaching, questionnaires and assessment tools include strength-based measures, case plans worked towards survivor-defined goals and aspirations;	
5.	centering on cultural responsiveness and inclusivity, e.g., training on equal access, cultural competence, nondiscrimination, language access, improving services to be culturally responsive, accessible, and trauma-informed;	
6.	providing a variety of opportunities for connection for program participants, e.g., groups, mentorships, peer-to-peer, spiritual needs; and	
7.	offering support for survivor parenting, e.g., trauma-informed parenting classes, childcare, connections to legal services.	

(limit 5,000 characters)

1. All of the programs of Fearless! are based on a philosophy of empowerment and self-determination. Because diminished capacity for choice is one of the hallmarks of victimization, the role of advocates is to help adult and child victims rediscover their ability to exercise control over their own lives and to feel confident in their ability to do so. In order to enable survivors and their children to live free from violence and abuse, it must be recognized that “success” is a process. Victims lead the process of deciding where to live and Fearless! is there every step of the way to support the survivor in their journey of disentanglement from their abuser.

2. As a victim makes this very personal journey, public policy and the availability of resources has a tremendous impact on their ability to live free from violence and abuse as the abusive partner’s behavior is often sanctioned by the very systems that victims reach out to for help. Staff work to neutralize power and avoid instances of imposing sanctions, as this can mirror the abusive experiences that cause survivors to need DV services in the first place.

3. In the field of support for victims of domestic violence, teen dating violence, human trafficking and other crimes, success is achieved each and every opportunity for a victim to feel safer than they once felt. It is achieved each time it is recognized that the abuse is not their fault. It is defined each time authority is reclaimed over their life. Staff provides information on the effect of trauma and how it and continues to influence decisions. Fearless! staff are trained in trauma-informed service delivery and all case management is guided by a trauma-informed lens.

4. The work of advocates centers on planting seeds of awareness. Each sprouting seed – of increased self-esteem, dawning recognition that the victim is not to blame, growing faith in one’s ability to reach for self-sufficiency – is a measure of success. Outcome measures are unable to calculate the extreme hardships adult and child victims must endure and overcome to begin to live free from violence, abuse and control. Therefore, outcome measures for agencies like Fearless!, while not making the program less accountable, must be understood in the multi-faceted context of work with victims and survivors and are to be focused on what is actually within the control of victims and program staff. To this end, the project applicant works with survivors to make fully-informed decisions about their best interests and needs, including their own choice around housing options. Fearless staff use strength-based coaching to guide survivors as they navigate their choices. Clients who are empowered by their own strength are more likely to maintain housing. Staff receive initial and ongoing training regarding the impacts of trauma and strategies for engaging with survivors with mindfulness of the ways in which trauma can manifest. Work with survivors is centered around ensuring support and access to ongoing psycho-education surrounding the impacts of victimization and efforts towards healing are prioritized and steered by each survivor.

5. It is important to also ensure that in addition to staff training regarding inclusivity, anti-oppressive advocacy, and implicit bias, that the agency’s staff demographic is diverse and reflective of the various identities of clients. This requires that the agency ensures language access and cultural diversity as well, which remains important to the agency’s mission, vision and core values.

6. Survivors are encouraged to access group support, group counseling and to participate in agency-sponsored events for clients, including an annual

candlelight vigil for survivors and client holiday party. Survivors have access to SUD, MH and DV focused group therapy, referrals for spiritual health and access to peer support from other survivors.

7. These strategies ensure opportunity for connection and mutual support. In addition, staff provide access to resources, including parenting support, utilizing the Nurturing Parenting Program Model and Safe and Together Model and legal services.

4A-3f.	Applicant Experience in Meeting Service Needs of DV Survivors for Applicants Requesting New PH-RRH and Joint TH and PH-RRH Component DV Bonus Projects.	
	NOFO Section II.B.11.e.(1)(d)	

Describe in the field below examples of supportive services the project provided to domestic violence survivors while quickly moving them into permanent housing and addressing their safety needs.

(limit 5,000 characters)

Fearless! has a long history of providing comprehensive supportive services to victims and survivors of domestic violence. The agency's 37-bed crisis shelter for victims of domestic violence and human trafficking is licensed by the New York State Office of Children and Family Services and staffed 24 hours a day, 7 days a week. Staff are trained to ensure access to support, advocacy and case management services around the clock. Residential Advocates and Case Managers support victims in identifying goals and action steps, safety planning, addressing their financial and housing needs, understanding crime victims' compensation information and process, and ensures active case management support. Residential Advocates and Case Managers are available to respond to crisis calls on the agency's 24-hour crisis line, and to provide crisis intervention, individual and group support, advocacy, information and referrals to victims in the shelter. The Housing Case Managers support the case management, advocacy and housing related needs of victims residing in emergency shelter, Housing First Program, and DV Rapid Rehousing Programs. The Housing First Program grew out of an identified need for victims to access housing post-shelter that is safe and affordable. With the program came the ability to create a new position, the Housing Case Manager, to ensure access to ongoing services to those housed within the Housing First Program, as well as ensure housing-related assistance to victims living within the DV shelter, and has grown to ensure services for the DV Rapid Rehousing Programs as well. Services are centered around the unique needs of DV victims, with safe and affordable housing as a top priority. Efforts are focused on ensuring clients are supported in exploring issues related to their credit, employment, housing history, and exploration of safety in their journey forward. Where possible and necessary, the agency supports connection to an attorney through its partnership with Legal Services of the Hudson Valley. This partnership allows for immediate connection, consultation and where needed, representation for legal matters that may impact survivor efforts to access safety. In 2021, the project applicant supported survivors' access to legal services and support regarding various legal issues, including family offense, custody, visitation, child support, and victim-related immigration matters. 388 legal cases were handled through referral to Legal Services of the Hudson Valley on behalf of 388 domestic violence survivors, impacting 1,138 household members. The project applicant ensures ongoing partnership with FreeForm and a local organization that supports credit history evaluation and repair support. Advocates have been trained regarding financial abuse and its impacts and routinely explore the needs of survivors in effort to provide immediate resources. The applicant continues to increase its engagement with local landlords in an effort to support housing needs, successful retention of housing, and negotiation regarding any issues that emerge. Several landlords and property owners routinely outreach to the case managers to share about available housing units and seek potential tenants from the DV shelter.

4A-3g.	Plan for Trauma-Informed, Victim-Centered Approaches for New PH-RRH and Joint TH and PH-RRH Component DV Bonus Projects.	
	NOFO Section II.B.11.e.(1)(e)	
Provide examples in the field below of how the new project will:		
1.	prioritize placement and stabilization in permanent housing consistent with the program participants' wishes and stated needs;	

2.	establish and maintaining an environment of agency and mutual respect, e.g., the project does not use punitive interventions, ensures program participant staff interactions are based on equality and minimize power differentials;
3.	provide program participants access to information on trauma, e.g., training staff on providing program participants with information on the effects of trauma;
4.	emphasize program participants' strengths—for example, strength-based coaching, questionnaires and assessment tools include strength-based measures, case plans works towards survivor-defined goals and aspirations;
5.	center on cultural responsiveness and inclusivity, e.g., training on equal access, cultural competence, nondiscrimination, language access, improving services to be culturally responsive, accessible, and trauma-informed;
6.	provide a variety of opportunities for connection for program participants, e.g., groups, mentorships, peer-to-peer, spiritual needs; and
7.	offer support for survivor parenting, e.g., trauma-informed parenting classes, childcare, connections to legal services.

(limit 5,000 characters)

1. All of the programs of Fearless! are based on a philosophy of empowerment and self-determination. Because diminished capacity for choice is one of the hallmarks of victimization, advocates will work to help adult and child victims rediscover their ability to exercise control over their own lives and to feel confident in their ability to do so. In order to enable survivors and their children to live free from violence and abuse, it must be recognized that “success” is a process. Within the DV Rapid Rehousing program, victims are supported in choosing where they would like to live, as this impacts what school district their children will attend, and ultimately what housing options will meet their needs. Case management and support is centered around the needs as identified by survivors.
2. As a victim makes this very personal journey, public policy and the availability of resources have a tremendous impact on their ability to live free from violence and abuse as the abusive partner’s behavior is often sanctioned by the very systems victims reach out to for help. In the field of support for victims of domestic violence, teen dating violence, human trafficking and other crimes, success is achieved each and every opportunity for a victim to feel safer than they once felt. It is achieved each time it is recognized that the abuse is not their fault. It is defined each time authority is reclaimed over their life. The work of agency staff centers on planting seeds of awareness and assisting survivors in exercising choice and autonomy. Their decisions are respected and supported, and truly lead the way in the provision of case management services.
3. Staff members receive training throughout their initial onboarding with Fearless! about trauma, including Adverse Childhood Experiences (ACES), their presentation and effects, and in ensuring that the provision of services is trauma-responsive. It is important that staff understand client decisions and behavior from this perspective, and that clients be supported in understanding the impacts of the victimization they experienced and planning for their own healing. Staff may encourage connection to more intensive trauma-responsive services for clients who express such interest. Staff are encouraged to routinely engage in ongoing training in an effort to strengthen their responses to varying client presentations and needs.
4. To this end, the project applicant will work with survivors to make fully informed decisions about their best interests and needs, including their own choice around housing options. Staff will work to neutralize power and avoid instances of imposing sanctions, as this can mirror the abusive experiences that cause survivors to need DV services in the first place. Staff receive initial and ongoing training regarding the impacts of trauma and strategies for engaging with survivors while mindful of the ways in which trauma can manifest. Work with survivors will be centered around ensuring support and access to ongoing psycho-education around the impacts of victimization and efforts toward healing are prioritized and steered by each survivor.
5. It is important to also ensure that in addition to staff training regarding inclusivity, anti-oppressive advocacy, and implicit bias, that the agency’s staff demographic is diverse and reflective of the various identities of clients. The agency will ensure language access and cultural diversity as well, which remains important to the agency’s mission, vision and core values.
6. Survivors will be encouraged to access group support, group counseling and to participate in agency-sponsored events for clients, including an annual

candlelight vigil for survivors, client holiday party, in-person support, and virtual support groups. These strategies ensure opportunity for connection and mutual support. Survivors will have access to DV focused individual and group therapy, referrals for spiritual health, SUD, and MH services, and access to peer support from other survivors.

7. In addition, staff will provide access to resources, including parenting support, utilizing the Nurturing Parenting and Safe and Together Program Models. Clients needing support with additional childcare and child-specific activities/needs are supported in connection to the appropriate providers for such services within the local community.

4A-3h.	Plan for Involving Survivors in Policy and Program Development of New PH-RRH and Joint TH and PH-RRH Component DV Bonus Projects.	
	NOFO Section II.B.11.e.(1)(f)	

Describe in the field below how the new project(s) will involve survivors with a range of lived expertise in policy and program development throughout the project's operation.

(limit 2,500 characters)

Fearless! staff are diverse in many ways, including lived experience. This is recognized as valuable and supportive of ensuring the best possible services. It is known that lived experience lends itself to development of deeper understanding of the circumstances experienced and the possible solutions as well as potential consequences. The experiences of those impacted by victimization and abuse as well as homelessness are critical in the development of policy and practice. There are several mechanisms for these experiences to be conveyed and incorporated at Fearless!. Agency clients are encouraged to provide feedback through several anonymous survey offerings. In addition, Fearless! employs many staff members who have been personally impacted by the conditions faced by clients. Survey responses from clients are reviewed regularly and feedback is summarized and considered in making agency decisions. Over the years, the agency has hosted focus groups to obtain survivor-client feedback in developing its strategic direction. Many agency services and programs have grown from this feedback and the needs identified by survivors (i.e., the agency's therapeutic counseling program, specifically counseling for children). All of these opportunities will be available to program participants of this expansion project. Shelter and RRH program participants will also be notified of their opportunity to join the CoC LEAB to have an impact on both agency and CoC wide programming and policies.

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.

