

## Before Starting the CoC Application

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

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

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

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

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

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

Answering Multi-Part Narrative Questions

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

### Attachments

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

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

- We must be able to read the date and time on attachments requiring system-generated dates and times, (e.g., a screenshot displaying the time and date of the public posting using your desktop calendar; screenshot of a webpage that indicates date and time).

## 1A. Continuum of Care (CoC) Identification

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

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

**1A-1. CoC Name and Number:** NY-510 - Ithaca/Tompkins County CoC

**1A-2. Collaborative Applicant Name:** Human Services Coalition of Tompkins County, Inc.

**1A-3. CoC Designation:** CA

**1A-4. HMIS Lead:** Sarah Schutt

## 1B. Coordination and Engagement–Inclusive Structure and Participation

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

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

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

17.	Organizations led by and serving Black, Brown, Indigenous and other People of Color	Yes	Yes	Yes
18.	Organizations led by and serving LGBTQ+ persons	Yes	Yes	Yes
19.	Organizations led by and serving people with disabilities	Yes	Yes	Yes
20.	Other homeless subpopulation advocates	Yes	Yes	Yes
21.	Public Housing Authorities	Yes	Yes	Yes
22.	School Administrators/Homeless Liaisons	Yes	No	No
23.	State Domestic Violence Coalition	No	No	No
24.	State Sexual Assault Coalition	No	No	No
25.	Street Outreach Team(s)	Yes	Yes	Yes
26.	Substance Abuse Advocates	Yes	Yes	Yes
27.	Substance Abuse Service Organizations	Yes	Yes	Yes
28.	Victim Service Providers	Yes	Yes	Yes
29.	Domestic Violence Advocates	Yes	Yes	Yes
30.	Other Victim Service Organizations	Yes	Yes	Yes
31.	Youth Advocates	Yes	Yes	Yes
32.	Youth Homeless Organizations	Yes	Yes	Yes
33.	Youth Service Providers	Yes	Yes	Yes
	Other: (limit 50 characters)			
34.				
35.				

By selecting "other" you must identify what "other" is.

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

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

(limit 2,500 characters)

1. NY-510 eagerly welcomes all individuals or agencies interested in working collaboratively to prevent and end homelessness to join the CoC. The CoC posts an open invitation to join the CoC bi-annually. CoC staff distribute the invitation via the Human Service Coalition's website, social media, and 3000+ member human service listserv. In addition, CoC staff attend community events and meet with diverse stakeholders, including service providers, landlords, grassroots organizations, tenant advocates, local government, and private citizens. These events aim to offer information about the purpose of the CoC and how to join. This year our invitation to join included additional details about the work of the CoC, including a recorded presentation entitled "CoC 101" to be as transparent as possible about the mission and goals of the CoC.

2. All CoC communications are written in clear language with minimal jargon and in PDF or DOCX format, which is accessible to screen readers. CoC materials that include images are posted and shared with a full photo description. All meetings continue to be remote meetings hosted on Zoom. The Zoom meetings are close caption enabled, recorded, and transcribed to improve access to people with disabilities.

3. The CoC conducts targeted outreach at agencies such as multicultural resource centers, Southside Community Center, and faith-based groups in our area to increase awareness of the available resources, education, and opportunities available through the CoC. We also conduct targeted street outreach to ensure that people currently experiencing homelessness and those with prior lived experience of homelessness are aware of the CoC. Although we invite all CoC members to join and sit on the Governance Committee, we hope to expand the number of Governance members who identify as BIPOC, persons with disabilities, and LGBTQ+. In the coming year, we hope to perform a demographic survey of our CoC members to understand current gaps in representation. This outreach is ongoing and primarily deployed by CoC staff and the governance committee.

<b>1B-3.</b>	<b>CoC's Strategy to Solicit/Consider Opinions on Preventing and Ending Homelessness.</b>	
	NOFO Section VII.B.1.a.(3)	

Describe in the field below how your CoC:	
1.	solicited and considered opinions from a broad array of organizations and individuals that have knowledge of homelessness, or an interest in preventing and ending homelessness;
2.	communicated information during public meetings or other forums your CoC uses to solicit public information; and
3.	took into consideration information gathered in public meetings or forums to address improvements or new approaches to preventing and ending homelessness.

(limit 2,500 characters)

1. The CoC solicits membership from a wide variety of stakeholders interested in preventing and ending homelessness through targeted outreach to service providers in our community. Our local housing crisis impacts most individuals seeking other services, and we have found that mainstream service providers are naturally inclined to learn more about the available resources and how they can be a part of the solution for the people they serve. We have brought a wide array of partners with these shared goals to the table, including street outreach workers, city representatives, people with lived experience of homelessness, disability advocates, health providers, housing lawyers, re-entry advocates, and affordable housing providers. We convene a Youth Advisory Board (YAB) composed of youth with lived experience of homelessness to participate in discussions and oversee new projects for youth experiencing homelessness. This board has also published a CCP for our community to guide future work in our youth homelessness committee. Our chronic homelessness committee plans to assemble a lived experience board for adults over 25 in FY2022.

2. The CoC communicates information and gathers feedback through direct community interaction 5x yearly via our Homeless and Housing Task Force (HHTF) meetings. HHTF is the education and outreach arm of the CoC. Meetings are well attended by 60-80 people. These public forums feature rotating presenters who share relevant information on topics ranging from; Fair Housing Law, New Programs, Affordable Housing, Eviction Prevention, Mainstream Benefits, Covid responses, and more. In addition, HHTF maintains an email list where follow-up information is shared, and attendees ask questions and network.

3. The CoC considers information gathered at HHTF, CoC, and general public meetings to develop and implement new and innovative approaches to address homelessness. Some of these approaches include the creation of several new, time-limited committees in FY2021 to engage members in planning around new and emerging issues. All committee meetings are recorded and minutes are available to the public. Still, we encourage members of the public interested in particular committees to attend and lend their voices to the conversation. We facilitate meetings according to best practices and HUD guiding principles to engage members in the planning, implementation, and monitoring of achieving these goals in our unique community.

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

**(limit 2,500 characters)**

1. All messaging and notifications encouraged new applicants to apply for this NOFO. CoC staff announced the competition and presented the application process to the full CoC membership. They also offered ad hoc meetings with individual providers to discuss their interest in applying and the application process. Staff also presented the funding opportunity to other providers in our community outside of CoC membership to broaden our scope and encourage new applicants, including the United Way board and other non-CoC meetings.
2. CoC messaging and public postings clearly articulated that proposals for funding must be submitted via e-snaps with a due date of 09/01/2022 at 12:00 PM. The messages also contained links to detailed instructions on accessing and navigating e-snaps. CoC staff was also available to interested parties to assist with technical questions about the competition, process, or e-snaps.
3. Our ranking tool and a document explaining NY-510's rank and review process were posted for public review the same day CoC staff announced the competition. This announcement said that the Rank and Review Committee of the CoC scores projects based on system performance, a commitment to Housing First and racial equity, local community need, HUD best practices, and agency experience. It described how these scores are then ranked and submitted to HUD in a priority listing along with the collaborative application to designate our funding priorities. The document also included definitions of housing first and racial equity to emphasize and clarify these more recent but heavily weighted scoring elements in our local application. This announcement provided the notification timeline and when applicants could expect to hear back about the status of their project application.
4. The CoC effectively communicates with individuals with disabilities via photo descriptions, digital communications accessible to screen readers, and clear, easy-to-read language. CoC staff hosted presentations regarding the funding opportunity via Zoom with close captions enabled and audio/video recorded and transcribed to improve access to people with certain disabilities.

## 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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  - PHA Crosswalk; and
  - Frequently Asked Questions

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

	Entities or Organizations Your CoC Coordinates with for Planning or Operations of Projects	Coordinates with the Planning or Operations of Projects?
1.	Funding Collaboratives	Yes
2.	Head Start Program	Yes
3.	Housing and services programs funded through Local Government	Yes
4.	Housing and services programs funded through other Federal Resources (non-CoC)	Yes
5.	Housing and services programs funded through private entities, including Foundations	Yes
6.	Housing and services programs funded through State Government	Yes
7.	Housing and services programs funded through U.S. Department of Health and Human Services (HHS)	Nonexistent
8.	Housing and services programs funded through U.S. Department of Justice (DOJ)	Nonexistent
9.	Housing Opportunities for Persons with AIDS (HOPWA)	Yes
10.	Indian Tribes and Tribally Designated Housing Entities (TDHEs) (Tribal Organizations)	Nonexistent
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.		
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1C-2.	CoC Consultation with ESG Program Recipients.	
	NOFO Section VII.B.1.b.	

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

**(limit 2,500 characters)**

1. The CoC consults with our local Department of Social Services (DSS) yearly for the allocation of Solutions to End Homelessness Program (STEHP) funds that come to our county via ESG funding allocated to the Office of Temporary Disability Assistance. NY-510 uses STEHP funds to cover the cost of our contract with United Way of Central NY for our HMIS implementation, including the cost of licenses for all providers, training, and report assistance. This collaboration permits NY-510 to offer all 30 of our HMIS licenses free of charge to agencies who enter data into HMIS, including transitional housing and street outreach projects not funded through CoC. In 2021, CoC leadership was a critical partner in planning Tompkins County's ESG-CV allocation from OTDA along with DSS, City and County government, and the Health Department. The CoC provided data, including racial equity data, and shared our written standards. Our participation in planning was integral in setting the target populations to be served with RRH to prioritize people experiencing homelessness, long-term shelter stayers, and those re-entering the community from jail or prison.

2. HSC is the local system administrator for HMIS and monitors ESG-CV data monthly. HSC also assists ESG-CV recipients with correcting errors and data entry support. United Way of Central New York is our HMIS lead agency and submits our Capers to SAGE. All capers have been submitted on time.

3. The CoC publicly posts our annual Point in Time Count and Housing Inventory Count data on our website and sends them directly to Ithaca Urban Renewal Agency (IURA). This agency acts as the local entity responsible for the Consolidated Plan and serves as co-chair of the CoC Governance Committee.

4. The CoC provided all information requested for the Consolidated Plan, including de-identified data sourced from HMIS and CAPER reports.

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

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

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

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

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

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

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

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

(limit 2,500 characters)

The CoC works directly with the McKinney Vento school representative to identify and work with homeless families with children. The CoC also works directly with education providers through active members, including Tompkins County Youth Services, which meets regularly with all school districts in our area, and Village at Ithaca, whose mission is to work with Families in the Ithaca City School District. These education providers and the Learning Web, an agency that provides living skills and employment training to youth aging out of foster care, are all formal members of our Continuum of Care. Our McKinney Vento representative is available for consultations on assisting families experiencing homelessness, the Learning Web provides supportive transitional housing for youth through Coordinated Entry, and Village at Ithaca tutors students and provides support for families navigating the educational system. Most recently, all of the partners listed above have been working closely with us through our YHDP process, and both Village at Ithaca and Learning Web have successfully received funding for new TH and PSH projects. HSC has formed a close, formal partnership with these youth-serving agencies focused on centering educational opportunities and life skills for housing unstable youth as the collaborative applicant and otherwise supportive agency guiding them through the YHDP process. This process has also brought additional partners to the table, including Ithaca City School District representatives, SEAs, and LEAs, who have been involved in the planning and development of our YHDP process. Now that we have two funded projects, we plan to re-engage these partners for FY2022 on achieving some of the education and employment goals that our Youth Action Board set in their CCP, broadening the focus of our longstanding youth homelessness committee. Our CoC is well established and respected throughout our county. School districts often reach out to the CE lead directly to access services for homeless families and youth to keep the family within the district. Press coverage of the YHDP process has only expanded our CoC's reach throughout the county and introduced more partners to the table. We look forward to engaging our county around the issue of homeless youth's access to employment and education according to the action plan set forward by our Youth Advisory Board.

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

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

(limit 2,500 characters)

Beginning in 2019, the CoC included a policy in its written standards that CoC-funded agencies will institute a policy and procedure to inform project participants of their rights and eligibility for education services. Our written standards have not only required this policy but also created minimum standards for case management services in our community to provide access to education. Our focus for our community planning in previous years has been on better-informing families and school-age youth about the availability of services through the education system. To achieve this goal, we have partnered closely with Village at Ithaca, a local advocacy agency, to consult with existing projects and act as a referral for families seeking help navigating the school education system. Our strength as a CoC lies in this ability to collaborate across providers and agencies to achieve the ambitious and disruptive goals outlined in our written standards and other community planning. Using this strength, we have also emphasized the importance of access to education within our CoC-funded projects for non-school-aged adults. This push to increase access to education has resulted in collaboration with our local community college to host information sessions and help participants achieve their educational goals, whether completing GRE requirements, engaging with a technical program, or graduating from college.

Our CoC has adopted additional written materials within the past funding year to advocate for accessible educational programming for housing-insecure community members. Most recently, our YAB published our county's Coordinated Community Plan for ending youth homelessness, with an ambitious action plan that advocates for lowering educational barriers experienced by our school-aged youth. Through our youth homelessness committee, we plan to build support services for the needs listed, such as equitable access to online schooling, flexibility in avenues for completing school work, and safe education environments for housing-insecure, LGBTQ+, and BIPOC youth. While solely informing participants of available resources may seem sufficient, we believe in addressing the systemic barriers our YAB has identified and have committed to this plan as a CoC.

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

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

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

9.	Tribal Home Visiting Program	No	No
	Other (limit 150 characters)		
10.			

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

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

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

(limit 2,500 characters)

1. Our CoC collaborates with our local victim service provider, The Advocacy Center, to update our CoC-wide policies through individual meetings, inclusion in working groups, and intentional inclusion in CoC procedures. The Advocacy Center is a voting member of our CoC membership dedicated to providing support and advocacy for survivors in Tompkins County. We recently met with our victim service provider to discuss our Coordinated Entry policy and procedures for new ESSHI units coming online in our CoC this fall. These individual conversations help us to include the provider's feedback in the real-time planning of new projects and housing units. Otherwise, our victim service provider also has seats on our street outreach, coordinated entry, and youth outreach committees, and regularly attends full CoC meetings for long-term organization and planning for CoC-wide policies. Changes as a result of this participation included targeted referrals to PEAFF, language changes in our Coordinated Entry pre-screening assessment, and integration of an annual domestic violence training for our full CoC membership. Our goal for the future is to integrate a representative from our victim service provider into our CoC Governance.

2. We take pride in our CoC's ability to collaborate and facilitate connections across the continuum. This year our Coordinated Entry lead received training and consultation from the Advocacy Center for improving the Coordinated Entry process and providing trauma-informed service to our community. This consultation has helped inform policies and procedures across our CoC, especially for the safety and planning needs of youth in our system. We also facilitated a connection between our CoC-funded PSH provider and our local victim service provider to implement a lower barrier process for survivors of domestic violence and provide training regarding trauma-informed care and mental health first aid. Some additional needs identified and served through collaboration with our PSH in FY2022 included classes that support daily living skills for residents, including a parenting class series and ongoing cooking classes, information sessions for local programs, including a college-prep program that ultimately resulted in eight residents engaging with coursework, and on-site mental health services, through 1:1 or group therapy sessions.

1C-5a.	Annual Training on Safety and Best Practices to Address the Needs of Domestic Violence, Dating Violence, Sexual Assault, and Stalking Survivors.	
	NOFO Section VII.B.1.e.	

Describe in the field below how your CoC coordinates to provide training for:

1.	project staff that addresses best practices (e.g., trauma-informed, victim-centered) on safety and planning protocols in serving survivors of domestic violence and indicate the frequency of the training in your response (e.g., monthly, semi-annually); and
2.	Coordinated Entry staff that addresses best practices (e.g., trauma informed care) on safety and planning protocols in serving survivors of domestic violence and indicate the frequency of the training in your response (e.g., monthly, semi-annually).

**(limit 2,500 characters)**

1. Our CoC coordinates to provide training and resources for best practices in serving survivors through CoC-sponsored training, collaboration with our victim services provider, and sharing resources for ad-hoc webinars available through other, larger agencies and institutions (e.g., HUD, NAEH, HomeBase). We conduct an annual DV training for full CoC membership and support staff. We refer any new projects to consult with our victim services provider directly for feedback and planning surrounding safety issues and other structures that will allow for a trauma-informed living space. The Advocacy Center provides training on trauma-informed response to domestic and sexual violence victims, identifying and responding to victims, safety planning, making effective referrals to victim services, impact on children, and other related topics. This relationship typically includes monthly meetings and occasional follow-ups for specific incidents or concerns. CoC staff pass along ad hoc training and webinars to staff through email- these focus on best practices for special populations and have traditionally included topics such as how to integrate trauma-informed care into case management.

2. The Advocacy Center has been an integral agency in developing and implementing our Coordinated Entry process. Although the CoC utilizes a No Wrong Door approach, providers immediately refer persons who identify as fleeing or seeking to flee domestic violence to the Advocacy Center for assessment and access to additional resources. A trauma-informed response to domestic and sexual violence and safety planning is incorporated in training for all agencies participating in the Coordinated Entry process. The Advocacy Center participates in annual Coordinated Entry training that includes best practices for making effective referrals for survivors of domestic violence. At monthly Coordinated Entry list review meetings, participating agencies can discuss clients who identify as victims/survivors and coordinate with the Advocacy Center to identify best housing and resource options, as long as clients have proper releases on file. Monthly Coordinated Entry meetings also provide the Coordinated Entry lead with an opportunity to improve processes based on feedback from providers, including safety planning and effective referrals for DV victims.

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

(limit 2,500 characters)

1. Our CoC uses HMIS data, Coordinated Entry data, and data from our local victim service provider, the Advocacy Center, to inform best practices in our CoC. Our HMIS intake for our supportive housing projects and emergency shelter includes three questions about experiences of domestic violence: whether an experience has occurred, how recently that experience occurred, and whether or not that individual is currently fleeing violence. This real-time data helps us understand the demographics, trends, and needs of survivors in our community. Our coordinated entry pre-screening questionnaire also collects this information to understand which referrals are best utilized by survivors in our community. The Advocacy Center is a stakeholder in our CoC with a mission of providing support, advocacy, and education for survivors, friends, and families of domestic violence and sexual assault in Tompkins County. The Advocacy Center has an internal database for tracking interactions with survivors and stays in their emergency beds. It shares de-identified aggregate data from those interactions to advise our supportive housing and coordinated entry practices.

2. Our CoC looks at de-identified aggregate data points such as length of stay, returns to homelessness, and incidences of first-time homelessness to better understand trends of category four homelessness and displacement in our community. Our local victim service provider, The Advocacy Center, also has an internal database for interactions with its clients, and we regularly collaborate to understand ongoing quantitative trends in our county. The Advocacy Center has lasting relationships with individuals fleeing domestic violence in their 9-bed emergency shelter and applies those qualitative experiences to the broader quantitative trends we see in our county. We regularly collaborate to discuss trends locally and how supportive housing staff can best position projects within our CoC to meet the specialized needs of people experiencing domestic violence in our community. We also integrate coordinated entry data into these discussions to understand disparities between outcomes based on referrals and why those disparities might exist. Aside from regular conferencing, we intentionally include Advocacy Center staff in each of our CoC committees to provide perspective on issues within our homeless response system as experienced by survivors of domestic violence.

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

2. the process for individuals and families to request an emergency transfer.

(limit 2,500 characters)

1. All projects in our CoC are required to provide emergency transfer information at program admission. During admission, project participants sign a certification that they have received the emergency transfer information, which the project provider keeps on file. After admission, providers include new updates regarding emergency transfer policy and VAWA protections at annual recertification. Our CoC monitors compliance with this requirement as a part of our annual site visit document review. This certification and other intake documents, such as leases and other rental agreements, are also reviewed to ensure housing providers include VAWA protections and instructions in clear and plain language for program participants.

2. Households are instructed to request an emergency transfer directly from their program provider. While the provider processes the emergency transfer, the client is offered the option of a confidential referral process through Coordinated Entry. If they are interested, the household is prioritized through the coordinated entry process for an alternative housing option. The housing provider also refers the household to our victim service provider for additional support in finding alternative housing outside of CoC-funded projects or placement in one of their emergency shelter beds.

&nbsp;

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

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

(limit 2,500 characters)

Our CoC has worked closely with our local victim services organization, the Advocacy Center, to develop a de-identified Coordinated Entry process for all survivors seeking access to supportive housing and services in our county. Our providers inform every individual who signifies that they have had an experience of domestic violence of their option to complete the de-identified Coordinated Entry process with the Advocacy Center instead of the standard intake. Even when consumers provide de-identified information, the intake for this process includes questions that pre-screen for eligibility so that the coordinated entry process can still minimize the time and frustration consumers in crisis may face when trying to access services. In this way, our CoC ensures that survivors of domestic violence, dating violence, sexual assault, or stalking have a safe and confidential process to access all of the housing and services available within our county through Coordinated Entry.

Case conferencing during list reviews has been an essential tool for our CoC. As we move into FY2022, we plan to find a way to include these households in our monthly coordinated entry list review without presenting any threats to the households' safety or confidentiality in the process.

1C-5e.	Including Safety, Planning, and Confidentiality Protocols in Coordinated Entry to Address the Needs of Domestic Violence, Dating Violence, Sexual Assault, and Stalking Survivors.	
	NOFO Section VII.B.1.e.	

Describe in the field below how your CoC's coordinated entry includes:	
1.	safety protocols,
2.	planning protocols, and
3.	confidentiality protocols.

**(limit 2,500 characters)**

1. Survivors in our continuum are offered a separate Coordinated Entry process that does not require contact information or location information for a coordinated entry referral. Housing providers refer to households with a unique number id provided to victim service provider staff to connect with the household. This process helps to keep the survivor anonymous in the referral process and their location confidential while granting them access to the supportive services available in our CoC.

2. Our planning protocols address the housing needs of survivors without forgoing confidentiality and safety in the process. This intake collects information relevant to the referral in broad categories (e.g., age range instead of actual age, unit size instead of household size) and allows us to screen for eligibility without describing specific characteristics of the household itself. Households are assigned a numeric id and referred to using this id throughout the referral process.

3. Our victim service provider uses a confidential, comparable database to our HMIS to collect required information without sharing it with other providers in our system. In addition, the location of our local DV shelter is confidential, and exit destinations for survivors are kept in our victim service provider's database to maintain confidentiality and safety. While our planning protocols take steps to de-identify information relevant to referrals as much as possible, our Coordinated Entry process grants survivors the option to refuse any responses they are uncomfortable providing. Households that decline to provide certain information can still be referred to project openings, allowing for confidentiality in their intake.

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

	1. Did your CoC implement a written CoC-wide anti-discrimination policy ensuring that LGBTQ+ individuals and families receive supportive services, shelter, and housing free from discrimination?	Yes
	2. Did your CoC conduct annual CoC-wide training with providers on how to effectively implement the Equal Access to Housing in HUD Programs Regardless of Sexual Orientation or Gender Identity (Equal Access Final Rule)?	Yes
	3. Did your CoC conduct annual CoC-wide training with providers on how to effectively implement Equal Access in Accordance With an Individual's Gender Identity in Community Planning and Development Programs (Gender Identity Final Rule)?	No

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

Describe in the field below:

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

**(limit 2,500 characters)**

1. NY-510's anti-discrimination policy is posted publicly year-round and is a critical part of our Written Standards. It cites both the Equal Access and Gender Identity final rule and reads: all CoC-funded programs are required to adhere to this anti-discrimination policy which states that all CoC-funded programs are open to all eligible individuals regardless of actual or perceived sexual orientation or gender identity. Additionally, individuals will not be required to submit proof of their gender identity in order to access housing or services provided by CoC-funded programs. The CoC requires all CoC-funded programs to post a notice outlining the program's commitment to ensuring equal access regardless of gender identity on bulletin boards and in other public spaces where information is typically available. This requirement helps us to ensure that participants are aware of their rights. NY-510 reviews our written standards annually and is responsive to feedback from our stakeholders.

2. Our CoC assisted providers in developing their policy by consistently sharing and modeling compliance with our Equal Access and Gender Identity Final Rule policies. In addition, we have provided training and materials that include guidance regarding anti-discrimination policy. As a result, the CoC is grateful to report that all CoC-funded, and the bulk of non-CoC-funded housing providers in our system, have a strong understanding of these regulations and a high level of integrity around serving people from the LGBTQ+ community who are experiencing homelessness.

