

## 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 2024 CoC Program Competition Notice of Funding Opportunity (NOFO) for specific application and program requirements.
2. The FY 2024 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 2024 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) Continuum of Care Competition and Noncompetitive Award of Youth Homeless Demonstration Program Renewal and Replacement Grants;
- 24 CFR part 578;
- FY 2024 CoC Application Navigational Guide;
- Section 3 Resources;
- PHA Crosswalk; and
- Frequently Asked Questions

**1A-1. CoC Name and Number:** NY-505 - Syracuse, Auburn/Onondaga, Oswego, Cayuga Counties CoC

**1A-2. Collaborative Applicant Name:** United Way of Central New York

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

**1A-4. HMIS Lead:** United Way of Central New York

## 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:

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<b>1B-1.</b>	<b>Inclusive Structure and Participation–Participation in Coordinated Entry.</b>	
	NOFO Sections V.B.1.a.(1), V.B.1.e., V.B.1f., and V.B.1.p.	
	In the chart below for the period from May 1, 2023 to April 30, 2024:	
	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.	CDBG/HOME/ESG Entitlement Jurisdiction	Yes	Yes	Yes
3.	Disability Advocates	Yes	Yes	No
4.	Disability Service Organizations	Yes	Yes	No
5.	EMS/Crisis Response Team(s)	Yes	No	No
6.	Homeless or Formerly Homeless Persons	Yes	Yes	No
7.	Hospital(s)	Yes	Yes	No
8.	Indian Tribes and Tribally Designated Housing Entities (TDHEs) (Tribal Organizations)	No	No	No
9.	Law Enforcement	Yes	No	No
10.	Lesbian, Gay, Bisexual, Transgender (LGBTQ+) Advocates	Yes	Yes	No
11.	LGBTQ+ Service Organizations	Yes	Yes	Yes
12.	Local Government Staff/Officials	Yes	Yes	No
13.	Local Jail(s)	Yes	No	No
14.	Mental Health Service Organizations	Yes	Yes	Yes
15.	Mental Illness Advocates	Yes	No	No
16.	Organizations led by and serving Black, Brown, Indigenous and other People of Color	Yes	Yes	Yes

17.	Organizations led by and serving LGBTQ+ persons	Yes	Yes	Yes
18.	Organizations led by and serving people with disabilities	Yes	No	No
19.	Other homeless subpopulation advocates	Yes	Yes	No
20.	Public Housing Authorities	Yes	Yes	Yes
21.	School Administrators/Homeless Liaisons	Yes	No	No
22.	Street Outreach Team(s)	Yes	Yes	Yes
23.	Substance Abuse Advocates	Yes	Yes	No
24.	Substance Abuse Service Organizations	Yes	Yes	Yes
25.	Agencies Serving Survivors of Human Trafficking	Yes	Yes	Yes
26.	Victim Service Providers	Yes	Yes	Yes
27.	Domestic Violence Advocates	Yes	Yes	Yes
28.	Other Victim Service Organizations	Nonexistent	No	No
29.	State Domestic Violence Coalition	Yes	No	No
30.	State Sexual Assault Coalition	Yes	No	No
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-1a.	Experience Promoting Racial Equity.	
	NOFO Section III.B.3.c.	

Describe in the field below your CoC's experience in effectively addressing the needs of underserved communities, particularly Black and Brown communities, who are substantially overrepresented in the homeless population.

**(limit 2,500 characters)**

The CoC is committed to addressing the needs of underserved communities and ensures that equity and justice are at the forefront of the creation of all policies and systems created by the CoC. The CoC maintains a racial equity committee that consists of CoC funded agencies and other CoC stakeholders including local governmental partners. The chair of the committee and half its members are Black and Brown, ensuring that the voices of people of color are heard. The CoC uses data from its racial equity assessments to identify systemic disparities and tailors the work around removing the barriers that perpetuates historic societal disparities in housing systems. The CoC has created a racial equity workplan that consists of objectives, strategies, timeframe, task, and status to guide its work. Using this plan, the CoC has created an equity-based assessment that is used for prioritization in place of the VI-SPDAT. The CoC has required all CoC funded agencies to have anti-racism policies and practices in place. The committee has also created sub-committees to further the work in disparity areas such as health and housing, affordable housing, and lived experience boards.

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

(limit 2,500 characters)

1. The CoC holds its Annual Housing & Homeless Coalition Membership Meeting in June of each year. Leading up to that meeting, potential new members are solicited through a variety of methods including in the CoC's bi-weekly newsletter, communication via listserv, the CoC's website, and social media. The CoC also solicits and accepts new members year-round. The CoC staff provide presentations about the coalition and extends training opportunities to new or potential members. New partners are also invited to give presentations of their services in CoC meetings.
2. CoC announcements are posted in PDF or DOCX format that include searchable and machine-readable text. In addition, the CoC's data dashboard was designed with a color scheme visible to people with color blindness. The CoC also has partnerships to translate documents to Braille, if requested.
3. The CoC has many member organizations that serve culturally specific communities including Black/African American, Latino, LGBTQ+, and persons with disabilities. The CoC continues to reach out to organizations to extend membership. These efforts have included conducting demographic surveys of the CoC Board to identify gaps in representation of culturally specific communities to ensure that board recruitment and CoC membership are reflective of the communities served in the homelessness system. The CoC has connected with members of local tribal nations to invite them to join the CoC. The CoC is developing those relationships to ensure equitable representation. The CoC staff and board intentionally invite and engage new member organizations and individuals to engage the CoC in a commitment to ensuring an equitable and just homelessness response system.

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

**(limit 2,500 characters)**

1.The CoC solicits and considers opinions from a broad array of organizations by targeting board recruitment to sectors both directly and indirectly involved in ending and preventing homelessness. This includes but is not limited to board representation from local government, the health sector, disability advocates, private foundations, Lived Experience Boards, fair housing, legal services, public housing authorities and other affordable housing providers. Voting members of the general CoC include housing service providers, victim service providers, and youth service providers. The CoC holds various committees, most of which are open to the public, to discuss strategies for ending and preventing homelessness. The CoC also has two Lived Experience boards, one comprised of youth, and one comprised of adults with lived expertise to guide community strategies to end homelessness. The CoC solicits opinions from stakeholders in committees and the Advisory Board in all decision-making, including but not limited to Coordinated Entry policies, HMIS policies, and governance policies. The CoC also routinely surveys members and non-members to solicit feedback.

2. The CoC’s general membership meetings are open to the public and accessible to all who are interested. The CoC has an open listserv to communicate these meetings. The CoC also sends out a bi-weekly newsletter with meeting times, dates, and updates on efforts to end and prevent homelessness. The CoC opens all policies annually for edits and feedback from the community. The CoC uses a variety of methods to capture stakeholder feedback such as using surveying tools, open discussions, presentations, and online collaboration tools like Mural.

3.CoC announcements are posted in PDF or DOCX format that include searchable and machine-readable text. In addition, the CoC’s data dashboard was designed with a color scheme visible to people with color blindness. The CoC also has partnerships to translate documents to Braille, if requested.

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

**(limit 2,500 characters)**

1. On August 14, 2024, the Collaborative Applicant released the notice that it was accepting and considering proposals for new and renewal applications. The notice was posted on the CoC’s website, sent to its listserv, and announced on social media. CoC staff also hosted a funding opportunity session, open to the public, reviewing the RFPs, funding priorities, and review of the ranking and reallocation protocols. The release of the materials indicated that the CoC was accepting proposals from agencies that have previously not been funded. This year, the CoC had five non CoC-funded organizations submit applications.

2. Application instructions, schedule, and ranking protocols were released alongside the funding opportunity. Agencies applying for new funding were asked to submit narrative RFPs, project budgets, proof of financial stability, and match documentation to the CoC Collaborative Applicant. Renewal applicants were provided with a competition report scoring the agency based on past performance and a short narrative RFP. Responses to all narrative applications were due September 11, 2024. All RFPs were submitted by email to the CoC Collaborative Applicant.

3. Per the CoC Ranking and Rating Protocol, new applications are scored by the Performance Evaluation and Selection committee of the CoC. The Committee is made up of CoC Board Members whose agencies are not directly funded by CoC or ESG, including members from the Lived Experience Boards. The Committee confirms that a project application meets all threshold criteria which includes being an eligible project applicant, commitment to using HMIS or a comparable database, using the CoC’s Coordinated Entry system, CoC Membership, commitment to housing first, and proof of agency’s good financial management. Projects meeting all threshold requirements are scored based on narrative responses on project design, community need, agency’s capacity, ability to serve intersectional identities, performance measures, and cost effectiveness. The top scoring applications are ranked in the submission to HUD until the funding threshold. Any projects that do not score high enough to be submitted to HUD are notified and provided technical assistance to prepare for the following year’s competition.

4. The CoC posted all funding materials on its website in accessible formats, including written and video/audio postings of the informational funding sessions.

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

	Entities or Organizations Your CoC Coordinates with for Planning or Operations of Projects	Coordinates with the Planning or Operations of Projects?
1.	Funding Collaboratives	Yes
2.	Head Start Program	Yes
3.	Housing and services programs funded through Local Government	Yes
4.	Housing and services programs funded through other Federal Resources (non-CoC)	Yes
5.	Housing and services programs funded through private entities, including Foundations	Yes
6.	Housing and services programs funded through State Government	Yes
7.	Housing and services programs funded through U.S. Department of Health and Human Services (HHS)	Yes
8.	Housing and services programs funded through U.S. Department of Justice (DOJ)	Yes
9.	Housing Opportunities for Persons with AIDS (HOPWA)	Yes
10.	Indian Tribes and Tribally Designated Housing Entities (TDHEs) (Tribal Organizations)	No
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.		



<b>1C-2.</b>	<b>CoC Consultation with ESG Program Recipients.</b>	
	NOFO Section V.B.1.b.	

In the chart below select yes or no to indicate whether your CoC:

1.	Consulted with ESG Program recipients in planning and allocating ESG Program funds?	Yes
2.	Provided Point-in-Time (PIT) count and Housing Inventory Count (HIC) data to the Consolidated Plan jurisdictions within its geographic area?	Yes
3.	Ensured local homelessness information is communicated and addressed in the Consolidated Plan updates?	Yes
4.	Coordinated with ESG recipients in evaluating and reporting performance of ESG Program recipients and subrecipients?	Yes

<b>1C-3.</b>	<b>Ensuring Families are not Separated.</b>	
	NOFO Section V.B.1.c.	

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

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

<b>1C-4.</b>	<b>CoC Collaboration Related to Children and Youth—SEAs, LEAs, School Districts.</b>	
	NOFO Section V.B.1.d.	

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

1.	Youth Education Provider	Yes
2.	State Education Agency (SEA)	No
3.	Local Education Agency (LEA)	Yes
4.	School Districts	Yes

<b>1C-4a.</b>	<b>Formal Partnerships with Youth Education Providers, SEAs, LEAs, School Districts.</b>	
	NOFO Section V.B.1.d.	

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

(limit 2,500 characters)

The CoC has formal partnerships with LEAs in its Runaway and Homeless Youth (RHY) Advisory Committee membership in each of its three counties, designed to provide collaboration and coordination related to ending youth homelessness. CoC members and Staff regularly attend trainings, advocacy meetings and quarterly McKinney-Vento Liaison meetings comprised of liaisons from across the CoC region. These RHY Advisory Committees are attended by school district McKinney-Vento liaisons, educational and workforce development providers, juvenile justice personnel, and homeless services providers. During each RHY Advisory Committee meeting, McKinney-Vento liaisons give updates regarding overall federal and state policies and procedures or provide information regarding changes and events taking place within their own specific school district. Problem solving occurs during the Committee meeting as issues such as eligibility and transportation are discussed among the McKinney-Vento liaisons and RHY service providers. The CoC also works with school district McKinney Vento liaisons in school districts to share data during the Point in Time and Youth Needs Assessment. The RHY Coordinator and members of the various RHY programs also attend annual training events conducted by NYS TEACHS, the McKinney-Vento Advocacy Program contracted by the NYS Department of Education. NYS TEACHS provides CoC staff and RHY staff with in-depth individual assistance when dealing with families seeking to maintain their educational status despite being homeless. RHY staff also provide clients and family members with direct NYS TEACHS contact information so families can also understand and advocate as they so choose.

1C-4b.	Informing Individuals and Families Who Have Recently Begun Experiencing Homelessness about Eligibility for Educational Services. NOFO Section V.B.1.d.	
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Describe in the field below written policies and procedures your CoC uses to inform individuals and families who have recently begun experiencing homelessness of their eligibility for educational services.

(limit 2,500 characters)

All emergency shelters have policies and systems in place to ensure children receive educational services via the McKinney-Vento Act. Family shelters work closely with the school districts to coordinate bussing and enrollment so that students miss the fewest possible days of school while experiencing homelessness. Shelter staff transport students as early as day one to their home school until buses has been arranged so there is as little disruption as possible. For families who are placed in emergency hotels, Department of Social Services case managers facilitate buses. School districts have three business days to ensure children can attend school while experiencing homelessness. Every CoC funded agency also has a designated staff person to educate families and children about their rights regarding accessing school.

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

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

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

<b>1C-5.</b>	<b>Addressing Needs of Survivors of Domestic Violence, Dating Violence, Sexual Assault, and Stalking—Collaboration with Federally Funded Programs and Victim Service Providers.</b>	
	NOFO Section V.B.1.e.	

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

	Organizations	
1.	State Domestic Violence Coalitions	Yes
2.	State Sexual Assault Coalitions	Yes
3.	Anti-trafficking Service Providers	No
	Other Organizations that Help this Population (limit 500 characters)	
4.		

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

Describe in the field below how your CoC regularly collaborates with organizations that you selected yes to in Question 1C-5 to:

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

**(limit 2,500 characters)**

1.The CoC opens CoC wide policies for feedback and changes from organizations and members of the CoC annually. This includes Victim Service Providers from all CoC-covered counties and other organizations providing services to survivors. CoC policies are sent out to members for review in advance along with documentation of proposed changes with page numbers for reference to make changes clear and efficient to review. Meetings are held to discuss feedback on the document and all proposed changes. Agencies are encouraged to propose their own changes to the document throughout this open period in email, workgroup or committee settings, or the in-person meeting held to review policy changes. Members of the CoC’s Lived Experience Boards are also a part of this process to include their expertise in all policy decisions. Some of the lived experience board members are survivors of domestic violence.

2.The CoC uses planning funding to ensure that trauma informed care trainings are offered and available, at least annually, to CoC and ESG funded programs and Coordinated Entry staff. In addition to this, local VSPs provide informational sessions on safety planning for CoC and ESG funded programs. The CoC discusses trauma informed care practices with all CoC programs during workgroup meetings. The CoC provides trauma informed care information during Coordinated Entry and assessment training in relation to conducting assessments. safety planning, and initiating warm hand offs to advocates or other services needed for safety when applicable. During CoC monitoring, training logs for CoC project staff are assessed to ensure that staff have been trained in trauma informed practices. The Victim Service Providers are able to provide advocacy services, such as support in court, legal services navigation, and safety planning. VSPs provide these services whether or not someone is being temporarily housed in DV specific emergency shelter. The VSPs also work with CoC organizations to provide trauma informed services.

1C-5b.	Implemented Safety Planning, Confidentiality Protocols in Your CoC’s Coordinated Entry to Address the Needs of Survivors of Domestic Violence, Dating Violence, Sexual Assault, and Stalking.	
	NOFO Section V.B.1.e.	
	Describe in the field below how your CoC’s coordinated entry addresses the needs of DV survivors by including:	
1.	safety planning protocols; and	
2.	confidentiality protocols.	

**(limit 2,500 characters)**

1.The CoC’s Coordinated Entry System is decentralized so that all shelter case managers and appropriate staff can be trained CE Assessors, including shelter staff at VSPs. This allows the CE process to be incorporated into a survivor’s safety plan. The CE system has been designed to protect the anonymity and safety of survivors by not requiring the disclosure of location and PII and not requiring the survivor to meet directly with CE staff. Survivors who are in emergency shelters not operated by VSPs have access to the same protections. If the survivor needs to relocate to another program or utilize another shelter, they do not have to be reassessed for CE to limit re-traumatization.

2.The CoC has created a separate de-identified CE list for survivors of domestic violence, dating violence, sexual assault, and stalking as a safety protocol. Survivor’s referrals are not completed in HMIS, they are placed in a safe drop box only accessible to the VSP assessors and CE staff. The referrals are de-identified by shelter staff and contain only the minimum information required for prioritization. Once a referral is received, the participants are placed on the CoC prioritization list using the deidentified number. When a participant is matched to a housing program, the program staff reach out to shelter providers using the deidentified number to determine interest in the program. The participant is only identified once they meet with the housing program staff to maintain safety and confidentiality during the planning process. Programs providing Domestic Violence services may opt out of HMIS participation but must utilize a comparable database to collect HUD required data elements. Participants are free to decide what information they provide during any assessment process. This includes, but is not limited to, the Entry assessments by shelter or housing providers and the assessment to determine program eligibility. Providers are prohibited from denying assessment or services to a participant if the participant refuses to provide information, unless the information is necessary to establish or document program eligibility. Providers are also prohibited from denying services to participants if the participant refuses their data to be shared via HMIS. All CoC and ESG funded programs are required to have and adhere to confidentiality policies. The location of all family violence shelters, and all program participant housing locations are kept confidential.

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

In the chart below, indicate how your CoC facilitates training for project staff and coordinated entry staff that addresses best practices on safety planning and confidentiality protocols:

		Project Staff	Coordinated Entry Staff
1.	Training Occurs at least annually?	Yes	Yes
2.	Incorporates Trauma Informed best practices?	Yes	Yes
3.	Incorporates Survivor-Centered best practices?	Yes	Yes
4.	Identifies and assesses survivors’ individual safety needs?	Yes	Yes
5.	Enhances and supports collaboration with DV organizations?	Yes	Yes
6.	Ensures survivors’ rights, voices, and perspectives are incorporated?	Yes	Yes

	Other? (limit 500 characters)	
7.		

**&nbsp;**

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

Describe in the field below:

	1. whether your CoC's written policies and procedures include an emergency transfer plan;
	2. how your CoC informs all households seeking or receiving CoC Program assistance about their rights to an emergency transfer;
	3. what your CoC requires households to do to request emergency transfers; and
	4. what your CoC does in response to households requesting emergency transfers.

**(limit 2,500 characters)**

1. The CoC's written standards policy includes an emergency transfer plan, that all CoC and ESG agencies must follow, which was created using guidance from HUD. The emergency transfer plan is also outlined in the CoC's Coordinated Entry policies and procedures document. The CoC has added an emergency transfer option to our existing transfer forms which outlines the requirements for submitting this type of transfer.

2. All CoC projects are required to provide participants with documentation regarding rights to emergency transfer. Project participants sign off that this documentation is provided, and the signed certification is kept in the client file. The CoC monitors adherence to this requirement during CoC monitoring. The CoC also reviews PSH sub-leases and rental agreements to ensure that VAWA protections are outlined. Rapid Rental assistance programs are strongly encouraged to work with landlords to include protections in leases. Victim Service Providers also work with survivors in programming to better understand legal rights and protections.

3. Participants request an emergency transfer to the agency providing CoC program assistance. Individuals and families are to make the request in writing. The request does not need to include investigation or further documentation because the goal is to move the client out and into safety as soon as possible. The client gives the request to project staff who complete the agency transfer form, select the emergency transfer option, and submit all documents to the CE Staff for prioritization.

4. The CoC housing program staff collects all necessary information and sends the transfer request to the CoC CE staff. The participant requesting the transfer is immediately prioritized for a new housing placement within the current housing program. If an internal transfer is not an option, the CoC looks for external transfer options within other housing programs. If there are no units immediately available, the participant is prioritized, per transfer policy, on the CE list to be matched to the next available safe unit. Transfer policy states that emergency transfers are prioritized over any other transfers and all households on the CE List. The goal of the CoC is to move households in unsafe situations seeking emergency transfer as quickly as possible. In the meantime, the survivor is connected to victim services to create a safety plan and provide emergency housing if necessary while waiting for an open unit.

1C-5e.	Facilitating Safe Access to Housing and Services for Survivors of Domestic Violence, Dating Violence, Sexual Assault, and Stalking.	
	NOFO Section V.B.1.e.	

Describe in the field below how your CoC ensures households experiencing trauma or a lack of safety related to fleeing or attempting to flee domestic violence, dating violence, sexual assault, or stalking have safe access to all of the housing and services available within your CoC's geographic area.

**(limit 2,500 characters)**

Survivors of domestic violence, dating violence, sexual assault, or stalking can access all housing and services available by appearing at any homeless assistance agency within the community. The CoC is in a Right to Shelter state and no prioritization is needed to access shelter services. The CoC has a No Wrong Door policy. Survivors gain access to projects through referral to the Coordinated Entry System. The referrals are de-identified by shelter staff and contain only the minimum information required for proper prioritization. Once a referral is received, the client is placed on the CoC prioritization list using the deidentified number. Participants may not be denied access to the Coordinated Entry process on the basis that the participant is or has been a victim of domestic violence (DV), dating violence, sexual assault, or stalking. Survivors have equal access to all available CoC programs and services that fit the client's needs.

1C-5f.	Identifying and Removing Barriers for Survivors of Domestic Violence, Dating Violence, Sexual Assault, and Stalking.	
	NOFO Section V.B.1.e.	

Describe in the field below how your CoC ensures survivors receive safe housing and services by:

- |    |   |
|----|---|
| 1. | identifying barriers specific to survivors; and |
| 2. | working to remove those barriers.               |

**(limit 2,500 characters)**

1.The CoC proactively identifies systemic barriers within its homeless system through committee discussion, gaps and needs surveys, and assessments of homelessness response systems. The CoC also seeks feedback on the homelessness response system from its Lived Experience Boards, especially with specific members of those boards who identify as survivors of domestic violence, dating violence, sexual assault, or stalking. The CoC monitors CoC funded agencies and the system at large to ensure that survivors are able to gain adequate access and services.

2.The CoC's transfer process through the Coordinated Entry system was recently updated to proactively address possible barriers for survivors. The transfer forms ask about interventions that have been applied, if the participant has been moved before, if there are areas that the participant should not be housed in, and if the client is being moved for potential harm to themselves or others. The CoC uses these responses from housing case managers to make the best transfer matches possible to avoid re-traumatization and any further housing instability. The CoC has housing case managers that specialize in domestic violence and are advocates for participants if they did not come through the VSP system.

The CoC is working on developing a system for landlord outreach and engagement to address the barrier of lack of quality housing stock. VSP case managers, street outreach, and emergency shelters will all have access to this resource to identify available housing, as well as additional support through navigators on the CoC team to connect with landlords. The CoC is working to ensure that survivors of domestic violence, dating violence, sexual assault, and stalking will see shorter lengths of time homeless with this additional resource along with the unsheltered and homeless population at large.

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

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

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

Describe in the field below:	
1.	how your CoC regularly collaborates with LGBTQ+ and other organizations to update its CoC-wide anti-discrimination policy, as necessary to ensure all housing and services provided in the CoC are trauma-informed and able to meet the needs of LGBTQ+ individuals and families;
2.	how your CoC assisted housing and services providers in developing project-level anti-discrimination policies that are consistent with the CoC-wide anti-discrimination policy;
3.	your CoC's process for evaluating compliance with your CoC's anti-discrimination policies; and



4. your CoC's process for addressing noncompliance with your CoC's anti-discrimination policies.

(limit 2,500 characters)

1. The CoC has created a CoC-wide plan to create an equitable system free of discrimination at all levels. The CoC encourages the community to follow the CoC-wide plan and monitors CoC funded agencies for anti-discrimination policies and practices. The CoC is also a REDI community and has an equity committee that meets monthly. The CoC encourages members from all CoC and ESG agencies to sit on the committee. The CoC has representation from Fair Housing, Volunteer Lawyers Project, and County members on the committee.

2. The CoC offers Equal Access training annually and requires all CoC project staff to attend. The CoC also offers a Social Agency training that covers the basics of sexuality and gender, statistics, health disparities, and misconceptions around the LGBTQ+ community, and offers suggestions on best practices or approaches when working with or conversing with the community. The CoC has also implemented a portion of monitoring and the CoC competition that demonstrates how CoC agencies will implement anti-discrimination policies. Initially, all funded organizations were required to submit antidiscrimination policies to the CoC for monitoring. The CoC then gave feedback to strengthen those policies and practices.

3. During project monitoring CoC staff check that all agencies adhere to their agency's requirements, along with the CoC's requirements for incorporating cultural and linguistic competencies surrounding all special populations; including immigrants, refugees, youth; individuals with disabilities; and lesbian, gay, bisexual, transgender, queer, or questioning (LGBTQ) persons. CoC staff review agencies' nondiscrimination and equal opportunity policies. The CoC also reviews agency training logs to ensure that all staff received the required HUD Equal Access training along with other nondiscrimination and equity trainings.

4. The CoC sends a written monitoring report that addresses noncompliance with the CoC's anti-discrimination policies. The report includes all recommendations and is sent to the agency's Executive Director. The CoC provides the agency with HUD resources and offers technical assistance to get the project in compliance. The CoC requires a Corrective Action Plan be completed and sent back to the CoC staff for review.

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

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

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

Public Housing Agency Name	Enter the Percent of New Admissions into Public Housing or Housing Choice Voucher Program During FY 2023 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?
Syracuse Housing Authority	62%	Yes-HCV	Yes
NYS Housing Trust Fund Corporation	100%	Yes-HCV	No

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

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

(limit 2,500 characters)

1. The CoC maintains partnerships with the two of the largest area PHAs, Syracuse Housing Authority and NYS Housing Trust Fund Corporation. The CoC also maintains two designated seats on the CoC Advisory Board, currently held by Syracuse Housing Authority and Auburn Housing Authority, to facilitate better partnerships and strategic planning. The CoC continues to encourage PHAs to adopt homeless preference. Currently, there are homeless preferences in the largest PHA for veterans receiving HUD VASH vouchers and people who are fleeing domestic violence. The CoC has a partnership with its largest PHA, Syracuse Housing Authority, for the mainstream voucher program to facilitate moving on from PSH. In addition, the CoC partnered with its largest PHAs for the emergency housing voucher program which prioritized literally homeless households using the coordinated entry system as a source of referrals. The CoC partners with its second largest PHA, NYS Housing Trust Fund, connecting Coordinated Entry for both moving on and in shelter prioritization for emergency housing vouchers and stability vouchers.

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

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

1.	Multifamily assisted housing owners	No
2.	PHA	Yes
3.	Low Income Housing Tax Credit (LIHTC) developments	No
4.	Local low-income housing programs	Yes
	Other (limit 150 characters)	
5.		

<b>1C-7c.</b>	<b>Include Units from PHA Administered Programs in Your CoC's Coordinated Entry.</b>	
	NOFO Section V.B.1.g.	

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

1.	Emergency Housing Vouchers (EHV)	Yes
2.	Family Unification Program (FUP)	No
3.	Housing Choice Voucher (HCV)	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:	
		Yes

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

1.	Did your CoC coordinate with a PHA(s) to submit a competitive joint application(s) for funding or jointly implement a competitive project serving individuals or families experiencing homelessness (e.g., applications for mainstream vouchers, Family Unification Program (FUP), other programs)?	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.	Mainstream Vouchers, Stability Vouchers

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

	Did your CoC coordinate with any PHA to apply for or implement funding provided for Housing Choice Vouchers dedicated to homelessness, including vouchers provided through the American Rescue Plan?	Yes
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## 1D. Coordination and Engagement Cont'd

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

- Notice of Funding Opportunity (NOFO) Continuum of Care Competition and Noncompetitive Award of Youth Homeless Demonstration Program Renewal and Replacement Grants;
- 24 CFR part 578;
- FY 2024 CoC Application Navigational Guide;
- Section 3 Resources;
- PHA Crosswalk; and
- Frequently Asked Questions

<b>1D-1.</b>	<b>Preventing People Transitioning from Public Systems from Experiencing Homelessness.</b>	
	NOFO Section V.B.1.h.	
	Select yes or no in the chart below to indicate whether your CoC actively coordinates with the public systems 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.	Prisons/Jails?	Yes
2.	Health Care Facilities?	Yes
3.	Residential Care Facilities?	Yes
4.	Foster Care?	Yes

<b>1D-2.</b>	<b>Housing First—Lowering Barriers to Entry.</b>	
	NOFO Section V.B.1.i.	

1.	Enter the total number of new and renewal CoC Program-funded PSH, RRH, SSO non-coordinated entry, Safe Haven, and Transitional Housing projects your CoC is applying for in FY 2024 CoC Program Competition.	29
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 2024 CoC Program Competition that have adopted the Housing First approach.	29
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 2024 CoC Program Competition that reported that they are lowering barriers to entry and prioritizing rapid placement and stabilization to permanent housing.	100%

<b>1D-2a.</b>	<b>Project Evaluation for Housing First Compliance.</b>	
	NOFO Section V.B.1.i.	
	You must upload the Housing First Evaluation attachment to the 4B. Attachments Screen.	
	Describe in the field below:	

1.	how your CoC evaluates every project—where the applicant checks Housing First on their project application—to determine if they are using a Housing First approach;
2.	the list of factors and performance indicators your CoC uses during its evaluation;
3.	how your CoC regularly evaluates projects outside of your local CoC competition to ensure the projects are using a Housing First approach; and
4.	what your CoC has done to improve fidelity to Housing First.

**(limit 2,500 characters)**

1. The CoC requires all new project applicants to submit a Housing First attestation as a threshold requirement for submitting an application. The attestation outlines the components of a Housing First program that must be signed off by agency staff. The CoC reviews narrative responses and project design to ensure that recipients are designing projects that use a Housing First approach. Reviewers score based on Housing First commitments, outlined in the scoring rubrics for reviewers. If a project checks Housing First commitment but then does not incorporate the Housing First approach in its narrative, responses would be scored low and not moved forward into the priority list for funding.

2. The Housing First Attestation required as a threshold requirement outlines 11 components of a Housing First program, including low barrier entry, tenant driven supportive services, using harm reduction, and termination as a last resort. The CoC uses the following factors to ensure a new project is using a Housing First approach: person-centered planning, project implementation, housing placement and retention which includes discharging planning, limiting returns to homelessness, and CE commitment.

3. The CoC regularly evaluates outside of the competition to ensure programs are using a Housing First approach through its CE and CoC & ESG project monitoring. The CoC requires that 100% of CoC and ESG programs operate under the Housing First model to prioritize rapid placement and stabilization in permanent housing in the written standards and trains housing providers and CES assessors in Housing First practices. Housing programs are required to have Housing First policies that are reviewed during CoC monitoring visits. All participants who enter the homeless system are placed on the CE list regardless of any preconditions or classifying status. The CoC checks that all program participants were taken from the CE list by pulling an annual compliance report and reasons for rejection are in HMIS. Participants terminated from CoC funded programs are reviewed for adherence to a Housing First discharge plan.

4. The CoC has already met the fidelity standard of low barrier projects that do not have service participation requirements or preconditions. The CoC met this standard by implementing Housing First evaluations as a part of CoC and CE monitoring which provides information to the CoC about who may need additional education to ensure housing first practices are being upheld.

1D-3.	Street Outreach—Data—Reaching People Least Likely to Request Assistance.	
	NOFO Section V.B.1.j.	

Describe in the field below how your CoC tailored its street outreach to people experiencing homelessness who are least likely to request assistance.
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**(limit 2,500 characters)**

The CoC conducts street outreach through traditional homeless street outreach teams, as well as mobile crisis vans, food give aways, mental health crisis response teams, and acute medical care. The Street Outreach teams collaborates with an on call SO doctor who goes out multiple times a week and as needed. Street outreach teams respond to calls received through 211 and 911 reporting people sleeping outside and visiting frequented sites to engage new people sleeping outside, as well as being on call and dispatched during Code Blue to ensure that people who are unsheltered are given the opportunity to seek shelter or a warming center in the winter months. Anyone engaged with street outreach is connected to Coordinated Entry, all street outreach teams have at least one trained assessor on staff for Coordinated Entry. Outreach is provided even to those refusing housing or services. There is a monthly street outreach committee that includes substance use providers, housing service providers, the local business district, local police, emergency shelter providers, mental health crisis response teams, and street outreach teams. The meeting allows for case conferencing to avoid duplication of services, as well as coordination with local downtown business district and police. Having a coordinated approach, using case conferencing and collaboration, has allowed the CoC to continuously avoid criminalization of homelessness and great success in addressing unsheltered homelessness.