Document Type	Required?	Document Description	Date Attached
1C-7. PHA Homeless Preference	No	PHA Homeless Pref...	09/16/2022
1C-7. PHA Moving On Preference	No		
1E-1. Local Competition Deadline	Yes	Local Competition...	09/19/2022
1E-2. Local Competition Scoring Tool	Yes	Local Competition...	09/23/2022
1E-2a. Scored Renewal Project Application	Yes	Scored Renewal Pr...	09/23/2022
1E-5. Notification of Projects Rejected-Reduced	Yes	Notification of P...	09/23/2022
1E-5a. Notification of Projects Accepted	Yes	Notification of P...	09/23/2022
1E-5b. Final Project Scores for All Projects	Yes	Final Project Sco...	09/23/2022
1E-5c. Web Posting—CoC-Approved Consolidated Application	Yes	Web Posting—CoC-A...	09/26/2022
1E-5d. Notification of CoC-Approved Consolidated Application	Yes	Notification of C...	09/26/2022
3A-1a. Housing Leveraging Commitments	No	Housing Leveragin...	09/16/2022

3A-2a. Healthcare Formal Agreements	No	Healthcare Formal...	09/20/2022
3C-2. Project List for Other Federal Statutes	No		

Attachment Details

Document Description: PHA Homeless Preference

Attachment Details

Document Description:

Attachment Details

Document Description: Local Competition Deadline

Attachment Details

Document Description: Local Competition Scoring Tool

Attachment Details

Document Description: Scored Renewal Project Application

Attachment Details

Document Description: Notification of Projects Rejected-Reduced

Attachment Details

Document Description: Notification of Projects Accepted

Attachment Details

Document Description: Final Project Scores for All Projects

Attachment Details

Document Description: Web Posting—CoC-Approved Consolidated Application

Attachment Details

Document Description: Notification of CoC-Approved Consolidated Application

Attachment Details

Document Description: Housing Leveraging Commitment IPH BoS PSH

Attachment Details

Document Description: Healthcare Formal Agreements

Attachment Details

Document Description:

Submission Summary

Ensure that the Project Priority List is complete prior to submitting.

Page	Last Updated
1A. CoC Identification	09/16/2022
1B. Inclusive Structure	09/26/2022
1C. Coordination and Engagement	09/26/2022
1D. Coordination and Engagement Cont'd	09/26/2022
1E. Project Review/Ranking	09/26/2022
2A. HMIS Implementation	09/26/2022
2B. Point-in-Time (PIT) Count	09/26/2022
2C. System Performance	09/26/2022
3A. Coordination with Housing and Healthcare	09/26/2022
3B. Rehabilitation/New Construction Costs	09/26/2022
3C. Serving Homeless Under Other Federal Statutes	09/26/2022

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4A. DV Bonus Project Applicants	09/26/2022
4B. Attachments Screen	09/26/2022
Submission Summary	No Input Required

1C-7.

PHA Homeless Preference

Section 1.0 SELECTION AND ADMISSION POLICIES

It is the policy of HCR to ensure that all families who express an interest in housing assistance are given equal opportunity to apply and are treated in a fair and consistent manner. This section describes the policies and procedures for selecting and admitting families to the Statewide Section 8 Housing Choice Voucher (HCV) Program including completion of an application for assistance, placement and/or denial of placement on the waiting list and limitations on who may apply.

Unless otherwise approved by HCR (and HUD if regulatory waiver is required), these selection and admission processes apply to all local program areas in HCR's Statewide Program jurisdiction.

1.01 Hiring a Housing Choice Voucher Participant as an Employee of the Local Administrator's Organization

HUD rules and regulations do not prohibit a PHA from hiring as an employee a person who is also a participant in the PHA's HCV program. However, when hiring such person, the LA should apply the same Section 8 standards and policies set forth in HUD rules and regulations and HCR's Administrative Plan. The standards and policies currently used to safeguard the privacy and confidentiality of tenant information and tenant files should apply equally to the employee. Special efforts should be taken to assure that the employee/recipient is not receiving preferential treatment. This policy also applies to program participants who are relatives of employees.

Where feasible, the LA should utilize the services of another PHA/LA to conduct inspections, interim and annual reexaminations.

The LA **must submit, within 90 days of initial participation,** the names of all employees and known relatives of employees who are participants in their Housing Choice Voucher program to their HCR Statewide Section 8 Voucher Program Representative. A relative for the purpose of this requirement is defined as follows (and includes the same for relationships created by marriage): spouse, child, sibling, parent, grandparent, grandchild, aunt, uncle, niece, nephew, cousin.

1.02 Eligibility of Local Administrator's Employees for Housing Choice Voucher Program Assistance

HUD rules and regulations do not prohibit an employee (*who is otherwise qualified*) of a PHA from applying and receiving HCV program assistance from the PHA with whom he/she is employed.

Therefore, when an employee of the LA applies for Housing Choice Voucher Program assistance, the LA should apply the same Section 8 standards and policies set forth in HUD

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

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

1.03 Preferences

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

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

First priority shall be given to the following:

Households defined as Homeless.

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

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

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

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

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

Category 4: Any individual or family who:

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

b. Has no other residence; *and*

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

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

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

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

Third priority (No limitation):

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

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

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

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

HUD regulations currently require mandatory prohibitions to the HCV program. Policies regarding sex offender status, meth production, evictions within 3 years from federal assistance and those family members currently engaged in illegal drug use or threatening activity are all still mandatory prohibitions to the program. In addition, as no policy, whether mandated by HUD or discretionary as set forth in HCR's administrative plan, can be limited to or excluded from any one population (i.e. homeless population), all policies and/or available opportunities within the program must be followed, enforced and made available to all participants, as applicable.

Any additional special purpose programs with preferences or a targeted population as required by HUD are listed in Section 3.0 of this Administrative Plan and will be provided under separate notice.

1.04 Opening the Waiting List

Each LA will utilize the following procedures for opening any waiting list, including opening a waiting list solely for the purpose of a limited scope and/or a targeted population:

When the LA determines that there are an insufficient number of applicants on its local waiting list, the LA will advertise through public notice in local media of general circulation and any available minority media in the LA jurisdiction. The public notice should provide information on income and other general eligibility requirements; and should also contain the following:

- The dates, time, location, and other relevant contact information regarding where families may apply;
- The program(s) for which applications will be taken (general list, PBV, mainstream, etc);
- The specified period (if any) for which applications will be received by the LA; and
- A brief description of the program;
- A statement that individuals with disabilities are eligible for the program and that reasonable accommodations will be made where necessary to ensure equal participation in housing assistance;
- A statement affirming compliance with equal housing opportunity requirements; and affirming compliance with equal housing opportunity requirements; and
- The federal Equal Housing Opportunity Logo.

Within 30 days of closing the waiting list, if an application is requested or submitted by a person with a disability, such request will be granted/accepted as a reasonable accommodation.

In conjunction with opening the waiting list, the LA is required to prepare an Affirmative Fair Housing Marketing Plan which addresses:

- Conducting outreach to advocacy groups (i.e., disability rights groups) on the availability of housing assistance;

- Identifying and outreaching to the population that is least likely to apply, both minority and non-minority groups, through various forms of media (i.e., radio stations, posters, newspapers) within the marketing area and through various community groups.

1.05 Closing the Waiting List

The LA may discontinue receiving applications if there are enough applicants to fill anticipated openings for the next **24** months. A local waiting list may **not** be closed if to do so would have a discriminatory effect inconsistent with applicable civil rights laws.

The LA will announce the closing of the waiting list by public notice.

1.06 Updating and Purging the Waiting List

The LA will update and purge its waiting list (*including any active PBV waiting lists*) at least annually to ensure that the pool of applicants reasonably represents families still actively interested in Section 8 HCV assistance. Updating enables the LA to update information regarding address, family composition, income category and preferences. The number of applicants on the waiting list should be at least equal to 50% of the LA's current program size or sufficient to cover the next 24 months of anticipated available vouchers, whichever is greater.

Prior to updating the waiting list:

- The LA must retain a copy of the pre-updated waiting list report.
- All applicants who are affected by the update must be notified by mail.

The updating/purging process must be performed at minimum for those applicants considered reachable within a 12 month period for each active waiting list. All correspondence must include the name and address of the applicant notified.

The LA should advise applicants to provide updated contact information in writing. Applicants will be advised that they will be removed from the waiting list if they cannot be reached at the address provided on the initial application.

The letter will indicate that the purpose of the contact is:

- to determine applicant interest in remaining on the waiting list; and
- to offer the family an opportunity to update any information previously provided to the LA.

The contact letter will require the applicant to provide return correspondence in the following circumstances:

1. The applicant wishes to be removed from the waiting list, or
2. The applicant wishes to update information currently on file provided by the LA to expedite return of requested information.

Contact letters returned by the Post Office as undeliverable will be grounds for removing an applicant from the waiting list. However, if a letter is returned by the Post Office with a forwarding address, the LA should update the information on the computer and re-mail the letter to the new address. In such cases, an applicant's name should not be removed from the active waiting list and determined ineligible unless the applicant fails to respond to this notice.

In addition, and if applicable, the LA should also notify the contact person or organization provided by the applicant on **Form HUD-92006**, "Supplement to Application for Federally Assisted Housing (see section of form entitled "Reason for Contact")", before removing the applicant's name from the active waiting list.

The LA will compare results of the update to regular annual program participant attrition rates. If the initial update results in an inadequate number of applicants to offset regular program attrition rates, the LA will conduct additional outreach until it is determined that there are sufficient numbers of active applicants.

1.07 Removal of Applicants from the Waiting List

The LA will remove an applicant's name from the waiting list under the following conditions:

- The applicant requests, in writing, that his/her name be removed;
- The applicant fails to respond to a written request for information;
- Correspondence is returned to the LA by the Post Office as undeliverable;
- The applicant misses two or more scheduled appointments/briefings; or
- The applicant does not meet either program eligibility or screening criteria.

Before removing an applicant from the waiting list due to the applicant's failure to respond to a written request, a second letter must be mailed to the applicant. If the applicant does not respond to the second notice within ten (10) business days, the name of the applicant will be removed from the waiting list.

When an extenuating circumstance prevents an applicant from responding to an LA's correspondence which resulted in the applicant being removed from the active waiting list and determined ineligible, reinstatement of the applicant shall be granted by the LA subject to acceptable documentation verifying the extenuating circumstance. If reinstatement is granted, the applicant will retain his/her original position on the waiting list.

Requests for reinstatement to the waiting list due to extenuating circumstances must be made within 60 days of the LA's notice informing the applicant that his/her name will be removed from the active waiting list. **Requests that are received after the 60 days period must be denied.**

Extenuating circumstances include, but are not limited to the following:

- When a death has occurred in the family;
- Hospitalization;
- Illness;
- Incarceration; and
- Other circumstances determined by the LA

In no event will an applicant's name be held in abeyance on the active waiting list based on his/her representation that he/she is not ready to be processed when reached on the list.

Applicants' files must be retained for at least three years after the date an application is closed, withdrawn from the waiting list, or determined ineligible.

1.08 Screening of Applicants

As part of LA processes for determining eligibility for participation, the LA will conduct criminal background checks on all adult household members, including live-in aides. These checks will be used to identify circumstances under which assistance must be denied in accordance with the requirements of Section 1.9.

All adult applicant family members will be required to sign a release of information which will authorize the LA to access criminal records.

This check may be made through state or local law enforcement or court records in those cases where the household member has lived in the local jurisdiction for the last three years. If the individual has lived outside the local area, the LA may contact law enforcement agencies where the individual had lived or request a check through the FBI's National Crime Information Center (NCIC). The LA will also check with the State sex offender registration program to determine if an individual is subject to a lifetime registration requirement as a State sex offender.

Additional screening is the responsibility of the owner. Upon the written request of a prospective owner, the LA will provide any factual information or third party written information they have relevant to a voucher holder's history of, or ability to, comply with material standard lease terms.

The LA will not screen family behavior or suitability for tenancy. The LA will not be liable or responsible to the owner or other persons for the family's behavior or the family's conduct in tenancy.

The owner is responsible for screening and selection of the family to occupy the owner's unit. At or before LA approval of the tenancy, the LA will inform the owner that screening and selection for tenancy is the responsibility of the owner. The owner is responsible for screening families based on their tenancy histories, including such factors as:

- Payment of rent and utility bills;
- Caring for a unit and premises;
- Respecting the rights of other residents to the peaceful enjoyment of their housing;
- Drug-related criminal activity or other criminal activity that is a threat to the health, safety or property of others; and
- Compliance with other essential conditions of tenancy.

All screening procedures will be administered uniformly, fairly and in such a way as not to violate rights to privacy or discriminate on the basis of race, color, nationality, religion, familial status, disability, sex or other legally protected groups under federal, New York State or local fair housing laws.

To the maximum extent possible, the LA will involve other community and governmental entities in the promotion and enforcement of this policy. This policy will be posted on the LA's bulletin board and copies made readily available to applicants and participants upon request.

1.09 Grounds for Denial of Assistance

There are two automatic bars for which the LA will permanently deny assistance:

1. The LA **will** permanently deny assistance to a family if any member of the family has ever been convicted of drug-related criminal activity for manufacture or production of methamphetamine on the premises of federally-assisted housing.
2. The LA **will** permanently deny assistance to anyone subject to a lifetime registration requirement as a State sex offender.