3. NY-510 monitors funded projects annually and include a full review of agency policy and procedures, including anti-discrimination policies. Our policy reviews measure partner alignment with the CoC's anti-discrimination policy with an eye for clear language about the steps a person can take if they feel their rights have been violated. In addition, the CoC provides multiple opportunities for people experiencing homelessness to share their experiences with us, including their experiences with discrimination.

4. The CoC uses a progressive engagement model for addressing non-compliance. Depending on the nature and details of the non-compliance, the CoC would attempt to correct the issue by facilitating training and resources, keeping records of the problem, and making corrections. If an agency remained out of compliance, the agency could be at risk of reallocation in future competitions.

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

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

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

Public Housing Agency Name	Enter the Percent of New Admissions into Public Housing and Housing Choice Voucher Program During FY 2021 who were experiencing homelessness at entry	Does the PHA have a General or Limited Homeless Preference?	Does the PHA have a Preference for current PSH program participants no longer needing intensive supportive services, e.g., Moving On?
Ithaca Housing Authority	35%	Yes-HCV	No
NYS Housing Trust	27%	Yes-HCV	No

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

Describe in the field below:

- 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
- state that your CoC has not worked with the PHAs in its geographic area to adopt a homeless admission preference.

**(limit 2,500 characters)**

TCAction is the Local Administrator for NYS Housing Trust Housing Choice Voucher Program and the primary provider of Head Start, Permanent Supportive Housing, and Tenant Based Rental Assistance in the CoC. In 2020 TCAction adopted a general homeless preference for applicants experiencing homelessness. This preference measurably changed the HCV waitlist lengths and increased exits to permanent destinations for participants. Ithaca Housing Authority is also a CoC member and valued partner. While they have not yet adopted a general homeless preference for their Public Housing units or HCVs, they maintain MOUs with the CoC for referrals from CE to the Family Unification Program and Emergency Housing Voucher programs. The CoC sends yearly emails to IHA to advocate for their adoption of a general homeless preference. Although the IHA has not formally adopted a homeless preference, they regularly serve people experiencing homelessness and maintain a homeless preference for their EHV and FUP programs. The CoC will continue communications with leadership at IHA towards the goal of adding a general homeless preference.

1C-7b.	<b>Moving On Strategy with Affordable Housing Providers.</b>	
	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.	<b>Include Units from PHA Administered Programs in Your CoC's Coordinated Entry.</b>	
	NOFO Section VII.B.1.g.	

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

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

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

1.	Did your CoC coordinate with a PHA(s) to submit a competitive joint application(s) for funding or jointly implement a competitive project serving individuals or families experiencing homelessness (e.g., applications for mainstream vouchers, Family Unification Program (FUP), other programs)?	Yes
		<b>Program Funding Source</b>
2.	Enter the type of competitive project your CoC coordinated with a PHA(s) to submit a joint application for or jointly implement.	EHV/ Mainstream

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

	Did your CoC coordinate with any PHA to apply for or implement funding provided for Housing Choice Vouchers dedicated to homelessness, including vouchers provided through the American Rescue Plan?	Yes
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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
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	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.	
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<b>PHA</b>	
	Ithaca Housing Au...
	NYS Homes and Com...

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

**Name of PHA:** Ithaca Housing Authority

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

**Name of PHA:** NYS Homes and Community Renewal

## 1D. Coordination and Engagement Cont'd

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

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

1. Foster Care	No
2. Health Care	Yes
3. Mental Health Care	Yes
4. Correctional Facilities	Yes

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

1.	Enter the total number of new and renewal CoC Program-funded PSH, RRH, SSO non-coordinated entry, Safe-Haven, and Transitional Housing projects your CoC is applying for in FY 2022 CoC Program Competition.	4
2.	Enter the total number of new and renewal CoC Program-funded PSH, RRH, SSO non-coordinated entry, Safe-Haven, and Transitional Housing projects your CoC is applying for in FY 2022 CoC Program Competition that have adopted the Housing First approach.	4
3.	This number is a calculation of the percentage of new and renewal PSH, RRH, SSO non-Coordinated Entry, Safe-Haven, and Transitional Housing projects the CoC has ranked in its CoC Priority Listing in the FY 2022 CoC Program Competition that reported that they are lowering barriers to entry and prioritizing rapid placement and stabilization to permanent housing.	100%

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

Describe in the field below:

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

(limit 2,500 characters)

1. NY-510 is a small, single-county CoC, and Tompkins Community Action is our community's primary recipient of CoC funds. TCAction leadership are members of the CoC governance committee, and TCAction staff sit on several committees, including our Chronic Homelessness Committee, Housing Stability Committee, and Coordinated Entry Committee. TCAction is a critical part of our Coordinated Entry System and HMIS. Their integration with the CoC creates opportunities outside of annual site visits and file reviews to assess how effectively TCAction uses a Housing First Approach in their CoC-funded projects. The CoC monitors their adherence to Housing First by requiring TCAction to provide updates for all persons referred through coordinated entry and include a written justification when a person is not selected to enter the project. These updates, combined with regular conversation with stakeholders and careful annual reviews of their intake paperwork, client files, and policy and procedure manuals, allow the CoC to assess how Housing First approaches are applied.

2. The CoC uses the methods above to assess for the following indicators: 100% of participants are being referred from the Coordinated Entry System, access to programs is not contingent on sobriety, minimum income requirements, participation in support services, credit scores, or not having a criminal history, participation or progress in supportive service is client driven and not a primary factor in their entry or continued residency in PSH. The CoC also monitors our PSH to assess how they communicate with participants about their rights and attempt to prevent eviction or termination from projects after entry.

3. Our CoC relies heavily on other funding sources for supportive Housing in NY-510's region, specifically Empire State Supportive Housing Initiative (ESSHI). The ESSHI application requires a commitment to Housing First Philosophy and a letter of support from the CoC. This required participation in the application process allows us to access project details and creates an opportunity to ensure alignment with the Housing First approach. Other non-CoC projects include TH, Other Permanent Housing, and voucher projects. We are fortunate that many of these providers opt to participate in our Coordinated Entry and HMIS Systems as well as in our planning body and other processes, which offers the CoC opportunity to ensure a Housing First approach.

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

(limit 2,500 characters)

1. The CoC's Enhanced Street Outreach Committee members engage with all people experiencing homelessness through regular, sustained, and compassionate contact that prioritizes dignity. Street Outreach staff spend significant time on foot in the local encampment spaces and other places people congregate, emphasizing relationship building and vital needs, including food, water, tents, COVID testing, and vaccine. The team is comprised of staff at a range of agencies. It offers coordinated entry screening, harm reduction services, sanitation, and transportation without requiring enrollment in specific programming or other restrictions. By following these best practices, the team has earned a high level of trust within the community, including both people experiencing homelessness and providers.

2. The CoC Street Outreach team covers 100% of the CoC's geographic area, emphasizing the encampment spaces and the downtown urban core. Beginning in 2022, Family and Children's Services (F&CS), a mental health providing agency funded through local City, County, and Private sources, added two additional rural community outreach workers to their staff. This expansion will allow the rural areas surrounding the City of Ithaca to have significantly more access to high-quality street outreach services and help NY-510 grow our knowledge about people experiencing homelessness in our rural areas.

3. Street outreach is conducted seven days a week and includes evening and holiday hours. In addition, street Outreach staff are on call to respond quickly to emergent issues during non-business hours.

4. Street Outreach providers are well known to service providers and individuals experiencing homelessness in our area. The team uses word of mouth, visibility within the community, networking, and social media as part of its strategy to reach people least likely to request assistance and those not currently connected to services. Members of the Street Outreach Committee have recent lived experience, and those experiences have helped inform the Street Outreach's commitment to Trauma Informed Care tenets and Harm Reduction. The team "meets people where they are" and serves people without pre-conditions. The people they serve aren't required to fill out any paperwork, disclose identifying information, or participate in specific programs to receive services. These policies foster genuine trust across communities and increase engagement from people less likely to seek services.

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

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

		Ensure Homelessness is not Criminalized	Reverse Existing Criminalization Policies
1.	Engaged/educated local policymakers	Yes	No
2.	Engaged/educated law enforcement	Yes	No
3.	Engaged/educated local business leaders	Yes	No

<b>4. Implemented community wide plans</b>	Yes	No
<b>5. Other:(limit 500 characters)</b>		
Locally there is an effort to sanction an encampment and enforce existing homeless bans (which to date have not been enforced) The CoC is closely involved in this conversation and is standing firm against any endeavor that attempts to criminalize homelessness		

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

		<b>2021</b>	<b>2022</b>
	Enter the total number of RRH beds available to serve all populations as reported in the HIC—only enter bed data for projects that have an inventory type of “Current.”	68	63

<b>1D-6.</b>	<b>Mainstream Benefits–CoC Annual Training of Project Staff.</b>	
	NOFO Section VII.B.1.m.	

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

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

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

Describe in the field below how your CoC:

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

**(limit 2,500 characters)**

1. The CoC reserves time in all ten annual meetings for providers to share information and updates about available mainstream benefits. These meetings are well attended by front-line staff and leadership across the non-profit, government, and private sectors. The CoC collaborative applicant, Human Services Coalition, also hosts our local 2.1.1. information and referral line. This relationship has allowed the CoC to quickly and effectively share community-wide information about available mainstream resources. Throughout COVID, we have successfully shared information widely about stimulus payments, COVID Symptoms, prevention, testing, and vaccines. The CoC extends an open invitation to providers wishing to present information about their programs in our monthly meetings. Our local DSS reports and makes announcements at all CoC and HHTF meetings.

2. NY-510 includes membership from all local SUD providers, Tompkins County Mental Health, and a local harm-reduction healthcare practice, REACH medical. SUD providers also serve on our governance committee. In 2022 the CoC was able to add REACH medical's street outreach project into HMIS which will provide additional data about our participants' SUD and Behavioral health needs. As community planners, CoC staff regularly participate in cross-sector collaboration and resource allocation work with health and behavioral health providers. The CoC's role in these projects includes providing aggregate data about people experiencing homelessness' health and mental health conditions. This relationship allows the CoC to act as an advocate for unhoused people seeking services to lower barriers to access. Recent collaborations have resulted in increased access to mobile devices for people experiencing homelessness to attend telehealth appointments for SUD/mental health providers. Additionally, the CoC was integral in connecting our project providers with healthcare providers, resulting in on-site SUD and behavioral health services available at least 2x monthly to people in all of our CoC-funded projects.

3. The CoC consistently promotes SOAR training and certification by regularly sharing information about how to become SOAR trained and the benefits of having a SOAR-trained staff member. The CoC has also regularly invited people to participate in SOAR Works-hosted webinars by sharing the opportunity and encouraging our partners to attend with us.

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

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

**(limit 2,500 characters)**

Since the onset of the pandemic, NY-510 has significantly reduced the number of people who stay in the 20-bed congregate shelter by utilizing motel rooms for people experiencing homelessness by an average of 40% night by night. The CoC advocated during the ESG-CV planning process to increase funding for non-congregate shelter to ensure appropriate non-congregate spaces were available to people experiencing covid symptoms. In New York State, there is a mandate known as "Cold Weather Policy" or "Code Blue" which states that all persons have a right to emergency shelter on nights when the temperature is 32 degrees or colder (including windchill). Before 2020 people who entered shelter using "Code Blue" were sheltered in temporary, congregate settings such as local churches and community centers. Since 2020 people have been primarily provided shelter accommodation at motels. The use of motel sites has proven to be an essential public health measure and has effectively limited the spread of infectious diseases among people experiencing homelessness. Among the findings of the CoC's Homeless and Housing Needs Assessment was feedback from stakeholder conversations that revealed a feeling of disconnection from services, including housing services, mental and behavioral health, and social networks. The CoC asserts that capacity consists of more than just the type or quantity of non-congregate shelter sites and the quality of services people in non-congregate sites can access from staff. Because of this, the CoC is working to support the capacity of our shelter and other service providers to better serve stayers in motel sites with needed services.

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

(limit 2,500 characters)

1. The Continuum of Care and Tompkins County Health Department have a long history of collaboration and mutual information sharing. During 2020 CoC staff and members attended a series of planning meetings to develop a community-level response to COVID-19 that was inclusive of people experiencing both sheltered and unsheltered homelessness. The CoC provided demographic information to the Health Department and shared known leading practices in neighboring CoCs. NY-510 also offered feedback from stakeholders, including people currently experiencing homelessness. NY-510 is a single County CoC and defers to our public health department in its capacity to create policy and procedure that responds to infectious disease. The CoC commits to alignment with the policy and procedures established by the Public Health Department and offers the bulk of our resources to prevent the spread of infectious disease through our work facilitating the Enhanced Street Outreach Committee.

2. The Enhanced Street Outreach Committee was formed in 2020 as a pandemic response and was able to add significant capacity and resources to the prevention of infectious disease through several initiatives that included a partnership with the Public Health Department. The CoC worked with partners from REACH medical and the Health Department to create and propose a CDBG-CV funded project that offered on-site vaccines and vaccine incentives for people experiencing homelessness in unsheltered locations, in the emergency shelter, and all residents in transitional and permanent supportive housing. This project included the creation of information campaigns specifically tailored to the needs of people experiencing homelessness. These included flyers, social media, and presentations in public forums about COVID-19, Hepatitis A signs and symptoms, and local resources for accessing PPE, vaccine, and treatment.

ID-8a.	Collaboration With Public Health Agencies on Infectious Diseases.	
	NOFO Section VII.B.1.o.	
	Describe in the field below how your CoC effectively equipped providers to prevent or limit infectious disease outbreaks among program participants by:	
1.	sharing information related to public health measures and homelessness, and	
2.	facilitating communication between public health agencies and homeless service providers to ensure street outreach providers and shelter and housing providers are equipped to prevent or limit infectious disease outbreaks among program participants.	

(limit 2,500 characters)

1. The CoC has an extensive and well-coordinated system to share information quickly between providers. This system includes two large email lists representing more than 50 local organizations, health and behavioral health organizations, government representatives, community members, and people with lived experience of homelessness. NY-510 consistently shares information across those resources and attends public events, meetings, and forums to act as a conduit for public health and other information related to our unhoused neighbors' experiences. In addition, we shared public health information using word of mouth, email blasts, targeted notifications, social media, and local media, which regularly covers CoC initiatives and funding.

2. NY-510 diligently covers a small geographic area, allowing us to serve the community as the most trusted source of data, information, and resources about our local homeless response system. Having earned this trust puts us in a position of regularly being a connector and relationship builder between agencies within the CoC and beyond and has contributed to the success of our Enhanced Street Outreach Committee's ability to share information, supplies, and resources such as PPE, Vaccine Information, and non-congregate quarantine shelter services quickly. The Enhanced Street Outreach Committee has resulted in several MOUs between providers, creating a pathway for more timely and personalized information sharing across agencies. This team has contributed to limiting the spread of infectious diseases in our community of people experiencing homelessness.

1D-9.	Centralized or Coordinated Entry System—Assessment Process.	
	NOFO Section VII.B.1.p.	
	Describe in the field below how your CoC's coordinated entry system:	
1.	covers 100 percent of your CoC's geographic area;	
2.	uses a standardized assessment process; and	
3.	is updated regularly using feedback received from participating projects and households that participated in coordinated entry.	

(limit 2,500 characters)

1. Our CE system covers 100 percent of our geographic area. We have attained this metric through Coordinated Entry training and information sessions with local providers, urban and rural street outreach trained in CE, and training through 2-1-1 Tompkins/Cortland as a screening and referral tool for Coordinated Entry. Over 20 local organizations, including our local emergency shelter and DSS, have been trained to complete the Coordinated Entry assessment. In addition, our CE lead has trained 2-1-1 hotline staff to screen callers for CE eligibility and refer callers to CE-trained agencies.

2. We use the VI-SPDAT to generate a score with recommended levels of support for a client. Only agencies who receive training on administering the VI-SPDAT can conduct the assessment to ensure fairness in scoring outcomes across providers. Although the VI-SPDAT is a widely accepted standardized assessment, the creators of the assessment have communicated in recent years that it can contribute to disparate outcomes in prioritization and referral, especially for Black clients. As a result, our Coordinated Entry and Racial Equity committees plan to work together to examine the impact of using this tool on outcomes in our county disaggregated by race. Depending on those findings, we may shift to a dynamic prioritization model or a new assessment in the next year.

3. We have reconvened our Coordinated Entry committee in the past year to collect feedback from service providers and clients about how to improve our local CE process. Through this process, we have updated our pre-screening questionnaire to collect information more relevant to a client's referral and eliminate unnecessary questions. We also added several new agencies to our release of information, including medical providers, recovery services, re-entry programs, and youth-serving agencies to enhance communication across the providers our clients engage with most. Our next step is to perform targeted outreach to increase community member awareness of the coordinated entry process. This committee meets monthly and will continue to meet through FY2022.

1D-9a.	Program Participant-Centered Approach to Centralized or Coordinated Entry.	
	NOFO Section VII.B.1.p.	

	Describe in the field below how your CoC's coordinated entry system:
1.	reaches people who are least likely to apply for homeless assistance in the absence of special outreach;
2.	prioritizes people most in need of assistance;
3.	ensures people most in need of assistance receive permanent housing in a timely manner, consistent with their preferences; and
4.	takes steps to reduce burdens on people using coordinated entry.

(limit 2,500 characters)

1. Our CoC commissioned a needs assessment in 2021, indicating a need for targeted outreach for youth, people of color, and couch-surfers in our county. To better target youth, we have trained more youth-serving agencies in coordinated entry and involved them in our committee for feedback and improvement of the process to better understand resistance from that demographic to utilizing those services. To better reach BIPOC in our area, we have worked closely with our emergency shelter and local re-entry programs where BIPOC often access services. Our PIT Count committee is working on a local, informal PIT count to better understand the size and needs of our local couch-surfing community to develop a more specialized outreach plan.

2. The CoC uses the VI-SPDAT to prioritize people most in need of assistance. The CE lead provides PSH providers lists of clients who score an eight or higher on the assessment, and PSH providers prioritize clients from highest to lowest score. The CE lead provides RRH and TH providers lists of all other clients, including those who traditionally score for PSH but do not prefer that housing or have other barriers that prevent them from entering (e.g., SO status).

3. The CoC hosts monthly list review meetings to discuss clients' statuses on the CE list, referrals made, the outcomes of those referrals, and the next steps for getting those clients into permanent housing as quickly as possible. We also collect client preferences for housing on intake and grant them choices in deciding whether or not the options offered work for their needs and preferences. We have established a Chronic Homelessness Committee that will review cases from the CE list that haven't been able to move into or sustain permanent housing.

4. Our Coordinated Entry committee has taken steps to enhance communication across our CE providers by including other agencies in our release of information (ROI). This expanded ROI has allowed us to include medical providers, street outreach workers, and youth outreach agencies who provide a more holistic understanding of barriers for case conferencing and have the capacity to follow up with wrap-around services for clients. The committee is also considering alternative standardized assessments to the VI-SPDAT to facilitate more equitable outcomes in our CoC and integrate a vulnerability assessment with more trauma-informed questions.

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

1.	Has your CoC conducted a racial disparities assessment in the last 3 years?	Yes
2.	Enter the date your CoC conducted its latest assessment for racial disparities.	08/08/2022

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

**(limit 2,500 characters)**

1. Our CoC uses several processes to analyze racial disparities in our response system. The first is through disaggregated data by race. We review APR data for projects on a semi-annual basis to analyze disparate outcomes between our emergency shelter, where BIPOC people are overrepresented, and our CoC and ESG projects that participate in CE. This review helps us understand whether there are any disparities in the rate that the CE process refers to or provides support services to BIPOC. The second is through third-party analysis of our homeless response system. We commissioned a report earlier this year that looked at both representation of BIPOC in our homeless response system and their ability to attain positive outcomes. Lastly, our rank and review lead added supplemental questions to our project application this funding year to better understand how agencies strategically address racial equity within their own organizations (e.g., hiring, retention, feedback). We plan to increase the representation of BIPOC voices and receive qualitative feedback about racial disparities through a lived experience working group next year.

2. Through the needs assessment and regular assessment of APR data, we observed and confirmed that BIPOC are consistently overrepresented in our emergency shelter. When comparing that data to data from our PSH, RRH, and TH projects, we found that the proportions of BIPOC entering our system through the emergency shelter are consistent with the proportion of BIPOC in our supportive projects. The needs assessment identified that PSH is a more effective intervention for BIPOC when compared to white people in our community. The needs assessment also found that entry into TH projects was more likely to result in returns to homelessness within the next year for BIPOC participants than for white participants.

Our Racial Equity Committee identified a gap in outreach to communities of color. Committee members expressed that many BIPOC are unaware of the services available. Additionally, because of distrust, negative past experiences in accessing services, or both, some BIPOC in our community are less likely to access or feel like those services will meet their needs. Through the supplemental questionnaires, we discovered that most agencies are in the strategic planning stage of achieving REDI outcomes at all levels of their organization.

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

1.	The CoC's board and decisionmaking bodies are representative of the population served in the CoC.	No
2.	The CoC has identified steps it will take to help the CoC board and decisionmaking bodies better reflect the population served in the CoC.	Yes
3.	The CoC is expanding outreach in geographic areas with higher concentrations of underrepresented groups.	Yes
4.	The CoC has communication, such as flyers, websites, or other materials, inclusive of underrepresented groups.	Yes
5.	The CoC is training staff working in the homeless services sector to better understand racism and the intersection of racism and homelessness.	Yes
6.	The CoC is establishing professional development opportunities to identify and invest in emerging leaders of different races and ethnicities in the homelessness sector.	Yes
7.	The CoC has staff, committees, or other resources charged with analyzing and addressing racial disparities related to homelessness.	Yes
8.	The CoC is educating organizations, stakeholders, boards of directors for local and national nonprofit organizations working on homelessness on the topic of creating greater racial and ethnic diversity.	Yes
9.	The CoC reviewed coordinated entry processes to understand their impact on people of different races and ethnicities experiencing homelessness.	Yes
10.	The CoC is collecting data to better understand the pattern of program use for people of different races and ethnicities in its homeless services system.	Yes
11.	The CoC is conducting additional research to understand the scope and needs of different races or ethnicities experiencing homelessness.	Yes
	Other:(limit 500 characters)	
12.		

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

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

(limit 2,500 characters)

While we plan on better understanding qualitative experiences of BIPOC in our supportive housing programs, the data that we could pull from our APRs showed an equitable distribution of BIPOC in our supportive housing that matched our emergency shelter population. As a result, our Racial Equity committee has decided to focus our efforts on better understanding why BIPOC are disproportionately represented in our emergency shelter population and what diversion efforts are most helpful to BIPOC at risk of homelessness. In addition, this committee will be collaborating with our PIT count committee to do an informal PIT count of couch-surfers in our community to better understand how we can support BIPOC households before they enter shelter.

Our Needs Assessment revealed that BIPOC are more likely to return to homelessness after entering our TH projects than our PSH projects. Because most of our TH projects serve youth, the Racial Equity Committee will collaborate with the Youth Homelessness Committee to examine this issue more closely and perform case studies on why these households returned to homelessness. We will then support our CoC agencies in implementing changes to improve this metric for BIPOC in TH.

Since identifying the gap in outreach, the Racial Equity committee has identified underserved locations with CoC resources. Members of the committee plan to reach out to local leaders of color to spread the word about the availability of these resources, as well as produce flyers and other outreach materials for posting in local community centers.

Many applicants for the FY2022 NOFO noted that they are working on fulfilling their strategic plan to include more BIPOC on their board and staff. We plan on supporting and checking in with these agencies over the next year to help them achieve these goals. We also plan to include these applicants in our data committee to give them the tools to disaggregate and understand the data available through our HMIS to track participant outcomes.

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

Describe in the field below the measures your CoC has in place to track progress on preventing or eliminating disparities in the provision or outcomes of homeless assistance.
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(limit 2,500 characters)

The CoC plans to better understand the experiences of BIPOC in our CoC by convening a lived experience working group consisting of at least 50% BIPOC. This metric will allow us to track whether or not we are meeting our goal of having a working group that accurately reflects the experiences of the population we serve.

To track progress on positive outcomes from TH exits, we will track returns to homelessness from these projects with a commitment to reducing returns to homelessness by at least 50%.

The CoC will track outreach efforts based on BIPOC leadership involvement in our CoC. There are several BIPOC leaders in the area who we have identified as interested and motivated housing advocates. We want to ensure that our meeting spaces are accessible and inclusive so that we can include and retain membership by most of the individuals we have identified. We would also like to give presentations or other forms of in-person outreach at major community centers for BIPOC and BIPOC-led events.