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

Select yes or no in the chart below to indicate your CoC's strategies to prevent the criminalization of homelessness in your CoC's geographic area:

	Your CoC's Strategies	Engaged/Educated Legislators and Policymakers	Implemented Laws/Policies/Practices that Prevent Criminalization of Homelessness
1.	Increase utilization of co-responder responses or social services-led responses over law enforcement responses to people experiencing homelessness?	Yes	Yes
2.	Minimize use of law enforcement to enforce bans on public sleeping, public camping, or carrying out basic life functions in public places?	Yes	Yes
3.	Avoid imposing criminal sanctions, including fines, fees, and incarceration for public sleeping, public camping, and carrying out basic life functions in public places?	Yes	No
4.	Other:(limit 500 characters)		

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

		HIC Longitudinal HMIS Data	2023	2024
	Enter the total number of RRH beds available to serve all populations as reported in the HIC or the number of households served per longitudinal HMIS data, e.g., APR.	HIC	441	497

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

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

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

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

Describe in the field below how your CoC:

- |    |   |
|----|---|
| 1. | works with projects to collaborate with healthcare organizations, including those that provide substance use disorder treatment and mental health treatment, to assist program participants with receiving healthcare services, including Medicaid; and |
| 2. | promotes SSI/SSDI Outreach, Access, and Recovery (SOAR) certification of program staff.   |

**(limit 2,500 characters)**

1. The CoC maintains a Health & Housing sub-committee of its Program, Planning, and Advocacy Committee. This committee is comprised of CoC program staff and representatives from healthcare organizations, including substance use and mental health treatment providers. This committee works to identify gaps in program participants receiving healthcare services and creates pathways for better service delivery. The committee has created a list of strategic goals to improve healthcare services. The CoC also uses planning dollars to provide training to front line staff in mental health first aid and harm reduction strategies in an effort to improve staff ability to assist with healthcare navigation.

2. The CoC has hosted a CoC-wide SOAR implementation meeting to improve the community’s rate of SOAR applications. This implementation meeting was hosted by the SAMHSA SOAR Technical Assistance Center. The CoC brought together agency leadership as well as county department of health and human services representatives to create a plan to implement SOAR communitywide. CoC Agencies work to have all front-line staff trained in SOAR.

ID-7.	Partnerships with Public Health Agencies–Collaborating to Respond to and Prevent the Spread of Infectious Diseases.	
	NOFO Section V.B.1.n.	
	Describe in the field below how your CoC effectively collaborates with state and local public health agencies to develop CoC-wide policies and procedures that:	
1.	respond to infectious disease outbreaks; and	
2.	prevent infectious disease outbreaks among people experiencing homelessness.	

(limit 2,500 characters)



1. The CoC has created invaluable partnerships with health departments and county governments to improve readiness for future public health emergencies. Each county in the CoC has created plans to respond locally that includes input from CoC staff, stakeholders, and community service providers that follow national guidelines but also respect the unique needs of each community in the CoC. These plans have created a framework to be used for a coordinated response in future public health emergencies to transport to offsite testing locations. Non-congregate sheltering is used to limit spread. The CoC has created a health and housing committee that focuses on the intersectionality of the homeless and unsheltered population with the healthcare system.

2. Plans are in place for public health emergencies, including non-congregate sheltering options and how to quickly adapt the homelessness response system to respond safely. This included communication strategies, transportation services, as well as protocols for operating congregate shelters as safely as possible. Many public benefits can be accessed remotely, and the framework now exists for continuing case management services during a public health emergency. Investment has been made to congregate shelters to assist in the preparedness for future health emergencies, like sanitization machines and upgrades to HVAC systems. The CoC has also set forth policies adapting to CoC program staff working from home, including HMIS and Coordinated Entry policies. CoC agencies, including shelters and permanent housing programs, have developed agency policies regarding staff safety, hazard pay, and adapting technology for clients and staff to provide services. Local shelters partnered with their health departments to facilitate testing and receive guidance on best practices, especially in congregate settings. The local federally qualified health center had staff on site at local shelters to assist in the mitigation of COVID-19 spread. Congregate shelters are able to test regularly for COVID-19, Tuberculosis, HIV, and other communicable diseases on site or are able transport to locations offsite.

ID-7a.	Collaboration With Public Health Agencies on Infectious Diseases.	
	NOFO Section V.B.1.n.	
	Describe in the field below how your CoC:	
1.	effectively shared information related to public health measures and homelessness; and	
2.	facilitated communication between public health agencies and homeless service providers to ensure street outreach providers and shelter and housing providers are equipped to prevent or limit infectious disease outbreaks among program participants.	

(limit 2,500 characters)

1.The CoC uses its listserv, weekly newsletter, and various committees to communicate information related to public health measures. The CoC maintains ongoing contact with Departments of Health and local Departments of Social Services to spread messaging about public health crises and protocols. The CoC will also pull together meetings, trainings, conferences with the above-mentioned partners to ensure that information is spread effectively to all providers working in the homelessness response system.

2.The CoC works with public health agencies, as well as local health providers to ensure providers are equipped to prevent or limit infectious disease outbreaks. These efforts have included creating a framework for pop-up clinics, using HMIS and Health Department data to triage and prioritize people experiencing homelessness for healthcare services, and representation of the CoC on the Central New York Regional Healthcare Equity Taskforce- a taskforce made up of public health agencies, local and state governmental representatives, local healthcare providers and advocates working to ensure equity in healthcare provision among the most vulnerable in the community, including people experiencing homelessness.

1D-8.	Coordinated Entry Standard Processes.	
	NOFO Section V.B.1.o.	

Describe in the field below how your CoC's coordinated entry system:	
1.	can serve everybody regardless of where they are located within your CoC's geographic area;
2.	uses a standardized assessment process to achieve fair, equitable, and equal access to housing and services within your CoC;
3.	collects personal information in a trauma-informed way; and
4.	is updated at least annually using feedback received from participating projects and households that participated in coordinated entry.

**(limit 2,500 characters)**

1. The CES covers 100% of the CoC geographic region. Households entering homelessness for the first time are assessed by shelter, street outreach, or CE staff using the standardized assessment tool after two weeks of entering homelessness, giving time for potential self-resolution. Once referred to CE, households can move to the county of their preference within the CoC.
2. All referrals to the CES are required to have an assessment completed upon entry by shelter, street outreach or CE staff. The CoC analyzed data on the disparity that exists in the VI-SPDAT questions and, along with community partners and lived experience boards, created a new standardized assessment called the Central New York-Vulnerability Index (CNY-VI), implemented in October 2022. The CoC currently uses the CNY-VI as a standardized tool to assess all incoming clients. The CNY-VI assesses based on length of time homeless, chronic homelessness status, vulnerabilities related to homelessness experience, and unsheltered status. The CNY-VI also has supplemental assessments for youth and families.
3. All assessors receive training from the CoC staff prior to gaining access to the CNY-VI. Assessors are required to complete annual renewal training to maintain their access to the CNY-VI in HMIS for referral. Clients can waive their right to complete the CNY-VI, and will be prioritized using only their time homeless on the CE list. Clients can skip any question they do not want to answer and have the option to revise and update responses at any time. The CoC takes steps to ensure client privacy such as limiting responses to yes or no answers, conducting the CNY-VI in a private setting, and only using CNY-VI responses for prioritization.
4. The CoC-funded agency workgroup meets quarterly to discuss issues or concerns with the CE process, CE data for the past quarter, and policy changes when they are open for feedback and adjustment. The CoC's Lived Experience Boards provide feedback on the CE system and review proposed CE policy changes. As part of the overseeing CoC board, the representatives from the Lived Experience Boards also vote on the final approval of the CE policies. The CoC has a grievance process where clients currently in the CE system can submit any concerns regarding the system to the CE lead for review and response. Any concerns submitted to the CE lead are taken into consideration when updating the CES policies and procedures.

	<p>1D-8a. Coordinated Entry–Program Participant-Centered Approach.</p> <p>NOFO Section V.B.1.o.</p>	
	<p>Describe in the field below how your CoC's coordinated entry system:</p>	
	<p>1. reaches people who are least likely to apply for homeless assistance in the absence of special outreach;</p>	
	<p>2. prioritizes people most in need of assistance;</p>	
	<p>3. ensures people most in need of assistance receive permanent housing in a timely manner, consistent with their needs and preferences; and</p>	
	<p>4. takes steps to reduce burdens on people seeking assistance.</p>	

**(limit 2,500 characters)**

1. Street outreach and shelter providers engage in ongoing outreach to those least likely to apply for housing to offer services on a weekly basis, even to those refusing housing options. The CoC has been successful at building relationships with the hardest to serve and has housed several people experiencing chronic homelessness that previously refused housing assistance. With its CE grant, which started in October 2023, the CoC now also offers over the phone or in person assessments to anyone not currently engaged in services.
2. The CE system currently prioritizes households based on the CNY-VI score and their approximate date homeless. Those with the highest scores, which corresponds with vulnerability criteria set by the community, are identified as the highest priority individuals, ensuring that those most vulnerable are matched with appropriate housing opportunities. CE staff monitors the system to ensure that people experiencing homelessness are entering housing in a timely manner.
3. The CE assessment requires shelter and street outreach staff that are assessing clients to select the client’s housing preferences in addition to screening for eligibility for different housing options. Although the CoC utilizes the CNY-VI for assessment and prioritization, the resulting scores do not determine what housing projects clients can or cannot be referred to. The CoC also has case conferencing available to emergency shelter, outreach, and housing project case managers to discuss difficult to serve cases, persons refusing housing, possible evictions from PH programs, and potential Permanent Supportive Housing transfers. Case conferencing these specific needs aids in keeping clients permanently housed and working towards permanent housing for those that are most vulnerable.
4. The CE system referral process is person-centered and meets clients where they are by coming to them through street outreach or completing the process at the shelter where they are staying. This makes CE accessible and greatly reduces barriers, such as transportation or technology, that many folks within the homeless population face. The responsibility of documentation collection for project eligibility falls on project staff rather than the client to limit burden.

1D-8b.	Coordinated Entry–Informing Program Participants about Their Rights and Remedies–Reporting Violations.	
	NOFO Section V.B.1.o.	
	Describe in the field below how your CoC through its coordinated entry:	
	1. affirmatively markets housing and services provided within the CoC’s geographic area and ensures it reaches all persons experiencing homelessness;	
	2. informs program participants of their rights and remedies available under federal, state, and local fair housing and civil rights laws; and	
	3. reports any conditions or actions that impede fair housing choice for current or prospective program participants to the jurisdiction(s) responsible for certifying consistency with the Consolidated Plan.	

**(limit 2,500 characters)**

1. All CoC projects are required to maintain outreach and marketing materials that are affirmatively marketed. Marketing materials are monitored by CoC staff during CoC monitoring. The CoC has created marketing materials for the newly funded CE project that outlines each step of the process from assessment, placement on the prioritization list, communicating with housing project staff, and finally moving into housing. The Coc also created a one-pager for clients that explains the role of the CoC Lead in the community and the types of housing projects that are available through the CE process.
2. The CoC requires all projects to inform program participants of their rights and remedies under federal, state, and local fair housing and civil rights laws at program entry during the intake process. All programs must provide documents and policies to participants as well as go through and thoroughly explain the documents. Participants must sign-off that they received this information and the sign-off sheet must be placed in each participant file. The CoC staff monitors this by checking program policies and checking participant files for the sign off sheet stating that they have received the information.
3. The CoC has an MOU with the local Fair Housing organization, CNY Fair Housing, which is funded by the local jurisdictions. This organization sits on the CoC board and provides annual training to CoC member organizations. All fair housing concerns are reported to the fair housing organization for investigation.

1D-9.	Advancing Racial Equity in Homelessness—Conducting Assessment.	
	NOFO Section V.B.1.p.	

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.	04/01/2022

1D-9a.	Using Data to Determine if Racial Disparities Exist in Your CoC’s Provision or Outcomes of CoC Program-Funded Homeless Assistance.	
	NOFO Section V.B.1.p.	

Describe in the field below:	
1.	the data your CoC used to analyze whether any racial disparities are present in your CoC’s provision or outcomes of CoC Program-funded homeless assistance; and
2.	how your CoC analyzed the data to determine whether any racial disparities are present in your CoC’s provision or outcomes of CoC Program-funded homeless assistance.

**(limit 2,500 characters)**

1. Every three years, the CoC conducts a comprehensive racial disparity report, including statistical analysis of inflow and outflow of the homelessness service system. The report analyzes disparities of HMIS data in overall population, living situations prior to entering homelessness, length of time homeless, exits to permanent housing including exits with and without subsidies, exits to homeless situations, and returns to homelessness within 6 months of exit to permanent housing. The CoC also uses STELLA to disaggregate housing outcomes annually to track progress in limiting disparities.

2. The CoC identified key findings from the racial equity assessment. The first key finding is that upstream causes of homelessness disproportionately affect Black/African American households, specifically that Black/African American households are represented disproportionately in emergency shelter. The report also found that Black/African American households arrive at emergency shelter more often after staying with friends or family and that Black/African American households are more likely to exit to permanent housing with some form of subsidy and are less likely to exit to homelessness. Black/African American and Latinx households have substantially higher rates of returns to permanent housing than white households.

1D-9b.	Implemented Strategies to Prevent or Eliminate Racial Disparities.	
	NOFO Section V.B.1.p	

Select yes or no in the chart below to indicate the strategies your CoC is using to prevent or eliminate racial disparities.

1.	Are your CoC's board and decisionmaking bodies representative of the population served in the CoC?	No
2.	Did your CoC identify steps it will take to help the CoC board and decisionmaking bodies better reflect the population served in the CoC?	Yes
3.	Is your CoC expanding outreach in your CoC's geographic areas with higher concentrations of underrepresented groups?	Yes
4.	Does your CoC have communication, such as flyers, websites, or other materials, inclusive of underrepresented groups?	Yes
5.	Is your CoC training staff working in the homeless services sector to better understand racism and the intersection of racism and homelessness?	Yes
6.	Is your CoC establishing professional development opportunities to identify and invest in emerging leaders of different races and ethnicities in the homelessness sector?	Yes
7.	Does your CoC have staff, committees, or other resources charged with analyzing and addressing racial disparities related to homelessness?	Yes
8.	Is your CoC 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.	Did your CoC review its coordinated entry processes to understand their impact on people of different races and ethnicities experiencing homelessness?	Yes
10.	Is your CoC collecting data to better understand the pattern of program use for people of different races and ethnicities in its homeless services system?	Yes
11.	Is your CoC conducting additional research to understand the scope and needs of different races or ethnicities experiencing homelessness?	Yes
	Other:(limit 500 characters)	
12.		

1D-9c.	Plan for Ongoing Evaluation of System-level Processes, Policies, and Procedures for Racial Equity.	
	NOFO Section V.B.1.p.	

Describe in the field below your CoC's plan for ongoing evaluation of system-level processes, policies, and procedures for racial equity.

**(limit 2,500 characters)**

The CoC reported the following recommendations in response to the findings in the report: ensure shelter providers hire staff that are representative of the communities and backgrounds that they serve, incentivize providers to offer peer services across the continuum of homelessness response to supplement case management, formalize the CE process and continue to improve its quality- work with Rapid Re-housing, Homelessness Prevention, and Permanent Supportive Housing to right-size housing interventions using standardized housing barrier assessments, and advocate for increased compliance and enforcement of rental registries and housing code compliance in the geographic coverage area.

The CoC is assessed its homeless response system to assess staff representation of the homeless population. The CoC has surveyed its Advisory Board in comparison to the homelessness population data to identify where to concentrate board recruitment to be more reflective of the demographics of the homeless population. After completing this survey with the Advisory Board, the CoC partnered with a local university (Syracuse University) to conduct a larger scale survey the entire CoC membership to compare makeup of service providers as compared to the makeup of the homelessness population. The CoC is using those findings to assist agencies work to better reflect the population served.

In Fall 2022, the CoC created its own assessment, isolating questions from the VI-SPDAT that had no evidence of racial disparity in the response, to assist in curbing disparities in the CE process. The CoC hopes to better right size housing opportunities to combat the disparity in Black/African American and Latinx households returning to homelessness.

The CoC also prioritized homelessness prevention services through ESG-CV to census tracts determined to be most at risk by the Urban Institute, including census tracts that were in the 99th percentile of risk in New York State. This effort was to ensure that services were directed to underserved populations, attempting to reduce the disparity of people of color entering homelessness.

1D-9d.	Plan for Using Data to Track Progress on Preventing or Eliminating Racial Disparities.	
	NOFO Section V.B.1.p.	

Describe in the field below:

1.	the measures your CoC plans to use to continuously track progress on preventing or eliminating racial disparities in the provision or outcomes of homeless assistance; and
2.	the tools your CoC plans to use to continuously track progress on preventing or eliminating racial disparities in the provision or outcomes of homeless assistance.

**(limit 2,500 characters)**

1.The CoC plans to use demographic information from the street outreach and emergency shelter population to compare against different measures to continuously track and determine if there are disparities. The measures used to review for disparity are: exits to permanent housing, average length of stay in an unsheltered/emergency shelter situation, rate of returns to homelessness, and placement rates in permanent housing. In addition to these data metrics, the CoC also utilizes CE data to review referral rates, housing provider matching, and successful/unsuccessful outcomes by project to determine if there is any disparity in how households are moving through the CE system.  
 2.The CoC plans to utilize the CoC Racial Equity Analysis Tool to track the status of any racial disparities that exist in the system. The CoC will continue to monitor the CE data through the CE APR and a separate reporting tool that details additional demographic information including race, gender, and age.

1D-10.	Involving Individuals with Lived Experience of Homelessness in Service Delivery and Decisionmaking—CoC’s Outreach Efforts.	
	NOFO Section V.B.1.q.	

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 decisionmaking processes.

**(limit 2,500 characters)**

The CoC supports and maintains two Lived Experience Boards, the Client Advisory Board and Youth Action Board. Both have been actively involved in decision-making since February 2019. The CoC is always actively recruiting individuals with lived experience as the importance of the diverse viewpoints help the homelessness system meet the needs of the most marginalized populations. Outreach for lived experience individuals is done through referrals from current members, stakeholders, and direct service providers. The Lived Experience Boards are currently working with local emergency shelters to set up tabling opportunities to recruit new members as well as assist in peer support services, which has resulted in three new members in the past two months. The Youth Action Board also designed a social media campaign to market the YAB to recruit new members.

The CoC places a large emphasis on lived experience board input. The Client Advisory Board and Youth Action Board are presented all procedures and policies for the homelessness system for the CoC prior to any advisory or governance input. The boards are given time and priority for feedback in order to ensure the lived expertise perspectives shape how those who are currently experiencing homelessness are engaged. The CoC recently increased the number of representatives of the Lived Experience Boards on the full CoC Advisory Board.

1D-10a.	Active CoC Participation of Individuals with Lived Experience of Homelessness.	
	NOFO Section V.B.1.q.	

You must upload the Lived Experience Support Letter attachment to the 4B. Attachments Screen.



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

	Level of Active Participation	Number of People with Lived Experience Within the Last 7 Years or Current Program Participant	Number of People with Lived Experience Coming from Unsheltered Situations
1.	Routinely included in the decisionmaking processes related to addressing homelessness.	11	2
2.	Participate on CoC committees, subcommittees, or workgroups.	11	2
3.	Included in the development or revision of your CoC's local competition rating factors.	11	2
4.	Included in the development or revision of your CoC's coordinated entry process.	11	2

1D-10b.	Professional Development and Employment Opportunities for Individuals with Lived Experience of Homelessness.	
	NOFO Section V.B.1.q.	

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)

The Lived Experience Boards of the CoC crafted questions based on lived expertise development and employment opportunities for the local competition applications to assess applicant's ability to provide employment opportunities and promote people with lived experience in project design. Peer support and a mutual understanding of the lived experiences of all types of homelessness has been slated as one of the most effective ways of engagement. All participating agencies and programs of the CoC are highly encouraged to prioritize those with lived experience in their employment postings. CoC funded agencies are required to maintain policies and procedures of how people with lived experience will be employed and professionally developed. CoC funded programs have employment specialists that assist participants apply to and prepare for employment.

The CoC provides professional development opportunities to its Lived Experience Boards which has included mock interviews, resume building, and training opportunities. The CoC Collaborative Applicant strongly encourages people with lived experience to apply for open employment positions.

1D-10c.	Routinely Gathering Feedback and Addressing Challenges of Individuals with Lived Experience of Homelessness.	
	NOFO Section V.B.1.q.	

Describe in the field below:

1.	how your CoC gathers feedback from people experiencing homelessness;
2.	how often your CoC gathers feedback from people experiencing homelessness;
3.	how your CoC gathers feedback from people who received assistance through the CoC Program or ESG Program;
4.	how often your CoC gathers feedback from people who have received assistance through the CoC Program or ESG Program; and

5.	steps your CoC has taken to address challenges raised by people with lived experience of homelessness.
----	--

**(limit 2,500 characters)**

- 1.The HHC requires all Coc and ESG funded projects to have policies in place describing how they gather feedback from people experiencing homelessness. The policies should include how the feedback obtained is applied to improve program practices and the quality of services. Examples of client feedback include surveys, grievances, and focus group discussions. All feedback that the CoC has received from our lived experience individuals shapes the types of trainings that the CoC offers to its direct service providers.
- 2.CoC staff review all program feedback policies along with examples of actual client feedback during bi-annual monitoring visits. During these visits, HHC staff requires program staff to explain their processes and changes that were made to improve services based on client feedback that was received.
- 3.The CoC gathers feedback from people who have received CoC or ESG assistance by providing participant surveys. The CoC staff requires to see such surveys during monitoring. The CoC also requires that programs use the feedback to make adjustments to the program that will be better for the participants.
- 4.At minimum, the CoC gathers feedback from participants through participant surveys upon discharge or exit. Housing programs provide the participant surveys in the mail to the participant's last known address and include a prepaid return envelope to remove barriers for postage. Many programs within the CoC collect this information on a quarterly or bi-annual basis for their active participants. The survey can be mailed with prepaid return envelopes, or can be dropped off and picked up during a home visit to see the participant.
- 5.The CoC's Client Advisory Board meets monthly, and the Youth Action Board meets biweekly to discuss challenges within the system. During these meetings, members of the board review policies and make recommendations for changes. Appointed members of both boards sit on the full CoC Advisory Board and hold voting power to approve changes to the policies. Members are also encouraged to join other CoC community-wide meetings to voice their opinions and concerns about the homelessness system. The CoC has also incorporated questions and requirements within the application process, monitoring process, and the 10-year strategic plan to address challenges raised by people with lived experience.

1D-11.	Increasing Affordable Housing Supply.	
	NOFO Section V.B.1.s.	

Describe in the field below at least two steps your CoC has taken in the past 12 months to engage city, county, or state governments that represent your CoC's geographic area regarding the following:

- |    |  |
|----|--|
| 1. | reforming zoning and land use policies to permit more housing development; and |
| 2. | reducing regulatory barriers to housing development.                           |

**(limit 2,500 characters)**

1.The CoC Director sat on a steering committee for a Market Housing Study that was completed in the City of Syracuse, advocating for the inclusion of expanded zoning reform. The CoC also made public statements in favor of zoning reform in its urban center, as well as submitting written statements. The CoC advocated for the inclusion of an affordable housing requirement in new development, as well as expanded development opportunities. The zoning reform ended up passing this year with the affordable housing requirement in place. The CoC also distributes opportunities for advocacy to all CoC members through its bi-weekly newsletter to ensure that all member organizations are participating in campaigns.

2.The CoC has created an affordable housing sub-committee in the past year that will oversee the CoC’s advocacy efforts in housing development. This committee is working to frame the CoC’s goals for local development, including how the CoC will provide public and written support to specific housing development projects that are responsive to the needs of the homelessness population. The CoC has engaged in advocacy with local elected and non-elected officials in support of affordable housing projects that will benefit people experiencing homelessness. CoC staff provide written and oral statements in favor of housing projects at public hearings and provides data and analysis for justification for affordable housing 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) Continuum of Care Competition and Noncompetitive Award of Youth Homeless Demonstration Program Renewal and Replacement Grants;
- 24 CFR part 578;
- FY 2024 CoC Application Navigational Guide;
- Section 3 Resources;
- PHA Crosswalk; and
- Frequently Asked Questions

1E-1.	Web Posting of Advance Public Notice of Your CoC’s Local Competition Deadline, Scoring and Rating Criteria.	
	NOFO Section V.B.2.a. and 2.g.	

1.	Enter the date your CoC published its submission deadline and scoring and rating criteria for New Project applicants to submit their project applications for your CoC’s local competition.	08/14/2024
2.	Enter the date your CoC published its submission deadline and scoring and rating criteria for Renewal Project applicants to submit their project applications for your CoC’s local competition.	08/14/2024

1E-2.	Project Review and Ranking Process Your CoC Used in Its Local Competition. We use the response to this question and the response in Question 1E-2a along with the required attachments from both questions as a factor when determining your CoC’s eligibility for bonus funds and for other NOFO criteria below.	
	NOFO Section V.B.2.a., 2.b., 2.c., 2.d., and 2.e.	

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

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

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

6.	Provided points for projects based on the degree the projects identified any barriers to participation (e.g., lack of outreach) faced by persons of different races and ethnicities, particularly those over-represented in the local homelessness population, and has taken or will take steps to eliminate the identified barriers.	Yes
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1E-2a.	Scored Project Forms for One Project from Your CoC's Local Competition. We use the response to this question and Question 1E-2. along with the required attachments from both questions as a factor when determining your CoC's eligibility for bonus funds and for other NOFO criteria below.  NOFO Section V.B.2.a., 2.b., 2.c., and 2.d.	
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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)?	100
2.	How many renewal projects did your CoC submit?	24
3.	What renewal project type did most applicants use?	PH-PSH

1E-2b.	Addressing Severe Barriers in the Local Project Review and Ranking Process.  NOFO Section V.B.2.d.	
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Describe in the field below:	
1.	how your CoC analyzed data regarding each project that has successfully housed program participants in permanent housing;
2.	how your CoC analyzed data regarding how long it takes to house people in permanent housing;
3.	how your CoC considered the specific severity of needs and vulnerabilities experienced by program participants preventing rapid placement in permanent housing or the ability to maintain permanent housing when your CoC ranked and selected projects; and
4.	the severe barriers your CoC considered.

(limit 2,500 characters)

1.For renewal project applications, the CoC uses Annual Performance Reports (APR) to create the ‘Competition Report’ for the CoC Local Competition. The CoC used APR data to assess whether a project had successfully housed program participants in permanent housing. Using averages of CoC funded agencies permanent housing placement rates from HMIS or from a comparable database for DV projects, projects were scored based on whether they exceeded community averages to receive full points, met community averages to receive partial points, or fell below community averages to receive no points.

2.The CoC used APR data to assess how long it took projects to house people in permanent housing. Using averages of CoC funded agencies housing move-in dates from HMIS or comparable database for DV projects, projects were scored based on whether they exceeded community averages to receive full points, met community averages to receive partial points, or fell below community averages to receive no points.

3.The populations having more severe service needs identified by the CoC were youth and people experiencing chronic homelessness. Project data on outcomes, duration of services, and intensity of services were considered to identify these populations that could contribute to lower performance.

4.The CoC awarded points to projects that served people with severe service needs, which included projects serving 75% or more of the following populations- youth and people experiencing chronic homelessness. These points are designed to give consideration that performance may be affected by the severity of needs of the populations served.

1E-3.	Advancing Racial Equity through Participation of Over-Represented Populations in the Local Competition Review and Ranking Process.	
NOFO Section V.B.2.e.		
Describe in the field below:		
1.	how your CoC used input from persons of different races and ethnicities, particularly those over-represented in the local homelessness population, to determine the rating factors used to review project applications;	
2.	how your CoC included persons of different races and ethnicities, particularly those over-represented in the local homelessness population in the review, selection, and ranking process; and	
3.	how your CoC rated and ranked projects based on the degree that proposed projects identified any barriers to participation (e.g., lack of outreach) faced by persons of different races and ethnicities, particularly those over-represented in the local homelessness population, and steps the projects took or will take to eliminate the identified barriers.	

(limit 2,500 characters)

1. The CoC obtained input including those of different races by including those with lived experience, the NOFO workgroup, and the Performance Evaluation and Selection committee in the rating and review process. All boards include BIPOC members.
2. The Lived Experience Boards of the CoC which includes people of different races who have experienced homelessness, developed a set of questions for the local application narrative response that made up 25% of the possible points an applicant could receive. These questions included asking applicants to outline how the project would address racial disparities in homelessness and how the applicant would serve intersectional identities. People of color are disproportionately represented in the local homelessness population. The CoC has included people of color who have lived experience of homelessness in the review, selection, and ranking process.
3. The CoC did not directly use the demographic makeup of program participants to rate and rank projects. However, all projects receiving CoC Funding are required to use the CES for 100% of referrals, which relies on objective criteria to make decisions about project referrals rather than administrator or case manager discretion. This process is assessed for disparities and projects' participation in CES was a factor in determining their rating and ranking.

<b>1E-4.</b>	<b>Reallocation—Reviewing Performance of Existing Projects.</b>	
	NOFO Section V.B.2.f.	
	Describe in the field below:	
1.	your CoC's reallocation process, including how your CoC determined which projects are candidates for reallocation because they are low performing or less needed;	
2.	whether your CoC identified any low performing or less needed projects through the process described in element 1 of this question during your CoC's local competition this year;	
3.	whether your CoC reallocated any low performing or less needed projects during its local competition this year; and	
4.	why your CoC did not reallocate low performing or less needed projects during its local competition this year, if applicable.	

(limit 2,500 characters)

1. The CoC has guidelines in its governance that states when a project will be up for reallocation. Agencies will be subject to reallocation discussion due to the following reasons:

A. Project has not expended 100% of grant funds for two or more consecutive years

B. Projects are out of compliance and have had the same significant finding two or more consecutive years

C. Projects have been in the bottom 10% of CoC Ranking due to low performance for two or more consecutive years, as evidenced by the project's Annual Performance Report, performance measures, and CoC Ranking Process

D. The project no longer meets community need by serving a population not represented in the homeless service system, or project and/or agency is no longer operational

E. An agency does not complete the local renewal application process

If a project falls under one of the categories, the project is brought to the Performance Evaluation and Selection Committee (ranking and rating committee) for reallocation discussion. The committee makes the determination on whether a project will be subjected to full, partial, or no reallocation based on the criteria above. "

2. The CoC did identify low performing projects, but did not identify any less needed projects.

3. The CoC is not reallocating any low performing or less needed projects this year.

4. The CoC did not reallocate low performing projects during the local competition because the projects still meet critical needs in the community. Projects that were low performing were all given improvement plans to address performance issues going forward and/or the project had developed a correction for the performance issue, whether that was spending or findings during monitoring. Improvement plans included consolidating projects that are underspent with projects that overspend, managing sub-contractors more effectively, budget modifications, and staff restructuring. The CoC will use its monitoring process to ensure these plans are carried out and will re-assess for reallocation in the following year.

1E-4a.	Reallocation Between FY 2019 and FY 2024.	
	NOFO Section V.B.2.f.	

	Did your CoC cumulatively reallocate at least 20 percent of its ARD between FY 2019 and FY 2024?	No
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1E-5.	Projects Rejected/Reduced–Notification Outside of e-snaps.	
	NOFO Section V.B.2.g.	
	You must upload the Notification of Projects Rejected-Reduced attachment to the 4B. Attachments Screen.	



