

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 2023 CoC Program Competition Notice of Funding Opportunity (NOFO) for specific application and program requirements.
2. The FY 2023 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 2023 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) 2023 Continuum of Care Competition and Noncompetitive Award of Youth Homeless Demonstration Program Renewal and Replacement Grants;
- 24 CFR part 578;
- FY 2023 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) 2023 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 V.B.1.a.(1), V.B.1.e., V.B.1f., and V.B.1.p.	
	In the chart below for the period from May 1, 2022 to April 30, 2023:	
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.	CDBG/HOME/ESG Entitlement Jurisdiction	Yes	Yes	Yes
3.	Disability Advocates	Yes	Yes	Yes
4.	Disability Service Organizations	Yes	Yes	Yes
5.	EMS/Crisis Response Team(s)	Yes	Yes	Yes
6.	Homeless or Formerly Homeless Persons	Yes	Yes	Yes
7.	Hospital(s)	Yes	Yes	Yes
8.	Indian Tribes and Tribally Designated Housing Entities (TDHEs) (Tribal Organizations)	Yes	No	Yes
9.	Law Enforcement	Yes	Yes	Yes
10.	Lesbian, Gay, Bisexual, Transgender (LGBTQ+) Advocates	Yes	Yes	Yes
11.	LGBTQ+ Service Organizations	Yes	Yes	Yes
12.	Local Government Staff/Officials	Yes	Yes	Yes
13.	Local Jail(s)	Yes	Yes	Yes
14.	Mental Health Service Organizations	Yes	Yes	Yes
15.	Mental Illness Advocates	Yes	Yes	Yes

16.	Organizations led by and serving Black, Brown, Indigenous and other People of Color	Yes	Yes	Yes
17.	Organizations led by and serving LGBTQ+ persons	Yes	Yes	Yes
18.	Organizations led by and serving people with disabilities	Yes	Yes	Yes
19.	Other homeless subpopulation advocates	Yes	Yes	Yes
20.	Public Housing Authorities	Yes	Yes	Yes
21.	School Administrators/Homeless Liaisons	Yes	Yes	Yes
22.	Street Outreach Team(s)	Yes	Yes	Yes
23.	Substance Abuse Advocates	Yes	Yes	Yes
24.	Substance Abuse Service Organizations	Yes	Yes	Yes
25.	Agencies Serving Survivors of Human Trafficking	Yes	Yes	Yes
26.	Victim Service Providers	Yes	Yes	Yes
27.	Domestic Violence Advocates	Yes	Yes	Yes
28.	Other Victim Service Organizations	Yes	Yes	Yes
29.	State Domestic Violence Coalition	Yes	Yes	Yes
30.	State Sexual Assault Coalition	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 V.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 and access for persons with disabilities, including the availability of accessible electronic formats; and
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 Collaborative Applicant (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 Coordinated Entry. 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 V.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;	
	3. ensured effective communication and access for persons with disabilities, including the availability of accessible electronic formats; and	
	4. 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 & considers opinions from organizations/individuals such as individuals with lived experience, affordable/supportive housing providers and developers, youth groups, MH/SUD agencies, VSPs, veteran organizations, faith-based organizations, law enforcement and local, state and federal agencies. The CoC participates in & conducts outreach at local forums such as public safety meetings, local government meetings, opioid and reentry task forces, magistrates' associations, education committees & community revitalization groups. The CA hosts annual stakeholder meetings attended by more than 500 people that provide feedback about the efficacy of homeless services programs & solicits info on how they can be improved. Info obtained from these public forums is brought back to the CoC for discussion at meetings & incorporated into strategic planning.
2. The CoC communicates info obtained from the forums listed above in a variety of ways, including sharing at monthly meetings, sending info to CoC committees for consideration, distribution to CoC membership & posting on the CoC website. The CoC also shares state & federal training and best- practice info to members by email & at monthly meetings & gathers input through direct community interaction at open meetings and regional housing forums. CoC members contribute to meetings & discussion topics & all meetings include time for open discussion & questions. The CoC facilitates individual meetings & training on topics useful to the goal of preventing & ending homelessness, for example SOAR, crisis stabilization centers & HOME- ARP.
3. Persons with disabilities can provide feedback to the CoC through a variety of electronic formats including a CoC mailbox which meet accessibility standards. CoC meetings are held in person in an accessible building with an online option for closed captioning.
4. The CoC uses info gathered from public meetings to make improvements & develop new approaches to preventing & ending homelessness by dedicating time during CoC meetings for committee updates & presentations on specific topics. This has resulted in widespread info sharing across the CoC, such as the HOME-ARP strategy, consultation regarding ESGCV funds and development of relationships with key partners e.g., the CoC collaborated on the formation of a NYS rental assistance program. The CoC collaborated with NYS to ensure 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 V.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.	ensured effective communication and access for persons with disabilities, including the availability of accessible 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 three new bonus projects, one of which was from an applicant that had not previously received CoC funding. The CoC was awarded funding for all three 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 May 24, 2023 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. Meetings are open and held in accessible buildings.

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 V.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.	Persons with Lived Experience	Yes
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1C-2.	CoC Consultation with ESG Program Recipients.	
	NOFO Section V.B.1.b.	

	Describe in the field below how your CoC:
1.	consulted with ESG Program recipients in planning and allocating ESG Program 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 to address homelessness within your CoC's geographic area so it could be addressed in the Consolidated Plan update.

(limit 2,500 characters)

1. The CA is the Program Recipient for ESG and ESG-CV funding in all non-entitlement areas of NYS. The CA 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 and ESG-CV recipient to ensure funds are spent appropriately and meet the needs of vulnerable households within with CoC.
2. The CoC is involved with monitoring outcomes of each ESG and ESG-CV program within the CoC 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 and ESG-CV subrecipients within its geographic regions to ensure that the program is meeting local needs. ESG and ESG-CV project performance is evaluated by the CoC's HMIS Committee on a regular basis and reports back to the ESG and ESG-CV 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. The CA is also on the Con Plan development Committee.
4. The entire CoC is covered by the NYS Consolidated Plan jurisdiction as submitted by HCR. Data such as number of homeless households and need for Housing Choice Vouchers is provided to HCR via emails and meetings to address homelessness within its geographic area for use in Consolidated Plan updates. The CA collaborates with HCR on Action Plan and Con Plan submission.

1C-3.	Ensuring Families are not Separated.	
	NOFO Section V.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 questions or requesting technical assistance to resolve noncompliance by service providers.	No

1C-4.	CoC Collaboration Related to Children and Youth—SEAs, LEAs, School Districts.	
	NOFO Section V.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 V.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 (MOUs) 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, such as MOUs, 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 NYS Office of Children and Family Services (OCFS) which works closely with LEAs, is an ex-officio attendee of Steering Committee and attends monthly meetings to provide information on available resources, programmatic updates and learn 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 V.B.1.d.	

Describe in the field below written policies and procedures your CoC uses 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), and 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 and CE case conference 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 V.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—Collaboration with Federally Funded Programs and Victim Service Providers.
	NOFO Section V.B.1.e.

In the chart below select yes or no for the organizations your CoC collaborates with:

	Organizations	
1.	state domestic violence coalitions	Yes
2.	state sexual assault coalitions	Yes
3.	other organizations that help this population	Yes

1C-5a.	Collaboration with Federally Funded Programs and Victim Service Providers to Address Needs of Domestic Violence, Dating Violence, Sexual Assault, and Stalking Survivors.	
	NOFO Section V.B.1.e.	

Describe in the field below how your CoC regularly collaborates with organizations indicated in Question 1C-5 to:

1.	update CoC-wide policies; and
2.	ensure all housing and services provided in the CoC's geographic area 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 NYS Office for the Prevention of Domestic Violence (OPDV) and OCFS are responsible for the oversight of DV shelters. These two agencies regularly attend CoC meetings and provide input on key policies. Additionally, OCFS is an ex-officio member of the CoC Steering Committee. 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-5b.	Coordinated Annual Training on Best Practices to Address the Needs of Domestic Violence, Dating Violence, Sexual Assault, and Stalking Survivors.	
	NOFO Section V.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 provided when staff are first hired and at minimum annually, however additional trainings are offered as needed, such as when there are 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 Plans were developed in conjunction with VSPs to incorporate survivor's unique needs in order to ensure anonymity and safety. Additional trainings highlighting 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 is continuously reinforced in CE case conferencing meetings.

1C-5c.	Implemented Safety Planning, Confidentiality Protocols in Your CoC's Coordinated Entry to Address the Needs of Domestic Violence, Dating Violence, Sexual Assault, and Stalking Survivors.	
	NOFO Section V.B.1.e.	
	Describe in the field below how your CoC's coordinated entry includes:	
1.	safety planning protocols; and	
2.	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 an agreement that housing should be offered due to the severity of need of the particular client. 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. CE meeting attendees, leaders and staff are trained on safety protocols at least yearly.
2. 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. Paper case files are locked and kept in a secure location for seven years and electronic records are in a secure comparable database. CE meeting attendees, leaders and staff are trained on safety protocols at least yearly.

1C-5d.	Used De-identified Aggregate Data to Address the Needs of Domestic Violence, Dating Violence, Sexual Assault, and Stalking Survivors.	
	NOFO Section V.B.1.e.	
	Describe in the field below:	
1.	the de-identified aggregate data source(s) your CoC used 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) 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, HMIS and statewide aggregate data 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 provides 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 also provides information about what accompanying disabilities/life challenges homeless DV/assault survivors may be experiencing to tailor and target interventions that meet the specific needs.

1C-5e.	Implemented Emergency Transfer Plan Policies and Procedures for Domestic Violence, Dating Violence, Sexual Assault, and Stalking Survivors.	
	NOFO Section V.B.1.e.	

Describe in the field below how your CoC communicates to all individuals and families seeking or receiving CoC Program assistance:

1.	whether your CoC has policies and procedures that include an emergency transfer plan;
2.	the process for individuals and families to request an emergency transfer; and
3.	the process your CoC uses to respond to individuals' and families' emergency transfer requests.

(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. The emergency transfer plan is reviewed and approved annually.
- 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.
- 3.The process the CoC uses to respond to emergency transfer requests is for the housing provider to act as quickly as possible to move a tenant who is a victim of violence to another unit, subject to availability and safety of a unit. If a tenant reasonably believes a proposed transfer would not be safe, the tenant may request a transfer to a different unit. If a housing provider has no safe and available units for which a tenant who experiences an emergency is eligible, the provider will assist the tenant in identifying other housing providers who may have safe and available units to which the tenant could move. The provider will also assist tenants in contacting local organizations offering assistance to survivors of domestic violence, dating violence, sexual assault, or stalking.

1C-5f.	Access to Housing for Survivors of Domestic Violence, Dating Violence, Sexual Assault, and Stalking.	
	NOFO Section V.B.1.e.	
	Describe in the field below how your CoC:	
1.	ensures that survivors of domestic violence, dating violence, sexual assault, or stalking have safe access to all of the housing and services available within the CoC's geographic area; and	
2.	proactively identifies systemic barriers within your homeless response system that create barriers to safely house and provide services to survivors of domestic violence, dating violence, sexual assault, or stalking.	

(limit 2,500 characters)

1. 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 info. 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 can choose their location of residence. CE policies state that client choice is of utmost importance when making placements. The incorporation of Emergency Housing Vouchers (EHV) into the CE process allows the CoC to prioritize safety as EHV's 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, childcare, nutrition & health care services.

2. The CoC participates in a regional CoC DV group that seeks to establish policy and identify barriers to safe & stable housing. The CoC discusses these barriers during CE, Local Planning Body (LPB) and Steering Committee (SC) meetings & strategizes on how to resolve. The CoC has identified barriers such as landlords being hesitant to work with survivors if the case management affiliation is a VSP and the 90 day limit on DV shelter stays in NYS. The CA provides one on one technical assistance to VSPs, meeting with them at least monthly to ensure that they are aware of all the housing options available to program participants in each county. The CA and the VSPs, all of whom are in receipt of DV Bonus funding, discuss potential program participants, the needs of each participant and ways that the DV Bonus can be used in conjunction with other state, federal and local funding to anticipate and remove barriers to safely house & provide services to survivors of DV. VSPs work with survivors who are in shelter or fleeing DV to proactively identify personal barriers to housing before placing households on the CE list. Potential barriers can then be discussed at CE case conferencing meetings to preemptively resolve all issues. If similar personal barriers are frequently identified, it also points to a systemic issue within the homeless response system.

1C-5g.	Ensuring Survivors With a Range of Lived Expertise Participate in Developing CoC-Wide Policy and Programs.	
	NOFO Section V.B.1.e.	
	Describe in the field below how your CoC:	
1.	ensured survivors with a range of lived expertise are involved in the development of your CoC-wide policy and programs; and	
2.	accounted for the unique and complex needs of survivors.	

(limit 2,500 characters)

1. Survivors with a range of lived experience with expertise in fleeing DV, staying in a DV shelter, victim of stalking, LGBTQ+ or have co-occurring disorders, serve on our Lived Experience Advisory Board (LEAB), represent the CoC on a regional DV group, are on the HMIS, CE and Services Coordination Committees. The CoC committees develop CoC-wide policies and programs related to not only DV programs, but PSH, CoC RRH and ESG RRH and program agreements. The LEAB reviews all policies and applications that are produced by the committees as another layer of lived experience review. CoC policies have been revised to incorporate feedback from the LEAB which includes several survivors. Survivors were safely engaged and recruited by targeted outreach from peer survivors. The CoC compensates survivors for their work with the LEAB. Survivors provide valuable feedback that is intentionally integrated into CoC-wide policy and programs. The best examples of this are the creation of the new CoC vulnerability assessment tool and the CoC program agreement that is used for PSH and RRH programs. The input from survivors was invaluable as we created priorities, crafted language and discussed how to best engage survivors in CE and eventually keep them housed safely in PSH or RRH.

2. The complex needs of survivors are accounted for by using input from survivors with a range of lived expertise to inform policy changes. For example, the CoC learned from survivors that DV data often does not tell the full story. If a survivor is stably housed has to make an emergency return to the DV shelter, it is considered a "return to homelessness" according to HMIS data standards. Really what this means is that the client has had a new episode of violence. The CoC is working towards utilizing Emergency Transfers and other community resources to avoid returns to shelter. The CoC is also reviewing HMIS and comparable database data to better understand returns to DV shelter and how that data can better represent reality, incorporate the cycle of abuse, and be analyzed more accurately. The LEAB, which includes several survivors, has influenced changes in RRH and PSH policy as well as major additions and language suggestions in the new CoC CE Assessment tool, the Balance of State Vulnerability Assessment Tool (BoS-VAT). Survivors with lived experience also advised the CoC on how best to provide multiple options for safe communication and how to ensure that confidentiality is protected.

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

	Describe in the field below:
1.	how your CoC regularly collaborates with LGBTQ+ and other organizations to update its CoC-wide anti-discrimination policy, as necessary to ensure all housing and services provided in the CoC are trauma-informed and able to meet the needs of LGBTQ+ individuals and families;
2.	how your CoC assisted housing and services providers in developing project-level anti-discrimination policies that are consistent with the CoC-wide anti-discrimination policy;
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 collaborates with LGBTQ+, other organizations and our LEAB to update the CoC-wide anti-discrimination policy through our CoC-wide annual policy review to ensure that all housing and services provided are trauma-informed and able to meet the needs of LGBTQ+ individuals and families. The CoC will also update 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. Additionally, our 2023 membership survey indicates that 16% of CoC members identify as LGBTQ+ and this membership creates, reviews and approves all policies including the anti-discrimination policy.
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 provider's final policy 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 and confirmation of staffs understanding of those policies..
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 V.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 current 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 2022 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	15%	Yes-HCV	No
Plattsburgh Housing Authority	10%	Yes-Both	No

1C-7a.	Written Policies on Homeless Admission Preferences with PHAs.	
	NOFO Section V.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 Housing Trust Fund Corporation/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 are members of 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. The working relationship developed has resulted in the award of 25 Housing Choice Vouchers dedicated to Special Rural NOFO funding program participants.

2. N/A, the CoC has worked with the PHA's in the geographic area to adopt a homeless 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 V.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:	
	Foster Youth to Independence (FYI) and Stability Vouchers (SV)	Yes

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

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) 2023 Continuum of Care Competition and Noncompetitive Award of Youth Homeless Demonstration Program Renewal and Replacement Grants;
- 24 CFR part 578;
- FY 2023 CoC Application Navigational Guide;
- Section 3 Resources;
- PHA Crosswalk; and
- Frequently Asked Questions

1D-1.	Discharge Planning Coordination.	
	NOFO Section V.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 V.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 2023 CoC Program Competition.	14
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 2023 CoC Program Competition that have adopted the Housing First approach.	14
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 2023 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 V.B.1.i.	

You must upload the Housing First Evaluation attachment to the 4B. Attachments Screen.

	Describe in the field below:
1.	how your CoC evaluates every project—where the applicant checks Housing First on their project application—to determine if they are 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 your local CoC competition to ensure the projects are using a Housing First approach.