Once we receive the results of our local, informal PIT count for our couch-surfing community, we aim to identify and support the expansion of initiatives BIPOC find essential to their housing stability. In alignment with this larger goal, our Racial Equity committee will release a survey tool to local agencies to better understand who they serve and who they employ. We aim to have at least 90% of agencies in our CoC using this tool over the next year and for our PIT count results to consist of responses from at least 30% BIPOC.

To better support agencies that applied for CoC funding in diversifying their staff and boards, we plan to include these employment and board service opportunities in all surveys, outreach, and working groups formed as a part of our progress in eliminating disparities for BIPOC over this year. Our goal is to make these opportunities clear to BIPOC with lived experience who are active participants in our CoC. We aim that 50% of CoC-funded agencies will feel they have met their goal for inclusion and active participation of BIPOC in their board leadership. We also plan on teaching agencies how to disaggregate data and better track participant outcomes through our Data committee, with at least 90% of HMIS-participating agencies indicating that they feel confident in this skill.

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

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

(limit 2,500 characters)

NY-510 was selected as a YHDP community in 2020. The CoC participated in a transformative and impactful process to co-create our Coordinated Community Plan (CCP) through our commitment to having the Youth Advisory Board (YAB) members take a complete leadership role in the goals, action steps, and recommendations. The YAB set the priorities of the plan and led the entire process, including self-governing their YAB meetings, setting agendas, and leading the planning process for the team of adult partners. The YAB were the primary writers of the CCP and presented the CCP at public meetings, including full CoC membership meetings and the Homeless and Housing Task Force. The CoC reserves two seats in our governance committee for people with lived experience, both of which are currently held by YAB members. The YHDP process has informed our current outreach strategy to reach people with lived experience of homelessness. Our Chronic Homelessness committee will be working to organize and compensate an advisory board for adults with lived experience of homelessness in FY2022.

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

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

	Level of Active Participation	Number of People with Lived Experience Within the Last 7 Years or Current Program Participant	Number of People with Lived Experience Coming from Unsheltered Situations
1.	Included and provide input that is incorporated in the local planning process.	9	2
2.	Review and recommend revisions to local policies addressing homelessness related to coordinated entry, services, and housing.	5	1
3.	Participate on CoC committees, subcommittees, or workgroups.	5	1
4.	Included in the decisionmaking processes related to addressing homelessness.	5	1
5.	Included in the development or revision of your CoC's local competition rating factors.	1	0

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

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

**(limit 2,500 characters)**

100% of NY-510's Transitional and Permanent Supportive Housing projects emphasize providing pathways to meaningful employment within their programmatic elements. Tompkins County is a service-rich community with a wealth of high-quality employment, training, and professional development opportunities for individuals with lived experiences of homelessness. Among the most impactful of these opportunities is implemented by Opportunities, Alternatives, and Resources (OAR). OAR is an agency serving people re-entering the community after incarceration in jail or prison and their families. OAR is partnered directly with Tompkins Cortland Community College (TC3) to offer a robust college re-entry program that provides individualized support, technical assistance, connections to mainstream benefits, and a bevy of professional development opportunities for enrollees. The College Initiative Upstate program is well marketed to people with lived experience of homelessness. The CoC provides professional development and paid work experience to members of the Youth Advisory Board (YAB). YAB members are paid \$25/ hour for their time engaging in professional development opportunities such as training and workshops, planning and writing the Coordinated Community Plan, speaking at presentations, or consulting with stakeholders to update or create youth-centered policies and procedures in their agencies. The CoC lead agency has updated our recruitment strategy to prioritize people with lived experiences in our internal hiring policy. The success of the YAB serves as the model for our developing Lived Experience Board which aims to center the knowledge of people with current or past experiences of homelessness and offer paid training and other work opportunities.

1D-11c.	Routinely Gathering Feedback and Addressing Challenges of Individuals with Lived Experience of Homelessness.	
	NOFO Section VII.B.1.r.	

Describe in the field below how your CoC:

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

**(limit 2,500 characters)**

1. Inspired by our Youth Advisory Board/ YHDP planning process, NY-510 is enthusiastically invested in the "Nothing About Us Without us" approach to planning across all CoC activities. We hold two seats in our governance committee for people with lived experience and attempt to create opportunities to hear feedback in all meetings of the CoC. The CoC is continuing to improve how we routinely gather feedback from people with lived experiences of homelessness in our continuum. Currently, the Chronic Homelessness Committee of the CoC is actively performing targeted outreach to people with lived experiences of homelessness to create a better, more permanent way to receive feedback. Members of the lived experience board are compensated for their time providing feedback at live meetings, through quick surveys, and involvement in committee work. All CoC meetings are free and open to the public, with agendas shared in advance. The Enhanced Street Outreach team has also been a critical partner in facilitating the collection of feedback from people with lived experiences of homelessness. They have achieved better communication by sharing the upcoming agendas of CoC meetings with people they are serving and engaging folks in careful conversations about issues being discussed in the CoC. Often they find that there are people they are working with who are especially interested in a specific topic and have successfully facilitated their attendance in live meetings. This real-time feedback has been incredibly valuable for CoC membership agencies. The CoC's recently published Homeless Needs Assessment also included input from a series of stakeholder focus groups and interviews which help inform our future strategies locally.

2. Challenges raised by people with lived experience of homelessness are integrated into discussions and charges of the appropriate CoC committee. CoC staff added three new committees this year to address these challenges- including racial equity, housing stability, and chronic homelessness committee. These new committees center on the lived experiences of people in our CoC and advocacy for system changes to lower barriers to accessing and maintaining permanent housing. Each integrates these lived experiences and conferences solutions to existing barriers for integration into an action plan for our CoC within a year.

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

(limit 2,500 characters)

1. Our CoC has engaged multiple members of city government, including a member of the city planning and economic development council who has most recently become acting mayor. We initially began work with these and other partners to fortify the safety net of resources available to households at risk of displacement through a project called the Ithaca Eviction Displacement Defense (IEDD). While IEDD was most successful at establishing a right to counsel law for evictions in the city of Ithaca, we continue to consult with the acting city mayor regarding issues related to homelessness and housing. At this moment, our consultation is focused on responding to public pushback against larger apartment complexes and ESSHI units coming online in areas traditionally zoned for single-family developments. The acting mayor has asked CoC staff to sit on a working group of people in the city government to talk through grievances about these units, which we hope will open more positive discussions about future housing development.

2. Following the release of our homeless and housing needs assessment for Tompkins County, CoC staff gave presentations at the city and county levels, reflecting the findings and recommendations of that report. This report emphasized a need for more brick-and-mortar housing development in our county due to the bottleneck of housing supply and demand in the continuum. These presentations and discussions have led to a greater competency across local governments regarding the need for new, low-cost housing units and the state of the housing crisis. We have turned the conversation away from what people experiencing homelessness can do to more effectively compete for housing to the need for more low-cost housing for our growing population. Increasing low-cost housing as a solution to ending homelessness is now being considered on a regulatory level in our county. In our conversations with legislators, we continue to center the need to reduce barriers to development.

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

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

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

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

	Enter the date your CoC published the deadline for project applicants to submit their applications to your CoC's local competition.	08/05/2022
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1E-2.	Project Review and Ranking Process Your CoC Used in Its Local Competition. We use the response to this question and the response in Question 1E-2a along with the required attachments from both questions as a factor when determining your CoC's eligibility for bonus funds and for other NOFO criteria below.	
	NOFO Section VII.B.2.a., 2.b., 2.c., and 2.d.	
	You must upload the Local Competition Scoring Tool attachment to the 4B. Attachments Screen.	
	Select yes or no in the chart below to indicate how your CoC ranked and selected project applications during your local competition:	

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

1E-2a.	<p><b>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.</b></p> <p>NOFO Section VII.B.2.a., 2.b., 2.c., and 2.d.</p>	
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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)?	210
2.	How many renewal projects did your CoC submit?	4
3.	What renewal project type did most applicants use?	PH-PSH

1E-2b.	<p><b>Addressing Severe Barriers in the Local Project Review and Ranking Process.</b></p> <p>NOFO Section VII.B.2.d.</p>	
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- Describe in the field below:
1. how your CoC collected and analyzed data regarding each project that has successfully housed program participants in permanent housing;
  2. how your CoC analyzed data regarding how long it takes to house people in permanent housing;
  3. how your CoC considered the specific severity of needs and vulnerabilities experienced by program participants preventing rapid placement in permanent housing or the ability to maintain permanent housing when your CoC ranked and selected projects; and
  4. considerations your CoC gave to projects that provide housing and services to the hardest to serve populations that could result in lower performance levels but are projects your CoC needs in its geographic area.

**(limit 2,500 characters)**

1. The CoC used APRs generated from FY2021 to answer questions about project performance for our Rank and Review process. Based on these APRs, our rank and review committee scored each project on factors such as length of stay, exits to permanent housing, returns to homelessness, and new or increased income. Other data points included CE participation and cost. Several equity factors were informed by responses to a supplemental application focused on the representation of historically excluded populations in the applicant's board and staff. Questions were also asked about data practices for monitoring disaggregated participant outcomes. Consideration for projects that provide housing and services to the hardest-to-serve populations was factored into the 10 points allocated to the CoC monitoring score.

2. Our CoC pulled information about how long participants were placed in permanent housing after a referral from project APRs based on their HMIS data for that project. Out of 20 points, projects were given total points if the timeline was 15 days or less, 15 points if it was 30 days or less, 10 points if it was 45 days or less, and 5 points if the timeline was 60 days or less. Assigning partial points allowed for flexibility for our projects that strive to serve individuals with severe service needs, such as our only adult-serving PSH projects that only serve persons with substance use disorder.

3. CoC staff took time before conducting the rank and review session to explain the context of our current rental market in Tompkins County. Staff explained that we have very few rentals available on the market under FMR that are accessible to the people we serve and that these private market rentals are particularly inaccessible to participants with severe service needs competing with our local student population. In addition, CoC staff sent APRs to committee members for all projects requesting funding to put performance measures for individual projects into context with the needs of the people they serve. These factors helped to guide the committee members' discussions of more qualitative scoring metrics.

4. We have very few projects that receive CoC funding, especially projects that serve adults. Therefore, we emphasized the value of projects that serve single adult households with severe service needs, as those are the households experiencing longer lengths of stay and disproportionate representation in our emergency shelter.

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

**(limit 2,500 characters)**

1. Black individuals are overrepresented in our homeless population, making up close to 30% of our emergency shelter population but only 7% of the census population. We set an intention to include more BIPOC in our rank and review process based on this understanding and paid a Black individual with lived experience of homelessness to lead and organize our rank and review to integrate their perspective and lived experiences into the process intentionally. We will refer to this individual as our rank and review lead throughout this response.

2. Our rank and review lead introduced a series of equity questions into our ranking tool. This individual designed the supplemental application questions and was in the room during rank and review to lend their perspective on applicant responses. These questions had a particular sway on the ultimate results of our rank and review process, as scoring in the equity section accounted for 70 out of the total 210 points available.

3. Our CoC assigned a Black rank and review lead for this funding year who has lived experience of homelessness in our continuum. This person chose our tool, led our site visits, specified equity questions for applicants, and was in the room during rank and review to give their perspective on various projects. Rather than just giving them a seat at the table, we gave this individual the support they needed to be in charge of the table and compensated them for their time as a disruptive practice.

4. Our CoC included the following supplemental questions in the application to determine the extent to which applicants were disaggregating and reviewing project participant outcomes by race and ethnicity in each project:

Describe how you review your program participant outcomes with an equity lens. How is data disaggregated to better understand outcomes? What barriers to positive program outcomes have you identified for program participants?

Describe your plan to create more equitable program outcomes for program participants. What changes have you made within this past funding year? What structures have you implemented to oversee that change?

Do you conduct reviews of HMIS data with staff? If yes, please describe how you organize data to better understand program outcomes. If not, please describe how HMIS data could be valuable to your project, and whether you have a plan in place to review this data in the future.

1E-4.	Reallocation—Reviewing Performance of Existing Projects.	
	NOFO Section VII.B.2.f.	
	Describe in the field below:	
1.	your CoC’s reallocation process, including how your CoC determined which projects are candidates for reallocation because they are low performing or less needed;	
2.	whether your CoC identified any projects through this process during your local competition this year;	
3.	whether your CoC reallocated any low performing or less needed projects during its local competition this year; and	

4.	why your CoC did not reallocate low performing or less needed projects during its local competition this year, if applicable.
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**(limit 2,500 characters)**

1. NY-510's processes for reallocation are as follows. New and renewal projects will compete for Tier I rankings. Renewal projects that are not performing up to the CoC standards can be reduced or eliminated through reallocation, and the funds can be utilized for one or more new projects or higher-performing renewal projects.

Reallocation can occur under the following circumstances:

- Current funded project declines to renew their project
- Current funded project adjusts their budget to a lower amount
- Current funded project voluntarily reallocates funding to a new project
- Ranking Committee decided to partially or fully reallocate current funded projects based on performance or HUD priorities

Underperforming projects can be defined as follows:

- Low utilization rate
- Has not participated in Coordinated Assessment
- Not serving the target population
- Has a program that does not align with HUD priorities anymore (i.e., Housing First approach)
- Misuse of federal funds
- Program design has a negative impact on systems performance and overall CoC score.

The CoC system performance/ rank and review committee uses prior year APR, HIC, and Daily Unit data to determine a project's risk of reallocation. The above reallocation standards are part of NY-510's written standards and are publicly posted year-round on our competition website.

2. No Projects were reallocated this year

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

	Did your CoC cumulatively reallocate at least 20 percent of its ARD between FY 2017 and FY 2022?	Yes
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1E-5.	Projects Rejected/Reduced–Notification Outside of e-snaps.	
	NOFO Section VII.B.2.g.	
	You must upload the Notification of Projects Rejected-Reduced attachment to the 4B. Attachments Screen.	

1.	Did your CoC reject or reduce any project application(s)?	Yes
2.	Did your CoC inform applicants why their projects were rejected or reduced?	Yes
3.	If you selected Yes for element 1 of this question, enter the date your CoC notified applicants that their project applications were being rejected or reduced, in writing, outside of e-snaps. If you notified applicants on various dates, enter the latest date of any notification. For example, if you notified applicants on 06/26/2022, 06/27/2022, and 06/28/2022, then you must enter 06/28/2022.	09/14/2022

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

	Enter the date your CoC notified project applicants that their project applications were accepted and ranked on the New and Renewal Priority Listings in writing, outside of e-snaps. If you notified applicants on various dates, enter the latest date of any notification. For example, if you notified applicants on 06/26/2022, 06/27/2022, and 06/28/2022, then you must enter 06/28/2022.	09/14/2022
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1E-5b.	Local Competition Selection Results–Scores for All Projects.	
	NOFO Section VII.B.2.g.	
	You must upload the Final Project Scores for All Projects attachment to the 4B. Attachments Screen.	

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

	Enter the date your CoC posted the CoC-approved Consolidated Application on the CoC’s website or partner’s website–which included: 1. the CoC Application; and 2. Priority Listings for Reallocation forms and all New, Renewal, and Replacement Project Listings.	09/28/2022
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1E-5d.	Notification to Community Members and Key Stakeholders that the CoC-Approved Consolidated Application is Posted on Website.	
	NOFO Section VII.B.2.g.	
	You must upload the Notification of CoC-Approved Consolidated Application attachment to the 4B. Attachments Screen.	

	Enter the date your CoC notified community members and key stakeholders that the CoC-approved Consolidated Application has been posted on the CoC's website or partner's website.	09/28/2022
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## 2A. Homeless Management Information System (HMIS) Implementation

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

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

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

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

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

	Enter the date your CoC submitted its 2022 HIC data into HDX.	05/04/2022
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2A-4.	Comparable Database for DV Providers–CoC and HMIS Lead Supporting Data Collection and Data Submission by Victim Service Providers.	
	NOFO Section VII.B.3.b.	

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

(limit 2,500 characters)

1. The Advocacy Center is the only Domestic Violence, Sexual Assault serving agency. They operate a 9-bed Emergency Shelter and provide case management, wrap-around services, and other support with housing. The Advocacy Center is well respected in the community for its integrity and client confidentiality. The Advocacy Center uses "Empower" as its database. Empower is considered an appropriate comparable database and adequately captures all data points required by the 2022 HMIS Data Standards. The Advocacy Center is an active member of the CoC and regularly provides de-identified data to the CoC for reports, including the Point in Time Count.

2. Empower is not currently compliant with the 2022 HMIS data standards. The Advocacy Center is consulting with the HMIS lead and exploring the cost and benefit of changing database providers if Empower isn't able to come into compliance.

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

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

Project Type	Total Beds 2022 HIC	Total Beds in HIC Dedicated for DV	Total Beds in HMIS	HMIS Bed Coverage Rate
1. Emergency Shelter (ES) beds	142	9	133	100.00%
2. Safe Haven (SH) beds	0	0	0	
3. Transitional Housing (TH) beds	21	0	21	100.00%
4. Rapid Re-Housing (RRH) beds	63	0	63	100.00%
5. Permanent Supportive Housing	81	0	81	100.00%
6. Other Permanent Housing (OPH)	40	0	0	0.00%

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

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

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

(limit 2,500 characters)

Second Wind Cottages is a privately funded local agency that serves men experiencing homelessness with permanent housing in a tiny house setting. Historically, while they are willing to share information with the CoC for the HIC, they have contended that a more robust data collection system than their current internal record keeping was not in alignment with their faith-based mission. However, in the summer of 2022, after leadership changes at Second Wind Cottages, we are excited to be able to add Second Wind Cottages to HMIS as a provider. The other permanent housing providers we are working with to enter data into HMIS are our EHV providers, who are prepared to begin data entry into their projects.

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

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

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

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

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

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

	Enter the date your CoC submitted its 2022 PIT count data in HDX.	05/04/2022
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2B-3.	PIT Count–Effectively Counting Youth.	
	NOFO Section VII.B.4.b.	

Describe in the field below how during the planning process for the 2022 PIT count your CoC:

1.	engaged stakeholders that serve homeless youth;
2.	involved homeless youth in the actual count; and
3.	worked with stakeholders to select locations where homeless youth are most likely to be identified.

(limit 2,500 characters)

1. The CoC is fortunate to have committed and active membership from all the local agencies that serve youth experiencing homelessness. Our recent participation in the YHDP process has further strengthened those relationships and increased our opportunity to include youth serving agencies in our annual processes, including the Point In Time Count. Youth providers were included by providing suggestions of known locations where youth experiencing homelessness congregate, contributing to the refinement of the youth Point in Time Count survey questions to be as trauma-informed as possible, and participating in the actual count. In addition, youth-serving providers, including Tompkins County Youth Services, The Learning Web, and The Village at Ithaca, participated in either/both the night of the count activities and by administering the service provider PITC survey throughout the week of the count. These stakeholders consistently remind our community that while recent refinements improve our success in locating youth during the Point in Time Count, there are valid concerns that the couch-surfing and hidden nature of youth homelessness in our local system will continue to result in an undercount of our youth experiencing homelessness. To mitigate the reality of this undercount in our PIT, the CoC closely tracks our HMIS program level data and invests YHDP and CoC resources into developing a youth-centered Coordinated Entry System in partnership with the Village at Ithaca.

2. NY-510's Youth Advisory Board (YAB) members were included throughout the Point in Time Count planning process. CoC staff invited them to join the Point in Time Count planning committee and participate in the night of the count activities.

3. Our CoC is home to a large, decades-old encampment community in which the majority of our population of people experiencing unsheltered homelessness reside, including transition-aged youth. Beyond our efforts in the encampment space, stakeholders identified several local parks and other areas TAY are known to congregate in. Youth stakeholders consistently report that they and their peers are not likely to sleep outdoors and are much more likely to be in (sometimes risky) couch-surfing situations.

<b>2B-4.</b>	<b>PIT Count–Methodology Change–CoC Merger Bonus Points.</b>	
	NOFO Section VII.B.5.a and VII.B.7.c.	

In the field below:	
1.	describe any changes your CoC made to your sheltered PIT count implementation, including methodology or data quality changes between 2021 and 2022, if applicable;
2.	describe any changes your CoC made to your unsheltered PIT count implementation, including methodology or data quality changes between 2021 and 2022, if applicable; and
3.	describe how the changes affected your CoC's PIT count results; or
4.	state "Not Applicable" if there were no changes or if you did not conduct an unsheltered PIT count in 2022.

(limit 2,500 characters)

1. In 2022, we offered PIT surveys to households currently in shelter and used a complete census to conduct our sheltered PIT count. This process helped us collect responses to PIT count questions from households willing to participate and better understand how the number of these households compares to our overall population experiencing sheltered homelessness. We also added a service-based count component to our PIT count, which yielded very few surveys. Our PIT count committee plans to talk more about this lack of participation from service providers for the 2022 PIT count and organize an outreach plan for making these providers enthusiastically engaged in our 2023 PIT count.

2. The PIT count committee added new locations to our unsheltered PIT count checklist after receiving information that many unsheltered individuals were sleeping in the stairwells of new housing developments due to the extreme weather. We were also able to engage the local hospital because of the extreme weather conditions and plan on continuing to engage them in future years.

3. The changes to the PITC resulted in additional unsheltered locations being discovered and counted.

## 2C. System Performance

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

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

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

**(limit 2,500 characters)**

1. NY-510 analyzed HMIS and local data to determine the following risk factors for experiencing homelessness for the first time: income below 30% AMI, rent burden, having experienced an eviction in the past, criminal justice involvement, and living in an unstable or doubled-up situation. In 2021 the CoC invested in a needs assessment to better identify the unique local conditions that contribute to people experiencing their first episode of homelessness. Beyond standard quantitative data, it also included qualitative data from people experiencing homelessness. The report revealed that while the number of people experiencing homelessness for the first time reduced from 590 to 518, there are significant gaps in our ability to serve people at risk of homelessness with prevention services. People are unsure or unable to access prevention resources effectively. This gap in prevention creates a condition where people cannot access homeless response resources until they become literally homeless. In 2021 we added additional targeted questions to our HMIS Intake to better assess the specific factors of an individual's entry into the homeless response system

2. The CoC has several strategies to reduce the number of people who enter homelessness. The pressures of our local system, including sky-high rents, low vacancy rates, and substandard conditions, necessitate investing in upstream solutions for housing stability. NY-510 is a core partner in several anti-displacement/anti-eviction projects, including Ithaca Guaranteed Income and The Housing Stability Supplement Program. These are cash transfer pilots funded with private dollars that ask the question: Can a guaranteed income improve housing stability for our city's low-income residents? The CoC lead agency is also partnered with our local DSS as the Community Based Organization (CBO) to assist with ERAP. The Lead agency's ERAP activities include application assistance, attending eviction court, and conducting outreach in local affordable housing projects. Access to ERAP resources, including legal protections, has proven to be effective in preventing people from being evicted directly into the homeless response system. These projects, combined with an emphasis on allocating available non-CoC dollars towards prevention and diversion projects while amplifying our marketing about available resources, are the foundation of our strategy.

3. Human Services Coalition, Director of Housing Initiatives.

2C-2.	Length of Time Homeless—CoC's Strategy to Reduce.	
	NOFO Section VII.B.5.c.	

In the field below:	
1.	describe your CoC's strategy to reduce the length of time individuals and persons in families remain homeless;
2.	describe how your CoC identifies and houses individuals and persons in families with the longest lengths of time homeless; and
3.	provide the name of the organization or position title that is responsible for overseeing your CoC's strategy to reduce the length of time individuals and families remain homeless.

(limit 2,500 characters)

1. The CoC strategy to reduce the length of time people experience homelessness is to continue to advocate for the development of additional affordable housing, specifically smaller-sized units and units for people at or below 30% AMI. The CoC does this advocacy through engagement with local planning boards, provision of HMIS data to our community partners, letters of support for complementary projects including ESSHI, CDBG, and HOME-ARP, and sharing the findings of our needs assessment widely across sectors. These actions align with our goal to encourage our partners to join us in developing at least 100 units of housing appropriate for smaller-sized households. In addition, because of the specific pressures of our available housing market, including low vacancy rates, high rent, and limited PSH units, the CoC is promoting an additional recommendation of our recent needs assessment: cultivating a more holistic and skilled housing navigation position to assist people experiencing homelessness with locating and securing available housing. This position is intended to work with people experiencing homelessness who have severe service needs. For example, findings from the needs assessment noted barriers to acquiring, storing, and maintaining documents such as photo IDs, connecting with mainstream benefits, and understanding tenant rights and responsibility. A skilled housing navigator would work to build relationships with people experiencing homelessness and coordinate their access to benefits, documents, education, and housing.