The LA will also deny assistance to applicants who:

1. do not meet any one or more of the eligibility criteria;
2. do not supply information or documentation required by the application process;
3. fail to complete any aspect of the application or lease-up process;
4. have a history of criminal activity by any household member involving crimes of physical violence against persons or property, or any other criminal activity, including drug-related criminal activity that **would adversely affect the health, safety or well-being of other participants or staff, or cause damage to the property.** The LA may only consider prior criminal convictions or pending arrests and may not consider arrests and/or accusations that did not result in a conviction. Even where convictions exist, those convictions cannot be an automatic bar to the applicant being granted assistance unless they are one of the two automatic bars discussed above. However, such history will not serve as the basis to

deny assistance if it has been at least five (5) years since the conviction or service of sentence whichever is later, where there has been no other such intervening criminal activity during that period that would serve as the basis to deny assistance.

5. have engaged in illegal drug use or a pattern of alcohol abuse (as specified below) within 1 year of initial lease-up of an applicant:
 - A member of the household has demonstrated a pattern of drug or alcohol abuse that threatens the health, safety or right to peaceful enjoyment of other residents and/or persons in the immediate vicinity of the premises.

The LA may waive the decision to deny assistance if:

- the person responsible for the prohibited action demonstrates successful completion of or are participating in a credible rehabilitation program approved by the LA, or
- the circumstances leading to the violation no longer exist because the person who engaged in prohibited drug-related or alcohol-related activity is no longer in the household due to death or incarceration.
- The LA may approve assistance to an eligible family, provided that the household member(s) determined to have engaged in the proscribed activities will not reside in the unit. If the violating member is a minor, the LA may consider individual circumstances with the advice of Juvenile Court officials.

If assistance is to be denied because of criminal activity, drug or alcohol abuse as outlined above, the denial will be based upon either of the following:

- Preponderance of evidence – defined as *“evidence which is of greater weight or more convincing than the evidence which is offered in opposition to it; that is, evidence which as a whole shows that the fact sought to be proved is more probable than not.”*
 - Credible Evidence – defined as *“evidence provided by police and court systems such as drug raids, drugs found in the dwelling unit, evidence which is tied to the activity, warrants issued, arrests made, etc.”*
6. currently owe rent or other obligations to any housing authority in connection with the public housing or Section 8 programs;
 7. have committed fraud, bribery, or any other corruption in connection with any Federal housing assistance program, including the intentional misrepresentation of information related to their housing application or benefits derived there from;

8. have a family member who was evicted from federally-assisted housing within the last five years;
9. have a household member who has been evicted from federally-assisted housing for drug-related criminal activity within the last three (3) years prior to anticipated date of admission. “Drug-related criminal activity” is defined as the illegal manufacture, sale, distribution or possession with the intent to manufacture, sell or distribute a controlled substance as defined in Section 102 of the Controlled Substances Act, 21 U.S.C. 802. However, an eviction within the last 3 years for drug-related criminal activity is not an automatic bar since the LA will provide assistance if:
 - The evicted household member who engaged in drug-related criminal activity has successfully completed a supervised drug rehabilitation program approved by the LA; or
 - The circumstances leading to the eviction no longer exist (for example, the household member has died or is incarcerated);
10. have a family member who is illegally using a controlled substance or abuses alcohol in a way that may interfere with the health, safety, or right to peaceful enjoyment of the premises by other residents. The LA may waive this requirement if:
 - the person demonstrates to the LA’s satisfaction that the person is no longer engaging in drug-related criminal activity or abuse of alcohol;
 - the person has successfully completed a supervised drug or alcohol rehabilitation program;
 - the person has otherwise been rehabilitated successfully; or
 - the person is participating in a supervised drug or alcohol rehabilitation program.
11. have engaged in or threatened abusive or violent behavior towards any LA staff member;
12. have a family household member who has been terminated under the Pre-Merger Certificate or Voucher Programs or Housing Choice Voucher Program during the last three years. This three-year prohibition does not apply to a family member who voluntarily withdrew from the program, and was in good standing at that time;
13. have a family member who has been convicted of manufacturing or producing methamphetamine;
14. have a family member with a lifetime registration under a State sex offender registration program; or
15. is a welfare-to-work (WTW) family that willfully and persistently failed to fulfill its obligations under the welfare- to-work voucher program within the last three years.

In considering whether to deny or terminate assistance because of any actions or failure to act by the members of the family, the LA must look at relevant circumstances such as the seriousness of the case the extent of participation or culpability of the individual family members, mitigating circumstances related to the disability of a family member, and the effects of denial on the other family members who were not involved in the action or failure.

These circumstances governing denial of assistance to applicants shall also be applicable to any and all instances wherein a participant family wishes to admit an additional family member who meets any of the above conditions.

1.10 Confidentiality of Criminal Records

The LA will ensure that any criminal record received is maintained confidentially, not misused or improperly disseminated, and must be destroyed once the purpose for which it was requested is accomplished.

All criminal reports, while needed, will be housed in a locked file with access limited to LA staff individuals responsible for screening and determining eligibility for initial and continued assistance. Misuse of the above information by any employee of the LA will be grounds for termination of employment.

If the family is determined eligible for initial or continued assistance, the criminal report must be shredded as soon as the information is no longer needed for eligibility or continued assistance determination.

If the family's assistance is denied or terminated, the criminal record information must be shredded immediately upon completion of the review or hearing procedures and the final decision.

The LA will document in the family's file the circumstances of the criminal report and the date the report was destroyed.

1.11 Notification of Negative Actions

Any applicant whose name is being removed from the waiting list will be notified in writing by the LA that he/she has ten (10) business days from the date of the written correspondence to request an informal review. The letter will also indicate that the applicant's name will be removed from the waiting list if he/she fails to respond within the time limit specified.

If an applicant's criminal record was obtained from a state or local agency under section 24 CFR 5.903 or 5.905 (that is, obtained a criminal conviction or sex offender record of an adult household member from a law enforcement agency using the approved consent form) showing that a household member has been convicted of a crime relevant to applicant screening, the

family must first be provided with the subject record and an opportunity to review and dispute the accuracy and relevancy before a denial of admission is communicated if based on the same information. Written notification indicating the applicant has (10) days from the date of the written correspondence to review and/or dispute must be provided prior to a notice of denial.

The LA's system of removing applicants' names from the waiting list will not violate the rights of persons with disabilities. If an applicant's failure to respond to a request for information or updates was caused by the applicant's disability, the LA will provide a reasonable accommodation. If the applicant indicates that he/she did not respond due to a disability, the LA will verify that the applicant is disabled.

An example of a reasonable accommodation would be to reinstate the applicant on the waiting list based on the date and time of the original application.

1.12 Application Procedures

Each LA will utilize a standardized application form approved by HCR. The applicant will be responsible for completing all sections of the application. If an applicant with a disability requests assistance as a reasonable accommodation, the LA will arrange for it.

The primary purpose of the application intake function is to gather pertinent eligibility information on applicants. This process will also be utilized by LAs to provide such information to applicants as may be necessary to ensure accurate and timely decisions concerning eligibility and to expedite provision of assistance to eligible families.

Prospective applicants may either complete the application at the LA's office or request that one be sent to them for completion and return.

Each application must be accompanied by proof of the applicant's current address. The only exceptions to this requirement are:

- a. Project-based applicants; however, if an applicant applies to both waiting lists (project - based and Housing Choice Voucher), proof of residency is required for the HCV waiting list.
- b. Applicants who are not residing in the LA's jurisdiction at the time of application.

Should an applicant be unable to provide the required proof of residency at the time of initial application, they will be considered a "non-resident" applicant as defined in Section 1.17.

At a minimum, the application will contain the following information:

1. Head-of-household name, address, and phone number;
2. Dates of birth for all family members;

3. Social Security numbers for all family members in accordance with HUD regulations and guidance, and HCR policy notices.
4. Racial and ethnic designation of the head of household;
5. Preferences either authorized by HCR or required by HUD;
6. Annual gross income for each family member;
7. Date application was submitted; and
8. Form HUD-92006, Supplement to Application for Federally Assisted Housing. *Note: While HUD requires that this form be included as a Supplement to the PHA's Application for Federally Assisted Housing, the applicant has the option of providing additional contact information, or declining to do so. Regardless of the option chosen, the signed and dated form must be maintained in the applicant's file.*
9. Veteran status for Head of Household, Co-Head, and Spouse.

Upon receipt in the LA's office, the date and time of each application will be recorded on the application form. Persons submitting applications will not be required to attend an interview; information on the application will be accepted on a "self-certified" basis until the applicant is contacted for a pre-selection final eligibility determination. Incomplete applications will be returned to a family, together with a statement of what information is necessary to complete the application.

Each person submitting an application will receive written acknowledgment of receipt of the application from the LA. As further described below, the acknowledgment will indicate the applicant's tentative eligibility status.

Applicants who have submitted a complete application and have been determined to be preliminarily eligible for Section 8 HCV assistance will be placed on the waiting list until assistance is available. In the acknowledgment letter, the LA will briefly indicate the steps that will follow after the applicant's name has been placed on the waiting list.

While documents verifying date of birth may be requested at the time of submission of the application, an applicant should not be denied placement on the waiting list if this documentation is not provided. Such verification is only required at the time of the final eligibility determination.

Disclosure of Social Security numbers by applicants must conform to HUD regulations and guidance, and to HCR policy notices. Accordingly, applicant(s) have up to 180 days to meet HUD's Social Security documentation requirements before being removed from the waiting list.

If an applicant is determined ineligible based on the information provided in the application, the LA will notify the family in writing (in an accessible format upon request as a reasonable

accommodation), state the reason(s), and inform the family of its right to an informal review. Persons with disabilities may request to have an advocate attend the informal review as a reasonable accommodation.

1.13 Applicant Status While on Waiting List

All applicants who are placed on the waiting list will be informed of their responsibility to report changes in address in writing within 30 days of occurrence. Applicants will also be required to report changes in income, family composition and/or other items potentially affecting applicant eligibility.

Applicants will be notified that, if the LA is unable to contact the family due to its failure to promptly submit a change of address notification, it may result in its name being dropped from the waiting list. Applicants will also be dropped from the waiting list if they fail to respond to written requests for information or action within LA-specified time frames.

Exceptions will be granted for applicants with disabilities, as defined in 24 CFR §5.403 who were not able to respond within the time frame due to their disability. Exceptions may also be granted for applicants hospitalized for sufficient duration if the failure to respond is/was due to the hospitalization.

1.14 Time of Selection

When funding is available, families will be selected from the waiting list in sequence, regardless of family size, subject to income targeting requirements.

1.15 Income Targeting Requirement

The same income targeting rule that applies to participant-based vouchers also applies to project-based vouchers (PBV). The 75% targeting requirement is a combined factor for any LA with both participant-based and project-based vouchers.

LAs are responsible for ensuring that, in any given year, of the **combined total** of participant-based and project-based admissions, not less than 75% of admissions must be families with incomes at or below 30% of area median.

HCR's "targeting year" is the same as its program fiscal year of April 1 through March 31. LAs should look at the previous year's admission activity to determine the overall percentage of families admitted who were at or below 30% of median. No adjustments to administrative practices will be necessary if it is considerably above 75%.

HCR does not grant waivers of the income targeting policy for which an owner or landlord can apply.

In order to ensure that the targeting requirements are met on an overall basis, it is necessary that LAs meet these requirements on an individual basis. However, HCR may exercise its discretion to modify this requirement on an “as needed” or individual basis, in view of the initial impact on targeting that may result from PBV move-ins.

For PBV vacancies, LAs must continue doing everything possible to admit families with incomes at or below 30% of median. However, the LA is permitted to raise the targeting income ceiling to 50% of area median income if the LA can demonstrate that sufficient families at the 30% of area median income level are not available. In this situation, LAs should primarily, **if not solely**, admit families having incomes at or below 30% of area median income to tenant-based HCV openings, until the overall percentage of the LAs annual admissions equals or exceeds 75% of families at this income level.

1.16 Selection of Families from the Waiting List

Unless otherwise approved by HCR (and HUD if such approval is necessary), the selection of participants in all LA Program jurisdictions will be according to the following local selection order:

- For participant households with more than one family member, selection will be based on date and time of application *(or in the case of an LA using a lottery selection process, in the order generated by the lottery selection process.)*
- For single person households, persons who are elderly, disabled, handicapped or displaced will be selected before other single person households.

The qualification for the above listed preference and/or any subsequent preferences that may be added is based solely on an applicant’s status **at the time of selection from the waiting list**. LAs must not ask an applicant claiming disability to specify the exact nature of (or state or explain) his/her disability, nor does the applicant have to submit proof of said disability; documentation can only state that the applicant is disabled.

Notwithstanding the above, if necessary to meet the statutory requirement that 75% of newly admitted families in any fiscal year be extremely low-income families (unless a different target is agreed to by HUD), the LA retains the right to skip higher income families on the waiting list to reach extremely low-income families. This measure will only be taken if it appears the goal will not otherwise be met. To ensure this goal is met, HCR and each LA will monitor incomes of newly admitted families and the incomes of the families on the waiting list.

