

## Before Starting the CoC Application

The CoC Consolidated Application is made up of two parts: the CoC Application and the CoC Priority Listing, with all of the CoC's project applications either approved and ranked, or rejected. The Collaborative Applicant is responsible for submitting both the CoC Application and the CoC Priority Listing in order for the CoC Consolidated Application to be considered complete.

The Collaborative Applicant is responsible for:

1. Reviewing the FY 2017 CoC Program Competition NOFA in its entirety for specific application and program requirements.
2. Ensuring all questions are answered completely.
3. Reviewing the FY 2017 CoC Consolidated Application Detailed Instructions, which gives additional information for each question.
4. Ensuring all imported responses in the application are fully reviewed and updated as needed.
5. The Collaborative Applicant must review and utilize responses provided by project applicants in their Project Applications.
6. Some questions require the Collaborative Applicant to attach documentation to receive credit for the question. This will be identified in the question.

- Note: For some questions, HUD has provided documents to assist Collaborative Applicants in filling out responses. These are noted in the application.

- All questions marked with an asterisk (\*) are mandatory and must be completed in order to submit the CoC Application.

For CoC Application Detailed Instructions click [here](#).

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

### **Instructions:**

For guidance on completing this application, please reference the FY 2017 CoC Application Detailed Instructions and the FY 2017 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

**1A-1. CoC Name and Number:** NY-608 - Kingston/Ulster County CoC

**1A-2. Collaborative Applicant Name:** RUPCO

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

**1A-4. HMIS Lead:** Cares, Inc

## 1B. Continuum of Care (CoC) Engagement

**Instructions:**

For guidance on completing this application, please reference the FY 2017 CoC Application Detailed Instructions and the FY 2017 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

**1B-1. From the list below, select those organization(s) and/or person(s) that participate in CoC meetings. Using the drop-down boxes, indicate if the organization(s) and/or person(s): (1) participate in CoC meetings; and (2) vote, including selection of CoC Board members. Responses should be for the period from 5/1/16 to 4/30/17.**

Organization/Person Categories	Participates in CoC Meetings	Votes, including electing CoC Board Members
Local Government Staff/Officials	Yes	Yes
CDBG/HOME/ESG Entitlement Jurisdiction	Yes	Yes
Law Enforcement	Yes	No
Local Jail(s)	Yes	Yes
Hospital(s)	Yes	Yes
EMT/Crisis Response Team(s)	Yes	No
Mental Health Service Organizations	Yes	Yes
Substance Abuse Service Organizations	Yes	Yes
Affordable Housing Developer(s)	Yes	Yes
Disability Service Organizations	Yes	Yes
Disability Advocates	Yes	Yes
Public Housing Authorities	Yes	Yes
CoC Funded Youth Homeless Organizations	Yes	Yes
Non-CoC Funded Youth Homeless Organizations	Yes	Yes
Youth Advocates	Yes	Yes
School Administrators/Homeless Liaisons	Yes	Yes
CoC Funded Victim Service Providers	Yes	Yes
Non-CoC Funded Victim Service Providers	Yes	Yes
Domestic Violence Advocates	Yes	Yes
Street Outreach Team(s)	Yes	Yes
Lesbian, Gay, Bisexual, Transgender (LGBT) Advocates	Yes	No
LGBT Service Organizations	Yes	No
Agencies that serve survivors of human trafficking	Yes	Yes
Other homeless subpopulation advocates	Yes	Yes
Homeless or Formerly Homeless Persons	Yes	Yes
Other:(limit 50 characters)		


**Applicant must select Yes, No or Not Applicable for all of the listed organization/person categories in 1B-1.**

**1B-1a. Describe the specific strategy(s) the CoC uses to solicit and consider opinions from organizations and/or persons that have an interest in preventing or ending homelessness. (limit 1000 characters)**

The CoC uses a variety of public meetings to engage the public. Through CoC meetings, work groups (such as coordinated entry and strategic planning), and facilitated community forums, the CoC solicits opinions from systems of care such as Single Point of Access (SPOA), Health Homes, Hospitals, VA, and Corrections that serve the homeless population to better understand the needs of each population. Specifically, the CoC focuses on gathering opinions to inform and develop local priorities and strategies to reduce and end homelessness through our strategic plan and program development/funding decisions. Action steps and strategies are developed through a collaborative process soliciting input from those with detailed knowledge of each population that recommend most effective interventions. Soliciting and gathering opinions resulted in a CoC wide initiative to promote the housing first model, and to implement a homeless youth to implement a youth homeless count as part of 2018 PIT.

**1B-2. Describe the CoC's open invitation process for soliciting new members, including any special outreach. (limit 1000 characters)**

The UCCOC's governance charter provides formal guidance for soliciting new members and public participation. The UCCOC issues a public invitation at least annually for new members to join. The invitation is sent out to multiple Listserv and announced at community meetings. All persons interested can contact the collaborative applicant (CA) or attend a meeting to join. The CA conducts additional outreach to key stakeholders to increase participation from PHA's, law enforcement, religious organizations that serve homeless, volunteer groups, Veteran groups, and those that are formerly homeless to participate in planning activities such as the PIT and strategic planning efforts. Formerly homeless persons participated in our annual meeting to discuss how mental illness and trauma led to homelessness. One formerly homeless person is currently serving on the CoC board.

**1B-3. Describe how the CoC notified the public that it will accept and consider proposals from organizations that have not previously received CoC Program funding in the FY 2017 CoC Program Competition, even if the CoC is not applying for new projects in FY 2017. The response must include the date(s) the CoC made publicly knowing they were open to**



**proposals.  
(limit 1000 characters)**

The CoC actively encourages proposals from entities that have not previously applied. The CoC publicly announced the availability of funds including reallocation and permanent housing bonus funds on 8/3/17 and 8/4/17 through a RFP to membership, and distributed via email to the Bringing Agencies Together listserv, and UC Cares Transitions listserv that reaches over 300 people in the human service field. The RFP provided instructions on how to submit a letter of interest to the CA by August 10th. The Collaborative Applicant provided contact information for inquiries and technical assistance. Technical assistance calls for potential applicants were held on August 9, 2017 for agencies to learn about the application process for a new project. Two new applicants provided letters of interest as a result. Any new project is required to submit a ranking application along with an esnaps submission that is scored as part of the annual ranking process.

## 1C. Continuum of Care (CoC) Coordination

**Instructions:**

For guidance on completing this application, please reference the FY 2017 CoC Application Detailed Instructions and the FY 2017 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

**1C-1. Using the chart below, identify the Federal, State, Local, Private and Other organizations that serve homeless individuals, families, unaccompanied youth, persons who are fleeing domestic violence, or those at risk of homelessness that are included in the CoCs coordination; planning and operation of projects. Only select "Not Applicable" if the funding source(s) do not exist in the CoC's geographic area.**

Entities or Organizations the CoC coordinates planning and operation of projects	Coordinates with Planning and Operation of Projects
Housing Opportunities for Persons with AIDS (HOPWA)	Yes
Temporary Assistance for Needy Families (TANF)	Yes
Runaway and Homeless Youth (RHY)	Yes
Head Start Program	No
Housing and service programs funded through Department of Justice (DOJ) resources	Yes
Housing and service programs funded through Health and Human Services (HHS) resources	Yes
Housing and service programs funded through other Federal resources	Yes
Housing and service programs funded through state government resources	Yes
Housing and service programs funded through local government resources	Yes
Housing and service programs funded through private entities, including foundations	Yes
Other:(limit 50 characters)	

**1C-2. Describe how the CoC actively consults with Emergency Solutions Grant (ESG) recipient's in the planning and allocation of ESG funds. Include in the response: (1) the interactions that occur between the CoC and the ESG Recipients in the planning and allocation of funds; (2) the CoCs participation in the local Consolidated Plan jurisdiction(s) process by providing Point-in-Time (PIT) and Housing Inventory Count (HIC) data to the Consolidated Plan jurisdictions; and (3) how the CoC ensures local homelessness information is clearly communicated and addressed in Consolidated Plan updates. (limit 1000 characters)**

The CoC does not receive a direct ESG allocation but were notified by OTDA that ESG funds are being allocated to the Kingston/Ulster CoC. To coordinate the planning of how ESG funds will be allocated the CA facilitated a call with

OTDA representatives and the board and the proposal was discussed at our September membership meeting. The ESG program will be evaluated with the same criteria as HUD funded programs. The CA consults regularly (approximately 10-15 hrs quarterly), with The City of Kingston and Ulster County. The CoC provides HIC and PIT data to the jurisdictions in addition to other information such as our monthly HMIS reports, strategic plan. AHAR and System performance for their planning purposes. The jurisdictions have representation on both the board and the ranking committee to ensure projects fit within community priorities. CoC provides comments to Con Plan jurisdiction plans through participation in meetings and through CoC facilitated discussions.

**1C-3. CoCs must demonstrate the local efforts to address the unique needs of persons, and their families, fleeing domestic violence that includes access to housing and services that prioritizes safety and confidentiality of program participants.  
(limit 1000 characters)**

Family and LSHV are lead providers for DV and victim services within the CoC. Family operates a 24 hour hotline and DV shelter providing access to crisis intervention and emergency housing. LSHV have dedicated staff and funding to support DV victims and their families. CoC agencies ensure those fleeing DV are offered available safe housing services from CoC and VAWA programs by providing referrals using a standardized assessment tool to ensure needs are prioritized and emergency needs are met. PPI is protected via secure electronic record keeping and by not sharing or inputting DV data into HMIS. Regardless of where or how victims present, their safety and security is priority 1. Personal choices are fundamental to individualized service plans which are developed from the spectrum of services available due to our commitment to coordination and inclusion. Information is shared between providers through client consent forms that detail limited information that can be released.

**1C-3a. CoCs must describe the following: (1) how regular training is provided to CoC providers and operators of coordinated entry processes that addresses best practices in serving survivors of domestic violence; (2) how the CoC uses statistics and other available data about domestic violence, including aggregate data from comparable databases, as appropriate, to assess the scope of community needs related to domestic violence and homelessness; and (3) the CoC safety and planning protocols and how they are included in the coordinated assessment.  
(limit 1,000 characters)**

The CoC board is chaired by the ED of Family of Woodstock, Inc., which operates the DV shelter, the batterers program, and DV non-residential services. Training including trauma-informed care are offered by the Domestic Violence Council, chaired by the DSS Commission, and CoC member agencies attend.

Data is provided by Family of Woodstock on a regular basis. Data available includes the numbers sheltered, those provided services through Family Court, and data on those with histories of DV incidents. The CoC utilizes the data to determine local priorities and as a result used reallocated funds to create a new RRH program for domestic violence survivors.

To ensure the confidentiality of DV survivors, the CoC has implemented a

requirement that domestic violence data be recorded in a separate database. DV survivors will be given priority in the CE process. Family of Woodstock, Inc., Crime Victims, and relevant courts will provide information to CE.

**1C-4. Using the chart provided, for each of the Public Housing Agency’s (PHA) in the CoC’s geographic area: (1) identify the percentage of new admissions to the Public Housing or Housing Choice Voucher (HCV) Programs in the PHA’s that were homeless at the time of admission; and (2) indicate whether the PHA has a homeless admission preference in its Public Housing and/or HCV program.**

**Attachment Required: If the CoC selected, "Yes-Public Housing", "Yes-HCV" or "Yes-Both", attach an excerpt from the PHA(s) written policies or a letter from the PHA(s) that addresses homeless preference.**

Public Housing Agency Name	% New Admissions into Public Housing and Housing Choice Voucher Program during FY 2016 who were homeless at entry	PHA has General or Limited Homeless Preference
Kingston Housing Authority	0.00%	No
Town of Saugerties P H A	36.80%	No
Ellenville Housing Authority	0.00%	No

**1C-4a. For each PHA where there is not a homeless admission preference in their written policies, identify the steps the CoC has taken to encourage the PHA to adopt such a policy. (limit 1000 characters)**

The CoC actively engages PHA’s as part of our strategic and annual planning process. There are currently three PHA’s that are within the CoC geography, the largest PHA, the City of Kingston regularly participates and has joined the CoC board. Although the PHA’s do not have a written preference for prioritizing homeless. Two of the three PHA’s do not track homeless upon admission therefore the percentage housed is unavailable. The UCCOC’s strategic plan strategy is to continue talking with the PHA’s to provide preference to the homeless, and to encourage the PHA’s to adopt a policy for homeless preference in its administration plan. CoC programs provide support for the PHA’s by providing case management for homeless individuals and families in PHA units.

**1C-5. Describe the actions the CoC has taken to: (1) address the needs of Lesbian, Gay, Bisexual, Transgender (LGBT) individuals and their families experiencing homelessness, (2) conduct regular 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, including Gender Identify Equal Access to Housing, Fina Rule; and (3) implementation of an anti-discrimination policy.**

**(limit 1000 characters)**

The CoC addresses the needs of LGBT individuals and families experiencing homelessness by ensuring all agencies observe HUD’s equal access to housing rule regardless of sexual orientation or gender identity. The recently adopted UCCOC strategic plan identified strategy to organize and host semi-annual trainings with a focus on LGBTQ youth. The CoC has arranged with the local LGBTQ center to provide a training within the next 12 months to discuss the needs of the local LGBTQ community. This training will educate membership on how to effectively implement equal access to housing in HUD programs Regardless of Sexual Orientation or Gender Identity, including Equal Access in accordance with the individual’s Gender Identity. On September 20, 2017 the CoC adopted its anti-discrimination policy to ensure CoC and ESG programs provide equal access to housing.

**1C-6. Criminalization: Select the specific strategies implemented by the CoC to prevent the criminalization of homelessness in the CoC’s geographic area. Select all that apply.**

Engaged/educated local policymakers:	<input checked="" type="checkbox"/>
Engaged/educated law enforcement:	<input checked="" type="checkbox"/>
Engaged/educated local business leaders	<input checked="" type="checkbox"/>
Implemented communitywide plans:	<input type="checkbox"/>
No strategies have been implemented	<input type="checkbox"/>
Other:(limit 50 characters)	
	<input type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>

## 1D. Continuum of Care (CoC) Discharge Planning

### Instructions:

For guidance on completing this application, please reference the FY 2017 CoC Application Detailed Instructions and the FY 2017 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

**1D-1. Discharge Planning-State and Local: Select from the list provided, the systems of care the CoC coordinates with and assists in state and local discharge planning efforts to ensure those who are discharged from that system of care are not released directly to the streets, emergency shelters, or other homeless assistance programs. Check all that apply.**

Foster Care:	<input checked="" type="checkbox"/>
Health Care:	<input checked="" type="checkbox"/>
Mental Health Care:	<input checked="" type="checkbox"/>
Correctional Facilities:	<input checked="" type="checkbox"/>
None:	<input type="checkbox"/>

**1D-1a. If the applicant did not check all the boxes in 1D-1, provide: (1) an explanation of the reason(s) the CoC does not have a discharge policy in place for the system of care; and (2) provide the actions the CoC is taking or plans to take to coordinate with or assist the State and local discharge planning efforts to ensure persons are not discharged to the street, emergency shelters, or other homeless assistance programs. (limit 1000 characters)**

N/A

**1D-2. Discharge Planning: Select the system(s) of care within the CoC's geographic area the CoC actively coordinates with to ensure persons who have resided in any of the institutions listed below longer than 90 days are not discharged directly to the streets, emergency shelters, or other homeless assistance programs. Check all that apply.**

Foster Care:	<input checked="" type="checkbox"/>
Health Care:	<input checked="" type="checkbox"/>

<b>Mental Health Care:</b>	<input checked="" type="checkbox"/>
<b>Correctional Facilities:</b>	<input checked="" type="checkbox"/>
<b>None:</b>	<input type="checkbox"/>

## 1E. Continuum of Care (CoC) Project Review, Ranking, and Selection

### Instructions

For guidance on completing this application, please reference the FY 2017 CoC Application Detailed Instructions and the FY 2017 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

**1E-1. Using the drop-down menu, select the appropriate response(s) that demonstrate the process the CoC used to rank and select project applications in the FY 2017 CoC Program Competition which included (1) the use of objective criteria; (2) at least one factor related to achieving positive housing outcomes; and (3) included a specific method for evaluating projects submitted by victim service providers.**

**Attachment Required: Public posting of documentation that supports the process the CoC used to rank and select project application.**

Used Objective Criteria for Review, Rating, Ranking and Section	Yes
Included at least one factor related to achieving positive housing outcomes	Yes
Included a specific method for evaluating projects submitted by victim service providers	Yes

### 1E-2. Severity of Needs and Vulnerabilities

**CoCs must provide the extent the CoC considered the severity of needs and vulnerabilities experienced by program participants in their project ranking and selection process. Describe: (1) the specific vulnerabilities the CoC considered; and (2) how the CoC takes these vulnerabilities into account during the ranking and selection process. (See the CoC Application Detailed Instructions for examples of severity of needs and vulnerabilities.)  
(limit 1000 characters)**

The UCCOC considers the severity of needs and vulnerabilities of program participants of CoC funded projects when reviewing applications for ranking and selection. Specifically, the 2017 ranking tool provided bonus points for serving the most vulnerable chronic homeless. Additionally points were awarded for projects that served youth, families (including DV). Projects serving the most vulnerable populations receive higher scores as a result. The populations listed above have been identified as experiencing multiple vulnerabilities. Interview with project applicants during the ranking process provide a venue to describe the vulnerabilities of each population served and unique client needs. Projects agreeing to add additional dedicated chronic beds serving the most vulnerable also received additional points and were a critical ranking factor.



**1E-3. Using the following checklist, select: (1) how the CoC made publicly available to potential project applicants an objective ranking and selection process that was used for all project (new and renewal) at least 2 days before the application submission deadline; and (2) all parts of the CoC Consolidated Application, the CoC Application attachments, Priority Listing that includes the reallocation forms and Project Listings that show all project applications submitted to the CoC were either accepted and ranked, or rejected and were made publicly available to project applicants, community members and key stakeholders.**

**Attachment Required: Documentation demonstrating the objective ranking and selections process and the final version of the completed CoC Consolidated Application, including the CoC Application with attachments, Priority Listing with reallocation forms and all project applications that were accepted and ranked, or rejected (new and renewal) was made publicly available. Attachments must clearly show the date the documents were publicly posted.**

<b>Public Posting</b>	
CoC or other Website	<input checked="" type="checkbox"/>
Email	<input checked="" type="checkbox"/>
Mail	<input type="checkbox"/>
Advertising in Local Newspaper(s)	<input type="checkbox"/>
Advertising on Radio or Television	<input type="checkbox"/>
Social Media (Twitter, Facebook, etc.)	<input type="checkbox"/>

**1E-4. Reallocation: Applicants must demonstrate the ability to reallocate lower performing projects to create new, higher performing projects. CoC’s may choose from one of the following two options below to answer this question. You do not need to provide an answer for both.**

Option 1: The CoC actively encourages new and existing providers to apply for new projects through reallocation.  
 Attachment Required - Option 1: Documentation that shows the CoC actively encouraged new and existing providers to apply for new projects through reallocation.

Option 2: The CoC has cumulatively reallocated at least 20 percent of the CoC’s ARD between FY 2013 and FY 2017 CoC Program Competitions.  
 No Attachment Required - HUD will calculate the cumulative amount based on the CoCs reallocation forms submitted with each fiscal years Priority Listing.

**Reallocation: Option 1**

**Attachment Required - provide documentation that shows the CoC actively encouraged new and existing providers to apply for new projects through**

**reallocation.**

**1E-5. If the CoC rejected or reduced project application(s), enter the date the CoC and Collaborative Applicant notified project applicants their project application(s) were being rejected or reduced in writing outside of e-snaps.** 08/23/2017

**Attachment Required: Copies of the written notification to project applicant(s) that their project application(s) were rejected. Where a project application is being rejected or reduced, the CoC must indicate the reason(s) for the rejection or reduction.**

**1E-5a. Provide the date the CoC notified applicant(s) their application(s) were accepted and ranked on the Priority Listing, in writing, outside of e-snaps.** 08/25/2017

**Attachment Required: Copies of the written notification to project applicant(s) their project application(s) were accepted and ranked on the Priority listing.**

## Reallocation Supporting Documentation

**Attachment Required - provide documentation that shows the CoC actively encouraged new and existing providers to apply for new projects through reallocation.**

Document Type	Required?	Document Description	Date Attached
Reallocation Supporting Documentation	No	UCCOC Rallocation...	09/25/2017

## Attachment Details

**Document Description:** UCCOC Rallocation Documentation

## **2A. Homeless Management Information System (HMIS) Implementation**

**Intructions:**

For guidance on completing this application, please reference the FY 2017 CoC Application Detailed Instructions and the FY 2017 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

**2A-1. Does the CoC have in place a Governance Charter or other written documentation (e.g., MOU/MOA) that outlines the roles and responsibilities of the CoC and HMIS Lead?** Yes

**Attachment Required:** If “Yes” is selected, a copy of the sections of the Governance Charter, or MOU/MOA addressing the roles and responsibilities of the CoC and HMIS Lead.

**2A-1a. Provide the page number(s) where the roles and responsibilities of the CoC and HMIS Lead can be found in the attached document(s) referenced in 2A-1. In addition, indicate if the page number applies to the Governance Charter or MOU/MOA.** 1-5

**2A-2. Does the CoC have a HMIS Policies and Procedures Manual? Attachment Required: If the response was “Yes”, attach a copy of the HMIS Policies and Procedures Manual.** Yes

**2A-3. What is the name of the HMIS software vendor?** AWARDS

**2A-4. Using the drop-down boxes, select the HMIS implementation Coverage area.** Regional (multiple CoC)

**2A-5. Per the 2017 HIC use the following chart to indicate the number of beds in the 2017 HIC and in HMIS for each project type within the CoC. If a particular project type does not exist in the CoC then enter "0" for all cells**

**in that project type.**

Project Type	Total Beds in 2017 HIC	Total Beds in HIC Dedicated for DV	Total Beds in HMIS	HMIS Bed Coverage Rate
Emergency Shelter (ESG) beds	85	17	68	100.00%
Safe Haven (SH) beds	0	0	0	
Transitional Housing (TH) beds	30	0	30	100.00%
Rapid Re-Housing (RRH) beds	2	0	2	100.00%
Permanent Supportive Housing (PSH) beds	150	0	150	100.00%
Other Permanent Housing (OPH) beds	20	0	20	100.00%

**2A-5a. To receive partial credit, if the bed coverage rate is below 85 percent for any of the project types, the CoC must provide clear steps on how it intends to increase this percentage for each project type over the next 12 months.  
(limit 1000 characters)**

The Kingston Ulster CoC has 100% full coverage for all project types except Safe Haven which it is not available within our geography. Additionally, the CoC imports information from Veteran groups including the VA and SSVF providers. The CoC also has full coverage in DSS overflow beds, not listed on the HDX report.

**2A-6. Annual Housing Assessment Report (AHAR) Submission: How many Annual Housing Assessment Report (AHAR) tables were accepted and used in the 2016 AHAR?** 12

**2A-7. Enter the date the CoC submitted the 2017 Housing Inventory Count (HIC) data into the Homelessness Data Exchange (HDX). (mm/dd/yyyy)** 04/25/2017

## 2B. Continuum of Care (CoC) Point-in-Time Count

### Instructions:

For guidance on completing this application, please reference the FY 2017 CoC Application Detailed Instructions and the FY 2017 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

**2B-1. Indicate the date of the CoC's 2017 PIT count (mm/dd/yyyy). If the PIT count was conducted outside the last 10 days of January 2017, HUD will verify the CoC received a HUD-approved exception.** 01/30/2017

**2B-2. Enter the date the CoC submitted the PIT count data in HDX. (mm/dd/yyyy)** 04/25/2017

## 2C. Continuum of Care (CoC) Point-in-Time (PIT) Count: Methodologies

**Instructions:**

For guidance on completing this application, please reference the FY 2017 CoC Application Detailed Instructions and the FY 2017 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

**2C-1. Describe any change in the CoC’s sheltered PIT count implementation, including methodology and data quality changes from 2016 to 2017. Specifically, how those changes impacted the CoCs sheltered PIT count results. (limit 1000 characters)**

The UCCOC has always used HMIS data for the sheltered PIT count as a resource but utilized census information as well. This year, the CA was provided sheltered PIT numbers only from HMIS that were verified by service providers. This has led to a more accurate count and identified an increase in the number of homeless adults with children.