1.	Did your CoC reject any project application(s) submitted for funding during its local competition?	No
2.	Did your CoC reduce funding for any project application(s) submitted for funding during its local competition?	No
3.	Did your CoC inform applicants why your CoC rejected or reduced their project application(s) submitted for funding during its local competition?	Yes
4.	If you selected Yes for element 1 or element 2 of this question, enter the date your CoC notified applicants that their project applications were being rejected or reduced, in writing, outside of e-snaps. If you notified applicants on various dates, enter the latest date of any notification. For example, if you notified applicants on 06/26/2024, 06/27/2024, and 06/28/2024, then you must enter 06/28/2024.	09/26/2024

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

	Enter the date your CoC notified project applicants that their project applications were accepted and ranked on the New and Renewal Priority Listings in writing, outside of e-snaps. If you notified applicants on various dates, enter the latest date of any notification. For example, if you notified applicants on 06/26/2024, 06/27/2024, and 06/28/2024, then you must enter 06/28/2024.	09/26/2024
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1E-5b.	Local Competition Selection Results for All Projects.	
	NOFO Section V.B.2.g.	
	You must upload the Local Competition Selection Results attachment to the 4B. Attachments Screen.	

	Does your attachment include: 1. Project Names; 2. Project Scores; 3. Project Status–Accepted, Rejected, Reduced Reallocated, Fully Reallocated; 4. Project Rank; 5. Amount Requested from HUD; and 6. Reallocated Funds +/-.	Yes
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1E-5c.	Web Posting of CoC-Approved Consolidated Application 2 Days Before CoC Program Competition Application Submission Deadline.	
	NOFO Section V.B.2.g. and 24 CFR 578.95.	
	You must upload the Web Posting–CoC-Approved Consolidated Application attachment to the 4B. Attachments Screen.	

	Enter the date your CoC posted the CoC-approved Consolidated Application on the CoC’s website or partner’s website—which included: 1. the CoC Application; and 2. Priority Listings for Reallocation forms and all New, Renewal, and Replacement Project Listings.	10/23/2024
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1E-5d.	Notification to Community Members and Key Stakeholders by Email that the CoC-Approved Consolidated Application is Posted on Website.	
	NOFO Section V.B.2.g.	

You must upload the Notification of CoC-Approved Consolidated Application attachment to the 4B. Attachments Screen.

	Enter the date your CoC notified community members and key stakeholders that the CoC-approved Consolidated Application was posted on your CoC's website or partner's website.	10/23/2024
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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) Continuum of Care Competition and Noncompetitive Award of Youth Homeless Demonstration Program Renewal and Replacement Grants;
- 24 CFR part 578;
- FY 2024 CoC Application Navigational Guide;
- Section 3 Resources;
- PHA Crosswalk; and
- Frequently Asked Questions

<b>2A-1.</b>	<b>HMIS Vendor.</b>	
	Not Scored—For Information Only	

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

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

	Enter the date your CoC submitted its 2024 HIC data into HDX.	05/10/2024
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<b>2A-4.</b>	<b>Comparable Databases for DV Providers—CoC and HMIS Lead Supporting Data Collection and Data Submission by Victim Service Providers.</b>	
	NOFO Section V.B.3.b.	

	In the field below:
--	---------------------

- |    |  |
|----|--|
| 1. | describe actions your CoC and HMIS Lead have taken to ensure DV housing and service providers in your CoC collect data in HMIS comparable databases; and |
| 2. | state whether DV housing and service providers in your CoC are using a HUD-compliant comparable database—compliant with the FY 2024 HMIS Data Standards. |

**(limit 2,500 characters)**

1. Prior to the implementation of the CoC funded DV housing projects, the HMIS and CoC staff met with the DV Housing Service providers to review the comparable database selected to ensure DV service providers collect data in an comparable database. The CoC staff held several meetings to review the abilities of the database, reporting capabilities, and compliance with the HUD data standards. At the time of project implementation, the EmPower DB was HUD compliant, and the projects started data entry into the system. Since then, the Empower database has become uncompliant with HUD standards. The CoC Lead staff and HMIS Lead staff assisted VSPs and DV Housing Service Providers in the transition to another comparable database. The CoC staff has also assisted in the development of securing new funding to support the cost of a comparable database system. The HMIS Lead staff continues to assist the VSP and DV Housing Service Providers with technical assistance and training during the implementation of the comparable database. The HMIS lead monitors data entry and compliance to ensure the providers are collecting the necessary data.

2. DV housing and service providers in the CoC that are not permitted to enter PII into HMIS all use a comparable database that is compliant with the FY22 HMIS Data Standards.

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

Using the 2024 HDX Competition Report we issued your CoC, enter data in the chart below by project type:

Project Type	Adjusted Total Year-Round, Current Non-VSP Beds [Column F of HDX Report]	Adjusted Total Year-Round, Current VSP Beds [Column K of HDX Report]	Total Year-Round, Current, HMIS Beds and VSP Beds in an HMIS Comparable Database [Column M of HDX Report]	HMIS and Comparable Database Coverage Rate [Column O of HDX Report]
1. Emergency Shelter (ES) beds	1,098	24	1,074	100.00%
2. Safe Haven (SH) beds	0	0	0	100.00%
3. Transitional Housing (TH) beds	167	0	0	100.00%
4. Rapid Re-Housing (RRH) beds	497	17	480	100.00%
5. Permanent Supportive Housing (PSH) beds	921	0	921	100.00%
6. Other Permanent Housing (OPH) beds	881	12	869	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 V.B.3.c.	

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

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

**(limit 2,500 characters)**

N/A- the CoC has 100% participation in HMIS.

2A-6.	Longitudinal System Analysis (LSA) Submission in HDX 2.0.	
	NOFO Section V.B.3.d.	
	You must upload your CoC's FY 2024 HDX Competition Report to the 4B. Attachments Screen.	

Did your CoC submit at least two usable LSA data files to HUD in HDX 2.0 by January 24, 2024, 11:59 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) Continuum of Care Competition and Noncompetitive Award of Youth Homeless Demonstration Program Renewal and Replacement Grants;
- 24 CFR part 578;
- FY 2024 CoC Application Navigational Guide;
- Section 3 Resources;
- PHA Crosswalk; and
- Frequently Asked Questions

<b>2B-1.</b>	PIT Count Date.	
	NOFO Section V.B.4.a	

	Enter the date your CoC conducted its 2024 PIT count.	01/24/2024
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<b>2B-2.</b>	PIT Count Data–HDX Submission Date.	
	NOFO Section V.B.4.a	

	Enter the date your CoC submitted its 2024 PIT count data in HDX.	05/10/2024
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<b>2B-3.</b>	PIT Count–Effectively Counting Youth in Your CoC’s Most Recent Unsheltered PIT Count.	
	NOFO Section V.B.4.b.	

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

(limit 2,500 characters)

1. Leading up the Point in Time count, the CoC convenes strategic partners to gather information, create buy-in, and build community cohesion to ensure the most comprehensive count on the day of the PIT count. The CoC's YAB is also consulted in the planning of canvassing efforts and design of the PIT survey that is conducted by volunteers. In the 2024 PIT the CoC staff organized and conducted a separate youth PIT count to collect data on youth who are unaccompanied and living in a doubled-up situation, which are known to be a high percentage of youth experiencing homelessness in our CoC. With the help of a variety of stakeholders, such as RHY Coordinators, McKinney Vento Liaisons, the Youth Action Board, and the youth providers within the CoC, the CoC advertised the importance of completing these surveys to collect this data. CoC staff attended local McKinney Vento liaison meetings prior to the PIT date to engage the liaisons in Onondaga, Cayuga and Oswego counties to encourage participation in survey collection. CoC staff attended local RHY Committee meetings and county taskforce meetings to make contacts with school staff and providers that work with schools to educate the importance of collecting this data. Providers who sit on these workgroups include RHY providers, Youth Center staff, DV providers, McKinney Vento liaisons, youth probation, LGBTQ providers, mental health & substance use providers, job readiness providers, and providers who work with victims of sex trafficking.

2. Two CoC member organizations receive HHS-RHY funding to perform youth street outreach. CoC staff worked with these organizations to identify locations where youth would most likely be identified. Outreach program staff then acted as counters on the night of the PIT canvassing these identified areas specifically.

3. Members of the CoC's Youth Action Board went out as counters to canvas unsheltered locations during the last PIT count.

2B-4.	PIT Count—Methodology Change—CoC Merger Bonus Points.	
	NOFO Section V.B.5.a and V.B.7.c.	

In the field below:	
1.	describe any changes your CoC made to your sheltered PIT count implementation, including methodology or data quality changes between 2023 and 2024, if applicable;
2.	describe any changes your CoC made to your unsheltered PIT count implementation, including methodology or data quality changes between 2023 and 2024, if applicable;
3.	describe whether your CoC's PIT count was affected by people displaced either from a natural disaster or seeking short-term shelter or housing assistance who recently arrived in your CoCs' geographic; and
4.	describe how the changes affected your CoC's PIT count results; or
5.	state "Not Applicable" if there were no changes or if you did not conduct an unsheltered PIT count in 2024.

(limit 2,500 characters)

Not Applicable- the CoC made no changes to its PIT methodology this year.

## 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) Continuum of Care Competition and Noncompetitive Award of Youth Homeless Demonstration Program Renewal and Replacement Grants;
- 24 CFR part 578;
- FY 2024 CoC Application Navigational Guide;
- Section 3 Resources;
- PHA Crosswalk; and
- Frequently Asked Questions

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

**(limit 2,500 characters)**



1.The CoC added ten potential risk factors to homelessness to HMIS and has been collecting if any of the factors were experienced in the last 12 months prior to clients entering Emergency Shelter, Street Outreach, or Homelessness Prevention projects. The CoC contracted its HMIS vendor to pull these data points to assess the risk factor data, which can be disaggregated by sub-population, including by race and ethnicity. The Lived Experience Boards of the CoC were consulted to review the list created to ensure it captured the board's experiences and potential risk factors. The CoC's Program Planning and Advocacy committee, along with the Lived Experienced Boards were consulted to create questions for the CoC's Annual Gaps and Needs Survey, which also collects information about antecedents to homelessness. The Data Administrator Committee approves locally collected data elements to examine upstream causes of homelessness from data collected in HMIS. The assessment included risk factors identified by both the Gaps and Needs surveys and data reported in HMIS.

2.The CoC has three primary strategies for preventing first-time homelessness:  
 A) Early intervention and prevention for people at imminent risk of homelessness: Using ESG Homelessness Prevention funds, legal services are provided to low-income households at eviction court. Input from our Lived Experience Boards has suggested that eviction leads to doubling up with friends or family, which then leads to homelessness if conflict occurs between family members. B) Diversion from shelter: Intake workers at local departments of social services and staff at the 2-1-1 human services referral hotline are trained to connect clients requesting emergency shelter with family and community resources and refer to emergency shelter only when appropriate networks have been exhausted. This includes working with people in institutional stays, ensuring that they are not released into homelessness. C) Advocacy for increased affordable housing resources as primary prevention and stronger tenant protections. This year, the CoC has advocated for stronger eviction protections both statewide and local municipalities in the CoC region as well as advocated for affordable housing requirements in local zoning codes.

3.The CoC's Program Planning and Advocacy Committee is responsible for overseeing strategies to reduce first-time homelessness.

<b>2C-1a.</b>	<b>Impact of Displaced Persons on Number of First Time Homeless.</b>	
	NOFO Section V.B.5.b	

Was your CoC's Number of First Time Homeless [metric 5.2] affected by the number of persons seeking short-term shelter or housing assistance displaced due to:

1.	natural disasters?	No
2.	having recently arrived in your CoC's geographic area?	No

<b>2C-2.</b>	<b>Reducing Length of Time Homeless—CoC's Strategy.</b>	
	NOFO Section V.B.5.c.	

In the field below:

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

**(limit 2,500 characters)**

1. The CoC's primary strategy for reducing the length of time individuals and persons in families remain homeless is to ensure that all emergency shelter residents and street outreach participants are rapidly assessed and referred to housing resources. Length of time homeless is a highly rated factor in the CoC's locally created CE Assessment, the CNY-VI. Housing case managers in emergency shelters and street outreach programs also help clients seek housing resources from a variety of mainstream sources if they are not a high priority on the CE list. Local shelters review any cases of individuals and families residing in emergency shelters for over 30 days. Lastly, the CoC works to expand housing opportunities for people experiencing homelessness by coordinated landlord engagement, affordable housing development, and homeless priorities in existing housing projects.
2. The CoC uses HMIS data and client self-reported time homeless to identify individuals and families with the longest lengths of time homeless. CE assessors are trained at least once a year on the standards of evidence for self-report of homelessness. Once a month, inconsistencies between HMIS records and self-reported lengths of time homeless are examined and rectified during a case conferencing meeting and through follow-ups with shelter and outreach staff. The CE staff case-conference individuals and families with lengths of stay over 90 days to ensure prioritization for housing. The length of time homeless is used as the primary prioritization factor within the locally created CE assessment, effectively placing those with the longest length of stay at the top of the list.
3. The CoC staff at the Collaborative Applicant and the CE Workgroup are responsible for the CoC's strategy to reduce length of time homeless.

2C-3.	Successful Permanent Housing Placement or Retention –CoC's Strategy.	
	NOFO Section V.B.5.d.	

In the field below:

1.	describe your CoC's strategy to increase the rate that individuals and persons in families residing in emergency shelter, safe havens, transitional housing, and rapid rehousing exit to permanent housing destinations;
2.	describe your CoC's strategy to increase the rate that individuals and persons in families residing in permanent housing projects retain their permanent housing or exit to permanent housing destinations; and
3.	provide the name of the organization or position title that is responsible for overseeing your CoC's strategy to increase the rate that individuals and families exit to or retain permanent housing.

**(limit 2,500 characters)**

1. The CoC uses its CES System to ensure that households are assessed within 14 days of entering homelessness. Case managers at emergency shelters and street outreach programs ensure that people are connected to appropriate services and that people experiencing homelessness are able to choose a permanent housing placement that meets their needs. All emergency shelters, transitional housing, and street outreach programs are housing focused and low barrier, allowing for better opportunities for people experiencing homelessness to exit to permanent housing. Each of these interventions provide case management services to assist residents with identifying permanent housing options. For housing subsidies, eligible applicants receive assistance applying to mainstream housing resources. The CoC is currently working with local affordable housing developers to pair units with housing program matches through CE, providing safe affordable housing with a project with supportive services, a model the CoC is planning on expanding over the next couple years. This strategy is increasing the network of safe, affordable housing options to people in shelter. The CoC is working on expanding its network with local developers and landlords to centralize housing navigation services to provide equitable access to housing options to all people experiencing homelessness.

2. The CoC works closely with permanent housing providers to ensure that participants retain or exit to permanent housing. The CoC monitors discharges from PSH programs during CoC Monitoring and case conferences potential exits from permanent housing programs. CoC projects link clients to resources that help them to maintain safe stable housing, including employment resources, health resources, and mainstream cash and non-cash benefits. The CoC provides trainings on how to access these resources for caseworkers. The CoC also facilitates transfers between PSH programs to allow project participants to work with another agency if there is a reason that another agency would be successful in assisting the client. The CoC has a 97% placement and retention rate in permanent supportive housing projects. The CoC has also developed great partnerships with its PHAs through the EHV and mainstream voucher implementation to increase moving on from both PSH and RRH projects.

3. The CoC Collaborative Applicant staff and CE Committee are responsible for increasing the rate at which people are exited to permanent housing.

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

(limit 2,500 characters)

1. The CoC uses system performance measure reports in HMIS to identify returns to homelessness. The CoC's HMIS has open visibility so when an individual or family enters homelessness, their homeless history can viewed by shelter or street outreach case managers, as long as there is an ROI in place, helping speed up the assessment process for CE and assist in service coordination. The CoC also collects data on where individuals and families are coming from as they enter emergency shelter and risk factors that led to their homelessness. Risk factors include eviction, sub-standard housing, losing income, conflict with family/friends, among others to determine areas in the system that are contributing to people's returns to homelessness. Projects with a high level of return rates are assessed and provided technical assistance from the CoC to improve their outcomes in this area.

2. The CoC uses data from System Performance Measure reports, STELLA, and its customized risk factor reports to determine the reasons individuals and families are most likely to return to homelessness. CoC Committees then use that data to create strategies and recommendations for changes to the homelessness response system to ensure people remain permanently housed. This includes addressing common barriers in service delivery in CoC projects, facilitating transfers from CoC projects to other projects that could better suit client needs, and to bolster eviction prevention programming, including developing strategies to target prevention services to households that have previously experienced homelessness. The CoC uses a micro and macro approach to limiting returns to homelessness, developing project level and system level strategies to address housing stability.

3. The Program planning and advocacy committee is responsible for overseeing the CoC's strategy to reduce the rate individuals and persons in families return to homelessness.

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

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

**(limit 2,500 characters)**

1. The CoC attempts to connect all able persons to employment services to increase employment income. The CoC uses partnerships and trainings to keep CoC member organizations connected with employment services. The CoC projects are monitored and scored on the ability to increase cash income for projects. Part of the CoC's strategy is to push organizations to create job opportunities within their own organizations to promote employment and job skills training.
2. CoC projects make direct referrals to CNY WORKS, New York State's ACCES-VR program for supported employment, and agencies that work with Local Departments of Social Services (LDSS) provide job search assistance or vocational training. The CoC provides information to project directors and frontline staff about available employment resources through monthly trainings and announcements in a weekly newsletter transmitted to the entire CoC Membership. There are numerous training opportunities for residents of permanent housing including, connection with vocational rehab, job training programs, and employment specialists designed to connect those able to work to employment opportunities to further their recovery and well-being.
3. The Program Planning and Advocacy committee is responsible for overseeing the CoC's strategy to increase jobs and income from employment.

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

**(limit 2,500 characters)**

1. Local Departments of Social Services (LDSS) in the three counties are actively involved in the CoC, participating in the CoC Advisory Board, General Membership Meetings, CE Workgroup meetings, and Planning and Advocacy Committee meetings. LDSS administer federal and state non-employment cash benefits. This allows for case managers and LDSS staff to ensure a continuation of benefits and planning for future income. Emergency shelters connect residents with no income to state and federal non-employment cash benefits. LDSS have designated staff members that clients, shelter or CoC housing program case managers can contact if special accommodations are needed in the application process. LDSS staff also communicate with CoC partners about changes to state, federal, and local regulations, and changes in their organizational structure through CoC Membership and Committee meetings. The CoC hosts trainings on best practices to connect clients to non-employment cash income, like the SOAR method. The CoC encourages agencies during Membership meetings to access trainings hosted by the regional SOAR TA provider and provides meeting space and access to SOAR TA trainers
2. The Program Planning and Advocacy Committee is responsible for overseeing the CoC's strategy to increase non-employment cash income.

### 3A. Coordination with Housing and Healthcare

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

- Notice of Funding Opportunity (NOFO) Continuum of Care Competition and Noncompetitive Award of Youth Homeless Demonstration Program Renewal and Replacement Grants;
- 24 CFR part 578;
- FY 2024 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 V.B.6.a.	
	You must upload the Housing Leveraging Commitment attachment to the 4B. Attachments Screen.	

	Is your CoC applying for a new PH-PSH or PH-RRH project that uses housing subsidies or subsidized housing units which are not funded through the CoC or ESG Programs to help individuals and families experiencing homelessness?	Yes
--	--	-----

<b>3A-2.</b>	<b>New PH-PSH/PH-RRH Project–Leveraging Healthcare Resources.</b>	
	NOFO Section V.B.6.b.	
	You must upload the Healthcare Formal Agreements attachment to the 4B. Attachments Screen.	

	Is your CoC applying for a new PH-PSH or PH-RRH project that uses healthcare resources to help individuals and families experiencing homelessness?	No
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<b>3A-3.</b>	<b>Leveraging Housing/Healthcare Resources–List of Projects.</b>	
	NOFO Sections V.B.6.a. and V.B.6.b.	

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

Project Name	Project Type	Rank Number	Leverage Type
CONNECT Housing S...	PH-PSH	28	Housing
Permanent Suppor...	PH-PSH	27	Housing

### 3A-3. List of Projects.

1. What is the name of the new project? CONNECT Housing Stability Program
2. Enter the Unique Entity Identifier (UEI): DK5BA5ULWZ99
3. Select the new project type: PH-PSH
4. Enter the rank number of the project on your CoC's Priority Listing: 28
5. Select the type of leverage: Housing

### 3A-3. List of Projects.

1. What is the name of the new project? Permanent Supportive Housing on Richmond Ave
2. Enter the Unique Entity Identifier (UEI): EFAGE232DUM3
3. Select the new project type: PH-PSH
4. Enter the rank number of the project on your CoC's Priority Listing: 27
5. Select the type of leverage: Housing

### 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) Continuum of Care Competition and Noncompetitive Award of Youth Homeless Demonstration Program Renewal and Replacement Grants;
- 24 CFR part 578;
- FY 2024 CoC Application Navigational Guide;
- Section 3 Resources;
- PHA Crosswalk; and
- Frequently Asked Questions

3B-1.	Rehabilitation/New Construction Costs–New Projects.	
	NOFO Section V.B.1.r.	

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

3B-2.	Rehabilitation/New Construction Costs–New Projects.	
	NOFO Section V.B.1.r.	

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) Continuum of Care Competition and Noncompetitive Award of Youth Homeless Demonstration Program Renewal and Replacement Grants;
- 24 CFR part 578;
- FY 2024 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 Serve Persons Experiencing Homelessness as Defined by Other Federal Statutes.	
	NOFO Section V.F.	

	Is your CoC requesting to designate one or more of its SSO, TH, or Joint TH and PH-RRH component projects to serve families with children or youth experiencing homelessness as defined by other Federal statutes?	No
--	--	----

3C-2.	Cost Effectiveness of Serving Persons Experiencing Homelessness as Defined by Other Federal Statutes.	
	NOFO Section V.F.	

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

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

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

(limit 2,500 characters)

## 4A. DV Bonus Project Applicants for New DV Bonus Funding

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

- Notice of Funding Opportunity (NOFO) Continuum of Care Competition and Noncompetitive Award of Youth Homeless Demonstration Program Renewal and Replacement Grants;
- 24 CFR part 578;
- FY 2024 CoC Application Navigational Guide;
- Section 3 Resources;
- PHA Crosswalk; and
- Frequently Asked Questions

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

	Did your CoC submit one or more new project applications for DV Bonus Funding?		Yes
--	--	--	-----

4A-1a.	DV Bonus Project Types.	
	NOFO Section I.B.3.j.	

Select yes or no in the chart below to indicate the type(s) of new DV Bonus project(s) your CoC included in its FY 2024 Priority Listing.

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

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

4A-3.	Data Assessing Need for New DV Bonus Housing Projects in Your CoC's Geographic Area.	
	NOFO Section I.B.3.j.(1)(c) and I.B.3.j.(3)(c)	

1.	Enter the number of survivors that need housing or services:	303
2.	Enter the number of survivors your CoC is currently serving:	123
3.	Unmet Need:	180

4A-3a.	How Your CoC Calculated Local Need for New DV Bonus Housing Projects.	
	NOFO Section I.B.3.j.(1)(c)	
	Describe in the field below:	
	1. how your CoC calculated the number of DV survivors needing housing or services in question 4A-3 element 1 and element 2; and	
	2. the data source (e.g., comparable databases, other administrative data, external data source, HMIS for non-DV projects); or	
	3. if your CoC is unable to meet the needs of all survivors please explain in your response all barriers to meeting those needs.	

(limit 2,500 characters)

1. Data was pulled from the Coordinated Entry Lead of all referrals received from Coordinated Entry for individuals and families fleeing DV. This included data from HMIS for the Coordinated Entry provider, as well as non-HMIS referrals received from VSPs as well as other DV emergency shelter providers. This data gave the total number of survivors needing housing or services. Then data was compiled from all housing projects within the CoC, and how many people entered those projects within the reporting year who were fleeing DV. This included data from HMIS as well as from comparable databases, which included TH, RRH, OPH and PSH projects. This provided the number of survivors your CoC is currently serving.
2. HMIS and data from the CoC's Comparable Database was used to assess this data.
3. The CoC has survivor specific CoC funded projects but there are not enough beds to meet the need of all survivors who need housing subsidy with the expertise of survivor serving projects. There is an affordable housing crisis in the CoC and that paired with the potential complex service needs of survivors, survivors are not exiting shelter with all of their needs necessarily met.

4A-3b.	Information About Unique Project Applicant Requesting New DV Bonus Housing Project(s).	
	NOFO Section I.B.3.j.(1)	
	Use the list feature icon to enter information on each unique project applicant applying for New PH-RRH and Joint TH and PH-RRH Component DV Bonus projects—only enter project applicant information once, regardless of how many DV Bonus projects that applicant is applying for.	

<b>Applicant Name</b>
Spanish Action Le...
Young Women's Chr...

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

4A-3b.	Information About Unique Project Applicant Requesting New DV Bonus Housing Project(s).	
	NOFO Section I.B.3.j.(1)	

Enter information in the chart below on the project applicant that applied for one or more New DV Bonus housing projects included on your CoC's FY 2024 Priority Listing for New Projects:

1.	Applicant Name	Spanish Action League of Onondaga Inc. (La Liga)
2.	Rate of Housing Placement of DV Survivors–Percentage	90%
3.	Rate of Housing Retention of DV Survivors–Percentage	90%

4A-3b.1.	Applicant's Housing Placement and Retention Data Explanation.	
	NOFO Section I.B.3.j.(1)(d)	

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

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

**(limit 1,500 characters)**

La Liga reviewed its current DV services and identified that La Liga sees, on average, 60 new service participants annually. On average, 15 of the 60 new clients present as homeless and receive housing placements from La Liga. La Liga staff also coordinate Section 8 referrals and first-time home buyer programs for housed survivors who are looking for other housing solutions or to own a home of their own. In 2023, La Liga completed 37 housing placements; this is 100% of those who presented with a need. It is calculated by the number of placements divided by the number in need of services. When calculating retention rates for placements, La Liga looked at the units that are owned and operated by La Liga as a data sample. Of the 6 units that opened a little over 2 years ago, 1 has remained in housing for 2 years, 5 remained in housing for over 1 year and were able to move on to alternate permanent housing in the community. 5 tenants moved in during this calendar year, 2 of which have been stabilized in housing, and 3 are new move ins from July and August. No tenants have returned to homelessness. La Liga utilized Microsoft Office programs for its database and record keeping; which are maintained in systems protected by two-factor authentication and auto inactivity log out features. For the RRH program, La Liga will formalize its database in Foothold Awards, which supports comprehensive tracking and adds additional confidentiality protections through its system administration.

<b>4A-3c.</b>	<b>Applicant's Experience Housing DV Survivors.</b>	
	NOFO Section I.B.3.j.(1)(d)	

Describe in the field below how the project applicant:	
1.	ensured DV survivors experiencing homelessness were quickly moved into safe affordable housing;
2.	prioritized survivors—you must address the process the project applicant used, e.g., Coordinated Entry, prioritization list, CoC's emergency transfer plan;
3.	determined survivors' supportive services needs;
4.	connected survivors to supportive services; and
5.	moved survivors from assisted housing to housing they could sustain—address housing stability after the housing subsidy ends.

**(limit 2,500 characters)**

La Liga is a Domestic Violence provider who regularly places homeless and unstably housed individuals and families into temporary and permanent housing and has strong connections with the local housing and shelter community. La Liga will work with the Coordinated Entry System and COC to identify individuals and households qualified for the RRH program. La Liga works directly with homeless survivors, and the staff in coordination with the Coordinated Entry and COC to ensure all accepted RRH clients are appropriate and are moved quickly into safe housing. Once an individual has been screened and he or she is eligible for the RRH program, the coordinator will make an appointment with the participant to determine the Individual / family needs for housing placement and support. RRH services are provided throughout the entire referral and intake process, from the initial screening, to preparing for move, stabilizing in housing and finally to establishing affordable housing residency that is sustainable for the participant. The participant will be scheduled for an intake appointment, during which a comprehensive needs assessment will be conducted, which will focus on housing placement as the urgent need and as the relationship build with staff, will be expanded to focus on housing stabilization, financial stabilization, mental health and health stabilization, family community integration and connection to services, etc. Participant's choice and experience of location and traumatic events will dictate the housing placement locations, and of the community and social service supports. The staff provide case management and crisis support, offer educational and other group activities on site for tenants and their children, bring outside services and programming to the site, and connect tenants and their children to local community-based organizations (CBOs). Long term housing placement, unassisted or with non-HUD funded RRH subsidy, is the goal for all program participants and La Liga will work with the households to obtain resources and housing to transition into sustainable affordable housing. La Liga has experience in completing and assisting clients in obtaining section 8 vouchers and affordable placements and will work with the participants to identify affordable housing. La Liga will follow up with the participants, at least 6 months after the placement to ensure housing stability and that they are acclimating well to their new home and responsibilities.

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

(limit 2,500 characters)

La Liga is a Domestic Violence provider who regularly places homeless and unstably housed individuals and families into temporary and permanent housing and has strong connections with the local housing and shelter community. La Liga will ensure that DV survivors experiencing homelessness are identified and quickly moved into safe affordable housing.

4A-3d.1.	Applicant's Experience in Evaluating Its Ability to Ensure DV Survivors' Safety.	
NOFO Section I.B.3.j.(1)(d)		
Describe in the field below how the project evaluated its ability to ensure the safety of DV survivors the project served in the project, including any areas identified for improvement throughout the project's operation.		

(limit 2,500 characters)

Participant wellness and safety is of considerable importance and tenants will develop a safety plan with staff to ensure they have strategies to implement if they feel at risk or stressed, and the staff understands and are able to activate the tenant's preferences for care if intervention is required or participants are unable to advocate for themselves. Safety Plans will be developed for all households at admission and will be updated for any participant showing signs of crisis or instability. Acacia has developed a comprehensive in-house training that includes ten training courses, one of which is on crisis intervention techniques. Staff training will include training on housing first, trauma informed services, safety planning, harm reduction, naloxone, motivational interviewing, progress note writing, individualized care planning, de-escalation, mental health first aid, safety in the field, warning signs of decompensation, cultural competency, HIPAA, etc. La Liga works hard to arm its staff with all the tools to meet our residents where they are at, without judgement, and provide them with quality care and support. All staff must also complete this training program upon hire and annually thereafter. Staff will be trained to handle all conflict and crisis situations that arise in the RRH program, including physical violence, suicidal ideation, psychiatric decompensating, medical and substance induced crises, and VAWA transfer needs. Staff will be provided tools and techniques to identify behavioral and environmental predictors of crisis or conflict to intervene before the crisis escalates; techniques to intervene effectively and swiftly to diffuse crisis situations; and ways in which they can provide support following a crisis. While staff will try to intervene to prevent a crisis from escalating, if it does, they will communicate calmly with the tenants and maintain appropriate body language and distance from the tenant to ensure everyone's safety while respecting the tenants' personal space. Following each crisis event, the coordinator will facilitate case conferences with all the clients' providers. Crisis situations will be documented in the service plan by the end of the next business day and staff will meet with the tenant to help him or her identify strategies and needed support to avoid a crisis or relapse in the future.

4A-3e.	Applicant's Experience in Placing and Stabilizing Survivors in Permanent Housing Using Trauma-Informed, Survivor-Centered Approaches.	
	NOFO Section I.B.3.j.(1)(d)	

Describe in the field below the project applicant's experience in:	
1.	prioritizing placement and stabilization of survivors;
2.	placing survivors in permanent housing;
3.	placing and stabilizing survivors consistent with their preferences; and
4.	placing and stabilizing survivors consistent with their stated needs.