(limit 2,500 characters)

1. The CoC formally evaluates all projects at least annually to ensure programs are not placing preconditions on program participants. This review includes program policies, looking at case files and program participant interviews. The CoC also conducts training with members to discuss Housing First requirements and the use of RRH as a Housing First intervention. All 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 people from CE without preconditions, creates person-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 participants will not be discharged for non-compliance with treatment. Discussion with program staff and program participants 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 people into housing. Annual monitoring and reviews are conducted to ensure people 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 the most vulnerable persons and correct/address the issue with the program.

1D-3.	Street Outreach—Scope.	
	NOFO Section V.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 & accept referrals from community partners who help identify & often engage with persons experiencing homelessness. Such community partners include local businesses, faith-based providers, law enforcement agencies, libraries & food pantries. State-funded mobile mental health teams are engaged with the CoC & can both identify unsheltered homeless persons & provide crisis services to them. All SO 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 & it does not mean that SO should be discontinued.
2. SO 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 & Amsterdam.
3. SO is conducted on a weekly basis, or more frequently as needed. In the winter, SO 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 SO in the areas these encampments exist to offer non-congregate shelter options to them.
4. Due to extensive efforts by CoC providers to expand & provide emergency shelter, the CoC has few unsheltered people. Those that are unsheltered are truly those least likely to request assistance. SO is tailored to those who are least likely to request assistance by providing client & victim-centered, trauma-informed services to persons experiencing homelessness. Peer led SO is conducted wherever possible. SO workers are trained to allow engagement to occur over time & to respond to needs identified by the person experiencing homelessness. Bi-lingual staff & assistance from a language line are available. SO staff know those who are most likely to need assistance may refuse for an extended period of time. Trust is established with SO staff & services will never be discontinued due to refusal of assistance. SO staff employ harm reduction strategies & may bring items to people like blankets & clothing if the person is not ready to come inside. Housing is always a focus of the SO teams, though it may take some time for a person to engage. SO staff provide access to health care, MH, transportation and access to mainstream benefits.

1D-4.	Strategies to Prevent Criminalization of Homelessness.	
	NOFO Section V.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:

	Your CoC's Strategies	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)	
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1D-5.	Rapid Rehousing–RRH Beds as Reported in the Housing Inventory Count (HIC) or Longitudinal Data from HMIS.
	NOFO Section V.B.1.i.

		HIC Longitudinal HMIS Data	2022	2023
	Enter the total number of RRH beds available to serve all populations as reported in the HIC or the number of households served per longitudinal HMIS data, e.g., APR.	HIC	216	273

1D-6.	Mainstream Benefits–CoC Annual Training of Project Staff.
	NOFO Section V.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:

	Mainstream Benefits	CoC Provides Annual Training?
1.	Food Stamps	Yes
2.	SSI–Supplemental Security Income	Yes
3.	SSDI–Social Security Disability Insurance	Yes
4.	TANF–Temporary Assistance for Needy Families	Yes
5.	Substance Use Disorder Programs	Yes
6.	Employment Assistance Programs	Yes
7.	Other (limit 150 characters)	

1D-6a.	Information and Training on Mainstream Benefits and Other Assistance.
	NOFO Section V.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, SSDI, 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 (CA) 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 person. 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 technical assistance 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. Priority is given to projects that have SOAR certified staff. Three new people in the CoC were newly certified in the past year and five new SSI/SSDI approvals were secured. The CoC was fortunate enough to receive SNOFO funding, each SNOFO project application included funding for a dedicated SOAR staff.

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

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

(limit 2,500 characters)

The CoC has multiple strategies to increase capacity to provide non-congregate sheltering. The CoC has placed considerable emphasis on expanding capacity recognizing that non-congregate shelter is effective in preventing the spread of infectious disease.

1. The CoC advocated to the HOME-ARP recipient to allocate significant funding to non-congregate shelters. This advocacy led to the allocation of set-aside funding for this purpose. The CoC has engaged stakeholders that are planning collaboratively ahead of the availability of HOME-ARP funding for hotel/motel conversion.
2. The CoC is working with emergency shelter providers throughout the CoC to expand non-congregate capacity. The CoC is engaging potential ESG shelter operations funding recipients to prepare for an expansion of their services. The CoC also works with districts to increase non-congregate sheltering at least during the cold winter months, as this is fully reimbursable through the NYS Code Blue Program.
3. The CoC is working to provide additional services to homeless individuals and families that are placed in hotels. Hotel placements make up the bulk of shelter beds in the CoC. The CoC is working with districts to allocate discretionary funding for services to households placed in hotels to connect to permanent housing and other services.

ID-8.	Partnerships with Public Health Agencies—Collaborating to Respond to and Prevent Spread of Infectious Diseases.	
	NOFO Section V.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 and hotels used for non-congregate sheltering in NYS that receive government funding are required to be certified by NYS. Regulations include prescribed spatial separation. 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 (DOH) issues infectious disease guidance regarding supportive housing programs. During the COVID pandemic, the CoC circulated information about state & 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 & determining areas of high risk. The CoC also worked with the NYS DOH and the NYS Office of Mental Health to provide testing & 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 need for 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 DOH 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 & testing. Street outreach was conducted to identify unsheltered persons and offer them temporary housing in hotels. Programs were assisted in finding appropriate isolation & 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 V.B.1.o.	
	Describe in the field below how your CoC:	
1.	shared information related to public health measures and homelessness, and	
2.	facilitated 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 DOH guidance to CoC members, shared it by email, 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.

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 and seasonal communicable diseases.

1D-9.	Centralized or Coordinated Entry System–Assessment Process.	
	NOFO Section V.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 even those not CoC funded, 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, Stability vouchers, FYI vouchers and state funded rental assistance programs to increase housing placement options across the CoC.

2.The CE system has just begun to use the Balance of State – Vulnerability Assessment Tool (BoS-VAT), a replacement for 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 BoS-VAT score, length of time homeless and current living situation (unsheltered vs. sheltered) are priorities for available supported housing beds in 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 (LEAB) has members that have been through the CoC CE process. The LEAB reviews all policies, including CE, and provides valuable feedback and input. The LEAB has done so much more than just provide feedback for the new prioritization tool. LEAB members were on the planning team every step of the way.

1D-9a.	Program Participant-Centered Approach to Centralized or Coordinated Entry.	
	NOFO Section V.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 stakeholders across the CoC including SO, 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 & 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 & 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 to ensure that participants are moved into housing quickly. 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 & ultimately, permanent housing. The CoCs HMIS will go from closed to open this year, reducing the burden on those experiencing homelessness.

1D-9b.	Informing Program Participant about Rights and Remedies through Centralized or Coordinated Entry-Reporting Violations.	
	NOFO Section V.B.1.p.	
	Describe in the field below how your CoC through its centralized or coordinated entry:	
	1. affirmatively markets housing and services provided within the CoC's geographic area and ensures it reaches all persons experiencing homelessness;	
	2. informs program participants of their rights and remedies available under federal, state, and local fair housing and civil rights laws; and	
	3. reports any conditions or actions that impede fair housing choice for current or prospective program participants to the jurisdiction(s) responsible for certifying consistency with the Consolidated Plan.	

(limit 2,500 characters)

1.The CE process involves all housing programs designated for persons and families experiencing homelessness regardless of whether or not the program receives CoC funding. Housing and services are marketed to everyone including those who may be service resistant. The local CE committees consistently strive to increase the number of access points across the CoC coverage area by conducting outreach to service organizations and other stakeholders.

2.When a program participant is referred to CE they are notified of their rights and remedies available under federal, state and local fair housing and civil rights laws. Participant choice is of the utmost importance when placing a participant into tenant based housing. Site based supportive housing projects are also subject to fair housing laws and are monitored annually on their adherence to these laws. The CoC has attorneys from legal assistance providers on each Local Planning Body (LPB) and CE meeting and advise the CoC on all matters as they pertain to fair housing and civil rights laws.

3.The members of local CE committees strive to ensure participant choice for all housing programs. CoC policies for housing programs also require fair housing choice for CoC program participants. The CoC is in constant communication with HCR (responsible for certifying consistency with Con Plan) and will notify them if conditions were made known that impede a person's fair housing choice.

1D-10.	Advancing Racial Equity in Homelessness—Conducting Assessment.	
	NOFO Section V.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.	09/08/2023

1D-10a.	Process for Analyzing Racial Disparities—Identified Racial Disparities in Provision or Outcomes of Homeless Assistance.	
	NOFO Section V.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 5 year APR data with 5 year ACS and Census data to determine whether BIPOC are overrepresented in the CoC's homeless services system. The CoC then looked at LSA data to see if there were racial disparities in positive outcomes in the form of exits to permanent housing.

2.The CoC identified racial disparities through its analysis. BIPOC households are represented in the homeless system at a rate of 2.7 times compared to the general population. Though we have under 15,000 HMIS records, we believe this indicates an overrepresentation of BIPOC in our CoC housing projects. When looking at the exits to permanent destinations using LSA data, 36% of HH in the CoC exit to permanent housing. BIPOC HH within the CoC have a 35% rate of exits to permanent destinations. This indicates that BIPOC HH exits to permanent destinations are in line with the overall CoC exits to permanent destinations. 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 who currently have a 36% rate of exits to permanent destinations. 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. The CoC recently created a new assessment tool that was tested by the LEAB and reviewed by the RRJC. After the tool has been used for a year the CoC will begin to evaluate whether the tool has inherent biases.

1D-10b.	Implemented Strategies that Address Racial Disparities.	
	NOFO Section V.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.	Implemented Strategies that Address Known Disparities.	
	NOFO Section V.B.1.q.	

Describe in the field below the steps your CoC is taking to address the 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 within the CoC include adding questions regarding racial equity to the rank and review process and updating the prioritization tool from the VI-SPDAT to the BoS-VAT to be more equitable. The BoS-VAT was created and tested by the CoC CE Committee and the LEAB. The CoC also ensures agency staff are receiving Diversity, Equity and Inclusion (DEI) training through annual monitoring of CoC projects. 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 survey tool to ensure CoC leadership is reflective of the communities' demographic makeup. The survey tool, which is administered annually, records demographic data and highlights areas lacking in representation. The CoC will solicit additional members based on gaps identified by the matrix. The RRJAC will also review the BoS-VAT for biases and disparities.

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

Describe in the field below:

1.	the measures your CoC has in place to track progress on preventing or eliminating disparities in the provision or outcomes of homeless assistance; and
2.	the tools your CoC uses.

(limit 2,500 characters)

1.The CoC tracks progress in preventing or eliminating disparities in the provision or outcomes of homeless assistance by comparative analysis of HMIS intake and outcome data. The CA completes a racial disparity analysis each year and presents the analysis to the CoC. Positive housing outcomes are reviewed to ensure that BIPOC households 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 preventing and 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 annually.

2.The CoC uses a diversity matrix, the results of which are tracked and compared to HMIS demographic data annually. The CoC also reviews outcome and discharge data to ensure that BIPOC households are discharged positively at the same rate as white households.

1D-11.	Involving Individuals with Lived Experience of Homelessness in Service Delivery and Decisionmaking—CoC's Outreach Efforts.	
	NOFO Section V.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 grown substantially, by at least 50%, in the 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. This year the LEAB advocated to state leadership for Public Assistance reform and were crucial in the creation of the BoS-VAT.

Though they may not all be serving on the LEAB, the Diversity Assessment survey deployed in August of 2023 revealed that 31% of the CoC's membership has lived homeless experience.

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

You must upload the Letter Signed by Working Group attachment to the 4B. Attachments Screen.

Enter in the chart below the number of people with lived experience who currently participate in your CoC under the four 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 in the decisionmaking processes related to addressing homelessness.	3	2
2.	Participate on CoC committees, subcommittees, or workgroups.	3	2
3.	Included in the development or revision of your CoC's local competition rating factors.	3	2
4.	Included in the development or revision of your CoC's coordinated entry process.	3	2

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

Describe in the field below:

1.	how your CoC routinely gathers feedback from people experiencing homelessness;
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2.	how your CoC routinely gathers feedback from people who have received assistance through the CoC or ESG Programs; and
3.	the steps your CoC has taken to address challenges raised by people with lived experience of homelessness.

(limit 2,500 characters)

1. Individual programs gather feedback during case management meetings and the LEAB provides continuous feedback to the CoC through monthly meetings. 31% of CoC membership reports having lived experience of homelessness and several of those with lived experience have leadership roles in the CoC. The CoC looks to members with lived experience to inform all matters from policy creation to HMIS data to the new BoS-VAT.

2. The CoC and ESG annual monitoring includes interviews with program participants. Information gathered is compiled and reviewed by CoC and ESG program staff and shared with the Steering Committee to inform policies and practices.

3. The LEAB expressed difficulty with service providers not sharing information with one another. Previously the HMIS was a closed system due to the limitations of the HMIS Lead. The CoC advocated for years to the HMIS lead to open the system this year. The Steering Committee voted to open the system and the CoC is currently in the process of revising its Release of Information and privacy standards. The CoC is also adding a stipend for persons with lived experience serving on the LEAB. The LEAB also provided extensive feedback on challenges created by the VI-SPDAT and was instrumental in the creation of a new CoC assessment tool.

1D-12.	Increasing Affordable Housing Supply.	
	NOFO Section V.B.1.t.	
	Describe in the field below at least 2 steps your CoC has taken in the past 12 months to 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 families experiencing homelessness. The Sullivan County Land Bank is an active member of the CoC and advocates on behalf of the housing needs of the 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 emergency housing placements through public assistance. 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 due to NIMBY-ism, 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 the 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 the 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) 2023 Continuum of Care Competition and Noncompetitive Award of Youth Homeless Demonstration Program Renewal and Replacement Grants;
- 24 CFR part 578;
- FY 2023 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 V.B.2.a. and 2.g.	
	You must upload the Web Posting of Local Competition Deadline attachment to the 4B. Attachments Screen.	

1.	Enter your CoC's local competition submission deadline date for New Project applicants to submit their project applications to your CoC—meaning the date your CoC published the deadline.	07/07/2023
2.	Enter the date your CoC published the deadline for Renewal Project applicants to submit their project applications to your CoC's local competition—meaning the date your CoC published the deadline.	06/02/2023

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 V.B.2.a., 2.b., 2.c., 2.d., and 2.e.	
	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
6.	Provided points for projects based on the degree the projects 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.	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 V.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)?	110
2.	How many renewal projects did your CoC submit?	11
3.	What renewal project type did most applicants use?	Tie

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

Describe in the field below:

1.	how your CoC 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 can show 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 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. Since the CoC was fortunate enough to receive CoC Bonus and SNOFO funding last year, priority was given to projects in counties that did not receive funding.

1E-3.	Advancing Racial Equity through Participation of Over-Represented Populations in the Local Competition Review and Ranking Process.	
	NOFO Section V.B.2.e.	
	Describe in the field below:	
1.	how your CoC used the input from persons of different races and ethnicities, particularly those over-represented in the local homelessness population, to determine the rating factors used to review project applications;	
2.	how your CoC included persons of different races and ethnicities, particularly those over-represented in the local homelessness population in the review, selection, and ranking process; and	
3.	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)

Comparison between census data and HMIS data shows that BIPOC HH are represented in the homeless system at a rate of at least 2.7 times compared to the general population. Those who are multiple races are represented in the homeless system at a rate of 2.3 times compared to the general population. This is a decrease from 4 times which was the 2022 rate.

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.

When looking at the exits to permanent destinations using LSA data, 36% of HH in the CoC exit to permanent housing. BIPOC HH within the CoC have a 33% rate of exit to permanent destinations and those who are multiple races have a 38% rate of exit to permanent destinations. This shows that BIPOC HH exits to permanent destinations are in line with the overall CoC exits to permanent destinations.

1. Input from persons of different races was achieved through the CoC's participation in RRJAC. 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.

2. 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.

3. 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. Applicants 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 V.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 low performing or less needed projects through the process described in element 1 of this question during your CoC's local competition this year;	
	3. whether your CoC reallocated any low performing or less needed projects during its local competition this year; and	
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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 2023, 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 2018 and FY 2023.

NOFO Section V.B.2.f.

Did your CoC cumulatively reallocate at least 20 percent of its ARD between FY 2018 and FY 2023?

No

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

NOFO Section V.B.2.g.

You must upload the Notification of Projects Rejected-Reduced attachment to the 4B. Attachments Screen.

1. Did your CoC reject any project application(s) submitted for funding during its local competition?

No

2. Did your CoC reduce funding for any project application(s) submitted for funding during its local competition?

No

3. Did your CoC inform applicants why your CoC rejected or reduced their project application(s) submitted for funding during its local competition?

No

4. If you selected Yes for element 1 or element 2 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 06/26/2023, 06/27/2023, and 06/28/2023, then you must enter 06/28/2023.

1E-5a.	Projects Accepted–Notification Outside of e-snaps.	
	NOFO Section V.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 06/26/2023, 06/27/2023, and 06/28/2023, then you must enter 06/28/2023.	09/08/2023

1E-5b.	Local Competition Selection Results for All Projects.	
	NOFO Section V.B.2.g.	
	You must upload the Local Competition Selection Results attachment to the 4B. Attachments Screen.	