**2C-2. Did your CoC change its provider coverage in the 2017 sheltered count?** Yes

**2C-2a. If “Yes” was selected in 2C-2, enter the change in provider coverage in the 2017 sheltered PIT count, including the number of beds added or removed due to the change.**

Beds Added:	8
Beds Removed:	0
Total:	8

**2C-3. Did your CoC add or remove emergency shelter, transitional housing, or Safe-Haven inventory because of funding specific to a Presidentially declared disaster resulting in a change to the CoC's 2017 sheltered PIT count?** No

**2C-3a. If "Yes" was selected in 2C-3, enter the number of beds that were added or removed in 2017 because of a Presidentially declared disaster.**

Beds Added:	0
Beds Removed:	0
Total:	0



**2C-4. Did the CoC change its unsheltered PIT count implementation, including methodology and data quality changes from 2016 to 2017?** No

CoCs that did not conduct an unsheltered count in 2016 or did not report unsheltered PIT count data to HUD in 2016 should compare their efforts in 2017 to their efforts in 2015.

**2C-4a. Describe any change in the CoC's unsheltered PIT count implementation, including methodology and data quality changes from 2016 to 2017. Specify how those changes impacted the CoC's unsheltered PIT count results. See Detailed Instructions for more information. (limit 1000 characters)**

There were no changes in the implementation including methodology and data quality in the PIT count from 2016 to 2017.

**2C-5. Did the CoC implement specific measures to identify youth in their PIT count?** Yes

**2C-5a. If "Yes" was selected in 2C-5, describe the specific measures the CoC; (1) took to identify homeless youth in the PIT count; (2) during the planning process, how stakeholders that serve homeless youth were engaged; (3) how homeless youth were engaged/involved; and (4) how the CoC worked with stakeholders to select locations where homeless youth are most likely to be identified. (limit 1000 characters)**

The CoC assembled a workgroup with a variety of youth providers including (FOW who operates both a youth runaway homeless shelter and transitional living program for older homeless adolescents), the McKinney Vento School liaison for Ulster County, representation from the Institute of Family Health (that provide health services to youth with infants), and New Horizons who provide substance abuse services to assist in the 2017 PIT. As part of the process, youth-serving providers solicited input from program participants to inform the CoC on places homeless youth congregate which resulted in a list of both known and service-based where youth are likely to be found as part of the count. Often in rural communities, the best outreach is done word of mouth through the school. As a result, FOW has applied for funding to establish a formal street outreach program to establish a network of peer outreach workers to identify homeless youth and build trust so they will access services.

**2C-6. Describe any actions the CoC implemented in its 2017 PIT count to better count individuals and families experiencing chronic homelessness, families with children, and Veterans experiencing homelessness. (limit 1000 characters)**

The CoC already has strong participation from Veteran service providers such as the VA and SSVF who participate in the PIT count annually by searching known locations and survey those in drop-in centers most likely to need Veteran services. These drop-in locations are also where those living on the streets and chronically homeless gather especially in cold winter months, so we are better able to get an accurate count. Volunteers offer personal care items, food and socks and hats for those living outside as well as referrals to resources. To better count families we have volunteers go to emergency food locations and soup kitchens to survey homeless. This year we added service based locations at libraries in a couple of municipalities which do provide a haven to homeless families and individuals during the day.

## **3A. Continuum of Care (CoC) System Performance**

### **Instructions**

For guidance on completing this application, please reference the FY 2017 CoC Application Detailed Instructions and the FY 2017 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

**3A-1. Performance Measure: Reduction in the Number of First-Time Homeless. Describe: (1) the numerical change the CoC experienced; (2) the process the CoC used to identify risk factors of becoming homeless for the first time; (3) the strategies in place to address individuals and families at risk of becoming homeless; and (4) the organization or position that is responsible for overseeing the CoC's strategy to reduce or end the number of individuals and families experiencing homelessness for the first time.  
(limit 1000 characters)**

According to the SysPM in HDX there was an increase of 120 persons experiencing first-time homelessness in FY15 which corresponds to the loss of significant funding for homeless prevention and rapid re-housing. The process the CoC uses to identify risk factors that lead to first-time homelessness is through outreach and housing providers, DSS, Single Point Of Access (SPOA), reentry, and schools. The CoC board reviews AHAR data to identify key indicators leading to homelessness. The two of the largest causes were eviction and re-entry. The CoC strategic plan identified four key strategies that include landlord outreach, the development of programs to re-house larger homeless families more quickly, increased resources for homeless prevention and re-housing through the State programs, and the implementation of a Coordinated Entry. The Strategic Planning and data committee monitor progress towards goals to reduce first time homeless and report to the board.

**3A-2. Performance Measure: Length-of-Time Homeless. CoC 's must demonstrate how they reduce the length-of-time for individuals and families remaining homeless. Describe (1) the numerical change the CoC experienced; (2) the actions the CoC has implemented to reduce the length-of-time individuals and families remain homeless; (3) how the CoC identifies and houses individuals and families with the longest length-of-time homeless; and (4) identify the organization or position that is responsible for overseeing the CoC's strategy to reduce the length-of-time individuals and families remain homeless.  
(limit 1000 characters)**

According to the SYsPM in HDX there was a slight decrease in LOT of homelessness FY15 of -1. The creation of new Rapid re-housing beds through reallocation, the implementation of Coordinated Assessment (CE) along with new ESG resources for rapid re-housing are the critical strategies used by the CoC to reduce the length of time (LOT) of homelessness. The CoC uses HMIS

data to identify those with longest LOT homeless. DSS uses this data to divert the most vulnerable to shelters where case management services are readily available. We are beginning to see positive results of this new strategy. The CoC data committee and CA review system performance on LOT on a quarterly basis and report progress to the board.

**3A-3. Performance Measures: Successful Permanent Housing Placement and Retention**

**Describe: (1) the numerical change the CoC experienced; (2) the CoCs strategy to increase the rate of which individuals and families move to permanent housing destination or retain permanent housing; and (3) the organization or position responsible for overseeing the CoC’s strategy for retention of, or placement in permanent housing. (limit 1000 characters)**

According to the SysPM in HDX the rate of PSH exits to permanent destinations increased 1% from 92% to 93% between FY 15 and FY 16. The CoC initiative to foster understanding and implementation of the Housing First model has increased the rate of how homeless move to and retain permanent housing. Over the past 12 months, the CA initiated monitoring of HUD-funded programs to include the percentage of exits to permanent housing destinations and incorporated those results in the annual ranking of applications. Projects with high retention or exits to permanent destinations ranked higher. The CA will provide technical assistance to those programs with less than a 90% rate set by the CoC as a standard for remaining or exiting to a permanent destination to ensure data collection in HMIS is accurate. The CoC board is responsible for reviewing SysPM semi-annually as part of our strategy for retention or placement in permanent housing.

**3A-4. Performance Measure: Returns to Homelessness.**

**Describe: (1) the numerical change the CoC experienced, (2) what strategies the CoC implemented to identify individuals and families who return to homelessness, (3) the strategies the CoC will use to reduce additional returns to homelessness, and (4) the organization or position responsible for overseeing the CoC’s efforts to reduce the rate of individuals and families’ returns to homelessness. (limit 1000 characters)**

According to the SysPM in HDX, 11% of persons return to homelessness within 13-24 months and that number increased to 22% over a 24 month period. The CoC fund staff to complete HMIS data entry on all homeless entering the emergency shelter system to gain accurate data to identify homeless returning into the system. Implementation of housing prioritization tool along with the vulnerability assessment as part of CE will prioritize placement based upon client needs and identify the most appropriate type of housing for the individual or family. Additional CoC funded RRH resources combine rental assistance with case management to break the cycle of homelessness. The data committee reviews System performance indicators on a semi-annual basis. Since all homeless service providers in the county participate in the CoC, when a family or individual returns to homeless, there is an ongoing record of the issues they were dealing with identifying failures of previous housing efforts.

**3A-5. Performance Measures: Job and Income Growth**

**Describe: (1) the strategies that have been implemented to increase access to employment and mainstream benefits; (2) how the CoC program-funded projects have been assisted to implement the strategies; (3) how the CoC is working with mainstream employment organizations to help individuals and families increase their cash income; and (4) the organization or position that is responsible for overseeing the CoC's strategy to increase job and income growth from employment, non-employment including mainstream benefits. (limit 1000 characters)**

The CoC strategy to provide increased access to program participant cash/non-cash income includes: systems level collaboration with County and CoC agencies that provide supportive employment and assistance accessing mainstream benefits. The CoC fosters partnerships including Office of Employment (EOT), Access VR, BOCES, and Gateway that offer comprehensive job readiness. FOW offers child care to help parents search for and return to work. Legal Services and DSS have a direct referral system to assist homeless in accessing benefits. PEOPLE Inc. have SOAR trained staff to assist with SSI and SSDI applications. VA and SSVF help Veterans increase service or non-service pensions. The CoC strategic plan encourages all agencies to have SOAR trained staff, providing additional access points for participants needing SSI or SSDI. The CoC board is charged with overseeing project progress to increase cash/non-cash for participants and engaging with new private or employment agencies.

**3A-6. Did the CoC completely exclude a geographic area from the most recent PIT count (i.e. no one counted there, and for communities using samples in the area that was excluded from both the sample and extrapolation) where the CoC determined there were no unsheltered homeless people, including areas that are uninhabitable (deserts, forests).** No

**3A.6a. If the response to 3A-6 was "Yes", what was the criteria and decision-making process the CoC used to identify and exclude specific geographic areas from the CoCs unsheltered PIT count? (limit 1000 characters)**

N/A

**3A-7. Enter the date the CoC submitted the System Performance Measures data in HDX, which included the data quality section for FY 2016. (mm/dd/yyyy)** 05/25/2017

## 3B. Continuum of Care (CoC) Performance and Strategic Planning Objectives

### Instructions

For guidance on completing this application, please reference the FY 2017 CoC Application Detailed Instructions and the FY 2017 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

### 3B-1. Compare the total number of PSH beds, CoC program and non CoC-program funded, that were identified as dedicated for yes by chronically homeless persons in the 2017 HIC, as compared to those identified in the 2016 HIC.

	2016	2017	Difference
Number of CoC Program and non-CoC Program funded PSH beds dedicated for use by chronically homelessness persons identified on the HIC.	15	17	2

**3B-1.1. In the box below: (1) "total number of Dedicated PLUS Beds" provide the total number of beds in the Project Allocation(s) that are designated ad Dedicated PLUS beds; and (2) in the box below "total number of beds dedicated to the chronically homeless:, provide the total number of beds in the Project Application(s) that are designated for the chronically homeless. This does not include those that were identified in (1) above as Dedicated PLUS Beds.**

Total number of beds dedicated as Dedicated Plus	6
Total number of beds dedicated to individuals and families experiencing chronic homelessness	21
<b>Total</b>	<b>27</b>

**3B-1.2. Did the CoC adopt the Orders of Priority into their standards for all CoC Program funded PSH projects as described in Notice CPD-16-11: Prioritizing Persons Experiencing Chronic Homelessness and Other Vulnerable Homeless Persons in Permanent Supportive Housing.** Yes

**3B-2.1. Using the following chart, check each box to indicate the factor(s) the CoC currently uses to prioritize households with children based on need during the FY 2017 Fiscal Year.**

History of or Vulnerability to Victimization	<input checked="" type="checkbox"/>
Number of previous homeless episodes	<input checked="" type="checkbox"/>

Unsheltered homelessness	<input checked="" type="checkbox"/>
Criminal History	<input checked="" type="checkbox"/>
Bad credit or rental history (including not having been a leaseholder)	<input type="checkbox"/>
Head of Household with Mental/Physical Disability	<input checked="" type="checkbox"/>

**3B-2.2. Describe: (1) the CoCs current strategy and timeframe for rapidly rehousing every household of families with children within 30 days of becoming homeless; and (2) the organization or position responsible for overseeing the CoC’s strategy to rapidly rehouse families with children within 30 days of becoming homeless. (limit 1000 characters)**

The CoC’s strategy to rehouse every household of families with children is focused on increasing the number of rapid re-housing beds and resources available to this population. The CoC has adopted a housing first model for all its CoC funded projects and will meet HUD’s goal of rehousing families within 30 days over the next 2 years. Additionally, OTDA informed the CoC that an ESG allocation for rapid re-housing has been allocated for one year. The CoC expects to re-house 25-30 homeless families with short term rental assistance, security deposits and case management. The CoC knows the rapid re-housing model incorporated with housing first and low barrier are effective strategies to meet HUD’s goal of rehousing within 30 days of admission because we have experience success in stabilizing families with previously funded rapid re-housing programs. The CE committee will be responsible to monitor and oversee the 30 day metric for re-housing.

**3B-2.3. Compare the number of RRH units available to serve families from the 2016 and 2017 HIC.**

	2016	2017	Difference
Number of CoC Program and non-CoC Program funded PSH units dedicated for use by chronically homelessness persons identified on the HIC.	0	2	2

**3B-2.4. Describe the actions the CoC is taking to ensure emergency shelters, transitional housing, and permanent supportive housing (PSH and RRH) providers within the CoC adhere to anti-discrimination policies by not denying admission to, or separating any family members from other members of their family or caregivers based on age, sex, gender, LGBT status, marital status or disability when entering a shelter or Housing. (limit 1000 characters)**

The UCCOC’s encourages all CoC funded programs to use the housing first model and provides bonus points in ranking to agencies that follow a housing first approach to providing housing and services. The CoC has adopted an anti-discrimination policy on September 20, 2017 that adheres to the Civil Rights Act as amended, and with HUD’s “Equal Access in Accordance with an Individual’s

Gender Identity in Community Planning and Development Programs prohibiting discrimination based on race, color, national origin, religion, sex, familial status (including children under 18 living with parents or legal custodians, pregnant women, and people securing custody of children under the age of 18), and disability. In addition to the written policy, the UCCOC values diversity in its membership and reaches out to attract a diverse membership. To address LGBT issues, the local LGBTQ Center is represented in the membership and is able to provide regular training on LGBT issues.

**3B-2.5. From the list below, select each of the following the CoC has strategies to address the unique needs of unaccompanied homeless youth.**

Human trafficking and other forms of exploitation?	Yes
LGBT youth homelessness?	Yes
Exits from foster care into homelessness?	Yes
Family reunification and community engagement?	Yes
Positive Youth Development, Trauma Informed Care, and the use of Risk and Protective Factors in assessing youth housing and service needs?	Yes

**3B-2.6. From the list below, select each of the following the CoC has a strategy for prioritization of unaccompanied youth based on need.**

History or Vulnerability to Victimization (e.g., domestic violence, sexual assault, childhood abuse)	<input checked="" type="checkbox"/>
Number of Previous Homeless Episodes	<input checked="" type="checkbox"/>
Unsheltered Homelessness	<input checked="" type="checkbox"/>
Criminal History	<input type="checkbox"/>
Bad Credit or Rental History	<input type="checkbox"/>

**3B-2.7. Describe: (1) the strategies used by the CoC, including securing additional funding to increase the availability of housing and services for youth experiencing homelessness, especially those experiencing unsheltered homelessness; (2) provide evidence the strategies that have been implemented are effective at ending youth homelessness; (3) the measure(s) the CoC is using to calculate the effectiveness of the strategies; and (4) why the CoC believes the measure(s) used is an appropriate way to determine the effectiveness of the CoC's efforts. (limit 1500 characters)**

The CoC has been secured funding for new PSH funds for homeless youth age 18-24 through the Empire State Supportive Housing Program (ESHI). The CoC strategic plan prioritizes youth with a number of specific strategies and action steps to reduce and end youth homelessness. To reach this goal the CoC plans to conduct a youth count as part of our 2018 PIT. The CoC strategy is to gather information to document the number of homeless youth through the PIT



to gain an understanding of the types of housing and services that are most appropriate. The CoC will use HMIS and PIT data to gather a baseline and then measure success annually. Once documented the CoC will be able to identify the types of housing and services that will be most effective in reducing youth homelessness and to provide housing to this population.

**3B-2.8. Describe: (1) How the CoC collaborates with youth education providers, including McKinney-Vento local educational authorities and school districts; (2) the formal partnerships the CoC has with these entities; and (3) the policies and procedures, if any, that have been adopted to inform individuals and families who become homeless of their eligibility for educational services. (limit 1000 characters)**

The CoC collaborates with the McKinney-Vento local education liaisons and school districts through participation on the CoC board. CoC funded agencies have a joint process in place with school administrators to identify at-risk families and youth and attend monthly LEA meetings. There are ongoing partnerships with providers dealing with specific homeless families and youth. Data on at-risk youth under McKinney Vento definition is provided to the CoC. The CoC will complete a youth homeless count as part of our 2018 PIT. FOW receives Title I funding from both the Kingston City and the Ellenville School District. These funds are used to provide tutoring and school supplies. Youth at Family House is informed that tutoring and other educational supports are available to them. Coc agencies attend bi-weekly coordination with the McKinney Vento. All youth residing at Family House are given the choice to return to their home school district.

**3B-2.9. Does the CoC have any written formal agreements, MOU/MOAs or partnerships with one or more providers of early childhood services and supports? Select “Yes” or “No”.**

	MOU/MOA	Other Formal Agreement
Early Childhood Providers	No	
Head Start	No	
Early Head Start	No	
Child Care and Development Fund	No	
Federal Home Visiting Program	No	
Healthy Start	No	
Public Pre-K	No	
Birth to 3	No	
Tribal Home Visting Program	No	
Other: (limit 50 characters)		

**3B-3.1. Provide the actions the CoC has taken to identify, assess, and refer homeless Veterans who are eligible for Veterans Affairs services and housing to appropriate resources such as HUD-VASH and Supportive**

**Services for Veterans Families (SSVF) program and Grant and Per Diem (GPD).  
(limit 1000 characters)**

Through the CE the CoC actively identifies and refers homeless Veterans who are eligible for VA services and housing such as HUD-VASH and SSVF. CoC member agencies along with VA funded agencies and the VA medical outreach teams engage Veteran's by street canvassing, referral from current clients and direct referrals from drop in centers and shelters. Non VA funded agencies identify Veteran status upon intake and refer all identified Veterans to our County Veteran Service agency or SSVF providers. Annual Stand Down events sponsored by the local Veteran Service Agency provide outreach and engagement opportunities.

**3B-3.2. Does the CoC use an active list or by name list to identify all Veterans experiencing homelessness in the CoC?** No

**3B-3.3. Is the CoC actively working with the VA and VA-funded programs to achieve the benchmarks and criteria for ending Veteran homelessness?** Yes

**3B-3.4. Does the CoC have sufficient resources to ensure each Veteran is assisted to quickly move into permanent housing using a Housing First approach?** Yes

## 4A. Continuum of Care (CoC) Accessing Mainstream Benefits and Additional Policies

**Instructions:**

For guidance on completing this application, please reference the FY 2017 CoC Application Detailed Instructions and the FY 2017 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

**4A-1. Select from the drop-down (1) each type of healthcare organization the CoC assists program participants with enrolling in health insurance, and (2) if the CoC provides assistance with the effective utilization of Medicaid and other benefits.**

Type of Health Care	Yes/No	Assist with Utilization of Benefits?
Public Health Care Benefits (State or Federal benefits, e.g. Medicaid, Indian Health Services)	Yes	Yes
Private Insurers:	Yes	Yes
Non-Profit, Philanthropic:	Yes	Yes
Other: (limit 50 characters)		

**4A-1a. Mainstream Benefits**

**CoC program funded projects must be able to demonstrate they supplement CoC Program funds from other public and private resources, including: (1) how the CoC works with mainstream programs that assist homeless program participants in applying for and receiving mainstream benefits; (2) how the CoC systematically keeps program staff up-to-date regarding mainstream resources available for homeless program participants (e.g. Food Stamps, SSI, TANF, substance abuse programs); and (3) identify the organization or position that is responsible for overseeing the CoCs strategy for mainstream benefits. (limit 1000 characters)**

The CoC programs have staff trained to assist with Medicaid, Medicare, SNAP, HEAP, and TANF applications. Additionally, some programs have SOAR trained staff, and the CoC is actively encouraging all programs to complete SOAR training for direct service staff. All CoC agencies make referrals to local agencies to provide assistance with increasing mainstream benefits. The CoC shares all training opportunities with members through email. The CoC strategic plan action steps include increased membership training for entitlements and creating better access to mainstream benefits.

**4A-2. Low Barrier: Based on the CoCs FY 2017 new and renewal project**

**applications, what percentage of Permanent Housing (PSH) and Rapid Rehousing (RRH), Transitional Housing (TH), Safe-Haven, and SSO (Supportive Services Only-non-coordinated entry) projects in the CoC are low-barrier?**

Total number of PH (PSH and RRH), TH, Safe-Haven and non-Coordinated Entry SSO project applications in the FY 2017 competition (new and renewal)	100.00
Total number of PH (PSH and RRH), TH, Safe-Haven and non-Coordinated Entry SSO renewal and new project applications that selected "low barrier" in the FY 2017 competition.	100.00
Percentage of PH (PSH and RRH), TH, Safe-Haven and non-Coordinated Entry SSO renewal and new project applications in the FY 2017 competition that will be designated as "low barrier"	100.00%

**4A-3. Housing First: What percentage of CoC Program Funded PSH, RRH, SSO (non-coordinated entry), safe-haven and Transitional Housing; FY 2017 projects have adopted the Housing First approach, meaning that the project quickly houses clients without preconditions or service participation requirements?**

Total number of PSH, RRH, non-Coordinated Entry SSO, Safe Haven and TH project applications in the FY 2017 competition (new and renewal).	100.00
Total number of PSH, RRH, non-Coordinated Entry SSO, Safe Haven and TH renewal and new project applications that selected Housing First in the FY 2017 competition.	100.00
Percentage of PSH, RRH, non-Coordinated Entry SSO, Safe Haven and TH renewal and new project applications in the FY 2017 competition that will be designated as Housing First.	100.00%

**4A-4. Street Outreach: Describe (1) the CoC's outreach and if it covers 100 percent of the CoC's geographic area; (2) how often street outreach is conducted; and (3) how the CoC has tailored its street outreach to those that are least likely to request assistance. (limit 1000 characters)**

Both the VA and SSVF conduct street outreach by canvassing the entire CoC geographic area on a regular basis. Known locations are identified and the HUD VASH Social Worker and staff from Soldier On and West Cop, SSVF providers visit those locations and others to engage homeless Veterans. If they encounter homeless that do not qualify for VA services or are not Veterans they will provide a warm handoff referral for other services. Agencies also offer translation services for Spanish speaking and offer materials in large print and other formats. Most agencies have MOU's with agencies that provide other translation services depending upon the needs of the client.

**4A-5. Affirmative Outreach  
 Specific strategies the CoC has implemented that furthers fair housing as detailed in 24 CFR 578.93(c) used to market housing and supportive services to eligible persons regardless of race, color, national origin, religion, sex, gender identify, sexual orientation, age, familial status, or disability; who are least likely to apply in the absence of special outreach. Describe: (1) the specific strategies that have been implemented that affirmatively further fair housing as detailed in 24 CFR 578.93(c); and (2) what measures have been taken to provide effective communication to persons with disabilities and those with limited English proficiency. (limit 1000 characters)**

The CoC follows Fair Housing regulations and protected classes as detailed in

24CRF578.93(c) consistent with HUD's equal access to housing rule regardless of sexual orientation or gender identity. The CoC uses the Housing First model along with low-barrier to ensure all persons are not screened out of housing opportunities. The CoC has incorporated an anti-discrimination policy into CoC policies and procedures. Agencies offer communications options to persons with disabilities and limited English proficiency. Agencies also offer translation services for Spanish speaking and offer materials in large print and other formats. Most agencies have MOU's with agencies that provide other translation services depending upon the needs of the client.