(limit 2,500 characters)

La Liga, through their connection with the community and housing placement services, has excellent relationships with local landlord and Section 8 sources. La Liga will be able to leverage their relationships to ensure DV survivors experiencing homelessness were quickly moved into safe affordable housing. During the initial intake appointment, La Liga staff will identify safe neighborhoods for placement and once accepted establish a housing plan. La Liga will identify affordable housing options and take the participants to view the unit and the neighborhood before placement to ensure there is a comfort with the placement and it is in alignment with their preferences. La Liga will employ a "Housing First" approach and our service delivery approach is rooted in the belief that tenants can leverage their inherent strengths and capabilities to meet their individualized goals, achieve and maintain housing stability and improve their health and wellbeing. The program will conduct a needs assessment for all tenants and building on this needs assessment and work with the participants develop a service plan that outlines their individual recovery goals, identifies time-framed action steps to achieve those goals, and how to access the services and support they need to remain stably housed and become independent. Staff will also partner with the RRH Participants to develop safety plans. In order to support participant stabilization once enrolled in RRH, La Liga's will provide onsite and in unit case management and identify the needs of the tenants entering the supportive housing program. Case management staff will work with tenants to develop a person-centered service plan, establish realistic goals for housing stability, community connections, and improved well-being, develop individual and household safety plans, and ensure they are linked to the services and support needed to meet those goals. The RRH program operates on a 1:15 staffing ratio and in order to ensure a smooth and successful transition to the housing program and placement in the community, La Liga will implement Critical Time Intervention (CTI), an evidence-based, case management model designed to facilitate community integration and continuity of care for vulnerable populations. CTI has been successful in helping chronically homeless individuals transition from living in a shelter or on the streets to housing.

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



**(limit 5,000 characters)**

La Liga provides trauma-informed, victim-centered approaches to care that meets the needs of DV survivors by establishing and maintaining an environment of agency and mutual respect. All staff receive extensive training to ensure survivors and staff interactions are based on equality and minimize power differentials. La Liga provides survivors with access to information on trauma through individual and group settings and all staff are trained to be able to educate survivors on the effects that trauma can have on their health, mental health, ability to handle employment, parental, financial stresses, etc. The agency’s staff and proposed program will focus on strengths-based services and support and case plans will assist survivors define and work towards their identified goals and aspirations. La Liga is an agency that was founded on being culturally responsive and inclusive to the Hispanic and minority communities. La Liga provides language access services and staff training on equal access, cultural competence, cultural competency, trauma informed care, and ensuring everyone has equal access to care. La Liga provides a variety of opportunities for survivors’ connections both internally and externally that the participants will have access to too. La Liga hosts a variety of support groups, with specialized support groups for parenting, older adults and LGBTQ survivors. La Liga has great relationships with community partners for DV counseling and support groups, including with Vera House. And LaLiga provides community connections for spiritual support and holistic family support, including pet care. La Liga offers some support groups for survivor parenting and has excellent relationships with agencies who provide additional support groups and services to ensure parents have the full range of access. La Liga refers individuals to childcare services and will work with the survivor to identify childcare in an area they feel safe in. La Liga has excellent connections with to legal services and provides support through individual counseling due to the stressful nature of the legal challenges survivors experience.

4A-3g.	Applicant’s Experience Meeting Service Needs of DV Survivors.
	NOFO Section I.B.3.j.(1)(d)

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

**(limit 5,000 characters)**

La Liga will wrap around social services support from the moment the survivor presents for the RRH program. The staff will immediately outreach the referral / survivor and hold an introductory meeting to understand the current situation of the survivor and their needs and discuss enrollment appropriateness or alternative resources if they do not qualify. If the survivor is in immediate risk or street homeless, the staff will work with them to get them places somewhere safe during the housing location process. While at the offices, La Liga has numerous safety protocols to ensure we are safeguarding the participants while they are on site, including cameras, code secured areas and alarms that go directly to the local precinct. Once enrollment occurs the survivor will receive person-centered, strengths based, trauma informed case management and housing placement services. The staff will meet with the individual to identify housing needs, locations where they feel comfortable residing and/or having their children receive educational services, and what existing resources and barriers they have. The staff will begin housing placement services and provide the individual housing options in the neighborhoods of their choice and assist them (once housing is selected) with setting up all of the needed accounts, benefits, resources and family services needed. Once settled in housing, the staff will work with the resident to develop long term plans for housing placement, employment, and any other area of focus the survivor is interested in. Staff will work with the survivor to get them enrolled in employment services, apply for employment or social security, and stabilize financially, which will prepare them to transition into permanent housing. The staff will work with the survivor to locate permanent housing, and subsidy support if needed, for transition at the end of the RRH program.

4A-3h.	Applicant's Plan for Placing and Stabilizing Survivors in Permanent Housing Using Trauma-Informed, Survivor-Centered Approaches in the New DV Bonus Housing Project(s).	
	NOFO Section I.B.3.j.(1)(e)	

Describe in the field below how the project(s) will:	
1.	prioritize placement and stabilization of program participants;
2.	place program participants in permanent housing;
3.	place and stabilize program participants consistent with their preferences; and
4.	place and stabilize program participants consistent with their stated needs.

(limit 2,500 characters)

As noted above, La Liga will comprehensively assess every program participant for their housing, medical, physical location, and safety needs, will work with the participant to identify areas that are a good fit for them for a housing placement with convenient connections to community services and organizations and will prioritize placement and stabilization of program participants for interim placement with a housing subsidy and wrap around support while developing a holistic, needs and safety focused housing plan that culminates in the program participants being placed in permanent housing. All services will focus on the tenant preferences and will honor them to the best of La Liga’s ability when placing and stabilizing the individuals in housing. Participant preferences, including location, past service histories, past traumas and location of the abuser are all taken into consideration to ensure that the survivor has a safe, fresh start and is able to feel comfortable making new connections and developing a support network. Once placed, La Liga will partner with the participant to ensure they are stabilized in the community, are working on a strength based goals plan that addresses their stated needs, and are followed up with through placement in long term housing solutions.

4A-3i.	Applicant’s Plan for Administering Trauma-Informed, Survivor-Centered Practices in the New DV Bonus Housing Project(s).	
	NOFO Section I.B.3.j.(1)(e)	

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

(limit 5,000 characters)

La Liga provide trauma-informed services in which all parties involved recognize and respond to the impact of traumatic stress on those who have experienced it and have had contact with the system. La Liga infuses trauma awareness, knowledge, and skills into their organizational cultures, practices, and policies. La Liga’s staff will use a trauma-informed, recovery-oriented, culturally competent, harm reduction approach to keep tenants stably housed and engaged in services. La Liga’s trauma-informed services will adhere to the following four principles when working with tenants: 1) trauma is central and pervasive, impacting many aspects of an individual’s life; 2) to avoid disclosure and confrontation, everyone should be treated as though they had experienced trauma; 3) symptoms and behaviors such as unsafe sexual practices, substance use and promiscuity, are often attempts to cope with the trauma; and 4) the goal of services is to return a sense of control to the person being served. The program will provide participants access to information on trauma and emphasize their strengths through coaching, service planning, questionnaires and assessment tools include plans work towards survivor-defined goals and aspirations. La Liga understands the importance and prioritizes cultural responsiveness and inclusivity. Staff are trained on equal access to care, cultural competence, nondiscrimination, language access, improving services to be culturally responsive, accessible, and trauma-informed. La Liga provides language / translation services, which will be leveraged for any participant in need. La Liga will connect participants to additional groups, mentorships and peer-to-peer programs, and to community spiritual needs services and pet care support.

4A-3j.	Applicant’s Plan for Involving Survivors in Policy and Program Development, Operations, and Evaluation in the New DV Bonus Housing Project(s).	
	NOFO Section I.B.3.j.(1)(f)	
	Describe in the field below how the new project will involve survivors:	
1.	with a range of lived expertise; and	
2.	in policy and program development throughout the project’s operation.	

**(limit 2,500 characters)**

La Liga’s Executive Director is a survivor of domestic violence and brings her experience and history of advocacy for survivor’s rights and protections to all La Liga program operations and program development. Ensuring that individuals and households have a welcoming, low barrier, place to seek help and housing placement for themselves, their children, and their pets, is of significant importance to her, La Liga staff and Board of Directors, and to the Acacia Network, of which La Liga is an affiliate. Within the Acacia Network, Hispanos Unidos de Buffalo Inc. (HUB) operates DV RRH programs, and annually obtains survivor input into operations, policies, and overall satisfaction with services. HUB’s program helped inform the program design for La Liga’s proposed DV RRH program. Once in operation, La Liga will start and convene a monthly consumer advisory board (CAB) to provide La Liga feedback on operations and policies, and will solicit feedback from the CAB when implementing new policies

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

4A-3b.	Information About Unique Project Applicant Requesting New DV Bonus Housing Project(s).	
	NOFO Section I.B.3.j.(1)	

Enter information in the chart below on the project applicant that applied for one or more New DV Bonus housing projects included on your CoC's FY 2024 Priority Listing for New Projects:

1.	Applicant Name	Young Women's Christian Asso of Syracuse Onondaga Co.
2.	Rate of Housing Placement of DV Survivors–Percentage	90%
3.	Rate of Housing Retention of DV Survivors–Percentage	80%

4A-3b.1.	Applicant's Housing Placement and Retention Data Explanation.	
	NOFO Section I.B.3.j.(1)(d)	

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

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

**(limit 1,500 characters)**

The YWCA calculates the rate of housing placement based on the number of beds filled in the available units. This rate does account for exits to safe housing destinations - successful transition to permanent housing or permanent supportive housing. The YWCA calculated the rate of housing retention based on the administrative data maintained about unit usage and discharge documentation.

4A-3c.	Applicant's Experience Housing DV Survivors.	
	NOFO Section I.B.3.j.(1)(d)	

Describe in the field below how the project applicant:

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

5.	moved survivors from assisted housing to housing they could sustain—address housing stability after the housing subsidy ends.
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**(limit 2,500 characters)**

DV survivors are referred to the YWCA WR through the HMIS system via partner organizations like Vera House, the Rescue Mission, and Salvation Army. Clients are selected from the Coordinated Entry System, and priority is always given to DV survivors. Survivors complete a phone screening with a DV advocate, then a Case Manager/Advocate is assigned. The Case Manager (CM) and survivor create an individual service plan (ISP) within 48 hours post intake if the survivor agrees to services; this process provides the CM with information about the clients' needs. The CM develops a meeting schedule with the client to discuss ongoing/evolving needs, make referrals to community resources, and engage the client in life skill building. Transportation services support the clients' ability to engage with providers. Life and employment skill building is offered to each client through various avenues (1:1 support with a job coach, Women 2 Work, etc.) because a main focus of the program is to empower women to become independent and self-sufficient not only to maintain permanent housing but to reach an improved quality of life. Clients are discharged once a sustainable income has been obtained (employment, SSI, etc.) and the client feels and is determined to be ready to reside successfully and independently. If this is not possible or there are other conditions for discharge, YWCA staff make every effort to ensure that appropriate services/housing are obtained for the client prior to discharge.

4A-3d.	Applicant's Experience in Ensuring DV Survivors' Safety.	
	NOFO Section I.B.3.j.(1)(d)	

Describe in the field below examples of how the project applicant ensured the safety and confidentiality of DV survivors experiencing homelessness by:	
1.	taking steps to ensure privacy/confidentiality during the intake and interview process to minimize potential coercion of survivors;
2.	making determinations and placements into safe housing;
3.	keeping survivors' information and locations confidential;
4.	training staff on safety and confidentiality policies and practices; and
5.	taking security measures for units (congregate or scattered site), that support survivors' physical safety and location confidentiality.

**(limit 2,500 characters)**

DV survivors are selected from the Coordinated Entry System and/or referred by Vera House, and a DV advocate conducts a phone screening (staff ensure the DV survivor is in a safe place). An in-person interview is scheduled. Survivors visit the WR to complete an intake packet and interview with a Case Manager/Advocate. Using a trauma-informed approach, staff ask DV survivors to share their story but let them determine how much they share. The Case Manager and Women's Residence Director determine if the individual/family are appropriate for the level of care provided by the YWCA and that the agency is able to meet their needs. The YWCA's current model implements congregate housing and a front desk that is operated 24/7 by staff to monitor safety and security of the site. The scattered site model will help retain the confidentiality of survivors' locations and information because other survivors served by the YWCA will likely not be in close proximity and have a basic understanding of how each other came to be living in that space. During interviews for WR staff, the importance of DV survivors' safety and confidentiality is emphasized so that new staff understand the critical nature of client privacy. In addition, survivors will be able to understand and create their own "safety plan". All staff are trained on safety and confidentiality policies/practices, a manual is kept at the WR front desk, and staff participate in DV trainings.

4A-3d.1.	Applicant's Experience in Evaluating Its Ability to Ensure DV Survivors' Safety.	
	NOFO Section I.B.3.j.(1)(d)	

Describe in the field below how the project evaluated its ability to ensure the safety of DV survivors the project served in the project, including any areas identified for improvement throughout the project's operation.

**(limit 2,500 characters)**

YWCA leadership and WR staff have evaluated the program's ability to ensure DV survivors' safety based on the number of safety incidents that occur for residents. Our team is proud to sustain a very low incident rate. Our front desk supervisors provide 24/7 control, care, assistance, and intervention and mediation during any crisis situations at the front desk and within the WR. When safety incidents do occasionally occur, the WR staff responds to each situation with the support needed to address and neutralize it. Most importantly, they then take proactive measures to prevent similar situations in the future, ensuring that staff actively learn from each experience and incorporate the lessons learned to improve the safety of the program. The YWCA leadership team updated the Front Desk Supervisor's Procedure Manual to add a new section specific to DV Safety and Emergency Information. This further ensured that all front desk staff have the information they need to quickly and effectively support the safety of DV survivors who are contacting and/or living at the WR. In the scattered site model, new safety measures will be implemented to ensure a smooth and effective transition.

4A-3e.	Applicant's Experience in Placing and Stabilizing Survivors in Permanent Housing Using Trauma-Informed, Survivor-Centered Approaches.	
	NOFO Section I.B.3.j.(1)(d)	

Describe in the field below the project applicant's experience in:

1.	prioritizing placement and stabilization of survivors;
2.	placing survivors in permanent housing;
3.	placing and stabilizing survivors consistent with their preferences; and
4.	placing and stabilizing survivors consistent with their stated needs.

(limit 2,500 characters)

Staff provide survivor-centered and trauma-informed support to meet the needs of DV victims, with the goal of helping them achieve placement and stability in permanent housing. A key element of the program's success is the Safety Plan and Individual Service Plan (ISP), which the Case Manager/Advocate and new clients create within 48 hours of their intake to the program. The ISP has short and long-term goals for the DV survivor, as well as an anticipated exit date for their move into permanent housing. The ISP lets program participants communicate their wishes and needs for permanent housing. Case Managers/Advocates support this journey by helping DV survivors find and complete housing applications, writing letters of recommendation, and explaining the details of each housing option. The Safety Plan ensures that all DV survivors have a plan of action if they are in a dangerous situation. The purpose of the ISP overall is to ensure that clients are able to stabilize while in a safe (if transitional) home and intentionally prepare to find permanent housing. The YWCA has many years of experience in transitioning clients to permanent housing. Staff use the ISP as a road-map to assist clients in meeting goals that will allow them to be successful; the priority of the program is not to simply move clients to permanent housing but to provide them with the skills to be successfully independent and to decrease recidivism to homelessness. All opportunities offered by the YWCA are at will and none are a condition of housing. Client preferences are incorporated formally into the ISP, but also discussed during 1:1 meetings with the Case Manager/ Advocate so that goals may be updated. The YWCA's long history in case management and housing provides an understanding that as stabilization occurs, clients' preferences and stated needs may evolve; the staff are trained to support this evolution and provide supportive services as needed.

4A-3f.	Applicant's Experience in Trauma-Informed, Survivor-Centered Approaches.	
	NOFO Section I.B.3.j.(1)(d)	

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

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



**(limit 5,000 characters)**

YWCA has years of experience in helping women transition into permanent housing. A foundational piece to this process is the ISP, and case management that is person-centered because both ensure that the client's preferences and needs are met. The mutual trust established through 1:1 supportive services helps the client be open with staff about their needs. Staff support DV survivors by emphasizing program participants' strengths through the ISP and how supportive services can help attain goals. Using the ISP, DV survivors create a road map for achieving their goals, which includes incentives along the way. Case Managers/ Advocates provide support and guidance and connect DV survivors with YWCA programs like life skills training, Women to Work, and the Women of Worth {WOW} support group for DV survivors. These free programs help residents learn together and build skills that will help them be independent and successful at home and in the workplace. Simultaneously, these programs provide participants with opportunities for connection during regular classes and sessions, which encourage togetherness, positivity, and mutual understanding among clients. All programs are at-will, and enrollment in the housing program is not contingent on participation in any other activities. YWCA staff connect clients to services outside of the agency as well to ensure that clients have the opportunity to explore other avenues of support, widen their network, and meet needs that the YWCA may not be able to fully support with available staff and resources. A wide network allows clients to embrace independent living in permanent housing and possibly without the consistent/ongoing support of case managers. The YWCA is also dedicated to offering culturally responsive and inclusive services for all clients, including DV survivors. Annual staff trainings provided by an MWBE training firm also cover topics related to trauma informed practices, diversity, equity, and inclusion, equipping staff to understand the diverse perspectives and experiences of DV survivors and promote equal access, cultural competence, and nondiscrimination. Our staff reflects the diversity of those we serve: approximately 67% of employees are African American, 27% are Hispanic/Latino, and 7% are Caucasian, enabling the WR to offer bilingual Spanish-English services. For DV survivor parents, Case Managers/Advocates work with DV survivors to understand their specific childcare needs and connect them with the community-based services available to meet those needs. DV survivors can utilize YWCA youth development programs, such as the Girls Inc. at YWCA programs for girls ages 5-18, and youth soccer programs for boys and girls. Clients are offered youth programs outside of the YWCA as well.

4A-3g.	Applicant's Experience Meeting Service Needs of DV Survivors.	
	NOFO Section I.B.3.j.(1)(d)	

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

**(limit 5,000 characters)**

The YWCA offers several services simultaneously to moving clients into permanent housing. DV Case management/advocacy is provided to each client, and while a particular pace/frequency of meetings are encouraged it is client-paced. Case Managers/Advocates work with DV survivors to create and maintain an ISP, helping them set and follow up on goals and connect with the programs and services they need to be successful. Case Managers/Advocates are also available to help DV survivors navigate housing search and placement, deposit, rent, and utility assistance, referral services to community resources, and more. The Women to Work program is offered to develop employability skills; topics covered in this program include financial literacy for DV survivors, healthy relationships, organizational skills, positive self-talk, stress management, customer service skills, and emotional intelligence. Group and individual counseling is offered to each client through the Women of Worth support group and the counselor on staff. staff discuss and provide training on DV, stressing the importance of safety and the warning signs of potential abusers so that DV survivors are better equipped to avoid DV situations in the future.

4A-3h.	Applicant's Plan for Placing and Stabilizing Survivors in Permanent Housing Using Trauma-Informed, Survivor-Centered Approaches in the New DV Bonus Housing Project(s).	
	NOFO Section I.B.3.j.(1)(e)	

Describe in the field below how the project(s) will:	
1.	prioritize placement and stabilization of program participants;
2.	place program participants in permanent housing;
3.	place and stabilize program participants consistent with their preferences; and
4.	place and stabilize program participants consistent with their stated needs.

**(limit 2,500 characters)**

This rapid rehousing project will prioritize placement and stabilization of program participants by connecting them with a Case Manager/Advocate immediately upon intake to begin work on the ISP and eliminating the need to identify stable income sources prior to housing placement. The use of project funds to provide clients' landlords with a security deposit and three months of rent will provide the client time to work with the assigned Case Manager/ Advocate to obtain a stable income source, build skills to live independently, and build trust with their landlord. Clients will have the autonomy to choose their apartments, if the landlord is willing to engage with the YWCA. The YWCA will develop relationships with landlords in the community to establish contractual agreements to allow clients to sign a three-month lease and then to request to extend the lease to 1 year (permanent housing). The YWCA will continue to provide Case Management/ Advocacy services to clients (if they choose to continue) for at least one year and will work with the client on ISP goals and a discharge plan. Within the ISP and discharge plan, the client will identify needs and wants, and this will drive the Case Manager's work.

4A-3i.	Applicant's Plan for Administering Trauma-Informed, Survivor-Centered Practices in the New DV Bonus Housing Project(s).	
NOFO Section I.B.3.j.(1)(e)		

Describe in the field below examples of how the new project(s) will:
--

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

(limit 5,000 characters)

YWCA has years of experience in helping women transition into permanent housing. A foundational piece to this process is the ISP, and case management that is person-centered because both ensure that the client's preferences and needs are met. The mutual trust established through 1:1 supportive services helps the client be open with staff about their needs. Staff support DV survivors by emphasizing program participants' strengths through the ISP and how supportive services can help attain goals. Using the ISP, DV survivors create a road map for achieving their goals, which includes incentives along the way. Case Managers/ Advocates provide support and guidance and connect DV survivors with YWCA programs like life skills training, Women to Work, and the Women of Worth (WOW) support group for DV survivors. These free programs help residents learn together and build skills that will help them be independent and successful at home and in the workplace. Simultaneously, these programs provide participants with opportunities for connection during regular classes and sessions, which encourage togetherness, positivity, and mutual understanding among clients. All programs are at-will, and enrollment in the housing program is not contingent on participation in any other activities. YWCA staff connect clients to services outside of the agency as well to ensure that clients have the opportunity to explore other avenues of support, widen their network, and meet needs that the YWCA may not be able to fully support with available staff and resources. A wide network allows clients to embrace independent living in permanent housing and possibly without the consistent/ongoing support of case managers. The YWCA is also dedicated to offering culturally responsive and inclusive services for all clients, including DV survivors. Annual staff trainings provided by an MWBE training firm also cover topics related to trauma informed practices, diversity, equity, and inclusion, equipping staff to understand the diverse perspectives and experiences of DV survivors and promote equal access, cultural competence, and nondiscrimination. Our staff reflects the diversity of those we serve: approximately 67% of employees are African American, 27% are Hispanic/Latino, and 7% are Caucasian, enabling the WR to offer bilingual Spanish-English services. For DV survivor parents, Case Managers/Advocates work with DV survivors to understand their specific childcare needs and connect them with the community-based services available to meet those needs. DV survivors can utilize YWCA youth development programs, such as the Girls Inc. at YWCA programs for girls ages 5-18, and youth soccer programs for boys and girls. Clients are offered youth programs outside of the YWCA as well.

4A-3j.	Applicant's Plan for Involving Survivors in Policy and Program Development, Operations, and Evaluation in the New DV Bonus Housing Project(s).	
NOFO Section I.B.3.j.(1)(f)		
Describe in the field below how the new project will involve survivors:		
1.	with a range of lived expertise; and	
2.	in policy and program development throughout the project's operation.	

(limit 2,500 characters)

DV Survivors have the opportunity to become involved in the work and decision-making of the YWCA. We employ clients and Women to Work (W2W) participants as interns and part-time staff. DV survivors may work at the YWCA Main Office in front desk and housekeeping roles. This gives them the opportunity to shape policy and program development for the YWCA in general, based on their lived expertise and program observations. DV survivors are also able to explore other opportunities-the YWCA has hired former clients who were homeless DV survivors. A current client-turned-employee now provides DV advocacy and job coaching, helping further support and improve the program. Additionally, every year the YWCA invites teams of students from Syracuse University's Maxwell School to survey our DV survivors about their program activities, then provide a report with findings and recommendations. The YWCA evaluates them with the entire team and makes changes to provide better support to our clients.

## 4B. Attachments Screen For All Application Questions

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

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

Document Type	Required?	Document Description	Date Attached
1C-7. PHA Homeless Preference	No	PHA Homeless Pref...	10/22/2024
1C-7. PHA Moving On Preference	No	PHA Moving On Pre...	10/22/2024
1D-10a. Lived Experience Support Letter	Yes	Lived Experience ...	10/22/2024
1D-2a. Housing First Evaluation	Yes	Housing First Eva...	10/22/2024
1E-2. Local Competition Scoring Tool	Yes	Local Competition...	10/22/2024
1E-2a. Scored Forms for One Project	Yes	Scored Forms for ...	10/22/2024
1E-5. Notification of Projects Rejected-Reduced	Yes	Notification of P...	10/22/2024
1E-5a. Notification of Projects Accepted	Yes	Notification of P...	10/22/2024
1E-5b. Local Competition Selection Results	Yes	Local Competition...	10/22/2024
1E-5c. Web Posting—CoC-Approved Consolidated Application	Yes		
1E-5d. Notification of CoC-Approved Consolidated Application	Yes		

2A-6. HUD's Homeless Data Exchange (HDX) Competition Report	Yes	HUD's Homeless Da...	10/22/2024
3A-1a. Housing Leveraging Commitments	No	Housing Leveragin...	10/22/2024
3A-2a. Healthcare Formal Agreements	No		
3C-2. Project List for Other Federal Statutes	No		
Other	No		

## **Attachment Details**

**Document Description:** PHA Homeless Preference

## **Attachment Details**

**Document Description:** PHA Moving On Preference

## **Attachment Details**

**Document Description:** Lived Experience Support Letter

## **Attachment Details**

**Document Description:** Housing First Evaluation

## **Attachment Details**

**Document Description:** Local Competition Scoring Tool

## **Attachment Details**



**Document Description:** Scored Forms for One Project

## **Attachment Details**

**Document Description:** Notification of Projects Rejected-Reduced

## **Attachment Details**

**Document Description:** Notification of Projects Accepted

## **Attachment Details**

**Document Description:** Local Competition Selection Results

## **Attachment Details**

**Document Description:**

## **Attachment Details**

**Document Description:**

## **Attachment Details**

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

## **Attachment Details**

**Document Description:** Housing Leveraging Commitments

## **Attachment Details**

**Document Description:**

## **Attachment Details**

**Document Description:**

## **Attachment Details**

**Document Description:**

## Submission Summary

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

Page	Last Updated
1A. CoC Identification	10/02/2024
1B. Inclusive Structure	10/22/2024
1C. Coordination and Engagement	10/22/2024
1D. Coordination and Engagement Cont'd	10/22/2024
1E. Project Review/Ranking	10/23/2024
2A. HMIS Implementation	10/22/2024
2B. Point-in-Time (PIT) Count	10/22/2024
2C. System Performance	10/22/2024
3A. Coordination with Housing and Healthcare	10/22/2024
3B. Rehabilitation/New Construction Costs	10/21/2024
3C. Serving Homeless Under Other Federal Statutes	10/21/2024

<b>4A. DV Bonus Project Applicants</b>	10/23/2024
<b>4B. Attachments Screen</b>	Please Complete
<b>Submission Summary</b>	No Input Required

#### 4-III.C. SELECTION METHOD

PHAs must describe the method for selecting applicant families from the waiting list, including the system of admission preferences that the PHA will use [24 CFR 982.202(d)].

##### Local Preferences [24 CFR 982.207; HCV p. 4-16]

PHAs are permitted to establish local preferences, and to give priority to serving families that meet those criteria. HUD specifically authorizes and places restrictions on certain types of local preferences. HUD also permits the PHA to establish other local preferences, at its discretion. Any local preferences established must be consistent with the PHA plan and the consolidated plan, and must be based on local housing needs and priorities that can be documented by generally accepted data sources.

##### PHA Policy

The LA will use the following PHA local preferences, selected in the following order:

##### **1. The LA will offer a Homeless/Rapid-rehousing preference for families referred from LA-authorized homeless service agencies, including the local COCs.**

No less than 10% of each LA's general allocation of tenant-based vouchers including Mainstream vouchers (excluding all other special purpose vouchers unless otherwise specified in their corresponding section(s) of this administrative plan or required by HUD), must be dedicated to this preference, of which 5% (or half of the homeless preference threshold) shall be dedicated to households exiting rapid re-housing who have been referred by the appropriate, local Continuum of Care (CoC).

Additional instructions for this priority are provided below:

Homeless Preference, Category A (Rapid Re-Housing): The LA shall dedicate no less than half of its vouchers assigned to the homeless preference (or 5% percent of the LA's total, tenant-based voucher allocation), to qualified families exiting rapid re-housing, as defined under 24 CFR § 576.104, with a referral from a CoC. To meet this requirement, the LA must first select households with a referral from a CoC who are already on its waiting list, and then may accept referrals outside its waiting list from the CoC. The total number of households selected who qualify for Category A may exceed 5%, for up to no more than 10% of its total voucher allocation, if there are insufficient households in Categories B and C to meet the overall 10% homeless preference threshold.

Homeless Preference, Category 1(B): 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.

Homeless Preference, Category 4(C): 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 of their homeless status. That verification shall be accepted according to the following hierarchy:

1. Written confirmation from a coordinating shelter, housing provider, service agency or institution (for those being discharged) -or-

2. Third-party documentation such as: a recent notice of eviction, a utility shut-off notice, etc. -or-

3. Self-certification in a format prescribed by NYS HCR.

## **2. The LA will offer a preference to families that include an elderly, disabled, or minor family member.**

a. An *elderly person* is a person who is at least 62 years of age.

b. *Disabled person* is defined in Exhibit 3-1.

c. A *minor* is a person under 18 years of age.

## **3. The LA will offer a preference to any family that has been terminated from its HCV program due to insufficient program funding.**

All LA's with closed waiting lists must continue to offer the preferences listed above to current qualified applicants and be included on the waiting list.

### **Homeless/Rapid Rehousing Preference Administration and Waivers**

As allowed under HUD regulations, HCR has exercised its' discretion to limit the number of applicants that may qualify for a local preference. 10% of each LA's general allocation of regular and Mainstream vouchers (excluding all other special purpose vouchers unless otherwise specified in their corresponding section(s) of this administrative plan or required by HUD), must be designated for the above stated homeless preference. Half of the homeless preference allocation (equal to 5% of the general allocation of regular vouchers) must be designated for the use of families exiting rapid re-housing. Each LA will partner with one or more CoC for direct rapid re-housing referrals, as needed. LA's may execute a Memorandum of Understanding ("MOU") with each CoC referring families under this preference.

For all applicants who do not have a preference, to the extent that it is necessary to meet income targeting requirements, those who have household incomes above 30% of AMI may be bypassed.

### **First Preference, Special Programs**

Families eligible for the following special programs will be maintained on special Waiting Lists for each program. The lists for each special program shall be organized based upon date and time of application. Persons in this preference category shall be eligible to apply for assistance even when the general Waiting List is closed. The special programs are as follows:

- Homeless Veterans with Severe Psychiatric or Substance Abuse Disorders, certified by the Syracuse Veterans Affairs Medical Center for participation in the HUD-VASH Program. SHA will accept eligible applicants for this program via a written referral form from the local Veterans Administration Medical Center Housing unit.
- Eligible applicants for the SRO Mod-Rehab Program. These participants will be referred via a memo from the Syracuse YMCA.
- Household to be admitted to the program via target funding, including, but not limited to, tenant protection vouchers, enhanced vouchers, or any special purchase voucher.

### **Second Preference:**

All of the following shall have equal preference:

- Families with children whose blood lead level is equal or greater than 20 ug/dL (micrograms of lead per deciliter) for a single test or 15-19 ug/dL in two tests taken at least three (3) months apart in children age six and under, as identified by the Onondaga County Health Department, and the lead problem is attributed to the family's present housing.
- Domestic Violence: An applicant who vacated their unit because of domestic violence or lives in a unit with a person who engages in violence. Documented actual or threatened violence directed toward self or member(s) of household by spouse or other member of applicant's household must come from a third party source, i.e. shelter advocate, social worker, law enforcement agency, etc. The domestic violence should have occurred recently or be of a continuing nature.
- Families who are involuntarily displaced via a government or government sponsored action and through no fault of their own. Persons displaced due to a foreclosure shall not be eligible for this preference.

- Eligible families and Youths (18 or older) referred by written memo to SHA from the County Child Welfare Agency for the Family Unification Program (FUP).

All persons in this preference category shall be placed on the Waiting List in order of the date and time of application. Persons in this preference category shall be eligible to apply for assistance even when the general Waiting List is closed.

### **Third Preference:**

- Applicants and Tenants in NON-profit neighborhood based housing programs.
- Families presently under the SHA Shelter Plus Care Program and/ or VASH program who, in the opinion of their sponsoring agency and the Authority, will no longer require involvement in the “care” aspects of the program will be given a first preference. Families that have progressed to a point where they are stable and no longer require the support and aid of the partnering agencies will be given a Housing Choice Voucher. This action will make slots available in the Shelter Plus care Program for *more* homeless families who are in need and require the aid of the other partnering Agencies involved.