	Does your attachment include: 1. Project Names; 2. Project Scores; 3. Project accepted or rejected status; 4. Project Rank–if accepted; 5. Requested Funding Amounts; and 6. Reallocated funds.	Yes
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1E-5c.	Web Posting of CoC-Approved Consolidated Application 2 Days Before CoC Program Competition Application Submission Deadline.	
	NOFO Section V.B.2.g. and 24 CFR 578.95.	
	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.	
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You must enter a date in question 1E-5c.

1E-5d.	Notification to Community Members and Key Stakeholders that the CoC-Approved Consolidated Application is Posted on Website.	
	NOFO Section V.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 was posted on your CoC's website or partner's website.	
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You must enter a date in question 1E-5d.

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) 2023 Continuum of Care Competition and Noncompetitive Award of Youth Homeless Demonstration Program Renewal and Replacement Grants;
- 24 CFR part 578;
- FY 2023 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 V.B.3.a.	

	Enter the date your CoC submitted its 2023 HIC data into HDX.	04/27/2023
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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 V.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 HMIS comparable databases;	
	2. state whether DV housing and service providers in your CoC are using a HUD-compliant comparable database—compliant with the FY 2022 HMIS Data Standards; and	

3. state whether your CoC's HMIS is compliant with the FY 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. DV housing and service providers in the CoC are using a HUD-compliant comparable database, EmpowerDB, that is compliant with the FY 2022 HMIS Data Standards.
3. The CoC's HMIS is compliant with the FY 2022 HMIS Data Standards.

2A-5. Bed Coverage Rate—Using HIC, HMIS Data—CoC Merger Bonus Points.

NOFO Section V.B.3.c. and V.B.7.

Enter 2023 HIC and HMIS data in the chart below by project type:

Project Type	Total Year-Round Beds in 2023 HIC	Total Year-Round Beds in HIC Operated by Victim Service Providers	Total Year-Round Beds in HMIS	HMIS Year-Round Bed Coverage Rate
1. Emergency Shelter (ES) beds	117	68	49	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	273	6	238	89.14%
5. Permanent Supportive Housing (PSH) beds	203	0	185	91.13%
6. Other Permanent Housing (OPH) beds	141	0	141	100.00%

2A-5a. Partial Credit for Bed Coverage Rates at or Below 84.99 for Any Project Type in Question 2A-5.

NOFO Section V.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. According to an AAQ the CoC submitted regarding this disparity we were advised to provide an explanation for the incorrect bed coverage rate in the HDX Competition Report in question 2A-5. The CoC has 45 non-VSP DV beds operated by non-VSP DV providers. All beds are in safe houses dedicated to DV survivors though the agency may operate additional non-VSP programming. All 45 non-VSP DV beds are accounted for in comparable databases as well as the 23 VSP beds, making the non-HMIS emergency shelter bed total 68. According to the HDX Competition Report the CoC's HMIS bed coverage rate for emergency shelters is only 52.13%, however this report does not take into consideration that providers of domestic violence emergency shelter services that are not considered VSP's but have stand-alone DV emergency shelters that receive FVPSA, OVC or OVW funding are prohibited from entering into HMIS. New York State entities that fund or regulate DV shelters such as Office of Children and Family Services (OCFS) or Office of Prevention of Domestic Violence (OPDV) also discourage HMIS entry for DV shelter beds. All DV shelters in the CoC enter into a comparable database making the emergency shelter bed coverage rate 100%.

2. The CoC submitted an AAQ regarding the incorrect bed coverage rate. The CoC will continue to advocate to HUD for the HDX Competition Report to reflect the reality that many agencies that provide DV safe house emergency shelters may offer other programming and therefore may not be considered a VSP.

2A-6.	Longitudinal System Analysis (LSA) Submission in HDX 2.0.	
	NOFO Section V.B.3.d.	
	You must upload your CoC's FY 2023 HDX Competition Report to the 4B. Attachments Screen.	

Did your CoC submit at least two usable LSA data files to HUD in HDX 2.0 by February 28, 2023, 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) 2023 Continuum of Care Competition and Noncompetitive Award of Youth Homeless Demonstration Program Renewal and Replacement Grants;
- 24 CFR part 578;
- FY 2023 CoC Application Navigational Guide;
- Section 3 Resources;
- PHA Crosswalk; and
- Frequently Asked Questions

2B-1.	PIT Count Date.	
	NOFO Section V.B.4.a	

	Enter the date your CoC conducted its 2023 PIT count.	01/30/2023
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2B-2.	PIT Count Data—HDX Submission Date.	
	NOFO Section V.B.4.a	

	Enter the date your CoC submitted its 2023 PIT count data in HDX.	04/27/2023
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2B-3.	PIT Count—Effectively Counting Youth in Your CoC's Most Recent Unsheltered PIT Count.	
	NOFO Section V.B.4.b.	

	Describe in the field below how your CoC:
1.	engaged unaccompanied youth and youth serving organizations in your CoC's most recent PIT count planning process;
2.	worked with unaccompanied youth and youth serving organizations to select locations where homeless youth are most likely to be identified during your CoC's most recent PIT count planning process; and
3.	included youth experiencing homelessness as counters during your CoC's most recent unsheltered PIT count.

(limit 2,500 characters)

1. During the planning process for the 2023 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 the 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 V.B.5.a and V.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 2022 and 2023, if applicable;	
2.	describe any changes your CoC made to your unsheltered PIT count implementation, including methodology or data quality changes between 2022 and 2023, 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 2023.	

(limit 2,500 characters)

1. The CoC made no change to its sheltered PIT count implementation. It did increase data quality by working with new warming centers to provide information on people experiencing homelessness on the night of the count. The numbers of sheltered homeless individuals and families increased slightly due to an increase in non-congregate sheltering on the night of the PIT Count. People that may have gone uncounted in previous years were able to access shelter in hotels. 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.

3. The CoC did not change the unsheltered PIT Count methodology, there were no substantive changes to the CoC's PIT Count results.

4. Not Applicable.

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) 2023 Continuum of Care Competition and Noncompetitive Award of Youth Homeless Demonstration Program Renewal and Replacement Grants;
- 24 CFR part 578;
- FY 2023 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 V.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)

The CoC's first time homeless numbers increased this year largely due to the lifting of the eviction moratorium in NYS. The CoC continues to evaluate first time homeless data and risk factors to employ effective strategies to address those risk factors.

1.The CoC utilizes data from HMIS, Coordinated Entry (CE), SPMs, and Stella to identify risk factors. This data is reviewed by the Data Committee and at CoC meetings to identify risk factors based on demographics, prior living situation and reason for homeless episode. The CoC has also developed a Prevention assessment tool for screening those who are at-risk of homelessness. In addition to the factors listed above, the tool includes considerations such as housing history (number of moves, evictions); income (percent of AML, debt); and social vulnerabilities (history of domestic violence, criminal history and mental health). The Lived Experience Advisory Board also aids with identifying risk factors.

2.The CoC has several strategies to address those at risk of becoming homeless. A) Based on risk factors identified above, the CoC conducts targeted outreach to community partners (prevention providers, social services, faith-based orgs, soup kitchens, etc.) who serve vulnerable populations to attempt diversion and offer information on available resources. Prevention workers are stationed at various service organizations throughout the community including social service districts and eviction court to provide back rent payments and case management. B) Increase the supply of prevention funding - legal services providers within the CoC are in receipt of unprecedented state funding. The CoC coordinates with these legal service providers to connect anyone identified as at risk of homelessness to legal service providers and other service providers for homelessness prevention, including payment of rental arrears. C) Increase supply of affordable housing and housing subsidies to prevent homelessness, especially for families by soliciting supportive and affordable housing developers.

3.The Steering Committee, comprised of two community providers and one Social Services District Commissioner from each county; as well as several other government and lived experience representatives, in partnership with the HMIS and CE Committees, is responsible for overseeing the CoC's strategy to reduce, and ultimately end, the number of persons experiencing homelessness for the first time.

2C-1a.	Impact of Displaced Persons on Number of First Time Homeless.	
	NOFO Section V.B.5.b	
Was your CoC's Number of First Time Homeless [metric 5.2] affected by the number of persons seeking short-term shelter or housing assistance displaced due to:		
1.	natural disasters?	No
2.	having recently arrived in your CoCs' geographic area?	Yes

(limit 2,500 characters)

The CoC saw an increase in first time homeless numbers amongst migrant individuals and families. Part of the CoC borders Canada and has historically been an informal access point to Canada for migrants traveling through the US to Canada. When migrants arrive in the US, particularly via New York City, buses of families and single adults travel to the US-Canadian border via Clinton County. This unofficial border crossing closed in early 2023 and is no longer a Canadian access point, yet migrants are still traveling to the border to attempt crossing. If denied entry, individuals and families are left stranded in Clinton County and served in emergency shelter by the local social services district and connected with community resources. An average of 20 migrant households are accessing the after-hours emergency shelter placement hotline per week.

In addition to the above, in response to the migrant crisis, some upstate counties in the CoC coverage area are providing assistance with relocating asylum seekers. This has unquestionably stretched the homeless system providing services to more families and singles in state funded non-congregate shelter.

2C-2.	Length of Time Homeless—CoC's Strategy to Reduce.	
	NOFO Section V.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 CoC's strategy to reduce the length of time a person is homeless is to ensure rapid placement to permanent housing through CE. The CoC ensures that all potential housing providers are engaged in CE and able to receive referrals. The CoC strives to remove barriers to CE participation by providing technical assistance and collaboration with all community providers, regardless of funding source. The CoC is also working towards increasing permanent housing availability through A) targeted outreach to affordable housing developers; B) identifying and working with agencies to develop new supportive housing projects, including through the NYS Empire State Supportive Housing Initiative (ESSHI); providing letters of support and technical assistance for proposed ESSHI projects; and C) partnering with Public Housing Agencies (PHA) for homeless preference referrals via CE. The CoC also works with the PHA on special voucher opportunities, such as Emergency Housing Vouchers (EHV), Stability Vouchers (SV) and Fostering Youth to Independence (FYI) Vouchers. The CoC is also working to establish a landlord mitigation fund to incentivize landlords (LL) acceptance of households experiencing homelessness into private housing. This is in addition to a focused effort by the CoC to cultivate LL relationships through case management services.

2.The CoC identifies and prioritizes households with the longest history of homelessness through the CE process. 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 primarily assisted in accessing PSH programs that offer both housing and supportive services. The CE committee, made up of shelter, outreach, PSH/RRH staff and public housing agencies, meet at least monthly to case conference the by-name list and discuss barriers to housing those with the greatest length of time homeless.

3.The Steering Committee, in partnership with the HMIS and CE Committees, is responsible for overseeing the CoC's strategy to reduce the length of time individuals and families remain homeless.

2C-3.	Exits to Permanent Housing Destinations/Retention of Permanent Housing—CoC's Strategy	
	NOFO Section V.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's strategy to increase the rate that individuals and persons in families residing in ES, TH and RRH exit to PH destinations is to have an effective and efficient CE system. The CE system connects the most vulnerable unsheltered and sheltered homeless individuals/families to the most appropriate available permanent housing placement. Households experiencing homelessness in the CoC that do not self-resolve are added to the CE list. The CoC ensures that CE case conferencing and referrals occur at least monthly and has a broad array of participation from referring agencies and PH placement opportunities including non-CoC-funded entities. The CoC coordinates with state funded mental health housing to ensure homeless households have access to other types of housing that may not be exclusively for persons experiencing homelessness, but for which homeless households are eligible. The CoC makes by name CE referrals to special use Housing Choice Vouchers such as EHV, FYI and SVs. The CoC also makes by name referrals the Rental Supplement Program (RSP) a state funded, locally administered, rental assistance program for households experiencing homelessness. The CoC is working with state funders and affordable and supportive housing developers to increase the availability of housing for individuals and families experiencing homelessness.

2.The CoC's strategy to increase the rate that individuals and persons in families exit to PH destinations or retain their PH is to ensure adequate case management and supportive services for enrolled participants, including assistance with and referrals to medical/mental health appointments, outpatient treatment; applications for mainstream benefits (SNAP, TANF); assisting households with applying for SSI/SSDI, using the SOAR method; and assisting with securing and maintaining employment. The CoC provides policies and related training for person centered case management to ensure successful outcomes for program participants. The CoC develops LL relationships to allow for mediation for households in PH. The CoC works with PHAs and RSP as part of the CoCs Moving On Strategy for PH exits. There is also time at CE case conferencing to discuss anyone whose housing may be at risk and brainstorm strategies for housing stability.

3.The Steering Committee, in partnership with the HMIS Committee, is responsible for overseeing the CoC's strategy to increase permanent housing destinations/retention of PH.

2C-4.	Returns to Homelessness—CoC's Strategy to Reduce Rate.	
	NOFO Section V.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)

1.The CoC identifies individuals and families who return to homelessness through quantitative data analysis by the HMIS Committee, in collaboration with the HMIS Lead. Data is reviewed quarterly and includes information from HMIS, SPMs and Stella. Additionally, the CE case conferencing group identifies specific individuals monthly that may be at risk for returning to homelessness. The CoC hired a Research Specialist with planning funds to work closely with the HMIS Lead to examine data related to risk factors and identify trends for households that return to homelessness.

2.The CoC's strategy to reduce the rate of returns to homelessness is based on establishing strong collaborative partnerships with community agencies that have resources for preventing homelessness such as legal services, districts and community agencies that pay back rent. The CE committees identify those at risk during case conferencing, make connections with other providers and remove barriers to housing stability. The CoC is also working to increase capacity for positive landlord relationships. The CoC was awarded projects as part of the Special Rural NOFO competition which will fund a landlord (LL) liaison to work specifically on LL development. The CoC is also working towards a landlord mitigation fund that would help to create positive working relationships with homeless service agencies and private landlords, which will in turn decrease evictions of housed individuals and families that may have been recently homeless.

3.The Steering Committee, in partnership with the HMIS and CE Committees, is responsible for overseeing the CoC's strategy to reduce the rate individuals and persons in families return to homelessness.

2C-5.	Increasing Employment Cash Income–CoC's Strategy.	
	NOFO Section V.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 employment 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 to access employment cash sources 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 (ACCESVR) 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 Steering Committee, in partnership with the HMIS, Service Coordination and CE Committees, is responsible for overseeing the CoC's strategy to increase income from employment.

2C-5a.	Increasing Non-employment Cash Income—CoC's Strategy	
	NOFO Section V.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 active members of the CoC 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 and identified sources for continued funding for SOAR positions as ESG-CV expires. 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 Steering Committee, in partnership with the HMIS and Services Coordination Committees, 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) 2023 Continuum of Care Competition and Noncompetitive Award of Youth Homeless Demonstration Program Renewal and Replacement Grants;
- 24 CFR part 578;
- FY 2023 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 V.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 V.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 V.B.6.a. and V.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
This list contains no items			

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) 2023 Continuum of Care Competition and Noncompetitive Award of Youth Homeless Demonstration Program Renewal and Replacement Grants;
- 24 CFR part 578;
- FY 2023 CoC Application Navigational Guide;
- Section 3 Resources;
- PHA Crosswalk; and
- Frequently Asked Questions

3B-1.	Rehabilitation/New Construction Costs–New Projects.	
	NOFO Section V.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
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3B-2.	Rehabilitation/New Construction Costs–New Projects.	
	NOFO Section V.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) 2023 Continuum of Care Competition and Noncompetitive Award of Youth Homeless Demonstration Program Renewal and Replacement Grants;
- 24 CFR part 578;
- FY 2023 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 V.F.	

	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 V.F.	

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 for New DV Bonus Funding

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) 2023 Continuum of Care Competition and Noncompetitive Award of Youth Homeless Demonstration Program Renewal and Replacement Grants;
- 24 CFR part 578;
- FY 2023 CoC Application Navigational Guide;
- Section 3 Resources;
- PHA Crosswalk; and
- Frequently Asked Questions

4A-1.	New DV Bonus Project Applications.	
	NOFO Section I.B.3.I.	

	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 I.B.3.I.	

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 2023 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 I.B.3.I.(1)(c)	

1.	Enter the number of survivors that need housing or services:	738
2.	Enter the number of survivors your CoC is currently serving:	210
3.	Unmet Need:	528

4A-3a.	How Your CoC Calculated Local Need for New PH-RRH and Joint TH and PH-RRH Component DV Bonus Projects.	
	NOFO Section I.B.3.I.(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 NY-525 BoS CoC was calculated using the cumulative number of survivors served as shown in the comparable database as well as internal DV agency data gathered from tracking hotline calls and community referrals that were collected in spreadsheets for a one-year period.
- 2.The BoS used the HMIS comparable database, EmpowerDB, and the 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.There are multiple factors that explain why the needs of all survivors in the BoS are not fully met. There is a current lack of housing inventory due in part to eviction moratoria, which have caused the rental market to become static. There also has historically been a lack of rental subsidies specifically targeted to survivors of domestic violence. ESG and ESGCV made an impact on the number of households in the BoS that can be housed in the short-term, however funding for ESGCV is ending. Receiving additional CoC- funded DV Bonus money will allow the CoC to expand its current projects dedicated to rehousing survivors. Client barriers include a lack of adequate income and access to savings. Service needs of DV survivors are met to the fullest extent possible by Victim Service Providers (VSP) throughout the BoS and with the support of a network of community resources and partners.