**4A-6. Compare the number of RRH beds available to serve populations from the 2016 and 2017 HIC.**

	2016	2017	Difference
RRH beds available to serve all populations in the HIC	0	2	2

**4A-7. Are new proposed project applications requesting \$200,000 or more in funding for housing rehabilitation or new construction?** No

**4A-8. Is the CoC requesting to designate one or more SSO or TH projects to serve homeless households with children and youth defined as homeless under other Federal statutes who are unstably housed (paragraph 3 of the definition of homeless found at 24 CFR 578.3).** No

## 4B. Attachments

**Instructions:**

Multiple files may be attached as a single .zip file. For instructions on how to use .zip files, a reference document is available on the e-snaps training site:  
<https://www.hudexchange.info/resource/3118/creating-a-zip-file-and-capturing-a-screenshot-resource>

Document Type	Required?	Document Description	Date Attached
01. 2016 CoC Consolidated Application: Evidence of the CoC's communication to rejected participants	Yes	Written Notificat...	09/25/2017
02. 2016 CoC Consolidated Application: Public Posting Evidence	Yes	Public Posting Pr...	09/25/2017
03. CoC Rating and Review Procedure (e.g. RFP)	Yes	CoC Rating and Ra...	09/21/2017
04. CoC's Rating and Review Procedure: Public Posting Evidence	Yes	Rating and Review...	09/25/2017
05. CoCs Process for Reallocating	Yes	CoC Process for R...	09/25/2017
06. CoC's Governance Charter	Yes	Governance Charter	09/13/2017
07. HMIS Policy and Procedures Manual	Yes	HMIS Policies and...	08/31/2017
08. Applicable Sections of Con Plan to Serving Persons Defined as Homeless Under Other Fed Statutes	No		
09. PHA Administration Plan (Applicable Section(s) Only)	Yes	PHA Administratio...	09/13/2017
10. CoC-HMIS MOU (if referenced in the CoC's Governance Charter)	No	CoC-HMIS MOU	09/07/2017
11. CoC Written Standards for Order of Priority	No	Written Standards...	09/22/2017
12. Project List to Serve Persons Defined as Homeless under Other Federal Statutes (if applicable)	No		
13. HDX-system Performance Measures	Yes	FY 2017 CoC Compe...	09/01/2017
14. Other	No	HMIS Governance C...	09/13/2017
15. Other	No	UCCOC Strategic Plan	09/25/2017

## **Attachment Details**

**Document Description:** Written Notification to Rejected or Reduced

## **Attachment Details**

**Document Description:** Public Posting Project Selections, Ranking and CoC Application

## **Attachment Details**

**Document Description:** CoC Rating and Ranking Procedure Public Posting

## **Attachment Details**

**Document Description:** Rating and Review Procedure Public Posting

## **Attachment Details**

**Document Description:** CoC Process for Reallocation

## **Attachment Details**

**Document Description:** Governance Charter

## **Attachment Details**

**Document Description:** HMIS Policies and Procedures Manual

## **Attachment Details**

**Document Description:**

## **Attachment Details**

**Document Description:** PHA Administration Plan

## **Attachment Details**

**Document Description:** CoC-HMIS MOU

## **Attachment Details**

**Document Description:** Written Standards for Order of Priority

## **Attachment Details**



**Document Description:**

## **Attachment Details**

**Document Description:** FY 2017 CoC Competition Report

## **Attachment Details**

**Document Description:** HMIS Governance Charter

## **Attachment Details**

**Document Description:** UCCOC Strategic Plan

## Submission Summary

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

<b>Page</b>	<b>Last Updated</b>
<b>1A. Identification</b>	08/22/2017
<b>1B. Engagement</b>	09/21/2017
<b>1C. Coordination</b>	09/21/2017
<b>1D. Discharge Planning</b>	08/22/2017
<b>1E. Project Review</b>	09/20/2017
<b>1F. Reallocation Supporting Documentation</b>	09/25/2017
<b>2A. HMIS Implementation</b>	09/18/2017
<b>2B. PIT Count</b>	09/18/2017
<b>2C. Sheltered Data - Methods</b>	09/21/2017
<b>3A. System Performance</b>	09/25/2017
<b>3B. Performance and Strategic Planning</b>	09/21/2017

<b>4A. Mainstream Benefits and Additional Policies</b>	09/21/2017
<b>4B. Attachments</b>	09/25/2017
<b>Submission Summary</b>	No Input Required

## CoC's Process for Reallocation

1. Description of how CoC encouraged new and existing members to apply for reallocation funds.
2. Ranking Committee recommendation Memo to Board 7/12
3. Minutes of UCCOC board adopting Ranking/Reallocation revisions 7/19
4. Reference to voluntary reallocation on Ranking tool for projects that do not expend a minimum of 90% of HUD award
5. NOFA announcing new funding availability
6. Notification of Voluntary Reallocation correspondence – Family of Woodstock

The CoC as part of its governance charter has adopted policies and procedures which were updated this year to include new policies and procedures under the reallocation process. Under the “New Projects as a Result of Bonus, Reallocation, or Pro-Rata Availability” a new section was added (See policy updates included as part of this attachment in highlighted text). It specifies that any applicant that any new applicant interested in applying for bonus or reallocated funds submit a letter of interest. This letter is received by the CA who contacts the applicant and provides technical assistance to develop new projects that are scored as part of the ranking process. There is a separate application for new bonus or reallocated funds and projects are scored separately from renewals. For existing applicants, bonus points were offered to those applicants interested in voluntarily reallocate funds through the renewal application rank if they did not utilize at least 90% of the total awarded funds.

**Ulster County Continuum of Care UCCOC  
GOVERNANCE CHARTER**

**Article I- Name and Purpose**

**Section 1.1: Name of the Organization**

Ulster County Continuum of Care (UCCOC)

**Section 1.2: Geography of UCCOC**

The UCCOC will encompass County of Ulster County within the State of New York inclusive of 19 towns, 3 villages and the City of Kingston. There are two Consolidated Jurisdictions, Ulster County and the Kingston MSA. There are no Emergency Solutions Grant (ESG) jurisdictions within the UCCOC geography. Ulster County comprises a geographically large area, the size of the State of Rhode Island with urban centers in its city and villages as well as massive rural areas including portions of the NYS Catskill Park Preserve and the NYS Minnewaska State Park Preserve. The County is located 90 miles north of New York City, and the eastern portion of Ulster County functions as a suburb New York City.

**Section 1.3 Mission**

To coordinate a community-wide commitment to end homelessness in Ulster County through a community-based process of identifying needs and building/sustaining a system of housing and services that addresses those needs with a system-wide response to end homelessness.

**Section 1.4 Vision**

To Prevent and end homelessness among Veterans, chronic homelessness, homelessness for families, youth and unaccompanied youth, and to continue to employ local strategies that set a path to end all types of homelessness.

**Section 1.5 Purpose and Scope**

- (1) Operate the UCCOC to promote, and coordinate with other Federal, State, local private and other entities, our community-wide commitment to the goal of ending homelessness
- (2) Coordinate the implementation of a housing and service system within Ulster County that includes outreach, engagement, and planning duties, including but not limited to, point-in-time counts and applications for funding.
- (3) Establish and operate a centralized or coordinated assessment system that provides for an initial, comprehensive assessment of the needs of individuals and families for housing and services.
- (4) Designate and operate a single Homeless Management Information System (HMIS) for Ulster County including reviewing, revising, and approving a privacy plan, security plan, and data quality plan for the HMIS
- (5) Promote access to and effective utilization of mainstream programs by homeless individuals and families and optimize self-sufficiency among individuals and families experiencing homelessness

### **Section 1.6: Guiding Principles**

(1) **Inclusive Structure:** UCCOC is committed to considering and learning from the full range of opinions from individuals, members or entities with knowledge of homelessness or an interest in preventing or ending homelessness. An open invitation process shall govern all board and membership meetings which shall be open to the public and be inclusive of homeless and formerly homeless individuals, nonprofit homeless assistance providers, victim service providers, faith-based organizations, governments, businesses, advocates, public housing agencies, school districts, social service providers, mental health agencies, hospitals, universities, affordable housing developers, law enforcement, and organizations that serve veterans and homeless and formerly homeless individuals interested in working to end and prevent homelessness in Ulster County.

(2) **Transparent Process:** An open invitations process shall govern all board, membership and committee meetings which shall be open to the public. Notification of meetings shall be sent to the entire membership including, but not limited to, posting on the website.

(3) **Strategic Resource Allocation:** The UCCOC will undertake comprehensive review of projects by applying approved scoring criteria and selection priorities when ranking and rating projects for funding, including the review of transitional housing for cost-effectiveness and performance.

(4) **Maximize Mainstream Resources:** UCCOC will proactively seek and provide information to all stakeholders on mainstream resources and funding opportunities as well as coordinating with State and local agencies.

(5) **Leverage Resources through Partnerships:** UCCOC will partner with other stakeholders that have resources that could be used to serve persons experiencing homelessness.

(6) **Low Barrier and Housing First Models:** UCCOC funded programs will have as few barriers to housing as possible and follow a harm reduction philosophy. Prioritizing rapid placement and stabilization in permanent housing based on the needs and desires of the individual(s) without participation requirements or preconditions.

### **Section 1.8 Conflict of Interest and Recusal**

No member of the UCCOC will participate in the review, ranking, selection or award of any grant funds in which they have a financial interest, or in which any member of their immediate family (such as parent, sibling, child or person with whom they cohabit) has a financial interest.

Members of the UCCOC will disclose potential conflicts of interest that they may have regarding any matters that come before it. Members will recuse themselves from any matter in which they may have a conflict of interest – abstaining from discussion and voting on the matter.

## **Article II - Membership**

### **Section 2.1 Role of Members**

Members of the UCCOC shall assist in the responsibility to carry out the duties of the UCCOC including fulfilling the mission, purpose, scope, and guiding principles of the UCCOC including the election of members to the governing board. Members are encouraged to attend meetings of the membership, to participate on committees, and collaborate with and support of other members in efforts to prevent and end homelessness.

## **Section 2-2: Membership**

The membership of the UCCOC shall be free of charge and open to members of the public which is consistent with and in furtherance of Guiding Principle Section 1.6 of this Governance Charter. All persons interested in membership will submit a membership enrollment form that will include professional affiliations, contact information and committee work group interests. A membership list shall be kept. Members may resign from membership by submitting resignations in writing to the UCCOC Collaborative Applicant on behalf of the board.

## **Section 2.3 Membership Meetings**

The UCCOC will hold a minimum of two meetings of the full membership, with annually. The UCCOC will issue a public invitation annually for new members to join. One of the two mandatory meetings will be designated as the Annual Meeting; meeting dates shall coincide with the timing of HUD NOFA requirements. The purpose of the annual meeting will be to: report on status of the prior year's Point-In-Time Counts, programs funded, and progress of performance measures toward ending homelessness. Members, as identified on the Membership List, will elect "at large" board members and officers; and sign up for committees,. Not less than once every 5 years, members shall review current Charter and propose changes as necessary and conduct any other business deemed necessary for the governance of the UCCOC and progress toward its mission, purpose and goals. The second mandatory meeting will be held in preparation for Point-in-Time counts.

## **Section 2.4: Special Meetings**

Special membership meetings may be called by the UCCOC Board Chair or at the request of ten members. All membership will be notified via e-mail and fax with at least three days' notice.

## **Section 2.5: Membership Participation**

Members are encouraged to attend and contribute to planning and problem-solving at the monthly meeting of the Board of Directors. Members are strongly encouraged to participate on committees and sub-committees. Active and proactive membership participation is expected on committees, sub-committees and in work groups. Members self-select for participation. Board members engage with individuals in the wider membership and help them self-select, encourage in-depth participation and find roles that best suit their skills, abilities, and interests.

## **Article III Governing Board**

### **Section 3.1. Role of the Board of Directors**

In addition to the duties of membership, members of the Board of Directors are responsible for ensuring operational, planning, and oversight functions. On behalf of the UCCOC, the Directors must:

- (1) Adopt, follow, and update annually, this Governance Charter. In consultation with the membership must, at least once every five years, ensure the processes detailed in these Charter are reviewed, updated, and approved by the membership.
- (2) Adopt, as needed, policy statements guiding operational aspects of the UCCOC such as a code of conduct or programmatic management and performance.



- (3) Build membership and issue public invitations for new members; hold regular meetings of the membership and appoint committees, sub-committees, and work groups as needed: ensure transparency of board activities for members; and foster effective membership participation.
- (4) Continuum of Care planning: Coordinating the implementation of a housing and service system within Ulster County that meets the needs of the homeless individuals (including unaccompanied youth) and families. At a minimum, such system encompasses (i) outreach, engagement, and assessment; (ii) shelter, housing, and supportive services; (iii) prevention strategies.
- (5) Planning for and conducting, at least biennially, a point-in-time count of homeless persons within Ulster County consistent with criteria established by HUD.
- (6) Conducting annual gaps analysis of homeless needs and services available within Ulster County.
- (7) Providing information required to complete Ulster County's Consolidated Plan.
- (8) Preparing an application for funds; design, operate, and follow a collaborative process for the development of applications and approve the submission of applications in response to a NOFA published by HUD; establish priorities for funding; determine if one application – or more than one application - for funding will be submitted for all project within Ulster County and comply with associated HUD requirements in all cases.
- (9) As the collaborative applicant, collect and combine the required application information from all projects within Ulster County and apply for funding for CoC planned activities.
- (10) Retain all responsibilities of the UCCOC, even if it designates one or more eligible applicants other than itself to apply for funds on behalf of the UCCOC, including approving the application. Responsibilities extend to approval of the CoC Program application.
- (11) Ensure a HMIS governance model is developed and formally documented, that a formal agreement that outlines the management processes, responsibilities, decision-making structures, and oversight of the HMIS project has been executed, and is regularly monitored in compliance with requirements as prescribed by HUD. Review, revise, and approve privacy, security, and data quality plans.
- (12) Consult with recipients of UCCOC funding from HUD – and the sub-recipients – to establish performance targets appropriate for the population and program type, monitor performance, evaluate outcomes, and take action against poor performers.

### **Section 3.2 Board of Director Composition**

The UCCOC Board of Directors will consist of 14-20 members. Members shall be individuals vested with decision-making authority from the Ulster County departments of Social Services, Mental Health/Health, and Planning or their designees. The remaining board members will be elected "at large" by the General Membership at the Annual Meeting and must reflect the Inclusive Structure delineated in this Charter's Guiding Principles (Section 1.6 (1)) One board member may represent the interests of more than one homeless subpopulation, and the board must represent all subpopulations with the UCCOC to the extent that someone is available and willing to represent that subpopulation on the board.

**Section 3.3: Board of Directors Officers**

Elected and appointed Directors will elect from among their members a Chair and Vice Chair. The Chair and Vice Chair will be responsible to set the agenda for monthly Board of Directors meetings and General Membership meetings, and will be responsible to conduct the annual meeting. Additionally, as needs arises, they will provide decision making and guidance to the UCCOC sub-committee chairs ahead of or between regular monthly meetings. Board terms will be for two years, with no limit on the number of terms served.

**Section 3.4: Voting Rights of Board Members**

A quorum of Fifty Percent (50%) of duly seated board members must be present in order to vote. Voting by teleconference shall be permitted, by majority vote of a quorum and the member is actively present and participating by telecommunication during the meeting.

**Section 3.5: Board of Director Meetings**

Board of Directors will meet a minimum of four times per year. Sub-Committees will set meeting schedules requisite to meet the task.

**Section 3.6 Board of Directors Commitment**

Consistent with the governance role of the Board of Directors as enumerated in Section 3.1, it is vital that board members function as active participants. Each member of the Board of Directors will select a committee on which to participate. Members are expected to attend monthly board meetings and be informed about the matters scheduled to come before them. If a board member has three or more consecutive absences he or she may be approached by an officer of the Board to discuss attendance issues and, as may be indicated, replacement on the board.

**Article IV- Committees**

Committees shall be comprised of members and/or directors of the UCCOC. Committees may be ad hoc to serve interim, sporadic needs. Standing committees shall be appointed to address recurrent needs and long-term goals.

**Data Quality and Assessment**

This committee will be responsible to review monthly and quarterly HMIS data to ensure data quality measures are being met. The committee will determine the information needed to maximize the use of HMIS data to ensure performance of homeless services and programs, and support local planning efforts. The Data Quality committee will ensure that homeless data including the PIT count is shared with Con Plan Jurisdictions.

### **Strategic Planning**

This committee will be responsible to develop and update local planning strategies aimed to reduce homelessness including those to end homelessness in Opening Doors.

### **Ranking and Performance**

This committee will be responsible to review quarterly reports on HUD funded project performance in accordance with the Ranking and Performance Policy. Three members will be appointed from the Board of Directors and two others from general membership. The committee will score renewal applications and bring ranking recommendations for Board Approval. The Board will vote on the recommendations for the NEW and RENEWAL applications.

### **Audit and Monitoring**

This committee will be responsible to ensure timely execution of contracts, draw downs of HUD funds are made in a consistent manner, and review projects that do not spend their annual allocation.

### **Article V - Policy**

Written standards that guide and govern UCCOC activities, procedures and performance shall be adopted by the Board of Directors. Each policy shall contain a statement of intent and or principles and clearly outline the procedures and/or protocol to implement the stated objective. The membership shall have input on policies and all policies shall be reviewed and revised and/or readopted by the membership every five years on the same scheduled this Charter is also subject to membership review.

Reviewed and Adopted October 2015

# Memo

**To:** Continuum of Care Board

**From:** Kathy Germain

**cc:**

**Date:** July 12, 2017

**Re:** 2017 Ranking Committee Recommendations

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The Ranking Committee consisting of Lauren Sheeley (Legal Services), Brenna Robinson (City of Kingston, Melissa Martinez (Family Health Institute), Dennis Doyle (UC Planning), Stacey Rein (United Way) and Geoff Raiti (Soldier On) met on June 28<sup>th</sup> in anticipation of the release of the 2017 CoC NOFA to review and update the Ranking procedure, tool, and scoring for the upcoming competition. The following are preliminary recommendations to the board with the understanding that scoring priorities may change with the release of the NOFA.

The Ranking Committee reviewed our current Ranking Procedure and Policies and are recommending two changes. The first change is an update to how applications for review are submitted, HUD now requires applicants to submit into esnaps, not to CA directly. We also added some more detail for timely submissions of applications. The second is a procedure on how to score new bonus and reallocated projects based upon local priorities utilizing the working draft of our Strategic Plan Action Steps.

Since the Strategic Plan action steps call for prioritizing new beds and units for chronically homeless, youth and families. A decision will have to be made as to what group receives priority in bonus and reallocation. It was the recommendation of the Strategic Planning committee that due to the large increase in homeless families in the recent point in time count, that they be prioritized.

We are requesting approval of the revisions to the policies and ranking tool from the board so they can be finalized and we can begin to review with applicants in anticipation of the competition.

**Ulster County Continuum of Care Board Meeting Minutes  
July 19, 2017**

Attendance: Michael Berg (Family), Tracey VanWagenen (RSS), Brenna Robinson (City of Kigston), Dennis Doyle (UC Planning), Irene Rosenberg (BOCES), Kathleen Deliripia (HAHV), Geoff Raiti (Soldier On), Cathy Maloney (Kingston PHA), Lauren Sheeley (LSHV), Sue Palmer (CARES), Michael Iapocé (UCDSS), Sue McDonough (UCDSS), Kevin O'Connor (RUPCO), Melanie Mullens (UC Probation), Kathy Germain (RUPCO CA)

Meeting was called to order, K. Germain announced the 2017 NOFA was released and due September 28<sup>th</sup>.

The board reviewed the Strategic Plan- Goals, Strategies and Action Steps with the understanding the addendums to the plan would be added after the submission of the NOFA for December annual meeting approval from membership. M. Berg motioned to adopt the Strategic Plan sections, I. Rosenberg seconded. D. Doyle stated there should be a glossary of terms- that will be part of the addendum. I. Rosenberg asked for clarification regarding the Text Me reference under the youth portion of the plan. The motion passes unanimously.

K. O'Connor requested the CoC support two Empire State Supporting Housing Initiative applications RUPCO is submitting. One is a resubmission of Landmark Place with an age restriction change that the project serve homeless single adults over 55, the second is a new application that would provide an additional seven units of permanent supportive housing for youth age 18-25. Discussion followed regarding the challenges of housing the 18-21 population. K. O'Connor stated that the Center for Creative Education (CCE) would have programming that may provide a mentoring component for the project.

A motion was made by M. Berg to support the Landmark Placed project, seconded by L. Sheeley. There were 12 yes votes with two abstentions: D. Doyle and B. Robinson

A motion was made by I. Rosenberg to support the additional 7 ESHI units at RUPCO's Energy Square project, the motion was seconded by T. Van Wagenen. The vote carried with 13 yes votes and one abstention from M. Berg.

K. Germain reviewed the recommendation's from the Ranking committee on revisions to the Ranking policy and procedure, ranking application for renewal projects and opportunities for new funding for bonus or reallocation. A motion was made by B. Robinson to adopt the recommendations from the committee with a slight wording change in the policies and procedures suggested by C. Maloney. The motion was seconded by M. Iapocé discussion followed regarding how to prioritize populations that will be targeted for new funding and that RRH would help fill a critical gap to transition families from Motels back into the communities faster. The vote carried unanimously.

## Reallocation Process

Once the Ranking and Performance Committee completes the scoring of renewal programs and meets with the project applicants to review their scores, they compile the final ranking scores that are sent to the board for their review and approval. The committee report will include additional technical assistance suggestions that can improve the underperforming programs(s). If this is the case, the application is included for renewal and technical assistance is arranged and follow up reviews are scheduled at quarterly intervals. If the program continues to be underperforming after a year of assistance, the program is reviewed by the board to determine if the project should be considered for reallocation the following year. If the Ranking and Performance Committee determines through objective evidence that any underperforming project(s) will not benefit from additional assistance, they will schedule a meeting with the applicant and the board to discuss the possibility of reallocation. If a project is recommended for reallocation, the agency is notified as soon as possible but at least 14 days prior to the due date of the CoC application to HUD.

### New Projects as a Result of Bonus, Reallocation, or Pro-Rata Availability

When the CoC is able to request project applications from the community due to availability of funds through bonuses, pro-rata, or reallocation, the CoC will advertise in the local newspaper and distribute to its membership a public notice requesting application. The CoC's priorities and details of eligible applications, as defined by the current year's NOFA, will be reviewed with the board and membership. The due date for submission to the CoC will be at least 30 days prior to the due date of the CoC Collaborative Application. ***Any applicant interested in applying for new or bonus funds must submit a letter of intent stating the population it intends to serve, the number of beds and/or units, and a budget submitted by the posted submission date. Additional applications will be submitted in esnaps within one week of e-mail notification from CA to proceed. New and reallocated projects will have their own scoring criteria based upon local priorities and needs. New and bonus applications will be scored separately from renewal projects.*** If there is no availability of funds for new applications through bonuses, pro-rata or reallocation, the CoC will post a public notice that it is not accepting new applications for the current CoC Application.

### Ranking of Projects for the Collaborative Application Project Listing

The Ranking and Performance Committee will rank both renewal and new projects selected to be included in the CoC Collaborative Application using their percentage score. The Ranking and Performance Committee may apply bonus points based on HUD's priorities as articulated in the NOFA.

Scoring results are delivered to applicants with a reminder about the appeal process.

- Applications which do not meet the threshold requirements will not be included in the Priority List in Exhibit 1, and therefore will not be forwarded to HUD for consideration.
- If the dollar amount of the Annual Renewal Demand (ARD) is less than the total of the funding requested by applicants, the lowest-scoring applications will not be included in the Priority List in Exhibit 1, and therefore will not be forwarded to HUD for consideration.
- Applications may be considered for the next fiscal year's CoC application to HUD.

## 2017 Ulster County CoC Project Rank and Review Application

### **B. CONTINUUM PRIORITIES AND SYSTEM IMPACT**      **(100 points)**

**B1. Chronic Homeless-Dedicated:** Currently there are 14 dedicated chronic beds in the CoC. Note below the percentage of CH beds this project contributes to the CoC.