### **8. Notice and Opportunity for a Meeting where Local Preference is Denied**

If SHA determines that an applicant does not meet the criteria for receiving a local preference, the applicant has the right to meet with SHA to review the decision. If requested, the Supervisor of Section 8 or their designee will conduct the meeting. The procedures specified in this paragraph will be carried out in accordance with HUD’s requirements. The applicant may exercise other rights if the applicant believes that he or she has been discriminated against on the basis of race, color, religion, sex, national origin, age, or handicap.

## **VI. Leasing a Unit – Occupancy Policies**

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### **A. Issuance of a Voucher (24 CFR 982.302) & Information when Family is Selected (24 CFR 982.301)**

#### **Vouchers:**

The number of unused Vouchers will be evaluated on at least a monthly basis. Once a determination has been made of available Vouchers, the next individuals/families on the waiting list will be contacted. The applicants will be mailed a letter advising them that their name has come to the top of the list for subsidy assistance and will be requested to schedule an interview/briefing for the formal application and verification of their preferences.



## **MEMORANDUM OF UNDERSTANDING**

### **Syracuse Housing Authority Housing Choice Voucher Program & Mainstream Voucher Grant Service Partner Housing and Homeless Coalition of Central New York**

#### **I. Purpose of This MOU**

This memorandum of understanding ("MOU") has been created and entered into on September 5, 2019 between the **Syracuse Housing Authority ("SHA")** and **The United Way of Central New York on behalf of the Housing and Homeless Coalition of Central New York ("The Coalition")**, (collectively, "the Parties") in connection with SHA's application ("the Application") in response to the U.S. Department of Housing and Urban Development (HUD) FY 2019 Mainstream Voucher Program Notice of Funding Availability ("the NOFA"). This MOU outlines the basic agreement between the Parties during operation of the **Mainstream Housing Choice Voucher Program**, a tenant-based supportive housing program that assists non-elderly persons with disabilities ("the Program").

#### **II. Program Goal and Definitions**

The goal of the Program is to pair housing subsidies with supportive services to provide sustained community-based integrated housing for non-elderly persons with disabilities, with a preference for disabled non-elderly persons who are transitioning out of institutional or other segregated settings, at serious risk of institutionalization, homeless, or at risk of becoming homeless ("the Preference"). SHA shall provide the housing subsidies and the Coalition shall provide appropriate referrals from housing programs funded by the Continuum of Care as a "Moving On" strategy from Continuum of Care beds. All relevant terms defined in the NOFA and Application are incorporated herein.

#### **III. Term**

This MOU is intended to facilitate the award of Mainstream Voucher Program funding to SHA and utilization of the vouchers by eligible families pursuant to HUD Notice of Funding Availability for FY2019, No. FR-6300-N-43 and shall remain in effect for the duration of such vouchers.

#### **IV. Operational Roles and Responsibilities**

##### **A. SHA**

1. Establish a preference for households that qualify for Mainstream vouchers, including those referred by the Coalition.

2. Canvas people on the SHA Housing Choice Voucher wait list to help SHA and the Agency identify any families currently on the wait list who would qualify for the Program and the Preference.
3. Commit a sufficient number of staff and other resources to ensure that the application, certification, and voucher issuance processes are completed in a timely manner.
4. Commit a sufficient number of staff and other resources to ensure that inspections of units are completed in a timely manner.
5. Hold an initial SHA application and work process meeting for all involved Coalition staff.
6. Hold semi-annual evaluation meetings with Agency staff to monitor and correct issues with such benchmarks as number of referrals received, vouchers issued, units leased/families housed, service coordination and tenancy support provided, lease infraction notices, average length of time in unit, and overall utilization.
7. Maintain releases of information for each participant in the Program to ensure open communication between SHA and the Coalition.
8. Designate a staff person to meet with the Coalition's representative in person or by phone on a regular basis to exchange updates about participants' housing stability.
9. Notify the Coalition's contact person when a participant's housing is at risk due to noncompliance with the Program or their landlord.
10. Provide training to applicable staff on an ongoing basis to support operations of the Program and facilitate training and coordination between SHA and Agency.
11. Generate a quarterly report that tracks Program performance metrics, including
  - a. Number of referrals received by Coalition
  - b. Number of vouchers issued by SHA
  - c. Number of vouchers leased-up
  - d. Program utilization rate

## **B. The Coalition**

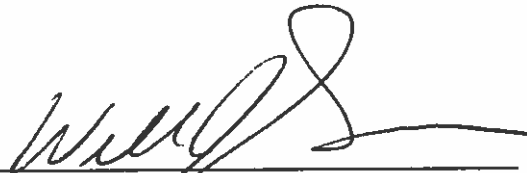
1. Identify and maintain a single point of contact for communication with SHA.
2. Identify households who are eligible for the Program and the preference using existing Coordinated Entry system.
3. Obtain releases of information for potential Program households to ensure open communication between the Coalition and SHA.
4. Assist applicants with application completion, paperwork and verifications, and ensure that the applications are complete prior to the Agency's submission of the application package to SHA.
5. Attend participant briefings when needed.
6. Provide training to applicable Coalition members on an ongoing basis to support operations of the Program and facilitate training and coordination between SHA and Coalition.
7. Commit to attending quarterly evaluation meetings with SHA staff.
8. Add relevant data on Program performance metrics to the monthly report generated by SHA and available to all parties.

**V. Further Cooperation**

The Parties hereby commit to cooperating with one another to address issues as they arise and to resolve them based on the agreements stated in this MOU.

**VIII. Signatures**

**SHA**

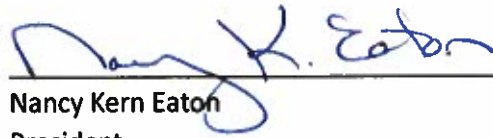


William J. Simmons,  
Executive Director

8/26/19

Date

**United Way of Central New York**



Nancy Kern Eaton  
President

8/29/19

Date

# Lived Experience Boards of the HHC

October 15, 2024

To Whom It May Concern,

This letter is a show of support for the NY-505 CoC, known as the Housing & Homeless Coalition of Central New York, in their efforts of apply for the Notice of Funding Opportunity. The Housing & Homeless Coalition has shown dedication to prioritizing individuals and families experiencing homelessness with severe service needs in Onondaga, Cayuga and Oswego Counties. The applications that were selected have demonstrated meeting the needs of the local service area. We have all experienced homelessness and are in support of these efforts.

The Client Advisory Board and the Youth Action Board were included in this process, by writing questions for the local competition application, reviewing applications and providing HHC Advisory Board with funding recommendations.

*Rayford Beverage*

Name

*10/16/24*

Date

*Cheyenne Martin*

Name

*10/16/24*

Date

*Lorrie Ager*

Name

*10/16/24*

Date



## Housing First Assessment

### Access and Input

<i>Admission process is expedited with speed and efficiency:</i> including helping participants obtain documentation required by funding	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<i>Intake processes are person-centered and flexible:</i> strengths, needs, and preferences. Projects do not require specific appointment	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<i>Exits to homelessness are avoided:</i> entry process, or the communities' existing referral processes if coordinated	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

### Leases

<i>Leases are the same for participants as for other tenants:</i> any other tenant in the property or building and is renewable per the	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<i>terms:</i> exercise their full legal rights and responsibilities. Landlords and providers	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<i>Measures are used to prevent eviction:</i> culture of eviction avoidance, reinforced through practices and policies that	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<i>Rent payment policies respond to tenants' needs (as applicable):</i> needed on a case by case basis. As necessary, participants are given special	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

### Housing First

<i>Services are continued despite change in housing status or placement:</i> lose their housing unit or bed (for congregate projects), or if they are placed in	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<i>Staff are trained in clinical and non-clinical strategies (including harm reduction,</i> of changes in behavior. Services are informed by a harm-reduction	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<i>The rules and regulations of the project are centered on participants' rights:</i> designed to support safe and stable communities and should never interfere with	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

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**Cayuga/Onondaga/Oswego County Continuum of Care  
 2024-25 Local Renewal Application Rubric**  
**Applications are due Wednesday, September 11<sup>th</sup> by 5 pm.**  
**Single Project Applications must be submitted in a single PDF to**  
**the HHC via email: [hhc@unitedway-cny.org](mailto:hhc@unitedway-cny.org)**

<u><b>Agency and Project Information</b></u>	
Agency Name:	
Program Name:	
Application Contact Person:	
Component Type:	<input type="checkbox"/> RRH <input type="checkbox"/> PSH <input type="checkbox"/> Th-RRH
County Serving:	<input type="checkbox"/> Cayuga <input type="checkbox"/> Onondaga <input type="checkbox"/> Oswego <input type="checkbox"/> Multi-County

<u><b>Narrative Response Questions</b></u>	
Staff Retention and Consistency: 5 points	With the understanding that it is difficult to provide the best help to people when needs aren't properly met, what actions does your agency take or plan on taking to prevent burn out among employees and encourage a healthy work/life balance? (250 words)
<p>4-5 points: Agency has a strategy to provide support to their employees. Strategies could include staff training, benefits and time off, creating and promoting safe and healthy work environments, etc.</p> <p>2-3 points: Agency commits to providing support to staff but does not identify any clear strategies.</p> <p>0-1 points: Agency does not outline strategies to support their housing staff in an effort to retain employees and provide consistent staffing for clients.</p>	
Elevating Lived Experience: 5 points	Describe how your program plans to elevate the voices of and employ people with lived experience of homelessness to create better support for your clients. (250 words)
<p>4-5 points: Agency has actionable practices to employ and elevate people with lived experience, including employment and HR strategies, board representation, and/or intentional feedback.</p> <p>2-3 points: Agency incorporates feedback from participants in project design or conducts feedback surveys.</p>	



0-1 points: Agency does not have a clear strategy for elevating the voices of people with lived experience.

Examples of actionable practices:

- Policies to ensure that all clients are able to access services at the level of their need
- People with lived experience of homelessness, including people from BIPOC communities, are represented on the board of the organization
- Client feedback on the project is requested and a process is in place to examine and improve client satisfaction
- Outcome data is collected, disaggregated for race and ethnicity, and used to inform policy decisions
- Training for frontline staff to provide high-quality services
- Recruiting staff with lived experience of homelessness
- Services include peer support positions
- Mentorship and training for frontline staff interested in management positions)

Person-Centered Supportive Services: 5 points

Describe how your program supports and engages the individuals served throughout their participation in the project. (250 words)

4-5 points: Agency has actionable practices to provide ongoing supportive services throughout the duration of the project. Examples of practices include centering the participant in goal planning, creative engagement strategies, and case management training.

2-3 points: Agency provides supportive services but has limited examples of specific practices.

0-1 points: Agency does not have a clear strategy for providing ongoing services or services described are not person-centered.

Connection to Healthcare Services: 5 points

Describe your strategy to ensure participants are connected with and have ongoing access to appropriate healthcare services. (250 words)

4-5 points: Agency has actionable practices to connect participants to healthcare services. Examples of actionable practices can include partnerships with healthcare organizations through MOU, providing navigation services, addressing transportation barriers to healthcare services, etc.

2-3 points: Agency provides connections to healthcare services, but connection is limited.

0-1 points: Agency does not have a clear strategy for connecting participants with healthcare services.

Racial Disparities: 5 points

How does your project work to eliminate racial disparities in housing outcomes? (250 words)

4-5 points: Agency has promising goals for promoting racial equity. The answer clearly demonstrates how this project will ensure equity and address racial disparities. This could include practices to assess data and outcomes disaggregately, training program staff in anti-racism and other relevant trainings, agency identifies other practices that eliminate disparities.

2-3 points: Agency is committed to equity but has no clear actionable practices.

0-1 points: Agency does not have clear commitment to racial equity.



<b><u>Project Competition Report:</u></b>	
All performance data is for FY2023 (10/1/2022 to 9/30/2023). Financial data is for the most recent completed Fiscal Year. Monitoring score is for the most recent monitoring visit.	
Utilization: 5 points	Projected households served during average PIT: ____  Actual Number households served during PITs (APR Q8): October 2022 Households: January 2023 Households: April 2023 Households: July 2023 Households:  Households Average Actual ____ / Projected ____ = Utilization ____ %
<p>The average PSH utilization rate is 87%.            5 points: 91%-100% Utilization Rate            3 points: 85%-90%            0 points: &lt;85%</p> <p>The average RRH utilization rate is 61%.            5 points: 85% -100% Utilization Rate            3 points: 75%- 84%            0 points: &lt; 75%</p>	
Vulnerable Populations: 5 points	What percentage of clients served in FY2023 were in the following categories? Chronically Homeless (Q5a #11 / Q5a # 1): (>75%) Youth [Q27a Youth Ages 18-24 / Q5a #1]: (>75%)
Score 5 points if any were above 75%	
Data Quality: 5 points	Were all the following error rates below 5% for Q6 of your FY2023 APR? Personally-Identifying information (6a), Universal Data Elements (6b), Income and Housing Data Quality (6c), Chronic Homelessness (6d)
<input type="checkbox"/> Yes <input type="checkbox"/> No	
Score 5 points for Yes. At or above 5% in any category, no points.	
Coordinated Entry Participation: 5 points	What percentage of new entries to the project during FY2023 were matched to your project through the coordinated entry system?
5 points: 100%	





<p>0 points: Less than 100%</p>	
<p>Permanent Housing Placement &amp; Retention: 10 points</p>	<p>For PSH, what percentage of clients served in FY2023 either stayed in the project or exited to a permanent housing destination (APR Q5a#8 Stayers, Q23c Exiting to housing destinations) (Positive housing destinations + Stayers) / (Total Participants – Persons excluded)</p> <p>For RRH, of the clients who exited your project, what percentage of clients served in FY2023 exited to a permanent housing destination (APR Q23c)?</p>
<p>The CoC-wide percentage of PSH clients retained or exited to permanent housing is 95%</p> <p>10 points: 98-100%</p> <p>7 points: 94-97%</p> <p>4 points: 90-93%</p> <p>0 points: Less than 90%</p> <p>The CoC-wide percentage of RRH clients exited to a permanent housing destination is 88%</p> <p>10 points: 90-100%</p> <p>7 points: 85-89%</p> <p>4 points: 80-84%</p> <p>0 points: Less than 80%</p>	
<p>Employment Growth: 5 points</p>	<p>What percentage of clients enrolled in your program within the FY2023 year increased their employment income (APR Q19a1 and Q19a2)?</p> <p>{Within the “Number of Adults with Earned Income” Rows in Q19a1 &amp; 19a2} Adults who Gained or Increased Income from Start to Annual Assessment, Average Gain+ Adults who Gained or Increased Income from Start to Exit, Average Gain)/(Total Adults in Q19a1 + Total Adults in Q19a2)</p>
<p>PSH: CoC-wide Average is 15%</p> <p>5 points: More than 15%</p> <p>3 points: Between 5 to 15%</p> <p>0 points: Less than 5%</p> <p>RRH: CoC-Wide Average is 16%</p> <p>5 points: More than 16%</p> <p>3 points: 10-16%</p> <p>0 points: Less 10%</p>	
<p>Other Income Growth: 5 points</p>	<p>What percentage of clients enrolled in your program at the end of FY2023 had increased their total cash income since entering the program (Q19a1 &amp; APR Q19a2)?</p> <p>{Within the “Number of Adults with Other Income” Rows in Q19a1 &amp; 19a2} Adults who Gained or Increased Other Income from Start to Annual Assessment, Average</p>



	<p>Gain+ Adults who Gained or Increased Other Income from Start to Exit, Average Gain)/(Total Adults in Q19a1 + Total Adults in Q19a2)</p>
<p><b>PSH: The CoC-wide percentage for PSH programs was 36%</b>          5 points: More than 36%          3 points: 25-36%          0 points: Less than 25%</p> <p><b>RRH: The CoC-wide percentage for RRH programs was 19%</b>          5 points: More than 20%          3 points: 10- 20%          0 points: Less than 15%</p>	
<p>Health Insurance:          PSH: 5 points          RRH: 4 points</p>	<p>What percentage of participants served in your project had health insurance upon exit or annual assessment from the project (APR Q21 + APR Q5a#1 – APR Q21 “Number of Stayers Not Yet Required to Have an Annual Assessment”)</p> <p>(Number of “1 Source of Health Insurance + Number of “More than 1 Source of Health Insurance” (add for both Stayers and Leavers)) / (Total Persons Served (Q5a1) - "Number of Stayers not yet required to have an Annual Assessment" (Q21))</p>
<p><b>The CoC-Wide Percentage was 91% for PSH</b>          5 points: More than 90%          3 points: 80 to 90%          0 points: Less than 80%</p> <p><b>The CoC-Wide Percentage was 92% for RRH</b>          4 points: More than 90%          2 points: 80 to 90%          0 points: Less than 80%</p>	
<p>Non-Cash Benefits:          PSH: 5 points          RRH: 4 points</p>	<p>What percentage of participants served in your project had other non-cash benefits upon exit or annual assessment from the project (Q20b, Q5a#1- APR 20B “Data Not Collected/Not Stayed Long Enough for Annual Assessment)?</p> <p>Number of “1 + Sources” (add both Stayer and Leavers) / (Total Adults Served (Q5a2) - Number of Stayers "Data not collected/ not yet stayed long enough for an Annual Assessment" (Q20b))</p>
<p><b>The CoC-Wide Percentage was 83% for PSH</b>          5 points: More than 85%          3 points: 80-85%          0 points: Less than 80%</p> <p><b>The CoC-Wide Percentage was 70% for RRH</b></p>	



<p>4 points: More than 74%          2 points: 65-74%          0 points: Less than 65%</p>	
<p>Time to Move-in: 2 point</p>	<p>For RRH, what was the average time for households to move into housing after enrolling in the project? (Q22c, “Average length of time to housing”)</p>
<p>The CoC-Wide Average Length of time is 53 days.</p> <p>2 points: Less than 40 days          1 points: Between 40- 60 days          0 points: Over 60 days</p>	
<p>Fund expenditure: 10 points</p>	<p>Were all funds expended in the last completed program year?</p>
<p>10 points: 100% spent          5 points: 95-99%          0 points: Less than 95%</p>	
<p>APR Submission: 5 points</p>	<p>Was the project’s most recent APR submitted on time?</p>
<p style="text-align: center;"><input type="checkbox"/> Yes   <input type="checkbox"/> No</p> <p>Score 5 points for Yes.</p>	
<p>Monitoring: 10 points</p>	<p>Were there significant findings for your project during CoC monitoring?</p>
<p style="text-align: center;"><input type="checkbox"/> Yes   <input type="checkbox"/> No</p> <p>Score 10 points for No.</p>	

	Total	
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 @hhcofcny

**Onondaga/Oswego/Cayuga County Continuum of Care  
 2024-25 New Project Application Rubric**

**Applications are due September 11, 2024, at 5pm.  
 Applications and all attachments must be submitted in a single PDF to  
 the HHC via email: [hhc@unitedway-cny.org](mailto:hhc@unitedway-cny.org)**

<b><u>Agency and Project Information</u></b>			
Agency Name:			
Program Name:			
Application Contact Person:			
Agency Contact Email:			
Amount Requesting:		Bed/Unit Inventory:	
Component Type:	<input type="checkbox"/> Rapid Rehousing <input type="checkbox"/> PSH (Affordable Housing Partnership ONLY)		
County Serving*: <i>* Projects serving Cayuga County will receive 5 additional bonus points</i>	<input type="checkbox"/> Cayuga <input type="checkbox"/> Onondaga <input type="checkbox"/> Oswego <input type="checkbox"/> Multi-County		
Is this project partnering with a healthcare service?	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Is this project a subsidy partnership project?	<input type="checkbox"/> Yes <input type="checkbox"/> No		



## Threshold Requirements

Applicant is a Non-Profit organization with active 501(c)3 status, public housing authority, or local government organization	<input type="checkbox"/> Yes <input type="checkbox"/> No
Agree to use HMIS (or comparable database if DV)	<input type="checkbox"/> Yes <input type="checkbox"/> No
HHC Membership- has a current MOU or is submitting an MOU with this application	<input type="checkbox"/> Yes <input type="checkbox"/> No
Applicant agrees to using the Coordinated Entry System to fill 100% of beds	<input type="checkbox"/> Yes <input type="checkbox"/> No
Applicants agrees to adopt Housing First model- signed and attached Housing First checklist	<input type="checkbox"/> Yes <input type="checkbox"/> No
Management letter from agency's most recent fiscal audit demonstrating that agency is in good standing is attached.	<input type="checkbox"/> Yes <input type="checkbox"/> No
If the answer is no to any of the above questions, please explain below.	
If agency does not meet threshold requirements, stop scoring. Agency is not eligible for CoC funding.	

## Narrative Questions

Program Design:	Please provide a general description of the program including the population served, bed/unit configuration. Please indicate whether project will serve any specialized populations. (500 words)
Community Need: 5 points	Using local data on homelessness, how does this project support the HHC's goals of ending chronic, youth, family or homelessness for all persons? Please include agency's unique ability to serve the population. (250 words)
<p>4-5 points: Narrative uses local HMIS data to support project goals. Rationale for project is clearly related to HMIS data. Agency has demonstrated leadership in serving this population.</p> <p>2-3 points: Either narrative does not use HMIS data OR Agency does not demonstrate evidence of leadership in serving population.</p> <p>0-1 points: Narrative does not use HMIS/HHC Dashboard data AND agency does not demonstrate evidence of leadership in serving proposed population.</p>	
Capacity: 5 points	Please describe housing programs the agency currently administers and describe success of the programs. If agency currently or has received CoC funding in the past, address, if any, programs fell into Tier 2 or been reallocated. (250 words)



4-5 points: Agency demonstrates experience operating housing programs, addresses any issues with past performance issues with plan to improve in the future. Application uses currently funded housing project data to demonstrate capacity.

2-3 points: Has some experience operating housing programs.

0-1 points: Agency has little or no experience operating housing programs.

Project Implementation: 5 points	Describe your detailed plan for rapid implementation of the program, documenting how the program will be ready to begin housing the first program participant. Please discuss agency timelines for staffing the project and otherwise complying with CoC Program deadline. (250 words)
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4-5 points: Agency has resources in place to immediately begin program including staffing structures, concrete timeline for hiring, and a plan to fill beds within 90 days of program start.

2-3 points: Agency has a limited plan without concrete details for project implementation.

0-1 points: Agency does not have a clear strategy for project implementation.

Person-Centered Planning: 5 points	Describe how your program supports and engages the individuals served throughout their participation in the project. (250 words)
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4-5 points: Agency has actionable practices to provide ongoing supportive services throughout the duration of the project. Examples of practices include centering the participant in goal planning, creative engagement strategies, and case management training.

2-3 points: Agency provides supportive services but has limited examples of specific practices.

0-1 points: Agency does not have a clear strategy for providing ongoing services or services described are not person-centered.

Racial Equity: 5 points	How does your project work to eliminate racial disparities in housing outcomes? (250 words)
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4-5 points: Agency has promising goals for promoting racial equity. The answer clearly demonstrates how this project will ensure equity and address racial disparities. This could include practices to assess data and outcomes disaggregately, training program staff in anti-racism and other relevant trainings, agency identifies other practices that eliminate disparities.

2-3 points: Agency is committed to equity but has no clear actionable practices.

0-1 points: Agency does not have clear commitment to racial equity.

Elevating Lived Experience: 5 points	Describe how your program plans to elevate the voices of and employ people with lived experience of homelessness to create better support for your clients. (250 words)
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4-5 points: Agency has actionable practices to employ and elevate people with lived experience, including employment and HR strategies, board representation, and/or intentional feedback.

2-3 points: Agency incorporates feedback from participants in project design or conducts feedback surveys.

0-1 points: Agency does not have a clear strategy for elevating the voices of people with lived experience.



**Examples of actionable practices:**

- Policies to ensure that all clients are able to access services at the level of their need
- People with lived experience of homelessness, including people from BIPOC communities, are represented on the board of the organization
- Client feedback on the project is requested and a process is in place to examine and improve client satisfaction
- Outcome data is collected, disaggregated for race and ethnicity, and used to inform policy decisions
- Training for frontline staff to provide high-quality services
- Recruiting staff with lived experience of homelessness
- Services include peer support positions
- Mentorship and training for frontline staff interested in management positions)

**Staff Retention and Consistency:**  
5 points

With the understanding that it is difficult to provide the best help to people when needs aren't properly met, what actions does your agency take or plan on taking to prevent burn out among employees and encourage a healthy work/life balance? (250 words)

- 4-5 points: Agency has a strategy to provide support to their employees. Strategies could include staff training, benefits and time off, creating and promoting safe and healthy work environments, etc.
- 2-3 points: Agency commits to providing support to staff but does not identify any clear strategies.
- 0-1 points: Agency does not outline strategies to support their housing staff in an effort to retain employees and provide consistent staffing for clients.

**Connection to Healthcare Services:** 5 points

Describe your strategy to ensure clients are connected with and have ongoing access to appropriate healthcare services. (250 words)

- 4-5 points: Agency has actionable practices to connect participants to healthcare services. Examples of actionable practices can include partnerships with healthcare organizations through MOU, providing navigation services, addressing transportation barriers to healthcare services, etc.
- 2-3 points: Agency provides connections to healthcare services, but connection is limited.
- 0-1 points: Agency does not have a clear strategy for connecting participants with healthcare services.

## Performance Measures

**Employment & Income Growth:**  
10 points

Describe how clients will be assisted in obtaining employment and income resources to maximize their ability to live independently. (250 words)

- 8-10 points: Agency describes their ability and commitment to helping clients in each of the three areas described. Specific strategies include: Job coaching, Connections with specifically named workforce development agencies or programs (e.g., JobCorps, CNYWorks), SOAR training for staff members, Medicaid enrollment, Connections with specific named Health homes agencies, Connections with specific named primary care providers, Connections with specifically named substance abuse treatment providers, Motivational Interviewing.
- 5-7 points: Specific strategies are named, but do not include all three resource areas.



2-4 points: All three resource areas are described, but specific strategies are not described. Strategies are vague.

0-1 points: Answer is not applicable to the question or does not give any detail.

Housing Placement  
& Retention:  
10 Points

How will project assist participants in obtaining safe, affordable housing quickly? How will the program ensure that participants will exit to or remain in permanent housing? (250 words)

8-10 points: Describes commitment to moving or transferring clients with complex challenges along with specific strategies to serve these clients. Agency describes experience negotiating with landlords and advocating for clients, and doing appropriate discharge planning. Agency also describes supportive services provided to ensure housing stability.

5-7 points: Agency describes commitment to ensuring participants remain in or exit to permanent housing but strategies are unclear or limited. Agency has limited experience retaining clients in permanent housing.

2-4 points: Agency commits to ensuring participants will exit or remain in permanent housing but does not include strategies for achieving the goal.

0-1 points: Answer is not applicable to the question or does not give details.

Returns to  
Homelessness:  
10 points

How will projects ensure that clients will not return to homelessness after project exit?

8-10 points: Describes agency practices relating to supportive services and stability plans. Agency has 'moving on' strategies to ensure participants are stable at program exit. Agency addresses how it will ensure participants have long-term stability including access to ongoing supportive services, affordable housing/subsidies, etc.

5-7 points: Agency describes commitment to ensuring participants do not return to homelessness but strategies are unclear or limited. Agency has limited experience in stabilizing clients.

2-4 points: Agency commits to ensuring participants will not return to homelessness but does not give any concrete details.

0-1 points: Answer is not applicable to the question or does not give details.

## Budget Questions

Please attach a project budget to prove that expenses are reasonable, allocable, and allowable as well as 25% match documentation: 20 points     Budget Attached     Match Documentation Attached

Budget must include: no line items outside of the categories of Leasing, Rental Assistance, Supportive Services, Operations, and Administration.

Admin cannot be over 10% unless agency has an approved cost rate.

Match must be 25% of total grant amount\*, indicate whether it is cash or in-kind, and have attached match letter. Agencies can only receive a maximum score of 5 if match documentation is not attached.





\*If a project has a LEASING budget line, this does not require match. In this case, you would subtract the leasing line amount from the total grant amount to determine the 25% match requirement.

Award 10 points for attached budget with all allowable expenses.

Award 10 points for attached match documentation fulfilling the 25% requirements.

### **Special Project Questions**

**Only fill out these questions if you are applying for these specific project types**

#### **ONLY For Healthcare Project Applicants: 10 points**

Please describe how the project will structure program to provide healthcare services to participants. (250 words)

8-10 points: Agency has created a partnership with a healthcare provider and describes 25% funding commitment or access to SUD services for all participants. Commitment of healthcare provider must be attached. Program design is clear.

5-7 points: Program design is somewhat clear but some questions remain.

2-4 points: Program design is not clear and/or does not have healthcare provider secured.

0-1 points: Agency does not provide explanation of program design, healthcare provider and/or does not have letter attached.

Please attach a commitment letter from a healthcare organization demonstrating commitment of either:  Attached

- i. For recovery or substance use treatment, services that are available for all program participants and chose those services; or
- ii. An amount that is equivalent to 25% of the funding being requested for the project to be covered by the healthcare organization.

#### **ONLY For Subsidized Partnership Project Applicants: 10 points**

Please describe how the project will structure the program to ensure at least 25% of project serves unit/participants in PSH or RRH. Please include partners and additional funding source. (250 words)

8-10 points: Agency has created a partnership with an affordable housing funding source and explains how at least 25% of units or persons will be served by the project. Commitment of separate funding source must be attached. Program design is clear.

5-7 points: Program design is somewhat clear but some questions remain.

2-4 points: Program design is not clear and/or does not have additional funding source defined or secured.

0-1 points: Agency does not provide explanation of program design, additional funding source and/or does not have letter attached.



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Please attach a funding letter from a housing organization demonstrating commitment of either:

Attached

- i. 25% of units will be dedicated to PSH participants; or
- ii. 25% of persons served will be dedicated to RRH participants



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 @hhcofcny

**Onondaga/Oswego/Cayuga County Continuum of Care  
 2024 Local Domestic Violence Application Rubric**

**Applications are due September 11, 2024, at 5pm.  
 Applications and all attachments must be submitted in a single PDF to  
 the HHC via email: [hhc@unitedway-cny.org](mailto:hhc@unitedway-cny.org)**

<b><u>Agency and Project Information</u></b>			
Agency Name:			
Program Name:			
Application Contact Person:			
Agency Contact Email:			
Amount Requesting:		Bed/Unit Inventory:	
Component Type:	<input type="checkbox"/> Rapid Rehousing <input type="checkbox"/> SSO Coordinated Entry		
County Serving*: * Projects serving Cayuga County will receive 5 additional bonus points	<input type="checkbox"/> Cayuga <input type="checkbox"/> Onondaga <input type="checkbox"/> Oswego <input type="checkbox"/> Multi-County		

<b><u>Threshold Requirements</u></b>	
Applicant is a Non-Profit organization with active 501(c)3 status, public housing authority, or local government organization	<input type="checkbox"/> Yes <input type="checkbox"/> No
Agree to use HMIS (or comparable database if DV)	<input type="checkbox"/> Yes <input type="checkbox"/> No



HHC Membership- has a current MOU or is submitting an MOU with this application	<input type="checkbox"/> Yes <input type="checkbox"/> No
Applicant agrees to using the Coordinated Entry System to fill 100% of beds	<input type="checkbox"/> Yes <input type="checkbox"/> No
Applicants agrees to adopt Housing First model- signed and attached Housing First checklist	<input type="checkbox"/> Yes <input type="checkbox"/> No
Management letter from agency's most recent fiscal audit demonstrating that agency is in good standing is attached.	<input type="checkbox"/> Yes <input type="checkbox"/> No
If the answer is no to any of the above questions, please explain below.	
If agency does not meet threshold requirements, stop scoring. Agency is not eligible for CoC funding.	