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 I.B.3.I.(1)	

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
Alliance for Posi...

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 2023 Priority Listing for New Projects:

1.	Applicant Name	Alliance for Positive Health
2.	Project Name	BOS DV RR 2023 Expansion
3.	Project Rank on the Priority Listing	14
4.	Unique Entity Identifier (UEI)	M1RDRU4VA8X1
5.	Amount Requested	\$294,739
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 I.B.3.I.(1)(d)	

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.The rates of housing placements and retention of DV survivors was calculated using the cumulative number of survivors served as shown in the comparable database as well as the internal DV agency data gathered from tracking hotline calls and community referrals that were collected in spreadsheets and the Coordinated Entry list for a one-year period.
- 2.The rates reported all account for exits to safe housing destinations.
- 3.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.

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 I.B.3.I.(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. All DV survivors in the Herkimer, Schoharie, Fulton and Montgomery DV shelters (Rural VSPs) are assessed by an advocate upon entry. Once a screening and intake is completed, Rural VSPs discuss housing options with the survivor and preferences on where to live, family composition, special needs, affordability and other stipulations that may affect housing. Once the survivor is ready, advocates discuss plans to remain in housing when leaving shelter and ways the Rural VSP programs can assist, including DV RRH. The survivor completes a budget and rental assistance calculation if interested in a program with a subsidy such as DV Bonus RRH, Housing Choice Voucher or RSP (state funded rental assistance). If requested, Rural VSP completes a vulnerability assessment, and a referral is made to CE for consideration. Case managers then work with each survivor to look for apts, contact LLs, and move into safe affordable housing.
2. When CE referral is done, Rural VSPs provide an anonymous ID to the CE Coordinator to be added to the CE list. When selected, the referred housing program contacts the survivor. Rural VSPs complete releases and eligibility paperwork with the survivor and coordinates services between program and survivor to ensure seamless transition. All advocates are educated on the CoCs Emergency Transfer Plan, if necessary. The new BoS-VAT prioritizes DV survivors by allocating extra points based on safety of their current living situation.
3. After settled and safe, Rural VSPs assess needs and goals with the survivor. Survivors self direct their supportive services as all programs are person centered and trauma informed.
4. Once needs are assessed, Rural VSPs make referrals to community resources including primary care, MH, SUD, DSS/CPS, Medicaid Care Management, legal aid, education and employment providers, support groups, and any survivor requested services.
5. Rural VSPs work with survivors post housing placement to address service and subsidy needs. Permanent housing stability needs are reviewed with the advocate, housing program and survivor, to ensure long-term safe and stable housing. All DV RRH participants are referred to Housing Choice Voucher programs, Stability Vouchers, PSH or RSP, the locally administered rental assistance program for long-term subsidy.

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 I.B.3.I.(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 conducted privately in DV staff offices or a private conference room to assure that there is privacy. There are several private spaces to ensure a confidential space is always available. Childcare is provided when requested so that any children accompanying their parent are occupied and the parent can concentrate on the conversation in a private manner.
2. Program staff are educated on the need for person-centered safety planning on a case-by-case basis. Each staff member is given a Safety Plan template to use as a guide but are also encouraged to gather as much safety information as possible. Info gathered during safety planning is used in concert with client choices on how to make a safe placement into permanent housing.
3. Anyone that visits the safe dwelling signs confidentiality forms that require they do not disclose the location of the facility. The number of contractors brought to the site are limited. All new staff and new residents agree not to disclose the location of the house or scattered site housing.
4. Staff have been trained to screen for power and control, or coercive control tactics, to identify the primary abuser. Staff are trained about the importance of conducting separate interviews with couples to effectively obtain the most useful information. The training also covers techniques for addressing a victim's fears, confidentiality, and how to reassure the victim of the importance of gathering all relevant information. Trainings on confidentiality and safety policies and practices occur at onboarding for new staff and annually. All staff from maintenance to administration to case managers complete confidentiality and safety trainings.
5. Each advocate is trained to work with survivors to help identify what they feel is the safest housing for them, whether congregate or scattered site. The advocate educates the survivor about different housing options and helps them to choose where they would feel safest. Congregate spaces are checked monthly for safety and confidentiality concerns. Staff communicate with the maintenance team or other responsible parties to assure all protections are maintained. Scattered site apartments require additional safety and confidentiality protections that may vary by survivor. Staff work to put measures in place such as video doorbells, panic buttons, external lighting, property cameras or locating apartment buildings with security staff to safely house survivors.

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 I.B.3.I.(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)

The project is centered around safety and confidentiality, the agencies are equipped to support survivor safety. The dynamics of domestic violence victimization and safety concerns are dependent 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 survivors who may access services. These efforts have been in place for decades and will remain in place to ensure survivor safety in accessing services and navigating life free from violence and abuse. Evaluation of the ability to ensure safety in the DV Bonus project has led to implementation of new safety standards in scattered site housing options. The project works with landlords and survivors themselves around evaluating safety measures that will feel most supportive. This includes ensuring appropriate external lighting, the use of video doorbells or cameras, additional locks, window locks, security bars, and other strategies, as appropriate. The project also employs participants surveys to assist with the evaluation of safety protocols.

The DV RRH project has been operating for one year and has continuously assessed the ability to ensure safety through feedback gathered in surveys, regular case management meetings with survivors, program review with staff and annual CoC monitoring.

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 I.B.3.I.(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. Each survivor and their family are unique and have individual needs. All survivors work with an advocate to indicate the location where they would like to reside that best matches their goals for stable, permanent housing. Topics explored include geographic location for safety/security away from perpetrators, budget and on-going affordability, number of bedrooms, school district, public transportation availability, employment opportunities and distance from support system/family. The advocate works to ensure the participant finds a safe living environment that matches their preferences and secures the housing in a timely manner. By attending routine CoC meetings, RRH DV Bonus CoC workgroups and community housing meetings, the advocate provides the participant with options that meet or exceed their preferences. All decisions are made by the survivor, but the advocate helps to move the process forward in a timely fashion by reminding of goals, setting time frames and time limits.

2. Staff are provided training on understanding vulnerability, power differentials, ethical awareness and mutual respect. The program uses a survivor-centered approach. The survivor is considered the expert on their own life. Program staff provide information and education when requested and help the survivor identify solutions and resources. Staff use open communication and are trained on de-escalation techniques and conflict resolution. Staff work toward identifying and working through issues, rather than taking sides or finding fault and blame. Survivors are empowered to make decisions for their life with support from the advocate; the advocate does not make decisions for the survivor. Advocates help assess the risks and benefits associated with certain decisions, but they do not make the decision on any course of action.

3. Training is offered several times a year on trauma-informed care and its effects on survivors. As part of the supportive counseling process for all victims, advocates educate clients on trauma, how trauma affects the brain, mental health, decision making and effects on the family. Providing program participants with information on trauma helps children and parents process thoughts and feelings related to traumatic life events; manage and resolve distressing thoughts, feelings, and behaviors; enhance safety, growth, parenting skills; and family communication. Each survivor is assigned an advocate for supportive counseling who also provides education and family-centered support, evaluates stress and risk factors for trauma, and addresses trauma-specific interventions based on the client's needs.

4. Case planning is always survivor-centered. Participants complete a needs assessment and goal plan, determining their own individual goals and family goals. Focus is on short-term goals, leading to the participant's long-term goals, to show the survivor a pattern of progress made and focus on the future. Short term goals enable the survivor to maintain focus on the path they have set-out towards achieving for their longer-term target. Focusing on strengths helps to provide a welcome boost to productivity and client engagement in the housing process. By having an active role in the progression of the goals, the client learns problem-solving skills and about the importance of accessing community resources for sustainability. Families are empowered to reach their goals independently with assistance from staff where they feel it is necessary. Family 'milestones' are identified and celebrated.

5. Program staff are trained several times per year on cultural competence, accommodating culturally specific needs and inclusion. Training topics directly relate to providing services, new trends in victimization, advocacy improvement, Trauma-Informed Care, collaborations or anything pertinent to working with victims and ensuring a continued nondiscrimination approach to services. In one of the counties served, 14% of the population is Hispanic and many of the survivors served have a language barrier. Two bilingual advocates

(English/Spanish) are on staff and the agency contracts with a Language Line to help mitigate this potential barrier.

6.Support groups and supportive counseling is offered weekly. Referrals to other community groups are made for spiritual/religious services and activities in the community that will foster healthy family relationships. Living Independently curriculum was developed by a staff member in response to resident requests and is offered to program participants a few times per year.

7.Parenting groups are provided, and referrals are made to family education and support groups. Applicant agency employs a Child Care/Outreach and Education Coordinator. This staff member is assigned to look specifically at meeting the needs of the children in the family and assists with enrolling children in local schools and Head Start or finding day care programs.

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 I.B.3.I.(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)

1. Program staff offered the following supportive services while quickly moving survivors into permanent housing and addressing safety needs:

- completed intake with each new applicant, including a safety plan, as an individualized strategy meant to utilize a person's unique strengths and abilities;
- met with survivors to address needs, for supportive counseling and to review educational material; such as the Power & Control Wheel, trauma-bonding and trauma related material, family and relationships;
- assisted survivors pursue court orders on Family Offense (Order of Protections), Child Custody and Child Support.
- offered free legal services through an attorney for those type of cases, including Divorce proceedings;
- assisted survivors in applying for a confidential address through the Address Confidentiality Program through the New York State Department of State;
- assisted survivors with applying for microloans through the Independence Project through National Network to End Domestic Violence (NNEDV) to rebuild credit;
- assisted survivors with applying for DSS benefits, birth certificates, social security cards and driver's licenses;
- connected survivors with transportation solutions;
- secured moving trucks/services and storage units that are necessary for leaving a home where violence has occurred;
- provided beds, dressers and kitchenware to families to furnish their new permanent housing units;
- supplied survivors with food to start them off in their new home; and
- connected survivors to other community supports for remaining needs.

Providers also operate a 24-Hour Crisis Hotline – Program offered a 24-hour confidential hotline service for survivors, victims and those affected by domestic violence. This service provided information on topics such as fleeing domestic violence, financial abuse, court services, after-hours supportive telephone counseling, shelter and referrals to other shelters/housing options.

Supportive Counseling – Program offered survivors supportive counseling to assist with improvement of self-esteem, normalize their situation and feelings to reality, regulate impulses and negative thinking, and reinforce the ability to cope with life stressors and challenges.

Legal & Personal Advocacy – Program offered personal advocacy to the survivor when in need of support at medical appointments, DSS/CPS, legal/lawyers, court appearances, law enforcement or anything else in the community they requested related to their domestic violence.

Safe House/Shelter – Program operated a nine-bed safe dwelling for all populations, and was able to offer this emergency shelter, as well as hotel rooms when appropriate, for victims seeking shelter.

Outreach and Education – Program offered outreach and education to the survivors, their families and all community members. Advocates provided outreach and educational information at multiple community events including health fairs and events at the local Community College, Food Distributions, CPS/DSS, Tourism Recreation & Parks, local churches and schools. Program held monthly Task Force Meetings with multiple community agencies.

Information & Referrals – Program gave information and made referrals to survivors to provide them with resources for shelter/housing, mental health,

substance use, medical appointments, food insecurities, housing, relocations, transportation, education, childcare and other community agencies that assisted in empowerment.

911 Cell Phone Assistance – Program provided survivors with cell phones, services and minutes, so they had access to communicate with emergency services, their support system and Program office.

Office of Victims Services (OVS) Information & Claims Assistance – Program provided survivors with information about OVS and claims assistance when they were victims of a crime and suffered monetary damages.

Housing Services – Program provided survivors opportunities to secure permanent housing by attending CoC meetings; coordinating services with DV RRH, ESG RRH and CE Coordinator; working with Coordinated Care Services; and attending all conferences regarding the prevention of homelessness. Program was awarded the Safe Housing Grant to assist survivors in the county secure and retain housing, or relocate to safe housing.

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

	Describe in the field below examples of how the new project(s) 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 work 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. Advocates will work with each survivor to identify the location they would like to reside in, that best matches their goals for stable, permanent housing. Some topics when exploring the applicant's preferences will be demographic location for safety and security away from their perpetrator, budget and on-going affordability, available subsidy, number of bedrooms in relation to family size, school district, public transportation, employment opportunities and distance from support system/family. The victims advocate will work collaboratively with the survivor to establish goals and timelines.

2. All program participants are and will be treated with dignity and respect by staff. Staff, and program participants, are expected to interact in a manner that creates a 'partnership' with each other. The values of noncompetitive, nonpunitive, affirming and collaborative interaction are modeled by program staff. Regular training on mutual goal-setting, collaborative approach and strength based interventions will be provided to staff. Staff will work on presenting issues and focus on guiding toward solutions. Staff and participants understand that there is a partnering to accomplish the stated goals of the survivor/family.

3. Program staff are trained in trauma-informed care provision on a regular ongoing basis. Program staff will work together to provide information and training on trauma for participants. Ongoing free counseling with a trauma informed therapist will continue to be made available for participants. All staff are trained in the effects of power and coercive control, trauma bonding and the cycle of abuse.

4. All applicants will complete a screening and intake with an advocate, including a needs assessment and goal plan. The advocate will focus on short-term and long-term goals after the immediate safety crisis has been addressed, if applicable. By emphasizing the client's strengths, the advocate will raise awareness for the participant which can sometimes provide an important catalyst for change and re-evaluation of priorities. Also focusing on strengths will help to provide a welcome boost to productivity and client engagement in the housing process. By having an active role in the progression of the goals, the client will learn problem-solving skills and community resources for sustainability.

5. Staff will be offered training on cultural competence, inclusivity, and nondiscriminatory policies and practices. Staff will honor needs communicated by survivors and work with residents to respect the different needs of cross cultural families.

6. Program will offer a Support Group, Supportive Counseling, information about local resources for victim-related services and supports, mentorships, spiritual and religious services, and activities in the community that will foster healthy family relationships.

7. Program will provide parenting groups, referrals to family education and support groups, connections to local Legal Aid assistance and educate participants about childcare opportunities in the area.

4A-3h.	Involving Survivors in Policy and Program Development, Operations, and Evaluation of New PH-RRH and Joint TH and PH-RRH Component DV Bonus Projects.	
	NOFO Section I.B.3.I.(1)(f)	
	Describe in the field below how the new project will involve survivors:	
1.	with a range of lived expertise; and	

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2. in policy and program development throughout the project's operation.

(limit 2,500 characters)

1. The new project will involve survivors with a range of lived experience in policy and program development by soliciting feedback from current and former program participants. Feedback will also be solicited from members of the LEAB who may have co-occurring service needs beyond domestic violence. Research gathered from the CoC membership analysis shows that 31% of the membership reports having some lived experience. The DV RRH project will include the development and utilization of anonymous surveys to provide feedback as to how survivors would like to be involved in the project's policy and program development. The DV RRH project incorporates the experience of victims in the creation of shelter structure, requirements, activities, group development and services. All services are driven by survivor experiences and feedback is voluntary.

2. Voluntary surveys are utilized to collect anonymous data and feedback on the DV RRH project, and have been used to create and expand services for survivors. Policy and program development that has been implemented based on survivor feedback include: expanded access to WIFI and the use of smart TVs at the shelter; 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 LEAB so they can continue to have an impact on agency and CoC program design.