50-100% = 15 pts; 35-49% = 12 pts; 20-34% = 8 pts; 10-19% = 4 pts; 0-9% = 0 pts

**B2. Chronic Homeless Served (Permanent Housing Programs Only):** Provide the total number of chronically homeless persons this project served in CY16: \_\_\_\_\_ (0 pts)

**B2a.** The percentage of the CoC total served by this project: \_\_\_\_\_ (0-15 points)

40% - 100% = 10 pts; 20% - 39% = 8 pts; 6% - 19% = 5 pts; 0 - 5% = 0 pts

**B3.** Please provide specific examples of how your project coordinates services with other CoC, HUD/VA, ESG and STEHP funded projects. Please refer to specific programs (250 words or less)    **0-5 pts**

**B4.** Please describe your agency's resources and experience in meeting the needs of clients facing various cultural barriers (e.g., language, LGBTQ, mental health) in 250 words or less.      **0-10 pts**

**B5.** Please explain how the project works to meet the goals stated in the Draft UCCOC Strategic Plan Action Steps. (250 words or less)      **0-10 pts**

**B6.** Complete the table below based on information from the project's most recently completed contract. **(MAX 40 pts)**

	Final Award (\$) including budget mods	Amount Expended(\$)	Percentage Spent (Expended/Awarded)
Leasing			
Rental Assistance			
Supportive Services			
Operations			
Admin			
<b>Total</b>			

**B7a.** Did the project spend at least 90% of total awarded funds?     **Yes 20 pts**     **No 0 pts**

**B7b.** **If less than 90% of funds were expended** will the project voluntarily reallocate funds to the CoC?

**YES (20 points)**     **NO**

**B9.** Did the project draw down CoC funds for the project from eLoccs at least quarterly in the most recently ended contract? (Please attach copies of last three drawdowns.)     **Yes 5 pts**     **No 0 pts**

**Robert Budreau**

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**From:** bringing-agencies-together@googlegroups.com on behalf of Robert Budreau <rbudreau@rupco.org>  
**Sent:** Thursday, August 03, 2017 2:45 PM  
**To:** bringing-agencies-together@googlegroups.com  
**Subject:** [Ulster Bringing Agencies Together] Kingston/Ulster County Continuum of Care (UCCOC) Notice of Funding Availability for 2017 New Permanent Supportive Housing  
**Attachments:** 2017 UCCOC announcement of bonus funding.docx

## Kingston/Ulster County Continuum of Care (UCCOC) Notice of Funding Availability for 2017 New Permanent Housing Bonus

The Ulster County Continuum of Care (UCCOC) is announcing the availability of funds through HUD's Continuum of Care annual competition. Ulster County annually receives more than 1.2 million through HUD's Continuum of Care (CoC) Program. Proposals can be received by human service and non-profit agencies to create new permanent supportive housing projects with 100% of the beds dedicated to chronically homeless individuals and families or rapid rehousing projects that will serve homeless individuals and families including youth up to age 24. The UCCOC anticipates approximately \$68,000 is available to provide housing and supports to the above mentioned populations.

Projects must serve HUD defined homeless individuals or families with a disability who: a) reside in a place not meant for human habitation, b) reside in an emergency shelter, c) meet HUD's definition of homeless, including those fleeing or attempting to flee domestic violence situations or a joint transitional housing plus rapid rehousing to better serve homeless individuals and families or families fleeing or attempting to flee domestic violence.

Agencies interested in applying for this funding should submit a letter of interest to Kathy Germain at RUPCO, the Collaborative Applicant at [kgermain@rupco.org](mailto:kgermain@rupco.org) by August 10<sup>th</sup>, 2017, or call at 845-331-9860 to discuss project concepts and eligibility.

Applications are due August 18<sup>th</sup>, 2017.



**Bob Budreau**

Continuum of Care & Program Services Grant Coordinator

RUPCO, Inc. | 289 Fair Street | Kingston, NY 12401

845 331-9860 X 219 work | 845 331-9864 fax



**Ulster County Continuum of Care (UCCOC)**

August 7, 2017

Michael Berg  
Family of Woodstock  
39 John Street  
Kingston, NY 12401

Dear Michael,

The ranking committee has recommended a reallocation of \$97,632 from your S+C SRO project to increase CoC capacity for rapid re-housing targeted to families and individuals. On behalf of the UCCoC, we would like to thank you for voluntarily agreeing to reallocate a portion of your CoC funded renewal S+C SRO to fund a new RRH project for the 2017 application. The CA, will continue to work with you to restructure the S+C SRO project so it aligns with the homeless priority needs within the community. The reallocation will allow UCCOC to increase the number of beds for homeless families and singles, and allow for a bonus project that will increase our inventory of beds dedicated to chronic homeless.

As a result of the reallocation, no projects will be rejected in the 2017 competition.

Thank you,

A handwritten signature in black ink, appearing to read 'Kathy Germain', written over a light blue horizontal line.

Kathy Germain  
UCCOC Collaborative Applicant

## Written Notification of Applicants project rejected or reduced (1E-5)

1. Sample Memo for rejected projects- please note there were no rejected projects
2. CoC reallocation letter- Family of Woodstock stated reduction and reallocation
3. Notification to Applicants of Accepted projects Ranking/Project Listing

1. Sample Memo for rejected projects- please note there were no rejected projects

Ulster County Continuum of Care (UCCOC) Application Notification

August 24, 2017

Applicant

RE: Application for CoC Permanent Housing Bonus

Dear Applicant,

On behalf of the UCCOC we would like to thank you for your application for \_\_\_\_\_ that was reviewed and ranked by the Ranking Committee for bonus funding for the FY17 competition. Unfortunately, through the rank and review process for new projects your project was rejected and will not be submitted as part of the application. Although your project was eligible, it did not score high enough and was outside the funding that was available after the combined total of accepted applications.

We encourage you to continue to actively participate in CoC planning activities and to apply when funding becomes available in future CoC Competitions.

Thank You,

The UCCOC Ranking Committee

2. CoC reallocation letter- Family of Woodstock stated reduction and reallocation 8/7

**Ulster County Continuum of Care (UCCOC)**

August 7, 2017

Michael Berg  
Family of Woodstock  
39 John Street  
Kingston, NY 12401

Dear Michael,

The ranking committee has recommended a reallocation of \$97,632 from your S+C SRO project to increase CoC capacity for rapid re-housing targeted to families and individuals. On behalf of the UCCoC, we would like to thank you for voluntarily agreeing to reallocate a portion of your CoC funded renewal S+C SRO to fund a new RRH project for the 2017 application. The CA, will continue to work with you to restructure the S+C SRO project so it aligns with the homeless priority needs within the community. The reallocation will allow UCCOC to increase the number of beds for homeless families and singles, and allow for a bonus project that will increase our inventory of beds dedicated to chronic homeless.

As a result of the reallocation, no projects will be rejected in the 2017 competition.

Thank you,

A handwritten signature in black ink, appearing to read 'Kathy Germain', written over a light blue horizontal line.

Kathy Germain  
UCCOC Collaborative Applicant

### 3. Notification to Applicants of Accepted projects Ranking/Project Listing

## Robert Budreau

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**From:** Robert Budreau  
**Sent:** Friday, August 25, 2017 1:52 PM  
**To:** rlangton@gatewayindustries.org  
**Subject:** FW: GCI Ranking  
**Attachments:** SKM\_36817082512170.pdf

Hello Rhonda  
Attached is the CoC ranking for the CoC grant application.

Thank you,



***Bob Budreau***

Continuum of Care & Program Services Grant Coordinator  
RUPCO, Inc. | 289 Fair Street | Kingston, NY 12401  
845 331-9860 X 219 work | 845 331-9864 fax



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**Robert Budreau**

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**From:** Robert Budreau  
**Sent:** Friday, August 25, 2017 12:15 PM  
**To:** rhondagarcia@projectstoempower.org  
**Subject:** PEOPLE, Inc. Ranking  
**Attachments:** SKM\_36817082512050.pdf

Hello Rhonda,  
Attached is the CoC ranking results for the 2017 CoC grant application.

Thank you,



***Bob Budreau***

Continuum of Care & Program Services Grant Coordinator  
RUPCO, Inc. | 289 Fair Street | Kingston, NY 12401  
845 331-9860 X 219 work | 845 331-9864 fax



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**Robert Budreau**

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**From:** Robert Budreau  
**Sent:** Friday, August 25, 2017 12:13 PM  
**To:** Michael Berg (mberg@fowinc.org)  
**Subject:** Family of Woodstock Ranking  
**Attachments:** SKM\_36817082512040.pdf

Hello Michael,  
Attached is the CoC project ranking results for the 2017 CoC grant application.

Thank you,



***Bob Budreau***

Continuum of Care & Program Services Grant Coordinator  
RUPCO, Inc. | 289 Fair Street | Kingston, NY 12401  
845 331-9860 X 219 work | 845 331-9864 fax



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**Robert Budreau**

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**From:** Robert Budreau  
**Sent:** Friday, August 25, 2017 12:17 PM  
**To:** lfallon@rehab.org  
**Subject:** FW: RSS Ranking  
**Attachments:** SKM\_36817082512051.pdf

Hello Lisa Marie,  
Attached is the CoC ranking results for the 2017 CoC grant application.

Thank you,



***Bob Budreau***

Continuum of Care & Program Services Grant Coordinator  
RUPCO, Inc. | 289 Fair Street | Kingston, NY 12401  
845 331-9860 X 219 work | 845 331-9864 fax



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**Ulster County  
Continuum of Care**

# Memo

**To:** UCCOC Project Applicants  
**From:** Kathy Germain, UCCOC Collaborative Applicant (CA)  
**cc:**  
**Date:** August 24, 2017  
**Re:** 2017 UCCOC Ranking Results

---

Congratulations, your project was accepted to be include in the 2017 HUD Continuum of Care application for Ulster County.

Attached is your scoring sheet including the scoring section from your APR that the CA prepared based upon HMIS information calendar year 2016. We have not reattached your ranking submission since you provided us with that information.

The CoC's annual allocation (annual renewal demand ARD) is \$1,123,736. HUD requires 94% of projects to be ranked in tier 1 (\$1,053,444) with the remaining projects in tier 2 (\$67,964). Tier 2 project funding depends on HUD funding levels and the score of the overall application. This includes the bonus funded projects.

HMIS and Planning are not scored and Planning is not included in the ranking.

Bonus points: (up to 30) were awarded to applicants that voluntarily committed additional dedicated Chronic Homeless beds (20 points) and an additional 10 bonus points were awarded to projects that demonstrated they were using the housing first model.

The ranking committee examined the cost per bed, organizational capacity, and most importantly whether projects that did not spend a minimum of 90% of grant funding would reallocate funding back to the CoC for new projects.

Attached also for your reference is the CoC appeal process. The appeal process is limited to a review of objective content to determine if a technical or mathematical error occurred in the rank and review process. New or revised applications will not be permitted. Appeals that are based on disagreements with the judgments of the Review Committee will not be permitted.

If you have any questions please contact Bob Budreau at 845-331-9860 ext 219.

The draft project listing will be available for review on the Ulster County Planning website either Friday or early next week.

Thanks for your efforts in getting the information needed to complete this ranking in the short time frame that was required.

2017 Ulster Ranking

Rank	Applicant Name	Project Name	Funding Amount
1	Family of Woodstock, Inc.	HUD Midway FY2017	\$ 91,667
2	Family of Woodstock, Inc.	HUD S+C Families	\$ 140,248
3	Projects to Empower and Organize the Psychiatrically Labeled	PEOPLE Home Again Project FY17	\$ 65,598
4	Family of Woodstock, Inc. (reduced funding \$320,725)	HUD S&C SRO FY2017	\$ 223,093
5	Family of Woodstock, Inc.	HUD SHP Families FY2017	\$ 80,916
6	Family of Woodstock, Inc.	HUD SHP Families # 2 FY2017	\$ 65,886
7	Family of Woodstock, Inc.	Rapid Re-Housing for Domestic Violence Survivors	\$ 79,651
8	CARES	Ulster CoC HMIS (2017)	\$ 70,350
9	RSS	OASAS SHELTER PLUS CARE 2017	\$ 149,731
9	RSS	OASAS SHELTER PLUS CARE 2017	\$ 21,073
10	Gateway Community, Inc.	WWC FY2016- Renewal	\$ 46,891
11	<b>Reallocation/Bonus Projects</b>		
Reallocation	Family of Woodstock, Inc.	Rapid Re-Housing for Families	\$ 97,632
Bonus	PEOPLE Inc	PEOPLE Home Again Project 2	\$ 67,964

Annual Renewal Demand \$1,132,736

Tier 1 = 94% of ARD \$1,064,772

Tier 2 = 6% of ARD + bonus \$67,964

**Planning = 3% of ARD \$33,982**

**PH Bonus = 6% of FPRN \$67,964**

**Renewal Projects****Family of Woodstock****HUD Midway FY2017****Grant Inventory Worksheet Approved Funding Request \$91,667**

**Project Description:** The HUD MidWay FY2017 Transitional Living program provides safe shelter and support services for 12 homeless adolescents 16-20 who have no family supports, and when necessary their babies. The program has two sites, each licensed to serve up to 6 adolescents and 3 babies. Youth are supported to resume or complete their education, gain life and job readiness skills, address issues that are holding them back such as mental illness, substance abuse and/or legal or health issues and become employed.

**Locations:** 189 O'Neil Street Kingston  
3 Warren Street Ellenville (Ulster County)

**Family of Woodstock****HUD S & C Families FY2017****Grant Inventory Worksheet Approved Funding Request \$140,248**

**Project Description:** The program provides 9 units of permanent supportive housing and ongoing support to homeless families of which at least one adult has a history of chronic substance abuse, mental health or physical disability. The project provides case management services to address the long-term issues that led to the family's homelessness and provide life skills training and skill building to assist family members to build vocational skills and independence. **Location:** Scattered site Ulster County

**PEOPLE Inc.****PEOPLE Home Again Project FY16****Grant Inventory Worksheet Approved Funding Request \$65,598**

**Project Description:** PEOPLE's Home Again project FY16 is a permanent supportive housing program for chronically homeless individuals and families. The project provides 5 units of scattered site housing serving chronically homeless with serious and persistent mental illnesses and/or substance abuse issues. The program utilizes the Housing First Model. Support services are provided in a cross system collaborating/partnership with community providers to deliver services that are trauma informed and recovery based. Participants are encouraged to make choices about their recovery promoting empowerment to move towards independence and overall wellness. The PEOPLE Inc. Home Again project staff also offer peer delivered services that focus on fostering recovery, community self-help meetings, social opportunities, vocational and volunteer opportunities, entitlement education and the development of Change plans that help people maintain wellness.

**Location:** Scattered site Ulster County

**Family of Woodstock**

**HUD S & C SRO FY2017**

**Grant Inventory Worksheet Approved Funding Request \$223,093**

**Program Description:** This program provides sponsor based rental assistance for 33 homeless individuals. This multi-site SRO housing and support program will serve all of Ulster County. This population will include homeless and chronically homeless, all of whom will have a disability including young adults, veterans ex-offenders, mentally ill/chemically dependent, persons living with HIV/AIDS, mentally disabled and victims of domestic violence. **Location:** Scattered site Ulster County

**Family of Woodstock**

**HUD SHP Families FY2017**

**Grant Inventory Worksheet Approved Funding Request \$80,916**

**Project Description:** SHP Families program provides seven units of permanent supportive housing for homeless families. This program will provide rental subsidies and support services for families who were previously homeless and in which the head of household had a disability. The apartments will be scattered throughout Ulster County and the rent for them will in part be underwritten by this grant, with the additional funding coming from either the Public Assistance Living Allowance, or 30% of the household's income. The funds will be used to provide case management services to address the long-term issues that led to the family's homelessness and provide life skills training and skill building to assist family members to build vocational skills and independence. **Location:** Scattered site Ulster County

**Family of Woodstock**

**HUD SHP Families# 2 FY2017**

**Grant Inventory Worksheet Approved Funding Request \$65,886**

**Project Description:** HUD SHP Families #2 2017 program provides six units of permanent supportive housing for homeless families. This program will provide rental subsidies and support services for six families who were previously homeless and in which the head of household had a disability. The apartments will be scattered throughout Ulster County and the rent for them will in part be underwritten by this grant, with the additional funding coming from either the Public Assistance Living Allowance, or 30% of the household's income. The funds will be used to provide case management services to address the long-term issues that led to the family's homelessness and provide life skills training and skill building to assist family members to build vocational skills and independence. **Location:** Scattered site Ulster County

**Family of Woodstock**

**Rapid Re-Housing for Domestic Violence Survivors**

**Grant Inventory Worksheet Approved Funding Request \$79,651**

**Program Description:** The Rapid Re-housing for domestic violence survivors provides 5 units located throughout Ulster County for survivors of domestic and dating violence, sexual assault and stalking. The apartments will be scattered site and the locations will be determined based upon the individual or



family's safety, and availability of transportation to access services, training and employment. The sizes of the units will vary based upon need, and will serve 5 families, with a total of 12 individuals. All adults in the program will be provided trauma counseling as needed; and assistance to develop an individual services plan with appropriate support services. **Location: Scattered site Ulster County**

**CARE's Inc.****Ulster CoC HMIS (2017)****Grant Inventory Worksheet Approved Funding Request \$70,350**

**Program Description:** Ulster CoC HMIS is a participant in the CARES Regional Homeless Management Information System operated by CARES, Inc. to ensure an unduplicated count of homeless persons within the CoC, providing technical assistance, HMIS helpdesk, systems analysis, user support, reporting (AHAR, ESG CAPER, Quarterly/Annual reporting etc.) and training on both the HMIS data standards and software.

**Rehabilitation Support Services****OASAS Shelter Plus Care 2017****Grant Inventory Worksheet Approved Funding Request \$170,804**

**Program Description:** This project is a 16 unit scattered site permanent supportive housing program with sponsor based rental assistance program in Ulster County. The program provides housing rent subsidy and case management services for both for individuals as well as families. This program is in its 16th year of operation. Participants must be homeless and have a primary diagnosis of substance abuse, be enrolled in a drug or alcohol recovery program that meets on a weekly basis and take part in Alcoholics Anonymous (AA) or Narcotics Anonymous (NA). Multi-County provides case management services including serving as representative payee for those who need money management services. Case Coordinators make referrals to drug treatment centers, mental health services, medical services, and pre-vocational training. They advocate for entitlements, e.g., food stamps, Public Assistance and SSI/SSD, when appropriate. Participants may receive aftercare treatment and additional services from other local agencies. **Location: Scattered site Ulster County**

**Gateway Community Industries****WWC FY2017****Grant Inventory Worksheet Approved Funding Request \$46,891**

**Project Description:** This program provides three units of permanent supportive housing that includes outreach, life skills, housing, and support services to homeless families with children with the adult having severe mental illness. This project is a six bed permanent supported housing project with intend to provide supports to the head of household in areas employment so the adult can become more self-sufficient. We will also provide transportation to parenting classes at Mental Health Association and elsewhere as needed. **Location: Scattered site Ulster County**

**New Projects****Family of Woodstock****Rapid Re-Housing for Families****Program Funding Request \$97,632 in Reallocated Funds**

**Program Description:** This is a new project. The program will establish a 6 unit Rapid Re-housing project located throughout Ulster County for families and singles. The project is dedicating one unit for each individual and families that are chronically homeless increasing the dedicated beds across the continuum. The program will be tenant based rental assistance for six units, three one bedroom and three two bedroom units. Participant will receive full rental subsidy for up to 12 months while they gain life and vocational skills to become self-sufficient. The program will advocate for entitlements for eligible participants. All case management support and employment assistance will be provided by Family. The apartments will be scattered site and the locations will be determined based upon the individual or family's safety, and availability of transportation to access services, training and employment. The sizes of the units will vary based upon need, and will serve 6 families, with a total of 12 individuals. **Location: Scattered site Ulster County**

**PEOPLE Inc****PEOPLE Home Again Project 2 FY17****Program Funding Request \$ 67,964**

**Program Description:** PEOPLE Home Again Project 2 will increase the number of dedicated beds. People Home Again 2 is dedicated to providing housing and supports to chronically homeless individuals and families. It will double the amount of units available through their renewal for permanent supportive housing program in Ulster County. The target population for this program will serve those that have been diagnosed with serious and persistent mental illness or co-occurring mental health and substance use disorders. The proposed project will follow a "Housing First" model, ensuring that program participants are housed as quickly as possible; their needs are met through an available menu of services. Ongoing supports (coordinated through continuous assessments) will be provided either directly by PEOPLE, Inc. or through community linkages to an integrated network of collaborating partner-providers throughout the service area. **Location: Scattered site Ulster County**

**RUPCO Inc.****UCCOC Planning Grant 2017****Program Funding Request \$33,982**

**Program Description:** RUPCO as Collaborative Applicant of the Ulster County Continuum of Care (UCCOC) is responsible to coordinate and facilitate Ulster County's homeless strategy. This includes the submission of a \$1.2 million dollar grant application on behalf of the county and project applicant agencies listed above. This requires year round planning and implementation of a number of activities including an annual point in time homeless count, overseeing HMIS implementation, producing the Point in Time and Housing Inventory submissions and reviewing and gaining approval of the Grant

Inventory Worksheet that determines our Annual Renewal Demand, the funds the county is eligible to receive on an annual basis. **Location: 301 Fair Street Kingston**

**Total Annual Renewal Demand for 2017 Project Listing: \$1,132,736**

**Total Request including bonus and planning: \$1,234,682**

1E. CoC Project Review, Ranking and Selection- Public Posting

1E-3 Selections, Ranking and CoC application including Priority Listing

1a. CoC public posting to potential project applicants regarding ranking and selection process

b. Agenda for Applicant training Meeting

c. Screenshot of all posted ranking

2. Communication regarding the completed FY17 CoC application and FY17 priority listing

a. Communication to membership regarding draft posting of FY17 application, FY17 application attachments, FY17 priority listing

b. Communication to agencies regarding acceptance and ranking of projects

c. Communication to membership regarding final posting of FY17 application, FY17 application attachments, FY17 priority listing

1a. CoC PUBLIC POSTING TO POTENTIAL APPLICANTS

## Kathy Germain

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**From:** Kathy Germain  
**Sent:** Wednesday, July 26, 2017 2:01 PM  
**To:** 'Michael Berg (mberg@fowinc.org)'; 'donnadell@familyofwoodstockinc.org'; 'Rhonda Garcia'; 'Rhonda Langton'; 'fallon@rehab.org'; 'mderose@gatewaycommunityindustries.org'  
**Cc:** Robert Budreau  
**Subject:** 2017 CoC Renewal Applications and Ranking  
**Attachments:** Ulster - Proposed 2017 Rank and Review Renewal.docx  
**Importance:** High

Hoping all of you have already taken your summer vacations, NOFA is out and as usual we are crunched to get all renewal applications into esnaps by August 10<sup>th</sup>. Good news is that there is supposed to be a feature that will allow applicants to import information from last year's renewal and submit for 2017. We are hosting a meeting for applicants to go over the renewal application as well as the ranking application that will be used to score projects. I want to hold the meeting ASAP so you have time to prepare so I would like to meet on Tuesday the 1<sup>st</sup> at 2:30. We can accommodate skype in or phone in- but it may be difficult to follow if you are not there personally. If you have a major conflict call me right away.

I have attached the new ranking application for renewals that was approved by the board. The bonus points will be for applicants that are

1. Willing to increase the number of dedicated chronic beds
2. Able to demonstrate how their projects align with HUD's definition of Housing first
3. Willing to voluntarily reallocate funds that would be recaptured by HUD.

The purpose of the meeting will be to go over in details all of this information and to discuss opportunities for new projects. HUD has expanded eligible activities for bonus and reallocation that I feel are beneficial.

Please do not complete the last question: C3 we will be getting that information straight from your calendar year 2016 APRs.

## Kathy Germain

Vice President of Housing Services

RUPCO's NeighborWorks HomeOwnership Center, Inc.