<u><b>Narrative Questions</b></u>	
Program Design: 5 points	Please provide a general description of the program including the population served, bed/unit configuration. Please describe agency's experience with serving DV survivors. (500 words)
<p>4-5 points: Agency is a victim service provider or has extensive experience serving survivors through current projects. Project design is clear and well thought out.</p> <p>2-3 points: Agency has little experience serving survivors but no current projects dedicated to survivors.</p> <p>0-1 points: Agency does not address serving survivors or project design is not clear.</p>	
Experience in Providing Housing to Survivors: 5 points	Describe in the field below how the project applicant: 1. ensured DV survivors experiencing homelessness were quickly moved into safe affordable housing; 2. prioritized survivors—you must address the process the project applicant used, e.g., Coordinated Entry, prioritization list, CoC's emergency transfer plan, etc.;; 3. determined survivors' supportive services needs; 4. connected survivors to supportive services; and 5. moved clients from assisted housing to housing they could sustain—address housing stability after the housing subsidy ends. (250 words)
<p>4-5 points: Agency has resources in place to immediately begin to house, provide supportive services, and implement how Coordinated Entry will be used.</p> <p>2-3 points: Agency gives limited description of how agency will provide housing to survivors.</p> <p>0-1 points: Agency does not have a clear strategy for housing survivors.</p>	
Experience in Ensuring DV Survivor Safety: 5 points	Describe in the field below examples of how the project applicant ensured the safety and confidentiality of DV survivors experiencing homelessness by: 1. taking steps to ensure privacy/confidentiality during the intake and interview process to minimize potential coercion of survivors;

	<p>2. making determinations and placements into safe housing; 3. keeping survivors information and locations confidential; 4. training staff on safety and confidentiality policies and practices; and 5. taking security measures for units (congregate or scattered site), that support survivors' physical safety and location confidentiality. (250 words)</p>
<p>4-5 points: Agency has actionable practices to address all above aspects of ensuring safety and confidentiality throughout the duration of the project. 2-3 points: Agency addresses some practices for ensuring safety and confidentiality but does not address all aspects. 0-1 points: Agency does not have a clear strategy for ensuring safety and confidentiality.</p>	
<p>Experience in Evaluating Ability to Ensure Survivor Safety: 5 points</p>	<p>Describe in the field below how the project evaluated its ability to ensure the safety of DV survivors the project served in the project, including any areas identified for improvement throughout the project's operation. (250 words)</p>
<p>4-5 points: Agency has a strategy to evaluate the project's ability to ensure safety, including demonstrated areas of improvement and changes made. 2-3 points: Agency has a strategy but no demonstrated improvements made. 0-1 points: Agency does not have clear strategy to evaluate its ability to ensure safety.</p>	
<p>Placing and Stabilizing Survivors in Permanent Housing Using Trauma-Informed, Survivor-Centered Approaches: 5 points</p>	<p>Describe in the field below the project applicant's experience in: 1. prioritizing placement and stabilization of survivors; 2. placing survivors in permanent housing; 3. placing and stabilizing survivors consistent with their preferences; and 4. placing and stabilizing survivors consistent with their stated needs. (500 words)</p>
<p>4-5 points: Agency addresses all four points of placing and stabilizing survivors in permanent housing with clear examples for each metric. 2-3 points: Agency addresses some but not all of the categories or all categories with no clear examples. 0-1 points: Agency only addresses one or two of the placement and stabilization categories.</p>	
<p>Trauma-Informed, Victim-Centered Approach: 5 points</p>	<p>Describe in the field below examples of the project applicant's experience using trauma-informed, victim-centered approaches to meet needs of DV survivors by: 1. establishing and maintaining an environment of agency and mutual respect, e.g., the project does not use punitive interventions, ensures survivors and staff interactions are based on equality, and minimize power differentials;</p>

	<ol style="list-style-type: none"> <li>2. providing survivors access to information on trauma, e.g., training staff on providing survivors with information on the effects of trauma;</li> <li>3. emphasizing survivors' strengths, e.g., strength-based coaching, questionnaires and assessment tools include strength-based measures, case plans worked towards survivor-defined goals and aspirations;</li> <li>4. centering on cultural responsiveness and inclusivity, e.g., training on equal access, cultural competence, nondiscrimination, language access, improving services to be culturally responsive, accessible, and trauma-informed;</li> <li>5. providing a variety of opportunities for survivors' connections, e.g., groups, mentorships, peer-to-peer, spiritual needs; and</li> <li>6. offering support for survivor parenting, e.g., trauma-informed parenting classes, childcare, connections to legal services. (500 words)</li> </ol>
<p>4-5 points: Agency addresses all six points of being trauma informed and victim centered with clear examples for each metric. 2-3 points: Agency addresses some but not all of the categories or all categories with no clear examples. 0-1 points: Agency only addresses one or two of the trauma-informed categories.</p>	
<p>Meeting Service Needs of DV Survivors: 5 points</p>	<p>Describe in the field below examples of supportive services the project provided to domestic violence survivors while quickly moving them into permanent housing and addressing their safety needs. (250 words)</p>
<p>4-5 points: Agency gives numerous examples of supportive services provided to survivors and how this will ensure safety and rapidly move them into permanent housing. 2-3 points: Agency gives one or two examples of supportive services provided. 0-1 points: Agency does not outline supportive services plan for survivors.</p>	
<p>Plan for Placing and Stabilizing Survivors in Permanent Housing Using Trauma-Informed, Survivor-Centered Approaches: 5 points</p>	<p>Describe in the field below how the project(s) will:</p> <ol style="list-style-type: none"> <li>1. prioritize placement and stabilization of program participants;</li> <li>2. place program participants in permanent housing;</li> <li>3. place and stabilize program participants consistent with their preferences; and</li> <li>4. place and stabilize program participants consistent with their stated needs. (500 words)</li> </ol>
<p>4-5 points: Agency addresses their plan for all four points of placing and stabilizing survivors in permanent housing with clear examples for each metric. 2-3 points: Agency addresses some but not all of the categories or all categories with no clear examples. 0-1 points: Agency only addresses one or two of the placement and stabilization categories.</p>	
<p>Plan for Trauma- Informed, Victim Centered Practices: 5 points</p>	<p>Describe in the field below examples of the project applicant's experience using trauma-informed, victim-centered approaches to meet needs of DV survivors by:</p> <ol style="list-style-type: none"> <li>1. establish and maintain an environment of agency and mutual respect, e.g., the project does not use punitive interventions, ensures program participant and staff interactions are based on equality, and minimize power differentials;</li> </ol>

	<p>2. provide program participants access to information on trauma, e.g., training staff on providing program participants with information on the effects of trauma;</p> <p>3. emphasize program participants’ strengths—for example, strength-based coaching, questionnaires and assessment tools include strength-based measures, case plans work towards survivor-defined goals and aspirations;</p> <p>4. center on cultural responsiveness and inclusivity, e.g., training on equal access, cultural competence, nondiscrimination, language access, improving services to be culturally responsive, accessible, and trauma-informed;</p> <p>5. provide a variety of opportunities for program participants’ connections, e.g., groups, mentorships, peer-to-peer, spiritual needs; and</p> <p>6. offer support for survivor parenting, e.g., trauma-informed parenting classes, childcare, connections to legal services. (500 words)</p>
<p>4-5 points: Agency addresses their plan for all six points of being trauma informed and victim centered with clear examples for each metric.</p> <p>2-3 points: Agency addresses some but not all of the categories or all categories with no clear examples.</p> <p>0-1 points: Agency only addresses one or two of the trauma-informed categories.</p>	
<p>Plan for Involving Survivors in Policy and Program Development: 5 points</p>	<p>Describe in the field below how the new project will involve survivors:</p> <ol style="list-style-type: none"> <li>1. with a range of lived expertise; and</li> <li>2. in policy and program development throughout the project’s operation.</li> </ol> <p>(250 words)</p>
<p>4-5 points: Agency has current actionable practices to involve survivors with lived expertise in program development. Agency has models to replicate for new project.</p> <p>2-3 points: Agency has a plan on how to incorporate lived expertise into program development but no current models to replicate.</p> <p>0-1 points: Agency does not have a clear strategy for incorporating the voices of people with lived expertise.</p>	

<h2 style="text-align: center;"><u>Performance Measures</u></h2>	
<p>Employment &amp; Income Growth: 10 points</p>	<p>Describe how clients will be assisted in obtaining employment, income, and mainstream health resources to maximize their ability to live independently. (250 words)</p>
<p>8-10 points: Agency describes their ability and commitment to helping clients in each of the three areas described. Specific strategies include: Job coaching, Connections with specifically named workforce development agencies or programs (e.g., JobCorps, CNYWorks), SOAR training for staff members, Medicaid enrollment, Connections with specific named Health homes agencies, Connections with specific named primary care providers, Connections with specifically named substance abuse treatment providers, Motivational Interviewing.</p>	



5-7 points: Specific strategies are named, but do not include all three resource areas.  
 2-4 points: All three resource areas are described, but specific strategies are not described. Strategies are vague.  
 0-1 points: Answer is not applicable to the question or does not give any detail.

Housing Placement and Retention: 5 points	Please provide the rate of housing placement of DV Survivors- Percentage Rate of Housing Retention of DV Survivors.
--	--

4-5 points: Placement and retention is over 85%  
 2-3 points: Either placement or retention is over 85%  
 0-1 points: Both metrics are below 85%

Housing Placement & Retention Narrative: 5 Points	For the rate of housing placement and rate of housing retention of DV survivors reported in question 4B-3b., describe in the field below: 1. how the project applicant calculated the rate of housing placement; 2. whether the rate for housing placement accounts for exits to safe housing destinations; 3. how the project applicant calculated the rate of housing retention; and 4. the data source (e.g., comparable databases, other administrative data, external data source, HMIS for non-DV projects). (250 words)
--	---

4-5 points: Agency has a clear method for calculating rates and reliable data source.  
 2-3 points: Agency is vague about how data was calculated or does not have a comparable database.  
 0-1 points: Agency has unclear explanation for how data was calculated.

Returns to Homelessness: 10 points	How will projects ensure that clients will not return to homelessness after project exit?
---------------------------------------	---

8-10 points: Describes agency practices relating to supportive services and stability plans. Agency has 'moving on' strategies to ensure participants are stable at program exit. Agency addresses how it will ensure participants have long-term stability including access to ongoing supportive services, affordable housing/subsidies, etc.  
 5-7 points: Agency describes commitment to ensuring participants do not return to homelessness but strategies are unclear or limited. Agency has limited experience in stabilizing clients.  
 2-4 points: Agency commits to ensuring participants will not return to homelessness but does not give any concrete details.  
 0-1 points: Answer is not applicable to the question or does not give details.

## Budget Questions

Please attach a project budget to prove that expenses are reasonable, allocable, and allowable as well as 25% match documentation: 20 points     Budget Attached     Match Documentation Attached





www.hhccny.org  
hhc@unitedway-cny.org  
f facebook.com/hhccny  
t @hhcofcny

Budget must include: no line items outside of the categories of Leasing, Rental Assistance, Supportive Services, Operations, and Administration.

Admin cannot be over 10% unless agency has an approved cost rate.

Match must be 25% of total grant amount, indicate whether it is cash or in-kind, and have attached match letter. Agencies can only receive a maximum score of 5 if match documentation is not attached.

Award 10 points for attached budget with all allowable expenses.

Award 10 points for attached match documentation fulfilling the 25% requirements.



www.hhccny.org  
 hhc@unitedway-cny.org  
 facebook.com/hhccny  
 @hhcofcny

**Cayuga/ Onondaga/Oswego County Continuum of Care  
 2024 Local Renewal Application**

**Rubric Applications are due September 11<sup>th</sup> at 5 pm**  
**Single Project Applications must be submitted in a single PDF to**  
**The HHC via email: [hhc@unitedway-cny.org](mailto:hhc@unitedway-cny.org)**

<u><b>Agency and Project Information</b></u>	
Agency Name:	Catholic Charities of Onondaga County
Program Name:	Permanent Housing for the Chronically Homeless II
Application Contact Person:	Danchell Hicks
Component Type:	<input type="checkbox"/> RRH <input checked="" type="checkbox"/> PSH <input type="checkbox"/> Th-RRH
County Serving:	<input type="checkbox"/> Cayuga <input checked="" type="checkbox"/> Onondaga <input type="checkbox"/> Oswego <input type="checkbox"/> Multi-County

<u><b>Narrative Response Questions</b></u>	
Consistent Service Delivery: 5 points	With the understanding that it is difficult to provide the best help to people when needs aren't properly met, what actions does your agency take or plan on taking to prevent burn out among employees and encourage a healthy work/life balance? (250 words)
<p>Catholic Charities of Onondaga County (CCOC) ensures that all staff understand the importance of a healthy work/life balance, so much so that Homeless Stability Services starts the conversation of "self-care" in the interview stage for onboarding new staff. CCOC follows a robust supervisory practice that calls for employees to receive regular, protected meeting time with their supervisor. Management staff also ensures that employees know that CCOC honors an "Open Door Policy" which includes the need to seek support and guidance from management as it pertains to managing workplace stressors.</p> <p>CCOC offers a comprehensive paid time off package to all employees, which includes the accepted use for the aforementioned time for mental health days. Additionally, CCOC operates on a 35 hour work week to help promote a healthy work/life balance. CCOC also offers all employees access to Employee Assistance Program benefits which includes discounted and most times free counseling services.</p> <p>CCOC also partners with Excellus Health to offer trainings to employees such as "Stress Management for Providers."</p>	
Lived Experience: 5 points	Describe how your program plans to elevate the voices of and employ people with lived experience of homelessness to create better support for your clients. (250 words)



CCOC is committed to elevating and employing individuals with lived experience within the organization. Residents of CCOC programs are often employed with the agency as plant operations staff. CCOC is an equal opportunity employer, does not discriminate, and takes steps to ensure against discrimination in employment, recruitment, and other like activities. CCOC offers on-the-job training for homeless and housing-vulnerable youth and adults through agencies/programs like CNY Works, the Women's Opportunity Center, and Jobs Plus. CCOC also participates in a Pathways to Employment program for Onondaga Community College students. The CCOC Corporate Compliance department has an open door policy for concerns as well as a confidential hotline for anonymous messages. Programs have a grievance policy, provided to clients, with multiple ways for their opinions, criticism, reflections, and concerns to be heard. Satisfaction surveys are sent to seek client feedback. The agency conducts randomized check-ins with clients as part of its quality improvement efforts. Examples of actionable practices undertaken by CCOC housing programs include recruiting staff with lived experience, training for frontline staff to provide high-quality services, and training for frontline staff interested in management positions. Evidence of these practices is reflected in the agency's internal hiring numbers. Specifically, in HUD-funded programs, all Program Managers and Program Directors were promoted from within, with over 70% of them being promoted from the Housing Case Worker position. According to a spring 2022 survey of the CCOC Board of Directors, three of the eighteen members have lived experience.

**Person Centered Planning:**  
 5 points

**Describe how your program supports and engages the individuals served throughout their participation in the project. (250 words)**

CCOC is committed to providing the necessary supports for the individuals served throughout their participation in the project, including creative engagement strategies such as meeting in places that are less anxiety provoking for the client and utilizing after hours for those who do not like to be home throughout the day. CCOC ensures all direct support staff are trained upon hire with Person Centered Care, Motivational Interviewing, and Mental Health First Aid amongst others to assist with supporting program participants throughout their program tenure. CCOC has worked successfully to build community stakeholder relationships with other agencies such as the Department of Social Services, ARISE, HELIO Health, and others to ensure the agency is providing well rounded care and referrals to other services that the agency does not provide in-house. During the first 30 days of service, case management engages the participant in person-centered goal planning which can include a plethora of life skills, inter-personal adroitness, and income-related achievements. In addition, CCOC provides person-centered support services through other agency funds for parent education, providing in-house therapy to meet participants where they are, and provides employment services and job-readiness skills to participants who are interested. CCOC focuses on a Housing First Model that allows staff to meet clients where they are at, at all times, while working on small successes to achieve overall stability throughout their program tenure.

**Connection to Healthcare Services:**  
 5 points

**Describe your strategy to ensure clients are connected with and have ongoing access to appropriate healthcare services. (250 words)**

CCOC is committed to improving access and connection to health care services for clients served. All project staff are trained to discuss health care and current insurance enrollment upon intake to the program. Through the utilization of person-centered planning and psychosocial assessment, project staff assess and discuss health care needs with the person being served. CCOC project staff assists clients in obtaining access to health care insurance if needed, specifically Medicaid services. CCOC also operates Adult and Children's Health Home Care Management programs that provides health care case management services. Case Workers of each program, if the client is enrolled in both, maintain communication to ensure client needs are being communicated and met. Project staff have access to and are continually informed of how to complete



a referral for the Adult and Children's Health Home medical care management. Clients also receive case management services within their housing project based on their individualized goal plans, which can include health care related items. To address transportation barriers, all CCOC housing programs offer access to bus passes, case work transportation, setting up Medicaid cabs, ride share retrieval, and assist participants in utilizing their resources and life skills. In addition, CCOC is currently contracting with a psychiatric nurse practitioner to serve the Men's Shelter. These services are not exclusive to shelter guests, but are available for all CCOC housing clients to access, if needed.

**Racial Equity:**  
 5 points

How does your project work to eliminate racial disparities in housing outcomes? (250 words)

CCOC is dedicated to rectifying racial inequalities in housing by pinpointing implicit biases' origins, enhancing hiring practices and services to benefit groups most disproportionately affected, and utilizing tools for communities to analyze data, addressing disparities in outreach, services, housing, and recidivism. CCOC provides services in a culturally competent manner that recognizes, values, affirms, and respects the worth of individuals, as well as protects and preserves the dignity of each person. All staff receives initial and outgoing training in cultural competency and harassment prevention. The agency does not and shall not discriminate on the basis of race, color, religion (creed), socioeconomic status, gender, gender expression, age, national origin, disability, marital status, sexual orientation, or military status in any of its activities or operations. These activities include, but are not limited to, hiring and firing of staff, selection of volunteers and vendors, and the provision of services.

The agency is committed to providing an inclusive and harassment-free environment for all members of the staff (including volunteers, interns, and subcontractors) and clients. Every individual who receives services from CCOC has a right to file grievances and recommendations related to service. A grievance is a formal complaint that can be about an employee or the agency, a violation of participants' rights, or unhappiness with services or supports. The Homeless Stability Services Program Officer co-chaired the agency's Equity Work Group and fostered a relationship with CCSI Inc., now hired as a CCOC consulting firm to assess and dismantle any racial inequities within the agency. In addition, CCOC has hired a DEI and Employee Engagement Manager to reinforce a culture of inclusion, ensuring equitable systems and processes, and developing staff and leadership in accordance with these principles.

<b>Project Competition Report</b>	<b>Percentage</b>	<b>Points</b>
<b>Utilization:</b> Did your project meet its projected number of households served during the year (100% utilization?)	106%	5/5
<b>Vulnerable Populations:</b> What percentage of clients served in FY2021 were in the following categories:		
Chronically Homeless	98%	5/5
Youth	1%	
<b>Data Quality:</b>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	5/5

<p>Were all of the following error rates below 5% for Q6 for your FY2020 APR?</p> <ul style="list-style-type: none"> <li>• Personally-Identifying Information</li> <li>• Universal Data Elements</li> <li>• Income and Housing Data Quality</li> <li>• Chronic Homelessness</li> </ul>		
<p><b>Coordinated Entry Participation:</b> What percentage of new entries to the project during FY2021 were matched to your project through the coordinated entry system?</p>	100%	5/5
<p><b>Permanent Housing Placement and Retention:</b> For <b>PSH</b>, what percentage of clients served in FY2021 either stayed in the project or exited to a permanent housing destination? For <b>RRH</b>, of the clients who exited your project, what percentage of clients served in FY2021 exited to a permanent housing destination?</p>	95%	7/10
<p><b>Employment growth – All Clients:</b> What percentage of clients enrolled in your program during the FY2021 had increased their employment income since entering the program?</p>	1%	0/5
<p><b>Other Income Growth – All Clients:</b> What percentage of clients enrolled in your program during the FY2021 had increased their non-employment cash income since entering the program?</p>	20%	0/5
<p><b>Health Insurance :</b> What percentage of participants served in your project had health insurance upon exit or annual assessment from the project?</p>	100%	5/5
<p><b>Non-Cash Benefits:</b> What percentage of participants served in your project had other non-cash benefits upon exit or annual assessment from the project?</p>	64%	0/5
<p><b>Time to Move-in:</b></p>	N/A	N/A



For RRH, what was the average time for households to move into housing after enrolling in the project?		
<b>Fund expenditure:</b> Were all funds expended in the last completed program year?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	10/10
<b>APR Submission:</b> Was the project's most recent APR submitted on time?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	5/5
<b>Monitoring:</b> Were there significant findings for your project during CoC monitoring?	<input checked="" type="checkbox"/> Yes <input checked="" type="checkbox"/> No	10/10
<b>Total Competition Score (out of 75)</b>		<b>57/75</b>
<b>Total Narrative Score (out of 25)</b>		<b>/25</b>
<b>Total Renewal Score (out of 100)</b>		<b>/100</b>

<u><b>Agency Certification</b></u>	
Project Certification of objective criteria:	<input checked="" type="checkbox"/> Accept <input type="checkbox"/> Dispute <input type="checkbox"/> Dispute and Request Meeting with Committee
If the agency disputes the report, please describe which of the objective criteria are incorrect.	
Signature:	
Printed Name:	Michael F. Melara, Executive Director

# 2024 NOFO Review Form

**Reviewer Name \***

Joe King

**Applying Agency Name \***

Catholic Charities

**Project Name (not the name of the person on the application) \***

PH for Chronically Homeless II

**This application is applying for: \***

- Renewal
- New
- Domestic Violence

## **Renewal Application**

**What is the Component Type? \***

- RRH
- PSH
- Th-RRH

**Which county is this project serving? \***

- Onondaga
- Cayuga
- Oswego
- Multi-county



**Consistency Service Delivery: Worth 5 points**

\*

4-5 points: Agency has a strategy to provide support to their employees. Strategies could include staff training, benefits and time off, creating and promoting safe and healthy work environments, etc.

2-3 points: Agency commits to providing support to staff but does not identify any clear strategies.

0-1 points: Agency does not outline strategies to support their housing staff in an effort to retain employees and provide consistent staffing for clients.

 5 4 3 2 1 0

**Elevating Lived Experience: Worth 5 points** \*

4-5 points: Agency has actionable practices to employ and elevate people with lived experience, including employment and HR strategies, board representation, and/or intentional feedback.

2-3 points: Agency incorporates feedback from participants in project design or conducts feedback surveys.

0-1 points: Agency does not have a clear strategy for elevating the voices of people with lived experience.

Examples of actionable practices:

- Policies to ensure that all clients are able to access services at the level of their need
- People with lived experience of homelessness, including people from BIPOC communities, are represented on the board of the organization
- Client feedback on the project is requested and a process is in place to examine and improve client satisfaction
- Outcome data is collected, disaggregated for race and ethnicity, and used to inform policy decisions
- Training for frontline staff to provide high-quality services
- Recruiting staff with lived experience of homelessness
- Services include peer support positions
- Mentorship and training for frontline staff interested in management positions)

5

4

3

2

1

0

**Person-Centered Supportive Services: Worth 5 points**

\*

4-5 points: Agency has actionable practices to provide ongoing supportive services throughout the duration of the project. Examples of practices include centering the participant in goal planning, creative engagement strategies, and case management training.

2-3 points: Agency provides supportive services but has limited examples of specific practices.

0-1 points: Agency does not have a clear strategy for providing ongoing services or services described are not person-centered.

 5 4 3 2 1 0

**Connection to Health Care Services: Worth 5 points**

\*

4-5 points: Agency has actionable practices to connect participants to healthcare services. Examples of actionable practices can include partnerships with healthcare organizations through MOU, providing navigation services, addressing transportation barriers to healthcare services, etc.

2-3 points: Agency provides connections to healthcare services, but connection is limited.

0-1 points: Agency does not have a clear strategy for connecting participants with healthcare services.

 5 4 3 2 1 0

**Racial Equity: Worth 5 points**



4-5 points: Agency has promising goals for promoting racial equity. The answer clearly demonstrates how this project will ensure equity and address racial disparities. This could include practices to assess data and outcomes disaggregately, training program staff in anti-racism and other relevant trainings, agency identifies other practices that eliminate disparities.

2-3 points: Agency is committed to equity but has no clear actionable practices.

0-1 points: Agency does not have clear commitment to racial equity.

- 5
- 4
- 3
- 2
- 1
- 0

**Additional Comments:**

Please provide an explanation for low scoring answers.

.....

**Please enter the project's competition report score.**



The competition report score is located at the bottom of the application.

57/75  
.....

New Application

# 2024 NOFO Review Form

**Reviewer Name \***

Martin Skahen

**Applying Agency Name \***

CCOC

**Project Name (not the name of the person on the application) \***

Permanent Housing II

**This application is applying for: \***



Renewal



New



Domestic Violence

**Renewal Application**

**What is the Component Type? \***

- RRH
- PSH
- Th-RRH

**Which county is this project serving? \***

- Onondaga
- Cayuga
- Oswego
- Multi-county

**Consistency Service Delivery: Worth 5 points**

\*

4-5 points: Agency has a strategy to provide support to their employees. Strategies could include staff training, benefits and time off, creating and promoting safe and healthy work environments, etc.

2-3 points: Agency commits to providing support to staff but does not identify any clear strategies.

0-1 points: Agency does not outline strategies to support their housing staff in an effort to retain employees and provide consistent staffing for clients.

 5 4 3 2 1 0



**Elevating Lived Experience: Worth 5 points** \*

4-5 points: Agency has actionable practices to employ and elevate people with lived experience, including employment and HR strategies, board representation, and/or intentional feedback.

2-3 points: Agency incorporates feedback from participants in project design or conducts feedback surveys.

0-1 points: Agency does not have a clear strategy for elevating the voices of people with lived experience.

Examples of actionable practices:

- Policies to ensure that all clients are able to access services at the level of their need
- People with lived experience of homelessness, including people from BIPOC communities, are represented on the board of the organization
- Client feedback on the project is requested and a process is in place to examine and improve client satisfaction
- Outcome data is collected, disaggregated for race and ethnicity, and used to inform policy decisions
- Training for frontline staff to provide high-quality services
- Recruiting staff with lived experience of homelessness
- Services include peer support positions
- Mentorship and training for frontline staff interested in management positions)

5

4

3

2

1

0

**Person-Centered Supportive Services: Worth 5 points**

\*

4-5 points: Agency has actionable practices to provide ongoing supportive services throughout the duration of the project. Examples of practices include centering the participant in goal planning, creative engagement strategies, and case management training.

2-3 points: Agency provides supportive services but has limited examples of specific practices.

0-1 points: Agency does not have a clear strategy for providing ongoing services or services described are not person-centered.

 5 4 3 2 1 0

**Connection to Health Care Services: Worth 5 points**

\*

4-5 points: Agency has actionable practices to connect participants to healthcare services. Examples of actionable practices can include partnerships with healthcare organizations through MOU, providing navigation services, addressing transportation barriers to healthcare services, etc.

2-3 points: Agency provides connections to healthcare services, but connection is limited.

0-1 points: Agency does not have a clear strategy for connecting participants with healthcare services.

 5 4 3 2 1 0

**Racial Equity: Worth 5 points** \*

4-5 points: Agency has promising goals for promoting racial equity. The answer clearly demonstrates how this project will ensure equity and address racial disparities. This could include practices to assess data and outcomes disaggregately, training program staff in anti-racism and other relevant trainings, agency identifies other practices that eliminate disparities.

2-3 points: Agency is committed to equity but has no clear actionable practices.

0-1 points: Agency does not have clear commitment to racial equity.

5

4

3

2

1

0

**Additional Comments:**

Please provide an explanation for low scoring answers.

.....

**Please enter the project's competition report score.** \*

The competition report score is located at the bottom of the application.

57  
.....

New Application

# 2024 NOFO Review Form

**Reviewer Name \***

Martha Ehlert

**Applying Agency Name \***

Catholic Charities of Onondaga County

**Project Name (not the name of the person on the application) \***

Permanent Housing for the Chronically Homeless II

**This application is applying for: \***

- Renewal
- New
- Domestic Violence

**Renewal Application**

**What is the Component Type? \***

- RRH
- PSH
- Th-RRH

**Which county is this project serving? \***

- Onondaga
- Cayuga
- Oswego
- Multi-county

**Consistency Service Delivery: Worth 5 points**

\*

4-5 points: Agency has a strategy to provide support to their employees. Strategies could include staff training, benefits and time off, creating and promoting safe and healthy work environments, etc.

2-3 points: Agency commits to providing support to staff but does not identify any clear strategies.

0-1 points: Agency does not outline strategies to support their housing staff in an effort to retain employees and provide consistent staffing for clients.

 5 4 3 2 1 0

**Elevating Lived Experience: Worth 5 points** \*

4-5 points: Agency has actionable practices to employ and elevate people with lived experience, including employment and HR strategies, board representation, and/or intentional feedback.

2-3 points: Agency incorporates feedback from participants in project design or conducts feedback surveys.

0-1 points: Agency does not have a clear strategy for elevating the voices of people with lived experience.

Examples of actionable practices:

- Policies to ensure that all clients are able to access services at the level of their need
- People with lived experience of homelessness, including people from BIPOC communities, are represented on the board of the organization
- Client feedback on the project is requested and a process is in place to examine and improve client satisfaction
- Outcome data is collected, disaggregated for race and ethnicity, and used to inform policy decisions
- Training for frontline staff to provide high-quality services
- Recruiting staff with lived experience of homelessness
- Services include peer support positions
- Mentorship and training for frontline staff interested in management positions)

5

4

3

2

1

0



**Person-Centered Supportive Services: Worth 5 points**

\*

4-5 points: Agency has actionable practices to provide ongoing supportive services throughout the duration of the project. Examples of practices include centering the participant in goal planning, creative engagement strategies, and case management training.

2-3 points: Agency provides supportive services but has limited examples of specific practices.

0-1 points: Agency does not have a clear strategy for providing ongoing services or services described are not person-centered.

 5 4 3 2 1 0

**Connection to Health Care Services: Worth 5 points**

4-5 points: Agency has actionable practices to connect participants to healthcare services. Examples of actionable practices can include partnerships with healthcare organizations through MOU, providing navigation services, addressing transportation barriers to healthcare services, etc.

2-3 points: Agency provides connections to healthcare services, but connection is limited.

0-1 points: Agency does not have a clear strategy for connecting participants with healthcare services.

- 5
- 4
- 3
- 2
- 1
- 0

**Racial Equity: Worth 5 points** \*

4-5 points: Agency has promising goals for promoting racial equity. The answer clearly demonstrates how this project will ensure equity and address racial disparities. This could include practices to assess data and outcomes disaggregately, training program staff in anti-racism and other relevant trainings, agency identifies other practices that eliminate disparities.

2-3 points: Agency is committed to equity but has no clear actionable practices.

0-1 points: Agency does not have clear commitment to racial equity.

- 5
- 4
- 3
- 2
- 1
- 0

**Additional Comments:**

Please provide an explanation for low scoring answers.

Well written. Little to no difference in narrative to other apps.

**Please enter the project's competition report score.** \*

The competition report score is located at the bottom of the application.

57

New Application



[www.hhccny.org](http://www.hhccny.org)  
[hhc@unitedway-cny.org](mailto:hhc@unitedway-cny.org)  
f [facebook.com/hhccny](https://www.facebook.com/hhccny)  
t [@hhcofcny](https://twitter.com/hhcofcny)

October 21, 2024

The Syracuse, Auburn/Onondaga, Oswego, Cayuga Counties Continuum of Care (NY-505) did not reject, reduce, or reallocate any projects in the local FY2024 Continuum of Care competition.

**From:** [Sherrain Clark](#)  
**To:** [CoC Funded Agencies](#)  
**Cc:** [Shari Weiss](#); [Katie Weaver](#); [ewierbinski@housingvisions.org](mailto:ewierbinski@housingvisions.org); [Fanny Villarreal](#); [elisa.morales@lalicacny.org](mailto:elisa.morales@lalicacny.org); [Cassandra Montessor](#)  
**Subject:** CoC Ranking and Priority List  
**Date:** Tuesday, October 8, 2024 3:56:55 PM  
**Attachments:** [Final Ranking List FY24.pdf](#)

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Good afternoon,

I am writing to let you know that your project(s) have been ranked in the NY-505 Continuum of Care Priority List and approved by the HHC Advisory Board. Please see attached list to see your ranking. It can also be found on the HHC website on the CoC Funding Competition page. If you would like to appeal the ranking, please send me an email by 5pm Friday.