If there are an insufficient number of extremely low-income families on the waiting list, the LA will conduct outreach on a non-discriminatory basis to attract sufficient numbers of extremely low-income families in order to reach the statutory requirement.

1.17 First-Year Limitation on Where Family Can Lease a Unit at Initial Participation in the Program

A “non-resident” applicant is required to utilize the voucher for the first 12 months in the initial Local Administrator’s jurisdiction.

For the purposes of this provision, a “non-resident” applicant is one where neither the head of household or spouse had a “domicile” (legal residence) in the jurisdiction of the Local Administrator at the time the family submitted an application for participation in that LA’s program. This section does not apply when the family or a member of the family is or has been the victim of domestic violence, dating violence, sexual assault, or stalking, as provided in 24 CFR part 5, subpart L (Protection for Victims of Domestic Violence, Dating Violence, Sexual Assault, or Stalking), and the move is needed to protect the health or safety of the family or family member, or any family member who has been the victim of a sexual assault that occurred on the premises during the 90-calendar-day period preceding the family’s request to move.

The term “Legal Domicile” is defined as follows: *“The legal residence of the household head or spouse as determined in accordance with State and local law.”* New York State case law defines “domicile” as *“one’s [the household head or spouse] principal and permanent place of residence where he/she always intends to return to from wherever he/she may be temporarily located and from which he/she has no present intention of moving. In other words, the ‘domicile’ is the location where a person intends to make his or her home indefinitely.”*

Families will be advised that, if contacted for admission to the local program wherein they were a “non-resident” at the time of application, they must utilize the assistance for 12 consecutive months in the jurisdiction of the program where they are being admitted before portability may be granted. In order to exercise their right to port, the family must provide supportive documentation establishing 12 consecutive months of residency with assistance. All documentation received must completely and sufficiently support the family’s residency claim. If there is insufficient evidence to support the residency claim, the portability request must be denied. If any documentation submitted to establish residency is determined fraudulent, the family must be terminated. All “non-resident” applicants must be advised of this policy upon acceptance of their application by the LA and at the time the family is contacted to establish an eligibility certification interview.

Conversely, if the family was a resident in the LA’s jurisdiction at the time of application, they will be eligible for portability at the time of initial issuance of the voucher.

The legal residence reported by the applicant at the time of application is the determining factor in the implementation of these provisions.

1.18 Eligibility of Students for Assisted Housing under Section 8

An LA should apply 24 CFR 5.609(b)(9) when determining the eligibility of a student and calculating income.

An LA shall deny Section 8 assistance if the head of household is enrolled as a full-time student at an institution of higher education unless one or more of the following circumstances applies:

- The head of households is over the age of 23;
- The head of households is a veteran of the United States military;
- The head of household is married;
- The head of household has at least one dependent child;

The above exceptions do not apply to a student residing in a Section 8 assisted unit with his or her parent(s) or who lives with his/her parent(s) who are applying to receive Section 8 assistance. Students who are living with their parents who are, individually or jointly, ineligible for assistance may not apply.

Tuition and Fees

LAs should evaluate income verification for students on a case-by-case basis. Typically, financial aid amounts exceeding tuition, fees, and other required educational expenses must be included when calculating the household's annual income. This rule applies except where the head of household falls into one of the exceptions listed above, in which case any income received from an Institution of Higher Education, including student stipends, work study, etc., is excluded. This exclusion only applies if the LA determines that the head of household is a full-time student at that Institution.

When evaluating whether a head of household qualifies as a full-time student, an LA should review the student's bill, account statement, IRS Form 1098-T, or any official documentation from the school directly. As a guide, the school's website may assist in providing an itemized list of tuition and fees typically charged students. Student loan proceeds are also excluded from income calculations.

If a program participant is seeking an income exclusion, the burden of proof is on the applicant. If the applicant provides inconsistent, conflicting, or non-credible information, it is appropriate for the LA to seek clarity and request additional supporting documentation as needed. While the LA may ask the participant, among other things, if they are a student and where they are enrolled in an educational program, 24 CFR 5.609(b)(9) does not provide a standard for determining when a participant qualifies as a student or what qualifies as an educational program.

Questions the LA may ask when evaluating student eligibility and calculating income may include:

- 1) Is the participant charged tuition and/or any other required fees and charges? If yes, what are itemized charges?
- 2) Is the financial assistance being provided intended to cover, in whole or in part, the tuition and/or other required fees and charges as are defined in PIH Notice 2015-21 and Housing Notice 2015-12?

3) Is the financial assistance provided under the Higher Education Act of 1965 from private sources or higher education institutions (as defined by the Higher Education Act of 1965)?

1.19 Initial Eligibility Certification

At the point of selection from the waiting list, all adult household applicants will be required to participate in an initial eligibility certification interview. Single persons who claim that they are elderly, disabled, handicapped or displaced must have that status verified prior to the LA's scheduling of the initial eligibility certification interview.

Information used to verify an applicant's eligibility at initial certification for the HCV program must be current, that is within 60 days of the issue date of a voucher. Upon verification of the applicants' information, the LA must update the electronic "Wait List Applicant Report" for each applicant. A copy of the "Wait List Data Sheet" must be maintained in each applicant's file.

After the above preference is verified, applicants will be required to participate in a full eligibility certification interview with an LA representative in accordance with 24 CFR 982.301. The certification and briefing interview afford the LA an opportunity to discuss the family's circumstances in greater detail, to clarify information which has been provided by the family, and to ensure that all required information is accurate and complete. The briefing phase of the interview is used as a vehicle to provide information about the certification and verification process, as well as to advise the family of other PHA services or programs which may be available.

At the certification interview, the applicant will be required to furnish complete and accurate information requested by the interviewer. The LA representative will initially complete the certification based on written and/or verbal information provided by the applicant.

At the conclusion of the certification interview, the applicant will sign and certify that all information is complete and accurate.

1.20 Requirement to Attend Briefing Interview

All adult family members are required to attend the interview and sign the eligibility certification. Exceptions may be made for students attending school out of state or for members for whom attendance would be a hardship. Interviews must be held in a manner which meets the requirements set forth by HUD and this Administrative Plan. They may be conducted in person, remotely via video-conferencing, or through other virtual platforms. To conduct a briefing remotely, the methodology must be consistent with the requirements in Section 14.05 (Hearing Procedures) of this Administrative Plan. It is incumbent on the LA to ensure the same equal opportunity and nondiscrimination requirements for individuals with disabilities and limited English proficient (LEP) persons under Section 504 of the Rehabilitation Act of 1973 (Section 504), the Americans with Disabilities Act of 1990 (ADA), Title VI of the Civil Rights Act of 1964, and the Fair Housing Act are followed.

The head of household or the head and spouse are required to attend the interview. If the head of household cannot attend the interview, the spouse may attend to complete the certification and certify for the family. However, the head of household will be required to attend an interview within three days to review the information and to certify by signature that all of the information is complete and accurate.

If an applicant misses a scheduled appointment, does not contact the LA to reschedule, cannot be contacted by the LA to reschedule or misses two scheduled meetings, the LA will reject the application and the applicant will be removed from the waiting list.

If an applicant is denied assistance due to failure to attend the full certification interview, the applicant will be notified in writing and offered an opportunity to request an informal review.

Reasonable accommodation will be made for persons with a disability who require an advocate or accessible offices. A designee will be allowed to participate in the interview process, but only with permission of the person with a disability.

The head of household and spouse will be required to sign the certification form and/or a supplemental form/worksheet containing the family composition, income, asset and allowance information for the family. As required by the LA, other adult members may also be asked to sign these forms.

All adult members must sign:

- HUD Form 9886 (Release of Information);
- any supplemental forms and/or documents required by the LA;
- declarations and consents related to citizenship/immigration status; and
- a consent form to release criminal conviction records and to allow the LA to receive records and use them in accordance with HUD regulations.

Applicants may also be required to sign specific verification forms for information which is not covered by HUD form 9886. Failure to do so when required will be cause for denial of the application for Section 8 assistance.

If the LA determines during or after the interview that additional information is needed directly from the applicant, the LA will specify in writing what information is required and what kind of documentation must be provided by the applicant to verify it. The family will be given ten business days to supply requested information. If the information is not supplied in this time period, the LA may deny assistance.

1.21 Portability Moves from Other PHAs

Local Administrators are required to adhere to HUD's portability requirements for initial and receiving PHAs, as set forth in HUD regulations and PIH Notices.

Policies related to absorption or billing of portability moves are established by HCR as PHA. HCR reserves the right to revise its portability billing guidelines based on budget authority granted by HUD and unit baseline allocations established by HCR for each local program.

1.22 Income Verification

All income and asset information provided by the applicant must be verified using HUD's income verification hierarchy (See below and Section 20 of this Administrative Plan). The file must be documented to leave a clear audit trail. Any documentation requested directly from the applicant must be provided within the time specified by the LA.

Annual income criteria (including definition and exclusions) can be found at 24 CFR 5.609.

HUD Verification Hierarchy and Techniques

Level	Verification Technique	Ranking
6	Upfront Income Verification (UIV) using HUD's Enterprise Income Verification (EIV) system (not available for income verifications of applicants)	Highest (Mandatory use for all participants and new admissions within 120 days)
5	Upfront Income Verification (UIV) using non-HUD system	Highest (Optional) (i.e., The Work Number, other databases)
4	Written Third-Party Verification	High (Mandatory use for all applicants where non-HUD UIV system is not available; Mandatory to supplement EIV-reported income sources and when EIV has no data; Mandatory for non-EIV reported income sources; Mandatory when tenant disputes EIV-reported employment and income information and is unable to provide acceptable documentation to support dispute.)
3	Written Third-Party Verification Form	Medium-Low (Mandatory if written third party verification documents are not available or rejected by the PHA; and when the applicant or tenant is unable to provide acceptable documentation)
2	Oral Third-Party Verification	Low (Mandatory if written third party verification is not available)
1	Tenant Declaration	Low (Use as a last resort when unable to obtain any type of third party verification)

Note: This verification hierarchy applies to income determinations for applicants and participants. EIV is not available for verifying income of applicants until after they have been admitted. Verification Hierarchy and Techniques illustrates six levels of verification starting with 6 as the highest category of Upfront Income Verification using HUD's EIV system, then 5 Upfront Income Verification (UIV) using non-HUD system, 4 Written Third Party Verification, 3 Written Third Party Verification Form, 2 Oral Third Party Verification and 1 Tenant Declaration.

1.22.01 Child Support

Periodic and determinable allowances received as child support payments must be included as annual income. However, child support payments pursuant to court order or private agreement that is nonrecurring or sporadic shall be excluded as income upon proper written verification. The LA must also obtain third party verification of income derived from child support and/or cash contribution. Request for verification of such incomes must be made directly from the contributor or the enforcement agency (family court or Department of Social services, etc.).

1.22.02 Pay Stubs as Verification of Income

Original or authentic pay stubs generated by a third-party source dated either within the 60-day period preceding the reexamination or LA's requested date can be accepted as verification of income subject to the following:

LAs are required to obtain a minimum of two current consecutive paystubs and/or year-to-date statement to determine annual income from wages. However, at its discretion, LAs are permitted to obtain additional paystubs as warranted to determine the annual income.

The average of the paystubs and the average of the year-to-date statement must be compared; the greater of the two averages must be used. Paystubs that are not consistent with (less than) an individual's regular pay cycle (i.e.; weekly, bi-weekly, monthly, etc.) should not be used in the determination of average annual income. LAs must ascertain the reason(s) for the inconsistency and the file must be documented to leave a clear audit trail.

When the LA cannot readily anticipate income based upon current circumstances (e.g., in the case of seasonal, temporary or inconsistent employment), the LA will review and analyze historical data (tax returns, EIV) for patterns of employment, paid benefits, and receipt of other income and use the results of this analysis to establish annual income.

If the submitted paystubs or the year-to-date statement are inadequate to determine the average annual income. LAs must request/obtain third party verification of income.

1.22.03 Asset Verification

LAs are required to include in the calculation of annual income any interest or

dividends earned on assets held by the family. Original or authentic documentation (i.e.; bank statements, stocks/bonds, real estate, etc.) generated by a third-party source within the most recent three (3) months. At its discretion, the LA may obtain statements that are older than 3 months if there is/are suspicion of any irregularities.

When a family has net family assets in excess of \$5000, annual income shall include the greater of the actual income derived from the net family assets or a percentage of the value of such assets based on the current passbook savings rate, as determined by HUD.

For each new admission, the LA must comply with HUD's EIV income verification requirements, including:

- review the EIV Income Report to confirm/validate family-reported income within 120 days of the PIC submission date; and
- print and maintain a copy of the Income Report in the tenant file; and
- resolve any income discrepancy with the family within 60 days of the EIV Income Report.