4B. Attachments Screen For All Application Questions

We have provided the following guidance to help you successfully upload attachments and get maximum points:

1.	You must include a Document Description for each attachment you upload; if you do not, the Submission Summary screen will display a red X indicating the submission is incomplete.		
2.	You must upload an attachment for each document listed where 'Required?' is 'Yes'.		
3.	We prefer that you use PDF files, though other file types are supported—please only use zip files if necessary. Converting electronic files to PDF, rather than printing documents and scanning them, often produces higher quality images. Many systems allow you to create PDF files as a Print option. If you are unfamiliar with this process, you should consult your IT Support or search for information on Google or YouTube.		
4.	Attachments must match the questions they are associated with.		
5.	Only upload documents responsive to the questions posed—including other material slows down the review process, which ultimately slows down the funding process.		
6.	If you cannot read the attachment, it is likely we cannot read it either.		
	. We must be able to read the date and time on attachments requiring system-generated dates and times, (e.g., a screenshot displaying the time and date of the public posting using your desktop calendar; screenshot of a webpage that indicates date and time).		
	. We must be able to read everything you want us to consider in any attachment.		
7.	After you upload each attachment, use the Download feature to access and check the attachment to ensure it matches the required Document Type and to ensure it contains all pages you intend to include.		
8.	Only use the "Other" attachment option to meet an attachment requirement that is not otherwise listed in these detailed instructions.		
Document Type	Required?	Document Description	Date Attached
1C-7. PHA Homeless Preference	No	PHA Homeless Pref...	09/11/2023
1C-7. PHA Moving On Preference	No		
1D-11a. Letter Signed by Working Group	Yes	Letter Signed by ...	09/15/2023
1D-2a. Housing First Evaluation	Yes	Housing First Eva...	09/12/2023
1E-1. Web Posting of Local Competition Deadline	Yes	Web Posting of Lo...	09/11/2023
1E-2. Local Competition Scoring Tool	Yes	Local Competition...	09/12/2023
1E-2a. Scored Forms for One Project	Yes	Scored Forms for ...	09/11/2023
1E-5. Notification of Projects Rejected-Reduced	Yes	Notification of P...	09/11/2023
1E-5a. Notification of Projects Accepted	Yes	Notification of P...	09/11/2023
1E-5b. Local Competition Selection Results	Yes	Local Competition...	09/11/2023
1E-5c. Web Posting—CoC-Approved Consolidated Application	Yes		

1E-5d. Notification of CoC-Approved Consolidated Application	Yes		
2A-6. HUD's Homeless Data Exchange (HDX) Competition Report	Yes	HUD's Homeless Da...	09/18/2023
3A-1a. Housing Leveraging Commitments	No	Housing Leveragin...	09/18/2023
3A-2a. Healthcare Formal Agreements	No	Healthcare Formal...	09/22/2023
3C-2. Project List for Other Federal Statutes	No		
Other	No	HUD-2991 Certific...	09/18/2023

Attachment Details

Document Description: PHA Homeless Preference

Attachment Details

Document Description:

Attachment Details

Document Description: Letter Signed by Working Group

Attachment Details

Document Description: Housing First Evaluation

Attachment Details

Document Description: Web Posting of Local Competition Deadline

Attachment Details

Document Description: Local Competition Scoring Tool

Attachment Details

Document Description: Scored Forms for One Project

Attachment Details

Document Description: Notification of Projects Rejected-Reduced

Attachment Details

Document Description: Notification of Projects Accepted

Attachment Details

Document Description: Local Competition Selection Results

Attachment Details

Document Description:

Attachment Details

Document Description:

Attachment Details

Document Description: HUD's Homeless Data Exchange (HDX)
Competition Report

Attachment Details

Document Description: Housing Leveraging Commitments

Attachment Details

Document Description: Healthcare Formal Agreements

Attachment Details

Document Description:

Attachment Details

Document Description: HUD-2991 Certification of Consistency
Consolidated Plan

Submission Summary

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

Page	Last Updated
1A. CoC Identification	08/30/2023
1B. Inclusive Structure	09/22/2023
1C. Coordination and Engagement	09/22/2023
1D. Coordination and Engagement Cont'd	09/22/2023
1E. Project Review/Ranking	Please Complete
2A. HMIS Implementation	09/22/2023
2B. Point-in-Time (PIT) Count	09/22/2023
2C. System Performance	09/22/2023
3A. Coordination with Housing and Healthcare	09/18/2023
3B. Rehabilitation/New Construction Costs	09/18/2023
3C. Serving Homeless Under Other Federal Statutes	09/18/2023

4A. DV Bonus Project Applicants	09/22/2023
4B. Attachments Screen	Please Complete
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

1D-11a.

Letter Signed by Working Group



New York State Balance of State Continuum of Care

Lived Experience Advisory Board

September 11, 2023

New York State Balance of State Continuum of Care
c/o Steering Committee

To Whom It May Concern:

The Lived Experience Advisory Board (LEAB), comprised of individuals who received services from, or work within our continuum and have lived experience with or are directly impacted by homelessness, are pleased to lend its support to the following projects put forth by the NY-525 Continuum of Care (CoC):

- IPH BoS PSH, Interfaith Partnership for the Homeless
- Upstate BoS DV Bonus, Alliance for Positive Health
- Empowering the Homeless Toward Permanent Housing Solutions, Cattaraugus Community Action
- Swift Liberty, STOP Domestic Violence-Behavioral Health Services North
- Catt Co Permanent Housing for Individuals with Mental Illness, Housing Options Made Easy
- NY Balance of State HMIS, CARES of NY, Inc.
- DV Rapid Rehousing, Fearless! Hudson Valley
- Putnam County DV RRH Program, Putnam/Northern Westchester Women's Resource Center
- ETC Housing, Clinton County Social Services Department
- CoC 28-unit, Catholic Charities Community Services of Orange County
- Domestic Violence Rapid Rehousing Program, Cattaraugus Community Action, Inc.
- ETC Housing Expansion, Clinton County Social Services Department
- CoC 28-unit Expansion, Catholic Charities Community Services of Orange County
- Upstate BoS DV Bonus Expansion, Alliance for Positive Health
- NY-525 CoC Planning Application, New York State Office of Temporary and Disability Assistance

As outlined in the NOFO, the NY-525 CoC will continue to deliver services upholding the housing first philosophy, utilizing coordinated entry in a trauma-informed manner.

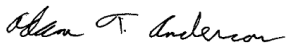
The projects proposed for the FY 2023 NOFO funding contain multi-faceted support activities that focus on hard-to-reach individuals with complex service needs. We intend to expand on rapid rehousing, rental assistance, landlord engagement specialist, case management and Social Security application assistance, which have yielded positive results for the clients engaged in our programs.

We believe these projects will drastically help the CoC by incorporating the perspectives of the population we are serving, ensuring access and insight to by the most vulnerable population and allows the CoC to draft responses, build policies, procedures and practices that address direct needs.

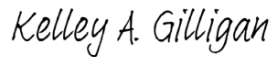
The Lived Experience Advisory Committee is an intersectional, trauma-informed body, focused on empowerment. Through prioritizing the insights and observations of individuals with lived experience, these takeaways inform our evaluation of potential projects and initiatives to combat homelessness throughout our CoC.

The development and strategic advancement of the proposed projects will bolster the support available to vulnerable members of this community. These projects will enhance the community's ongoing efforts to effectively serve those most in need.

Sincerely,



Adam Anderson
Board Chair



Kelley Gilligan
Member



Shannen Wood
Member



sMary Jane Perillo
Member



Tricia DeVoll
Member

NYS BoS CoC Lived Experience Advisory Board

BoS Program Monitoring Form				
Agency/Program Name	ROME Permanent Supportive Housing		Date of Monitoring	4/17/2023
Grant Identification #	NY0058L2C252013			
Total Award Amount	\$160,583.00	Total Spent	\$152,748.00	
Agency Staff Present	Adam Anderson, Toni Taylor			
BoS Staff Present	Heather Diamond, Arden Estep, Jason Gallachi, Sarah Watson			
Report completed by	Arden Estep			
Review Questions		Response (Yes/No/NA)	Comments	
Is there evidence of any Conflict of Interest? (No person who is in a position to participate in the decision making process with regard to program activities shall obtain a personal or financial interest or benefit from the activity.)		No		
Is there evidence that the recipient has complied with all applicable fair housing and civil rights requirements in 24 CFR 5.105(a)?		Yes		
Is there evidence that the recipient has undertaken activities to affirmatively further fair housing? (For example - marketing the program to all eligible persons, providing fair housing counseling services or referrals, informing participants of how to file a housing discrimination complaint etc.)		Yes		
Is there evidence that the recipient has made known that housing assistance and services are available to all on a nondiscriminatory basis and has taken responsible measures to ensure that all citizens have equal access to information about programming and equal access to the assistance and services provided under the housing programs?		Yes		

Is there any evidence that the recipient is providing services in a manner that would conflict with the discrimination/sectarian requirement?	No	
Is there evidence that the recipient has complied with the Drug Free Workplace Act of 1988?	Yes	
Are participants charged program fees?	No	
Is this a religious or faith-based organization? If so, are participants required to participate in inherently religious activities? Is the facility the primary place of worship? Can participants be denied benefits/services based on their religion?	No	
For programs that serve households with children, is staff person is designated as the educational liaison that will ensure that children are enrolled in school, connected to Head Start, Part C of the Disabilities Act? Is there evidence that the age and gender of a child under age 18 must not be used as a basis to for denying any family's admission to the program?	Yes	
Is there evidence of the recipient's adoption and implementation of procedures to make available information on the existence and locations of facilities and services that are accessible to persons with a handicap?	Yes	
Are there sufficient outreach procedures in place to ensure that information about the program is able to reach persons of any race, color, religion, sex, age, national origin, familial status or handicap who may qualify for admission to the program?	Yes	
Financial Documentation	Response (Yes/No/NA)	Comments
Attach a CoC funding budget outline that includes match and leveraging used.	Yes	
Does the grantee have written procedures covering the recording of transactions, an accounting manual and a chart of accounts?	Yes	

If the grantee has a written policy manual, does it provide guidelines for controlling expenditures, such as purchasing requirements and travel authorizations?	Yes	
Does the grantee have written procedures regarding the maintenance of accounting records for the required number of years?	Yes	
Are the grantee's fiscal records secured?	Yes	
Is there evidence that the staff duties are separated so that no one individual has complete authority over an entire financial transaction?	Yes	
Has a copy of most recent audited financial statement been provided?	Yes	
Did the agency expend more than \$500,000 in federal grant funds? If yes, a Single Audit report is required.	Yes	
Has the program/agency participated in events or activities related to promotion of racial equity among participants?	Yes	

BoS Permanent Supported Housing Program Monitoring Form

PROGRAM REVIEW

Review Questions	Comments	
What PSH services are provided by the recipient?	Peer support, case management, rental assistance, furnishings, household items, immediate needs first, tenant-led goals	
Is recipient spending PSH funds on eligible activities for which it was funded? Are all program activities as stated in the contract being carried out?	Yes	
Review Questions	Response (Yes/No/NA)	Comments
Does the recipient have an intake process to determine PSH participant eligibility and an understanding of the definition of homelessness or at risk of homelessness commensurate with services provided?	Yes	
Is there evidence that the recipient is correctly identifying and assisting eligible program participants?	Yes	
Does the recipient have a process to document homelessness and/or at risk of homelessness?	Yes	CE list - disability and homelessness verification
Is target population, as stated in contract, being served?	Yes	
Are lead based paint regulations applicable and are they being followed?	Yes	
Is recipient and/or subrecipient(s) utilizing HMIS or other comparable database?	Yes	
Are grant funded staff in place?	Yes	
Is the recipient meeting the outcome goals for which it was funded?	Yes	
What is the occupancy rate for the past 3 months?	97%	

What is the Housing Stability rate - % who remained or exited to permanent housing?	100%	
Total Income - % of participants who maintained or increased total income at program exit or annual recertification? Explain any decreases.	61%	referrals to DSS, SSI, SS retirement income
Data Quality - percentage of data missing from any one element is over 50%.	100%	
Is recipient assisting each program participant in obtaining needed mainstream resources, which will help achieve independent living?	Yes	medical, mental health, income, etc.
Is the recipient documenting Housing Quality Standards (HQS) Inspections? Is evidence in the file?	Yes	
Are financial/rental assistance payments made directly to third parties?	Yes	
Does recipient and/or subrecipient(s) have a process to manage security deposits? (Recipient may recover the security deposit, in which case it must be treated as program income and then may be used for a new household. Alternately, recipient may allow the household to keep the deposit and use it towards their next unit or allow the landlord or property management company to keep a portion of the deposit if it is needed to pay for costs incurred by the tenant such as damages to the unit.)	Yes	Security deposit stays with landlord
Does recipient and/or subrecipient(s) have a process to calculate the rent reasonableness and assuring rents are within FMR when providing rental assistance?	Yes	
Is a lease in place?	Yes	Sub-lease
Does recipient and/or subcontractor(s) have a process to determine the level of financial/rental assistance needed? Does this meet program participant need?	Yes	30% of income towards rent
Is there evidence participants are being served with case management at least monthly? Is level of assistance adequate?	Yes	Every other week
Are there policies/procedures in place to ensure that turnover beds are being prioritized for the chronically homeless?	Yes	
Does recipient and/or subrecipient(s) have a process to determine the level of financial/rental assistance needed? Does this meet program participant need?	Yes	

Does the recipient have a written process for terminating assistance to a program participant? Does process indicate there is written notice to participant, review of decision and prompt notice to participant on final decision?	Yes	
Is there evidence that the program is operating on a Housing First model?	Yes	
PROGRAM FILE REVIEW		
Review Questions	Response (Yes/No/NA)	Comments
Are case files/ program records maintained by the recipient?	Yes	
Is the confidentiality of case files/program records safeguarded?	Yes	
Is there evidence program participant is from target population?	Yes	
Is there documentation of disability signed by an appropriate credentialed person?	Yes	
Is homelessness documented before receiving services?	Yes	
Are referral sources and contacts documented?	Yes	
Is there documentation of services provided?	Yes	
Are program participant case plan outcomes appropriate?	Yes	
Are case records up to date?	Yes	
Are case files acceptable? 5 files should be reviewed. List files reviewed in documentation section.	Yes	
PROGRAM PARTICIPANT INTERVIEW (when available)		
Review Questions	Response (Yes/No/NA)	Comments

Is program participant aware of how s/he can participate in policy making and operations, or how other homeless or formerly homeless program participants are participating in policy making?	NA	
Is program participant aware of his/her housing options for the future?	NA	
Is program participant aware of the termination policy?	NA	
What aspect(s) of the program works particularly well for the program participant?		
REPORTING REVIEW		
Review Questions	Response (Yes/No/NA)	Comments
Has the recipient submitted APR to HUD in a timely manner?	Yes	
Is recipient prepared to participate in the NYSHADE data warehouse?	No	
If applicable, does the lead agency monitor subrecipients?	NA	
How often? What is the outcome of monitoring?	NA	
COORDINATED ENTRY		
Review Questions	Response (Yes/No/NA)	Comments
Are all available housing opportunities filled through the Coordinated Entry System?	Yes	
Is there evidence in the file of CE referral?	Yes	
Are program staff on the CE committee? Are program staff knowledgeable of the CE process?	Yes	Adam is CE lead
How often does the CE Committee meet?	monthly	
GENERAL REQUIREMENTS		

Review Questions	Response (Yes/No/NA)	Comments
Do staff appear knowledgeable about PSH and the program's requirements?	Yes	
Does the program operate using a standards manual?	Yes	
Is the recipient spending PSH funds at a pace consistent with fully exhausting funds by the end of the contract term?	Yes	over 90% spending
Is there any barrier to submitting vouchers in a timely fashion documenting line items being drawn from, balance remaining and proof of expenditures?	Yes	
Is there sufficient oversight of accounting/ budget controls with policies in place? Do they provide reasonable assurances to mitigate fraud?	Yes	
Are there any program concerns? If so, how are they being addressed?	No	
Has this program been monitored by the HMIS administrator, if so, what was the outcome?	No	
Is the program well integrated into the overall structure of the agency? What other programs are administered by the recipient?	Yes	OMH housing, peer services
OVERALL COMMENTS/SUGGESTIONS/RECOMMENDATIONS		

BoS Monitoring Scorecard			
Metric	Description	Score	Max Score
Occupancy (PSH) OR	≥90% = 10 pts 80-89% = 5 pts 70-79% = 2 pts <70% = 0 pts	10	10
Number Served in Relation to Contract (RRH)	Number of households served is in line with contract goals.	NA	
Spending	≥90%=10 pts 80-89%=5 pts 70-79%=2 pts <70%= 0 pts	10	10
Data Quality	Percentage of data missing from any one element: ≥50% = 0 pts 1-49% = 5 pts 0% = 10 pts	10	10
Program Model	Housing First Yes = 10 pts No = 0 pts	10	10
	Utilization of Coordinated Entry Yes = 10 pts No = 0 pts	10	10
Services Provided	Case Management provided is adequate for client need. Yes = 10 pts No = 0 pts	10	10
	Financial assistance provided is adequate for client need. Yes = 10 pts No = 0 pts	10	10
Community Need	Availability of eligible participants as evidenced by CE list and/or other data and community discussion. -Yes (more people on CE list that fit eligibility criteria than program has available) = 30 pts -Somewhat (small project scope) = 15 pts -No (target pop of project is not representative of community) = 0 pts	30	30
		100	100

Summary	Risk of Reallocation	
	High Risk	under 60
	Medium Risk	60 to 80
	No Risk	over 80
	Steering Committee and HMIS/Data Committee will be notified of results.	



New York State Balance of State Continuum of Care

April 28, 2023

Toni Taylor, Director of Housing & Peer Services
Recovery Options Made Easy
75 Jamestown Street
Gowanda, NY 14070

Dear Toni Taylor;

Thank you for hosting us at our CoC site visit on April 17, 2023 for ROME's Permanent Supportive Housing Program. Program staff are invested and committed to running a quality program. The care with which you provide services to people in need is evident. We do not have any suggested recommendations at this time.

Thank you for the time and courtesy extended to us in this review process. Please do not hesitate to contact us if you have any questions.

Sincerely,

Arden Estep

Program Manager, Bureau of Housing & Support Services
Office of Temporary and Disability Assistance
40 North Pearl Street, Albany, NY 12243

1E-1.