301 Fair Street | Kingston, NY 12401

845 331-9860 w ext. 238 | 845 331-9864 fax | kgermain@rupco.org



# 2017 Ulster County CoC – Project Rank & Review Application

## A. PROJECT INFORMATION

A1. Organization Name: \_\_\_\_\_

A2. Project Name: \_\_\_\_\_

A3. Application Contact Person: \_\_\_\_\_

A4. Project Type:                PSH                RRH                TH

A5. FY17 Proposed Total Funding Request: \$ \_\_\_\_\_

Leasing                                \$ \_\_\_\_\_

Rental Assistance                \$ \_\_\_\_\_

Supportive Services                \$ \_\_\_\_\_

Operations                                \$ \_\_\_\_\_

Admin                                        \$ \_\_\_\_\_

A6. **Permanent Housing Programs:** Number of Contracted Beds/Units/Vouchers \_\_\_\_\_

A7. What is the cost per bed (divide the number of proposed beds by the total HUD Request): \_\_\_\_\_

## **A8. PROJECT DESCRIPTION                                (30 Bonus Points)**

Please provide a brief summary, in 300 words or less, of how the projects fit HUD and Local Priorities.

- 1. Increase Dedicated Chronic Beds:** Applicants that commit to increasing the number of dedicated chronic homeless beds will receive **20 bonus points**. The Continuum's goal is to increase the number of dedicated beds by four beds in this competition. We anticipate additional beds will be needed with the implementation of the Coordinated Entry requirement as of January 2018.
- 2. Housing First:** In the 2016 application all projects stated they were utilizing the housing first model. Applicants must also explain how the program is adhering to the Housing First model defined by HUD. Applicants will receive **10 bonus points** for demonstrating implementation of the housing first model.

# 2017 Ulster County CoC Project Rank and Review Application

## B. CONTINUUM PRIORITIES AND SYSTEM IMPACT (100 points)

**B1. Chronic Homeless-Dedicated:** Currently there are 14 dedicated chronic beds in the CoC. Note below the percentage of CH beds this project contributes to the CoC.

50-100% = 15 pts; 35-49% = 12 pts; 20-34% = 8 pts; 10-19%= 4 pts; 0-9% = 0 pts

**B2. Chronic Homeless Served (Permanent Housing Programs Only):** Provide the total number of chronically homeless persons this project served in CY16: \_\_\_\_\_ (0 pts)

**B2a.** The percentage of the CoC total served by this project: \_\_\_\_\_ (0-15 points)

40% - 100% = 10 pts; 20% - 39% = 8 pts; 6% - 19% = 5 pts; 0 - 5% = 0 pts

**B3.** Please provide specific examples of how your project coordinates services with other CoC, HUD/VA, ESG and STEHP funded projects. Please refer to specific programs (250 words or less) **0-5 pts**

**B4.** Please describe your agency's resources and experience in meeting the needs of clients facing various cultural barriers (e.g., language, LGBTQ, mental health) in 250 words or less. **0-10 pts**

**B5.** Please explain how the project works to meet the goals stated in the Draft UCCOC Strategic Plan Action Steps. (250 words or less) **0-10 pts**

**B6.** Complete the table below based on information from the project's most recently completed contract. (MAX 40 pts)

	Final Award (\$) including budget mods	Amount Expended(\$)	Percentage Spent (Expended/Awarded)
Leasing			
Rental Assistance			
Supportive Services			
Operations			
Admin			
<b>Total</b>			

**B7a.** Did the project spend at least 90% of total awarded funds?  Yes **20 pts**  No **0 pts**

**B7b.** If less than 90% of funds were expended will the project voluntarily reallocate funds to the CoC?

YES (20 points)  NO

**B9.** Did the project draw down CoC funds for the project from eLoccs at least quarterly in the most recently ended contract? (Please attach copies of last three drawdowns.)  Yes **5 pts**  No **0 pts**



## 2017 Ulster County CoC Project Rank and Review Application

### C. SYSTEM PERFORMANCE OUTCOMES (Total 65 Points)

**C1. Exits to Homelessness:** To show impact of this project on ending homelessness, refer to the Number of project leavers in CY16 and note the percentage of project leavers who exited this program to a shelter or the street

\_\_\_\_\_ %      **0% = 15 pts**      **1-5% = 10 pts**      **6-10% = 4 pts**      **> 10% = 0 pts**

**C2. Number of Homeless Persons:** Was your project included in the final submission of the 2016 Housing Inventory and Point in Time by the Collaborative Applicant? (This will be verified by the Collaborative Applicant.)       **Yes 5 pts**       **No 0 pts**

**C3. Project Performance:** The following performance measures scoring is based upon CY16 APR Related Scoring Question = \_\_\_\_\_ # of points (45 Total Points)

# 2017 Ulster County CoC Project Rank and Review Application

APR Related Scoring Questions Total Points = 45

All questions utilize 2016 Calendar Year APR pulled by HMIS

**1. Persons Served: (5 points)**

1a. Number of Contracted Beds (contract persons served) \_\_\_\_\_

1b Total # of persons served CY16 APR \_\_\_\_\_

1c. Did the project serve more persons than stated number on Contract?  Yes (5 points)  No

**2. Utilization: (10 points)**

	Projected persons served during average PIT (Project Application Q5)	Actual number served during PIT	
		Household	Persons
January	_____ Households  _____ Persons		
April			
July			
October			
Average			

Households: Average Actual \_\_\_\_\_ / Projected \_\_\_\_\_ = Utilization

Persons: Average Actual \_\_\_\_\_ / Projected \_\_\_\_\_ = Utilization

2a. Did your project meet its projected number of households or persons served during the year?  Yes 5 pts  No 0 pts

2b. The Continuum prioritizes projects that best utilize resources. Did your project have a utilization rate of more than 100%?  Yes 5 pts  No 0 pt

**3. Data Quality & Completeness: Based upon CY16 APR, the total number HMIS data elements with more than 5% data quality rate of error. (15 points)**

0 errors over 5%= 15 pts; 1 error over 5%= 10 pts; 2 errors over 5%= 5 pts; 3 or more over 5% =0

**4. Permanent Housing Destination: During FY16, there were 257 persons with positive outcomes noted across all CoC programs. (An exit is positive for PH if individual is a stayer or exited to a PH destination.) To show the effect of this project on housing stability, provide the percentage this project had on the system: 80% > 25% = 15 pts 20-25%= 10pts 15-10% = 5 pts < 10% = 3pts**

## Robert Budreau

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**From:** Kathy Germain  
**Sent:** Friday, September 08, 2017 12:53 PM  
**To:** Robert Budreau  
**Subject:** FW: Accepted: (No Subject) @ Tue Aug 1, 2017 2:30pm - 4:30pm (EDT) (Kathy Germain)  
**Attachments:** invite.ics

-----Original Appointment-----

**From:** Google Calendar [mailto:calendar-notification@google.com] **On Behalf Of** rhondagarcia@projectstoempower.org  
**Sent:** Wednesday, July 26, 2017 2:10 PM  
**To:** Kathy Germain  
**Subject:** Accepted: (No Subject) @ Tue Aug 1, 2017 2:30pm - 4:30pm (EDT) (Kathy Germain)  
**When:** Tuesday, August 01, 2017 2:30 PM-4:30 PM (UTC-05:00) Eastern Time (US & Canada).  
**Where:** Kirkland 2 Main Street Kingston

rhondagarcia@projectstoempower.org has accepted this invitation.

### (No Subject)

Applicant meeting to discuss ranking, renewal project submission in esnaps and new project opportunities

When Tue Aug 1, 2017 2:30pm – 4:30pm Eastern Time

Where Kirkland 2 Main Street Kingston ([map](#))

Calendar Kathy Germain

Who

- Kathy Germain - organizer
- rhondagarcia@projectstoempower.org - creator
- ifallon@rehab.org
- mderose@gatewaycommunityindustries.org
- Robert Budreau
- 'Rhonda Langton'
- 'Michael Berg (mberg@fowinc.org)'

Invitation from [Google Calendar](#)

You are receiving this courtesy email at the account kgermain@rupco.org because you are an attendee of this event.

To stop receiving future updates for this event, decline this event. Alternatively you can sign up for a Google account at <https://www.google.com/calendar/> and control your notification settings for your entire calendar.

Forwarding this invitation could allow any recipient to modify your RSVP response. [Learn More](#).



## 2017 Proposed Project Listing for Ulster County Continuum of Care

Below is a list of projects that will be submitted as part of the 2017 Kingston/Ulster County Continuum of Care application. Applications are due September 28, 2017.

### NY-608 Kingston/Ulster County Continuum of Care: Project Listing for Continuum of Consistency with the Consolidated Plan

### 2017 HUD Continuum of Care Consolidated Application:

Here is a draft of the 2017 HUD Continuum of Care Consolidated Application. The public is invited to view and comment on the application. We will be hosting a public membership meeting September 20th to highlight the projects that will be submitted in the application as well as our new Strategic Plan to reduce homelessness. For more information please contact Robert Budgeau at (845) 331-3880 or [rbudgeau@nycs.org](mailto:rbudgeau@nycs.org)

- Ulster County Planning Department
  - Comprehensive Plan
  - Economic Development
  - Housing
  - Agriculture & Natural Lands
  - Transportation
  - Tools and Data
  - Trails
  - Announcements
  - Legal Notices
  - Contact Us
  - Documents and Publications
  - Resources and Links
  - The Planning Board



**Robert Budreau**

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**From:** bringing-agencies-together@googlegroups.com on behalf of Robert Budreau <rbudreau@rupco.org>  
**Sent:** Thursday, August 03, 2017 2:45 PM  
**To:** bringing-agencies-together@googlegroups.com  
**Subject:** [Ulster Bringing Agencies Together] Kingston/Ulster County Continuum of Care (UCCOC) Notice of Funding Availability for 2017 New Permanent Supportive Housing  
**Attachments:** 2017 UCCOC announcement of bonus funding.docx

## Kingston/Ulster County Continuum of Care (UCCOC) Notice of Funding Availability for 2017 New Permanent Housing Bonus

The Ulster County Continuum of Care (UCCOC) is announcing the availability of funds through HUD's Continuum of Care annual competition. Ulster County annually receives more than 1.2 million through HUD's Continuum of Care (CoC) Program. Proposals can be received by human service and non-profit agencies to create new permanent supportive housing projects with 100% of the beds dedicated to chronically homeless individuals and families or rapid rehousing projects that will serve homeless individuals and families including youth up to age 24. The UCCOC anticipates approximately \$68,000 is available to provide housing and supports to the above mentioned populations.

Projects must serve HUD defined homeless individuals or families with a disability who: a) reside in a place not meant for human habitation, b) reside in an emergency shelter, c) meet HUD's definition of homeless, including those fleeing or attempting to flee domestic violence situations or a joint transitional housing plus rapid rehousing to better serve homeless individuals and families or families fleeing or attempting to flee domestic violence.

Agencies interested in applying for this funding should submit a letter of interest to Kathy Germain at RUPCO, the Collaborative Applicant at [kgermain@rupco.org](mailto:kgermain@rupco.org) by August 10<sup>th</sup>, 2017, or call at 845-331-9860 to discuss project concepts and eligibility.

Applications are due August 18<sup>th</sup>, 2017.



**Bob Budreau**

Continuum of Care & Program Services Grant Coordinator

RUPCO, Inc. | 289 Fair Street | Kingston, NY 12401

845 331-9860 X 219 work | 845 331-9864 fax

## Robert Budreau

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**From:** Stegel, Christine <Christine.Stegel@area-1.hcqis.org>  
**Sent:** Monday, August 07, 2017 9:02 AM  
**To:** aagnew@willcare.com; karen@devonmgt.com; mbanks@anytimehomecare.com; kingstonlandlordassoc@gmail.com; mberg@familyofwoodstockinc.org; mbrennan@wingatehealthcare.com; Jbromley.projecthope@gmail.com; sbrittain@ghnrc.com; tinastara@aol.com; Robert Budreau; kbut@co.ulster.ny.us; lecarre@me.com; donna.ch@hscatskillcare.com; kate.costello@clrchhealth.com; ldeagostino@clrchhealth.com; bdebaun@rcal.org; dicarlos@hvhospice.org; Darlene.Donofrio@hahv.org; Hedelstein@gatewayindustries.org; Christopher.esola@hahv.org; mfai@co.ulster.ny.us; gfer@co.ulster.ny.us; efiorenza@rcal.org; jfish@gatewayindustries.org; freerw@sunyulster.edu; rwcsrc@aol.com; Kathy Germain; sgerow@familyempowerment.org; ngleason@alwaystherehomecare.org; mglosque@mhainulster.com; KaGreen@institute.org; NHTD-Heidi Nani, SC; char@co.ulster.ny.us; carole.hilbrandt@hahv.org; john.hillard@hudsonv.com; khochman@rcal.org; Karin.Hubbs@dfa.state.ny.us; ashleyj@projectstoempower.org; ejohnson2@alz.org; wjhn@co.ulster.ny.us; djordan1@Health-quest.org; dianejudson1@aol.com; dkil@co.ulster.ny.us; skoppenhaver@alwaystherehomecare.org; ckot@co.ulster.ny.us; stor@co.ulster.ny.us; jlaube@fidelisicare.org; glaw11@hvc.rr.com; linda.lombardo@hahv.org; nurseruth1@hotmail.com; bmanly@mac.com; Kim Mapes; vmrt@co.ulster.ny.us; Dara.Turovlin-Marshall@archny.org; memartinez@institute.org; smccarthy@alwaystherehomecare.org; amcc@co.ulster.ny.us; kjmcintyre@birchez.com; pmehl@wpatnp.org; mmencke@mhainulster.com; charlottemichos@icloud.com; amignone@rcal.org; mmil@co.ulster.ny.us; eminsky@gmail.com; kgloriai@aol.com; emitchell@institute.org; z.moffitt@verizon.net; lmozian@hahv.org; gloria@hudsonvalleyltcop.org; Myrka, Anne; s.murraycohen@att.net; novakb@aol.com; claireaob@yahoo.com; Beth.O'keefe@vnsny.org; gcapt@hvc.rr.com; smeyer@hahv.org; rhea.paniesin@gmail.com; npappas@step1ny.org; rparrish@hvc.rr.com; Nicole.peluse@willcare.com; dphelps@health-quest.org; Marion@myguideforcare.com; june.raffington@vnsny.org; rallsg1@hawkmail.newpaltz.edu; Brenda.Relyea@hahv.org; mariarn4922@gmail.com; katiria.romero@vnsny.org; ksantiago@hamaspikchoice.org; bsatzman@myindependentliving.org; jfs.ulster@gmail.com; mshl@co.ulster.ny.us; harman.sidhu@wmchealth.org; Tami.siedler@willcare.com; bsor@co.ulster.ny.us; msteuding@mhainulster.com; rstratton@fidelisicare.org; jsyvertsen@alz.org; ETosto@health-quest.org; etrott@health-quest.org; sturco@gatewayindustries.org; Linda.walker@wmchealth.org; mwhite@hamaspikchoice.org; Paintedlove09@gmail.com; arlene.urban@hahv.org; nvey@co.ulster.ny.us; holly.young@hahv.org; bzitz@mhainulster.com; kzobel@baptist-home.com; lmor@co.ulster.ny.us; jlesczyński@rehab.org; director@peoplesplaceuc.org; bfrancis@gatewayindustries.org; Maria Wayne; Nakitisha Williams; ehabernig@gmail.com; mythmaster@gmail.com; Judith@globaldwelling.net; aparks@wilc.org; mpearson@mhainulster.com; fstach@wilc.org; tpantalone@brookmeadecommunity.org; CmSmith@ghnrc.com  
**Cc:** Stegel, Christine; Robert Budreau  
**Subject:** FW: Kingston/Ulster County Continuum of Care (UCCOC) Notice of Funding Availability for 2017 New Permanent Supportive Housing  
**Attachments:** 2017 UCCOC announcement of bonus funding.docx

Good morning. Please see email below. Bob Budreau requested I send this notice of funding availability out to the group.

Have a nice day.

Chris

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**From:** Robert Budreau [mailto:rbudreau@rupco.org]

**Sent:** Friday, August 04, 2017 12:06 PM

**To:** Stegel, Christine

**Subject:** FW: Kingston/Ulster County Continuum of Care (UCCOC) Notice of Funding Availability for 2017 New Permanent Supportive Housing

Hi Christine,

Will you please send this information to the membership list?

Thanks,

Bob Budreau

## Kingston/Ulster County Continuum of Care (UCCOC) Notice of Funding Availability for 2017 New Permanent Housing Bonus

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Projects must serve HUD defined homeless individuals or families with a disability who: a) reside in a place not meant for human habitation, b) reside in an emergency shelter, c) meet HUD's definition of homeless, including those fleeing or attempting to flee domestic violence situations or a joint transitional housing plus rapid rehousing to better serve homeless individuals and families or families fleeing or attempting to flee domestic violence.

Agencies interested in applying for this funding should submit a letter of interest to Kathy Germain at RUPCO, the Collaborative Applicant at [kgermain@rupco.org](mailto:kgermain@rupco.org) by August 10<sup>th</sup>, 2017, or call at 845-331-9860 to discuss project concepts and eligibility.

Applications are due August 18<sup>th</sup>, 2017.



*Bob Budreau*

1B. AGENDA FOR APPLICANT MEETING REGARDING  
RANKING AND SELECTION PROCESS




Project Applicant Meeting  
August 1, 2017  
Agenda

1. Review of Ranking Process and Procedure revisions
2. Timeline for application submission
  - 8/4 public announcement availability of funds
  - 8/8 renewal applications in esnaps and ranking applications to CA
  - 8/10 Letters of Intent for reallocation new projects due to CA
  - 8/18 New Projects entered into esnaps for scoring and ranking
  - 8/21 or 8/22 Ranking of Projects
  - 9/5 Applicant notification of Ranking Decision
3. Ranking Tool Review
4. APR Monitoring to be used for Ranking
5. Demonstration of Renewal application in esnaps
6. Discuss voluntary reallocation, priorities

1C. SCREEN SHOT OF PUBLIC POSTING RANKING/PRIORITY LISTING





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- Resources and Links
- The Planning Board

## 2017 Proposed Project Listing for Ulster County Continuum of Care

Below is a list of projects that will be submitted as part of the 2017 Kingstony/Ulster County Continuum of Care application.

Applications are due September 28, 2017.

**NY-608 Kingstony/Ulster County Continuum of Care:**

[Project Listing for Certification of Consistency with the Consolidated Plan](#)

**NY-608 Kingston/Ulster County Continuum of Care**  
Kingston/Ulster County Project Listing for  
Continuation of Continuum with the  
Consolidated Plan

**Renewal Projects**

**Family of Woodstock  
HUD Midway FY2017**

**Grant Inventory Worksheet Approved Funding Request \$91,667**  
Project Description: The HUD Midway FY2017 Transitional Living program provides safe shelter and support services for 12 homeless adolescents 16-20 who have no family supports, and when necessary their babies. The program has two sites, each licensed to serve up to 6 adolescents and 3 babies. Youth are supported to resume or complete their education, gain life and job readiness skills, address issues that are holding them back such as mental illness, substance abuse and/or legal or health issues and become employed.

Locations: 189 O'Neil Street Kingston  
3 Warren Street Ellenville (Ulster County)

**Family of Woodstock  
HUD S & C Families FY2017**

**Grant Inventory Worksheet Approved Funding Request \$140,248**  
Project Description: The program provides 9 units of permanent supportive housing and ongoing support to homeless families of which at least one adult has a history of chronic substance abuse, mental health or physical disability. The project provides case management services to address the long-term issues that led to the family's homelessness and provide life skills training and skill building to assist family members to build vocational skills and independence. Location: Scattered site Ulster County

**PEOPLE Inc.  
PEOPLE Home Again Project FY16**

2017 Ulster Ranking

Rank	Applicant Name	Project Name	Funding Amount
1	Family of Woodstock, Inc.	HUD Midway FY2017	\$ 91,667
2	Family of Woodstock, Inc.	HUD S+C Families	\$ 140,248
3	Projects to Empower and Organize the Psychiatrically Labeled	PEOPLE Home Again Project FY17	\$ 65,598
4	Family of Woodstock, Inc. (reduced funding \$320,725)	HUD S&C SRO FY2017	\$ 223,093
5	Family of Woodstock, Inc.	HUD SHP Families FY2017	\$ 80,916
6	Family of Woodstock, Inc.	HUD SHP Families # 2 FY2017	\$ 65,886
7	Family of Woodstock, Inc.	Rapid Re-Housing for Domestic Violence Survivors	\$ 79,651
8	CARES	Ulster CoC HMIS (2017)	\$ 70,350
9	RSS	OASAS SHELTER PLUS CARE 2017 (consolidated) Tier 1 = \$149,731 Tier 2 = \$21,073	\$ 149,731
10	Gateway Community, Inc.	WWC FY2017	\$ 46,891
11	Reallocation/Bonus Projects		
Reallocation	Family of Woodstock, Inc.	Rapid Re-Housing for Families	\$ 97,632
Bonus	PEOPLE Inc	PEOPLE Home Again Project 2	\$ 67,964

Annual Renewal Demand \$1,132,736

Tier 1 = 94% of ARD \$1,064,772

Tier 2 = 6% of ARD + bonus \$67,964

Planning = 3% of ARD \$33,982

PH Bonus = 6% of FPRN \$67,964

2A. COMMUNICATION TO MEMBERSHIP REGARDING  
DRAFT POSTING OF FY17 APPLICATION/APPLICATION  
ATTACHMENTS AND PRIORITY LISTING

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## 2017 Proposed Project Listing for Ulster County Continuum of Care

Below is a list of projects that will be submitted as part of the 2017 Kingston/Ulster County Continuum of Care application. Applications are due September 28, 2017.

### NY-608 Kingston/Ulster County Continuum of Care:

[Project Listing for Certification of Consistency with the Consolidated Plan](#)

### 2017 HUD Continuum of Care Consolidated Application:

Here is a [draft of the 2017 HUD Continuum of Care Consolidated Application](#). The public is invited to view and comment on the application. We will be hosting a public membership meeting September 20th to highlight the projects that will be submitted in the application as well as our new Strategic Plan to reduce homelessness. For more information, please contact Robert Budreau at (845) 331-9860 or [rbudreau@ulsterco.org](mailto:rbudreau@ulsterco.org).

## Robert Budreau

---

**Subject:** CoC Membership meeting  
**Location:** Kirkland 2 Main Street Kingston

**Start:** Wed 9/20/2017 3:00 PM  
**End:** Wed 9/20/2017 4:30 PM

**Recurrence:** (none)

**Meeting Status:** Meeting organizer

**Organizer:** Robert Budreau  
**Required Attendees:** Robert Budreau; (egru@co.ulster.ny.us); Adam Baker (atb0116@hotmail.com); Alice Mumper (amumper@saugerties.ny.us); Alicia Shouten (schouta@mail.amc.edu); Amy McCracken (amcc@co.ulster.ny.us); Amy Shields (ashields@fowinc.org); Anezka Sebek (anezka.sebek@gmail.com); Bonnie Landi (ymcab.landi@gmail.com); Brian Frances (bfrances@gatewayindustries.org); Carla Bridges (Ecarlabridges1@aol.com); Chris Denehy (cdennehy@step1ny.org); Craig Deraway (cderaway@wesoldieron.org); Donna Muller (mullerd3@mail.amc.edu); Egidio Tinti (etinti@kingston-ny.gov); Eileen Walsh (ewalsh@ucicare.com); Ellen Pendegar (ependegar@mhainulster.com); Geoff Raiti (graiti@wesoldieron.org); irosenberg@ulsterboces.org; Jake Salt; James Hanstein (jhan@co.ulster.ny.us); Joann Bell (catskillmtnloveinc@gmail.com); John Colon (jcolon@fowinc.org); John Mitchell (john.mitchell@omh.ny.gov); Karen Winkle (karenwinkle2@gmail.com); Kate Volk (kateavolk@gmail.com); Kathleen Dellaripa (Kathleen.dellaripa@hahv.org); Kathy Germain (kgermain@rupco.com); Kerren Bitney (mh1\_ulster@cormedcare.com); Kerry Wolfeil (kwolfeil@fowinc.org); Kevin O'Connor (koconnor@rupco.org); Lehann Sisco (lsisco@familyofwoodstockinc.org); Ifallon@rehab.org; Linda McNiff (lmcniff@westcop.org); Lisa Burger (lbur@co.ulster.ny.us); Mandi Pagliavento (mandi.pigliavento@va.gov); Manual Torres (mtorres@westcop.org); Margaret Hoffman - The ARC of Ulster-Greene (margareh@ugarc.org); Margaret Shlasko; Maureen MacArthur (mmacarthur@kingstonhousing.org); mberg@familyofwoodstockinc.org; Melanie Mullens (mmul@co.ulster.ny.us); Melissa Martinez (memartinez@institute2000.org); Mike Iapoce (miap@co.ulster.ny.us); mmandia@starpediatrics.com; Moses Edwards (mce1026property@aol.com); Nancy Schmidt (nsch@co.ulster.ny.us); Newton, Rebecca L; Patricia Tuber (ptuber@asfl.org); Rev. Darlene Kelley (dkelley@gmail.com); rhondagarcia@projectstoempower.org; Richard Hoyle de Ortiz (richard@casaulster.org); Salvadore Altamirano-Segura (saltamirano@fowinc.org); smco@co.ulster.ny.us; St. James UMC Outreach (stjames.umc.outreach@gmail.com); Stacey Rein (reins@hvc.rr.com); Stephanie Turco (STurco@gatewayindustries.org); Steve Massee (smassee@co.ulster.ny.us); Sue Palmer (spalmer@caresny.org); Tamara Cooper (tamaracooper999@hotmail.com); Thurman Greco (reflexologyforthespirit@gmail.com); Tori Barnes (tbarnes@fowinc.org); Valencia Beatriz (bvalencia@fowinc.org); Victoria Read (vread@fowinc.org); William Brown (wbrown@wesoldieron.org); cbennett@fowinc.org; Chad Storey; Kelsey Addy; Adams Amie; Lauren W. Sheeley; Lisa Berger; Smith, Hal; Catherine Maloney; Joan Eck; Robinson, Brenna; Shannon Kelly; Tracy VanWagenen; Dennis Doyle - Planning  
**Optional Attendees:** Kathy Germain; Martinez, Melissa; Allyson Thiessen

This is a full CoC membership meeting. We will be reviewing our Strategic Plan (work plan), and this



year's CoC consolidated application.