Please feel free to reach out with any questions. Thanks for all you do!

Sherrain Clark  
Deputy Director; Housing & Homeless Coalition of Central New York  
United Way of Central New York  
980 James Street  
Syracuse, NY 13203

P: (315) 428-2216  
F: (315) 428-2227

**From:** [Sherrain Clark](#)  
**To:** [Miranda Spencer](#)  
**Subject:** FW: A Tiny Home for Good FY24-25 CoC Funding Application  
**Date:** Tuesday, October 8, 2024 12:28:35 PM

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Sherrain Clark  
Deputy Director; Housing & Homeless Coalition of Central New York  
United Way of Central New York  
980 James Street  
Syracuse, NY 13203

P: (315) 428-2216  
F: (315) 428-2227

---

**From:** Sherrain Clark  
**Sent:** Thursday, September 26, 2024 1:49 PM  
**To:** Katie Weaver <kweaver@atinyhomeforgood.org>  
**Cc:** Megan Stuart <mstuart@unitedway-cny.org>; Cassandra Montessoro <cmontessoro@unitedway-cny.org>  
**Subject:** A Tiny Home for Good FY24-25 CoC Funding Application

Good afternoon,

I am writing to inform you that the Performance Evaluation and Selection Committee met Wednesday and has decided to approve and rank your new application for the following A Tiny Home for Good project(s):

PSH on Richmond Ave          \$175,771

As a reminder, please submit your E-Snaps application by October 4<sup>th</sup>. Please reach out with any questions.

Thanks

Sherrain Clark  
Deputy Director; Housing & Homeless Coalition of Central New York  
United Way of Central New York  
980 James Street  
Syracuse, NY 13203

P: (315) 428-2216  
F: (315) 428-2227

**From:** [Sherrain Clark](#)  
**To:** [Miranda Spencer](#)  
**Subject:** FW: ACR FY24-25 CoC Funding Application  
**Date:** Tuesday, October 8, 2024 12:27:21 PM

---

Sherrain Clark  
Deputy Director; Housing & Homeless Coalition of Central New York  
United Way of Central New York  
980 James Street  
Syracuse, NY 13203

P: (315) 428-2216  
F: (315) 428-2227

---

**From:** Sherrain Clark  
**Sent:** Thursday, September 26, 2024 1:40 PM  
**To:** [ssimone@acrhealth.org](mailto:ssimone@acrhealth.org)  
**Cc:** Cassandra Montessor <[cmontessor@unitedway-cny.org](mailto:cmontessor@unitedway-cny.org)>; Megan Stuart <[mstuart@unitedway-cny.org](mailto:mstuart@unitedway-cny.org)>  
**Subject:** ACR FY24-25 CoC Funding Application

Good afternoon,

I am writing to inform you that the Performance Evaluation and Selection Committee met Wednesday and has decided to approve and rank your renewal application for the following ACR Health project(s):

RRH for LGBT Youth                      \$136,797

As a reminder, please submit your E-Snaps application by October 4<sup>th</sup>. Please reach out with any questions.

Thanks

Sherrain Clark  
Deputy Director; Housing & Homeless Coalition of Central New York  
United Way of Central New York  
980 James Street  
Syracuse, NY 13203

P: (315) 428-2216  
F: (315) 428-2227

**From:** [Sherrain Clark](#)  
**To:** [Miranda Spencer](#)  
**Subject:** FW: CAP FY24-25 CoC Funding Application  
**Date:** Tuesday, October 8, 2024 12:27:26 PM

---

Sherrain Clark  
Deputy Director; Housing & Homeless Coalition of Central New York  
United Way of Central New York  
980 James Street  
Syracuse, NY 13203

P: (315) 428-2216  
F: (315) 428-2227

---

**From:** Sherrain Clark  
**Sent:** Thursday, September 26, 2024 1:41 PM  
**To:** Emily Tortorici <etortorici@caphelps.org>  
**Cc:** Cassandra Montessor <cmontessor@unitedway-cny.org>; Megan Stuart <mstuart@unitedway-cny.org>  
**Subject:** CAP FY24-25 CoC Funding Application

Good afternoon,

I am writing to inform you that the Performance Evaluation and Selection Committee met Wednesday and has decided to approve and rank your renewal application for the following Cayuga/Seneca Community Action Agency project(s):

CAP            \$173,531

As a reminder, please submit your E-Snaps application by October 4<sup>th</sup>. Please reach out with any questions.

Thanks

Sherrain Clark  
Deputy Director; Housing & Homeless Coalition of Central New York  
United Way of Central New York  
980 James Street  
Syracuse, NY 13203

P: (315) 428-2216  
F: (315) 428-2227



**From:** [Sherrain Clark](#)  
**To:** [Miranda Spencer](#)  
**Subject:** FW: CCA FY24-25 CoC Funding Application  
**Date:** Tuesday, October 8, 2024 12:27:33 PM

---

Sherrain Clark  
Deputy Director; Housing & Homeless Coalition of Central New York  
United Way of Central New York  
980 James Street  
Syracuse, NY 13203

P: (315) 428-2216  
F: (315) 428-2227

---

**From:** Sherrain Clark  
**Sent:** Thursday, September 26, 2024 1:41 PM  
**To:** [priles@communityalternatives.org](mailto:priles@communityalternatives.org); Alisha Lorenzo <[alorenzo@communityalternatives.org](mailto:alorenzo@communityalternatives.org)>  
**Cc:** Cassandra Montessor <[cmontessor@unitedway-cny.org](mailto:cmontessor@unitedway-cny.org)>; Megan Stuart <[mstuart@unitedway-cny.org](mailto:mstuart@unitedway-cny.org)>  
**Subject:** CCA FY24-25 CoC Funding Application

Good afternoon,

I am writing to inform you that the Performance Evaluation and Selection Committee met Wednesday and has decided to approve and rank your renewal application for the following Center for Community Alternatives project(s):

CCA Freedom Commons TH-RRH           \$116,830.00

As a reminder, please submit your E-Snaps application by October 4<sup>th</sup>. Please reach out with any questions.

Thanks

Sherrain Clark  
Deputy Director; Housing & Homeless Coalition of Central New York  
United Way of Central New York  
980 James Street  
Syracuse, NY 13203

P: (315) 428-2216  
F: (315) 428-2227

**From:** [Sherrain Clark](#)  
**To:** [Miranda Spencer](#)  
**Subject:** FW: CCHN FY24-25 CoC Funding Application  
**Date:** Tuesday, October 8, 2024 12:28:28 PM

---

Sherrain Clark  
Deputy Director; Housing & Homeless Coalition of Central New York  
United Way of Central New York  
980 James Street  
Syracuse, NY 13203

P: (315) 428-2216  
F: (315) 428-2227

---

**From:** Sherrain Clark  
**Sent:** Thursday, September 26, 2024 1:45 PM  
**To:** [sweiss@cayugahealthnetwork.org](mailto:sweiss@cayugahealthnetwork.org)  
**Cc:** Megan Stuart <[mstuart@unitedway-cny.org](mailto:mstuart@unitedway-cny.org)>; Cassandra Montessoro <[cmontessoro@unitedway-cny.org](mailto:cmontessoro@unitedway-cny.org)>  
**Subject:** CCHN FY24-25 CoC Funding Application

Good afternoon,

I am writing to inform you that the Performance Evaluation and Selection Committee met Wednesday and has decided to approve and rank your new application for the following Cayuga County Community Health Network, In. project(s):

CCHN Rapid Rehousing Program      \$255,697

The committee is asking that you increase your ask to **\$400,133** and adjust the number of households served to **18**. Please respond to this email with your decision by end of day Friday. Feel free to reach out with any questions.

Thank you

Sherrain Clark  
Deputy Director; Housing & Homeless Coalition of Central New York  
United Way of Central New York  
980 James Street  
Syracuse, NY 13203

P: (315) 428-2216  
F: (315) 428-2227

**From:** [Sherrain Clark](#)  
**To:** [Miranda Spencer](#)  
**Subject:** FW: CCOC FY24-25 CoC Funding Application  
**Date:** Tuesday, October 8, 2024 12:27:40 PM

---

Sherrain Clark  
Deputy Director; Housing & Homeless Coalition of Central New York  
United Way of Central New York  
980 James Street  
Syracuse, NY 13203

P: (315) 428-2216  
F: (315) 428-2227

---

**From:** Sherrain Clark  
**Sent:** Thursday, September 26, 2024 1:42 PM  
**To:** [dlockhart@ccoc.us](mailto:dlockhart@ccoc.us)  
**Cc:** Cassandra Montessor <[cmontessor@unitedway-cny.org](mailto:cmontessor@unitedway-cny.org)>; Megan Stuart <[mstuart@unitedway-cny.org](mailto:mstuart@unitedway-cny.org)>  
**Subject:** CCOC FY24-25 CoC Funding Application

Good afternoon,

I am writing to inform you that the Performance Evaluation and Selection Committee met Wednesday and has decided to approve and rank your renewal applications for the following Catholic Charities of Onondaga County project(s):

CC Permanent Housing for the Chronically Homeless 2	\$1,956,248.00
CC HUD Rental Assistance Program	\$902,214.00
Catholic Charities Rapid Rehousing Consolidated	\$308,746.00
CC Permanent Housing for the Chronically Homeless 1	\$855,699.00
CC Housing First for Individuals and Families	\$1,034,465.00

As a reminder, please submit your E-Snaps application by October 4<sup>th</sup>. Please reach out with any questions.

Thanks

Sherrain Clark  
Deputy Director; Housing & Homeless Coalition of Central New York  
United Way of Central New York  
980 James Street  
Syracuse, NY 13203

**From:** [Sherrain Clark](#)  
**To:** [Miranda Spencer](#)  
**Subject:** FW: Chadwick FY24-25 CoC Funding Application  
**Date:** Tuesday, October 8, 2024 12:27:46 PM

---

Sherrain Clark  
Deputy Director; Housing & Homeless Coalition of Central New York  
United Way of Central New York  
980 James Street  
Syracuse, NY 13203

P: (315) 428-2216  
F: (315) 428-2227

---

**From:** Sherrain Clark  
**Sent:** Thursday, September 26, 2024 1:42 PM  
**To:** Heather Hunter <heatherh@chadwickresidence.org>  
**Cc:** Cassandra Montessor <cmontessor@unitedway-cny.org>; Megan Stuart <mstuart@unitedway-cny.org>  
**Subject:** Chadwick FY24-25 CoC Funding Application

Good afternoon,

I am writing to inform you that the Performance Evaluation and Selection Committee met Wednesday and has decided to approve and rank your renewal application for the following Chadwick Residence, Inc project(s):

Chadwick PSH      \$322,724

As a reminder, please submit your E-Snaps application by October 4<sup>th</sup>. Please reach out with any questions.

Thanks

Sherrain Clark  
Deputy Director; Housing & Homeless Coalition of Central New York  
United Way of Central New York  
980 James Street  
Syracuse, NY 13203

P: (315) 428-2216  
F: (315) 428-2227

**From:** [Sherrain Clark](#)  
**To:** [Miranda Spencer](#)  
**Subject:** FW: HALE FY24-25 CoC Funding Application  
**Date:** Tuesday, October 8, 2024 12:28:24 PM

---

Sherrain Clark  
Deputy Director; Housing & Homeless Coalition of Central New York  
United Way of Central New York  
980 James Street  
Syracuse, NY 13203

P: (315) 428-2216  
F: (315) 428-2227

---

**From:** Sherrain Clark  
**Sent:** Thursday, September 26, 2024 1:44 PM  
**To:** Christina Thornton <[christina.thornton@use.salvationarmy.org](mailto:christina.thornton@use.salvationarmy.org)>  
**Cc:** Megan Stuart <[mstuart@unitedway-cny.org](mailto:mstuart@unitedway-cny.org)>; Cassandra Montessoro <[cmontessoro@unitedway-cny.org](mailto:cmontessoro@unitedway-cny.org)>  
**Subject:** HALE FY24-25 CoC Funding Application

Good afternoon,

I am writing to inform you that the Performance Evaluation and Selection Committee met Wednesday and has decided to approve and rank your renewal application for the following Salvation Army project(s):

TSA Housing and Life Skills Education           \$432,004

The Committee has also decided to award and rank your new Rapid Rehousing for Families project. The committee is asking that you increase your ask to **\$486,613** and adjust the number of households served to **21**. Please respond to this email with your decision by end of day Friday. Feel free to reach out with any questions.

Thank you

Sherrain Clark  
Deputy Director; Housing & Homeless Coalition of Central New York  
United Way of Central New York  
980 James Street  
Syracuse, NY 13203

P: (315) 428-2216  
F: (315) 428-2227

**From:** [Sherrain Clark](#)  
**To:** [Miranda Spencer](#)  
**Subject:** FW: Helio FY24-25 CoC Funding Application  
**Date:** Tuesday, October 8, 2024 12:27:52 PM

---

Sherrain Clark  
Deputy Director; Housing & Homeless Coalition of Central New York  
United Way of Central New York  
980 James Street  
Syracuse, NY 13203

P: (315) 428-2216  
F: (315) 428-2227

---

**From:** Sherrain Clark  
**Sent:** Thursday, September 26, 2024 1:42 PM  
**To:** Renee Clark <rclark@helio.health>; dcruz@cnyservices.org  
**Cc:** Cassandra Montessor <cmontessor@unitedway-cny.org>; Megan Stuart <mstuart@unitedway-cny.org>  
**Subject:** Helio FY24-25 CoC Funding Application

Good afternoon,

I am writing to inform you that the Performance Evaluation and Selection Committee met Wednesday and has decided to approve and rank your renewal applications for the following Helio Health project(s):

Susan's Place	\$160,212.00
Helio Housing First	\$1,128,362.00
RPSHP Combined	\$501,862.00
KEES II	\$815,917.00
FAST Housing	\$230,017.00

As a reminder, please submit your E-Snaps application by October 4<sup>th</sup>. Please reach out with any questions.

Thanks

Sherrain Clark  
Deputy Director; Housing & Homeless Coalition of Central New York  
United Way of Central New York  
980 James Street  
Syracuse, NY 13203

**From:** [Sherrain Clark](#)  
**To:** [Miranda Spencer](#)  
**Subject:** FW: Housing Visions FY24-25 CoC Funding Application  
**Date:** Tuesday, October 8, 2024 12:28:41 PM

---

Sherrain Clark  
Deputy Director; Housing & Homeless Coalition of Central New York  
United Way of Central New York  
980 James Street  
Syracuse, NY 13203

P: (315) 428-2216  
F: (315) 428-2227

---

**From:** Sherrain Clark  
**Sent:** Thursday, September 26, 2024 1:52 PM  
**To:** Elizabeth Wierbinski <[ewierbinski@housingvisions.org](mailto:ewierbinski@housingvisions.org)>  
**Cc:** Megan Stuart <[mstuart@unitedway-cny.org](mailto:mstuart@unitedway-cny.org)>; Cassandra Montessoro <[cmontessoro@unitedway-cny.org](mailto:cmontessoro@unitedway-cny.org)>  
**Subject:** Housing Visions FY24-25 CoC Funding Application

Good afternoon,

I am writing to inform you that the Performance Evaluation and Selection Committee met Wednesday and has decided to approve and rank your new application for the following Housing Visions project(s):

CONNECT Housing Stability Program      \$401,113.90

As a reminder, please submit your E-Snaps application by October 4<sup>th</sup>. Please reach out with any questions.

Thanks

Sherrain Clark  
Deputy Director; Housing & Homeless Coalition of Central New York  
United Way of Central New York  
980 James Street  
Syracuse, NY 13203

P: (315) 428-2216  
F: (315) 428-2227

**From:** [Sherrain Clark](#)  
**To:** [Miranda Spencer](#)  
**Subject:** FW: La Liga FY24-25 CoC Funding Application  
**Date:** Tuesday, October 8, 2024 12:28:56 PM

---

Sherrain Clark  
Deputy Director; Housing & Homeless Coalition of Central New York  
United Way of Central New York  
980 James Street  
Syracuse, NY 13203

P: (315) 428-2216  
F: (315) 428-2227

---

**From:** Sherrain Clark  
**Sent:** Thursday, September 26, 2024 3:47 PM  
**To:** Elisa Morales <[elisa.morales@laligacny.org](mailto:elisa.morales@laligacny.org)>  
**Cc:** Megan Stuart <[mstuart@unitedway-cny.org](mailto:mstuart@unitedway-cny.org)>; Cassandra Montessor <[cmontessor@unitedway-cny.org](mailto:cmontessor@unitedway-cny.org)>  
**Subject:** La Liga FY24-25 CoC Funding Application

Good afternoon,

I am writing to inform you that the Performance Evaluation and Selection Committee met Wednesday and has decided to approve and rank your new application for the following Spanish Action League of Onondaga County project(s):

La Liga Rapid Rehousing Program                      \$649,352

As a reminder, please submit your E-Snaps application by October 4<sup>th</sup>. Please reach out with any questions.

Thanks

Sherrain Clark  
Deputy Director; Housing & Homeless Coalition of Central New York  
United Way of Central New York  
980 James Street  
Syracuse, NY 13203

P: (315) 428-2216  
F: (315) 428-2227



**From:** [Sherrain Clark](#)  
**To:** [Miranda Spencer](#)  
**Subject:** FW: Liberty Resources FY24-25 CoC Funding Application  
**Date:** Tuesday, October 8, 2024 12:28:00 PM

---

Sherrain Clark  
Deputy Director; Housing & Homeless Coalition of Central New York  
United Way of Central New York  
980 James Street  
Syracuse, NY 13203

P: (315) 428-2216  
F: (315) 428-2227

---

**From:** Sherrain Clark  
**Sent:** Thursday, September 26, 2024 1:42 PM  
**To:** Marta Durkin <[mdurkin@liberty-resources.org](mailto:mdurkin@liberty-resources.org)>; [cgreen@liberty-resources.org](mailto:cgreen@liberty-resources.org); Kristen Beeles <[kbeeles@liberty-resources.org](mailto:kbeeles@liberty-resources.org)>  
**Cc:** Cassandra Montessor <[cmontessor@unitedway-cny.org](mailto:cmontessor@unitedway-cny.org)>; Megan Stuart <[mstuart@unitedway-cny.org](mailto:mstuart@unitedway-cny.org)>  
**Subject:** Liberty Resources FY24-25 CoC Funding Application

Good afternoon,

I am writing to inform you that the Performance Evaluation and Selection Committee met Wednesday and has decided to approve and rank your renewal application for the following Liberty Resources, Inc project(s):

LRI PSH Families & Individuals	\$464,001.00
--------------------------------	--------------

As a reminder, please submit your E-Snaps application by October 4<sup>th</sup>. Please reach out with any questions.

Thanks

Sherrain Clark  
Deputy Director; Housing & Homeless Coalition of Central New York  
United Way of Central New York  
980 James Street  
Syracuse, NY 13203

P: (315) 428-2216  
F: (315) 428-2227

**From:** [Sherrain Clark](#)  
**To:** [Miranda Spencer](#)  
**Subject:** FW: OCO FY24-25 CoC Funding Application  
**Date:** Tuesday, October 8, 2024 12:28:07 PM

---

Sherrain Clark  
Deputy Director; Housing & Homeless Coalition of Central New York  
United Way of Central New York  
980 James Street  
Syracuse, NY 13203

P: (315) 428-2216  
F: (315) 428-2227

---

**From:** Sherrain Clark  
**Sent:** Thursday, September 26, 2024 1:43 PM  
**To:** tross@oco.org; Stewart Amell <samell@oco.org>  
**Cc:** Cassandra Montessor <cmontessor@unitedway-cny.org>; Megan Stuart <mstuart@unitedway-cny.org>  
**Subject:** OCO FY24-25 CoC Funding Application

Good afternoon,

I am writing to inform you that the Performance Evaluation and Selection Committee met Wednesday and has decided to approve and rank your renewal applications for the following Oswego County Opportunities project(s):

OCO Victim Services Joint TH and PH-RRH	\$910,321.00
OCO-VH-DV-RRH	\$363,987.00
OCO HUD RRH	\$298,672.00

As a reminder, please submit your E-Snaps application by October 4<sup>th</sup>. Please reach out with any questions.

Thanks

Sherrain Clark  
Deputy Director; Housing & Homeless Coalition of Central New York  
United Way of Central New York  
980 James Street  
Syracuse, NY 13203

P: (315) 428-2216  
F: (315) 428-2227

**From:** [Sherrain Clark](#)  
**To:** [Miranda Spencer](#)  
**Subject:** FW: TSA Youth FY24-25 CoC Funding Application  
**Date:** Tuesday, October 8, 2024 12:28:12 PM

---

Sherrain Clark  
Deputy Director; Housing & Homeless Coalition of Central New York  
United Way of Central New York  
980 James Street  
Syracuse, NY 13203

P: (315) 428-2216  
F: (315) 428-2227

---

**From:** Sherrain Clark  
**Sent:** Thursday, September 26, 2024 1:43 PM  
**To:** tom.roshau@use.salvationarmy.org  
**Cc:** Cassandra Montessor <cmontessor@unitedway-cny.org>; Megan Stuart <mstuart@unitedway-cny.org>  
**Subject:** TSA Youth FY24-25 CoC Funding Application

Good afternoon,

I am writing to inform you that the Performance Evaluation and Selection Committee met Wednesday and has decided to approve and rank your renewal applications for the following Salvation Army project(s):

State Street Apartments	\$250,104.00
Barnabas Rapid Rehousing	\$265,488.00

As a reminder, please submit your E-Snaps application by October 4<sup>th</sup>. Please reach out with any questions.

Thanks

Sherrain Clark  
Deputy Director; Housing & Homeless Coalition of Central New York  
United Way of Central New York  
980 James Street  
Syracuse, NY 13203

P: (315) 428-2216  
F: (315) 428-2227

**From:** [Sherrain Clark](#)  
**To:** [Miranda Spencer](#)  
**Subject:** FW: YWCA FY24-25 CoC Funding Application  
**Date:** Tuesday, October 8, 2024 12:29:02 PM

---

Sherrain Clark  
Deputy Director; Housing & Homeless Coalition of Central New York  
United Way of Central New York  
980 James Street  
Syracuse, NY 13203

P: (315) 428-2216  
F: (315) 428-2227

---

**From:** Sherrain Clark  
**Sent:** Thursday, September 26, 2024 3:53 PM  
**To:** Fanny Villarreal <[fvillarreal@ywca-syracuse.org](mailto:fvillarreal@ywca-syracuse.org)>  
**Cc:** Megan Stuart <[mstuart@unitedway-cny.org](mailto:mstuart@unitedway-cny.org)>; Cassandra Montessor <[cmontessor@unitedway-cny.org](mailto:cmontessor@unitedway-cny.org)>  
**Subject:** YWCA FY24-25 CoC Funding Application

Good afternoon,

I am writing to inform you that the Performance Evaluation and Selection Committee met Wednesday and has decided to approve and rank your new application for the following YWCA of Syracuse and Onondaga County Inc project(s):

Women's Residence          606,672

The committee is asking that you increase your ask to **\$892,383** and adjust the number of households served to **29**. Please respond to this email with your decision by end of day Friday. Feel free to reach out with any questions.

Thank you

Sherrain Clark  
Deputy Director; Housing & Homeless Coalition of Central New York  
United Way of Central New York  
980 James Street  
Syracuse, NY 13203

P: (315) 428-2216  
F: (315) 428-2227

**From:** [Sherrain Clark](#)  
**To:** [Miranda Spencer](#)  
**Subject:** FW: Chapel House FY24-25 CoC Funding Application  
**Date:** Tuesday, October 8, 2024 12:28:56 PM

---

Sherrain Clark  
Deputy Director; Housing & Homeless Coalition of Central New York  
United Way of Central New York  
980 James Street  
Syracuse, NY 13203

P: (315) 428-2216  
F: (315) 428-2227

---

**From:** Sherrain Clark  
**Sent:** Thursday, September 26, 2024 2:03 PM  
**To:** Kristine Raus <kraus@chapelhouseshelter.org>  
**Cc:** Cassandra Montessor <cmontessor@unitedway-cny.org>; Megan Stuart <mstuart@unitedway-cny.org>  
**Subject:** Chapel House FY24-25 CoC Funding Application

Good afternoon,

I am writing to inform you that the Performance Evaluation and Selection Committee met Wednesday and has decided to approve and rank your renewal application for the following Chapel House project(s):

Chapel House PSH            \$268,150

This funding will be conditional due to the lack of requirements being met by Chapel House. The committee is requesting that Chapel House meets with the HHC on a quarterly basis to discuss ongoing operations. Chapel House should also plan to attend all CoC funded agencies meetings that are applicable. As a reminder, please submit your E-Snaps application by October 4<sup>th</sup>. Please reach out with any questions.

Thanks

Sherrain Clark  
Deputy Director; Housing & Homeless Coalition of Central New York  
United Way of Central New York  
980 James Street  
Syracuse, NY 13203

P: (315) 428-2216

# CoC Funding Competition

The Housing and Homeless Coalition of Central New York (HHC), with United Way of Central New York as its Collaborative Applicant, as the CoC Lead Agency, coordinates the process that selects the local projects that will be moved forward to the federal HUD CoC Program Competition. A local application has to be submitted in response to the Request For Proposal (RFP) released by the HHC. Projects will be reviewed and ranked by an independent project selection committee called the Performance Selection Committee. Projects that make the selection list will advance to the federal application process.

## FY-2024 CoC Local Competition

**\*If you have difficulty accessing any of the documents while in Google Chrome, try Microsoft Edge.\***

- [2024 NY-505 Local Competition Schedule](#)
- [esnaps Access](#)
- [2024 NOFO Informational Meeting Recording](#) Passcode: 91Yq5Gv.
- [2024 NOFO Informational PowerPoint Presentation](#)
- [Annual Renewal Demand Report:](#)
  - Tier One: \$10,977,229
  - Regular Bonus: \$1,463,631
  - DV Bonus: \$1,541,735
- [Ranking Protocol](#)
- [Final Ranking List FY24](#)

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  - [Youth Survey](#)
  - [Tenant Hardship Training](#)
  - [HHC Seeking Consultant](#)
  - [2019 State of Homelessness Event](#)

Ranking	Rating Score	Project Type	General/DV	Organization Name	Project Name	Accepted/Rejected/Reduced	CoC Funding Requested																																																																								
<b>TIER 1 (ARD - YHDP)</b>	1	N/A	HMIS	General	United Way of Central New York	Homeless Management Information System (HMIS)	Accepted	\$184,380.00	<table border="1"> <tr> <td><b>Tier 1</b></td> <td>\$</td> <td>10,977,229.00</td> <td>BONUS</td> <td>\$ 1,463,631.00</td> </tr> <tr> <td><b>Tier 2</b></td> <td>\$</td> <td>4,225,058.00</td> <td>DV BONUS</td> <td>\$ 1,541,735.00</td> </tr> <tr> <td><b>Reallocated Pot</b></td> <td>\$</td> <td>-</td> <td></td> <td></td> </tr> <tr> <td><b>Tier 1 &amp; 2 Total</b></td> <td>\$</td> <td>15,202,287.00</td> <td>ARD</td> <td>#####</td> </tr> <tr> <td><b>Total Priority List Request</b></td> <td>\$</td> <td>15,202,287.00</td> <td></td> <td></td> </tr> <tr> <td><b>Remaining</b></td> <td>\$</td> <td>-</td> <td>Bonus Double Check</td> <td>\$662,385.00</td> </tr> <tr> <td><b>Planning</b></td> <td>\$</td> <td>609,846.00</td> <td></td> <td>\$1,293,496.00</td> </tr> <tr> <td><b>Planning Requested</b></td> <td>\$</td> <td>609,846.00</td> <td></td> <td></td> </tr> <tr> <td><b>Remaining</b></td> <td>\$</td> <td>-</td> <td></td> <td></td> </tr> <tr> <td><b>Total Funding Request</b></td> <td>\$</td> <td>15,812,133.00</td> <td></td> <td></td> </tr> <tr> <td><b>DV Bonus Requested</b></td> <td>\$</td> <td>1,541,735.00</td> <td></td> <td></td> </tr> <tr> <td><b>Remaining</b></td> <td>\$</td> <td>-</td> <td></td> <td></td> </tr> <tr> <td><b>Regular Bonus Requested</b></td> <td>\$</td> <td>1,463,631.00</td> <td></td> <td></td> </tr> <tr> <td><b>Remaining</b></td> <td>\$</td> <td>-</td> <td></td> <td></td> </tr> </table>	<b>Tier 1</b>	\$	10,977,229.00	BONUS	\$ 1,463,631.00	<b>Tier 2</b>	\$	4,225,058.00	DV BONUS	\$ 1,541,735.00	<b>Reallocated Pot</b>	\$	-			<b>Tier 1 &amp; 2 Total</b>	\$	15,202,287.00	ARD	#####	<b>Total Priority List Request</b>	\$	15,202,287.00			<b>Remaining</b>	\$	-	Bonus Double Check	\$662,385.00	<b>Planning</b>	\$	609,846.00		\$1,293,496.00	<b>Planning Requested</b>	\$	609,846.00			<b>Remaining</b>	\$	-			<b>Total Funding Request</b>	\$	15,812,133.00			<b>DV Bonus Requested</b>	\$	1,541,735.00			<b>Remaining</b>	\$	-			<b>Regular Bonus Requested</b>	\$	1,463,631.00			<b>Remaining</b>	\$	-		
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**HOME ARP PROGRAM  
RENTAL HOUSING DEVELOPMENT AGREEMENT**

THIS AGREEMENT, made the 16<sup>th</sup> day of June, 2023 between A TINY HOME FOR GOOD, a not for profit corporation organized and existing under the laws of the State of New York, with its principal place of business at 1222 South Avenue, Syracuse, New York (hereinafter referred to as the "*Owner and Developer*") and THE CITY OF SYRACUSE, through its Department of Neighborhood and Business Development, with offices located at 233 East Washington Street, Syracuse, New York (hereinafter referred to as the "*City*").

WHEREAS, the City has received funds appropriated under Section 3205 of the American Rescue Plan Act of 2021 for the HOME Investment Partnership Program ("HOME ARP") from the United States Department of Housing and Urban Development ("HUD") under Title II of the Cranston-Gonzalez National Affordable Housing Act (42 U.S.C. 12721 et seq.) The HOME ARP funds must be used by the City in accordance with the 24 CFR Part 92 ("Home Regulations") and the HUD Community Planning and Development Notice CPD-21-10 ("CPD Notice"); and

WHEREAS, the City will use HOME-ARP Funds to address the need for homelessness assistance through the acquisition, construction and/or rehabilitation of multi-family affordable housing primarily to benefit individuals and families who are homeless or at risk of homelessness as defined in 24 CFR 91.5; and

WHEREAS, the Owner holds valid legal title to the properties located at 362 Richmond Avenue, 116 Wall Street, 608 Richmond Avenue, and 520 Rich Street, Syracuse, New York (hereinafter collectively referred to as the "*Property*").

WHEREAS, the Owner and the Developer have been approved by the City to receive financial assistance in the amount of FOUR HUNDRED FORTY-FIVE THOUSAND ONE HUNDRED AND NINETY-THREE DOLLARS (\$445,193.00) of HOME ARP funds to develop the Property with the rehabilitation and new construction of eleven rental units (the "*Project*"); and

NOW THEREFORE, IN CONSIDERATION to the mutual promises and covenants set forth below, the parties hereto agree as follows:

**I. USE OF HOME FUNDS**

1. Duration of the Agreement: The term shall begin as of the date hereof for a term of fifteen (15) years after the date of the project completion. The date of project completion shall be the considered to be the date that all HOME ARP assisted units have leased by qualified tenants and the required documentation has been submitted to the City and all HOME ARP funds have been disbursed (hereinafter referred to as "*Project Completion*").