Web Posting of Local Competition Deadline

CoC Funding Competition

- Overview
- CoC Funding Competition
- Policies and Forms
- Meetings
- Resources
- Contact

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

CoC Funding Competition

2023 Documents

- [CoC Project Review Tool FY 2023](#)
- [CoC Renewal Project Application \(due June 2, 2023\)](#)
- [CoC Expansion Project Application \(due July 7, 2023\)](#)
- [New DV Bonus Project Application \(due July 7, 2023\)](#)
- [New CoC Bonus Project Application \(due July 7, 2023\)](#)

2022 Special NOFO Documents

1E-2.

Local Competition Scoring Tool

NYS BoS CoC Review Tool
Renewal Projects

Question Number	Question Type (see key below)	Metric	Points*	Maximum Points	Alliance DV-RRH	BHSN DV-RRH	CARES HMIS	CCA DV-RRH	Clinton PSH	Fearless DV-RRH	Fearless DV-RRH Expansion	IPH PSH	JHA PSH	PNWWRC DV-RRH	PNWWRC DV-RRH Expansion	ROME PSH	Sullivan PSH
R1	SP D OB	Occupancy/Utilization Rate (PSH)	≥90% = 10 pts 80-89% = 5 pts <80% = 0 pts	10	10	10	10	10	5	5	10	10	10	5	10	5	10
	SP D OB	Number of households served is in line with contract goals (RRH)	Yes = 10 pts No = 0 pts														
R2	SP D OB	Housing Stability - percent of participants who remained in or exited to permanent housing	≥90% = 10 pts 80-89% = 5 pts 70-79% = 2 pts <70% = 0 pts	10	10	10	10	10	10	10	10	10	5	10	10	10	10
R3	SP D OB	Total Income - percent of participants who maintained or increased total income	≥20% = 10 pts 15-19 = 5 pts 10-14% = 2 pts <10% = 0 pts	10	10	10	10	0	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.	≥50% = 0 pts 26%-49% = 1 pt 1%-25% = 3 pts 0% = 5 pts	5	5	5	5	3	3	5	5	5	5	5	5	5	3
R5	D OB	Data Timeliness - based on the most recent DQ report, all project start records are entered within 10 days	Yes = 5 No = 0	5	5	5	5	0	5	5	5	5	5	5	5	5	5
R6	OB	Percent of funds spent	≥90% = 10 pts 80-89% = 5 pts <80% = 0 pts	10	10	10	10	0	10	10	10	10	10	10	10	10	10
R7	OB	APR submitted on time	Yes = 5 pts No = 0 pts	5	5	5	5	5	5	5	5	5	5	5	5	5	5
R8	OB	Unresolved HUD monitoring and/or OIG audit findings	Yes = -5 pts No = 0 pts	0	0	0	0	0	0	0	0	0	0	0	0	0	0
R9	OB	Program maintained consistent quarterly drawdowns	Yes = 2 pts No = 0 pts	2	0	2	2	2	2	0	2	2	2	0	2	2	2
R10	OB	Program regularly attends LPB and Steering Committee meetings	Yes = 2 pts No = 0 pts	2	2	2	2	2	2	2	2	2	2	2	2	2	2
R11	SUB	Program participates in activities related to promotion of racial equity among homeless households	Score 0 to 5 points	5	4	4	5	5	2	5	5	4	5	4	4	4	3
R12	SUB	Program coordinates with ESG funding recipients	Score 0 to 3 points	3	3	2	3	3	3	2	2	3	3	2	2	2	1
R13	SB	Program coordinates with healthcare agencies regarding health needs for homeless households	Score 0 to 5 points	5	5	4	3	5	3	5	5	5	5	5	5	4	2
R14	SUB	Program coordinates with local PHAs	Score 0 to 3 points	3	2	3	3	1	3	2	2	3	3	2	2	2	1
R15	SUB	Program incorporates persons with lived experience in the decision-making process	Score 0 to 10 points	10	9	6	5	7	7	8	8	7	7	6	6	10	5
R16	SUB	Program ensures privacy, respect, safety, and access to services regardless of gender identity or sexual orientation	Score 0 to 5 points	5	2	3	4	5	2	3	3	3	5	3	3	5	1
R17	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.)	Yes = 5 pts No = 0 pts	5	5	5	0	5	5	5	5	5	5	5	5	5	5
R18	OB	Project utilizes Coordinated Entry for all openings	Yes = 5 pts No = 0 pts	5	5	5	5	0	5	5	5	5	5	5	5	5	5
R19	OB	Project will use a Housing First model, including not screening participants out based on the following: Having too little/no income; loss of income; failure to improve income Active or history of substance abuse Having a criminal record, with exceptions for state-mandated restrictions History of victimization Failure to participate in supportive services Failure to make progress on a service plan Any other activity not covered in a lease agreement	Yes = 5 pts No = 0 pts	5	5	5	5	5	5	5	5	5	5	5	5	5	5
R20	SB	Program has a SOAR-trained staff person that assists with SSI/SSDI applications	Yes = 5 pts No = 0 pts	5	5	5	5	5	5	5	5	5	5	5	5	5	5
Total Points				110	102	101	97	73	92	97	104	104	102	94	101	101	90
*Note: If any question is Not Applicable (NA), score full points.					92.73%	91.82%	88.18%	66.36%	83.64%	88.18%	94.55%	94.55%	92.73%	85.45%	91.82%	91.82%	81.82%

Question Type	Maximum Points	Alliance DV-RRH	BHSN DV-RRH	CARES HMIS	CCA DV-RRH	Clinton PSH	Fearless DV-RRH	Fearless DV-RRH Expansion	IPH PSH	JHA PSH	PNWWRC DV-RRH	PNWWRC DV-RRH Expansion	ROME PSH	Sullivan PSH
Objective (OB)	69	67	69	69	37	62	62	69	69	64	62	69	64	67
System Performance (SP)	30	30	30	30	20	25	25	30	30	25	25	30	25	30
Severe Barrier (SB)	15	15	14	8	15	13	15	15	15	15	15	15	14	12
Data (D)	40	40	40	40	23	33	35	40	40	35	35	40	35	38
Subjective (SUB)	26	20	18	20	21	17	20	20	20	23	17	17	23	11

NYS BoS CoC Review Tool New/Expansion Projects							
Question Number	Question Type (see key below)	Metric	Points	Maximum Points	Alliance DV-RRH Expansion	Clinton PSH Expansion	Sullivan PSH Expansion
N1	OB	Threshold requirements - project must meet NOFO requirements outlined in the NOFO.	No points assigned. If answer "no", do not proceed - project is not eligible for funding.	NA	NA	NA	NA
N2	OB	Agency regularly attends LPB and Steering Committee meetings	Yes = 2 pts No = 0 pts	2	2	2	2
N3	SUB	Applicant is experienced with grant management	Very Experienced = 5 pts Somewhat Experienced = 3 pts No Experience = 0 pts	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
N5	OB	Unresolved HUD monitoring and/or OIG audit findings	Yes = -5 pts No = 0 pts	0	0	0	0
N6	SUB	Program participates in activities related to promotion of racial equity among homeless households	Score 0 to 5 points	5	5	2	3
N7	SUB	Program coordinates with ESG funding recipients	Score 0 to 3 points	3	3	3	1
N8	SB	Program coordinates with healthcare agencies regarding health needs for homeless households	Score 0 to 5 points	5	5	2	1
N9	SUB	Program coordinates with local PHAs	Score 0 to 3 points	3	2	3	1
N10	SUB	Program incorporates persons with lived experience in the decision-making process	Score 0 to 10 points	10	9	7	5
N11	SUB	Program ensures privacy, respect, safety, and access to services regardless of gender identity or sexual orientation	Score 0 to 5 points	5	5	2	1
N12	D	Need for project clearly documented	Score 0 to 5 points	5	5	5	2
N13	SUB	Program design is suitable for proposed population	Score 0 to 2 points	2	2	2	2
N14	SUB	Proposed program has reasonable timeline for implementation	Yes = 3 pts No = 0 pts	3	3	3	3
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
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
N17	OB	Project will use a Housing First model, including not screening participants out based on the following: Having too little/no income; loss of income; failure to improve income Active or history of substance abuse Having a criminal record, with exceptions for state-mandated restrictions History of victimization Failure to participate in supportive services Failure to make progress on a service plan Any other activity not covered in a lease agreement	Yes = 5 pts No = 0 pts	5	5	5	5
N18	D SB OB	Proposed program addresses increased housing stability for participants (obtaining safe, affordable housing quickly and ensuring that participants will exit to or remain in permanent housing)	Score 0 to 10 points	10	5	6	4
N19	D SB OB	Proposed program addresses access to mainstream benefits, including income (earned or unearned)	Score 0 to 10 points	10	6	10	5
N20	SB OR OB	Project addresses increased safety for victims of domestic violence (DV Bonus) OR Project is Dedicated Plus (CoC Bonus)	Yes/NA = 5 pts No = 0 pts	5	5	5	5
N21	SB	Program has a SOAR-trained staff person that assists with SSI/SSDI applications	Yes = 5 pts No = 0 pts	5	5	5	0
N22	OB	Proposed costs are reasonable for the program type and population served	Yes = 2 pts No = 0 pts	2	2	2	2
N23	OB OR OB	CoC BONUS ONLY: Project county was not included in coverage area of new/expansion CoC Bonus funding received in FY2022 (Special or Annual NOFO) [Clinton, Putnam, Sullivan] OR DV BONUS ONLY: Project county was not included in coverage area of new/expansion DV funding received in FY2022 (Annual NOFO) [Cattaraugus, Clinton, Fulton, Montgomery, Herkimer, Schoharie]	Yes = 15 pts No = 0 pts	15	15	15	15
N24	OB	Project is an expansion project	Yes = 10 pts No = 0 pts	10	10	10	10
Total Points				125	114	109	87
					91.20%	87.20%	69.60%

Question Type	Maximum Points	Alliance DV-RRH Expansion	Clinton PSH Expansion	Sullivan PSH Expansion
Objective (OB)	69	60	65	58
Severe Barrier (SB)	35	26	28	15
Data (D)	25	16	21	11
Subjective (SUB)	41	39	32	26

1E-2a.

Scored Forms for One Project

NYS BoS CoC Review Tool
Renewal Projects

Question Number	Question Type (see key below)	Metric	Points*	Maximum Points	Alliance DV-RRH	BHSN DV-RRH	CARES HMIS	CCA DV-RRH	Clinton PSH	Fearless DV-RRH	Fearless DV-RRH Expansion	IPH PSH	JHA PSH	PNWWRC DV-RRH	PNWWRC DV-RRH Expansion	ROME PSH	Sullivan PSH
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	SP D OB	Number of households served is in line with contract goals (RRH)	Yes = 10 pts No = 0 pts														
R2	SP D OB	Housing Stability - percent of participants who remained in or exited to permanent housing	≥90% = 10 pts 80-89% = 5 pts 70-79% = 2 pts <70% = 0 pts	10	10	10	10	10	10	10	10	10	5	10	10	10	10
R3	SP D OB	Total Income - percent of participants who maintained or increased total income	≥20% = 10 pts 15-19 = 5 pts 10-14% = 2 pts <10% = 0 pts	10	10	10	10	0	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.	≥50% = 0 pts 26%-49% = 1 pt 1%-25% = 3 pts 0% = 5 pts	5	5	5	5	3	3	5	5	5	5	5	5	5	3
R5	D OB	Data Timeliness - based on the most recent DQ report, all project start records are entered within 10 days	Yes = 5 No = 0	5	5	5	5	0	5	5	5	5	5	5	5	5	5
R6	OB	Percent of funds spent	≥90% = 10 pts 80-89% = 5 pts <80% = 0 pts	10	10	10	10	0	10	10	10	10	10	10	10	10	10
R7	OB	APR submitted on time	Yes = 5 pts No = 0 pts	5	5	5	5	5	5	5	5	5	5	5	5	5	5
R8	OB	Unresolved HUD monitoring and/or OIG audit findings	Yes = -5 pts No = 0 pts	0	0	0	0	0	0	0	0	0	0	0	0	0	0
R9	OB	Program maintained consistent quarterly drawdowns	Yes = 2 pts No = 0 pts	2	0	2	2	2	2	0	2	2	2	0	2	2	2
R10	OB	Program regularly attends LPB and Steering Committee meetings	Yes = 2 pts No = 0 pts	2	2	2	2	2	2	2	2	2	2	2	2	2	2
R11	SUB	Program participates in activities related to promotion of racial equity among homeless households	Score 0 to 5 points	5	4	4	5	5	2	5	5	4	5	4	4	4	3
R12	SUB	Program coordinates with ESG funding recipients	Score 0 to 3 points	3	3	2	3	3	3	2	2	3	3	2	2	2	1
R13	SB	Program coordinates with healthcare agencies regarding health needs for homeless households	Score 0 to 5 points	5	5	4	3	5	3	5	5	5	5	5	5	4	2
R14	SUB	Program coordinates with local PHAs	Score 0 to 3 points	3	2	3	3	1	3	2	2	3	3	2	2	2	1
R15	SUB	Program incorporates persons with lived experience in the decision-making process	Score 0 to 10 points	10	9	6	5	7	7	8	8	7	7	6	6	10	5
R16	SUB	Program ensures privacy, respect, safety, and access to services regardless of gender identity or sexual orientation	Score 0 to 5 points	5	2	3	4	5	2	3	3	3	5	3	3	5	1
R17	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.)	Yes = 5 pts No = 0 pts	5	5	5	0	5	5	5	5	5	5	5	5	5	5
R18	OB	Project utilizes Coordinated Entry for all openings	Yes = 5 pts No = 0 pts	5	5	5	5	0	5	5	5	5	5	5	5	5	5
R19	OB	Project will use a Housing First model, including not screening participants out based on the following: Having too little/no income; loss of income; failure to improve income Active or history of substance abuse Having a criminal record, with exceptions for state-mandated restrictions History of victimization Failure to participate in supportive services Failure to make progress on a service plan Any other activity not covered in a lease agreement	Yes = 5 pts No = 0 pts	5	5	5	5	5	5	5	5	5	5	5	5	5	5
R20	SB	Program has a SOAR-trained staff person that assists with SSI/SSDI applications	Yes = 5 pts No = 0 pts	5	5	5	5	5	5	5	5	5	5	5	5	5	5
Total Points				110	102	101	97	73	92	97	104	104	102	94	101	101	90
*Note: If any question is Not Applicable (NA), score full points.					92.73%	91.82%	88.18%	66.36%	83.64%	88.18%	94.55%	94.55%	92.73%	85.45%	91.82%	91.82%	81.82%

Question Type	Maximum Points	Alliance DV-RRH	BHSN DV-RRH	CARES HMIS	CCA DV-RRH	Clinton PSH	Fearless DV-RRH	Fearless DV-RRH Expansion	IPH PSH	JHA PSH	PNWWRC DV-RRH	PNWWRC DV-RRH Expansion	ROME PSH	Sullivan PSH
Objective (OB)	69	67	69	69	37	62	62	69	69	64	62	69	64	67
System Performance (SP)	30	30	30	30	20	25	25	30	30	25	25	30	25	30
Severe Barrier (SB)	15	15	14	8	15	13	15	15	15	15	15	15	14	12
Data (D)	40	40	40	40	23	33	35	40	40	35	35	40	35	38
Subjective (SUB)	26	20	18	20	21	17	20	20	20	23	17	17	23	11

1E-5.

Notification of Projects Rejected-Reduced

From: [Estep, Arden \(OTDA\)](#)
To: [Watson, Sarah \(OTDA\)](#); [Camoin, Linda \(OTDA\)](#)
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"](#); ["Crowningshield, Gretchen"](#); ["Mason Maynard"](#); ["Kristen Giroux"](#); [adam.anderson@recoveryoptionsny.org](#); [Amanda Haley-Beaudette](#); [Amber Brown-Rose](#); [Ann Ellsworth](#); [Bridget Sanford](#); [cecily@upperedgeconsulting.com](#); [Christina Barnard](#); [Christine McDonough](#); [Denise Brodt](#); [Diamond, Heather \(OTDA\)](#); [Estep, Arden \(OTDA\)](#); [Gallacchi, Jason \(OTDA\)](#); [Gretchen Crowningshield](#); [Jacque Emborski](#); [Janine Robatille](#); [Jason Harle](#); [Jenn Braun](#); [Jodi Fuller](#); [Kristen Giroux](#); [Laurel Polttila](#); [Mason Maynard](#); [Michelle Sandoz-Dennis](#); [Randy Viele](#); [Sarita Green](#); [Toni Taylor](#); [Treena Williams](#); [Bridget Sanford](#); [Leila Santana](#); [Cristina Saito](#)
Subject: BoS NOFO Project Ranking
Date: Friday, September 8, 2023 9:28:00 AM
Attachments: [Memo 9.8.23.docx](#)
[NY-525 Local Project Ranking FY23.docx](#)

Please see attached memorandum and FY2023 Local Project Ranking. Thank you all for your work through this year's NOFO.

Arden Estep (*she/her*)
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

MEMORANDUM

TO: Agencies who submitted applications for FY2023 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 FY2023 CoC Consolidated Application

DATE: September 8, 2023

The CoC received new project applications from:

- AIDS Council of Northeastern New York dba Alliance for Positive Health
- Catholic Charities Community Services of Orange County
- Clinton County Social Services Department

The CoC received renewal project applications from:

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

There were no projects that were rejected or reduced.