UCCOC  
consolidated ap...

Attached is a draft of the 2017 HUD Continuum of Care Consolidated Application. Public is invited to view and comment on the application. We will be hosting a public membership meeting September 20<sup>th</sup> to highlight the projects that will be submitted in the application as well as our new Strategic Plan to reduce homelessness. For more information please contact Robert Budreau at (845) 331-9860 or [rbudreau@rupco.org](mailto:rbudreau@rupco.org).



UCCOC  
consolidated ap...

**FILE MEETINGS**

Delete  Respond  Meeting Notes  Calendar  Quick Steps  Move  Assign Policy  Mark Thread  Categories  Follow Up  Translate  Find  Related  Zoom

Continuum of Care  To Manager  Done  Create New

Team Email  Reply & Delete



**CoC Membership meeting**

Requested: [unreadable]

Organized By: [unreadable]

Date: [unreadable]

Location: [unreadable]

**This is a full CoC membership meeting. We will be reviewing our Strategic Plan (work plan), and this year's CoC consolidated application.**

**Attached is a draft of the 2017 HUD Continuum of Care Consolidated Application. Public is invited to view and comment on the application. We will be hosting a public membership meeting September 20th to highlight the projects that will be submitted in the application as well as our new Strategic Plan to reduce homelessness. For more information please contact Robert Budreau at (845) 331-9860 or [rbudreau@nupco.org](mailto:rbudreau@nupco.org)**

**WCOC**  
consolidated ap...

Unable to log in for SharePoint

10:27 AM 9/18/2017

## Robert Budreau

---

**Subject:** CoC Membership meeting  
**Location:** Kirkland 2 Main Street Kingston

**Start:** Wed 9/20/2017 3:00 PM  
**End:** Wed 9/20/2017 4:30 PM  
**Show Time As:** Tentative

**Recurrence:** (none)

**Organizer:** Robert Budreau  
**Required Attendees:** CoC Membership

This is a full CoC membership meeting. We will be reviewing our Strategic Plan (work plan), and this year's CoC consolidated application.

Attached is a draft of the 2017 HUD Continuum of Care Consolidated Application. Public is invited to view and comment on the application. We will be hosting a public membership meeting September 20<sup>th</sup> to highlight the projects that will be submitted in the application as well as our new Strategic Plan to reduce homelessness. For more information please contact Robert Budreau at (845) 331-9860 or [rbudreau@rupco.org](mailto:rbudreau@rupco.org).



UCCOC  
consolidated ap...

**Continuum of Care Membership Meeting  
Agenda September 20, 2017**

- I. Adoption of Anti-Discrimination Policy
- II. Review of FY2017 Collaborative Application
  - a. This year FOW reallocated money and developed a new project, and PEOPLE, submitted a new bonus application.
  - b. New Project Letters of Intent
  - c. Project Ranking and selection process
- III. Strategic Plan (Work Plan)
  - a. Chronic Homeless – Tracy VanWagenen
  - b. Youth – Irene Edmond-Rosenberg
  - c. Families – Rhonda Garcia

2B. COMMUNICATION TO APPLICANTS REGARDING  
ACCEPTANCE OF PROJECTS AND RANKING

# Memo

**To:**

**From:** Kathy Germain, UCCOC Collaborative Applicant (CA)

**cc:**

**Date:** August 24, 2017

**Re:** 2017 UCCOC Ranking Results

---

Congratulations, your project was accepted to be include in the 2017 HUD Continuum of Care application for Ulster County.

Attached is your scoring sheet including the scoring section from your APR that the CA prepared based upon HMIS information calendar year 2016. We have not reattached your ranking submission since you provided us with that information.

The CoC's annual allocation (annual renewal demand ARD) is \$1,123,736. HUD requires 94% of projects to be ranked in tier 1 (\$1,053,444) with the remaining projects in tier 2 (\$67,964). Tier 2 project funding depends on HUD funding levels and the score of the overall application. This includes the bonus funded projects.

HMIS and Planning are not scored and Planning is not included in the ranking.

Bonus points: (up to 30) were awarded to applicants that voluntarily committed additional dedicated Chronic Homeless beds (20 points) and an additional 10 bonus points were awarded to projects that demonstrated they were using the housing first model.

The ranking committee examined the cost per bed, organizational capacity, and most importantly whether projects that did not spend a minimum of 90% of grant funding would reallocate funding back to the CoC for new projects.

Attached also for your reference is the CoC appeal process. The appeal process is limited to a review of objective content to determine if a technical or mathematical error occurred in the rank and review process. New or revised applications will not be permitted. Appeals that are based on disagreements with the judgments of the Review Committee will not be permitted.

If you have any questions please contact Bob Budreau at 845-331-9860 ext 219.

The draft project listing will be available for review on the Ulster County Planning website either Friday or early next week.

Thanks for your efforts in getting the information needed to complete this ranking in the short time frame that was required.

2017 Ulster Ranking

Rank	Applicant Name	Project Name	Funding Amount
1	Family of Woodstock, Inc.	HUD Midway FY2017	\$ 91,667
2	Family of Woodstock, Inc.	HUD S+C Families	\$ 140,248
3	Projects to Empower and Organize the Psychiatrically Labeled	PEOPLE Home Again Project FY17	\$ 65,598
4	Family of Woodstock, Inc. (reduced funding \$320,725)	HUD S&C SRO FY2017	\$ 223,093
5	Family of Woodstock, Inc.	HUD SHP Families FY2017	\$ 80,916
6	Family of Woodstock, Inc.	HUD SHP Families # 2 FY2017	\$ 65,886
7	Family of Woodstock, Inc.	Rapid Re-Housing for Domestic Violence Survivors	\$ 79,651
8	CARES	Ulster CoC HMIS (2017)	\$ 70,350
9	RSS	OASAS SHELTER PLUS CARE 2017 (Consolidated) Tier 1= \$149,731 Tier 2= \$21,073	\$ 149,731
10	Gateway Community, Inc.	WWC FY2017	\$ 46,891
<b>II</b>			
Reallocation	Family of Woodstock, Inc.	Rapid Re-Housing for Families	\$ 97,632
Bonus	PEOPLE Inc	PEOPLE Home Again Project 2	\$ 67,964

Annual Renewal Demand \$1,132,736

Tier 1 = 94% of ARD \$1,064,772

Tier 2 = 6% of ARD + bonus \$67,964

Planning = 3% of ARD \$33,982

PH Bonus = 6% of FPRN \$67,964



## Robert Budreau

---

**From:** Robert Budreau  
**Sent:** Friday, August 25, 2017 1:52 PM  
**To:** rlangton@gatewayindustries.org  
**Subject:** FW: GCI Ranking  
**Attachments:** SKM\_36817082512170.pdf

Hello Rhonda  
Attached is the CoC ranking for the CoC grant application.

Thank you,



**Bob Budreau**

Continuum of Care & Program Services Grant Coordinator  
RUPCO, Inc. | 289 Fair Street | Kingston, NY 12401  
845 331-9860 X 219 work | 845 331-9864 fax



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## Robert Budreau

---

**From:** Robert Budreau  
**Sent:** Friday, August 25, 2017 12:15 PM  
**To:** rhondagarcia@projectstoempower.org  
**Subject:** PEOPLE, Inc. Ranking  
**Attachments:** SKM\_36817082512050.pdf

Hello Rhonda,  
Attached is the CoC ranking results for the 2017 CoC grant application.

Thank you,



***Bob Budreau***

Continuum of Care & Program Services Grant Coordinator  
RUPCO, Inc. | 289 Fair Street | Kingston, NY 12401  
845 331-9860 X 219 work | 845 331-9864 fax



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## Robert Budreau

---

**From:** Robert Budreau  
**Sent:** Friday, August 25, 2017 12:13 PM  
**To:** Michael Berg (mberg@fowinc.org)  
**Subject:** Family of Woodstock Ranking  
**Attachments:** SKM\_36817082512040.pdf

Hello Michael,  
Attached is the CoC project ranking results for the 2017 CoC grant application.

Thank you,



***Bob Budreau***

Continuum of Care & Program Services Grant Coordinator  
RUPCO, Inc. | 289 Fair Street | Kingston, NY 12401  
845 331-9860 X 219 work | 845 331-9864 fax



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## Robert Budreau

---

**From:** Robert Budreau  
**Sent:** Friday, August 25, 2017 12:17 PM  
**To:** lfallon@rehab.org  
**Subject:** FW: RSS Ranking  
**Attachments:** SKM\_36817082512051.pdf

Hello Lisa Marie,  
Attached is the CoC ranking results for the 2017 CoC grant application.

Thank you,



***Bob Budreau***

Continuum of Care & Program Services Grant Coordinator  
RUPCO, Inc. | 289 Fair Street | Kingston, NY 12401  
845 331-9860 X 219 work | 845 331-9864 fax



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## Robert Budreau

---

**From:** Kathy Germain  
**Sent:** Friday, September 08, 2017 12:25 PM  
**To:** Robert Budreau  
**Subject:** FW: Notice of Funding Availability for HUD CoC Bonus Projects

---

**From:** Karen Winkle [mailto:karenwinkle2@gmail.com]  
**Sent:** Thursday, August 03, 2017 11:55 AM  
**To:** Kathy Germain <kgermain@rupco.org>  
**Cc:** Catherine Maloney-RUPCO Chair <cmaloney@netstep.net>; UCCA-Greg M. Howard <ghoward@uccac.com>; Michael Lockwood <michaellockwood0374@gmail.com>; Joshua Thibault <jthibault@dynamismllc.com>  
**Subject:** Re: Notice of Funding Availability for HUD CoC Bonus Projects

Hello Kathy,

I have a concept for homeless and for rapid re-housing!! It is similar to the virtual concept of Airbnb or Uber using local folks in collaboration of a larger plan of action. This mixed concept requires collaboration of several players but may work.

The <http://kingstonlandlordassociation.com/> website can provide available homeowner space for rent or for sale (by landlord homeowner or Realtor Agency) and automatically create options for more supportive housing that will allow our community other options for semi-permanent and permanent situations. KLA is it's own MLS but is only currently used for resources for lack of funding (and has no supportive staff). As you know, I have suggested this venue, it has received over 12,000 visitors this year (so far).

KLA could collaborate with Real Estate Brokers for more affordable inventory and with homeowners for private space available in a congregate housing setting. My experience has been with domestic violence, health care and in providing assistance with supportive housing concerns. Currently Painted Love, Inc has the ability to help agencies modifying homes to assisting people with disabilities (as a Provider for NHTD Program for E-Modifications, providing humans to Fidelis as a Health Home and to Hamaspik as a Contractor using subs for accessible construction modifications). I can also facilitate specific roommate arrangements as a Licensed Real Estate Broker.

I am only reaching out because this concept can bring income tax revenue to our county through these "registered" roommate rental agreements from landlords and homeowners. This will also individually place others in a safe and monitored community environment.

<http://kingstonlandlordassociation.com/rental-posts/>

<http://kingstonlandlordassociation.com/tenant-profile-sheet/>

Painted Love, Inc would oversee the project for Ulster County Community Action. KLA would coordinate intakes of guest participants, Karen M Winkle Realty would individually vet "licensees" and Sub contractors would ensure the safety and feasibility for these situations so they are not considered boarding homes.

Kingstonlandlordassociation.com can provide other agencies with available spaces. There are also career opportunities to maintain properties and revitalize neighborhoods (as laborers and home "help" aides).

Other options:

Temporary/Emergency and then housing and homeownership - willing to build out vacant Motel space that can be rehabilitated to suite homeless population. With a feasibility study for all to insure funding, our team may have the potential to match or even obtain rehabilitation loans using the collateral of proposed subject properties for construction build out.

Continued collaboration with:

For Fiscal Management-Ulster County Community Action

To Oversee Program and Sub-Contractors - Painted Love, Inc. (MWBE)

As Advising Broker for monitoring roommate agreements - Karen M Winkle Realty

As Inspector for safety, code violations, zoning and vetting of housing-Lockwood Architecture, PLLC

For Home improvement projects, quality inspection, and maintenance/project management - Dynamism Construction, LLC

If these ideas sound like they have possibility, I will be happy to explain further. I copied my dear friend Cathy Maloney on this email as a witness to the concept submission and because she has also been a helpful mentor to me.

Thank you for your time on this long winded email, and consideration.

Respectfully,

Karen Winkle-Gorsline

Karen M Winkle Realty

Karen Winkle-Gorsline, Principal

Individually Licensed Real Estate Broker

845-430-5473 (cell)

*"Be the change you want to see!"*

*-Mahatma Gandhi*

On Thu, Aug 3, 2017 at 7:23 AM, Kathy Germain <[kgermain@rupco.org](mailto:kgermain@rupco.org)> wrote:

## Kingston/Ulster County Continuum of Care (UCCOC) Notice of Funding Availability for 2017 New Permanent Housing Bonus

The Ulster County Continuum of Care (UCCOC) is announcing the availability of funds through HUD's Continuum of Care annual competition. Ulster County annually receives more than 1.2 million through HUD's Continuum of Care (CoC) Program. Proposals can be received by human service and non-profit agencies to create new permanent supportive housing projects with 100% of the

beds dedicated to chronically homeless individuals and families or rapid rehousing projects that will serve homeless individuals and families including youth up to age 24. The UCCOC anticipates approximately \$68,000 is available to provide housing and supports to the above mentioned populations.

Projects must serve HUD defined homeless individuals or families with a disability who: a) reside in a place not meant for human habitation, b) reside in an emergency shelter, c) meet HUD's definition of homeless, including those fleeing or attempting to flee domestic violence situations or a joint transitional housing plus rapid rehousing to better serve homeless individuals and families or families fleeing or attempting to flee domestic violence.

Agencies interested in applying for this funding should contact Kathy Germain at RUPCO, the Collaborative Applicant at [kgermain@rupco.org](mailto:kgermain@rupco.org) by August 10<sup>th</sup>, 2017, or call at [845-331-9860](tel:845-331-9860) to discuss project concepts and eligibility.

Applications are due August 18<sup>th</sup>, 2017.

## **Kathy Germain**

Vice President of Housing Services

RUPCO's NeighborWorks HomeOwnership Center, Inc.

301 Fair Street | Kingston, NY 12401

[845 331-9860](tel:845-331-9860) w ext. 238 | [845 331-9864](tel:845-331-9864) fax | [kgermain@rupco.org](mailto:kgermain@rupco.org)



## Robert Budreau

---

**From:** Kathy Germain  
**Sent:** Wednesday, September 06, 2017 4:26 PM  
**To:** Robert Budreau  
**Subject:** FW: Letter of interest

---

**From:** Eric Houghtaling [mailto:[ehoughtaling@chkingston.org](mailto:ehoughtaling@chkingston.org)]  
**Sent:** Tuesday, August 08, 2017 11:31 AM  
**To:** Kathy Germain <[kgermain@rupco.org](mailto:kgermain@rupco.org)>  
**Subject:** Re: Letter of interest

I could be available for conference call either tomorrow (Wed) anytime between 9:30 and 11, or Thursday between 1-3 p.m.

Please call my cell phone, 845-389-1137, as I will be traveling both days doing intake interviews.

Thank you!

*Eric Houghtaling, M.P.S.  
Director of Marketing and Admissions  
The Children's Home of Kingston  
26 Grove St.  
Kingston, N.Y. 12401  
Phone: 845-331-1448, extension 1140  
Fax: 845-663-2461  
Email: [ehoughtaling@chkingston.org](mailto:ehoughtaling@chkingston.org)  
Website: <http://www.chkingston.org>*

On Tue, Aug 8, 2017 at 10:00 AM, Kathy Germain <[kgermain@rupco.org](mailto:kgermain@rupco.org)> wrote:

Thanks, I would like to go over the application for those interested in applying so there is an understanding of HUD's requirements of the applicant as well as the eligible activities. I have one other new group- the applications need to be submitted by next Friday- leaving us very little time, are you available for a conference call to go over the requirements tomorrow or Thursday.

---

**From:** Eric Houghtaling [mailto:[ehoughtaling@chkingston.org](mailto:ehoughtaling@chkingston.org)]  
**Sent:** Tuesday, August 08, 2017 9:43 AM  
**To:** Kathy Germain <[kgermain@rupco.org](mailto:kgermain@rupco.org)>  
**Subject:** Letter of interest



Ms. Germain,

Attached is a letter of interest from the Children's Home of Kingston regarding the grant opportunity to provide housing to HUD homeless individuals or families.

Please contact me with any questions related to this opportunity.

Thank you.

Eric Houghtaling

*Eric Houghtaling, M.P.S.*

*Director of Marketing and Admissions*

*The Children's Home of Kingston*

*26 Grove St.*

*Kingston, N.Y. 12401*

*Phone: 845-331-1448, extension 1140*

*Fax: 845-663-2461*

*Email: ehoughtaling@chkingston.org*

*Website: http://www.chkingston.org*

To: [kgermain@rupco.org](mailto:kgermain@rupco.org)

[Remove this sender from my allow list](#)

From: [ehoughtaling@chkingston.org](mailto:ehoughtaling@chkingston.org)

*You received this message because the sender is on your allow list.*

2C. Communication to membership regarding final posting of FY17 application, FY17 application attachments, FY17 priority listing

2C. Communication to membership regarding final posting of FY 2017 Consolidated Application

# Ulster County

ulstercounty.gov

GOVERNMENT RESIDENTS BUSINESS VISITORS HOW DO I?

- Ulster County Planning Department
- Comprehensive Plan
- Economic Development
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- Agriculture & Natural Lands
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## 2017 Proposed Project Listing for Ulster County Continuum of Care

Below is the 2017 Ulster County Continuum of Care full Consolidated Application and Project Listing. The posting date is September 21, 2017

- [Project Listing for Certification of Consistency with the Consolidated Plan](#)
- [2017 HUD Continuum of Care Consolidated Application - Final](#)



English | Español

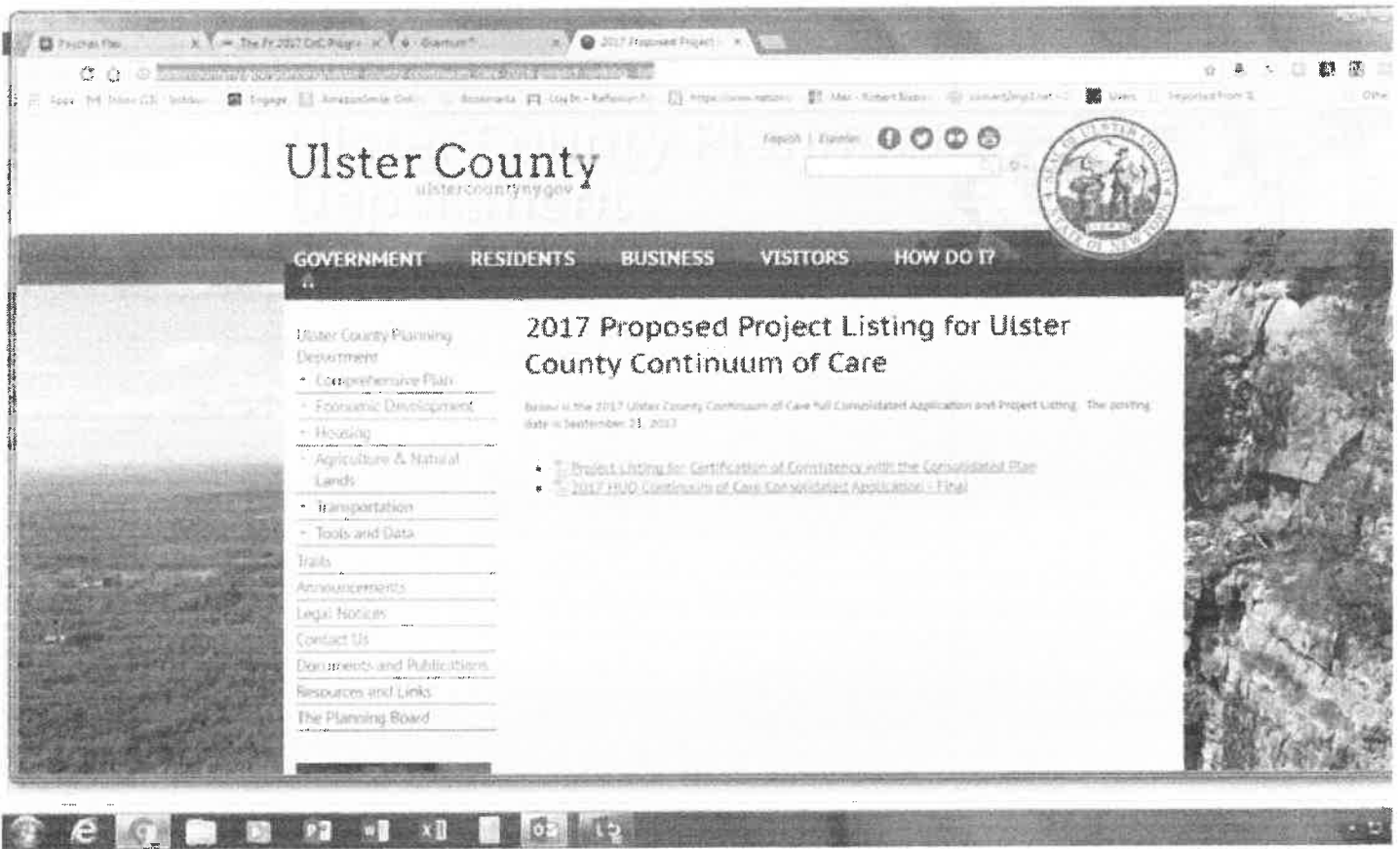
**Robert Budreau**

**From:** bringing-agencies-together@googlegroups.com on behalf of Robert Budreau <rbudreau@rupco.org>  
**Sent:** Friday, September 22, 2017 9:43 AM  
**To:** bringing-agencies-together@googlegroups.com  
**Subject:** [Ulster Bringing Agencies Together] Final Posting of CoC Consolidated application

FYI!