1.22.04 Medical Expenses

Medical expenses, as defined in 24 CFR 5.603(b) are expenses, including medical insurance premiums, that are anticipated during the period for which annual income is computed, and that are not covered by insurance.

Unreimbursed medical expense deductions exceeding 3% of the household's annual income may be permitted in families where the head, spouse, or co-head is at least 62 or is disabled. If a family meets the eligibility criteria for a medical expense deduction, the qualified medical expenses of all family members may be counted. Medical expenses must be personally incurred and not covered or reimbursed under any insurance, coverage plan or paid from any other source. In order to qualify as a medical expense deduction, it must be listed as an includable item in the most current IRS Publication 502, Medical and Dental Expenses.

*Summary of Allowable Medical Expenses from IRS Publication 502	
<ul style="list-style-type: none"> • Services of medical professionals • Surgery and medical procedures that are necessary, legal & non-cosmetic • Services of medical facilities • Hospitalization, long term care, and in-home nursing services • Prescription medicines and insulin, (all nonprescription & OTC medicines are not allowed unless they have been prescribed by a doctor) • Medical supplies, such as bandages • Substance abuse treatment programs • Psychiatric treatment 	<ul style="list-style-type: none"> • Actual transportation costs for and essential to medical care (i.e., bus, taxi, ambulance) or standard medical mileage rate for a car • The cost and care of necessary equipment related to a medical condition (e.g., eyeglasses/lenses, hearing aids, crutches, and artificial teeth) • Cost and continuing care of necessary service and/or guide animals as defined in the Glossary (excludes support animals) • Medical insurance premiums or the cost of a health maintenance organization (HMO) • Amounts paid for the prevention and alleviation of dental disease
*This chart provides a summary of eligible medical expenses only. Detailed information is provided in IRS Publication 502.	

1.23 Final Determination and Notification of Eligibility

After verification is completed, the LA will make a final determination of eligibility. This decision is based upon information provided by the family, verification activities undertaken by the LA and current eligibility criteria in effect. If the family is determined to be eligible, the LA will confirm eligibility via written notification to the family. If a briefing has not already been conducted by the LA, one will be scheduled to coincide with issuance of the Housing Choice Voucher.

1.24 Document Retention for Applicants and Participants

1.24.01 Applicants

Applicant files and documents must be retained for at least three years after:

- the date an application is closed;
- the applicant has withdrawn from the waiting list; or
- the applicant is determined ineligible.

When an applicant is admitted to the program, the application and associated verification of eligibility documents must be transferred to the participant's file and must be retained in that file according to the rules for program participant files (see below).

Special rules apply to retention of U.S. Citizenship and Immigration Services

(USCIS) documents. These documents must be retained for at least five years.

1.24.02 Participants

Documents for participants must be retained during the term of the assisted tenancy and for at least three years thereafter. However, **except** for the documents listed below, ***all other documents may be destroyed after the three-year period.***

- Birth certificates or other verification of DOB
- Social security cards
- Initial application
- Initial income eligibility verification
- Initial voucher
- Initial 50058
- Initial HAP contract
- Initial lease and tenancy addendum

Note: USCIS documents must be retained for at least five years.

When a new or additional folder is created for an existing participant, the documents specified above must be transferred to the new folder.

1.24.03 Criminal Records

Special retention rules pertain to criminal records for both applicants and participants. Criminal records must be maintained confidentially until the purpose for which they were obtained has been accomplished including any informal reviews, if requested, have been completed. At that time all criminal records obtained are **required** to be destroyed. The file should be documented with a reference to the type of screening and the date the screening was performed.

Plattsburgh Housing Authority

Homeless Preference

Homeless Definition

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

- a. An individual or family with a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings, including a car, park, abandoned building, bus or train station, airport, or camping ground; or
- b. An individual or family living in a supervised publicly or privately operated shelter designated to provide temporary living arrangements (including congregate shelters, transitional housing, and hotels and motels paid for by charitable organizations or by federal, state, or local government programs for low-income individuals); or
- c. An individual who is exiting an institution where he or she resided for 90 days or less and who resided in an emergency shelter or place not meant for human habitation immediately before entering that institution;

Category 4: Any individual or family who:

- i. Is ***fleeing, or is attempting to flee, domestic violence, dating violence, sexual assault, stalking***, or other dangerous or life-threatening conditions that relate to violence against the individual or a family member, including a child, that has either taken place within the individual's or family's primary nighttime residence or has made the individual or family afraid to return to their primary nighttime residence; **and**
- ii. Has no other residence; **and**
- iii. Lacks the resources or support networks, e.g., family, friends, and faith-based or other social networks, to obtain other permanent housing

Definition Clarification

If the answer to any of the following questions is yes the applicant would meet the required definition of homeless:

1. Are you currently living in a car, on the street, or another place not meant for human habitation?
2. Are you currently living in an emergency shelter, transitional housing, Safe Haven2, or a hotel/motel paid for by a charitable organization or by federal, state or local government programs for low-income individuals?
3. Are you exiting an institution, including a hospital, substance abuse or mental health treatment facility, or jail/prison, where you stayed for 90 days or less? If so, were you living in an emergency shelter or place not meant for human habitation immediately before entering that institution?

4. Are you fleeing or attempting to flee domestic violence, dating violence, sexual assault, stalking, or other dangerous or life threatening conditions for you or a family member, including a child, that has either taken place within your family's primary nighttime residence or has made the you afraid to return to your primary nighttime residence? If yes, do you currently have nowhere else to live and also lack the resources or support networks, including family, friends, faith-based, or other social networks, to obtain other permanent housing?

Example 1: A family that was evicted from the home they owned because they were no longer able to make the mortgage payments and is living in their car **would** qualify as homeless.

Example 2: An individual that had previously lived in an emergency shelter and was admitted to the hospital for a 5-day stay **would** qualify as homeless.

Example 3: An individual being released from prison after a 3-year incarceration **would not** qualify as homeless based on the length of incarceration.

Purpose

On June 22, 2010, the United States Interagency Council on Homelessness (USICH) presented the nation's first comprehensive strategy to prevent and end homelessness – Opening Doors: Federal Strategic Plan to Prevent and End Homelessness, to the Office of the President and Congress. Opening Doors is derived of four key goals:

- a. Finish the job of ending chronic homelessness by 2015;
- b. Prevent and end homelessness among Veterans by 2015;
- c. Prevent and end homelessness for families, youth and children by 2020; and
- d. Set a path to ending all types of homelessness.

The Plattsburgh Housing Authority is committed to working with our community agency partners to expand opportunities for individuals and families to access quality, safe and affordable housing. According to data collected by the Point-in-Time (PIT) Count conducted by the Clinton County Continuum of Care, the number of total homeless persons has increased each subsequent year from 2010 through 2012 (84 in 2010, 118 in 2011, 236 in 2012).

By creating a homeless preference for applicants being placed on our public housing and housing choice voucher waiting lists, we will be providing an increased opportunity for those in immediate need of housing to acquire it.

Homeless Preference

NOTICE PIH 2013 – 15 (HA) provides with specific guidance on the adoption of a homeless preference. 7.e) allows a public housing authority to create a limited preference to people referred by a partnering organization; *"PHAs may create a preference or limited preference specifically for people who are referred by a partnering homeless service organization or consortia of organizations."* The Plattsburgh Housing Authority will accept referred applications for housing of homeless individuals and families from the Clinton County Department of Social Services, Evergreen Townhouse Community and STOP Domestic Violence to include the homeless preference in placing an approved applicant on the appropriate program waiting list.

For ACOP / Admin. Plan

In order to address the growing problem of homelessness in Clinton County the PHA will establish a preference for “homeless” individuals and families. The PHA will accept referred applications for housing of homeless individuals and families from the Clinton County Department of Social Services, ETC Housing Corporation - Evergreen Townhouse Community and STOP Domestic Violence. Any application for consideration of the “homeless” preference will include a signed certification from the referral agency certifying the applicant’s “homeless” status. [24 CFR 960.206,(b)(5)]

For the purpose of the preference, “homeless” is defined by the PIH definition for IMS-PIC reporting:

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

- a. An individual or family with a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings, including a car, park, abandoned building, bus or train station, airport, or camping ground; or
- b. An individual or family living in a supervised publicly or privately operated shelter designated to provide temporary living arrangements (including congregate shelters, transitional housing, and hotels and motels paid for by charitable organizations or by federal, state, or local government programs for low- income individuals); or
- c. An individual who is exiting an institution where he or she resided for 90 days or less and who resided in an emergency shelter or place not meant for human habitation immediately before entering that institution;

Category 4: Any individual or family who:

- i. Is ***fleeing, or is attempting to flee, domestic violence, dating violence, sexual assault, stalking***, or other dangerous or life-threatening conditions that relate to violence against the individual or a family member, including a child, that has either taken place within the individual’s or family’s primary nighttime residence or has made the individual or family afraid to return to their primary nighttime residence; **and**
- ii. Has no other residence; **and**
- iii. Lacks the resources or support networks, e.g., family, friends, and faith- based or other social networks, to obtain other permanent housing

Plattsburgh Housing Authority

HOMELESSNESS PREFERENCE CERTIFICATE

Please indicate the agency assisting the applicant (check one):

_____ CCDSS _____ ETC _____ STOP DV

Homeless Definition

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

- a. An individual or family with a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings, including a car, park, abandoned building, bus or train station, airport, or camping ground; or
- b. An individual or family living in a supervised publicly or privately operated shelter designated to provide temporary living arrangements (including congregate shelters, transitional housing, and hotels and motels paid for by charitable organizations or by federal, state, or local government programs for low- income individuals); or
- c. An individual who is exiting an institution where he or she resided for 90 days or less and who resided in an emergency shelter or place not meant for human habitation immediately before entering that institution;

Category 4: Any individual or family who:

- i. Is ***fleeing, or is attempting to flee, domestic violence, dating violence, sexual assault, stalking***, or other dangerous or life-threatening conditions that relate to violence against the individual or a family member, including a child, that has either taken place within the individual's or family's primary nighttime residence or has made the individual or family afraid to return to their primary nighttime residence; **and**
- ii. Has no other residence; **and**
- iii. Lacks the resources or support networks, e.g., family, friends, and faith- based or other social networks, to obtain other permanent housing

Name of applicant: _____ SS# _____ - _____ - _____

Acting on behalf of above named, I, _____, certify this applicant is homeless under _____ of the above definition.

Print

Sign

Date

Please attach to PHA Public Housing or HCVP application

1E-1.

Local Competition Deadline

Estep, Arden (OTDA)

From: Jonathan Pierce <OTDAUpdates@pdp-ualbany.atlassian.net>
Sent: Tuesday, August 16, 2022 3:04 PM
To: Estep, Arden (OTDA)
Subject: OTDA-10608: BoS - Internet

ATTENTION: This email came from an external source. Do not open attachments or click on links from unknown senders or unexpected emails.

The status of this request is: **Published**

Jonathan Pierce commented:

The following files have been published to the live site:

<https://otda.ny.gov/resources/continuum-of-care/funding-competition.asp>

This is shared with Arden.Estep@otda.ny.gov, daria.albini@otda.ny.gov, and Sarah.Watson@otda.ny.gov.

Original request message:

On the CoC Funding Competition page:
<https://otda.ny.gov/resources/continuum-of-care/funding-competition.asp>

Please add the following text/due dates after each attachment link.

CoC Funding Competition

2022 Documents

- [Special Rural Project Application](#) (due September 2, 2022)
- [DV Bonus Project Application](#) (due August 26, 2022)
- [CoC Bonus Project Application](#) (due August 26, 2022)
- [NYS BoS CoC Renewal Project Application](#) (due July 6, 2022)

Thank you!

Arden Estep (she/her/hers)



CoC Funding Competition

Overview

CoC Funding Competition

Policies

Forms

Meetings

Resources

Contact

OTDA Home → Resources & Data → Balance of State Continuum of Care → CoC Funding Competition

CoC Funding Competition

2022 Documents

- [Special Rural Project Application](#)  (due September 2, 2022)
- [DV Bonus Project Application](#)  (due August 26, 2022)
- [CoC Bonus Project Application](#)  (due August 26, 2022)
- [NYS BoS CoC Renewal Project Application](#)  (due July 6, 2022)

2021 Documents

- [FY2021 New York State CoC Awards](#) 
- [CoC Consolidated Application FY 2021](#) 
- [CoC Priority Listing FY 2021](#) 
- [CoC Competition Funding Amounts](#) 
- [BoS CoC Project Application Instructions FY 2021](#) 
- [BoS CoC Project Review Tool FY 2021](#) 

2019 Documents

- [CoC Consolidated Application FY 2019](#) 

CoC Priority Listing FY 2019

From: otda.sm.BoS.nys
Sent: Friday, August 12, 2022 2:55 PM
To: Estep, Arden (OTDA); Watson, Sarah (OTDA)
Subject: HUD CoC NOFO Competition

Balance of State CoC Members,

HUD's FY2022 Continuum of Care Notice of Funding Opportunity is now [available](#) with a due date of September 30th, 2022. This application is **separate** from the Special Rural NOFO. The information below provides a NOFO summary and timeline. HUD's timeframe for submitting the CoC application is extremely short, so we appreciate your work towards meeting deadlines and requests for information.