This email constitutes official notification and documentation of the FY2023 CoC decision and ranking. The FY2023 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	IPH BoS PSH	Interfaith Partnership for the Homeless	PH-PSH	94.55%	\$141,277
2	BOS DV RR 2023	AIDS Council of Northeastern New York dba Alliance for Positive Health	PH-RRH	92.73%	\$192,623
3	Empowering the Homeless Toward Permanent Housing Solutions	Cattaraugus Community Action, Inc.	PH-PSH	92.73%	\$61,703
4	Swift Liberty 2024-2025	STOP Domestic Violence-Behavioral Health Services North	PH-RRH	91.82%	\$56,362
5	Catt Co Permanent Housing for Individuals with Mental Illness FY23	Housing Options Made Easy, Inc.	PH-PSH	91.82%	\$161,625
6	NY Balance of State HMIS 2023	CARES of NY, Inc.	HMIS	88.18%	\$4,675
7	DV Rapid Rehousing	Fearless! Hudson Valley	PH-RRH	88.18%	\$105,128
8	Putnam County DV RRH Program	Putnam/Northern Westchester Women's Resource Center	PH-RRH	85.45%	\$249,124
9	2023 ETC Housing	Clinton County Social Services Department	PH-PSH	83.64%	\$130,046
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Total Tier 1 Request					\$1,374,159
Tier 2					
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Total Tier 2 Request					\$604,487
Total Tier 1 & Tier 2 Request					\$1,978,646
NR	NY-525 CoC Planning Application FY 2023	New York State Office of Temporary and Disability Assistance	Planning	NA	\$147,370
Total HUD Request					\$2,126,016
					ARD
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NY-525 LOCAL PROJECT RANKING

Projects Not Accepted					
Rank	Project Name	Organization Name	Project Type	Score	Amount
NR	Not Applicable – no projects were rejected				
NR					

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CoC Funding Competition

2023 Documents

- 2023 Local Project Ranking
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- CoC Renewal Project Application (due June 2, 2023)
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- New DV Bonus Project Application (due July 7, 2023)
- New CoC Bonus Project Application (due July 7, 2023)

2022 Special NOFO Documents

- Special NOFO Award Announcement

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9/8/2023

From: [Mandy Parker](#)
To: [Estep, Arden \(OTDA\)](#)
Subject: OTDA-13888: Internet - BoS
Date: Friday, September 8, 2023 2:53:25 PM

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The status of this request is: [Published](#)

Mandy Parker commented:

The following has 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-FY23.pdf>

Thanks,
Mandy

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

Original request message:

Good Morning,

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

Please **add** the attached document to the top of the 2023 Documents list, titled: Local Project Ranking

Thank you!

Arden Estep (*she/her*)

Program Manager, Bureau of Housing & Support Services

Office of Temporary and Disability Assistance

40 North Pearl Street, Albany, NY 12243

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1E-5.

Notification of Projects Accepted

From: [Estep, Arden \(OTDA\)](#)
To: [Watson, Sarah \(OTDA\)](#); [Camoin, Linda \(OTDA\)](#)
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"](#); ["Crowningshield, Gretchen"](#); ["Mason Maynard"](#); ["Kristen Giroux"](#); [adam.anderson@recoveryoptionsny.org](#); [Amanda Haley-Beaudette](#); [Amber Brown-Rose](#); [Ann Ellsworth](#); [Bridget Sanford](#); [cecily@upperedgeconsulting.com](#); [Christina Barnard](#); [Christine McDonough](#); [Denise Brodt](#); [Diamond, Heather \(OTDA\)](#); [Estep, Arden \(OTDA\)](#); [Gallacchi, Jason \(OTDA\)](#); [Gretchen Crowningshield](#); [Jacque Emborski](#); [Janine Robatille](#); [Jason Harle](#); [Jenn Braun](#); [Jodi Fuller](#); [Kristen Giroux](#); [Laurel Polttila](#); [Mason Maynard](#); [Michelle Sandoz-Dennis](#); [Randy Viele](#); [Sarita Green](#); [Toni Taylor](#); [Treena Williams](#); [Bridget Sanford](#); [Leila Santana](#); [Cristina Saito](#)
Subject: BoS NOFO Project Ranking
Date: Friday, September 8, 2023 9:28:00 AM
Attachments: [Memo 9.8.23.docx](#)
[NY-525 Local Project Ranking FY23.docx](#)

Please see attached memorandum and FY2023 Local Project Ranking. Thank you all for your work through this year's NOFO.

Arden Estep (*she/her*)
Program Manager, Bureau of Housing & Support Services

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New York State Balance of State Continuum of Care

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Mandy Parker commented:

The following has been published to the live site:

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<https://otda.ny.gov/resources/continuum-of-care/documents/Local-Project-Ranking-FY23.pdf>

Thanks,
Mandy

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

Original request message:

Good Morning,

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

Please **add** the attached document to the top of the 2023 Documents list, titled: Local Project Ranking

Thank you!

Arden Estep (*she/her*)

Program Manager, Bureau of Housing & Support Services

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1E-5b.

Local Competition Selection Results

NY-525 New York Balance of State Continuum of Care Local Competition Selection Results						
Project Name	Organization Name	Score	Accepted/ Rejected	Rank	Requested Funding Amount	Reallocated Funds
BOS DV RR 2023	AIDS Council of Northeastern New York dba Alliance for Positive Health	92.73%	Accepted	2	\$192,623	\$0
BOS DV RR 2023 Expansion	AIDS Council of Northeastern New York dba Alliance for Positive Health	91.20%	Accepted	14	\$294,739	\$0
NY Balance of State HMIS 2023	CARES of NY, Inc.	88.18%	Accepted	6	\$4,675	\$0
CCOSU FY2023	Catholic Charities Community Services of Orange County	81.82%	Accepted	10	\$267,983	\$0
Expansion Project CCOSU	Catholic Charities Community Services of Orange County	69.60%	Accepted	13	\$120,000	\$0
Empowering the Homeless Toward Permanent Housing Solutions	Cattaraugus Community Action, Inc.	92.73%	Accepted	3	\$61,703	\$0
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ETC Housing	Clinton County Social Services Department	83.64%	Accepted	9	\$130,046	\$0
ETC Housing 2023-Expansion	Clinton County Social Services Department	87.20%	Accepted	12	\$86,317	\$0
DV Rapid Rehousing	Fearless! Hudson Valley	88.18%	Accepted	7	\$105,128	\$0
Catt Co Permanent Housing for Individuals with Mental Illness FY23	Housing Options Made Easy, Inc.	91.82%	Accepted	5	\$161,625	\$0
IPH BoS PSH	Interfaith Partnership for the Homeless	94.55%	Accepted	1	\$141,277	\$0
NY-525 CoC Planning Application FY 2023	New York State Office of Temporary and Disability Assistance	Not Scored	Accepted	Not Ranked	\$147,370	\$0
Putnam County DV RRH Program	Putnam/Northern Westchester Women's Resource Center	85.45%	Accepted	8	\$249,124	\$0
Swift Liberty 2024-2025	STOP Domestic Violence- Behavioral Health Services North	91.82%	Accepted	4	\$56,362	\$0

2A-6.

HUD's Homeless Data Exchange (HDX)
Competition Report

2023 HDX Competition Report

PIT Count Data for NY-525 - New York Balance of State Continuum of Care

Total Population PIT Count Data

	2020 PIT	2021 PIT *	2022 PIT	2023 PIT
Total Sheltered and Unsheltered Count	463	341	606	687
Emergency Shelter Total	387	311	562	638
Safe Haven Total	0	0	0	0
Transitional Housing Total	55	20	3	1
Total Sheltered Count	442	331	565	639
Total Unsheltered Count	21	10	41	48

Chronically Homeless PIT Counts

	2020 PIT	2021 PIT *	2022 PIT	2023 PIT
Total Sheltered and Unsheltered Count of Chronically Homeless Persons	45	40	82	142
Sheltered Count of Chronically Homeless Persons	41	40	55	115
Unsheltered Count of Chronically Homeless Persons	4	0	27	27

2023 HDX Competition Report

PIT Count Data for NY-525 - New York Balance of State Continuum of Care

Homeless Households with Children PIT Counts

	2020 PIT	2021 PIT *	2022 PIT	2023 PIT
Total Sheltered and Unsheltered Count of the Number of Homeless Households with Children	53	37	69	72
Sheltered Count of Homeless Households with Children	53	37	67	70
Unsheltered Count of Homeless Households with Children	0	0	2	2

Homeless Veteran PIT Counts

	2011 PIT	2020 PIT	2021 PIT *	2022 PIT	2023 PIT
Total Sheltered and Unsheltered Count of the Number of Homeless Veterans	NA	17	12	18	17
Sheltered Count of Homeless Veterans	NA	16	12	16	14
Unsheltered Count of Homeless Veterans	NA	1	0	2	3

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

2023 HDX Competition Report

HIC Data for NY-525 - New York Balance of State Continuum of Care

HMIS Bed Coverage Rates

Project Type	Total Year-Round, Current Beds	Total Current, Year-Round, HMIS Beds	Total Year-Round, Current, Non-VSP Beds*	HMIS Bed Coverage Rate for Year-Round Beds	Total Year-Round, Current VSP Beds in an HMIS Comparable Database	Total Year-Round, Current, VSP Beds**	HMIS Comparable Bed Coverage Rate for VSP Beds	Total Current, Year-Round, HMIS Beds and VSP Beds in an HMIS Comparable Database	HMIS and Comparable Database Coverage Rate
ES Beds	117	49		52.13%	23		100.00%	72	
SH Beds	0	0		NA	0		NA	0	
TH Beds	5	5		100.00%	0		NA	5	
RRH Beds	273	238		89.14%	6		100.00%	244	
PSH Beds	203	185		91.13%	0		NA	185	
OPH Beds	141	141		100.00%	0		NA	141	
Total Beds	739	618	710	87.04%	29	29	100.00%	647	87.55%

2023 HDX Competition Report

HIC Data for NY-525 - New York Balance of State Continuum of Care

2023 HDX Competition Report

HIC Data for NY-525 - New York Balance of State Continuum of Care

Notes

*For OPH Beds, this does NOT include any beds that are Current, Non-VSP, Non-HMIS, and EHV-funded.

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In the HIC, "Year-Round Beds" is the sum of "Beds HH w/o Children", "Beds HH w/ Children", and "Beds HH w/ only Children". This does not include Overflow ("O/V Beds") or Seasonal Beds ("Total Seasonal Beds").

In the HIC, Current beds are beds with an "Inventory Type" of "C" and not beds that are Under Development ("Inventory Type" of "U").

PSH Beds Dedicated to Persons Experiencing Chronic Homelessness

Chronically Homeless Bed Counts	2020 HIC	2021 HIC	2022 HIC	2023 HIC
Number of CoC Program and non-CoC Program funded PSH beds dedicated for use by chronically homeless persons identified on the HIC	3	0	0	12

Rapid Rehousing (RRH) Units Dedicated to Persons in Household with Children

Households with Children	2020 HIC	2021 HIC	2022 HIC	2023 HIC
RRH units available to serve families on the HIC	15	7	30	47

Rapid Rehousing Beds Dedicated to All Persons

All Household Types	2020 HIC	2021 HIC	2022 HIC	2023 HIC
RRH beds available to serve all populations on the HIC	100	57	216	273

2023 HDX Competition Report

HIC Data for NY-525 - New York Balance of State Continuum of Care

2023 HDX Competition Report

FY2022 - Performance Measurement Module (Sys PM)

Summary Report for NY-525 - New York Balance of State Continuum of Care

Measure 1: Length of Time Persons Remain Homeless

This measures the number of clients active in the report date range across ES, SH (Metric 1.1) and then ES, SH and TH (Metric 1.2) along with their average and median length of time homeless. This includes time homeless during the report date range as well as prior to the report start date, going back no further than October, 1, 2012.

Metric 1.1: Change in the average and median length of time persons are homeless in ES and SH projects.

Metric 1.2: Change in the average and median length of time persons are homeless in ES, SH, and TH projects.

a. This measure is of the client's entry, exit, and bed night dates strictly as entered in the HMIS system.

	Universe (Persons)		Average LOT Homeless (bed nights)			Median LOT Homeless (bed nights)		
	Submitted FY 2021	FY 2022	Submitted FY 2021	FY 2022	Difference	Submitted FY 2021	FY 2022	Difference
1.1 Persons in ES and SH	1388	1927	72	66	-6	26	28	2
1.2 Persons in ES, SH, and TH	1463	1930	85	66	-19	28	28	0

b. Due to changes in DS Element 3.17, metrics for measure (b) will not be reported in 2016.

This measure includes data from each client's "Length of Time on Street, in an Emergency Shelter, or Safe Haven" (Data Standards element 3.17) response and prepends this answer to the client's entry date effectively extending the client's entry date backward in time. This "adjusted entry date" is then used in the calculations just as if it were the client's actual entry date.

NOTE: Due to the data collection period for this year's submission, the calculations for this metric are based on the data element 3.17 that was active in HMIS from 10/1/2015 to 9/30/2016. This measure and the calculation in the SPM specifications will be updated to reflect data element 3.917 in time for next year's submission.

2023 HDX Competition Report

FY2022 - Performance Measurement Module (Sys PM)

	Universe (Persons)		Average LOT Homeless (bed nights)			Median LOT Homeless (bed nights)		
	Submitted FY 2021	FY 2022	Submitted FY 2021	FY 2022	Difference	Submitted FY 2021	FY 2022	Difference
1.1 Persons in ES, SH, and PH (prior to "housing move in")	1519	2186	127	142	15	38	55	17
1.2 Persons in ES, SH, TH, and PH (prior to "housing move in")	1594	2189	143	142	-1	41	55	14

2023 HDX Competition Report

FY2022 - Performance Measurement Module (Sys PM)

Measure 2: The Extent to which Persons who Exit Homelessness to Permanent Housing Destinations Return to Homelessness

This measures clients who exited SO, ES, TH, SH or PH to a permanent housing destination in the date range two years prior to the report date range. Of those clients, the measure reports on how many of them returned to homelessness as indicated in the HMIS for up to two years after their initial exit.

	Total # of Persons who Exited to a Permanent Housing Destination (2 Years Prior)	Returns to Homelessness in Less than 6 Months		Returns to Homelessness from 6 to 12 Months		Returns to Homelessness from 13 to 24 Months		Number of Returns in 2 Years	
		FY 2022	% of Returns	FY 2022	% of Returns	FY 2022	% of Returns	FY 2022	% of Returns
Exit was from SO	9	0	0%	0	0%	0	0%	0	0%
Exit was from ES	446	25	6%	12	3%	35	8%	72	16%
Exit was from TH	1	0	0%	0	0%	0	0%	0	0%
Exit was from SH	0	0		0		0		0	
Exit was from PH	123	0	0%	0	0%	6	5%	6	5%
TOTAL Returns to Homelessness	579	25	4%	12	2%	41	7%	78	13%

Measure 3: Number of Homeless Persons

Metric 3.1 – Change in PIT Counts

2023 HDX Competition Report

FY2022 - Performance Measurement Module (Sys PM)

This measures the change in PIT counts of sheltered and unsheltered homeless person as reported on the PIT (not from HMIS).

	January 2021 PIT Count	January 2022 PIT Count	Difference
Universe: Total PIT Count of sheltered and unsheltered persons	341	606	265
Emergency Shelter Total	311	562	251
Safe Haven Total	0	0	0
Transitional Housing Total	20	3	-17
Total Sheltered Count	331	565	234
Unsheltered Count	10	41	31

Metric 3.2 – Change in Annual Counts

This measures the change in annual counts of sheltered homeless persons in HMIS.