2. NY-510 monitors our HMIS data to identify the individuals with the longest length of time experiencing homelessness. We monitor Emergency Shelter, Coordinated Entry, and Street Outreach data to assess for individuals with long LOT experiencing homelessness. In our system, we have a disproportionate number of people experiencing chronic homelessness, many of whom have long periods of time unsheltered. NY-510 experiences a considerable "bottle-neck" phenomenon in our homeless response system where-by it is a regular occurrence for a person who has been referred through CE or other methods and been granted an RRH or HC Voucher to be unable to locate available, rent reasonable housing in the allotted time period, resulting in losing the voucher. The system is limited in our capacity to assist people with housing search due to staffing, large case-load sizes, and limited resources.

3. Human Services Coalition, Coordinated Entry Lead

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

(limit 2,500 characters)

1. Our CoC has several strategies to increase the rate that individuals experiencing homelessness exit to permanent housing destinations, including landlord engagement, coordinated entry outreach, and advocacy. We are working on furthering our landlord engagement strategies through the landlord liaison position. Through collaboration with Cornell University, we will develop an online tool that searches for FMR units within our county to help people with vouchers find permanent housing. Our coordinated entry lead will work with our landlord liaison to oversee this strategy to increase exits to permanent housing destinations. This collaboration will lead to increased access to low-cost housing, paired with advocacy and incentives from the landlord liaison position to assist the individual in securing the unit.

We are also developing an outreach plan for coordinated entry, which includes training more providers in CE, distributing flyers and other media to increase awareness and engagement, and training our local 2-1-1 staff to screen all callers for coordinated entry.

Through presentations on the homeless and housing needs assessment, we have engaged a wider variety of stakeholders than ever before and made them aware of the bottleneck issue occurring within our continuum. While anti-homeless rhetoric is on the rise, we are actively working on countering these perspectives with quantitative data and centering lived experiences of homelessness in our county so that property managers are more willing to rent to individuals in our continuum.

2. NY-510 is currently working on this issue in our Housing Stability committee, whose charge is to 1) develop and implement strategies to keep formerly homeless individuals in their housing, 2) assess the barriers to maintaining housing and best practices for service providers, and 3) generate resources/materials/training for individuals and service providers. We are engaging property managers, people with lived experience, service providers, and street outreach in this committee to generate an action plan for our CoC based on that committee's findings.

3. Human Services Coalition, Coordinated Entry Lead

2C-4.	Returns to Homelessness—CoC's Strategy to Reduce Rate.	
	NOFO Section VII.B.5.e.	

In the field below:	
1.	describe your CoC's strategy to identify individuals and families who return to homelessness;
2.	describe your CoC's strategy to reduce the rate of additional returns to homelessness; and
3.	provide the name of the organization or position title that is responsible for overseeing your CoC's strategy to reduce the rate individuals and persons in families return to homelessness.

(limit 2,500 characters)

1. NY-510 closely monitors our SPM and CE data as part of our strategy to quickly identify people who return to homelessness. Our analysis reveals that people exiting from TH are the least likely to return to homelessness, with 6% of people returning after six months and two years. Our emergency shelter has the highest rate of returns to homelessness in every category. The CoC also maintains collaborative relationships with street outreach workers and direct service staff at our partner agencies to capture information about people who return to unsheltered homelessness in our system. We also closely monitor our Coordinated Entry by name list to quickly identify people who return to homelessness. To enhance our understanding of why people return to homelessness, we track additional details at exit from our CE system, including the type and location of housing and the specific source and length of their rental assistance. Monitoring our CE data has revealed that the type of housing assistance a person has correlates to their likelihood of returning to homelessness. This trend is especially true for people who enter permanent housing using our local DSS housing assistance (max \$400/ month). Our data shows that these individuals are more likely to return to homelessness than those using other voucher programs or assistance to pay their rent.

2. The CoC has several approaches to reducing our rate of returns to homelessness. The first is to connect individuals to the most sustainable rent assistance they are eligible to receive, such as HCV or other longer-term supports. People served with RRH and other non-PSH projects regularly transition into HCVs, and it has proven to be a sustainable pathway. The CoC's Housing Stability Committee has identified several known barriers to maintaining permanent housing, including disconnection from street outreach or known support services, lack of financial resources sufficient to pay for necessary items such as trash removal, and lack of knowledge and understanding of tenant rights and responsibilities. To pilot solutions that assist people in maintaining their housing, the CoC used County funding reserved for CoC initiatives to fund Salvation Army's homeless to housed support services project, which provides intensive case management to participants for up to 1 year after exiting homelessness.

3. Housing Stability Committee

2C-5.	Increasing Employment Cash Income—CoC's Strategy.	
	NOFO Section VII.B.5.f.	

In the field below:	
1.	describe your CoC's strategy to access employment cash sources;
2.	describe how your CoC works with mainstream employment organizations to help individuals and families experiencing homelessness increase their cash income; and
3.	provide the organization name or position title that is responsible for overseeing your CoC's strategy to increase income from employment.

**(limit 2,500 characters)**

1. The CoC strategy to increase access to cash income is to quickly connect people who are able and interested in employment with one of our area's employment services providers. We also aim to amplify the efforts of our partner providers that offer employment services by highlighting their services in our well-attended public presentations. The CoC widely shares materials with our network, including new job programs, job fairs, and employment training opportunities. CoC-funded providers include access to employment services in their programming, including offering on-site job readiness skills, resume writing workshops, and assisting with transportation for residents to get to job interviews. Increasing cash income is monitored and scored as part of our local application process. To enhance our current strategy of referring to our partners, the CoC is exploring partnering with a local employment readiness project called Hospitality Employment Training Program to pilot a cohort of the Housing Employment Training Program. This model aims to serve people with lived experiences of homelessness with the basic skill set and knowledge to enter the housing field as an employee of a housing or human service-focused agency. This concept came from the feedback of our stakeholders, who assert that people with lived experience are valuable and hireable employees. It will prepare people new to working in the field with the training they need to succeed.

2. CoC membership includes representation from our community's mainstream employment agencies, specifically Workforce, NY, Youth Employment Services, and Challenge Industries. Representatives from these employment agencies sit on committees, including the housing stability and racial equity committees, and are integrated throughout the CoC.

3. The Housing Stability Committee is responsible for this

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

(limit 2,500 characters)

1. Please note: NY 510 has identified and is working to correct a common error in our data entry in which HMIS users were not updating the cash and non-cash income data elements correctly. Unfortunately, this error has significantly misrepresented the cash and non-cash incomes across our system.

NY-510 recognizes the importance of increasing non-cash income for people experiencing homelessness in our community. We increase access to non-cash income by quickly and efficiently sharing information about available resources such as the Child Tax-Credit and Covid-related stimulus payments. The CoC created materials specifically targeted to people experiencing homelessness to share information about the above opportunities and facilitated technology and supports for people wishing to get help accessing available non-cash resources. Finger Lakes Independence Center (FLIC) has joined the CoC as a member this year. FLIC is a local trusted agency that serves people with disabilities and is the best resource locally for people seeking assistance applying for SSDI. The CoC is working with FLIC to create a referral pathway for people in the homeless response system to access this critical application assistance. The CoC is also supporting FLIC to become SOAR trained. Additionally, the CoC lead agency Human Services Coalition is currently piloting two separate guaranteed income programs that seek to answer the question: Would a guaranteed income improve housing stability for low-income people in the City of Ithaca? The CoC is looking forward to learning from the research components of these projects to consider scaling guaranteed income to include all persons experiencing homelessness.

2. Director of Housing Initiatives, Human Services Coalition

### 3A. Coordination with Housing and Healthcare

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

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

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

	Is your CoC applying for a new PH-PSH or PH-RRH project that uses housing subsidies or subsidized housing units which are not funded through the CoC or ESG Programs to help individuals and families experiencing homelessness?	No
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<b>3A-2.</b>	<b>New PH-PSH/PH-RRH Project–Leveraging Healthcare Resources.</b>	
	NOFO Section VII.B.6.b.	
	You must upload the Healthcare Formal Agreements attachment to the 4B. Attachments Screen.	

	Is your CoC applying for a new PH-PSH or PH-RRH project that uses healthcare resources to help individuals and families experiencing homelessness?	No
--	--	----

<b>3A-3.</b>	<b>Leveraging Housing/Healthcare Resources–List of Projects.</b>	
	NOFO Sections VII.B.6.a. and VII.B.6.b.	
	If you selected yes to questions 3A-1. or 3A-2., use the list feature icon to enter information about each project application you intend for HUD to evaluate to determine if they meet the criteria.	

Project Name	Project Type	Rank Number	Leverage Type
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) 2022 Continuum of Care Competition and Noncompetitive Award of Youth Homeless Demonstration Program Renewal and Replacement Grants;
- 24 CFR part 578;
- FY 2022 CoC Application Navigational Guide;
- Section 3 Resources;
- PHA Crosswalk; and
- Frequently Asked Questions

<b>3B-1.</b>	<b>Rehabilitation/New Construction Costs–New Projects.</b>	
	NOFO Section VII.B.1.s.	

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

<b>3B-2.</b>	<b>Rehabilitation/New Construction Costs–New Projects.</b>	
	NOFO Section VII.B.1.s.	

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

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

**(limit 2,500 characters)**

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

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

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

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

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

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

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

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

(limit 2,500 characters)

## 4A. DV Bonus Project Applicants

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

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

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

	Did your CoC submit one or more new project applications for DV Bonus Funding?	No
<b>Applicant Name</b>		
This list contains no items		

## 4B. Attachments Screen For All Application Questions

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

- |    |   |
|----|---|
| 1. | You must include a Document Description for each attachment you upload; if you do not, the Submission Summary screen will display a red X indicating the submission is incomplete.  |
| 2. | You must upload an attachment for each document listed where 'Required?' is 'Yes'.  |
| 3. | We prefer that you use PDF files, though other file types are supported—please only use zip files if necessary. Converting electronic files to PDF, rather than printing documents and scanning them, often produces higher quality images. Many systems allow you to create PDF files as a Print option. If you are unfamiliar with this process, you should consult your IT Support or search for information on Google or YouTube. |
| 4. | Attachments must match the questions they are associated with.  |
| 5. | Only upload documents responsive to the questions posed—including other material slows down the review process, which ultimately slows down the funding process.  |
| 6. | If you cannot read the attachment, it is likely we cannot read it either.   |
|    | . We must be able to read the date and time on attachments requiring system-generated dates and times, (e.g., a screenshot displaying the time and date of the public posting using your desktop calendar; screenshot of a webpage that indicates date and time).   |
|    | . We must be able to read everything you want us to consider in any attachment.   |
| 7. | After you upload each attachment, use the Download feature to access and check the attachment to ensure it matches the required Document Type and to ensure it contains all pages you intend to include.  |

Document Type	Required?	Document Description	Date Attached
1C-7. PHA Homeless Preference	No	Attachment 1C-7	09/28/2022
1C-7. PHA Moving On Preference	No		
1E-1. Local Competition Deadline	Yes	Attachment 1E-1	09/28/2022
1E-2. Local Competition Scoring Tool	Yes	Attachment 1E-2	09/28/2022
1E-2a. Scored Renewal Project Application	Yes	Attachment 1E-2a	09/28/2022
1E-5. Notification of Projects Rejected-Reduced	Yes	Attachment 1E-5	09/28/2022
1E-5a. Notification of Projects Accepted	Yes	Attachment 1E-5a	09/28/2022
1E-5b. Final Project Scores for All Projects	Yes	Attachment 1E-5b	09/28/2022
1E-5c. Web Posting—CoC-Approved Consolidated Application	Yes		
1E-5d. Notification of CoC-Approved Consolidated Application	Yes		
3A-1a. Housing Leveraging Commitments	No		

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

## **Attachment Details**

**Document Description:** Attachment 1C-7

## **Attachment Details**

**Document Description:**

## **Attachment Details**

**Document Description:** Attachment 1E-1

## **Attachment Details**

**Document Description:** Attachment 1E-2

## **Attachment Details**

**Document Description:** Attachment 1E-2a

## **Attachment Details**

**Document Description:** Attachment 1E-5

## **Attachment Details**

**Document Description:** Attachment 1E-5a

## **Attachment Details**

**Document Description:** Attachment 1E-5b

## **Attachment Details**

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## Submission Summary

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

Page	Last Updated
1A. CoC Identification	09/19/2022
1B. Inclusive Structure	09/27/2022
1C. Coordination and Engagement	09/27/2022
1D. Coordination and Engagement Cont'd	09/28/2022
1E. Project Review/Ranking	09/28/2022
2A. HMIS Implementation	09/28/2022
2B. Point-in-Time (PIT) Count	09/28/2022
2C. System Performance	09/28/2022
3A. Coordination with Housing and Healthcare	09/27/2022
3B. Rehabilitation/New Construction Costs	09/27/2022
3C. Serving Homeless Under Other Federal Statutes	09/27/2022

<b>4A. DV Bonus Project Applicants</b>	09/27/2022
<b>4B. Attachments Screen</b>	Please Complete
<b>Submission Summary</b>	No Input Required

1C-7: Public Housing Agencies within Your CoC's Geographic Area—New Admissions—General/Limited Preference—Moving On Strategy.

This attachment contains the following:

1. Tompkins Community Action's Administrative Plan with a General Homeless Preference
2. Executed MOU between Ithaca Housing Authority and the CoC demonstrating their Limited Homeless Preference for the EHV program
3. Executed MOU between Homes and Community Renewal and the CoC demonstrating the limited homeless preference for the EHV program

1C-7: Public Housing Agencies within Your CoC's Geographic Area—New Admissions—General/Limited Preference—Moving On Strategy.

**1. Tompkins Community Action's Administrative Plan with a General 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-teleconferencing, 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**

<b>Level</b>	<b>Verification Technique</b>	<b>Ranking</b>
6	<b>Upfront Income Verification (UIV)</b> using HUD’s Enterprise Income Verification (EIV) system (not available for income verifications of applicants)	<b>Highest</b> (Mandatory use for all participants and new admissions within 120 days)
5	<b>Upfront Income Verification (UIV)</b> using non-HUD system	<b>Highest</b> (Optional) (i.e., The Work Number, other databases)
4	<b>Written Third-Party Verification</b>	<b>High</b> (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	<b>Written Third-Party Verification Form</b>	<b>Medium-Low</b> (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	<b>Oral Third-Party Verification</b>	<b>Low</b> (Mandatory if written third party verification is not available)
1	<b>Tenant Declaration</b>	<b>Low</b> (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"> <li>• Services of medical professionals</li> <li>• Surgery and medical procedures that are necessary, legal &amp; non-cosmetic</li> <li>• Services of medical facilities</li> <li>• Hospitalization, long term care, and in-home nursing services</li> <li>• Prescription medicines and insulin, (all nonprescription &amp; OTC medicines are not allowed unless they have been prescribed by a doctor)</li> <li>• Medical supplies, such as bandages</li> <li>• Substance abuse treatment programs</li> <li>• Psychiatric treatment</li> </ul>	<ul style="list-style-type: none"> <li>• Actual transportation costs for and essential to medical care (i.e., bus, taxi, ambulance) or standard medical mileage rate for a car</li> <li>• The cost and care of necessary equipment related to a medical condition (e.g., eyeglasses/lenses, hearing aids, crutches, and artificial teeth)</li> <li>• Cost and continuing care of necessary service and/or guide animals as defined in the Glossary (excludes support animals)</li> <li>• Medical insurance premiums or the cost of a health maintenance organization (HMO)</li> <li>• Amounts paid for the prevention and alleviation of dental disease</li> </ul>
<p>*This chart provides a summary of eligible medical expenses only. Detailed information is provided in IRS Publication 502.</p>	

**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.

1C-7: Public Housing Agencies within Your CoC's Geographic Area—New Admissions—General/Limited Preference—Moving On Strategy.

**2. Executed MOU between Ithaca Housing Authority and the CoC demonstrating their Limited Homeless Preference for the EHV program**

## **MEMORANDUM OF UNDERSTANDING - EMERGENCY HOUSING VOUCHERS**

This Memorandum of Understanding (MOU) has been created and entered on July \_\_\_\_, 2021 by and between the following parties in relation to the Emergency Housing Vouchers (EHV).

***THE ITHACA HOUSING AUTHORITY (IHA)***  
***800 South Plain Street***  
***Ithaca NY 14850***

***ITHACA/TOMPKINS HUMAN SERVICES COALITION-CONTINUUM OF CARE (ITCOC)***  
***118 N. Tioga Street Suite 304***  
***Ithaca NY 14850***

***ADVOCACY CENTER OF TOMPKINS COUNTY (ADVOCACY CENTER)***  
***P.O. Box 164***  
***Ithaca NY 14851***

### **INTRODUCTION AND GOALS**

The Ithaca Housing Authority (IHA), Ithaca/Tompkins Human Service Coalition-Continuum of Care (ITCoC) and the Advocacy Center of Tompkins County (Advocacy Center) commitment to administering the EHV program for the specified population listed below.

- The IHA, ITCoC and Advocacy Center recognize that access to safe and affordable housing is a significant challenge for individuals who are (1) homeless; (2) at risk of homelessness; (3) fleeing, or attempting to flee, domestic violence, dating violence, sexual assault, stalking, or human trafficking; or (4) recently homeless, and
- The IHA, ITCoC, and Advocacy Center recognize the need and significant challenges facing our community to achieve safe and affordable housing, and
- The IHA, ITCoC, and Advocacy Center recognize that providing rental assistance will prevent a family or individual from homelessness or high risk of housing instability, and
- The IHA, ITCoC and Advocacy Center desire to work together to provide access to additional Housing Choice Vouchers (HCV) to further these mutual goals, and
- The IHA is committed to working with the ITCoC by integrating the prioritization and referral process for Emergency Housing Voucher eligible individuals and families into their coordinated entry process, and
- The IHA is committed to working with the ITCoC and Advocacy Center to administer the Emergency Housing Vouchers in accordance with all HUD and IHA program requirements and regulations, and
- The IHA received, from the U.S Department of Housing and Urban Development (HUD), fifteen (15) Emergency Housing Vouchers designated to individuals and families that meet the criteria of (1) homeless; (2) at risk of homelessness; (3) fleeing, or attempting to flee, domestic violence, dating violence, sexual assault, stalking, or human trafficking; or (4)

recently homeless and for whom providing rental assistance will prevent the family's homelessness or having a high risk of housing instability, and

- The IHA agrees that families and individuals who are (1) homeless; (2) at risk of homelessness; (3) fleeing, or attempting to flee, domestic violence, dating violence, sexual assault, stalking, or human trafficking; or (4) recently homeless and for whom providing rental assistance will prevent the family's homelessness or having a high risk of housing instability will be eligible to apply and receive the same preference, and
- The ITCoC and Advocacy Center agree to identify, verify, and assist eligible applicants in applying for the Emergency Housing Vouchers and to connect them with community supportive services to assist these individuals and families to become and remain stably housed, therefore,
- In consideration of the mutual covenants and promises contained herein, the parties hereto agree to each of the conditions and responsibilities outlined in this agreement as follows:

#### **PHA'S GOALS AND STANDARDS OF SUCCESS IN ADMINISTERING THE PROGRAM**

Our overarching goal: The EHV program will help eligible families and individuals achieve housing stability and position them to achieve self-sufficiency in all areas of life.

- Process Goal 1: That the highly integrated system outlined in this MOU is fully in place for efficacious implementation of IHA's EHV program.

Standard of Success: That the IHA, ITCoC, and the Advocacy Center are all working in unison to maximize EHV impacts and optimize EHV progress.

- Progress Goal 2: Ensure that all EHV families and individuals re made aware of all supportive services available in the Ithaca/Tompkins community, e.g., counseling, job training, financial literacy, etc.

Standard of Success: 100% of families and individuals who receive an EHV will offered the opportunity to meet individually with IHA Family Self-Sufficiency (FSS) Caseworkers who will share detailed information regarding the benefits of the FSS Program and the Three Pillar (financial literacy) Program that are offered by the IHA. The ITCoC and the Advocacy Center will make EHV participants aware of all supportive services known to their agency or supportive services that their agency partners with outside of this MOU.

#### **STAFF POSITIONS AT THE IHA, ITCCOC, AND THE ADVOCACY CENTER WHO WILL SERVE AS LEAD EHV LIAISONS**

##### Lead EHV Liaisons

Ithaca Housing Authority: Megan Wiiki, Housing Choice Voucher Coordinator

Ithaca/Tompkins Continuum of Care: Liddy Barger, Director of Housing Initiatives

Advocacy Center of Tompkins County: Amy Smith, Director of Rental Services

## RESPONSIBILITIES OF THE EHV LIAISONS

### IHA liaison will:

- Serve as EHV point person
- Receive referrals from ITCoC
- Coordinate the intake process
- Communicate with EHV partners (ITCoC and Advocacy Center) to ensure a smooth flow of program operation in accordance with MOU
- Make referrals of potential eligible families and individuals to ITCoC
- Conduct trainings for ITCoC and Advocacy Center staff on IHA processes for EHV
- Attend ITCoC and Advocacy Center meetings related to EHV process

### ITCoC liaison will:

- Serve as EHV point person
- Receive and consider referrals from the Advocacy Center, IHA and other human service agencies
- Certify EHV eligibility
- Prioritize EHV referrals utilizing the coordinated entry list
- Provide EHV referrals to IHA
- Follow up on all referrals
- Refer EHV eligible participants to all support services known to the ITCoC or to support services where a current agency partnership exists
- Communicate with EHV partners (IHA, Advocacy Center) to ensure a smooth flow of program operation in accordance with MOU
- Conduct trainings for IHA and the Advocacy Center staff of ITCoC processes for EHV
- Attend IHA and Advocacy Center meetings related to EHV process

### Advocacy Center liaison will:

- Serve as EHV point person
- Make direct referrals to the ITCoC for victims of domestic violence or sexual assault who are homeless; at risk of homelessness; fleeing, or attempting to flee, domestic violence, dating violence, sexual assault, stalking, or human trafficking.
- Refer EHV eligible participants to all support services known to the Advocacy Center or to support services where a current agency partnership exists
- Coordinate supportive services for families that are referred to EHV program including but not limited to case management, emotional support, safety planning, housing advocacy, flexible funding assistance to address housing barriers

- Communicate with EHV partners (ITCoC and IHA) to ensure a smooth flow of program operation in accordance with MOU
- Conduct trainings for ITCoC and IHA staff on Advocacy Center processes for EHV
- Attend ITCoC and IHA meetings related to EHV process

#### SERVICES TO BE PROVIDED TO ELIGIBLE EHV FAMILIES

- Partnering service providers will support individuals and families in completing applications and obtaining necessary supporting documentation to support referrals and applications for assistance, while aiding households in addressing barriers.
- Partnering service providers will support the IHA in ensuring appointment notifications to eligible individuals and families and will assist eligible households in getting to meetings with the IHA.
- IHA will establish windows of time for EHV applicants to complete intake appointments.
- Partnering service providers will provide, assist, or make referral for housing search assistance for eligible individuals or families.
- Partnering service providers will provide, assist, or make referrals for compliance counseling related to rental lease requirements.
- Partnering service providers will assess individuals and families who may require referrals for assistance on security deposits, utility hook-up fees, and utility deposits.
- Partnering service providers will assess and refer individuals and families to benefits and supportive services, where applicable.

#### IHA ROLES AND RESPONSIBILITIES

1. Establish an Emergency Housing Vouchers preference for individuals and families who are (1) homeless; (2) at risk of homelessness; (3) fleeing, or attempting to flee, domestic violence, dating violence, sexual assault, stalking, or human trafficking; or (4) recently homeless and for whom providing rental assistance will prevent the family's homelessness or having a high risk of housing instability.
2. Add Emergency Housing Voucher referrals from the ITCoC to the HCV EHV waitlist according to the date the application is received, in accordance with HUD regulations and IHA's Administrative Plan.
3. Provide a point of contact for Emergency Housing Voucher referrals and commit adequate staff and necessary resources to ensure that the application, certification, voucher issuance and unit inspections are completed in a timely manner.
4. Aid with the housing search; identify barriers to leasing and strategies to address barriers; application fees; security and utility deposits; and moving costs.