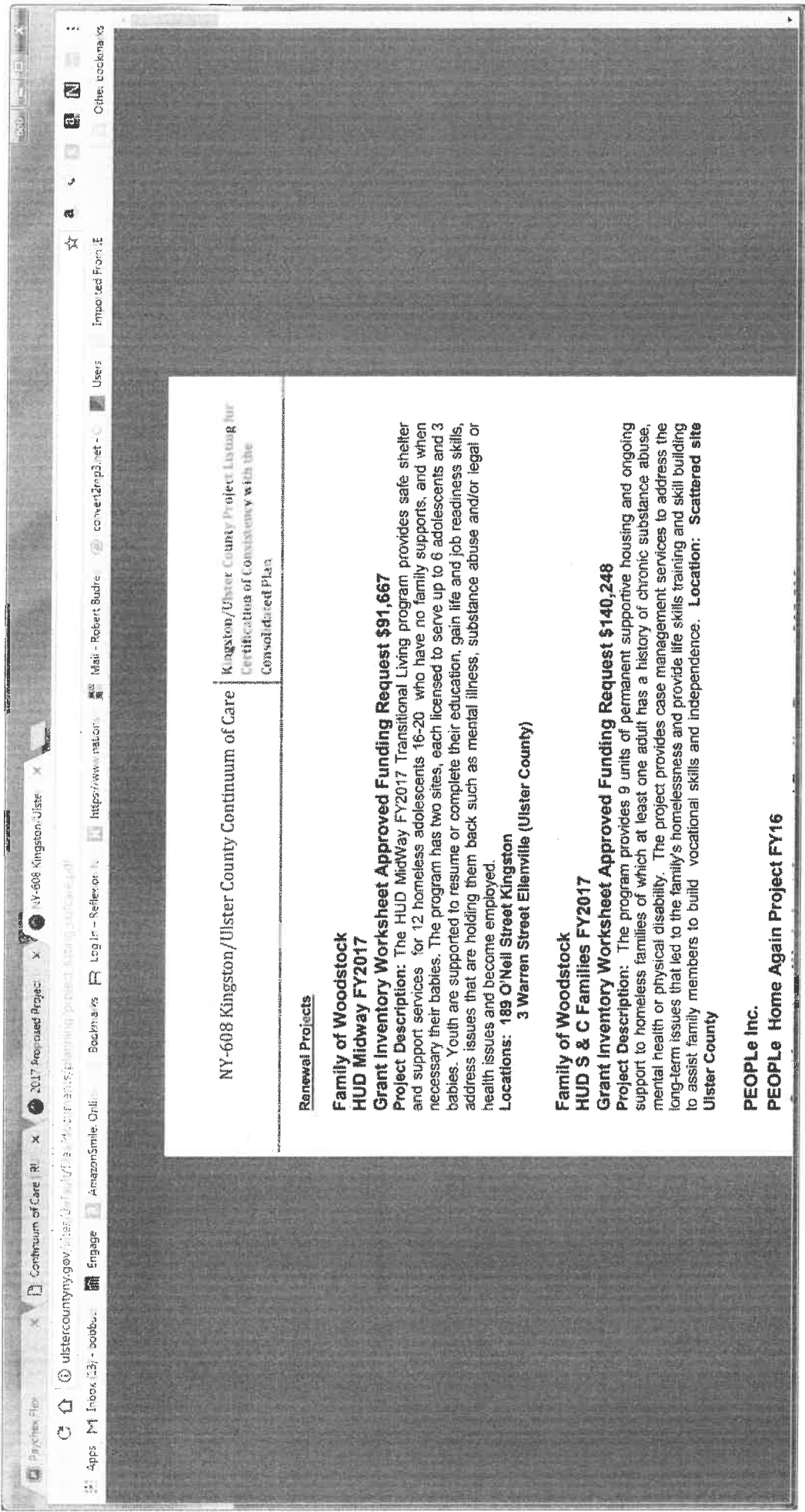
The 2017 CoC Consolidate Application (final draft) has been posted to the Ulster County website. Below is a link to the application posting for your review. We will be submitting the application on Monday.

<http://ulstercountyny.gov/planning/ulster-county-continuum-care-2016-project-ranking--list>



Thank you!

**Bob Budreau**



NY-608 Kingston/Ulster County Continuum of Care

Kingston/Ulster County Project Listing for Certification of Consistency with the Consolidated Plan

Renewal Projects

**Family of Woodstock  
HUD Midway FY2017**

**Grant Inventory Worksheet Approved Funding Request \$91,667**

**Project Description:** The HUD Midway FY2017 Transitional Living program provides safe shelter and support services for 12 homeless adolescents 16-20 who have no family supports, and when necessary their babies. The program has two sites, each licensed to serve up to 6 adolescents and 3 babies. Youth are supported to resume or complete their education, gain life and job readiness skills, address issues that are holding them back such as mental illness, substance abuse and/or legal or health issues and become employed.

**Locations:** 189 O'Neil Street Kingston  
3 Warren Street Ellenville (Ulster County)

**Family of Woodstock  
HUD S & C Families FY2017**

**Grant Inventory Worksheet Approved Funding Request \$140,248**

**Project Description:** The program provides 9 units of permanent supportive housing and ongoing support to homeless families of which at least one adult has a history of chronic substance abuse, mental health or physical disability. The project provides case management services to address the long-term issues that led to the family's homelessness and provide life skills training and skill building to assist family members to build vocational skills and independence. **Location:** Scattered site Ulster County

**PEOPLE Inc.  
PEOPLE Home Again Project FY16**

## CoC Rating and Review Procedure (1.E -1)

Specific criteria Implement in CoC for the Rank & Review Section Process:

### 1. Objective Criteria

- a. Ranking Procedure Revisions and Notification
- b. Ranking Memo to Committee 7/12
- c. Ranking Memo to Committee 8/21
- d. Applicant Training e-mail Notification 7/26
- e. Renewal Ranking Tool- see \* for objective criteria
- f. New Project Application Ranking Tool- see \* objective criteria
- g. Objective Scoring Sheets

### 2. Factor Related to Housing Stability

- a. Renewal Ranking tool APR related scoring for Permanent housing destination

### 3. Evaluating Projects submitted by Victim Service providers

- a. Attached is the renewal application submitted for a DV Rapid Re-Housing project. The CoC pro-rated the scoring of this application to evaluate performance to take into consideration the unique circumstances of the population served. See notation on Scoring Sheet for this project.

### 4. Screen shot of Public Posting for Ranking/Project Listing



## 1. OBJECTIVE CRITERIA

## Robert Budreau

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**From:** Kathy Germain  
**Sent:** Thursday, July 13, 2017 8:03 AM  
**To:** 'ddoy@co.ulster.ny.us'; Geoff Raiti; 'Sue McDonough'; staceyrein@ulsterunitedway.org; Lauren Sheeley; 'Brenna Robinson'; Martinez, Melissa  
**Cc:** Robert Budreau  
**Subject:** Ranking Committee Review of Draft Documents  
**Attachments:** Ulster County Continuum of Care Ranking Memo to Board.docx; UCCOC Ranking Procedure and Process update 2017.docx; Ulster - Proposed 2017 Rank and Review Renewal.docx; 2017 Renewal Application APR Section.docx

Attached are the changes the committee worked on at our last meeting. Please refer to bold and italic portions of policy and procedure for ranking, those are the only changes and the revised ranking tool, again I highlighted the sections that were edited.

I have also attached a memo summarizing the recommendations for this year's ranking for board approval next Wednesday the 19<sup>th</sup>.

I would like to have a call on Monday at 11, for those of you who are available to make any further revisions. If you are unable to call in, I would appreciate a quick review of the documents e-mailed this morning and confirm the changes are okay or suggest additional edits.

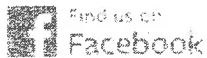
## Kathy Germain

Vice President of Housing Services

RUPCO's NeighborWorks HomeOwnership Center, Inc.

301 Fair Street | Kingston, NY 12401

845 331-9860 w ext. 238 | 845 331-9864 fax | kgermain@rupco.org



## UCCOC Ranking Procedure and Process

### Annual Rating and Ranking Procedure of the CoC Project Ranking:

Applications will be updated annually based on HUD's Federal Register. The Collaborative Applicant (CA) will read the Federal Register, make the updates, and then send the recommended updates to the Board. At least three members of the Ranking Committee will be appointed by the Board of Directors. The Ranking committee will review the Performance Measures Ranking tool developed from the previous year and make revisions that will go to the board for approval.

Each applicant is required to provide the Ranking Committee with all documentation required to complete the Project Ranking form.

Deadlines for applications will be based each year on the Notice of Funding Allocation (NOFA). Each NEW and RENEWAL project sponsor shall submit the appropriate application along with the required documents in a single electronic submission in **esnaps by the identified due date by 3 pm. Late applications received within 48 hours of the due date will receive a 15 point score reduction. Late applications received after 48 hours may not be scored. The CA will review all applications for completeness and prepare the applications for Ranking committee review.** Applications will only be accepted from Local Continua which are members of the UCCOC.

In order to better track progress on individual organizational projects in relation to overall performance goals established by the UCCOC Board, the Evaluation Subcommittee will review projects for expenditures and progress at 6-month intervals.

### Ranking Process

The scoring tool used to review and rank projects will be revised annually based upon HUD requirements and recommendations from the Ranking Committee with input from CoC applicants.

The Ranking Committee members are identified based upon the procedures listed above. The CA prepares the renewal application packet used for ranking and provides instructions and training for the applicants.

Applicants are offered Technical Assistance from the CA in completing their packets to ensure accuracy.

The CA prepares the information for the Ranking Committee including a scoring tool. The Ranking Committee receives the information at least 7 days before the ranking meeting.

The Ranking Committee reviews all renewal applications and are offered an opportunity to interview applicants before final scoring is completed. The Ranking Committee scores the applications and the CA summarizes the results and process and sends back to committee members for approval.

The Ranking Committee reports the results of the scoring to the Board that approves the recommendations.

After the scoring is finalized, the CA meets with each applicant to review their scoring and notifies in writing any applicant that is rejected from the CoC annual submission.

Adopted April 2014

### UCCOC Ranking Appeal Process

An appeal process will be offered to all applicants for Continuum of Care funding whose project whose projects were ranked and reviewed. The appeal process will be limited to a review of objective content to determine if a technical or mathematical error occurred in the rank and review process. New or revised applications will not be permitted. Appeals that are based on disagreements with the judgments of the Review Committee will not be permitted.

The process consists of the following steps:

- Projects are notified of their application score and subsequent ranking.
- Projects have three business days to request a meeting with the Collaborative Applicant to review the scored tool.
- Projects have one week from the review date with the Collaborative Applicant to request an appeal in writing.

As stated above, appeals may only be based on an error having been made during scoring, primarily mathematical errors. No changes or additions are allowed to be made to the Rank and Review Application, including no additional information or changes to narratives.

Written appeals should be sent to the following entities: Board Chair(s), Ranking Committee Chair(s), and the Collaborative Applicant.

- The Ranking Committee also acts as the Appeals Committee – the Committee will be notified of the written appeals received.
- The Ranking Committee will meet to review the request. If deemed appropriate changes to the scoring may be made at the time. If necessary, a meeting with the project appealing will be scheduled for further discussion in regards to the appeals, after which a decision will be made.
- Agencies will be notified of the outcome of their appeals within two days of the Appeals Committee's decision. The Appeals Committee decision is final.

Adopted June 2015

### **Written Standards for Determining Assistance**

The UCCOC's open process for determining assistance is part of its governance charter under Section 1.6 Guiding Principles. These principles encourage an inclusive structure that encourages a full range of opinions and project applications from individuals, members or entities with knowledge of homelessness or an interest in preventing or ending homelessness. There is an open and transparent process that guides the UCCOC in announcing both renewal and new project availability. The UCCOC undertakes a comprehensive review of projects by applying approved scoring criteria and selection priorities when ranking and rating projects for funding, including the review of transitional housing for cost-effectiveness and performance.

UCCOC funded programs will have as few barriers to housing as possible and follow a harm reduction philosophy. Prioritizing rapid placement and stabilization in permanent housing based on the needs and desires of the individual(s) without participation requirements or preconditions.

### **Reallocation Process**

Once the Ranking and Performance Committee completes the scoring of renewal programs and meets with the

project applicants to review their scores, they compile the final ranking scores that are sent to the board for their review and approval. The committee report will include additional technical assistance suggestions that can improve the underperforming programs(s). If this is the case, the application is included for renewal and technical assistance is arranged and follow up reviews are scheduled at quarterly intervals. If the program continues to be underperforming after a year of assistance, the program is reviewed by the board to determine if the project should be considered for reallocation the following year. If the Ranking and Performance Committee determines through objective evidence that any underperforming project(s) will not benefit from additional assistance, they will schedule a meeting with the applicant and the board to discuss the possibility of reallocation. If a project is recommended for reallocation, the agency is notified as soon as possible but at least 14 days prior to the due date of the CoC application to HUD.

### **New Projects as a Result of Bonus, Reallocation, or Pro-Rata Availability**

When the CoC is able to request project applications from the community due to availability of funds through bonuses, pro-rata, or reallocation, the CoC will advertise in the local newspaper and distribute to its membership a public notice requesting application. The CoC's priorities and details of eligible applications, as defined by the current year's NOFA, will be reviewed with the board and membership. The due date for submission to the CoC will be at least 30 days prior to the due date of the CoC Collaborative Application. **Any applicant interested in applying for new or bonus funds must submit a letter of intent stating the population it intends to serve, the number of beds and/or units, and a budget submitted by the posted submission date. Additional applications will be submitted in esnaps within one week of e-mail notification from CA to proceed. New and reallocated projects will have their own scoring criteria based upon local priorities and needs. New and bonus applications will be scored separately from renewal projects.** If there is no availability of funds for new applications through bonuses, pro-rata or reallocation, the CoC will post a public notice that it is not accepting new applications for the current CoC Application.

### **Ranking of Projects for the Collaborative Application Project Listing**

The Ranking and Performance Committee will rank both renewal and new projects selected to be included in the CoC Collaborative Application using their percentage score. The Ranking and Performance Committee may apply bonus points based on HUD's priorities as articulated in the NOFA.

Scoring results are delivered to applicants with a reminder about the appeal process.

- Applications which do not meet the threshold requirements will not be included in the Priority List in Exhibit 1, and therefore will not be forwarded to HUD for consideration.
- If the dollar amount of the Annual Renewal Demand (ARD) is less than the total of the funding requested by applicants, the lowest-scoring applications will not be included in the Priority List in Exhibit 1, and therefore will not be forwarded to HUD for consideration.
- Applications may be considered for the next fiscal year's CoC application to HUD.

# Memo

**To:** Continuum of Care Board  
**From:** Kathy Germain  
**cc:**  
**Date:** July 12, 2017  
**Re:** 2017 Ranking Committee Recommendations

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The Ranking Committee consisting of Lauren Sheeley (Legal Services), Brenna Robinson (City of Kingston, Melissa Martinez (Family Health Institute), Dennis Doyle (UC Planning), Stacey Rein (United Way) and Geoff Raiti (Soldier On) met on June 28<sup>th</sup> in anticipation of the release of the 2017 CoC NOFA to review and update the Ranking procedure, tool, and scoring for the upcoming competition. The following are preliminary recommendations to the board with the understanding that scoring priorities may change with the release of the NOFA.

The Ranking Committee reviewed our current Ranking Procedure and Policies and are recommending two changes. The first change is an update to how applications for review are submitted, HUD now requires applicants to submit into esnaps, not to CA directly. We also added some more detail for timely submissions of applications. The second is a procedure on how to score new bonus and reallocated projects based upon local priorities utilizing the working draft of our Strategic Plan Action Steps.

Since the Strategic Plan action steps call for prioritizing new beds and units for chronically homeless, youth and families. A decision will have to be made as to what group receives priority in bonus and reallocation. It was the recommendation of the Strategic Planning committee that due to the large increase in homeless families in the recent point in time count, that they be prioritized.

We are requesting approval of the revisions to the policies and ranking tool from the board so they can be finalized and we can begin to review with applicants in anticipation of the competition.

# Memo

**To:** Ranking Committee  
**From:** Bob Budreau  
**cc:** Kathy Germain  
**Date:** August 21, 2017  
**Re:** Ranking Committee Considerations

Attached are the scoring sheets for the project renewal applications and the new project applications.

We will be ranking projects into Tier 1 and Tier 2. Tier 1 is equal to 94% of the CoC Annual Renewal Demand (ARD) \$1,064,772 - Tier 2 is equal to 6% of the ARD or \$67,964.

After reviewing both the renewal and new projects, we have a few questions to review with you before we do the final scoring and rank the applications.

## **CoC Scoring Considerations**

1. **Bonus: Question # A8 Dedicated Chronic Homeless beds** was a goal to increase Dedicated beds across the continuum. Should the bonus points be for the agency or the project? If the agency is committed to increasing chronic homeless beds should the agency receive the points (all projects) or only the project that is committing the beds? The CA believes the points should go to the agency that is increasing the beds and if an agency is fully dedicated its beds for chronic they should receive the bonus.
2. **Scoring for first time renewal.** Projects that are renewing for the first time that are just coming on-line have a number of questions that are not applicable such as those regarding draws and system performance since the APR is not due yet. The CA is recommending that we score these projects on a reduced score of 85, and take a percentage of total score to compare with other projects.

3. **Scoring for New Projects:** The new project applications are based upon a score of **125** not the 195 for renewals, we are recommending using the percentage of score based upon the reduced like the first time renewals.
4. **Scoring of transitional housing projects:** The chronic homeless questions do not apply for transitional housing. The CA is recommending the total score for transitional housing be adjusted to **170** points and scored on that percentage.
5. **Projects with Tie Scores:** Considerations for projects with the score or percentage tie, the CA recommends weighing both positive income and the size of the number of beds of the projects to rank the number order of projects.
6. Two applicants received point reductions for late applications. Gateway was under the 48 hour mark and RSS was over a week late.

### **Letters of Intent for new Projects**

The CoC received two Letters of Intent from new applicants. The CA reviewed and provided technical assistance for both applicants. The applicants were not ready to move forward with complete applications. The CA is recommending that we host a new applicant workshop outside the NOFA for agencies that are interested in applying when funds become available.



## Kathy Germain

---

**From:** Kathy Germain  
**Sent:** Wednesday, July 26, 2017 2:01 PM  
**To:** 'Michael Berg (mberg@fowinc.org)'; 'donnadell@familyofwoodstockinc.org'; 'Rhonda Garcia'; 'Rhonda Langton'; 'lfallon@rehab.org'; 'mderose@gatewaycommunityindustries.org'  
**Cc:** Robert Budreau  
**Subject:** 2017 CoC Renewal Applications and Ranking  
**Attachments:** Ulster - Proposed 2017 Rank and Review Renewal.docx

**Importance:** High

Hoping all of you have already taken your summer vacations, NOFA is out and as usual we are crunched to get all renewal applications into esnaps by August 10<sup>th</sup>. Good news is that there is supposed to be a feature that will allow applicants to import information from last year's renewal and submit for 2017. We are hosting a meeting for applicants to go over the renewal application as well as the ranking application that will be used to score projects. I want to hold the meeting ASAP so you have time to prepare so I would like to meet on Tuesday the 1<sup>st</sup> at 2:30. We can accommodate skype in or phone in- but it may be difficult to follow if you are not there personally. If you have a major conflict call me right away.

I have attached the new ranking application for renewals that was approved by the board. The bonus points will be for applicants that are

1. Willing to increase the number of dedicated chronic beds
2. Able to demonstrate how their projects align with HUD's definition of Housing first
3. Willing to voluntarily reallocate funds that would be recaptured by HUD.

The purpose of the meeting will be to go over in details all of this information and to discuss opportunities for new projects. HUD has expanded eligible activities for bonus and reallocation that I feel are beneficial.

Please do not complete the last question: C3 we will be getting that information straight from your calendar year 2016 APRs.

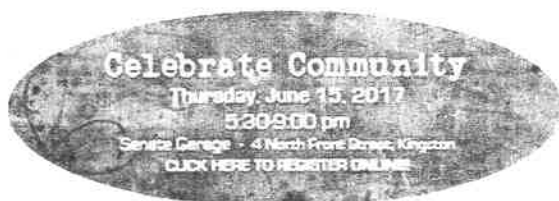
## Kathy Germain

Vice President of Housing Services

RUPCO's NeighborWorks HomeOwnership Center, Inc.

301 Fair Street | Kingston, NY 12401

845 331-9860 w ext. 238 | 845 331-9864 fax | [kgermain@rupco.org](mailto:kgermain@rupco.org)



# 2017 Ulster County CoC – Project Rank & Review Application

## A. PROJECT INFORMATION

A1. Organization Name: \_\_\_\_\_

A2. Project Name: \_\_\_\_\_

A3. Application Contact Person: \_\_\_\_\_

A4. Project Type:                      PSH                      RRH                      TH

A5. FY17 Proposed Total Funding Request: \$ \_\_\_\_\_

Leasing                      \$ \_\_\_\_\_

Rental Assistance                      \$ \_\_\_\_\_

Supportive Services                      \$ \_\_\_\_\_

Operations                      \$ \_\_\_\_\_

Admin                      \$ \_\_\_\_\_

A6. Permanent Housing Programs: Number of Contracted Beds/Units/Vouchers \_\_\_\_\_



A7. What is the cost per bed (divide the number of proposed beds by the total HUD

Request): \_\_\_\_\_

### A8. PROJECT DESCRIPTION                      (30 Bonus Points)

Please provide a brief summary, in 300 words or less, of how the projects fit HUD and Local Priorities.

1. **Increase Dedicated Chronic Beds:** Applicants that commit to increasing the number of dedicated chronic homeless beds will receive **20 bonus points**. The Continuum's goal is to increase the number of dedicated beds by four beds in this competition. We anticipate additional beds will be needed with the implementation of the Coordinated Entry requirement as of January 2018.
2. **Housing First:** In the 2016 application all projects stated they were utilizing the housing first model. Applicants must also explain how the program is adhering to the Housing First model defined by HUD. Applicants will receive **10 bonus points** for demonstrating implementation of the housing first model.

# 2017 Ulster County CoC Project Rank and Review Application

## B. CONTINUUM PRIORITIES AND SYSTEM IMPACT (100 points)

\* B1. **Chronic Homeless-Dedicated:** Currently there are 14 dedicated chronic beds in the CoC. Note below the percentage of CH beds this project contributes to the CoC.

50-100% = 15 pts; 35-49% = 12 pts; 20-34% = 8 pts; 10-19% = 4 pts; 0-9% = 0 pts

\* B2. **Chronic Homeless Served (Permanent Housing Programs Only):** Provide the total number of chronically homeless persons this project served in CY16: \_\_\_\_\_ (0 pts)

B2a. The percentage of the CoC total served by this project: \_\_\_\_\_ (0-15 points)

40% - 100% = 10 pts; 20% - 39% = 8 pts; 6% - 19% = 5 pts; 0 - 5% = 0 pts

B3. Please provide specific examples of how your project coordinates services with other CoC, HUD/VA, ESG and STEHP funded projects. Please refer to specific programs (250 words or less) **0-5 pts**

B4. Please describe your agency's resources and experience in meeting the needs of clients facing various cultural barriers (e.g., language, LGBTQ, mental health) in 250 words or less. **0-10 pts**

B5. Please explain how the project works to meet the goals stated in the Draft UCCOC Strategic Plan Action Steps. (250 words or less) **0-10 pts**

\* B6. Complete the table below based on information from the project's most recently completed contract. **(MAX 40 pts)**

	Final Award (\$) including budget mods	Amount Expended(\$)	Percentage Spent (Expended/Awarded)
Leasing			
Rental Assistance			
Supportive Services			
Operations			
Admin			
<b>Total</b>			

\* B7a. Did the project spend at least 90% of total awarded funds?  Yes **20 pts**  No **0 pts**

B7b. If less than 90% of funds were expended will the project voluntarily reallocate funds to the CoC?