Eligible Project Types

Renewal Applications

Funding Amount: Tier 1 amount is \$1,042,588; Annual Renewal Demand \$1,097,461. Tier 1 is equal to 95 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.

Applications were due to OTDA on July 6th. Application review has been completed and applicants must enter project information into e-snaps when e-snaps opens, which we anticipate will be the beginning of next week.

CoC Bonus Applications

Funding Amount: \$120,726 (5% of the CoC's Final Pro Rata Need)
Eligible project types (new or expansion): PH-PSH, PH-RRH, Joint TH and PH-RRH, HMIS, SSO-CE
Application: [CoC Bonus Application](#)
Due Date: August 26th to bos.nys@otda.ny.gov

DV Bonus Applications

Funding Amount: \$241,452 (10% of the Preliminary Pro Rata Need)
Eligible project types (new or expansion): PH-RRH, Joint TH and PH-RRH, SSO-CE
Application: [DV Bonus Application](#)
Due Date: August 26th to bos.nys@otda.ny.gov

CoC Application

In the CoC Application, the Collaborative Applicant (OTDA) responds to narrative questions to describe the CoC's governance structure, system performance, and the strategic planning process. This part of the application is scored by HUD and will determine how CoCs are funded. The completed application will be reviewed by the Steering Committee and posted to the NYS BoS CoC [website](#) for review before submission.

CoC Priority Listing: The CoC Priority Listing ranks all project applications in order of priority based on the Rank and Review policy and procedures.

FY 2022 Notice of Funding Opportunity (NOFO) Summary

HUD's Homeless Policy Priorities and Program Highlights for FY 2022 are as follows:

1. Ending homelessness for all persons
2. Using a Housing First approach
3. Reducing unsheltered homelessness
4. Improving system performance
5. Partnering with housing, health, and service agencies
6. Racial equity
7. Improving assistance to LGBTQ+ individuals
8. Including persons with lived experience
9. Increasing affordable housing supply

Resources

- [HUD Exchange](#)
- [CoC Program Competition](#)
- [e-snaps Resources](#)
- [e-snaps Login](#)
- [NYS BoS CoC Website](#)

If you have any questions, please do not hesitate to reach out to Sarah Watson Sarah.Watson@otda.ny.gov or Arden Estep Arden.Estep@otda.ny.gov.

Estep, Arden (OTDA)

From: NoReplyGrantsGateway@its.ny.gov
Sent: Tuesday, August 16, 2022 5:00 PM
To: its.sm.NoReplyGrantsGateway
Subject: Balance of State Continuum of Care 2022 Project Application Available

Good Afternoon, The FY 2022 CoC Competition documents are available on the BoS CoC webpage: <https://otda.ny.gov/resources/continuum-of-care/funding-competition.asp>
Completed renewal and new project applications are due to bos.nys@otda.ny.gov by August 26, 2022. New applicants are encouraged to apply.

1E-2.

Local Competition Scoring Tool

NYS BoS CoC Review Tool Renewal Projects															
Question Number	Question Type (See key below)	Metric	Source	Points	Maximum Points	ROME PSH	Clinton PSH	Sullivan PSH	CCA JHA PSH	CCA DV-RRH	Sullivan DV-RRH	Putnam DV-RRH	Clinton DV-RRH	Alliance DV-RRH	CARES HMIS
R1	SP D OB	Occupancy/Utilization Rate (PSH) OR	2022 HIC	≥90% = 10 pts 80-89% = 5 pts 70-79% = 2 pts <70% = 0 pts	10	5	10	2	10	0	10	10	10	10	10
	SP D OB	Number of households served is in line with contract goals (RRH)	Project Application/HIC	Yes = 10 pts No = 0 pts											
R2	SP D OB	Housing Stability - percent of participants who remained or exited to permanent housing	Applicant to Provide/APR	≥90% = 10 pts 80-89% = 5 pts 70-79% = 2 pts <70% = 0 pts	10	10	10	10	10	10	10	10	10	10	10
R3	SP D OB	Total Income - percent of participants who maintained or increased total income	Applicant to Provide/APR	≥20% = 10 pts 15-19 = 5 pts 10-14% = 2 pts <10% = 0 pts	10	10	10	10	10	10	10	10	10	10	10
R4	D OB	Data Quality - if percentage of data missing from any one element is over 50%, score 0.	APR	≥50% = 0 pts 1-49% = 2 pts 0% = 5 pts	5	5	2	2	5	2	5	5	5	5	5
R5	OB	Percent of funds spent	Project Application/HUD Spending Report	≥90%=10 pts 80-89%=5 pts 70-79%=2 pts <70%=0 pts	10	10	5	0	10	2	10	10	10	10	10
R6	OB	APR submitted on time	Project Application	Yes = 5 pts No = 0 pts	5	5	5	5	5	5	5	5	5	5	5
R7	OB	Unresolved HUD monitoring and/or OIG audit findings	Project Application-plus applicable local monitoring findings and response	Yes = -5 pts No = 0 pts	0	0	0	0	0	0	0	0	0	0	0
R8	OB	Program maintained consistent quarterly drawdowns	Project Application-plus ELOCCS drawn down schedule	Yes = 5 pts No = 0 pts	5	5	0	5	5	5	5	5	5	5	5
R9	OB	Agency regularly attends LPB and Steering Committee meetings	Project Application	Yes = 5 pts No = 0 pts	5	5	5	5	5	0	5	5	5	5	5
R10	SUB	Agency participates in activities related to promotion of racial equity among homeless households	Project Application	Score 0 to 5 points	5	4	1	5	5	5	5	4	2	4	5
R11	SUB	Agency coordinates with ESG funding recipients	Project Application	Score 0 to 5 points	5	5	5	2	5	4	4	2	0	5	5
R12	SB	Agency coordinates with healthcare agencies regarding COVID and other health needs for homeless households	Project Application	Score 0 to 5 points	5	3	4	2	5	4	4	4	3	4	5
R13	SUB	Agency coordinates with local PHAs	Project Application	Score 0 to 5 points	5	5	3	1	5	2	3	4	5	4	5
R14	SB	Project focuses on a harder to serve population that can account for inability to meet outcomes (chronic homeless, persons with SPMI/SUD, domestic violence victims, persons with criminal histories, persons with low or no income.)	Project Application	Yes = 5 pts No = 0 pts	5	5	5	5	5	5	5	5	5	5	0
R15	OB	Project utilizes Coordinated Entry	Project Application	Yes = 5 pts No = 0 pts	5	5	5	5	5	0	5	5	5	5	5
R16	OB	Project uses a Housing First model	Project Application	Yes = 5 pts No = 0 pts	5	5	5	5	5	5	5	5	5	5	5
R17	SB	Program has a SOAR-trained staff person that assists with SSI/SSDI applications	Project Application	Yes = 5 pts No, but has access to SOAR-trained person in community = 2 No = 0 pts	5	5	5	2	2	2	2	5	2	5	0
Total Points					100	92	80	66	97	61	93	94	87	97	90

Question Type	Maximum Points	ROME PSH	Clinton PSH	Sullivan PSH	CCA JHA PSH	CCA DV-RRH	Sullivan DV-RRH	Putnam DV-RRH	Clinton DV-RRH	Alliance DV-RRH	CARES HMIS
Objective (OB)	70	65	57	49	70	39	70	70	70	70	70
System Performance (SP)	30	25	30	22	30	20	30	30	30	30	30
Severe Barrier (SB)	15	13	14	9	12	13	11	14	10	14	5
Data (D)	35	30	32	24	35	22	35	35	35	35	35
Subjective (SUB)	15	14	9	8	15	11	12	10	7	13	15

NYS BoS CoC Review Tool									
New Projects									
Question Number	Question Type (See key below)	Metric	Points	Maximum Points	ROME PSH Expansion	Clinton PSH Expansion	IPH BoS PSH	Putnam DV-RRH Expansion	Sullivan DV-RRH Expansion
N1	OB	Threshold requirements - the project must meet NOFO requirements outlined in Section VIII of the NOFO.	No points assigned. If answer "no" to any part of this question, do NOT proceed - project is not eligible for funding.	Y/N	Yes	Yes	Yes	Yes	Yes
N2	OB	Agency regularly attends LPB and Steering Committee meetings	Yes = 5 pts No = 0 pts	5	5	5	5	5	5
N3	SUB	Applicant is experienced with grant management	Very Experienced = 5 pts Somewhat Experienced = 3 pts No Experience = 0 pts	5	5	5	5	5	5
N4	SUB	Applicant demonstrates experience serving the proposed population	Very Experienced = 5 pts Somewhat Experienced = 3 pts No Experience = 0 pts	5	5	5	5	5	5
N5	OB	Unresolved HUD monitoring and/or OIG audit findings	Yes = -5 pts No = 0 pts	0	0	0	0	0	0
N6	SUB	Agency participates in activities related to promotion of racial equity among homeless households	Yes = 5 pts Somewhat = 3 pts No = 0 pts	5	5	3	5	5	5
N7	SUB	Agency coordinates with ESG funding recipients	Score 0 to 5 points	5	5	5	5	4	5
N8	SB	Agency coordinates with healthcare agencies regarding COVID and other health needs for homeless households	Score 0 to 5 points	5	4	4	5	5	5
N9	SUB	Agency coordinates with local PHAs	Score 0 to 5 points	5	5	4	5	3	3
N10	SUB	Agency incorporates persons with lived experience in the decision-making process.	Score 0 to 5 points	5	5	4	5	4	5
N11	SUB	Agency ensures privacy, respect, safety, and access to services regardless of gender identity or sexual orientation	Yes = 2 pts Somewhat = 1 pt No = 0 pts	2	2	1	2	2	2
N12	D	Need for project clearly documented	Score 0 to 5 points	5	2	4	5	4	3
N13	SUB	Program design is suitable for proposed population	Score 0 to 2 points	2	2	2	2	2	2
N14	SUB	Proposed program has reasonable timeline for implementation	Yes = 5 pts No = 0 pts	5	5	5	5	5	5
N15	OB	Applicant proposes to participate fully in HMIS (applicants serving victims of domestic violence will maintain all required data elements in a comparable database)	Yes = 5 pts No = 0 pts	5	5	5	5	5	5
N16	OB	Applicant proposes to participate fully in CE (applicants serving victims of domestic violence will participate in CE in a manner consistent with VAWA regulations)	Yes = 5 pts No = 0 pts	5	5	5	5	5	5
N17	OB	Project will use a Housing First model	Yes = 5 pts No = 0 pts	5	5	5	5	5	5
N18	D SB OB	Proposed program addresses increased housing stability for participants	Score 0 to 10 points	10	9	7	9	8	8
N19	D SB OB	Proposed program addresses access to mainstream benefits, including income (earned or unearned)	Score 0 to 10 points	10	9	7	9	8	9
N20	SB	Project addresses increased safety for victims of domestic violence (DV Bonus)	Yes/NA = 5 pts No = 0 pts	5	5	5	5	5	5
	OB	Project is Dedicated Plus (CoC Bonus)							
N21	SB	Program has a SOAR-trained staff person that assists with SSI/SSDI applications	Yes = 5 pts No, but has access to SOAR-trained person in community = 2 No = 0 pts	5	5	5	5	5	5
N22	OB	Proposed costs are reasonable for the program type and population served	Yes = 1 pts No = 0 pts	1	1	1	1	1	1
Total Points				100	94	87	98	91	93

Question Type	Maximum Points	ROME PSH Expansion	Clinton PSH Expansion	IPH BoS PSH	Putnam DV-RRH Expansion	Sullivan DV-RRH Expansion
Objective (OB)	46	39	35	39	37	38
Severe Barrier (SB)	35	32	28	33	31	32
Data (D)	25	20	18	23	20	20
Subjective (SUB)	39	39	34	39	35	37

1E-2a.