5. Provide owner outreach and encourage owners to rent to individuals and families using Emergency Housing Vouchers.
6. Perform duties related to the administration of the Emergency Housing Vouchers; and notify the ITCoC and Advocacy Center of any changes, as necessary.
7. Provide staff to support training and coordination of the Emergency Housing Voucher program implementation between the ITCoC, Advocacy Center and IHA if needed.
8. Schedule meetings with the ITCoC and Advocacy Center (at least quarterly).
9. Comply with the provisions of this MOU.

#### ITCOC ROLES AND RESPONSIBILITIES

1. Designate and maintain a lead EHV liaison responsible for coordinating and communicating the referral, application submission, and housing search assistance for individuals and families referred for an EHV voucher.
2. Outreach to providers of services to individuals or families who are fleeing, or attempting to flee domestic violence, dating violence, sexual assault, stalking, or human trafficking, regarding the availability of Emergency Housing Vouchers. The ITCoC will coordinate with these service providers to acquire client referrals to the ITCoC in a timely manner. The ITCoC agrees to coordinate and work with the Advocacy Center of Tompkins County to obtain direct referrals to the coordinated entry list to assist families and individuals who meet this criterion.
3. Identify, verify, and refer individuals and families who are (1) homeless; (2) at risk of homelessness; (3) fleeing, or attempting to flee, domestic violence, dating violence, sexual assault, stalking, or human trafficking; or (4) recently homeless and for whom providing rental assistance will prevent the family's homelessness or having a high risk of housing instability, for an Emergency Housing Voucher using an agreed upon referral form.
4. Ensure the individuals and families referred are on the Coordinate Entry List and filtered by the Name or Prioritization Lists of all people in their Homeless Management Information System by demographics and review for likely Emergency Housing eligible individuals and families; verify eligibility and interest in applying for a Voucher.
5. Coordinate with service providers and provide referrals to the IHA in a timely manner. Provide any contact information that would be helpful in completing the housing assistance process such as a name, phone number or e-mail address of a support person assisting the applicant.
6. Assist directly, or through their network, individuals and families referred for an Emergency Housing voucher in completing the Housing Choice Voucher (HCV) application, providing the required verifications needed to determine HCV program eligibility and assisting in locating suitable housing.

7. Assess all households referred for EHV for mainstream benefits and support services available to support eligible individuals and families through their transition.
8. Identify and provide supportive services to EHV individuals and families, who are eligible for CoC-funded services, either directly or through their network.
9. Attend EHV participant briefings and meetings when needed.
10. Participate in regular meetings conducted by the IHA (at least quarterly).
11. Comply with the provisions of this MOU.

<b>ADVOCACY CENTER ROLES AND RESPONSIBILITIES</b>
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1. The Advocacy Center will commit sufficient staff and resources to ensure that referrals are made, and applicants are offered sufficient support to complete applications, locate housing, and address barriers to housing. Staff who will support victims referred to the ITCoC for the EHV program include Residential Services Director, Housing Advocate, and Shelter Advocate. Additional victim support may be provided by non-residential advocates as needed.
2. Designate and maintain a lead EHV liaison to communicate with IHA and ITCoC.
3. Provide referrals to the ITCoC of individuals and families who are fleeing, or attempting to flee, domestic violence, dating violence, sexual assault, stalking, or human trafficking regarding the Emergency Housing Vouchers.
4. Support individuals and families in completing applications and obtaining necessary supporting documentation to support referrals and applications for assistance, while aiding households in addressing barriers.
5. Support the IHA in ensuring appointment notifications to eligible individuals and families and will assist/accompany eligible households in getting to scheduled meetings with IHA.
6. Provide housing search assistance for eligible individuals and families.
7. Assess individuals and families who may require referrals for assistance with security deposits, utility hook-up fees, and utility deposits.
8. Assess and refer individuals and families to benefits and supportive services where applicable.
9. Provide comprehensive domestic violence and sexual violence services including emotional support, case management, safety planning, housing, medical, and social advocacy, legal services and advocacy, and support groups. All advocacy support services are voluntary in compliance with the Violence Against Women Act and federal Family Violence Prevention Services Act.
10. Participate in regular meetings conducted by the IHA (at least quarterly).
11. Comply with the provisions of this MOU.

**PROGRAM EVALUATION**

The IHA, ITCoC, and Advocacy Center agree to cooperate with HUD, provide requested data to HUD or HUD-approved contractor delegated the responsibility of program evaluation, and follow all evaluation protocols established by HUD or HUD-approved contractor, including possible random assignment procedures.

**TERM**

The terms of this agreement will be in effect from the effective date until the Emergency Housing Vouchers are no longer available to be used for the targeted population.

**SIGNATURES**

Signed and dated by the official representatives of the PHA, COC and third-party entities:

**THE ITHACA HOUSING AUTHORITY**

By: Brenda C. Westfall 7/30/2021  
Brenda C. Westfall, Executive Director

**ITHACA/TOMPKINS HUMAN SERVICE COALITION, CONTINUUM OF CARE**

By: Kathleen Schiather 7/27/2021  
Kathleen Schiather; Ithaca/Tompkins CoC Board Chair

**THE ADVOCACY CENTER OF TOMPKINS COUNTY**

By: Heather Campbell 7/30/21  
Heather Campbell, Executive Director

1C-7: Public Housing Agencies within Your CoC's Geographic Area—New Admissions—General/Limited Preference—Moving On Strategy.

**3. Executed MOU between Homes and Community Renewal and the CoC demonstrating the limited homeless preference for the EHV program**

**MEMORANDUM OF UNDERSTANDING  
DATA SHARING FOR EMERGENCY HOUSING VOUCHERS IN NEW YORK STATE**

This Memorandum of Understanding (“MOU”) is made and entered into as of this 15th day of July, 2021 (the “Effective Date”). It is executed between the following parties:

New York State Homes and Community Renewal (“HCR”) and its subsidiaries, including the Housing Trust Fund Corporation (“HTFC”) and the Division of Housing and Community Renewal (“DHCR”), having its principal office at 38-40 State Street, Albany, NY 12207

-and-

Human Services Coalition of Tompkins County  
118 North Tioga Street, Suite 304  
Ithaca, NY 14850

Signing this agreement as the lead agency and authorized representative for:

NY-510 Ithaca/Tompkins Counties CoC

The following counties within the CoC service area are included within the scope of this agreement:

Tompkins County

The following counties are excluded:

None

WHEREAS, the American Rescue Plan Act (a.k.a. COVID-19 Stimulus Package or “The Act”) was adopted into law on March 11, 2021, and provided for a \$1.9 trillion economic stimulus package;

WHEREAS, Section 3202 of The Act authorizes \$5 billion for Emergency Housing Vouchers (“EHVs”) to transition people currently experiencing or at risk of homelessness, including those who are survivors of domestic violence, to stable housing; and EHVs can be used by individuals and families experiencing homelessness who have difficulty being stably housed otherwise;

WHEREAS, funding for EHVs will be allocated by the U.S. Department of Housing and Urban Development (“HUD”) to state and local Public Housing Authorities (“PHAs”) for distribution through waiting lists created and maintained by those PHAs;

WHEREAS, NYS HCR, through HTFC, serves as the only statewide PHA for New York State, and has received a preliminary allocation of 1,556 EHV's, with the possibility of additional allocations at a later date;

WHEREAS, HUD is requiring PHAs to coordinate with Continuums of Care, including local and regional homeless service providers, to identify households most in need, and Continuums of Care ("CoCs") are recognized by both HUD and New York State as a centralized point of access for homeless services and data;

WHEREAS, the entity listed above is the lead agency for the CoC listed above, and is authorized by the CoC Board to execute this agreement on behalf of the CoC:

NOW, THEREFORE, in consideration of mutual covenants and promises, herein, the Parties agree as follows:

## **I. GOALS AND OBJECTIVES**

The Parties agree upon the following specific goals for this MOU:

1. Reduce the homeless population in New York State.
2. Leverage the services and local knowledge of the CoC to assist HCR in the expeditious delivery and utilization of EHV's.
3. Achieve dissemination of all federally allocated EHV's and associated budget authority to decrease the number of homeless/at-risk households potentially at risk of contracting and spreading Covid-19.

## **II. OBLIGATIONS OF THE PARTIES**

### **HCR**

- i. HCR shall establish an amendment to its Administrative Plan (**Exhibit A**) that articulates the rules for this EHV program; HCR may make changes to this Amendment as necessary. HCR may establish additional policies and procedures as necessary to ensure the timely and appropriate utilization of federal resources.
- ii. HCR shall communicate the relevant rules of the EHV program to the CoC Lead Agency.
- iii. HCR shall procure a Special Purpose Local Administrator ("SPLA") to administer the EHV's, including receiving referrals, processing applications, determining eligibility, calculating subsidy, issuing vouchers, and performing inspections. The SPLA will serve as HCR's designated agent for the purpose of this MOU.
- iv. HCR shall procure a technology solution for the administration of EHV's from Emphasys Technology Solutions.
- v. HCR shall initiate communication between the CoC and the SPLA(s) it designates, and the SPLA will act on HCR's behalf; the SPLA will be subject to the terms of this MOU and all applicable federal and state regulations, including any relevant and applicable data privacy requirements articulated in writing by the CoC.
- vi. HCR shall provide a secure, on-line referral process for the CoC to upload its referrals; HCR may modify this form as necessary.

- vii. HCR, working through Emphasys, will provide a secure, on-line application portal for applicants to upload required documents with the assistance of the CoC.
- viii. HCR will provide trainings for CoC staff as regarding program EHV policies and procedures.
- ix. HCR shall prioritize households during the initial lease-up Phase as described in Section III of this MOU and shall establish a waiting list for each CoC following the initial lease-up.
- x. HCR will administer monthly Housing Assistance Payments for EHV's.
- xi. HCR will administer incentives to the landlord and issue payments as described in Section IV of this agreement.
- xii. HCR shall reimburse the CoC for eligible tenant stipend expenditures.
- xiii. After the initial lease-up period, HCR will establish a waiting list of referrals from each CoC to receive vouchers as they become available.
- xiv. HCR will issue prompt payment for CoC services as described in this agreement.
- xv. HCR will provide periodic updates regarding utilization rate for the CoC.
- xvi. HCR will provide a staff member to attend CoC meetings as necessary.
- xvii. HCR will provide guidance as needed on any updates from HUD that substantially change the obligations of the CoC.
- xviii. HCR will provide an Implicit Bias Training option to CoC members and staff.

## **The CoC**

### **A. Compliance with Standard Clauses**

- i. Agency's Standard Terms. The CoC shall comply in all respects with the Agency's Standard Contract Clauses (the "Standard Clauses") set forth in **Appendix I** attached hereto and incorporated by reference herein.
- ii. HUD's Section 8 General Provisions. The CoC shall comply in all respects with HUD's Section 8 General Provisions for Contracts (the "Section 8 General Provisions") set forth in **Appendix III** attached hereto and incorporated by reference herein.

In the event of a conflict between the terms of this Agreement, including the Scope of Work, and terms of the Standard Clauses and HUD's Section 8 General Provisions, the order of precedence will be as follows:

- a. Section 8 General Provisions
- b. Standard Clauses
- c. This MOU

### **B. Program Set-Up**

- i. The CoC shall select one incorporated nonprofit or government entity to serve as Lead Agency and to receive compensation on behalf of the CoC. This entity shall be responsible for ensuring all tasks listed in this MOU are completed in accordance with all applicable federal and state requirements. The Lead Agency may subcontract with other partners as necessary to deliver the required tasks and share administrative funds as necessary.
- ii. The CoC shall utilize the referral process prescribed by HTFC to make referrals in a secure manner according to the instructions provided and based on the priorities listed in Section III.

- iii. The CoC shall verify that the households it refers meet the requirements of PIH Notice 2021-15 and qualify under the Priority category under which they are being referred.
- iv. The CoC shall be responsible for ensuring compliance with all requirements and guidance issued by HUD related to inclusiveness and diversity, and shall take proactive steps to ensure that all potentially eligible households within their service area are provided fair and equal access to housing assistance. The CoC will identify and collaborate with other local partners within their region to establish a single point of entry for all households who may be eligible for EHV, including those who may not currently be included within their existing Coordinated Entry System. This may include but is not limited to coordinating with organizations serving victims of domestic violence or human trafficking and establishing a secure methodology to receive referrals from these organizations while maintaining the privacy of the victims.
- v. The CoC shall establish an EHV steering committee with HCR that is inclusive of relevant local stakeholders, shelter providers, human service providers, landlords, and clients. The committee shall also reflect the racial and socioeconomic composition of the population served. An existing committee or board may comply with this provision. The committee must meet at least quarterly while this MOU remains in effect and must permit HCR staff to attend upon request.
- vi. The CoC shall promote the availability of EHV within its service area to a diverse range of stakeholders, and proactively seek to identify potentially eligible households of all racial and socioeconomic backgrounds, including populations who may have previously lacked access to assistance or been under-represented.

### **C. Referrals and Housing Searches**

- i. The CoC shall provide referrals of potentially eligible households to HCR's SPLA through the method prescribed by HTFC and in accordance with federal and state rules; the order and timetable for referrals shall be according to the terms listed in Section III of this agreement. The CoC agrees to give HCR the data in the manner prescribed by **Exhibit B**.
- ii. The CoC shall assist the applicant in assembling the required application documents as listed in **Exhibit A**. Where necessary, the CoC will assist the applicant in uploading their application data and required documents into the applicant portal, communicating with the SPLA case manager, and receiving correspondence from HCR. The CoC shall be solely responsible for ensuring that its staff maintain confidentiality and securely handle and store any applicant data received, including Personal Identification Information, in compliance with all applicable federal and state regulations.
- iii. Upon issuance of a voucher, the CoC will facilitate the housing search and assist applicants in identifying affordable housing options within the payment standard and achieving housing occupancy within 120 days where possible. This includes but is not limited to: helping applicants conduct on-line searches and navigate rental housing data sources; providing transportation to visit apartments; assisting the applicant in negotiating with landlords; maintaining a rental registry of available units; other counseling services as necessary.
- iv. The CoC may request extensions for vouchers issued according to the terms in **Exhibit A**.

- v. Following the initial lease-up period, the CoC shall ensure that its list of referrals is updated as necessary. This includes notifying HCR to remove households on its waiting list who are no longer eligible for EHV assistance and sending additional referrals upon request.
- vi. The CoC shall validate tenant stipend expenses for reimbursement as described in Section IV of this agreement.
- vii. The CoC will strive to connect participating households to services that will ensure long term success. This may include services related to health and wellness, mental health counseling, substance abuse treatment, employment training, etc. The CoC shall provide a quarterly report of service referrals for households on the CoC's. The report shall not include data on individual households that would violate confidentiality; it shall provide a high level summary of the services being offered to participating households.
- viii. Where a voucher recipient referred by the CoC is identified by HTFC as falling behind in rent or otherwise becoming at risk, HTFC may refer that household to the CoC for linkages to additional services.

### III. PRIORITIZATION

#### A. Prioritization for the Initial Lease-up Phase

The CoC shall commence sending referrals to HCR or its designated agent on or about August 16, 2021 and concluding within 6 weeks – referred to here as the **initial lease-up phase**. The referrals shall be received in the following order:

**Priority 1** – HCR will only accept referrals for the following types of households within the first three weeks, or from August 16 – September 3.

1. Households meeting HUD's Definition of Chronically Homeless as determined by the CoC.
2. Any literally homeless families, as defined by HUD in the Criteria and Recordkeeping Requirements for Definition of Homeless, with minor children under 18 years of age.
3. Households who are fleeing or attempting to flee domestic violence, dating violence, sexual assault, stalking, or human trafficking.
4. Households participating in a Rapid Re-housing (RRH) program who would qualify for such assistance as defined by the terms of either the federal Emergency Solutions Grant ("ESG") program or the federal Continuum of Care program.

\*Please note that households from local programs similar to RRH but serving a broader population than required within the federal definition should not be sent as a Priority 1 referral, unless the household being referred would have qualified under the federal definition. . To receive ESG rapid re-housing, an individual or family must demonstrate at initial evaluation that it is literally homeless (referred to as Category 1 in the Homeless Definition Final Rule).

**Priority 2** – Within the second three weeks, or from September 6 to September 24, HCR will continue accepting referrals from Category 1 plus the following:

1. Any household classified as literally homeless, as defined above in Priority 1.

Failure by the CoC to adhere to these priorities may result in a loss of vouchers for that CoC. HCR may adjust this schedule, including delaying the acceptance of referrals, and to adjust the priorities as necessary to ensure full voucher utilization. HCR will notify the CoCs of any adjustments.

### **B. Ongoing Waiting Lists**

Following the initial lease-up phase, HCR will establish a waiting list with each CoC for households to receive a voucher as one becomes available within that CoC's allocation. It is the CoC's responsibility to ensure that their waiting list is current at all times, and that households determined to be no longer eligible are removed within 30 days. As a voucher allocated to the CoC becomes available, HCR will select a new household from that CoC's waiting list based on the order in which the referral was received.

After the initial lease-up phase, CoCs may request permission to make referrals for households who do not qualify within the Priorities listed above, but who are still eligible under PIH Notice 2021-15, including at risk households. HTFC may at its discretion permit these referrals on a case by case basis.

### **C. Allocations**

HCR does not guarantee a minimum number of vouchers for any county or CoC. HCR's EHV allocation will be divided approximately as follows within three regions:

- **New York City – 1/3**
- **Downstate Suburbs - Nassau, Suffolk, Westchester and Rockland Counties – 1/3**
- **Upstate CoCs – 1/3**

Based on the current allocation, this translates into roughly 517 EHV's for each of the three regions. This formula is subject change at HCR discretion, and is subject to available budget authority.

Within each region, vouchers will be divided among CoCs based on a variety of factors, including but not limited to the approximate, relative share of need for each county participating in HCR's EHV program, the number and timeliness of eligible referrals received from each CoC, and HCR's assessment of each CoC's ongoing rate of placement and utilization. CoCs will not receive a specific allocation of vouchers during the initial lease-up phase. CoCs are encouraged to submit referrals for all eligible households based on the prioritization listed above. The CoC acknowledges that the actual allocations may vary.

## **IV. INCENTIVES**

To facilitate occupancy once vouchers are issued, HCR intends to offer the following:

- i. Pre-inspections – HCR or its designated agent will provide inspectors to perform pre-inspection of units to ensure they qualify for the program in advance of voucher issuance if unit is vacant and staff are available.
- ii. Higher Payment Standard – HCR may establish a payment standard for each EHV unit size at payment standards higher than its current HCV standard for that county; this payment standard may be adjusted at HCR’s discretion depending on actual and projected HAP spending, and rent must still be determined reasonable.
- iii. Incentive Payment to Landlord – HCR will pay a landlord bonus of one-month’s rent at the time of lease signing.
- iv. Tenant Stipend – HCR will provide up to \$1,000 to reimburse tenants for moving and housing search expenses. This will include but is not limited to: purchase of necessary furniture, bedding, home appliances or hook-ups; cost of transportation to secure housing; payment of any prior utility arrears; moving costs; other costs mutually agreed upon by the CoC and HCR. The CoC will review and approve these expenses on HCR’s behalf. HCR will provide reimbursements to the CoC of Stipend Payments to be provided to the household by the CoC. The CoC is permitted to advance funds to households where necessary and be re-imbursed by HCR.
- v. Repair Fund – HCR will provide up to \$1,000 to reimburse the landlord for repairs necessary to ensure the health and safety of the tenant; expenses will be approved by the inspector for HCR or its designated agent.
- vi. Security Deposit – HCR will provide the security deposit for the household.
- vii. Landlord Guarantee – Should the landlord be forced to evict the tenant for non-payment of the tenant share of rent, HCR will reimburse the landlord for losses accrued prior to the date of eviction within the first 12 months.

HCR reserves the right to adjust these incentives as necessary. All incentives are contingent upon availability of federal Section 8 funds.

## V. TERM

- A. This contract shall commence as of the Effective Date and shall terminate on September 30, 2023. The MOU may be extended by either party with mutual consent in writing.
- B. In no event shall this MOU continue in effect beyond the expiration or termination of the Act or if federal funds are no longer available.

## VI. PROCEDURES

The Parties agree that **Exhibit B**, the Data Collection Plan, sets forth the details of the Confidential Data which the CoC shall furnish to HCR or its designated agent.

## VII. CONFIDENTIALITY

- A. During the course of this MOU, it may be necessary for the CoC to share confidential information, including names, social security numbers, addresses to HCR or its designated agent in order to arrange for eligible families to receive EHV. HCR or its designated agent shall not share any of this confidential information at any time.

- B. In connection with its receipt, use, and disclosure of Confidential Data received from the CoC pursuant to this MOU, HCR or its designated agent shall ensure its staff, contractor or agents shall:
- a. Use Confidential Data received from the CoC only for the authorized purposes specified in this MOU;
  - b. Limit access to Confidential Data to the authorized employees of HCR or its designated agent and its staff, agents or contractors.
  - c. Store and maintain Confidential Data in a place and manner that is physically secure from access by unauthorized persons (e.g., locked cabinets or storage room);
  - d. Store and process Confidential Data obtained from the CoC which is maintained in an electronic format, such as magnetic tapes or discs, in such a way that unauthorized persons cannot obtain the information by any means. HCR or its designated agent shall ensure that Confidential Data are never remotely accessed or maintained in a mobile or portable device, and if it is, HCR or its designated agent shall ensure that the security is maintained in the manner outlined in this section;
  - e. Undertake precautions to limit access to disclosed Confidential Data to authorized persons;
  - f. Adopt safeguards and procedures to protect the confidentiality of Confidential Data and to limit dissemination only to authorized individuals as necessary for their work on the project.;
  - g. Not disseminate, use, or permit the dissemination or use of Confidential Data in any manner not described in this MOU without express prior written consent from the CoC;
  - h. Destroy thoroughly and irretrievably all Confidential Data received under this MOU from the CoC after completion of the purpose for which the data was disclosed is served. Upon request, HCR and its designated agent shall provide proof satisfactory to the CoC that the Confidential Data have been so destroyed, including the date of destruction and the method utilized, which method must be acceptable to the CoC;
  - i. Not make, retain, copy, duplicate, or otherwise use any copies of Confidential Data after completion of the purpose for which the data disclosed is served without prior written permission from the CoC; and
  - j. Maintain a system and/or procedures for handling, storage, use, and destruction of Confidential Data governed by this MOU sufficient to allow the CoC, and/or their designee(s) to audit compliance with this MOU.

- C. This section remains in full force and effect even after termination of the Agreement by its natural termination or the early termination by either party.
- D. The CoC, its agents, and its employees shall not disclose any documents or data received from HCR and marked as confidential. The CoC shall not make comments to the news media or in any publicly accessible, on-line forum, regarding HCR or the administration of this program without HCR's written consent.

## **VIII. COMPLIANCE**

It is the responsibility of the Parties to remain current on all federal rules, including new guidance issued by HUD during the contract period, to ensure that all staff employed for the program are properly trained and certified in accordance to HUD standards. In addition, the parties must remain current on all applicable State and Local laws, regulations and rules. Parties agree to cooperate with any program evaluation efforts undertaken by HUD, or a HUD-approved contractor, including compliance with HUD evaluation protocols and data sharing requests.

## **IX. CoC COMPENSATION FOR SERVICES**

HCR will provide the following compensation to the CoC lead agency. All compensation is subject to the availability of federal funds.

### **A. Program Set-up**

HCR agrees to provide the following total payment for the tasks listed above: \$28,000

This Payment shall be paid in four (4) quarterly installments of \$7,000 within the first 12 months of the agreement. The first payment shall be made approximately 30 days after MOU execution. If either party terminates the agreement prior to the end of the first year, HCR shall only be obligated for the quarterly payments due prior to the termination date. HCR may negotiate additional payments as necessary.

The Lead Agency shall provide a budget for this funding within the first 30 days. Budget items may include staffing and overhead, legal/consultant fees, an advance funding pool for tenant stipend costs, marketing and outreach, other expenses as approved by HCR. The Lead Agency will provide a summary of all budgeted and actual expenditures at the end of the first 12 months, and subsequently as required by HCR.

### **B. Referrals and housing searches**

In addition, HCR will pay the following for each referral who is approved for a voucher and who successfully achieves occupancy within the timeframes listed below:

- a. \$500 for HAP in place by 11/1/21 or
- b. \$250 for HAP in place by 1/1/22 or
- c. \$100 for HAP in place after 1/1/22

## **X. TERMINATION**

Either HCR or the CoC may terminate this agreement with 30 days' notice. The Notice of Termination must be issued pursuant to the Notices section of this MOU. In the event that the \$5 billion allocated for emergency housing choice voucher as promulgated by The Act becomes exhausted, unfunded, or amended such that this funding is not available then this Agreement shall terminate. The CoC shall then contact HCR for guidance in winding down the program. Nevertheless, this MOU will terminate upon the latest funding date of the Act.