2. Project Scope: The City agrees to fund up to \$445,193.00 for the development of eleven (11) rental units as submitted in the plans and specifications for the Property accepted by the City.

3. Budget: The Developer shall provide a complete budget to the City. This budget must identify eligible uses of HOME ARP funds and specify all other sources of funds to be used for the Project.

4. Required Documents: The Owner shall be required to sign a Mortgage, Note, Building Loan Agreement and Restrictive Covenant and any other documents as required by City's counsel prior to the disbursement of any funds (the "Loan Documents").

5. Form of Subsidy: The project funding shall be in the form of a fifteen-year deferred loan with no payment thereon so long as the conditions outlined herein and contained in the Loan Documents have been met.

6. Repayments:

a. The loan shall be repaid upon failure to rent one or more of the units to a qualified tenant, or (2) failure to meet the affordability requirements (3) failure to meet any of the terms of this Agreement;

If Owner rents or leases any of the units to other than a qualified tenant, 100 percent of the loan will be due and payable to the City. In the event of a foreclosure sale of the Property and there are no net proceeds from the sale or where the net proceeds are insufficient to repay the full amount of the loan, then the Owner shall satisfy the first mortgage Lender and the remaining balance of the net proceeds shall be paid to the City. Restrictions will remain on the Property to ensure the Property remains affordable for the remaining affordability period described herein.

b. If the loan becomes due and payable, the amount of the debt to be repaid by the Owner will be determined by the City as of the date that the Owner or Developer defaults under this Agreement, Mortgage or Note made by Owner to City; this specifically includes the Owner's failure to maintain the required period of affordability.

## II. AFFORDABILITY REQUIREMENTS

1. Qualifying Populations. HOME ARP funds must be used to primarily benefit individuals and families that meet the requirements for one or more of the following qualifying populations:

a. Homeless as defined in McKinney Act at 24 CFR 91.5

- b. At risk of Homelessness as defined in McKinney act at 24 CFR 91.5
- c. Those Fleeing or Attempting to flee Domestic Violence, Dating Violence, Sexual Assault, Stalking or Human Trafficking as defined in the VAWA regulation at 24 CFR 5.2003 and the Human Trafficking definition from Trafficking Victims Protection Act of 2000
- d. Other populations where assistance would prevent the family's homelessness or serve those with the greatest risk of Housing Instability. Those at Greatest risk of Housing Instability is defined as a household has an annual income of less than 30% of the area median income and is experiencing sever cost burden, paying more than 50% of monthly household income toward housing costs.

2. Affordability. The Property must meet affordability requirements for not less than fifteen (15) years from the date of Project Completion. A restrictive covenant to run with the land shall be recorded in the Office of the Onondaga County Clerk to ensure affordability for the entire Minimum Period of Affordability. The Minimum Period of Affordability requirement applies without regard to the term of the loan or mortgage or the transfer of ownership.

Not less than 70 percent of the rental units must be occupied only by the following individuals: Homeless as defined in the McKinney Act at 24 CFR 91.5; At risk of homelessness as defined in the McKinney Act at 24 CFR 91.5; Those fleeing or attempting to flee domestic violence, dating violence, sexual assault, stalking or human trafficking as defined in the VAWA regulation at 24 CFR 5.2003 and the human trafficking definition from the Trafficking Victims Protection Act of 2000; Other populations where assistance would prevent the family's homelessness or those with the greatest risk of housing instability (those families with annual income equal to or less than 30% of area median income and is experiencing severe housing cost burden), hereinafter collectively referred to as "Qualifying Population".

A household that met the definition of one or more Qualifying Population at initial occupancy remains a qualifying household through their period of occupancy irrespective of changes in income or whether they continue to meet the Qualifying Population definition.

No more than 30 % of the rental units may be occupied by low-income households, as defined in Section II, paragraph 3 below must meet the requirements in 24 CFR Part 92.252 to qualify as affordable housing.

3. Rent Limitation. HUD provides the following maximum HOME rent limits the maximum HOME rents are the lesser of:

- a. The fair market rent for existing housing for comparable units in the area as established by HUD under 24 CFR 888.111; or

- b. A rent that does not exceed 30 percent of adjusted income of a family whose annual income equals 65 percent of the median income for the area, as determined by HUD, with adjustments for number of bedroom in the unit. The current HUD Income limits are attached hereto as Schedule "A".

Owner shall comply with the maximum rent limitation as determined by HUD from time to time. A copy of the current HUD Home Rents is attached hereto as Schedule "B". Projects of 5 or more Home assisted units must be required to comply with the Low Home Rent Limits for 20% of the Home assisted units and rent those units to very low-income tenants. The Owner must re-examine the income of each tenant household living in HOME assisted units at least annually. The City shall have the right to review and approve the maximum monthly rent as it deems necessary.

Maximum monthly rents may change only upon 30 days prior written notice to the tenant and only as warranted by changes in the applicable gross rents, income adjustments or the monthly allowance for utilities and service. All changes are subject to the provisions of outstanding leases.

For projects with more than five HOME assisted units, a minimum of 20% of the units must be reserved for very low-income households, whose income is below 50% of the Area Median Income. The attached Schedule "B" provides the Low Home Rent Limits that must be adhered to for these very low-income units.

4. Low Income Family: The HOME program has income targeting requirements for HOME assisted projects. Determination of tenants as low income is defined in 24 CFR Part 5, subpart f. The Low HOME rent units must have tenants that have been determined to be very low income as defined in 24 CFR Part 5, subpart f. The Owner is responsible for verifying that a prospective tenant is income eligible prior to renting the Property to that household. Documentation must be provided to the City to determine each tenant is income eligible. Determination of tenants as low income is defined in 24 CFR 92.252. The Owner must provide to the City the following documentation as evidence of qualifying as low income:

- a. Source documents evidencing annual income, including, but not limited to wage statement, interest statement, unemployment compensation statement for the family.
- b. If the family receives benefits from a government program then a written statement from the administrator of a government program under which the family receives benefits and which examines each year the annual income of the family. The statement must indicate the tenant's family size and state the amount of the family's annual income; or alternatively, the statement must indicate the current dollar limit for very low- or low-income families for the family size of the tenant and state that the tenant's annual income does not exceed this limit.

5. Increases in Tenant Income: Rental Housing qualifies as affordable despite a temporary noncompliance with the Minimum Period of Affordability provided the noncompliance is caused by increases in the incomes of existing tenants and if actions satisfactory to HUD are being taken by the Owner to ensure that all the vacancies are filled in accordance with this program until the noncompliance is corrected. Tenants who no longer qualify as “low Income” families must pay as rent no less than 30% of the family’s adjusted monthly income, as re-certified in the manner described above.

6. Tenant Selection Criteria: The Owner must lease rental units to families or individuals on the Coordinated Entry list maintained by the Housing & Homeless Coalition of Central New York and who are specifically defined as a Qualifying Population. Documentation of eligibility must be provided prior to date of lease.

Owner must have or adopt written tenant selection policies and criteria, as required by 24 CFR 92.2253(d). A copy of this written tenant selection policy must be provided to the City for review and acceptance. The tenant selection policy must include that tenant selection for HOME ARP units must come from the Coordinated Entry List maintained by the Housing & Homeless Coalition of Central New York.

7. Adjusting Rents: The Owner can adjust rents, in accordance with annual HUD rent limits and updated utility allowances, with approval from the City. The City will not require the Owner to set lower than HOME Rent limits that are in effect at the time of this Agreement. The Owner may not raise rents above the HOME rent limits without the express, written permission of the City. Any rent adjustments are subject to the tenant’s lease provisions.

### **III. PROJECT REQUIREMENTS**

Owner and Developer shall comply with all HOME project requirements in subpart F of 24 CFR part 92 as outlined below. The City will not invest any more HOME funds, in combination with other governmental assistance, than is necessary to provide affordable housing.

1. Leases: The lease between a tenant and the Owner must be for not less than one year, unless by mutual agreement between the tenant and the Owner. Owner cannot terminate tenancy or refuse to renew the lease of a tenant in a HOME assisted unit except for allowable reasons, such as serious or repeated violation of terms and condition of the lease; violating federal, state or local laws; or other good cause. The lease may not contain any of the provisions outlined below.

2. Prohibited Lease Provisions: the lease between a tenant and the Owner may not contain any of the following provisions:

- a. Agreement to be Sued. Agreement by the tenant to be sued, admit guilt or agree to a judgment in favor of the owner in a lawsuit brought in connection with the lease.
- b. Treatment of the Property. Agreement by the tenant that the owner may take, hold or sell personal property of household members without notice to the tenant and a court decision on the rights of the parties. This prohibition, however; does not apply to an agreement by the tenant concerning disposition of personal property remaining in the housing unit after the tenant has moved out of the unit. The owner may dispose of this personal property in accordance with State law.
- c. Excusing the Owner from Responsibility. Agreement by the tenant not to hold the owner or the owner's agents legally responsible for actions or failure to act, whether intentional or negligent.
- d. Waiver of Notice. Agreement by the tenant that the Owner may institute a lawsuit without notice to the tenant.
- e. Waiver of Legal Proceedings. Agreement by the tenant that the Owner may evict the tenant or household members without instituting a civil court proceeding in which the tenant has the opportunity to present a defense or before a court decision on the rights of the parties.
- g. Waiver of a Jury Trial. Agreement by the tenant to waive any right to a jury trial.
- h. Waiver of Right to Appeal a Court Decision. Agreement by the tenant to waive the tenant's right to appeal or to otherwise challenge in court a decision in connection with the lease.
- i. Tenant Chargeable with Cost of Legal Actions Regardless of Outcome. Agreement by the tenant to pay attorney fees or other legal costs even if the tenant wins the court proceedings by the owner against the tenant. The tenant, however; may be obligated to pay costs if the tenant loses.

3. Religious Activities: Faith-based organizations may retain its independence from federal, state and local governments to carry out its mission, including the definition, practice and expression of its religious beliefs. Owner and Developer cannot require beneficiary or tenant to participate in inherently religious activities such as worship, religious instruction or proselytizing. It is acceptable for an organization's Board of Directors to be selected based on religious practice and religious references in its mission statement and other governing documents are acceptable.

Owner and Developer must serve all eligible beneficiaries without regard to religion and may not restrict HOME assisted units to people of a particular religion or religious denomination. Beneficiaries and tenants cannot be chosen based on their participation in religious activities or program supported by the religious organizations.

#### **IV. PROPERTY STANDARDS**

1. Property Standards: Owner and Developer shall construct or rehabilitate and maintain the Property to:

- a. meet all applicable local codes, rehabilitation standards, ordinances and zoning ordinances; and
- b. meet the City's written standards for rehabilitation and construction, a copy of which is attached hereto as Schedule "C"; and
- c. housing for homeownership that is to be rehabilitated after transfer of the ownership interest must be free from any defects that pose a danger to a health or safety before the transfer of the ownership interests and must meet the applicable property standards not later than two (2) years after the transfer of title.
- d. Housing projects assisted with HOME funds are subject to Lead-based Paint Poisoning Prevention Act (42 U.S.C. 4821-4846), the Residential Lead Based Paint Hazard Reduction Act of 1992 (42 U.S.C. 4851-4856), and implementing regulations as part 35, subparts A,B,J,K,M and R of this title. A summary of Lead Based Paint Requirements is attached hereto as Schedule "D".
- e. The HOME Units must also meet the International Energy Conservation Code issued by the International Code Council.

The Owner must maintain the Property in compliance with all applicable state or local housing quality standards and code requirements throughout the Minimum Period of Affordability, as required by 24 CFR 92.251(c).

2. Accessibility Standards

Housing that is newly constructed using HOME funds must meet the requirements of 24 CFR Part 8, which states that the units must be designed and constructed to be readily accessible to and usable by individuals with handicaps.

#### **V. OTHER FEDERAL REQUIREMENTS**

Owner and Developer shall be in compliance with all Federal Laws and regulations described in Subpart H of 24 CFR part 92, as outlined below.

1. Displacement, Relocation and Acquisition: Developer will take all necessary steps possible to minimize displacement in the project. If displacement is not avoidable the Owner and Developer must take all reasonable steps to minimize the displacement of persons as a result of the Project. To the extent feasible residential tenants must be provided a reasonable opportunity to lease one of the units upon completion of the Project.

2. Affirmative Marketing: All HOME assisted projects with five or more units, must submit an affirmative marketing plan to the City for review and approval. This affirmative marketing plan must adhere to the following guidelines:

- a. All marketing and outreach material must include the Equal Housing Opportunity logo or slogan.
- b. An Equal Housing Opportunity poster will be displayed in areas where potential buyers or tenants will be meeting with an agent or property manager.
- c. A sign will be posted at the property indicating that it is available for sale or rent or information will be provided how to get on a waiting list.
- d. Marketing materials and information regarding the availability of the property will be distributed to one or more of the following places: Home Headquarters Home Ownership Center, Tomorrow's Neighborhood's Today meeting; a community wide list serve; a newspaper advertisement; centers that serve subsets of the population that would be least likely to know about the opportunity, such as, but not limited to La Liga, Interfaith Works of CNY, Catholic Charities, Community Centers, Arise, etc.; other publication as approved by the City.

The affirmative marketing plan explaining the methods in which the Owner plans to market the property and/or units, must comply with subpart H of 24 CFR 92.351. The plan must be submitted to the City to allow a minimum of 45 days for approval. The Owner must allow at least 90 days for marketing prior to occupying the first unit. The City will require the Owner to provide proof of compliance with the affirmative marketing policy, which may include, sales and leasing brochures, photos of signs and posters, tenant referral information, copies of advertisements in local publication.

3. Non-Discrimination: The City will not discriminate against any employee or applicant for employment because of race, color national origin, sex, or religion in accordance with executive Order 11246 – Equal Employment Opportunity as amended and its implementing regulations at 41 CFR Part 60. In addition, the City is prohibited from discriminating against any employee or applicant with a disability, in accordance with Title 1 of the Americans with Disabilities Act of 1990 (ADA).



4. EEO/AA Statement: The Contractor will, in all solicitations or advertisements for employees placed by or on behalf of the Contractor state that it is an Equal Opportunity or Affirmative Action employer.

5. Fair Housing: The Property must be made available without discrimination based on race, color, national origin, race sex, religion, familial status, or disability in accordance with fair housing laws. The Owner may not discriminate against an applicant based on the fact that they receive a direct rental subsidy, such as Section 8, in accordance with 24, CFR 92.252(d).

The following fair housing and non-discrimination laws apply to the Project:

- a. Title VIII of the Civil Rights act of 1968 (Fair Housing Act), as amended and implementation regulations at 24 CFR 100. The Fair Housing Act prohibits discrimination in the sale, rental and financing of dwellings, and in other housing related transactions, based on race, color, national origin, religion sex, familial status and disability.
  - b. Title VI of the Civil Rights Act of 1964. This law prohibits discrimination on the basis of race, color and national original in all federally assisted programs.
  - c. The Age Discrimination Act of 1975, as amended implementing regulations at 24 CFR Part 146. This law prohibits age discrimination in program received federal financial assistance.
  - d. Executive Orders 11063 and 11259 – Equal Opportunity in Housing and implementing regulations at 24 CFR Part 107. These Executive Orders prohibit discrimination against individuals on the basis of race, color, religion, sex and national origin in the sale, rental, leasing or other disposition of residential property, or in the use or occupancy of housing assisted with federal funds.
  - e. Section 504 of the Rehabilitation Act of 1973 (Section 504) and implementing regulations at 24 CFR part 8. Section 504 prohibits discrimination based on disability in all programs or activities operated by recipients of federal financial assistance.
  - f. Title II of the Americans with Disabilities Act (ADA). Title II of ADA prohibits discrimination against persons with disabilities in all programs, activities, and services of a public entity.
6. Labor Standards
- a. Davis-Bacon: Projects with 12 or more units must comply with the requirement of the Davis-Bacon Federal Labor Act (40 U.S.C. 276a - 276a - 5). The Developer

must pay not less than the wages prevailing in the locality, as predetermined by the Secretary of Labor pursuant to the Davis-Bacon Act, to all laborers and mechanics employed in the development of the units and City requires certification as to compliance with the provisions of this section prior to the disbursement of funds. Developer and Owner shall maintain documentation, which demonstrates compliance with hour and wage requirements of this part. Such documentation shall be made available to the Grantee for review upon request.

- b. Copeland (Anti-Kickback) Act. Owner and Developer agrees to comply with the requirements of the Copeland (Anti-Kickback) Act (40 USC 276c). The law governs the deductions from paychecks that are allowable. This law makes it a criminal offense to induce anyone employed on a federally assisted project to relinquish any compensation to which he/she is entitled and requires all contractors to submit weekly payrolls and statements of compliance. Owner and Developer shall maintain documentation, which demonstrates compliance with hour and wage requirements of this part. Such documentation shall be made available to the Grantee for review upon request.
- c. Fair Labor Standards Act of 1938: The Owner and Developer must comply with the requirements of the Fair Labor Standards Act of 1938 as amended (40 USC 327-333). This law establishes the basic minimum wage for all work and requires the payment of overtime at the rate of at least time and one-half. It also requires the payment of wages for the entire time that an employee is required or permitted to work and establishes child labor standards. Owner and Developer shall maintain documentation, which demonstrates compliance with hour and wage requirements of this part. Such documentation shall be made available to the City for review upon request.

7. Conflict of Interest: As outlined at 24 CFR 92.356(f), no owner developer or sponsor of a project assisted with HOME funds, whether private, for-profit, or nonprofit may occupy a HOME assisted unit without the express written permission of the City. In addition, no officer, employee, agent or consultant of the Owner or Developer may occupy a HOME assisted unit. This provision does not include an employee or agent of the Owner or Developer who occupies a housing unit as the project manager or maintenance worker.

8. W/MBE: The Owner and Developer will use its best efforts to afford minority and women-owned business enterprises the maximum practicable opportunity to participate in the performance of this contract. The term "minority and women-owned business enterprise" means a business at least fifty-one (51) percent owned and controlled by minority group members or women. For the purpose of this definition, "minority group members" are African-Americans, Spanish-speaking, Spanish surnamed or Spanish heritage Americans, Asian-Americans, and American Indians. The City must verify the contractor as an M/WBE firm certified by the City of Syracuse.

The Owner and the Developer must submit a completed M/WBE Utilization Plan Form A that identifies the required M/WBE utilization percentages. The M/WBE requirement is as follows: A minimum of 18% utilization of Minority Owned Businesses and a minimum of 12% utilization of Women Owned Businesses. This utilization form must be approved by NBD prior to the start of construction. The Owner and Developer must submit a completed M/WBE Final Utilization Report Form B for each M/WBE contractor used on the project. Copies of the M/WBE Utilization Plan and Report (Form A and Form B) can be obtained here: [www.syr.gov/departments/minority-affairs](http://www.syr.gov/departments/minority-affairs)

9. Procurement

Purchasing

City purchasing procedures shall be followed for all purchases made with CDBG funds, as follows:

- a. A purchase in excess of \$3,000, or any aggregate of purchases for the same or substantially similar articles, goods, supplies, or materials in excess of \$3,000 during any consecutive six (6) month period except for professional services, must be made on a competitive bid system, and a copy of the specifications should be made available to the Neighborhood and Business Development Fiscal Officer.
- b. No bids will be accepted on a "cost plus" basis.
- c. Purchases less than \$3,000 or aggregate purchases, of the same or substantially similar articles, goods, supplies, or materials less than \$3,000, except for professional services, may be negotiated by the Subrecipient.
- d. Copies of all purchase orders will be maintained on file with the Subrecipient and made available to the Fiscal Officer of NBD for accounting purposes upon request.

**VI. FUNDS DISBURSEMENT**

1. Disbursements: The Owner shall make disbursement requests on forms acceptable to the City of Syracuse, upon Project Completion and once all contingencies in the commitment letter and requirements in this Agreement met. Payment shall be limited to the amount needed for payment of eligible costs and subject to a retainer of 10% as defined in this section, paragraph 3 below.

Disbursement requests must include documentation to substantiate the costs including invoices or receipts for direct costs such as material and equipment, progress reports, payroll records for labor costs or approvals for construction work.

2. Documentation. Disbursement requests are conditional upon the submission of proper documentation to meet Davis-Bacon Act and WMBE requirements, when applicable.

3. Retainer. A retainer of 10% of the HOME funds will be held by the City until a final inspection is complete and the units are occupied by qualified tenants. This final payment will be released only upon the completion of a final inspection that verifies the project is completed in accordance with approved plans and local codes and standards, and issuance of a certificate of occupancy; and HOME assisted units are occupied by qualified tenants with all necessary documentation as required in this agreement has been provided to the City

Project Requirements:The Owner and Developer shall comply with all HOME project requirements in subpart F of 24 CFR part 92. The City will not invest any more HOME funds, in combination with other governmental assistance, than is necessary to provide affordable housing.

## **VII. MONITORING, REPORTING AND RECORD KEEPING PROVISIONS**

1. Records and Reports: The Owner and Developer shall maintain accurate books and records regarding the Project and shall provide the City with any information or reports requested by City in order for City to meet its record keeping and reporting requirements to HUD. The records must be able to demonstrate compliance with the HOME requirements in this Agreement. The City maintains its right to change reporting requirements as required by HUD from time to time.

2. Reporting During the Development Process: Record and reports will be required during the development of the Project; these records and reports will include the following:

- a. A narrative or progress report on the specific milestones outlined in the plans and specification.
- b. Percentage of work complete or number of units completed
- c. Funds expended
- d. Potential tenants identified and qualified, including income and demographic data.
- e. Findings of any state of local inspections.

The City may require additional reports or documentation other than what is listed above to demonstrate compliance with the requirements in this Agreement. The Owner and Developer will be notified of the required documentation in writing.

3.) Reporting During the Occupancy Phase: Records and reports will be required during the development of the Projects; these records and reports will include the following:

- a. Unit size
- b. Household size
- c. Household income level
- d. Amount of rent and tenant paid utilities
- e. Dates for income certification and occupancy
- f. Race
- g. Information as to whether or not the household includes a person with a disability, a senior, or a person with HIV/AIDS.
- h. Information on whether or not the household previously resided in subsidized housing.

The City may require additional reports or documentation other than what is listed above to demonstrate compliance with the requirements in this Agreement. The Owner and Developer will be notified of the required documentation in writing.

4. Reporting During the Affordability Period: The Owner will submit documentation to ensure that the HOME income restrictions and affordability requirements are being met on an annual basis. The Owner must also allow the City to perform annual inspections to ensure that the property is being maintained to state and local property standards as outlined in Section IV of this agreement.

### **VIII. ENFORCEMENT OF THE AGREEMENT**

City shall have the right to declare Owner and Developer in default under the Agreement and to declare the principal and interest (if any) due and payable if Owner or Developer materially fails to comply with any term of this agreement, as determined at the sole discretion of the City. In such event, City shall have any and all remedies provided for herein and as provided by law or in equity; or

City shall give Owner and Developer written notice of such default. If Owner or Developer fails to cure the default within 30 days, then the City may give a second written notice to Owner and Developer declaring a default of this Agreement, and declaring all sums due and payable and terminating this Agreement.

### **IX. GENERAL PROVISIONS**

1. Assignment: This Agreement cannot be assigned or assumed except upon written consent of the other party to this agreement. This Agreement may not be amended,

modified or rescinded unless such amendment, modification or rescission is in writing, and signed by the City.

2. Savings Clause: In case any provision of this Agreement is held to be invalid, illegal, or unenforceable, the validity, legality and enforceability of the remaining provisions shall not be affected.

3. Indemnification: To the fullest extent permitted by law, the Owner and Developer shall defend, indemnify, and hold harmless the City and its agents and employees from and against claims, damages, losses and expenses, including, but not limited to, attorneys' fees arising out of or resulting from performance of this contract or the work to be performed pursuant hereto.

4. Waiver of Trial by Jury: Owner, Developer and City hereby waive, to the fullest extent permitted by the Law, the right to trial by jury in any action, proceeding, or otherwise, relating directly or indirectly to the loan evidenced by the note, this agreement, or any other such documents, acts, or omissions of the City or Borrower as the case may be, their respective officers, employees, directors, or agents in connection therewith.

5. Oral Representations: This Agreement, including any attachments incorporated herein by reference, constitutes the entire agreement between the parties as to the provision and use of the funds to be provided to the Owner or Developer by the City. It supersedes all prior or contemporaneous agreement or representations whether oral or written with respect to such funds. Oral representations or modification shall have no effect on this Agreement.

6. Waiver of Provisions: No term, provision or condition of this Agreement shall be deemed waived by the City's action or inaction unless the waiver is in writing, signed by the City and delivered to the Owner and the Developer.

7. Notices: All notices or other communications with respect to the subject matter of this Agreement shall be in writing and shall be deemed to have been given when sent by certified mail, return receipt requested, to the Owner, Developer and to the City at the addresses first set out herein. A party may change the address by giving notice as provided herein, which will be effective upon receipt.

8. Termination for Convenience: Termination of this agreement other than for a termination in the event of default can only occur in accordance with 24 CFR 85.44, upon notice from City. In such event, all rights and obligations running to and from each party shall be terminated and be of no further force and effect.

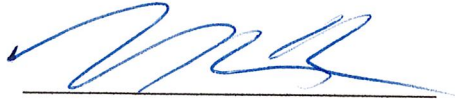
This Agreement shall be governed by and construed in accordance with the laws of the State of New York.

This Agreement may be executed in any number of counterparts or duplicates, each of which shall be deemed an original, but all of which shall constitute one and the same instrument.

IN WITNESS WHEREOF, the parties have each duly executed this Agreement as of the day and year first above written.

CITY OF SYRACUSE

A TINY HOME FOR GOOD



Michael Collins, Commissioner  
Department of Neighborhood &  
Business Development

Andrew Lunetta, Executive Director

STATE OF NEW YORK )  
COUNTY OF ONONDAGA ) ss.:

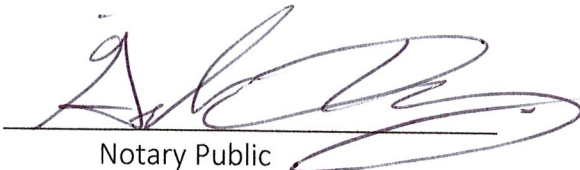
On this 16<sup>th</sup> day of June, 2023, before me, the undersigned, personally appeared MICHAEL COLLINS, the Commissioner of the City of Syracuse, Department of Neighborhood and Business Development, personally known to me, or proved to me on the basis of satisfactory evidence to be the individual whose name is subscribed to the within instrument and acknowledged to me that he executed the same in his capacity, and that by his signature on the instrument, the individual, or the person upon behalf of which the individual acted, executed the instrument.



Notary Public  
DIAN SHERWOOD  
Notary Public, State of New York  
No. 01SH5072669  
Qualified in Onondaga County  
Commission Expires Feb. 3, 2019  
2027

STATE OF NEW YORK )  
COUNTY OF ONONDAGA ) ss.:

On this 15 day of JUNE, 2023, before me, the undersigned, personally appeared Andrew Lunetta, the Executive Director of A Tiny Home For Good, personally known to me, or proved to me on the basis of satisfactory evidence to be the individual whose name is subscribed to the within instrument and acknowledged to me that he executed the same in his capacity, and that by his signature on the instrument, the individual, or the person upon behalf of which the individual acted, executed the instrument.



Notary Public

GIDEON S DIXON  
NOTARY PUBLIC STATE OF NEW YORK  
ONONDAGA  
LIC. #01D16336217  
COM.M. EXP. 01/22/2027



## Office of Temporary and Disability Assistance

KATHY HOCHUL  
Governor

BARBARA C. GUINN  
Acting Commissioner

Aug.9, 2023

Mr. Benjamin Lockwood  
President & CEO  
Housing Visions Unlimited Inc.  
1201 E. Fayette Street Suite 26  
Syracuse, NY 13210

Dear Benjamin Lockwood:

The New York State Office of Temporary and Disability Assistance (OTDA) is pleased to inform you that your organization has been granted continued funding under the New York State Supportive Services Program (NYSSHP) for SFY 2023-24 for contract C00854GG in the amount of \$242268.

This letter outlines instructions to develop your contract. Please designate one person at your agency to coordinate with me on the following necessary items.

- **Grants Gateway Budget:** Please update your budget in Grants Gateway to reflect your new award amount. Ensure that your Grants Gateway budget matches your NYSSHP Budget Detail Workbook.
- **NYSSHP Budget Detail Workbook:** Attached is a copy of this workbook. Please complete and upload the updated Excel workbook to the Grantee Document Folder.
- **Proof of Worker's Compensation Coverage and Disability Benefits Insurance:** Please review the 'Proof of Coverage Requirements' attachment and upload an acceptable form for each item to the Grantee Document Folder.
- **Vendor Responsibility Questionnaire and Charities Registration:** Please make sure these items are up to date. The Vendor Responsibility Questionnaire must be recertified every 6 months at <https://www.osc.state.ny.us/state-vendors/vendrep/file-your-vendor-responsibility-questionnaire>

**After reviewing and completing the above necessary items and steps, please change the status of your contract in Grants Gateway to submit to your program manager.** The reservation of this award does not constitute final approval of the contract. You may be requested to modify the above items based on reviews from staff in this office during the contract process. Disbursement of funds under this award will be contingent upon execution of a contract between your organization and the Office of Temporary and Disability Assistance.

Please contact me at 518-486-5161 if you have any questions. My goal is to assist you with achieving an executed contract at the earliest convenience. Thank you for your commitment to serving those in need in New York State.

Sincerely,

*Sandra Ayers*  
Program Manager  
Bureau of Housing and Support Services  
Sandra.Ayers@otda.ny.gov





**DEPARTMENT OF NEIGHBORHOOD & BUSINESS DEVELOPMENT**  
CITY OF SYRACUSE, MAYOR BEN WALSH

August 2, 2024

**Commissioner**  
Michael Collins

**Deputy Commissioner of Neighborhood Development**  
Michelle Sczpanski

**Deputy Commissioner of Business Development**  
Eric Ennis

**Deputy Commissioner of Code Enforcement**  
Jacob Dishaw

**Deputy Commissioner of Planning and Sustainability**  
Owen Kemeey

Mr. Lockwood  
Housing Visions Unlimited, inc  
1201 E Fayette St.  
Syracuse, NY 13202

**Re: CDBG Funding Allocation – Housing Stability Program**

Dear Mr. Lockwood,

The Department of Neighborhood and Business Development (NBD) is pleased to allocate **\$28,950.00** in Community Development Block Grant funding to Housing Visions Unlimited, inc's Housing Stability Program Program for Program Year 50 (May 1, 2024 – April 30, 2025). This award is contingent upon our timely receipt of:

1. Program Budget and Staffing List for NBD review and approval,
2. Fully executed Program Contract,
3. Any additionally requested Agency or Program documentation.

It is expressly agreed and understood that any award disbursement to Housing Visions Unlimited, inc is contingent upon NBD's receipt of 2024 - 2025 CDBG funds from the United States Department of Housing and Urban Development.

We understand that your program/project must begin prior to contract development. We will contact you to discuss and finalize an updated project scope and budget based on the allocated amount noted above. We will contact you to schedule an appointment to begin this conversation by August 9, 2024.

To accept this award, please sign below and return to NBD, *Attention:* Sophia Fisher, within fifteen business days of the date above. Sophia can be reached at (315) 448-8077 or [sfisher@syr.gov](mailto:sfisher@syr.gov) with any questions.

We look forward to our continued collaboration in the upcoming year.

Sincerely,

Michelle Sczpanski  
Deputy Commissioner of Neighborhood Development

Accepted this 8 day of August 2024 by:

\_\_\_\_\_  
Signature of Authorized Individual

Rebecca Trevisani, Executive VP & COO  
Printed Name and Title

**Department of Neighborhood & Business Development**  
One Park Place  
300 South State St., Suite 700  
Syracuse, NY 13202  
Office 315-448-8100  
Fax 315-448-8036  
[syr.gov/NBD](http://syr.gov/NBD)

**GROWTH. DIVERSITY. OPPORTUNITY FOR ALL.**