Scored Forms for One Project

NYS BoS CoC Review Tool Renewal Projects															
Question Number	Question Type (See key below)	Metric	Source	Points	Maximum Points	ROME PSH	Clinton PSH	Sullivan PSH	CCA JHA PSH	CCA DV-RRH	Sullivan DV-RRH	Putnam DV-RRH	Clinton DV-RRH	Alliance DV-RRH	CARES HMIS
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	SP D OB	Number of households served is in line with contract goals (RRH)	Project Application/HIC	Yes = 10 pts No = 0 pts											
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R4	D OB	Data Quality - if percentage of data missing from <u>any one</u> element is over 50%, score 0.	APR	≥50% = 0 pts 1-49% = 2 pts 0% = 5 pts	5	5	2	2	5	2	5	5	5	5	5
R5	OB	Percent of funds spent	Project Application/HUD Spending Report	≥90%=10 pts 80-89%=5 pts 70-79%=2 pts <70%=0 pts	10	10	5	0	10	2	10	10	10	10	10
R6	OB	APR submitted on time	Project Application	Yes = 5 pts No = 0 pts	5	5	5	5	5	5	5	5	5	5	5
R7	OB	Unresolved HUD monitoring and/or OIG audit findings	Project Application-plus applicable local monitoring findings and response	Yes = -5 pts No = 0 pts	0	0	0	0	0	0	0	0	0	0	0
R8	OB	Program maintained consistent quarterly drawdowns	Project Application-plus ELOCCS drawn down schedule	Yes = 5 pts No = 0 pts	5	5	0	5	5	5	5	5	5	5	5
R9	OB	Agency regularly attends LPB and Steering Committee meetings	Project Application	Yes = 5 pts No = 0 pts	5	5	5	5	5	0	5	5	5	5	5
R10	SUB	Agency participates in activities related to promotion of racial equity among homeless households	Project Application	Score 0 to 5 points	5	4	1	5	5	5	5	4	2	4	5
R11	SUB	Agency coordinates with ESG funding recipients	Project Application	Score 0 to 5 points	5	5	5	2	5	4	4	2	0	5	5
R12	SB	Agency coordinates with healthcare agencies regarding COVID and other health needs for homeless households	Project Application	Score 0 to 5 points	5	3	4	2	5	4	4	4	3	4	5
R13	SUB	Agency coordinates with local PHAs	Project Application	Score 0 to 5 points	5	5	3	1	5	2	3	4	5	4	5
R14	SB	Project focuses on a harder to serve population that can account for inability to meet outcomes (chronic homeless, persons with SPMI/SUD, domestic violence victims, persons with criminal histories, persons with low or no income.)	Project Application	Yes = 5 pts No = 0 pts	5	5	5	5	5	5	5	5	5	5	0
R15	OB	Project utilizes Coordinated Entry	Project Application	Yes = 5 pts No = 0 pts	5	5	5	5	5	0	5	5	5	5	5
R16	OB	Project uses a Housing First model	Project Application	Yes = 5 pts No = 0 pts	5	5	5	5	5	5	5	5	5	5	5
R17	SB	Program has a SOAR-trained staff person that assists with SSI/SSDI applications	Project Application	Yes = 5 pts No, but has access to SOAR-trained person in community = 2 No = 0 pts	5	5	5	2	2	2	2	5	2	5	0
Total Points					100	92	80	66	97	61	93	94	87	97	90

Question Type	Maximum Points	ROME PSH	Clinton PSH	Sullivan PSH	CCA JHA PSH	CCA DV-RRH	Sullivan DV-RRH	Putnam DV-RRH	Clinton DV-RRH	Alliance DV-RRH	CARES HMIS
Objective (OB)	70	65	57	49	70	39	70	70	70	70	70
System Performance (SP)	30	25	30	22	30	20	30	30	30	30	30
Severe Barrier (SB)	15	13	14	9	12	13	11	14	10	14	5
Data (D)	35	30	32	24	35	22	35	35	35	35	35
Subjective (SUB)	15	14	9	8	15	11	12	10	7	13	15

1E-5.

Notification of Projects Rejected-Reduced

otda.sm.BoS.nys

From: otda.sm.BoS.nys
Sent: Thursday, September 15, 2022 3:56 PM
To: Ann Ellsworth; Sarita Green; Jodi Fuller; Gwendolyn Green; Randy Viele; Kelli Clark; Denise Brodt; Toni Taylor; shannon.higbee@recoveryoptionsny.org; Amber Brown-Rose; Liz Carpenter; Amanda Beaudette; Crowningshield, Gretchen; Stefanie Martinez; Hector.Morell@cccsos.org; Mason Maynard; Kristen Giroux
Cc: Watson, Sarah (OTDA); Estep, Arden (OTDA); Camoin, Linda (OTDA)
Subject: BoS NOFO Project Ranking
Attachments: Memo 9.15.22.docx; NY-525 Local Project Ranking FY22.docx

Please see attached memorandum and FY2022 Local Project Ranking. Thank you everyone for your work through this year's NOFO process.

MEMORANDUM

TO: Agencies who submitted applications for FY2022 HUD Continuum of Care funding to the NY-525 Balance of State Continuum of Care

FROM: The New York State Balance of State Continuum of Care

SUBJECT: Notice of projects accepted for inclusion in the FY2022 CoC Consolidated Application

DATE: September 15, 2022

The CoC received new project applications from:

- Clinton County Social Services Department
- Fearless! Hudson Valley
- Housing Options Made Easy, Inc.
- Interfaith Partnership for the Homeless
- Putnam/Northern Westchester Women's Resource Center

The CoC received renewal project applications from:

- AIDS Council of Northeastern New York dba Alliance for Positive Health
- CARES of NY, Inc.
- Catholic Charities Community Services of Orange County
- Cattaraugus Community Action, Inc.
- Clinton County Social Services Department
- Fearless! Hudson Valley
- Housing Options Made Easy, Inc.
- Putnam/Northern Westchester Women's Resource Center
- STOP Domestic Violence-Behavioral Health Services North

Attached, please find the FY2022 Local Project Ranking. Due to funding limitations, the following project applications were rejected:

- Clinton County Social Services Department, 2022 ETC Housing Expansion
- Housing Options Made Easy, Inc., Catt Co Permanent Housing for Individuals with Mental Illness FY22 Expansion

This email constitutes official notification and documentation of the FY2022 CoC decision and ranking. The FY2022 Local Project Ranking will be posted on the CoC webpage at <http://otda.ny.gov/resources/continuum-of-care/funding-competition.asp>

Thank you for your continued commitment to helping the most vulnerable in our communities.

NY-525 LOCAL PROJECT RANKING

Rank	Project Name	Organization Name	Project Type	Score	Amount
Tier 1					
1	Empowering the Homeless Toward Permanent Housing Solutions	Cattaraugus Community Action, Inc.	PH-PSH	97	\$61,703
2	Upstate Bos DV Bonus 2022	AIDS Council of Northeastern New York dba Alliance for Positive Health	PH-RRH	97	\$192,623
3	Putnam County DV RRH Program	Putnam/Northern Westchester Women's Resource Center	PH-RRH	94	\$71,012
4	DV Rapid Rehousing	Fearless! Hudson Valley	PH-RRH	93	\$44,388
5	Catt Co Permanent Housing for Individuals with Mental Illness FY22	Housing Options Made Easy, Inc.	PH-PSH	92	\$161,625
6	NY Balance of State HMIS 2022	CARES of NY, Inc.	HMIS	90	\$4,675
7	Swift Liberty 2023-2024	STOP Domestic Violence-Behavioral Health Services North	PH-RRH	87	\$56,362
8	2022 ETC Housing	Clinton County Social Services Department	PH-PSH	80	\$130,046
9	CoC 28-unit	Catholic Charities Community Services of Orange County	PH-PSH	66	\$267,983
10	Domestic Violence Rapid Rehousing Program 2022	Cattaraugus Community Action, Inc.	PH-RRH	61	\$52,171
Total Tier 1 Request					\$1,042,588
Tier 2					
10	Domestic Violence Rapid Rehousing Program 2022	Cattaraugus Community Action, Inc.	PH-RRH	61	\$54,873
11	IPH BoS PSH	Interfaith Partnership for the Homeless	PH-PSH	98	\$141,277
12	DV Rapid Rehousing Expansion	Fearless! Hudson Valley	PH-RRH	93	\$60,740
13	Putnam County DV RRH Program Expansion	Putnam/Northern Westchester Women's Resource Center	PH-RRH	91	\$150,884
Total Tier 2 Request					\$407,774
Total Tier 1 & Tier 2 Request					\$1,450,362
NR	NY-525 CoC Planning Application FY 2022	New York State Office of Temporary and Disability Assistance	Planning	NA	\$84,766
Total HUD Request					\$1,535,128
					ARD
					\$1,097,461
					PPRN
					\$2,825,536

Projects Not Accepted

Rank	Project Name	Organization Name	Project Type	Score	Amount
NR	Catt Co Permanent Housing for Individuals with Mental Illness FY22 Expansion	Housing Options Made Easy, Inc.	PH-PSH	94	\$34,480
NR	2022 ETC Housing Expansion	Clinton County Social Services Department	PH-PSH	87	\$58,237

Estep, Arden (OTDA)

From: Jonathan Pierce <OTDAUpdates@pdp-ualbany.atlassian.net>
Sent: Thursday, September 15, 2022 4:47 PM
To: Estep, Arden (OTDA)
Subject: OTDA-10867: BoS - Internet

ATTENTION: This email came from an external source. Do not open attachments or click on links from unknown senders or unexpected emails.

The status of this request is: **Published**

Jonathan Pierce commented:

The following files have been published to the live site:

<https://otda.ny.gov/resources/continuum-of-care/funding-competition.asp>
<https://otda.ny.gov/resources/continuum-of-care/documents/Local-Project-Ranking-FY22.pdf>

Have a good evening!

This is shared with Arden.Estep@otda.ny.gov and daria.albini@otda.ny.gov.

Original request message:

On the CoC Funding Competition Page: <https://otda.ny.gov/resources/continuum-of-care/funding-competition.asp>

Please post the attached document at the top of the 2022 list of documents, titled "Local Project Ranking (posted 9.15.2022) "

Thank you,

Arden Estep (she/her/hers)

Program Manager, Bureau of Housing & Support Services

Office of Temporary and Disability Assistance

40 North Pearl Street, Albany, NY 12243

518.473.0408 | arden.estep@otda.ny.gov

www.otda.ny.gov



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Office of Temporary and Disability Assistance

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CoC Funding Competition

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- CoC Project Review Tool FY 2022
- Special Rural Project Application (due September 2, 2022)
- DV Bonus Project Application (due August 26, 2022)
- CoC Bonus Project Application (due August 26, 2022)
- NYS BoS CoC Renewal Project Application (due July 6, 2022)

2021 Documents

- FY2021 New York State CoC Awards
- CoC Consolidated Application FY 2021
- CoC Priority Listing FY 2021
- CoC Competition Funding Amounts
- BoS CoC Project Application Instructions FY 2021
- BoS CoC Project Review Tool FY 2021

1E-5.

Notification of Projects Accepted

otda.sm.BoS.nys

From: otda.sm.BoS.nys
Sent: Thursday, September 15, 2022 3:56 PM
To: Ann Ellsworth; Sarita Green; Jodi Fuller; Gwendolyn Green; Randy Viele; Kelli Clark; Denise Brodt; Toni Taylor; shannon.higbee@recoveryoptionsny.org; Amber Brown-Rose; Liz Carpenter; Amanda Beaudette; Crowningshield, Gretchen; Stefanie Martinez; Hector.Morell@cccsos.org; Mason Maynard; Kristen Giroux
Cc: Watson, Sarah (OTDA); Estep, Arden (OTDA); Camoin, Linda (OTDA)
Subject: BoS NOFO Project Ranking
Attachments: Memo 9.15.22.docx; NY-525 Local Project Ranking FY22.docx

Please see attached memorandum and FY2022 Local Project Ranking. Thank you everyone for your work through this year's NOFO process.



New York State Balance of State Continuum of Care

MEMORANDUM

TO: Agencies who submitted applications for FY2022 HUD Continuum of Care funding to the NY-525 Balance of State Continuum of Care

FROM: The New York State Balance of State Continuum of Care

SUBJECT: Notice of projects accepted for inclusion in the FY2022 CoC Consolidated Application

DATE: September 15, 2022

The CoC received new project applications from:

- Clinton County Social Services Department
- Fearless! Hudson Valley
- Housing Options Made Easy, Inc.
- Interfaith Partnership for the Homeless
- Putnam/Northern Westchester Women's Resource Center

The CoC received renewal project applications from:

- AIDS Council of Northeastern New York dba Alliance for Positive Health
- CARES of NY, Inc.
- Catholic Charities Community Services of Orange County
- Cattaraugus Community Action, Inc.
- Clinton County Social Services Department
- Fearless! Hudson Valley
- Housing Options Made Easy, Inc.
- Putnam/Northern Westchester Women's Resource Center
- STOP Domestic Violence-Behavioral Health Services North

Attached, please find the FY2022 Local Project Ranking. Due to funding limitations, the following project applications were rejected:

- Clinton County Social Services Department, 2022 ETC Housing Expansion
- Housing Options Made Easy, Inc., Catt Co Permanent Housing for Individuals with Mental Illness FY22 Expansion

This email constitutes official notification and documentation of the FY2022 CoC decision and ranking. The FY2022 Local Project Ranking will be posted on the CoC webpage at <http://otda.ny.gov/resources/continuum-of-care/funding-competition.asp>

Thank you for your continued commitment to helping the most vulnerable in our communities.