The MOU may be terminated immediately if one party is found to be in default by HUD or another federal or state regulatory agency.

#### **XI. NEW YORK STATE EXECUTIVE LAW ARTICLE 15-A**

The CoC acknowledges HCR's obligation under the law to promote opportunities for minority-and women-owned business enterprises ("MWBES"). Where applicable, the CoC shall comply with the provisions of the Agency's Participation by Minority Group Members and Women Requirements and Procedures for Contracts, attached hereto and incorporated herein as **Appendix II**.

#### **XII. PROGRAM ADMINISTRATION CONTACTS**

- A. Except as otherwise specified herein, HCR's designated contact concerning programmatic questions pertaining to this MOU, shall be:

Name: Iryna Mogilevich  
Title: Deputy Director, Specialized Housing Choice Voucher Programs  
Address: New York State Homes and Community Renewal  
25 Beaver Street  
New York, NY 10004  
Phone: (718) 751-6133  
E-mail: iryna.mogilevich@nyshcr.org

HCR may designate a new or alternate contact by providing the CoC a written notice to that effect.

- B. The CoC designated contact concerning this MOU, including data requests and disclosures, shall be:

Name: Liddy Bargar  
Title: Director of Housing Initiatives  
Address: Human Services Coalition of Tompkins County  
118 North Tioga St. #304  
Ithaca, NY 14850  
Phone: (607) 273-8686 ext.241  
E-mail: lbargar@hsctc.org

The CoC may designate a new or alternate contact by providing NYSHCR a written notice to that effect.

**NOTICES**

A. All notices regarding this MOU shall be sent to:

If to HCR:	Housing Trust Fund Corporation Attn: Connie Bruno, Director Section 8 Housing Choice Voucher Program 38-40 State Street Albany, New York 12240 <a href="mailto:Connie.Bruno@nyshcr.org">Connie.Bruno@nyshcr.org</a>
If to CoC:	Human Services Coalition of TC Attn: Liddy Bargar 118 N. Tioga St. #304 Ithaca, NY 14850 <a href="mailto:lbargar@hsctc.org">lbargar@hsctc.org</a>

B. Notice given pursuant to this section shall be in writing and effective upon receipt as evidenced by either (a) electronic mail, (b) certified mail, return receipt requested, or (c) overnight courier (such Federal Express). person and/or address for notices as set forth above may be modified or amended by written notice.

**XIII. OTHER PROVISIONS**

- A. The MOU may only be amended by the mutual consent of the Parties in writing.
- B. Nothing express or implied in this Agreement is intended to confer, nor will anything herein confer upon any person other than the Parties, any rights, remedies, obligations, or liabilities whatsoever.
- C. The CoC and HCR may not assign or transfer all or any portion of this MOU in any manner, either voluntarily or involuntarily, by operation of law or otherwise, or any interest, payment or rights hereunder without prior written consent of HCR and any assignment or transfer not so approved shall be considered null and void.
- D. Any conflict between this Agreement and the HUD’s rules, regulations, and requirements, including those set forth shall be resolved by the application of HUD’s rules, regulations, and requirements. All services under this MOU are subject to federal rules and requirements.
- E. The MOU constitutes the entire agreement between the Parties and supersedes all prior and contemporaneous agreement, understandings, negotiations or warranties or representations between the Parties in connection with the subject matter of the MOU.
- F. This MOU shall be governed by and shall be construed in accordance with the laws of the State of the New York, without any regard to any conflict of law principles thereof. The parties hereby irrevocably and unconditionally consent to submit to the exclusive jurisdiction of the state courts located in New York, NY for any actions, suits or proceedings arising out of or relating to this MOU.

- G. If any of the provisions of this MOU shall be held or made invalid by a statute, rule, regulation, decision of a tribunal or otherwise, the remainder of this MOU shall not be affected thereby and, to this extent, the provision of this MOU shall be deemed to be severable.
- H. HCR, at its discretion, may exercise its option to modify any provision in this MOU including, but not limited, on as needed basis, with mutual written consent of the parties.
- I. This MOU may be executed in one or more counterparts, each of which will be deemed the original and all of which taken together as a whole, shall constitute one and the same instrument.
- J. Upon the expiration of this MOU, all provisions of this MOU related to confidentiality and security will survive.

**CONTINUUM OF CARE LEAD ORGANIZATION**

**HOMES AND COMMUNITY RENEWAL**

By:   
 Name: Kathleen Schlather  
 Title: Executive Director

By: \_\_\_\_\_  
 Name: Rebecca Koepnick  
 Title: Chief Strategy Officer for Portfolio Preservation

Approved as to Form by Legal Counsel

Approved as to Fiscal Sufficiency:

By: \_\_\_\_\_  
 Bomopregha A. Julius, HTFC Senior Attorney

By: \_\_\_\_\_  
 Stacey Mickle, HTFC Treasurer

1E-1: Web Posting of Your CoC's Local Competition Deadline—Advance Public Notice.

This Attachment Contains the Following:

1. Screenshot of Email sent announcing the competition
2. Screenshot of Email sent as a reminder about the competition
3. Screenshot of Public Posting on CoC Website
4. Screenshots of Public Postings on Social Media
5. Agenda from Public CoC meeting with Screenshot of email invitation
6. Agenda from United Way Funded Partners meeting
7. Full RFP as posted

1E-1: Web Posting of Your CoC's Local Competition Deadline—Advance Public Notice.

**1. Screenshot of Email sent announcing the competition**



Liddy Bargar &lt;lbargar@hsctc.org&gt;

## Continuum of Care Funding Competition Announcement, Get Excited!!!

59 messages

Liddy Bargar &lt;lbargar@hsctc.org&gt;

Fri, Aug 5, 2022 at 4:04 PM

To: Liddy Bargar &lt;lbargar@hsctc.org&gt;

Cc: Simone Gatson &lt;sgatson@hsctc.org&gt;

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Hello All,

On August 1st, HUD released its FY 2022 Continuum of Care (CoC) Notice of Funding Opportunity (NOFO). This competition has an accelerated timeline of 60 days!

Collaborative applications are due September 30, 2022. The NOFO can be viewed in full here.

Local renewal applications, and new project applications are due September 1st at 12:00 PM and will be submitted via E-snaps. Information about accessing e-snaps can be found here

Our local RFP is posted on [hsctc.org](http://hsctc.org) along with our updated written standards and ranking and review process. This year the CoC has included new equity measures in our rank and review process and strongly encourages applicants to read all CoC competition documents to become familiar with new and existing ranking procedures, and CoC policy.

Please consider reading the Tompkins County Homeless Needs Assessment for a broad understanding of our community's homeless response system. The report can be found here. I will also encourage people to check out the Coordinated Community Plan, written by our Youth Advisory Board as part of the Youth Homelessness Demonstration Project which can be found here.

CoCs can renew existing projects, apply for new projects, and reallocate resources from lower performing projects to better serve people experiencing homelessness. The FY 2022 NOFO also invites Indian Tribes and Tribally Designated Housing entities (TDHE) to apply for grants. HUD is specifically seeking projects that:

- End homelessness for all persons experiencing homelessness;
- Use a Housing First approach;
- Reduce unsheltered homelessness and reduce the criminalization of homelessness;
- Improve system performance;
- Partner with housing and health agencies, including to leverage and coordinate American Rescue Plan resources;
- Advance racial equity and addressing racial disparities in homelessness; and
- Engage people with lived experience of homelessness in decision-making

We are actively seeking new projects and I would love to talk to you more about the funding competition! Please reach out to myself or Simone Gatson [sgatson@hsctc.org](mailto:sgatson@hsctc.org) with any questions. Please feel free to share across Tompkins County!

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Liddy Bargar  
Director of Housing Initiatives  
Human Services Coalition

1E-1: Web Posting of Your CoC's Local Competition Deadline—Advance Public Notice.

**2. Screenshot of Email sent as a reminder about the competition**



## Continuum of Care Local Funding Competition Open Until 9/1

49 messages

Liddy Bargar &lt;lbargar@hsctc.org&gt;

Fri, Aug 19, 2022 at 9:41 AM

To: Liddy Bargar &lt;lbargar@hsctc.org&gt;

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Hello All,

On August 1st, HUD released its FY 2022 Continuum of Care (CoC) Notice of Funding Opportunity (NOFO). This competition has an accelerated timeline of 60 days!

Collaborative applications are due September 30, 2022. The NOFO can be viewed in full here.

Local renewal applications, and new project applications are due September 1st at 12:00 PM and will be submitted via E-snaps. Information about accessing e-snaps can be found here

Our local RFP is posted on hsctc.org along with our updated written standards and ranking and review process. This year the CoC has included new equity measures in our rank and review process and strongly encourages applicants to read all CoC competition documents to become familiar with new and existing ranking procedures, and CoC policy.

Please consider reading the Tompkins County Homeless Needs Assessment for a broad understanding of our community's homeless response system. The report can be found here. I will also encourage people to check out the Coordinated Community Plan, written by our Youth Advisory Board as part of the Youth Homelessness Demonstration Project which can be found here.

CoCs can renew existing projects, apply for new projects, and reallocate resources from lower performing projects to better serve people experiencing homelessness. The FY 2022 NOFO also invites Indian Tribes and Tribally Designated Housing entities (TDHE) to apply for grants. HUD is specifically seeking projects that:

- End homelessness for all persons experiencing homelessness;
- Use a Housing First approach;
- Reduce unsheltered homelessness and reduce the criminalization of homelessness;
- Improve system performance;
- Partner with housing and health agencies, including to leverage and coordinate American Rescue Plan resources;
- Advance racial equity and addressing racial disparities in homelessness; and
- Engage people with lived experience of homelessness in decision-making

We are actively seeking new projects and I would love to talk to you more about the funding competition! Please reach out to myself or Simone Gatson [sgatson@hsctc.org](mailto:sgatson@hsctc.org) with any questions. Please feel free to share across Tompkins County!

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Liddy Bargar  
 Director of Housing Initiatives  
 Human Services Coalition  
 (607)273-8686

1E-1: Web Posting of Your CoC's Local Competition Deadline—Advance Public Notice.

**3. Screenshot of Public Posting on CoC Website**



1E-1: Web Posting of Your CoC's Local Competition Deadline—Advance Public Notice.

**4. Screenshots of Public Postings on Social Media**



# NY-510

## ITHACA/TOMPKINS

### CONTINUUM OF CARE

Human Services Coalition of Tompkins County

August 8 at 9:25 AM · 🌐

The Continuum of Care Funding Competition is now open!

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**5. Agenda from Public CoC meeting with Screenshot of email invitation**



**NY-510**  
CONTINUUM OF CARE

**Continuum of Care Full Membership Meeting  
Tuesday September 6th, 2022 1:30-3:00 PM**

Agenda Items	Who	Notes
Welcome and Introductions	All	
Announcements: New or changing projects, funding announcements, program	All	
Village at Ithaca, YHDP Transitional Housing Presentation	Mercedes Redmon	
The Learning Web, YHDP, Permanent Supportive Housing Presentation	Olan Mack and Anthony Paolangeli	
CoC Competition Update	Liddy and Simone	

**Reminders and Announcements**

Next CoC Meeting will be held via Zoom Tuesday 11/1/2022	
Homeless and Housing Task Force meets Wednesday 10/5 @ 9:30 via Zoom	



Liddy Bargar &lt;lbargar@hsctc.org&gt;

## Continuum of Care Meets Today 9/6 at 1:30!!

Liddy Bargar &lt;lbargar@hsctc.org&gt;

Tue, Sep 6, 2022 at 9:13 AM

To: Liddy Bargar &lt;lbargar@hsctc.org&gt;

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Hello All!

Please consider joining the Continuum of Care on Tuesday 9/6 at 1:30. There is much to discuss!

We will hear presentations from:

Mercedes Redmon, Director of Housing Operations at The Village at Ithaca sharing information about their YHDP funded Transitional Housing project and Olan Mack and Anthony Paolangeli from the Learning Web will be providing information about their new YHDP funded scattered site Permanent Supportive Housing project

Additionally we will share updates from the local CoC notice of Funding Opportunity, local process. The CoC local project deadline has passed and all applications we received are publicly viewable here.

No better way to enjoy the day after a holiday weekend than coming to the CoC!

Agenda is attached and [HERE IS THE LINK](#) I hope to see you there.

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**CoC Meeting Agenda 9.6.22.docx**

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1E-1: Web Posting of Your CoC's Local Competition Deadline—Advance Public Notice.

**6. Agenda from United Way Funded Partners meeting**

# United Way of Tompkins County Funded Partners Meeting



Thursday, August 25<sup>th</sup>, 2022  
12:00 PM – 1:00 PM

## Agenda

1. **Welcome and Introductions**.....Gregg Houck
2. **Continuum of Care Funding Competition**.....Liddy Barger
3. **UWTC Community Impact Updates**.....Gregg Houck
  - Funded Partner Meetings
  - Site Visits
  - Community Care Fund Important Dates
  - Additional Grant Opportunities
  - Student Engagement Opportunities
4. **Funded Partners: Roles, Responsibilities, & Opportunities**
  - UWTC Workplace Campaign.....Gail Belokur
  - Acknowledgement of Being at UWTC Funded Partner.....Gregg Houck
  - Notification of Leadership, Operations, and Program Changes.....Gregg Houck
  - Posting Job Openings, Events, and Volunteer Opportunities.....Gregg Houck
5. **Community Resource and Opportunity Share**.....Funded Partners
6. **Q&A (As time allows)**

**EDUCATION FINANCIAL STABILITY HEALTH**  
**Give. Advocate. Volunteer. LIVE UNITED.**

1E-1: Web Posting of Your CoC's Local Competition Deadline—Advance Public Notice.

**7. Full RFP as posted**

**TO:** Interested Agencies  
**FROM:** Human Services Coalition of Tompkins County  
**DATE:** August 5, 2022  
**SUBJ:** Continuum of Care New Project Request for Proposal 2022

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U.S. Department of Housing and Urban Development (HUD)'s [Continuum of Care Competition](#) is an annual, competitive funding opportunity for CoC's nationwide to support projects serving homeless individuals, families and unaccompanied youth. The Human Services Coalition acts as the Collaborative Applicant and is responsible for submitting the annual grant, reviewing renewal projects and determining eligibility of new project applications.

This document is a request for new project proposals that will follow the CoC and HUD project priorities outlined below. Renewal projects will be scored and ranked based on renewal criteria. Expansions to renewal projects will be considered new projects, and will be scored and ranked based on new project criteria. As per HUD guidelines, all projects, new and renewal, must be scored and ranked based on objective scoring criteria. Project applicants can review the CoC Ranking Tool [here](#).

For FY2022, the CoC is requiring all project applicants submit their applications via E-snaps, the CoC's grant submission website. This ensures that the CoC Ranking committee has complete, accurate, and relevant information when reviewing applications. Details on accessing E-snaps can be found [here](#).

Projects put forward with the FY2022 application to HUD will be selected by the Continuum of Care's Ranking Committee. Final decisions regarding awards will be made by HUD via the national competition.

**THE HUMAN SERVICES COALITION MUST RECEIVE LOCAL APPLICATIONS ON OR BEFORE 12PM ON THURSDAY SEPTEMBER 1ST 2022. APPLICATIONS SUBMITTED AFTER THIS DEADLINE WILL NOT BE CONSIDERED FOR FUNDING. APPLICANTS WILL BE NOTIFIED NO LATER THAN SEPTEMBER 30TH IF THEY WILL BE SELECTED FOR FUNDING.**

FY2022 Annual Renewal Demand Amounts can be found [here](#).

If you have any other questions or need further information, please contact:

Liddy Bargar, Continuum of Care Coordinator 607-273-8686 ext. 241 or [lbargar@hsctc.org](mailto:lbargar@hsctc.org)

Simone Gatson, Staff and Coordinated Entry Lead 607-252-7220 or [sgatson@hsctc.org](mailto:sgatson@hsctc.org)

## FY2022 HUD Priority and CoC New Project Request

Application could be a new project, or expansion to an existing project of the following types:

### 1. Permanent Supportive Housing (PH-PSH) primarily serving chronically homeless persons

CoC will only accept PSH applications dedicated to chronically homeless persons, including projects who serve singles and families. However, if there are no chronically homeless persons found at any point in time when a bed is available, the PSH program will take clients based on Order of Priority stated in Coordinated Entry Policy and Procedure found [here](#). Applicants must demonstrate how they will implement a Housing First model, and how they will monitor and respond to program participant outcomes with an equity lens.

**2. Rapid Rehousing (PH-RRH)** is a program that intends to help individuals and families quickly exit homelessness and return to permanent housing by providing housing search, ongoing case management, and short term to medium term rental assistance. This program can serve individuals and families, including youth, coming directly from the streets or emergency shelters, or fleeing domestic violence situations and other persons meeting the criteria of category (4) of the definition of homeless. Individuals served under this program must be literally homeless. Applicants must demonstrate how they will implement a Housing First model, and how they will monitor and respond to program participant outcomes with an equity lens.

**2a. DV/Rapid Rehousing (RRH).** HUD has announced a \$120mil DV/ RRH set-aside for CoC's. This DV/RRH program is designed specifically for survivors of domestic violence, although DV-specific agencies are not the only agencies that can apply. The CoC encourages project applicants to confer with local DV providers prior to submitting an application. This application should include how the organization will work with the current coordinated entry system and provide specifics on which HMIS comparable database they are using and will use for this program. Applicants must demonstrate how they will implement a Housing First model, and how they will monitor and respond to program participant outcomes with an equity lens. The CoC can create up to (3) three new DV/RRH projects under this set-aside. The following project types can be considered:

- *PH-RRH* projects dedicated to serving survivors of domestic violence
- *Joint TH & PH-RRH* component projects dedicated to serving survivors of domestic violence
- *SSO (support services only)* -coordinated entry projects to implement policies, procedures and practices that equip the CoC's coordinated entry (CAT) to better meet the needs of survivors of domestic violence.

**3. Joint Transitional Housing (TH) and Permanent Housing-Rapid Rehousing(PH-RRH)** This project is required to combine TH and PH-RRH into a single project to serve individuals and families experiencing homelessness; Project will be required to adopt Housing First Approach and commit to housing people as soon as possible without pre-conditions. Applicants must also demonstrate how they will monitor and respond to program participant outcomes with an equity lens. The Transitional Housing component should be use as interim housing/bridge for youth who cannot obtain their own housing because they are under 18 years of age. Program participants are not required to use both components. If funded, HUD will limit eligible costs as follows:

- leasing of structure or units, and operating costs to provide transitional housing;
- short-or medium-term tenant-based rental assistance on behalf of program participants to pay for RRH;
- supportive services;
- HMIS; and
- project administrative costs

**4. SSO- Coordinated Entry (Support Services Only).** Assess, divert and prioritized clients based on the CoC coordinated assessment. (This category can only be funded through reallocation. Reallocation amount will not be available until after reviewing all renewal projects.)

**5. Homeless Management Information System (HMIS).** Dedicated HMIS projects can only be carried out by the HMIS Lead, which is the recipient or subrecipient of an HMIS grant and is listed on the HMIS Lead form in the CoC Applicant Profile in e-snaps. Victim service providers may request HMIS funds for a comparable database. The HMIS Lead should apply for funds consistent with any needs for the current HMIS to better accommodate emergency shelter, street outreach, homelessness prevention, and other federal programs, or to increase current HMIS activities within the CoC's geographic area in response to these needs.

All new project applicants must meet threshold requirements to be considered for funding. New project applicants are strongly encouraged to read the complete Notice of Funding Opportunity found on the CoC's webpage. Ranking tools, process for reallocation and prior NOFO's are also available on the CoC's webpage. The following pages contains new project threshold requirements, and relevant definitions:

**GRANT TERMS:**

- Grant terms are generally (1) one year
- New projects requesting new construction, acquisition or rehabilitation must request a minimum of a (3) three year grant term
- Any new project requesting DV/RRH may only request a (1) one year grant term, regardless of project type

**COC THRESHOLD REQUIREMENTS:**

- Projects must agree to use Housing First Approach
- Projects must agree to use Coordinated Entry
- Project must agree to participate in HMIS
- Project must demonstrate a 25% match in cash or in-kind
- Project is financially feasible
- Documented financial stability of applicant as per agency budget
- Project has reasonable costs
- Application is complete and data is consistent
- Applicant is an active member of the CoC or agrees to become an active member
  - preference will be given to active members

**HUD THRESHOLD REQUIREMENT**

- 1. Applicant has active SAM registration with current information.**
- 2. Applicant has valid DUNS number in application.**
- 3. Applicant has no Outstanding Delinquent Federal Debts.** It is HUD policy, consistent with the purposes and intent of 31 U.S.C. 3720B and 28 U.S.C. 3201(e), that applicants with outstanding delinquent federal debt will not be eligible to receive an award of funds, unless: (a) A negotiated repayment schedule is established and the repayment schedule is not delinquent, or (b) Other arrangements satisfactory to HUD are made before the award of funds by HUD.

4. **Applicant has no Debarments and/or Suspensions.** In accordance with 2 CFR 2424, no award of federal funds may be made to debarred or suspended applicants, or those proposed to be debarred or suspended from doing business with the Federal Government.
5. **Applicant has Accounting System.** HUD will not award or disburse funds to applicants that do not have a financial management system that meets federal standards as described at 2 CFR 200.302. HUD may arrange for a survey of financial management systems for applicants selected for award who have not previously received federal financial assistance or where HUD Program officials have reason to question whether a financial management system meets federal standards, or for applicants considered high risk based on past performance or financial management findings.
6. **Disclosed any violations of Federal criminal law.** Applicants must disclose in a timely manner, in writing to HUD, all violations of Federal criminal law involving fraud, bribery, or gratuity violations potentially affecting the Federal award. Failure to make required disclosures can result in any of the remedies described in 2 CFR §200.338, Remedies for noncompliance, including suspension or debarment. This mandatory disclosure requirement also applies to subrecipients of HUD funds who must disclose to the pass-through entity from which it receives HUD funds.
7. **Demonstrated they are Eligible Project Applicants.** Eligible project applicants for the CoC Program Competition are, under 24 CFR 578.15, nonprofit organizations, States, local governments, instrumentalities of State and local governments, Indian Tribes and TDHE (as defined in section 4 of the Native American Housing Assistance and Self-Determination Act of 1996 (25 U.S.C. 4103) (TDHEs)). Public housing agencies, as such term is defined in 24 CFR 5.100, are eligible without limitation or exclusion. For-profit entities are ineligible to apply for grants or to be subrecipients of grant funds.
8. **Submitted the required certifications as specified in the NOFO** (i.e. certification the project is consistent with the local Consolidated Plan).
9. **Demonstrated the project is cost-effective**, including costs of construction, operations, and supportive services with such costs not deviating substantially from the norm in that locale for the type of structure or kind of activity.
10. **Demonstrated they participate in HMIS, or will be willing to.** Project applicants, except Collaborative Applicants that only receive awards for CoC planning costs must agree to participate in a local HMIS system. However, in accordance with Section 407 of the Act, any victim service provider that is a recipient or sub-recipient must not disclose, for purposes of HMIS, any personally identifying information about any client. Victim service providers must use a comparable database that complies with the federal HMIS data and technical standards. While not prohibited from using HMIS, legal services providers may use a comparable database that complies with federal HMIS data and technical standards, if deemed necessary to protect attorney client privilege.
11. **Demonstrated Project Meets Minimum Project Standards.** HUD will assess all new projects for the following minimum project eligibility, capacity, timeliness, and performance standards. Please note that these are minimum threshold criteria. To be considered as meeting project quality threshold, all new projects must meet all of the following criteria:
  - (a) Project applicants and potential sub-recipients must have satisfactory capacity, drawdowns, and performance for existing grant(s) that are funded under the SHP, S+C, or CoC Program, as evidenced by timely reimbursement of sub-recipients, regular drawdowns, and timely resolution of any monitoring findings;
  - (b) For expansion projects, project applicants must clearly articulate the part of the project that is being

expanded. Additionally, the project applicants must clearly demonstrate that they are not replacing other funding sources; and,

- (c) Project applicants must demonstrate they will be able to meet all timeliness standards per 24 CFR 578.85. Project applicants with existing projects must demonstrate that they have met all project renewal threshold requirements of this NOFO. HUD reserves the right to deny the funding request for a new project, if the request is made by an existing recipient that HUD finds to have significant issues related to capacity, performance, unresolved audit or monitoring finding related to one or more existing grants, or does not routinely draw down funds from eLOCCS at least once per quarter. Additionally, HUD reserves the right to withdraw funds if no APR is submitted on the prior grant.