	Submitted FY 2021	FY 2022	Difference
Universe: Unduplicated Total sheltered homeless persons	1483	1960	477
Emergency Shelter Total	1407	1957	550
Safe Haven Total	0	0	0
Transitional Housing Total	93	4	-89

2023 HDX Competition Report

FY2022 - Performance Measurement Module (Sys PM)

Measure 4: Employment and Income Growth for Homeless Persons in CoC Program-funded Projects

Metric 4.1 – Change in earned income for adult system stayers during the reporting period

	Submitted FY 2021	FY 2022	Difference
Universe: Number of adults (system stayers)	41	44	3
Number of adults with increased earned income	2	2	0
Percentage of adults who increased earned income	5%	5%	0%

Metric 4.2 – Change in non-employment cash income for adult system stayers during the reporting period

	Submitted FY 2021	FY 2022	Difference
Universe: Number of adults (system stayers)	41	44	3
Number of adults with increased non-employment cash income	9	11	2
Percentage of adults who increased non-employment cash income	22%	25%	3%

Metric 4.3 – Change in total income for adult system stayers during the reporting period

	Submitted FY 2021	FY 2022	Difference
Universe: Number of adults (system stayers)	41	44	3
Number of adults with increased total income	11	13	2
Percentage of adults who increased total income	27%	30%	3%

2023 HDX Competition Report

FY2022 - Performance Measurement Module (Sys PM)

Metric 4.4 – Change in earned income for adult system leavers

	Submitted FY 2021	FY 2022	Difference
Universe: Number of adults who exited (system leavers)	16	10	-6
Number of adults who exited with increased earned income	4	1	-3
Percentage of adults who increased earned income	25%	10%	-15%

Metric 4.5 – Change in non-employment cash income for adult system leavers

	Submitted FY 2021	FY 2022	Difference
Universe: Number of adults who exited (system leavers)	16	10	-6
Number of adults who exited with increased non-employment cash income	2	3	1
Percentage of adults who increased non-employment cash income	13%	30%	17%

Metric 4.6 – Change in total income for adult system leavers

	Submitted FY 2021	FY 2022	Difference
Universe: Number of adults who exited (system leavers)	16	10	-6
Number of adults who exited with increased total income	4	4	0
Percentage of adults who increased total income	25%	40%	15%

2023 HDX Competition Report

FY2022 - Performance Measurement Module (Sys PM)

Measure 5: Number of persons who become homeless for the 1st time

Metric 5.1 – Change in the number of persons entering ES, SH, and TH projects with no prior enrollments in HMIS

	Submitted FY 2021	FY 2022	Difference
Universe: Person with entries into ES, SH or TH during the reporting period.	1299	1752	453
Of persons above, count those who were in ES, SH, TH or any PH within 24 months prior to their entry during the reporting year.	240	269	29
Of persons above, count those who did not have entries in ES, SH, TH or PH in the previous 24 months. (i.e. Number of persons experiencing homelessness for the first time)	1059	1483	424

Metric 5.2 – Change in the number of persons entering ES, SH, TH, and PH projects with no prior enrollments in HMIS

	Submitted FY 2021	FY 2022	Difference
Universe: Person with entries into ES, SH, TH or PH during the reporting period.	1531	2232	701
Of persons above, count those who were in ES, SH, TH or any PH within 24 months prior to their entry during the reporting year.	259	325	66
Of persons above, count those who did not have entries in ES, SH, TH or PH in the previous 24 months. (i.e. Number of persons experiencing homelessness for the first time.)	1272	1907	635

2023 HDX Competition Report

FY2022 - Performance Measurement Module (Sys PM)

Measure 6: Homeless Prevention and Housing Placement of Persons defined by category 3 of HUD's Homeless Definition in CoC Program-funded Projects

This Measure is not applicable to CoCs in FY2022 (Oct 1, 2021 - Sept 30, 2022) reporting period.

Measure 7: Successful Placement from Street Outreach and Successful Placement in or Retention of Permanent Housing

Metric 7a.1 – Change in exits to permanent housing destinations

	Submitted FY 2021	FY 2022	Difference
Universe: Persons who exit Street Outreach	10	2	-8
Of persons above, those who exited to temporary & some institutional destinations	3	1	-2
Of the persons above, those who exited to permanent housing destinations	4	0	-4
% Successful exits	70%	50%	-20%

Metric 7b.1 – Change in exits to permanent housing destinations

2023 HDX Competition Report

FY2022 - Performance Measurement Module (Sys PM)

	Submitted FY 2021	FY 2022	Difference
Universe: Persons in ES, SH, TH and PH-RRH who exited, plus persons in other PH projects who exited without moving into housing	1174	1938	764
Of the persons above, those who exited to permanent housing destinations	436	937	501
% Successful exits	37%	48%	11%

Metric 7b.2 – Change in exit to or retention of permanent housing

	Submitted FY 2021	FY 2022	Difference
Universe: Persons in all PH projects except PH-RRH	221	174	-47
Of persons above, those who remained in applicable PH projects and those who exited to permanent housing destinations	205	167	-38
% Successful exits/retention	93%	96%	3%

2023 HDX Competition Report FY2022 - SysPM Data Quality

NY-525 - New York Balance of State Continuum of Care

	All ES, SH			All TH			All PSH, OPH			All RRH			All Street Outreach		
	Submitted FY2020	Submitted FY2021	FY2022	Submitted FY2020	Submitted FY2021	FY2022	Submitted FY2020	Submitted FY2021	FY2022	Submitted FY2020	Submitted FY2021	FY2022	Submitted FY2020	Submitted FY2021	FY2022
1. Number of non-DV Beds on HIC	72	65	57	75	40	5	190	181	179	100	49	198			
2. Number of HMIS Beds	72	65	57	75	40	5	172	160	163	100	49	198			
3. HMIS Participation Rate from HIC (%)	100.00	100.00	100.00	100.00	100.00	100.00	90.53	88.40	91.06	100.00	100.00	100.00			
4. Unduplicated Persons Served (HMIS)	1414	1409	1963	119	93	4	550	524	230	419	567	906	10	24	8
5. Total Leavers (HMIS)	1397	1191	1638	107	61	4	376	227	49	368	230	540	9	13	1
6. Destination of Don't Know, Refused, or Missing (HMIS)	543	237	124	12	6	0	22	8	1	40	19	32	1	3	1
7. Destination Error Rate (%)	38.87	19.90	7.57	11.21	9.84	0.00	5.85	3.52	2.04	10.87	8.26	5.93	11.11	23.08	100.00

2023 HDX Competition Report
FY2022 - SysPM Data Quality

2023 HDX Competition Report

Submission and Count Dates for NY-525 - New York Balance of State Continuum of Care

Date of PIT Count

	Date	Received HUD Waiver
Date CoC Conducted 2023 PIT Count	1/30/2023	

Report Submission Date in HDX

	Submitted On	Met Deadline
2023 PIT Count Submittal Date	4/27/2023	Yes
2023 HIC Count Submittal Date	4/27/2023	Yes
2022 System PM Submittal Date	2/22/2023	Yes

3A-1a.

Housing Leveraging Commitment

CLINTON COUNTY DEPARTMENT OF SOCIAL SERVICES

13 DURKEE STREET
PLATTSBURGH, NY 12901



TELEPHONE: (518)565-3300
FAX: (518)561-8101

CHRISTINE G. PETERS
COMMISSIONER

September 6, 2023

Amanda Haley-Beaudette, LMHC
Executive Director
ETC Housing Corporation c/o
Clinton County Department of Social Services
Plattsburgh, NY 12901

RE: Rental Supplement Program (RSP) Award Commitment

Dear Ms. Haley-Beaudette:

This letter confirms the commitment of RSP funds, a state-funded and locally administered rental assistance program, in the support of one (1) unit as described in the **ETC Housing 2023-Expansion** project. The project will support participants in the apartment of their choice.

The award provides at least one unit. The project will begin on July 1, 2024. This commitment is a one-year contract.

Sincerely,

Christine G. Peters
Commissioner

/lal



COUNTY OF SULLIVAN
Division of Health and Human Services
SULLIVAN COUNTY HUMAN SERVICES COMPLEX
P.O. BOX 231, COMMUNITY LANE
LIBERTY, NY 12754

September 14, 2023

Shannon Kelly, Executive Director
Catholic Charities of Orange, Sullivan and Ulster Counties
27 Matthews Street
Goshen, NY 10924

RE: RSP Award Commitment

Dear Ms. Kelly,

This letter confirms the commitment of Rental Supplement Plan (RSP) funds with three vouchers to be supported as described in the application for the **Expansion Project CCOSU**. RSP is a New York State-funded and locally administered voucher program designed to provide long-term rental assistance for homeless individuals and families.

The project will support program participants in obtaining the apartment of their choice. The award will provide three vouchers annually. The project is slated to begin January 1, 2025 with intent to establish a one-year contract.

Sincerely,

A handwritten signature in black ink, appearing to be 'John Liddle', with a long horizontal line extending to the right.

John Liddle
Commissioner

3A-2a.

Healthcare Formal Agreements



**Champlain Valley Family Center
For Drug Treatment & Youth Services, Inc.**

20 Ampersand Drive
Plattsburgh, NY 12901
cvfamilycenter.org
P 518-561-8480
F 518-566-6382
info@cvfamilycenter.org

September 14, 2023

Amanda Haley-Beaudette, LMHC
ETC Housing Corporation c/o
Clinton County Department of Social Services
P.O. Box 2708
6 Tara Lane
Plattsburgh, NY 12901

RE: Leveraging Healthcare Resources Award Commitment

Dear Amanda

It is my pleasure to provide this letter of support to the submitted application for funds on behalf of Clinton County DSS and ETC Housing Corp.

The relationship between ETC and CVFC was designed to provide the highest quality of care to our shared population.

We are excited about the possibilities to continue to support ETC Housing Corp. and Clinton County DSS through the ETC Housing 2023-Expansion project.

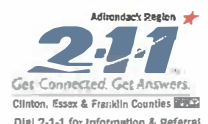
We commit to collaboration for the proposed project starting in July 1, 2024 and will review and renew the commitment annually. As a substance use disorder program, we guarantee that the services we provide in partnership with ETC Housing Corp will be available to all eligible participants of this project, that choose to come to CVFC.

We commit to collaboration for the proposed project starting in July 1, 2024 and will review and renew the commitment annually. As a substance use disorder program, we guarantee that the services we provide in partnership with ETC Housing Corp. will be available to all eligible participants of this project, that choose to come to CVFC. The cost of this committed service provision will be at least \$21,580. Project eligibility for the program participants in the ETC expansion project will be based on CoC Program fair housing requirements and will not be restricted by CVFC.


Sincerely,
Constance Wille, CEO
Champlain Valley Family Center



A Step Forward





Rehabilitation Support Services, Inc.

Shannon Kelly
Catholic Charities
27 Matthews Street
Goshen, NY 10924

RE: Leveraging Healthcare Resources Award Commitment for Catholic Charities of Orange Sullivan and Ulster Counties Expansion

Dear Shannon,

It is my pleasure to provide this letter of support to the submitted application for funds on behalf of Catholic Charities of Orange Sullivan and Ulster.

Rehabilitation Support Services (RSS), Inc has a long-standing collaborative relationship with Catholic Charities. They provide our clients with inpatient and outpatient substance use treatment and a plethora of social determinants of health programs.

We are excited about the possibilities to continue to support Catholic Charities through their housing expansion project.

We commit to collaboration for the proposed project starting January 1, 2025 and will review and renew the commitment annually. As a Mental Health program, we guarantee that the services we provide in partnership with Catholic Charities of Orange Sullivan and Ulster will be available to all eligible participants of this project that choose to participate, as long as they meet the Office of Mental Health criteria for admission. Once an individual meets this criteria, all individuals are welcome to our services

The individuals served in this project by Catholic Charities will be eligible for our Mental Health and Substance Abuse Housing Services, Care Management, the PROS Day Program, and our Children & Youth Services. Depending on the number of people referred, the leverage would be at least \$30,000. Project eligibility for the program participants in the CCOSU Expansion Project will be based on CoC Program Fair Housing requirements by RSS.

We are delighted to be able to support Catholic Charities of Orange Sullivan and Ulster and the outstanding service they provide both for the RSS clients and in the community.

Sincerely,

Susan K. Miller, LCSW, ACSW
Chief Operating Officer, Downstate

**U.S. Department of Housing
and Urban Development**

**Certification of Consistency Plan
with the Consolidated Plan
for the Continuum of Care
Program Competition**

I certify the proposed activities included in the Continuum of Care (CoC) project application(s) is consistent with the jurisdiction's currently approved Consolidated Plan.

Applicant Name: _____

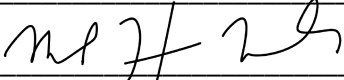
Project Name: _____

Location of the Project: _____

Name of
Certifying Jurisdiction: _____

Certifying Official
of the Jurisdiction Name: _____

Title: _____

Signature:  _____

Date: _____

Public reporting burden for this collection of information is estimated to average 3.0 hours per response, including the time for reviewing instructions, completing the form, attaching a list of projects if submitting one form per jurisdiction, obtaining local jurisdiction's signature, and uploading to the electronic e-snaps CoC Consolidated Application. This agency may not conduct or sponsor, and a person is not required to respond to, a collection information unless that collection displays a valid OMB control number.

Privacy Act Statement. This form does not collect SSN information. The Department of Housing and Urban Development (HUD) is authorized to collect all the information required by this form under 24 CFR part 91, 24 CFR Part 578, and is authorized by the McKinney-Vento Act, as amended by S. 896 The Homeless Emergency Assistance and Rapid Transition to Housing (HEARTH) Act of 2009 (42 U.S.C. 11371 et seq.). HUD considers the completion of this form, including the local jurisdiction(s) authorizing official's signature, as confirmation the project application(s) proposed activities submitted to HUD in the CoC Program Competition are consistent with the jurisdiction's Consolidated Plan and, if the project applicant is a state or unit of local government, that the jurisdiction is following its Consolidated Plan per the requirement of 24 CFR part 91. Failure to either submit one form per project or one form with a listing of project information for each field (i.e., name of applicant, name of project, location of project) will result in a technical deficiency notification that must be corrected within the number of days designated by HUD, and further failure to provide missing or incomplete information will result in project application removal from the review process and rejection in the competitive process.

Instructions for completing the HUD-2991, Certification of Consistency with the Consolidated Plan

The following information must be completed by the Continuum of Care's designated Collaborative Applicant. If the CoC has multiple projects, it may complete a single HUD-2991 for the jurisdiction provided the Collaborative Applicant includes a list of all projects with applicant names, project names, and locations that will be submitted to HUD with the form when forwarding to the jurisdiction for signature. If there are multiple jurisdictions located within a CoC's geographic area, it must obtain a signed HUD-2991 for each jurisdiction where projects are located.

Completed by the CoC's Collaborative Applicant:

Applicant Name. Enter the name of the project applicant's organization.

Project Name. Enter the name of the project application that will be submitted to HUD in the Continuum of Care Program Competition.

Location of the Project. Enter the physical address of the project; however, if the project is designated as a domestic violence project, enter a P.O. Box or address of the main administrative office provided it is not the same address as the project.

Name of Certifying Jurisdiction. Enter the name of jurisdiction that will review the project information and certify consistency with the Consolidated Plan (e.g., City of..., County, State).

Must be completed by the certifying jurisdiction.

Certifying Official of the Jurisdiction. Enter the name of the official who will sign the form.

Title. Enter the official title of the certifying official (e.g., mayor, county judge, state official).

Signature. The certifying official is to sign the form.

Date. Enter the date the certifying official signs the form.

Planning Application

Applicant Name: New York State Office of Temporary and Disability Assistance

Project Name: NY-525 CoC Planning Application FY2023

Location of Project: 40 North Pearl Street, Albany, NY 12243

Renewal Applications

Applicant Name: AIDS Council of Northeastern New York dba Alliance for Positive Health

Project Name: BOS DV RR 2023

Location of Project: 927 Broadway, Albany, NY 12207

Applicant Name: CARES of NY, Inc.

Project Name: NY Balance of State HMIS 2023

Location of Project: 200 Henry Johnson Blvd. Suite 4, Albany, NY 12210

Applicant Name: Catholic Charities Community Services of Orange County

Project Name: CCOSU FY2023

Location of Project: 11 Hamilton Avenue, Monticello, NY 12701

Applicant Name: Cattaraugus Community Action, Inc.

Project Name: Domestic Violence Rapid Rehousing Program

Location of Project: 25 Jefferson Street, Salamanca, NY 14779

Applicant Name: Cattaraugus Community Action, Inc.

Project Name: Empowering the Homeless Toward Permanent Housing Solutions

Location of Project: 25 Jefferson Street, Salamanca, NY 14779

Applicant Name: Clinton County Social Services Department

Project Name: 2023 ETC Housing

Location of Project: 13 Durkee Street, Plattsburgh, NY 12901

Applicant Name: Fearless! Hudson Valley

Project Name: DV Rapid Rehousing

Location of Project: P.O. Box 649, Newburgh, NY 12551

Applicant Name: Housing Options Made Easy, Inc.

Project Name: Catt. Permanent Housing for Individuals with Mental Illness FY23

Location of Project: 75 Jamestown Street, Gowanda, NY 14070

Applicant Name: Interfaith Partnership for the Homeless

Project Name: IPH BoS PSH

Location of Project: 176 Sheridan Ave, Albany, NY 12210

Applicant Name: Putnam/Northern Westchester Women's Resource Center

Project Name: Putnam County DV RRH Program

Location of Project: 935 S. Lake Blvd Ste 2, Mahopac, NY 10541

Applicant Name: STOP Domestic Violence-Behavioral Health Services North

Project Name: Swift Liberty Housing 2024-2025

Location of Project: 22 US Oval, Plattsburgh, NY 12903

New Applications

Applicant Name: AIDS Council of Northeastern New York dba Alliance for Positive Health

Project Name: BOS DV RR 2023 Expansion

Location of Project: 927 Broadway, Albany, NY 12207

Applicant Name: Catholic Charities Community Services of Orange County

Project Name: Expansion Project CCOSU

Location of Project: 11 Hamilton Avenue, Monticello, NY 12701

Applicant Name: Clinton County Social Services Department

Project Name: ETC Housing 2023-Expansion

Location of Project: 13 Durkee Street, Plattsburgh, NY 12901