NY-525 LOCAL PROJECT RANKING

Rank	Project Name	Organization Name	Project Type	Score	Amount
Tier 1					
1	Empowering the Homeless Toward Permanent Housing Solutions	Cattaraugus Community Action, Inc.	PH-PSH	97	\$61,703
2	Upstate Bos DV Bonus 2022	AIDS Council of Northeastern New York dba Alliance for Positive Health	PH-RRH	97	\$192,623
3	Putnam County DV RRH Program	Putnam/Northern Westchester Women's Resource Center	PH-RRH	94	\$71,012
4	DV Rapid Rehousing	Fearless! Hudson Valley	PH-RRH	93	\$44,388
5	Catt Co Permanent Housing for Individuals with Mental Illness FY22	Housing Options Made Easy, Inc.	PH-PSH	92	\$161,625
6	NY Balance of State HMIS 2022	CARES of NY, Inc.	HMIS	90	\$4,675
7	Swift Liberty 2023-2024	STOP Domestic Violence-Behavioral Health Services North	PH-RRH	87	\$56,362
8	2022 ETC Housing	Clinton County Social Services Department	PH-PSH	80	\$130,046
9	CoC 28-unit	Catholic Charities Community Services of Orange County	PH-PSH	66	\$267,983
10	Domestic Violence Rapid Rehousing Program 2022	Cattaraugus Community Action, Inc.	PH-RRH	61	\$52,171
Total Tier 1 Request					\$1,042,588
Tier 2					
10	Domestic Violence Rapid Rehousing Program 2022	Cattaraugus Community Action, Inc.	PH-RRH	61	\$54,873
11	IPH BoS PSH	Interfaith Partnership for the Homeless	PH-PSH	98	\$141,277
12	DV Rapid Rehousing Expansion	Fearless! Hudson Valley	PH-RRH	93	\$60,740
13	Putnam County DV RRH Program Expansion	Putnam/Northern Westchester Women's Resource Center	PH-RRH	91	\$150,884
Total Tier 2 Request					\$407,774
Total Tier 1 & Tier 2 Request					\$1,450,362
NR	NY-525 CoC Planning Application FY 2022	New York State Office of Temporary and Disability Assistance	Planning	NA	\$84,766
Total HUD Request					\$1,535,128
ARD					\$1,097,461
PPRN					\$2,825,536

Projects Not Accepted					
Rank	Project Name	Organization Name	Project Type	Score	Amount
NR	Catt Co Permanent Housing for Individuals with Mental Illness FY22 Expansion	Housing Options Made Easy, Inc.	PH-PSH	94	\$34,480
NR	2022 ETC Housing Expansion	Clinton County Social Services Department	PH-PSH	87	\$58,237

Estep, Arden (OTDA)

From: Jonathan Pierce <OTDAUpdates@pdp-ualbany.atlassian.net>
Sent: Thursday, September 15, 2022 4:47 PM
To: Estep, Arden (OTDA)
Subject: OTDA-10867: BoS - Internet

ATTENTION: This email came from an external source. Do not open attachments or click on links from unknown senders or unexpected emails.

The status of this request is: **Published**

Jonathan Pierce commented:

The following files have been published to the live site:

<https://otda.ny.gov/resources/continuum-of-care/funding-competition.asp>
<https://otda.ny.gov/resources/continuum-of-care/documents/Local-Project-Ranking-FY22.pdf>

Have a good evening!

This is shared with Arden.Estep@otda.ny.gov and daria.albini@otda.ny.gov.

Original request message:

On the CoC Funding Competition Page: <https://otda.ny.gov/resources/continuum-of-care/funding-competition.asp>

Please post the attached document at the top of the 2022 list of documents, titled "Local Project Ranking (posted 9.15.2022) "

Thank you,

Arden Estep (she/her/hers)

Program Manager, Bureau of Housing & Support Services

Office of Temporary and Disability Assistance

40 North Pearl Street, Albany, NY 12243

518.473.0408 | arden.estep@otda.ny.gov

www.otda.ny.gov



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CoC Funding Competition

2022 Documents

- Local Project Ranking (posted 9.15.2022)
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- BoS CoC Project Application Instructions FY 2021
- BoS CoC Project Review Tool FY 2021

1E-5b.

Final Project Scores for All Projects

FINAL PROJECT SCORES FOR ALL PROJECTS FY2022 NOFO

Rank	Applicant Name	Project Name	Type	Amount Requested	Score
Projects Accepted					
1	Cattaraugus Community Action, Inc.	Empowering the Homeless Toward Permanent Housing Solutions	Renewal	\$61,703	97
2	AIDS Council of Northeastern New York dba Alliance for Positive Health	Upstate Bos DV Bonus 2022	Renewal	\$192,623	97
3	Putnam/Northern Westchester Women's Resource Center	Putnam County DV RRH Program	Renewal	\$71,012	99
4	Fearless! Hudson Valley	DV Rapid Rehousing	Renewal	\$44,388	98
5	Housing Options Made Easy, Inc.	Catt Co Permanent Housing for Individuals with Mental Illness FY22	Renewal	\$161,625	92
6	CARES of NY, Inc.	NY Balance of State HMIS 2022	Renewal	\$4,675	95
7	STOP Domestic Violence-Behavioral Health Services North	Swift Liberty 2023-2024	Renewal	\$56,362	92
8	Clinton County Social Services Department	2022 ETC Housing	Renewal	\$130,046	80
9	Catholic Charities Community Services of Orange County	CoC 28-unit	Renewal	\$267,983	66
10	Cattaraugus Community Action, Inc.	Domestic Violence Rapid Rehousing Program 2022	Renewal	\$107,044	61
11	Interfaith Partnership for the Homeless	IPH BoS PSH	New	\$141,277	98
12	Fearless! Hudson Valley	DV Rapid Rehousing Expansion	New	\$60,740	93
13	Putnam/Northern Westchester Women's Resource Center	Putnam County DV RRH Program Expansion	New	\$150,884	91
Not Ranked	New York State Office of Temporary and Disability Assistance	NY-525 CoC Planning Application FY 2022	Planning	\$84,766	NA
Projects Not Accepted					
Not Ranked	Housing Options Made Easy, Inc.	Catt Co Permanent Housing for Individuals with Mental Illness FY22 Expansion	New	\$34,480	94
Not Ranked	Clinton County Social Services Department	2022 ETC Housing Expansion	New	\$58,237	87

1E-5c.

Web Posting -
CoC-Approved Consolidated Application



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CoC Funding Competition

2022 Special NOFO Documents

- [Rural Project Review Tool](#)
- [Special Rural Project Application](#) (due September 2, 2022)

2022 Documents

- [CoC Consolidated Application FY 2022](#)
- [CoC Priority Listing FY 2022](#)
- [Local Project Ranking](#)
- [CoC Project Review Tool FY 2022](#)
- [DV Bonus Project Application](#) (due August 26, 2022)
- [CoC Bonus Project Application](#) (due August 26, 2022)
- [NYS BoS CoC Renewal Project Application](#) (due July 6, 2022)

2021 Documents

- [FY2021 New York State CoC Awards](#)

Estep, Arden (OTDA)

From: Jonathan Pierce <OTDAUpdates@pdp-ualbany.atlassian.net>
Sent: Monday, September 26, 2022 1:56 PM
To: Estep, Arden (OTDA)
Subject: OTDA-10953: BoS - internet

ATTENTION: This email came from an external source. Do not open attachments or click on links from unknown senders or unexpected emails.

The status of this request is: **Published**

Jonathan Pierce commented:

The following files have been published to the live site:

<https://otda.ny.gov/resources/continuum-of-care/funding-competition.asp>
<https://otda.ny.gov/resources/continuum-of-care/documents/NY525-Consolidated-Application-FY22.pdf>
<https://otda.ny.gov/resources/continuum-of-care/documents/NY525-Priority-Listing-FY22.pdf>

This is shared with Arden.Estep@otda.ny.gov, daria.albini@otda.ny.gov, and Sarah.Watson@otda.ny.gov.

Original request message:

On the Competition Funding page: <https://otda.ny.gov/resources/continuum-of-care/funding-competition.asp>

Please add the attached documents to the top of the "2022 Documents" list, titled:

- CoC Consolidated Application FY 2022
- CoC Priority Listing FY 2022

Please note that these documents are downloaded directly from a HUD website. We are required to post these documents online to continue receiving funding. I have attempted to improve accessibility to the best of my ability.

Thank you,

Arden Estep (*she/her/hers*)

Program Manager, Bureau of Housing & Support Services

Office of Temporary and Disability Assistance

40 North Pearl Street, Albany, NY 12243

518.473.0408 | arden.estep@otda.ny.gov

1E-5d.

Notification of CoC-Approved
Consolidated Application

otda.sm.BoS.nys

From: otda.sm.BoS.nys
Sent: Monday, September 26, 2022 2:20 PM
Subject: NYS BoS CoC (NY-525) Public Posting of FY2022 CoC Consolidated Application and Priority Listing

Good Afternoon,

The CoC-approved FY2022 Consolidated Application and Priority Listing have been posted to the CoC's website for public review: <https://otda.ny.gov/resources/continuum-of-care/funding-competition.asp>

Please submit any comments to BoS.nys@otda.ny.gov by 4pm tomorrow, Tuesday September 27th. OTDA will be submitting the CoC Consolidated Application and Priority Listing on behalf of the CoC on Wednesday September 28th.

Thank you for your work and support on this year's NOFO submission.

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Immersive

Immersive

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Language

Zoom

Zoom

Report Message

Protection

Viva Insights

Add-in

^

NYS BoS CoC (NY-525) **Public Posting** of FY2022 CoC Consolidated Application and Priority Listing

otda.sm.BoS.nys

To

Bcc 'Ann Ellsworth'; 'Sarita Green'; 'Jodi Fuller'; 'Gwendolyn Green'; 'Randy Viele'; 'Kelli Clark'; 'Denise Brodt'; 'Toni Taylor'; 'shannon.higbee@recoveryoptionsny.org'; 'Amber Brown-Rose'; 'Liz Carpenter'; 'Amanda Beaudette'; **+305 others**

Reply

Reply All

Forward

...

Mon 9/26/22 2:20 PM

Good Afternoon,

The CoC-approved FY2022 Consolidated Application and Priority Listing have been posted to the CoC's website for public review:

<https://otda.ny.gov/resources/continuum-of-care/funding-competition.asp>Please submit any comments to BoS.nys@otda.ny.gov by 4pm tomorrow, Tuesday September 27th. OTDA will be submitting the CoC Consolidated Application and Priority Listing on behalf of the CoC on Wednesday September 28th.

Thank you for your work and support on this year's NOFO submission.

3A-1a.

Housing Leveraging Commitment

SCHOHARIE COUNTY
DEPARTMENT OF SOCIAL SERVICES
P.O. BOX 687, SCHOHARIE, NEW YORK 12157



Donna Becker, *Commissioner*
Stephen Munford, *Deputy Commissioner*
Telephone: (518) 295-8334 Fax: (518) 295-8499

September 16, 2022

Interfaith Partners for Homeless (IPH)

RE: Permanent Supported Housing Project Award Commitment

Dear Members of IPH,

This letter confirms the commitment of Rental Supplement Program funds, state funded locally administered rental assistance in the support of 3 vouchers to be supported as described in the application IPH Bos PSH. The project will support clients in the apartment of their choice.

The award provides at least 3 units. The project is slated to begin on May 1, 2023 to April 30, 2024. This contract is a 1-year contract.

Sincerely,

Donna Becker, Commissioner
Schoharie County Department of Social

3A-2a.

Healthcare Formal Agreements



9/20/2022

Interfaith Partners for Homeless (IPH)

RE: Permanent Supported Housing SUD Award Commitment

Dear Members of IPH,

It is my pleasure to provide this letter of support to the submitted application for funds on behalf of the Schoharie County Council on Alcoholism and Substance Abuse (SCCASA).

The relationship between IPH and SCCASA is designed to establish peer coaching to individuals living with a SUD or provide family support to loved ones of individuals with a SUD. The estimated value of the collaboration is established at \$33,600 per year to provide Peer Support Services to people living with a SUD.

We commit to collaboration for the proposed project starting on May 1st 2023 and will review and renew the commitment annually. As a prevention program focused on recovery support, we guarantee that the services we provide in partnership with IPH will be available to all eligible participants of this project.

Sincerely,
Justin Hamm
Executive Director

A handwritten signature in black ink that reads "Justin Hamm". The signature is written in a cursive style with a large, flowing "J" and a long, sweeping underline.