**12. Demonstrated Project is Consistent with Jurisdictional Consolidated Plan(s).** All projects must be consistent with the relevant jurisdictional Consolidated Plan(s). The CoC will be required to submit a Certification of Consistency with the Consolidated Plan at the time of application submission to HUD.

## **DEFINITIONS:**

### **EQUITY:**

Equity refers to proportional representation (e.g., by race, class, or gender) of opportunities in housing, healthcare, employment, and all indicators of living a healthy life. When talking about equity, it is helpful to distinguish it from equality. Equality is typically defined as treating everyone the same and giving everyone access to the same opportunities. The assumption is that everyone will benefit from the same support and services. This is not true. Some populations are situated differently because of historical and current discrimination against them. Equity addresses those difference. Equality is about sameness; it focuses on making sure everyone gets the same thing. Equity is about fairness; it ensures that each person gets what the person/population needs. To achieve equity, policies and procedures may result in an unequal distribution of resources, but will lead to equitable outcomes for everyone.

### **HOUSING FIRST/LOW BARRIER:**

Ensures that potential program participants are not screened out based on the following items:

- Having too little or no income
- Active history or current substance abuse
- Criminal records, with the exceptions for state-mandated restrictions
- History of domestic violence

Projects must ensure that participants are not terminated from the program for the following reasons:

- Failure to participate in supportive service plan
- Failure to make progress on service plan
- Loss of income or failure to improve income
- Being a victim of domestic violence

### **PERMANENT SUPPORTIVE HOUSING:**

Permanent housing with indefinite leasing or rental assistance paired with supportive services to assist homeless persons with a disability or families with an adult or child member with a disability achieve housing stability.

### **RAPID RE-HOUSING:**

Housing search and relocation services and short- and medium-term rental assistance to move homeless persons and families (with or without a disability) as rapidly as possible into permanent

housing.

### **CHRONICALLY HOMELESS:**

An unaccompanied homeless individual with a disabling condition, or an adult member of a homeless family who has a disabling condition, who has either been continuously homeless for a year or more, OR has had at least four (4) occasions of homelessness in the past 3 years, where all combined occasions has to total a length of time of at least 12 months. Each period separating the occasions must include at least 7 nights of living in a situation other than a place not meant for human habitation in an emergency shelter, or in a safe haven. The term “homeless,” in this case, means a person sleeping in a place not meant for human habitation (e.g., living on the streets), in an emergency homeless shelter, or in a Safe Haven as defined by HUD.

### **DISABLING CONDITION:**

A disabling condition is defined as: (1) a disability as defined in Section 223 of the Social Security Act; (2) a physical, mental, or emotional impairment which is expected to be of long-continued and indefinite duration, substantially impedes an individual’s ability to live independently, and of such a nature that the disability could be improved by more suitable conditions; (3) a developmental disability as defined in Section 102 of the Developmental Disabilities Assistance and Bill of Rights Act; (4) the disease of acquired immunodeficiency syndrome or any conditions arising from the etiological agent for acquired immune deficiency syndrome; or (5) a diagnosable substance abuse disorder. A disabling condition limits an individual’s ability to work or perform one or more activities of daily living.

### **HOMELESS:**

The New Homeless Definition (effective 1/4/2012 under the HEARTH act) has four categories:

*Category 1 –(Homeless) Literally Homeless: An individual or family who lacks a fixed, regular, and adequate nighttime residence, meaning:*

- (i) 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;
- (ii) 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
- (iii) An individual who is exiting an institution (e.g., jail, hospital)
  - a. where he or she resided for 90 days or less **AND**
  - b. resided in an emergency shelter or place not meant for human habitation immediately before entering the institution

*Category 2 – (Homeless) Within 14 days of losing home: An individual or family who will imminently lose their primary nighttime residence, provided that:*

- (i) The primary nighttime residence will be lost within 14 days of the date of application for homeless assistance;
- (ii) No subsequent residence has been identified; **AND**
- (iii) The individual or family lacks the resources or support networks, e.g., family, friends, faith-based or other social networks needed to obtain other permanent housing

*Category 3 – (Homeless) Youth/Children:* Unaccompanied youth under 25 years of age, or families with children and youth, who do not otherwise qualify as homeless under this definition, but who:

- (iv) Meet the homeless definition under another federal statute; **AND**
- (v) Have not had a lease, ownership interest, or occupancy agreement in permanent housing at any time during the 60 days immediately preceding the date of application for homeless assistance; **AND**
- (vi) Have experienced persistent instability as measured by two moves or more during the sixty-day period immediately preceding the date of application for homeless assistance; **AND**
- (vii) Can be expected to continue in such status for an extended period of time because of chronic disabilities, OR chronic physical health or mental health conditions, OR substance addiction, OR histories of domestic violence or childhood abuse (including neglect), OR the presence of a child or youth with a disability, OR two or more barriers to employment, which include the lack of a high school degree or General Education Development (GED), illiteracy, low English proficiency, a history of incarceration or detention for criminal activity, and a history of unstable employment

*Category 4 – (Homeless) Fleeing Domestic Violence:* Any individual or family who:

- Is fleeing or 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 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;
- Has no other residence; **AND**
- Lacks the resources or support networks, e.g., family, friends, faith-based or other social networks, to obtain other permanent housing.

1E-2: Project Review and Ranking Process Your CoC Used in Its Local Competition.

This attachment details the Rank and Review Process for NY-510. The attachment contains the following:

1. Blank New and Renewal Scoring Tool
2. NY-510 Rank and Review Process

1E-2: Project Review and Ranking Process Your CoC Used in Its Local Competition.

**1. Blank New and Renewal Scoring Tool**

**NAVIGATION**

- Customize Threshold Requirements
- Filter Rating Factors
- Customize Renewal/Expansion Project Rating Tool
- Customize New Project Rating Tool

**CUSTOMIZE NEW AND RENEWAL/EXPANSION PROJECT THRESHOLD REQUIREMENTS**

**CoC Threshold Requirements**

*(Delete the X in the box next to any requirements you do not wish to include.)*

- Coordinated Entry Participation
- Housing First and/or Low Barrier Implementation
- Documented, secured minimum match
- Project has reasonable costs per permanent housing exit, as defined locally
- Project is financially feasible
- Applicant is active CoC participant
- Application is complete and data are consistent
- Data quality at or above 90%
- Bed/unit utilization rate at or above 90%
- Acceptable organizational audit/financial review

*(The first five requirements are the rating process either as Threshold or Financial)*

**FILTER RATING FACTORS**

Select project type to edit

Select...

Using these drop-down menus, select which rating factors to show and customize

Select special population

Select...

**CUSTOMIZE RENEWAL/EXPANSION PROJECT RATING TOOL**

Delete the X in the box besides any rating factor below that you do not wish to include. If desired, adjust the factor/goal and point value for each measure. You can add additional locally-defined criteria below. See the Data Source Chart for information about where to obtain data to use in scoring.

**Performance Measures**

**Length of Stay**

	Factor/Goal	Max Point Value
<input checked="" type="checkbox"/> RRH (General) - On average, participants spend XX days from project entry to residential move-in	15 days	20 points
<input checked="" type="checkbox"/> RRH (DV) - On average, participants spend XX days from project entry to residential move-in	30 days	20 points
<input checked="" type="checkbox"/> PSH (General) - On average, participants spend XX days from project entry to residential move-in	15 days	20 points
<input checked="" type="checkbox"/> PSH (DV) - On average, participants spend XX days from project entry to residential move-in	15 days	20 points
<input checked="" type="checkbox"/> TH (General) - On average, participants stay in project XX days	180 days	20 points
<input checked="" type="checkbox"/> TH (DV) - On average, participants stay in project XX days	180 days	20 points
<input checked="" type="checkbox"/> TH+RRH (General) - TH Component (General) - On average, participants stay in project XX days	180 days	10 points
<input checked="" type="checkbox"/> TH+RRH (DV) - TH Component - On average, participants stay in project XX days	180 days	10 points
<input checked="" type="checkbox"/> TH+RRH (General) - RRH Component - On average, participants spend XX days from project entry to residential move-in	15 days	10 points
<input checked="" type="checkbox"/> TH+RRH (DV) - RRH Component - On average, participants spend XX days from project entry to residential move-in	15 days	10 points

**Exits to Permanent Housing**

<input checked="" type="checkbox"/> RRH (General) - Minimum percent move to permanent housing	90 %	25 points
<input checked="" type="checkbox"/> RRH (DV) - Minimum percent move to permanent housing	80 %	25 points
<input checked="" type="checkbox"/> PSH (General) - Minimum percent remain in or move to permanent housing	90 %	25 points
<input checked="" type="checkbox"/> PSH (DV) - Minimum percent remain in or move to permanent housing	90 %	25 points
<input checked="" type="checkbox"/> TH (General) - Minimum percent move to permanent housing	90 %	25 points
<input checked="" type="checkbox"/> TH (DV) - Minimum percent move to permanent housing	90 %	25 points
<input checked="" type="checkbox"/> TH+RRH (General) - RRH Component - Minimum percent move to permanent housing	90 %	25 points
<input checked="" type="checkbox"/> TH+RRH (DV) - RRH Component - Minimum percent move to permanent housing	90 %	25 points

**Returns to Homelessness (if data is available for project)**

<input checked="" type="checkbox"/> RRH (General) - Maximum percent of participants return to homelessness within 12 months of exit to permanent housing	10 %	15 points
<input checked="" type="checkbox"/> RRH (DV) - Maximum percent of participants return to homelessness within 12 months of exit to permanent housing	20 %	10 points

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<input checked="" type="checkbox"/>	PSH (General) - Maximum percent of participants return to homelessness within 12 months of exit to permanent housing	10 %	15 points
<input checked="" type="checkbox"/>	PSH (DV) - Maximum percent of participants return to homelessness within 12 months of exit to permanent housing	20 %	10 points
<input checked="" type="checkbox"/>	TH (General) - Maximum percent of participants return to homelessness within 12 months of exit to permanent housing	10 %	15 points
<input checked="" type="checkbox"/>	TH (DV) - Maximum percent of participants return to homelessness within 12 months of exit to permanent housing	20 %	10 points
<input checked="" type="checkbox"/>	TH+RRH (General) - RRH Component - Maximum percent of participants return to homelessness within 12 months of exit to permanent housing	10 %	15 points
<input checked="" type="checkbox"/>	TH+RRH (DV) - RRH Component - Maximum percent of participants return to homelessness within 12 months of exit to permanent housing	20 %	10 points

**New or Increased Income and Earned Income**

<input checked="" type="checkbox"/>	RRH (General) - Minimum percent of participants with new or increased earned income for project stayers	8 %	2.5 points
<input checked="" type="checkbox"/>	RRH (DV) - Minimum percent of participants with new or increased earned income for project stayers	8 %	2.5 points
<input checked="" type="checkbox"/>	PSH (General) - Minimum percent of participants with new or increased earned income for project stayers	8 %	2.5 points
<input checked="" type="checkbox"/>	PSH (DV) - Minimum percent of participants with new or increased earned income for project stayers	8 %	2.5 points
<input checked="" type="checkbox"/>	TH (General) - Minimum percent of participants with new or increased earned income for project stayers	8 %	2.5 points
<input checked="" type="checkbox"/>	TH (DV) - Minimum percent of participants with new or increased earned income for project stayers	8 %	2.5 points
<input checked="" type="checkbox"/>	TH+RRH (General) - RRH Component - Minimum percent of participants with new or increased earned income for project stayers	8 %	2.5 points
<input checked="" type="checkbox"/>	TH+RRH (DV) - RRH Component - Minimum percent of participants with new or increased earned income for project stayers	8 %	2.5 points
<input checked="" type="checkbox"/>	RRH (General) - Minimum percent of participants with new or increased non-employment income for project stayers	10 %	2.5 points
<input checked="" type="checkbox"/>	RRH (DV) - Minimum percent of participants with new or increased non-employment income for project stayers	10 %	2.5 points
<input checked="" type="checkbox"/>	PSH (General) - Minimum percent of participants with new or increased non-employment income for project stayers	10 %	2.5 points
<input checked="" type="checkbox"/>	PSH (DV) - Minimum percent of participants with new or increased non-employment income for project stayers	10 %	2.5 points
<input checked="" type="checkbox"/>	TH (General) - Minimum percent of participants with new or increased non-employment income for project stayers	10 %	2.5 points
<input checked="" type="checkbox"/>	TH (DV) - Minimum percent of participants with new or increased non-employment income for project stayers	10 %	2.5 points
<input checked="" type="checkbox"/>	TH+RRH (General) - RRH Component - Minimum percent of participants with new or increased non-employment income for project stayers	10 %	2.5 points
<input checked="" type="checkbox"/>	TH+RRH (DV) - RRH Component - Minimum percent of participants with new or increased non-employment income for project stayers	10 %	2.5 points
<input checked="" type="checkbox"/>	RRH (General) - Minimum percent of participants with new or increased earned income for project leavers	15 %	2.5 points
<input checked="" type="checkbox"/>	RRH (DV) - Minimum percent of participants with new or increased earned income for project leavers	15 %	2.5 points
<input checked="" type="checkbox"/>	PSH (General) - Minimum percent of participants with new or increased earned income for project leavers	15 %	2.5 points
<input checked="" type="checkbox"/>	PSH (DV) - Minimum percent of participants with new or increased earned income for project leavers	15 %	2.5 points
<input checked="" type="checkbox"/>	TH (General) - Minimum percent of participants with new or increased earned income for project leavers	15 %	2.5 points
<input checked="" type="checkbox"/>	TH (DV) - Minimum percent of participants with new or increased earned income for project leavers	15 %	2.5 points
<input checked="" type="checkbox"/>	TH+RRH (General) - RRH Component - Minimum percent of participants with new or increased earned income for project leavers	15 %	2.5 points
<input checked="" type="checkbox"/>	TH+RRH (DV) - RRH Component - Minimum percent of participants with new or increased earned income for project leavers	15 %	2.5 points
<input checked="" type="checkbox"/>	RRH (General) - Minimum percent of participants with new or increased non-employment income for project leavers	25 %	2.5 points
<input checked="" type="checkbox"/>	RRH (DV) - Minimum percent of participants with new or increased non-employment income for project leavers	25 %	2.5 points
<input checked="" type="checkbox"/>	PSH (General) - Minimum percent of participants with new or increased non-employment income for project leavers	25 %	2.5 points
<input checked="" type="checkbox"/>	PSH (DV) - Minimum percent of participants with new or increased non-employment income for project leavers	25 %	2.5 points
<input checked="" type="checkbox"/>	TH (General) - Minimum percent of participants with new or increased non-employment income for project leavers	25 %	2.5 points
<input checked="" type="checkbox"/>	TH (DV) - Minimum percent of participants with new or increased non-employment income for project leavers	25 %	2.5 points
<input checked="" type="checkbox"/>	TH+RRH (General) - RRH Component - Minimum percent of participants with new or increased non-employment income for project leavers	25 %	2.5 points
<input checked="" type="checkbox"/>	TH+RRH (DV) - RRH Component - Minimum percent of participants with new or increased non-employment income for project leavers	25 %	2.5 points

**Serve High Need Populations** *(select from drop-down menu)*

<input checked="" type="checkbox"/>	Project focuses on chronically homeless people		
<input checked="" type="checkbox"/>	RRH (General) - XX% of participants are chronically homeless	95 %	20 points
<input checked="" type="checkbox"/>	RRH (DV) - XX% of participants are chronically homeless		points
<input checked="" type="checkbox"/>	PSH (General) - XX% of participants are chronically homeless	95 %	20 points
<input checked="" type="checkbox"/>	PSH (DV) - XX% of participants are chronically homeless		points
<input checked="" type="checkbox"/>	TH (General) - XX% of participants are chronically homeless	95 %	20 points
<input checked="" type="checkbox"/>	TH (DV) - XX% of participants are chronically homeless		points
<input checked="" type="checkbox"/>	TH+RRH (General) - RRH Component - XX% of participants are chronically homeless	95 %	20 points
<input checked="" type="checkbox"/>	TH+RRH (DV) - RRH Component - XX% of participants are chronically homeless		points

**Project Effectiveness**

<input checked="" type="checkbox"/>	RRH (General) - Costs are within local average cost per positive housing exit for project type	Yes	20 points
<input checked="" type="checkbox"/>	RRH (DV) - Costs are within local average cost per positive housing exit for project type	Yes	10 points
<input checked="" type="checkbox"/>	PSH (General) - Costs are within local average cost per positive housing exit for project type	Yes	20 points
<input checked="" type="checkbox"/>	PSH (DV) - Costs are within local average cost per positive housing exit for project type	Yes	10 points
<input checked="" type="checkbox"/>	TH (General) - Costs are within local average cost per positive housing exit for project type	Yes	20 points
<input checked="" type="checkbox"/>	TH (DV) - Costs are within local average cost per positive housing exit for project type	Yes	10 points

CUSTOMIZE RATING CRITERIA

<input checked="" type="checkbox"/>	TH+RRH (General) - RRH Component - Costs are within local average cost per positive housing exit for project type	Yes	20	points
<input checked="" type="checkbox"/>	TH+RRH (DV) - RRH Component - Costs are within local average cost per positive housing exit for project type	Yes	10	points
<input checked="" type="checkbox"/>	RRH (General) - Coordinated Entry Participation- Minimum percent of entries to project from CE referral (or alternative system for DV projects)	95 %	10	points
<input checked="" type="checkbox"/>	RRH (DV) - Coordinated Entry Participation- Minimum percent of entries to project from CE referral (or alternative system for DV projects)	95 %	10	points
<input checked="" type="checkbox"/>	PSH (General) - Coordinated Entry Participation- Minimum percent of entries to project from CE referral (or alternative system for DV projects)	95 %	10	points
<input checked="" type="checkbox"/>	PSH (DV) - Coordinated Entry Participation- Minimum percent of entries to project from CE referral (or alternative system for DV projects)	95 %	10	points
<input checked="" type="checkbox"/>	TH (General) - Coordinated Entry Participation- Minimum percent of entries to project from CE referral (or alternative system for DV projects)	95 %	10	points
<input checked="" type="checkbox"/>	TH (DV) - Coordinated Entry Participation- Minimum percent of entries to project from CE referral (or alternative system for DV projects)	95 %	10	points
<input checked="" type="checkbox"/>	TH+RRH (General) - RRH Component - Coordinated Entry Participation- Minimum percent of entries to project from CE referral (or alternative system for DV projects)	95 %	10	points
<input checked="" type="checkbox"/>	TH+RRH (DV) - RRH Component - Coordinated Entry Participation- Minimum percent of entries to project from CE referral (or alternative system for DV projects)	95 %	10	points
<input checked="" type="checkbox"/>	RRH (General) - Housing First and/or Low Barrier Implementation (General) - CoC assessment of fidelity to Housing First from CoC monitoring or review of project policies and procedures	Yes	10	points
<input checked="" type="checkbox"/>	RRH (DV) - Housing First and/or Low Barrier Implementation - CoC assessment of fidelity to Housing First from CoC monitoring or review of project policies and procedures	Yes	10	points
<input checked="" type="checkbox"/>	PSH (General) - Housing First and/or Low Barrier Implementation (General) - CoC assessment of fidelity to Housing First from CoC monitoring or review of project policies and procedures	Yes	10	points
<input checked="" type="checkbox"/>	PSH (DV) - Housing First and/or Low Barrier Implementation - CoC assessment of fidelity to Housing First from CoC monitoring or review of project policies and procedures	Yes	10	points
<input checked="" type="checkbox"/>	TH (General) - Housing First and/or Low Barrier Implementation (General) - CoC assessment of fidelity to Housing First from CoC monitoring or review of project policies and procedures	Yes	10	points
<input checked="" type="checkbox"/>	TH (DV) - Housing First and/or Low Barrier Implementation - CoC assessment of fidelity to Housing First from CoC monitoring or review of project policies and procedures	Yes	10	points
<input checked="" type="checkbox"/>	TH+RRH (General) - RRH Component - Housing First and/or Low Barrier Implementation (General) - CoC assessment of fidelity to Housing First from CoC monitoring or review of project policies and procedures	Yes	10	points
<input checked="" type="checkbox"/>	TH+RRH (DV) - RRH Component - Housing First and/or Low Barrier Implementation - CoC assessment of fidelity to Housing First from CoC monitoring or review of project policies and procedures	Yes	10	points

**Equity Factors**

**Agency Leadership, Governance, and Policies**

<input checked="" type="checkbox"/>	Recipient has under-represented individuals (BIPOC, LGBTQ+, etc) in managerial and leadership positions	Yes	10	points
<input checked="" type="checkbox"/>	Recipient's board of directors includes representation from more than one person with lived experience	Yes	10	points
<input checked="" type="checkbox"/>	Recipient has relational process for receiving and incorporating feedback from persons with lived experience	Yes	10	points
<input checked="" type="checkbox"/>	Recipient has reviewed internal policies and procedures with an equity lens and has a plan for developing and implementing equitable policies that do not impose undue barriers	Yes	10	points

**Program Participant Outcomes**

<input checked="" type="checkbox"/>	Recipient has reviewed program participant outcomes with an equity lens, including the disaggregation of data by race, ethnicity, gender identity, and/or age	Yes	10	points
<input checked="" type="checkbox"/>	Recipient has identified programmatic changes needed to make program participant outcomes more equitable and developed a plan to make those changes	Yes	10	points
<input checked="" type="checkbox"/>	Recipient is working with HGIS lead to develop a schedule for reviewing HGIS data with disaggregation by race, ethnicity, gender identity, and or/age	Yes	10	points

**Other and Local Criteria**

(select from drop-down menu)

<input checked="" type="checkbox"/>	CoC Monitoring Score	Project is operating in conformance with CoC Standards	Yes	10	points
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<b>Total Maximum Score</b>	RRH-General projects:	210	points
	RRH-DV projects:	175	points
	PSH-General projects:	210	points
	PSH-DV projects:	175	points
	TH-General projects:	210	points
	TH-DV projects:	175	points
	TH+RRH-General projects:	210	points
	TH+RRH-DV projects:	175	points

**CUSTOMIZE NEW PROJECT RATING TOOL**

**Experience**

	Factor/Goal	Max Point Val
<input checked="" type="checkbox"/>	General-A. Describe the experience of the applicant and sub-recipients (if any) in working with the proposed population and in providing housing similar to that proposed in the application.	15 points
<input checked="" type="checkbox"/>	DV-A. Describe the experience of the applicant and sub-recipients (if any) in working with the proposed population and in providing housing similar to that proposed in the application.	15 points
<input checked="" type="checkbox"/>	General-B. Describe experience with utilizing a Housing First approach. Include 1) eligibility criteria; 2) process for accepting new clients; 3) process and criteria for exiting clients. Must demonstrate there are no preconditions to entry, allowing entry regardless of current or past substance abuse, income, criminal records (with exceptions of restrictions imposed by federal, state, or local law or ordinance), marital status, familial status, self-disclosed or perceived sexual orientation,	10 points

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gender identity or gender expression. Must demonstrate the project has a process to address situations that may jeopardize housing or project assistance to ensure that project participation is terminated in only the most severe cases.

DV-B. Describe experience with utilizing a Housing First approach. Include 1) eligibility criteria; 2) process for accepting new clients; 3) process and criteria for exiting clients. Must demonstrate there are no preconditions to entry, allowing entry regardless of current or past substance abuse, income, criminal records (with exceptions of restrictions imposed by federal, state, or local law or ordinance), marital status, familial status, self-disclosed or perceived sexual orientation, gender identity or gender expression. Must demonstrate the project has a process to address situations that may jeopardize housing or project assistance to ensure that project participation is terminated in only the most severe cases.

10 points

General-C. Describe experience in effectively utilizing federal funds including HUD grants and other public funding, including satisfactory drawdowns and performance for existing grants as evidenced by timely reimbursement of subrecipients (if applicable), regular drawdowns, timely resolution of monitoring findings, and timely submission of required reporting on existing grants.

5 points

DV-C. Describe experience in effectively utilizing federal funds including HUD grants and other public funding, including satisfactory drawdowns and performance for existing grants as evidenced by timely reimbursement of subrecipients (if applicable), regular drawdowns, timely resolution of monitoring findings, and timely submission of required reporting on existing grants.

5 points

**Design of Housing & Supportive Services**

General-A. Extent to which the applicant 1) Demonstrates understanding of the needs of the clients to be served. 2) Demonstrates that type, scale, and location of the housing fit the needs of the clients to be served. 3) Demonstrates that type and scale of the all supportive services, regardless of funding source, meets the needs of clients to be served. 4) Demonstrates how clients will be assisted in obtaining mainstream benefits. 5) Establishes performance measures for housing and income that are objective, measurable, trackable and meet or exceed any established HUD or CoC benchmarks.

15 points

DV-A. Extent to which the applicant 1) Demonstrates understanding of the needs of the clients to be served. 2) Demonstrates that type, scale, and location of the housing fit the needs of the clients to be served. 3) Demonstrates that type and scale of the all supportive services, regardless of funding source, meets the needs of clients to be served. 4) Demonstrates how clients will be assisted in obtaining mainstream benefits. 5) Establishes performance measures for housing and income that are objective, measurable, trackable and meet or exceed any established HUD or CoC benchmarks.

15 points

General-B. Describe the plan to assist clients to rapidly secure and maintain permanent housing that is safe, affordable, accessible, and acceptable to their needs.

5 points

DV-B. Describe the plan to assist clients to rapidly secure and maintain permanent housing that is safe, affordable, accessible, and acceptable to their needs.

5 points

General-C. Describe how clients will be assisted to increase employment and/or income and to maximize their ability to live independently.

5 points

DV-C. Describe how clients will be assisted to increase employment and/or income and to maximize their ability to live independently.

5 points

General-D. Project leverages housing resources with housing subsidies or units not funded through the CoC or ESG programs.

10 points

DV-D. Project leverages housing resources with housing subsidies or units not funded through the CoC or ESG programs.

10 points

General-E. Project leverages health resources, including a partnership commitment with a healthcare organization.

10 points

DV-E. Project leverages health resources, including a partnership commitment with a healthcare organization.

10 points

**Timeliness**

General-A. Describe plan for rapid implementation of the program, documenting how the project will be ready to begin housing the first program participant. Provide a detailed schedule of proposed activities for 60 days, 120 days, and 180 days after grant award.

10 points

DV-A. Describe plan for rapid implementation of the program, documenting how the project will be ready to begin housing the first program participant. Provide a detailed schedule of proposed activities for 60 days, 120 days, and 180 days after grant award.

10 points

**Financial**

General-A. Project is cost-effective when projected cost per person served is compared to CoC average within project type.

5 points

DV-A. Project is cost-effective when projected cost per person served is compared to CoC average within project type.

5 points

B. Organization's most recent audit:

General-1. Found no exceptions to standard practices

5 points

DV-1. Found no exceptions to standard practices

5 points

General-2. Identified agency as 'low risk'

5 points

DV-2. Identified agency as 'low risk'

5 points

General-3. Indicates no findings

5 points

DV-3. Indicates no findings

5 points

General-C. Documented match amount meets HUD requirements.

5 points

DV-C. Documented match amount meets HUD requirements.

5 points

General-D. Budgeted costs are reasonable, allocable, and allowable.

20 points

DV-D. Budgeted costs are reasonable, allocable, and allowable.

20 points

**Project Effectiveness**

General-Coordinated Entry Participation- Minimum percent of entries projected to come from CE referrals

95 % 5 points

CUSTOMIZE RATING CRITERIA

<input checked="" type="checkbox"/> DV-Coordinated Entry Participation- Minimum percent of entries projected to come from CE referrals	95 %	5 points
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**Equity Factors**

**Agency Leadership, Governance, and Policies**

<input checked="" type="checkbox"/> New project has under-represented individuals (BIPOC, LGBTQ+, etc) in managerial and leadership positions	Yes	10 points
<input checked="" type="checkbox"/> New project's organizational board of directors includes representation from more than one person with lived experience (per 578.75(g))	Yes	10 points
<input checked="" type="checkbox"/> New project has relational process for receiving and incorporating feedback from persons with lived experience or a plan to create one	Yes	10 points
<input checked="" type="checkbox"/> New project has reviewed internal policies and procedures with an equity lens and has a plan for developing and implementing equitable policies that do not impose undue barriers that exacerbate disparities and outcomes	Yes	10 points

**Program Participant Outcomes**

<input checked="" type="checkbox"/> New project describes their plan for reviewing program participant outcomes with an equity lens, including the disaggregation of data by race, ethnicity, gender identity, and/or age. If already implementing a plan, describe findings from outcomes review		10 points
<input checked="" type="checkbox"/> New project describes plan to review whether programmatic changes are needed to make program participant outcomes more equitable and developed a plan to make those changes. If already implementing plan, describe findings from review		10 points
<input checked="" type="checkbox"/> New project describes plan to work with HMIS lead to develop a schedule for reviewing HMIS data with disaggregation by race, ethnicity, gender identity, and or/age. If already implementing plan, describe findings from review		10 points

**Other and Local Criteria**

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**Total Maximum Score**

General projects: 120 points

1E-2: Project Review and Ranking Process Your CoC Used in Its Local Competition.

**2. NY-510 Rank and Review Process**

ITHACA / TOMPKINS COUNTY CONTINUUM OF  
CARE  
(CoC NY-510)

Ranking and Review Process for FY2022  
Program Competition

## Ithaca/Tompkins CoC Ranking and Review Process 2022

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The Human Services Coalition of Tompkins County, the lead agency for the Ithaca/Tompkins Continuum of Care (CoC), serves as the collaborative applicant for the annual Department of Housing and Urban Development (HUD) competitive grant process for homeless funding. The CoC submits the application each year requesting funding to support the homeless service providers in the geographic area. As part of this grant process, the CoC calls for project applicants to submit proposals for housing and services dedicated to homeless individuals and families. For the FY2022 funding round, the CoC is requiring all projects applicants to submit an electronic application through [Esnaps](#), the CoC grant portal. Applicants must submit their application in Esnaps on or before 12pm on Thursday, September 1<sup>st</sup> to be considered for funding.

The CoC's Ranking Committee will review new and renewal project applications, and use objective scoring criteria to determine appropriate funding. After eligible projects are reviewed and ranked, the Ranking committee submits funding recommendations to the full CoC membership for comment. The full CoC membership then votes to submit the Collaborative Application and Project Ranking.

New and renewal projects will be reviewed and ranked according to CoC and HUD priorities, as well as the overall impact on the CoC system performance. Lower performing renewal projects can be reallocated to higher performing renewals or new projects that advance CoC priorities and have a positive impact on overall system performance.

*Project applicants serving survivors of domestic violence must use a comparable Homeless Management Information System (HMIS) database which will allow submission of project performance data to the Ranking committee.*

As part of this competitive grant process, project applicants will be reviewed and ranked using the [CoC Ranking Tool](#), which is aligned with the [CoC's Written Standards](#), and HUD's priorities.

# Ithaca/Tompkins CoC Ranking and Review Process 2022

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## **\*FY2022 HUD Funding Availability for NY-510 CoC:**

Total Annual Renewal Demand (ARD): \$203,109

Total Final Pro Rata Need (FPRN): \$456,430

Tier I: \$192,954

CoC Bonus: \$22,822

Bonus for projects serving survivors of DV: \$50,000

**Total amount of funding available in Tier I: \$ 192,954**

**Total amount of funding available in Tier II: \$ 72,822**

*\*Does not include DV bonus. Based on ranking of DV projects, the DV bonus can be ranked in Tier I or Tier II*

Projects receiving the highest scores during the objective review and ranking process will be placed in Tier I. Lower performing projects will be placed lower in Tier I or in Tier II. New and renewal projects will compete for rankings in Tier I or Tier II. Lower performing projects may be reallocated to support higher performing new or renewal projects.

New projects will be able to apply under the Permanent Supportive Housing Bonus, the DV PH- RRH set aside, or through the process for reallocation.

Renewal Projects will be scored based on last year's APR and FY21 applications submitted in Esnap. The CoC will consider project impact on overall CoC system performance, including the following general categories:

- Stability of housing
  - % of participants who retained or exited to permanent housing
- Impact on participant's income
  - % of participants who increased earned or unearned income
- Serving high-needs populations
  - % of participants entering directly from shelter or streets
- Project effectiveness
  - Project is cost effective and aligns with goals and system performance
- Equity factors
  - Applicant has representation across agency leadership and governance from under-represented communities as well as people with lived experience
  - Applicant monitors and responds to program participant outcomes with an equity lens

# Ithaca/Tompkins CoC Ranking and Review Process 2022

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**New Projects** will not have APRs to consider, but will be ranked based on the project impact on overall CoC system performance and the following general criteria:

- Agency experience
- Design of housing and support services
- Timeliness
- Financial experience
- Inclusion of under-represented communities in agency leadership and policies

***All projects must meet the CoC and HUD threshold requirements as outlined in the Ranking Tool and COC Request for Proposals. Applicants should thoroughly read the [Notice of Funding Opportunity](#), [COC RFP](#), and [Ranking Tool](#).***

## Reallocation

New and renewal projects will compete for Tier I rankings. Renewal projects that are not performing up to the CoC standards can be reduced or entirely eliminated through reallocation and the funds utilized for one or more new projects, or to higher performing renewal projects.

Reallocation can occur under the following circumstances:

- Current funded project declines to renew their project
- Current funded project adjusts their budget to a lower amount
- Current funded project voluntarily reallocates funding to a new project
- Ranking Committee made decision to partially or fully reallocate current funded projects based on performance or HUD priorities

Underperforming projects can be defined as follows:

- Low utilization rate
- Has not participated in Coordinated Assessment
- Not serving the target population
- Has a program that does not align with HUD priorities anymore (i.e., Housing First approach)
- Misuse of federal funds
- Program design has a negative impact on systems performance and overall CoC score

## Appeals Process

### 1. Who May Appeal?

An agency may appeal a decision concerning a project application submitted by that agency

### 2. What May Be Appealed?

The appeals process applies only to project scoring and ranking. *There is no appeal for project tiering.*

An appeal may **not** be submitted if:

- all questions on the application were **not** completed
- all required attachments were **not** submitted with the application
- the application was **not** submitted by the required deadline

### 3. Timing of an Appeal

Formal appeals may only be submitted by a project within **three (3) business days** of a project receiving their ranking. Appeals must be submitted in writing to the Collaborative Applicant, who will then forward to the Ranking Committee. The written appeal must consist of a brief statement no longer than one page, and can be in the form of a letter, memo or email. Any appeal via email must be sent to the Human Services Coalition, [lbargar@hsctc.org](mailto:lbargar@hsctc.org), the Collaborative Applicant and Lead Agency.

### 4. Appeals Decisions

The Ranking committee and the CoC Governance committee will review all appeals. Appeals are decided by majority vote and may not be overturned by the full CoC.

## Funding

Funding is at the discretion of HUD. The CoC is not fully responsible for HUD's decision to eliminate funding based on ARD or Pro Rata Need. The overall CoC performance measure contributes to the amount received, which means higher performing projects are vital to ensuring continued funding through this competition.

1E-2a: Scored Project Forms for One Project from Your CoC's Local Competition.

This Attachment Contains the Following:

1. Scored Renewal Project Application

1E-2a: Scored Project Forms for One Project from Your CoC's Local Competition.

**1. Scored Renewal Project Application**

## RENEWAL/EXPANSION PROJECT RATING TOOL

Project Name: √ Chartwell House (3)  
 Organization Name: Tompkins Community Action  
 Project Type: PSH (General)  
 Project Identifier: 3

RATING FACTOR	PERFORMANCE GOAL	PERFORMANCE	POINTS AWARDED	MAX POINT VALUE
<b>PERFORMANCE MEASURES</b>				
<b>Length of Stay</b>				
Permanent Supportive-Housing	On average, participants are placed in housing 15 days after referral to PSH	7 days	20	out of 20
<b>Exits to Permanent Housing</b>				
Permanent Supportive-Housing	90% remain in or move to PH	60 %	15	out of 25
<b>Returns to Homelessness</b>				
Within 12 months of exit to permanent housing	≤ 10% of participants return to homelessness within 12 months of exit to PH	0 %	15	out of 15
<b>New or Increased Income and Earned Income</b>				
Earned income for project stayers	8%+ of participants with new or increased income	67 %	2.5	out of 2.5
Non-employment income for project stayers	10%+ of participants with new or increased income	0 %	0.0	out of 2.5
Earned income for project leavers	15%+ of participants with new or increased income	60 %	2.5	out of 2.5
Non-employment income for project leavers	25%+ of participants with new or increased income	0 %	0.0	out of 2.5
<b>Performance Measures Subtotal</b>			55	out of <b>70</b>
<b>SERVE HIGH NEED POPULATIONS</b>				
Permanent Supportive-Housing	≥ 95% of participants are chronically homeless	0 %	0.0	out of 20
<b>Serve High Need Populations Subtotal</b>			0	out of <b>20</b>
<b>PROJECT EFFECTIVENESS</b>				
Project has reasonable costs	Costs are within local average cost per positive housing exit for project type	\$3,791.50	15	out of 20
Coordinated Entry Participation	≥ 95% of entries to project from CE referrals	100 %	10	out of 10
Housing First and/or Low Barrier Implementation	Commits to applying Housing First model	yes	10	out of 10
<b>Project Effectiveness Subtotal</b>			35	out of <b>40</b>
<b>EQUITY FACTORS</b>				
<b>Agency Leadership, Governance, and Policies</b>				
Recipient Management & Leadership Positions	BIPOC, LGBTQIA+, etc representation		2	out of 10
Recipient Board of Directors	BIPOC, LGBTQIA+, etc representation		5	out of 10
Process for receiving & incorporating feedback	Process includes persons with lived experience		9	out of 10
Internal Policies and Procedures	Policies with equitable lense, no undue barriers		2	out of 10
<b>Program Participant Outcomes</b>				
Outcomes with an equity lens	Data disaggregated by race, ethnicity, etc.		1	out of 10
Program changes for equitable outcomes	Plan to create more equitable program outcomes		1	out of 10
HMIS data review with equity lens	Plan to review disaggregated data		2	out of 10
<b>Equity Factors Subtotal</b>			22	out of <b>70</b>
<b>OTHER AND LOCAL CRITERIA</b>				
CoC Monitoring Score	Project is operating in conformance to CoC standards		8	out of 10
<b>Other and Local Criteria Subtotal</b>			8	out of <b>10</b>
<b>TOTAL SCORE</b>			120	out of <b>210</b>
<b>Weighted Rating Score</b>			57	out of <b>100</b>

### PROJECT FINANCIAL INFORMATION

CoC funding requested	<small>NOTE: Edit on the LIST OF PROJECTS TO BE REVIEWED tab</small>	\$ 45,498
Amount of other public funding (federal, state, county, city)		
Amount of private funding		
<b>TOTAL PROJECT COST</b>		<b>\$ 45,498</b>
CoC Amount Awarded Last Operating Year	<small>NOTE: Edit on the LIST OF PROJECTS TO BE REVIEWED tab</small>	\$ 45,498
CoC Amount Expended Last Operating Year	<small>NOTE: Edit on the LIST OF PROJECTS TO BE REVIEWED tab</small>	\$ 45,498
<b>Percent of CoC funding expended last operating year</b>		<b>100%</b>

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

This attachment details the 15 Day Notification of Projects Rejected or Reduced for NY-510. It contains the following:

1. Screenshot of individual email sent to the Project that was Rejected.

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

**1. Screenshot of individual email sent to the Project that was Rejected.**

# FY2022 CoC Ranking Notification



**Liddy Bargar** <lbargar@hsctc.org>

to Rich, Roy, Chris

4:20 PM (4 minutes ago)



Hello All,

The Continuum of Care has completed their rank and review process. SJCS submitted 2 projects this year.

1. SJCS Renewal Scattered Site PSH for Families \$26,888. This project was ranked in the first position of tier 2 and recommended for funding in the amount of \$22,822
2. SJCS NEW Scattered Site for Families \$176,777. The CoC declined to rank this project as it exceeds the amount of funding available to new projects through bonus funding for our CoC.

Please let me know if I can answer any questions. The final ranking summary sheet is attached.

Best,

Liddy Bargar She/her  
Director of Housing Initiatives  
Human Services Coalition  
(607)273-8686  
[lbargar@hsctc.org](mailto:lbargar@hsctc.org)



Reply   Reply all   Forward

CoC FY2022 Ranki....pdf   Transforming+Org....pdf   Tool+for+Org+Sel....pdf   Provider Profile C....docx   Provider Profile C....docx   [Show all](#)

1E-5a Projects Accepted–Notification Outside of e-snaps.

This attachment details the 15 Day Notification of Projects Accepted and Tiered for NY-510. It contains the following:

1. Screenshot of Individual Notification to TCA
2. Screenshot of Individual Notification to United Way of CNY with correction
3. Screenshot of Individual Notification to SJCS

1E-5a Projects Accepted–Notification Outside of e-snaps.

**1. Screenshot of Individual Notification to TCA**

# FY2022 CoC Ranking Notification.

External

Inbox



**Liddy Bargar** <lbargar@hsctc.org>

to Danielle

4:09 PM (14 minutes ago)



Hello Danielle,

The CoC Rank and Review Committee is excited to announce our ranking of this Tompkins Community Action's FY2022 renewal projects.

These projects are recommended for renewal in the following order and amounts:

1. Magnolia House, PSH \$45,088
2. Chartwell House, PSH \$45,498
3. Magnolia House, PSH \$85,635

Thank you for your high quality projects and for your continued participation in the Continuum of Care!

Liddy Bargar She/her  
Director of Housing Initiatives  
Human Services Coalition  
(607)273-8686  
[lbargar@hsctc.org](mailto:lbargar@hsctc.org)



**Danielle Harrington**

to Amy, me

4:10 PM (12 minutes ago)



Hi Liddy,

Taskbar showing open files: CoC FY2022 Ranki....pdf, Transforming+Org....pdf, Tool+for+Org+Sel....pdf, Provider Profile C....docx, Provider Profile C....docx. Includes a 'Show all' button.



1E-5a Projects Accepted–Notification Outside of e-snaps.

**2. Screenshot of Individual Notification to United Way of CNY with correction**

# FY2022 CoC Ranking Notification >



**Liddy Bargar** <lbargar@hsctc.org>  
to Megan, Sarah ▾

4:23 PM (2 minutes ago) ☆ ↶ ⋮

Hi Megan and Sarah,

NY-510 rank and review committee has completed their rank and review process.

1. United Way of Central NY's HMIS Tompkins is included in our recommendation for funding to HUD in position 4 of tier 1 in the amount of \$22,822.

Attached please find the final ranking sheet for your review. Thank you for your continued partnership with NY-510!

Best,

—  
Liddy Bargar She/her  
Director of Housing Initiatives  
Human Services Coalition  
(607)273-8686  
[lbargar@hsctc.org](mailto:lbargar@hsctc.org)



↶ Reply   ↶↶ Reply all   ↷ Forward

From: Liddy Bargar <[lbargar@hsctc.org](mailto:lbargar@hsctc.org)>

Sent: Wednesday, September 14, 2022 4:23 PM

To: Megan Stuart <[mstuart@unitedway-cny.org](mailto:mstuart@unitedway-cny.org)>; Sarah Schutt <[sschutt@unitedway-cny.org](mailto:sschutt@unitedway-cny.org)>

Subject: [External Email] - FY2022 CoC Ranking Notification

Hi Megan and Sarah,

NY-510 rank and review committee has completed their rank and review process.

1. United Way of Central NY's HMIS Tompkins is included in our recommendation for funding to HUD in position 4 of tier 1 in the amount of \$22,822.

Attached please find the final ranking sheet for your review. Thank you for your continued partnership with NY-510!

Best,

---  
Liddy Bargar She/her  
Director of Housing Initiatives  
Human Services Coalition  
(607)273-8686  
[lbargar@hsctc.org](mailto:lbargar@hsctc.org)

**Liddy Bargar**

to Megan, Sarah ▾

4:30 PM (0 minutes ago)



CORRECTION:

My apologies, your project is in position 4 of tier 1 and is recommended for funding in the amount of \$16,733.

...

↩ Reply

↩ Reply all

➦ Forward

2022 Ranki....pdf ^

📄 Transforming+Org....pdf ^

📄 Tool+for+Org+Sel....pdf ^

📄 Provider Profile C....docx ^

📄 Provider Profile C....docx ^

Show all



4:30 PM  
9/14/2022

1E-5a Projects Accepted–Notification Outside of e-snaps.

**3. Screenshot of Individual Notification to SJCS**

# FY2022 CoC Ranking Notification



**Liddy Bargar** <lbargar@hsctc.org>

to Rich, Roy, Chris

4:20 PM (4 minutes ago)



Hello All,

The Continuum of Care has completed their rank and review process. SJCS submitted 2 projects this year.

1. SJCS Renewal Scattered Site PSH for Families \$26,888. This project was ranked in the first position of tier 2 and recommended for funding in the amount of \$22,822
2. SJCS NEW Scattered Site for Families \$176,777. The CoC declined to rank this project as it exceeds the amount of funding available to new projects through bonus funding for our CoC.

Please let me know if I can answer any questions. The final ranking summary sheet is attached.

Best,

Liddy Bargar She/her  
Director of Housing Initiatives  
Human Services Coalition  
(607)273-8686  
[lbargar@hsctc.org](mailto:lbargar@hsctc.org)



Reply   Reply all   Forward

Taskbar showing open files: CoC FY2022 Ranki....pdf, Transforming+Org....pdf, Tool+for+Org+Sel....pdf, Provider Profile C....docx, Provider Profile C....docx. Includes a 'Show all' button.

Windows taskbar with icons for Start, Search, File Explorer, Microsoft Edge, Google Chrome, and OneDrive. System tray shows time 4:24 PM and date 9/14/2022.

1E-5b: Local Competition Selection Results—Scores for All Projects.

This attachment contains the following:

1. Final Project Scores for Ranked New and Renewal Projects

1E-5b: Local Competition Selection Results—Scores for All Projects.

**1. Final Project Scores for Ranked New and Renewal Projects**

## FUNDING ANALYSIS + RANKING

<b>CoC Bonus Funding</b>	<b>\$22,822</b>	<b>DV Bonus Funding</b>	<b>\$50,000</b>	<b>Tier 1 (ARD - 5% total ARD)</b>	<b>\$192,954</b>	<b>Tier 2 (CoC Bonus + DV Bonus)</b>	<b>\$72,822</b>
Allocated	\$22,822	Allocated	\$0	Allocated to DV Bonus	\$0	Allocated to DV Bonus	\$0
% Allocated	100%	% Allocated	0%	Allocated from Tier 1	\$192,954	Allocated from Tier 2	\$22,822
Remaining	\$0	Remaining	\$50,000	Remaining*	\$0	Remaining	\$50,000

\*If DV Bonus not selected this will be subtracted from Tier 1

	Ranking	Priority Level	Weighted Rating Score	Renewal, New, Expansion, Reallocate	Grant Number	Project Type	General/DV	Organization Name	Project Name	CoC Funding Requested	CoC Amount Expended Last Operating Year	CoC Funding Recommendation (manual entry)		
<b>TIER 1</b>	↓	↑	1	Unspecified	68	Renewal	199650	PSH	General	Tompkins Community Action	Magnolia House	\$ 45,088	\$ 45,088	\$ 45,088
	↓	↑	2	Unspecified	57	Renewal	199651	PSH	General	Tompkins Community Action	Chartwell House	\$ 45,498	\$ 45,498	\$ 45,498
	↓	↑	3	Unspecified	56	Renewal	199652	PSH	General	Tompkins Community Action	Amici House	\$ 85,635	\$ 85,635	\$ 85,635
	↓	↑	4	Unspecified	33	New	195332	HMIS	General	United Way of Central New York	HMIS Tompkins	\$ 22,651	\$ -	\$ 16,733
<b>TIER 2</b>	↓	↑	5	Unspecified	19	Renewal	199573	PSH	General	St Johns Community Services	SJCS-NY-PSH Scatter	\$ 26,888	\$ -	\$ 22,822

### Projects Not Selected For Funding

Ranking	Priority Level	Weighted Rating Score	Renewal, New, Expansion, Reallocate	Grant Number	Project Type	General/DV	Organization Name	Project Name	CoC Funding Requested	CoC Amount Expended Last Operating Year	CoC Funding Recommendation (manual entry)
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