YES **(20 points)**  NO

\* B9. Did the project draw down CoC funds for the project from eLoccs at least quarterly in the most recently ended contract? (Please attach copies of last three drawdowns.)  Yes **5 pts**  No **0 pts**

## 2017 Ulster County CoC Project Rank and Review Application

### ~~X~~ C. SYSTEM PERFORMANCE OUTCOMES (Total 65 Points)

- ~~X~~ **C1. Exits to Homelessness:** To show impact of this project on ending homelessness, refer to the Number of project leavers in CY16 and note the percentage of project leavers who exited this program to a shelter or the street  
\_\_\_\_\_ %      **0% = 15 pts**      **1-5% = 10 pts**      **6-10% = 4 pts**      **> 10% = 0 pts**
- ~~X~~ **C2. Number of Homeless Persons:** Was your project included in the final submission of the 2016 Housing Inventory and Point in Time by the Collaborative Applicant? (This will be verified by the Collaborative Applicant.)       **Yes 5 pts**       **No 0 pts**
- ~~X~~ **C3. Project Performance:** The following performance measures scoring is based upon CY16 APR Related Scoring Question = \_\_\_\_\_ # of points (45 Total Points)

# 2017 Ulster County CoC – New Project Rank & Review Application

## A. PROJECT INFORMATION

A1. Organization Name: \_\_\_\_\_

A2. Project Name: \_\_\_\_\_

A3. Application Contact Person: \_\_\_\_\_

A4. Project Type:                      **Chronic PSH**                      **X RRH**                      **Dedicated Plus**

A5. FY17 Proposed Total Funding Request: \$ \_\_\_\_\_

Leasing                      \$ \_\_\_\_\_

Rental Assistance                      \$ \_\_\_\_\_

Supportive Services                      \$ \_\_\_\_\_

Operations                      \$ \_\_\_\_\_

Admin                      \$ \_\_\_\_\_

~~X~~ A6. **Permanent Housing Programs:** Number of Contracted Beds/Units

A7. What is the cost per bed (divide the total HUD Request by the number of beds):

A8. **PROJECT DESCRIPTION**                      **(30 Bonus Points)**

**Increase Dedicated Chronic Beds:** Applicants that commit to increasing the number of dedicated chronic homeless beds will receive **20 bonus points**. The Continuum's goal is to increase the number of dedicated beds by four beds in this competition. We anticipate additional beds will be needed with the implementation of the Coordinated Entry requirement as of January 2018.

1a. Will you dedicate additional chronic beds?    Yes    No is yes how many beds? \_\_\_\_\_

1. **Housing First:** In the 2016 application all projects stated they were utilizing the housing first model. Please provide narrative 250 words or less on how the program will adhere to the Housing First model defined by HUD. Applicants will receive **10 bonus points** for demonstrating implementation of the housing first model.

## B. CONTINUUM PRIORITIES AND SYSTEM IMPACT                      **(100 points)**

~~X~~ B1. Target Population:

Youth (10 points)

Families (10 points)

Individuals

## 2017 Ulster County CoC – New Project Rank & Review Application



**B2.** New Dedicated Chronic Homeless Beds:

100% beds dedicated to Chronic- Yes (15 points) X No

Less than 100% beds dedicated to Chronic - Yes (10 points) No

**B3.** Please provide specific examples of how your project coordinates services with other CoC, HUD/VA, ESG and STEHP funded projects. Please refer to specific programs (250 words or less) **0-5 pts**

*If you have already submitted a renewal application- do not answer we will use that score*

**B4.** Please describe your agency's resources and experience in meeting the needs of clients facing various cultural barriers (e.g., language, LGBTQ, mental health) in 250 words or less. **0-10 pts**

*If you have already submitted a renewal application- do not answer we will use that score*

**B5.** Identify the strategy and action step from the UCCOC strategic plan that will be supported with by this project. (250 words or less) **0-10 pts**

**Please bullet the # of the Strategy and # of action steps the project supports in the Plan**



### **C. SYSTEM PERFORMANCE OUTCOMES (Total 20 Points)**

HUD now uses System Performance indicators to measure the effectiveness of the CoC. How well each project meets these measures is an indicator of the CoC's local homeless response. As a result the CoC is measuring indicators at the project level as they will support CoC performance as a whole and is an important scoring area for the application. UCCoC is interested specifically in 2 measures: a) Housing stability-exit to permanent destination and b) increase in total income for both leavers and stayers.

In order to meet these measures HUD requires participation in the Homeless Management Information System to collect data throughout the CoC.

**C1.** Does the agency currently collect and submit data to the CoC via HMIS? Yes (10 points) No

**C2.** Housing Stability- Exits to permanent Destinations - Please explain how your program will ensure those exiting the program will go to a permanent vs. temporary destination (10 Points)

**C3.** Increase in total income for both leavers and stayers – Please explain how your program will ensure annual updates for all income earned or otherwise for stayers and how the services provided to increase total income at discharge (10 points)

# 2017 Ulster County CoC Project Rank and Review

## Reviewer Scoring Sheet

FOW Midway

### Bonus Points

A8. 20 Increased Dedicated Beds 20 points

10 Housing First 10 points

### B. CONTINUUM PRIORITIES AND SYSTEM IMPACT: MAX 100 Points

B1. N/A out of MAX 15 points

B2a. N/A out of MAX 10 points

B3 10 out of MAX 10 points

B4 10 out of MAX 10 points

B5. 10 Out of MAX 10 Points

B7a. 20 Points out of 20

B7b. 0 Points out of 20

B9. 5 Points out of 5

### SYSTEM PERFORMANCE MAX 65 Points

C1.      out of MAX 15 points

C2. 5 Points out of 5

C3. 45 out of MAX 45

#### Notes:

*Gave chronic bonus points for increased beds in other projects. Should points be given at project level or at agency level for increasing chronic beds?*

Reduced total score- transitional programs do not serve homeless. Based on 170 total score

**B1.** Chronic Homeless-Dedicated

**B2a.** Chronic Homeless Served (Permanent Housing Programs Only):

**C1.** Exits to Homelessness

One youth exited to Family House and returned to the program – 10 and 15 point score

TOTAL Section A Bonus: 30

TOTAL Section B CoC Priorities: 55

TOTAL Section C:     

**OVERALL TOTAL:**

# 2017 Ulster County CoC Project Rank and Review

## Reviewer Scoring Sheet

S & C Families

**SYSTEM PERFORMANCE MAX 65 Points**

### Bonus Points

A8. 20 Increased Dedicated Beds 20 points

10 Housing First 10 points

**B. CONTINUUM PRIORITIES AND SYSTEM  
IMPACT: MAX 100 Points**

C1. 0 out of MAX 15 points

C2. 5 Points out of 5

C3. 45 out of MAX 45

B1. 0 out of MAX 15 points

B2a. 5 out of MAX 10 points

B3 0 out of MAX 10 points

B4 10 out of MAX 10 points

B5. 10 Out of MAX 10 Points

B7a. 0 Points out of 20

B7b. 20 Points out of 20

B9. 5 Points out of 5

TOTAL Section A Bonus: 30

TOTAL Section B CoC Priorities: 55

TOTAL Section C: 50

**OVERALL TOTAL: 125**

**135/195**

**69%**

### Notes:

*Gave chronic bonus points for increased beds in other projects. Should points be given at project level or at agency level for increasing chronic beds?*

C1- One mother and child were forced to enter a shelter when the building they were in was condemned. All other clients left the program for permanent housing. (sliding scale points?)

B7a- New reallocated funding contract began March 2017- that is why recapture is still showing 67.8%



# 2017 Ulster County CoC Project Rank and Review

## Reviewer Scoring Sheet

PEOPLE HOME AGAIN

### Bonus Points

A8. 20\_ Increased Dedicated Beds 20 points

\_10\_\_\_ Housing First 10 points

**B. CONTINUUM PRIORITIES AND SYSTEM  
IMPACT: MAX 100 Points**

B1. \_15\_\_\_ out of MAX 15 points

B2a. \_10\_\_\_ out of MAX 10 points

B3 \_10\_\_\_ out of MAX 10 points

B4 \_10\_\_\_ out of MAX 10 points

B5. \_10\_\_\_ Out of MAX 10 Points

B7a. \_20\_\_\_ Points out of 20

B7b. \_0\_\_\_ Points out of 20

B9. \_5\_\_\_ Points out of 5

**SYSTEM PERFORMANCE MAX 65 Points**

C1. \_15\_\_\_ out of MAX 15 points

C2. \_5\_\_\_ Points out of 5

C3. \_35\_\_\_ out of MAX 45

### Notes:

*Gave chronic bonus points for increased beds due to new dedicated plus project. Should points be given at project level or at agency level for increasing chronic beds?*

This is a new Dedicated Plus Permanent Housing Bonus project.

TOTAL Section A Bonus: \_30\_\_\_

TOTAL Section B CoC Priorities: \_80

TOTAL Section C: \_55\_\_\_

**OVERALL TOTAL: 165**

**165/195**

**84%**

# 2017 Ulster County CoC Project Rank and Review

## Reviewer Scoring Sheet

FOW SRO

**SYSTEM PERFORMANCE MAX 65 Points**

### Bonus Points

A8. 20 Increased Dedicated Beds 20 points

10 Housing First 10 points

**B. CONTINUUM PRIORITIES AND SYSTEM  
IMPACT: MAX 100 Points**

C1. 15 out of MAX 15 points

C2. 5 Points out of 5

C3. 35 out of MAX 45

B1. 15 out of MAX 15 points

B2a. 0 out of MAX 10 points

B3 5 out of MAX 10 points

B4 10 out of MAX 10 points

B5. 10 Out of MAX 10 Points

B7a. 0 Points out of 20

B7b. 20 Points out of 20

B9. 5 Points out of 5

### Notes:

*Gave chronic bonus points for increased beds in other projects. Should points be given at project level or at agency level for increasing chronic beds?*

Voluntarily reallocated \$97,632 for family rapid rehousing program with new chronic dedicated beds.

TOTAL Section A Bonus: 30

TOTAL Section B CoC Priorities: 70

TOTAL Section C: 55

**OVERALL TOTAL: 135**

**155/195**

**79%**

# 2017 Ulster County CoC Project Rank and Review

## Reviewer Scoring Sheet

FOW SHP Families 1

**SYSTEM PERFORMANCE MAX 65 Points**

### Bonus Points

A8. 20 Increased Dedicated Beds 20 points

10 Housing First 10 points

**B. CONTINUUM PRIORITIES AND SYSTEM  
IMPACT: MAX 100 Points**

C1. 15 out of MAX 15 points

C2. 5 Points out of 5

C3. 45 out of MAX 45

B1. 0 out of MAX 15 points

B2a. 0 out of MAX 10 points

B3 10 out of MAX 10 points

B4 10 out of MAX 10 points

B5. 10 Out of MAX 10 Points

B7a. 20 Points out of 20

B7b. 0 Points out of 20

B9. 5 Points out of 5

### Notes:

Project is increasing chronic beds for a family?

Project has highest housing stability at over 95%

**TOTAL Section A Bonus: 30**

**TOTAL Section B CoC Priorities: 55**

**TOTAL Section C: 65**

**OVERALL TOTAL: 150**

**150/195**

**77%**

# 2017 Ulster County CoC Project Rank and Review

## Reviewer Scoring Sheet

FOW SHP Families 2

**SYSTEM PERFORMANCE MAX 65 Points**

### Bonus Points

A8. 20 Increased Dedicated Beds 20 points

10 Housing First 10 points

**B. CONTINUUM PRIORITIES AND SYSTEM  
IMPACT: MAX 100 Points**

C1. 15 out of MAX 15 points

C2. 5 Points out of 5

C3. 35 out of MAX 45

B1. 0 out of MAX 15 points

B2a. 0 out of MAX 10 points

B3 10 out of MAX 10 points

B4 10 out of MAX 10 points

B5. 10 Out of MAX 10 Points

B7a. 20 Points out of 20.

B7b. 0 Points out of 20

B9. 5 Points out of 5

### Notes:

*Gave chronic bonus points for increased beds due to increase in other projects. Should points be given at project level or at agency level for increasing chronic beds?*

Housing Stability at 100%

**TOTAL Section A Bonus: 30**

**TOTAL Section B CoC Priorities: 55**

**TOTAL Section C: 55**

**OVERALL TOTAL: 140**

**140/195**

**72%**

# 2017 Ulster County CoC Project Rank and Review

## Reviewer Scoring Sheet

RSS OASAS S+C

### Bonus Points

A8. 20 Increased Dedicated Beds 20 points

10 Housing First 10 points

**B. CONTINUUM PRIORITIES AND SYSTEM  
IMPACT: MAX 100 Points**

B1. 0 out of MAX 15 points

B2a. 8 out of MAX 10 points

B3 10 out of MAX 10 points

B4 10 out of MAX 10 points

B5. 5 Out of MAX 10 Points

B7a. 0 Points out of 20

B7b. 0 Points out of 20

B9. 5 Points out of 5

**SYSTEM PERFORMANCE MAX 65 Points**

C1. 4 out of MAX 15 points

C2. 5 Points out of 5

C3. 30 out of MAX 45

TOTAL Section A Bonus: 30

TOTAL Section B CoC Priorities: 38

TOTAL Section C: 30

Total Late Application 98- 15= 83

**OVERALL TOTAL: 83**

**83/195**

**42%**

### Notes:

Application submitted one week late -15 points  
B5 only gave 5 points did not reference plan

B7b. Did not answer voluntary reallocation question  
(20 points)

Cost per bed highest across continuum \$10,675

Could over lease 4 additional units with recapture of  
\$45,000 approximate

Program has wait list

# 2017 Ulster County CoC Project Rank and Review

## Reviewer Scoring Sheet

GCI WWC

**SYSTEM PERFORMANCE MAX 65 Points**

### Bonus Points

A8. 0 Increased Dedicated Beds 20 points  
10 Housing First 10 points

**B. CONTINUUM PRIORITIES AND SYSTEM  
IMPACT: MAX 100 Points**

C1. 15 out of MAX 15 points

C2. 5 Points out of 5

C3. 30 out of MAX 45

B1. 0 out of MAX 15 points

B2a. 0 out of MAX 10 points

B3 10 out of MAX 10 points

B4 10 out of MAX 10 points

B5. 10 Out of MAX 10 Points

B7a. 0 Points out of 20

B7b. 20 Points out of 20

B9. 5 Points out of 5

### Notes:

Application not received by 8/8 due date – 15 point deduction

B7a- B7b- application states it only expended 56% of funds leaving \$26,078 recapture, then they stated they would voluntarily reallocate. Gave 20 points for B7b. Historically they have always spent 100% may be an error??

**TOTAL Section A Bonus: 10**

**TOTAL Section B CoC Priorities: 55**

**TOTAL Section C: 50**

**TOTAL Late Application: 115 -15**

**OVERALL TOTAL: 100**

**100/195**

**51%**

**If not late 59%**

# 2017 Ulster County CoC Project Rank and Review

## New Project Reviewer Scoring Sheet

FOW Rapid Rehousing for Families

### Bonus Points

A8. 20 Increased Dedicated Beds 20 points

10 Housing First 10 points

**B. CONTINUUM PRIORITIES AND SYSTEM  
IMPACT: MAX 65 Points**

B1. 10 out of MAX 20 points

B2. 10 out of MAX 15 points

B3. 10 out of MAX 10 points

B4. 10 out of MAX 10 points

B5. 10 out of MAX 10 Points

SYSTEM PERFORMANCE OUTCOMES

MAX 30 Points

C1. 10 out of MAX 10 points

C2. 10 Points out of 10

C3. 10 out of MAX 10

### Notes:

Reallocated new project with three additional  
dedicated chronic beds

New projects scored on a total of 125 points not 195

**TOTAL Section A Bonus: 30**

**TOTAL Section B CoC Priorities: 50**

**TOTAL Section C: 30**

**OVERALL TOTAL: 110**

**Total Score 110/125 88%**

# 2017 Ulster County CoC Project Rank and Review

## New Project Reviewer Scoring Sheet

PEOPLE, Inc. PEOPLE Home Again 2 NEW  
PROJECT

### SYSTEM PERFORMANCE OUTCOMES

MAX 30 Points

#### Bonus Points

A8. 20 Increased Dedicated Beds 20 points  
10 Housing First 10 points

B. CONTINUUM PRIORITIES AND SYSTEM  
IMPACT: MAX 65 Points

B1. 10 out of MAX 20 points

B2. 15 out of MAX 15 points

B3 10 out of MAX 10 points

B4 10 out of MAX 10 points

B5. 10 Out of MAX 10 Points

C1. 10 out of MAX 10 points

C2. 10 Points out of 10

C3. 10 out of MAX 10

#### Notes:

New Bonus Project

New projects scored on a total of 125 points not 195

TOTAL Section A Bonus: 30

TOTAL Section B CoC Priorities: 55

TOTAL Section C: 30

OVERALL TOTAL: 115

115/125

92%



## 2. Factor Related to Housing Stability

# 2017 Ulster County CoC Project Rank and Review Application

APR Related Scoring Questions Total Points = 45

All questions utilize 2016 Calendar Year APR pulled by HMIS

**1. Persons Served: (5 points)**

1a. Number of Contracted Beds (contract persons served) \_\_\_\_\_

1b Total # of persons served CY16 APR \_\_\_\_\_

1c. Did the project serve more persons than stated number on Contract?  Yes (5 points)  No

**2. Utilization: (10 points)**

	Projected persons served during average PIT (Project Application Q5)	Actual number served during PIT	
		Household	Persons
January	_____ Households  _____ Persons		
April			
July			
October			
Average			

**Households:** Average Actual \_\_\_\_\_ / Projected \_\_\_\_\_ = Utilization

**Persons:** Average Actual \_\_\_\_\_ / Projected \_\_\_\_\_ = Utilization

2a. Did your project meet its projected number of households or persons served during the year?  Yes 5 pts  No 0 pts

2b. The Continuum prioritizes projects that best utilize resources. Did your project have a utilization rate of more than 100%?  Yes 5 pts  No 0 pt

3. **Data Quality & Completeness: Based upon CY16 APR**, the total number HMIS data elements with more than 5% data quality rate of error. **(15 points)**

0 errors over 5%= 15 pts; 1 error over 5%= 10 pts; 2 errors over 5%= 5 pts; 3 or more over 5% =0

4. **Permanent Housing Destination: During FY16, there were 257 persons with positive outcomes noted across all CoC programs. (An exit is positive for PH if individual is a stayer or exited to a PH destination.) To show the effect of this project on housing stability, provide the percentage this project had on the system: 80% > 25% = 15 pts 20-25%= 10pts 15-10% = 5 pts < 10% = 3pts**

### 3. Evaluating Projects submitted by Victim Service providers

# 2017 Ulster County CoC – Project Rank & Review Application

## A. PROJECT INFORMATION

A1. Organization Name: Family of Woodstock, Inc.

A2. Project Name: Rapid Rehousing for Domestic Violence Survivors

A3. Application Contact Person: Michael Berg

A4. Project Type:     **X**     PSH             RRH             TH

A5. FY17 Proposed Total Funding Request:

\$ 79,651

Leasing	\$ _____
Rental Assistance	\$ <u>64,212</u>
Supportive Services	\$ <u>12,142</u>
Operations	\$ _____
Admin	\$ <u>3,297</u>

A6. Permanent Housing Programs: Number of Contracted Beds/Units/Vouchers 5 units/13 beds

A7. What is the cost per bed (divide the number of proposed beds by the total HUD Request):

\$6,127

## **A8. PROJECT DESCRIPTION (30 Bonus Points)**

Please provide a brief summary, in 300 words or less, of how the projects fit HUD and Local Priorities.

1. **Increase Dedicated Chronic Beds:** Applicants that commit to increasing the number of dedicated chronic homeless beds will receive **20 bonus points**. The Continuum's goal is to increase the number of dedicated beds by four beds in this competition. We anticipate additional beds will be needed with the implementation of the Coordinated Entry requirement as of January 2018. N/A
2. **Housing First:** In the 2016 application all projects stated they were utilizing the housing first model. Applicants must also explain how the program is adhering to the Housing First model defined by HUD. Applicants will receive **10 bonus points** for demonstrating implementation of the housing first model.

The program provides rental support and intensive case management services for individuals who have a documented disability and their children. They must be homeless at the time of entry into the program. Participants are referred to the program from a variety of sources, including emergency shelters, substance abuse treatment facilities,

## 2017 Ulster County CoC – Project Rank & Review Application

mental health care providers, and case managers. The program follows the Housing First model. No potential participant is screened out or terminated due to any of the following criteria: have little or no income; substance abuse (present or past); having a criminal record; a history of domestic violence; failure to participate in supportive services; failure to make progress on a service plan; loss of income or failure to improve income; being a victim of domestic violence; or any other activity not covered in the lease agreement typical to this geographic area.

### **B. CONTINUUM PRIORITIES AND SYSTEM IMPACT** (100 points)

**B1. Chronic Homeless-Dedicated:** Currently there are 14 dedicated chronic beds in the CoC. Note below the percentage of CH beds this project contributes to the CoC.

**50-100% = 15 pts; 35-49% = 12 pts; 20-34% = 8 pts; 10-19% = 4 pts; 0-9% = 0 pts X**

**B2. Chronic Homeless Served (Permanent Housing Programs Only):** Provide the total number of chronically homeless persons this project served in CY16: 0 (0 pts)

**B2a.** The percentage of the CoC total served by this project: 0 (0-15 points)

**40% - 100% = 10 pts; 20% - 39% = 8 pts; 6% - 19% = 5 pts; 0 - 5% = 0 pts**

**B3.** Please provide specific examples of how your project coordinates services with other CoC, HUD/VA, ESG and STEHP funded projects. Please refer to specific programs (250 words or less) **0-10 pts**

Because of the diversity of Family's programming, agency staff are involved in virtually every coordinating body providing human services in Ulster County. We have regular representation at SPOA, both receiving and making referrals of individuals with significant mental health issues; we have received the designation of reentry agency and coordinate the Reentry Task Force meetings. Staff of the program ensure that all reentry clients receive the services available from other agencies and access all entitlements to which they are eligible. The agency also works with the various veteran programs, referring individuals and families to them for those clients that are eligible and receiving referrals and providing service for individuals who have not received an honorable discharge and are therefore not eligible for other veteran services, and when necessary, their families. The agency also is active in the DSS Advisory Board and the Inter-Agency Council on Domestic Violence. The agency works closely with the Legal Services of the Hudson Valley, mutually referring to ensure that all clients needing legal advocacy for which they are entitled receive it and providing support services such as housing, food, clothing, and other necessities to clients referred by Legal Services.

The program works with all of the homeless programs in the county, including those funded by HUD to provide permanent housing with supports for families and individuals who meet HUD's definition of

## 2017 Ulster County CoC Project Rank and Review Application

homelessness. This includes family shelters and case management programs of both Family and other agencies.

- B4.** Please describe your agency's resources and experience in meeting the needs of clients facing various cultural barriers (e.g., language, LGBTQ, mental health) in 250 words or less. **0-10 pts**

The agency is committed to providing comprehensive services to the whole community. We employ bilingual and Spanish speaking staff in our programming and are aware of the fact that the Hispanic population is the fastest growing population in the County. We train all of our staff in cultural competence and receive training from the LGBTQ community in how to best serve that community and the issues that are unique to LGBTQ youth. The agency is a contract agency of the Ulster County Mental Health Department, providing outreach, case management services targeted to youth and adults with mental health issues, and case management services targeted to individuals involved in substance abuse and/or the criminal justice system.

- B5.** Please explain how the project works to meet the goals stated in the Draft UCCOC Strategic Plan Action Steps. (250 words or less) **0-10 pts**

The program provides 5 apartments for survivors of domestic violence. The program is accomplishing the following strategies which are documented in the recently approved Ulster County Continuum of Care Strategic Plan Goals for Reducing/Ending Family Homelessness:

Strategy 1- Build Relationships with Local Landlords- the program actively reaches out to local landlords to find affordable apartments.

Strategy 2- Support the development of additional large units- the program reaches out to landlords to find apartments big enough to meet the needs of the families referred to it. The program has been willing to accept referrals of large families, including one that is comprised of eight individuals.

Strategy 4- Support CoC programs in operating as a housing first model- the program has always followed a Housing First model and does not require individuals who are active substance abusers to participate in treatment.

Strategy 5- Increase opportunities for homeless and at-risk families to connect with education, employment programs, affordable child care options and necessary resources and benefits- staff of the program work with adults in the program, as well as the children, to ensure that they have advanced their education where appropriate and have the life and vocational skills to find employment and become self-sufficient. The agency, in conjunction with the United Way, has actively sought funding to provide one-time rent or utility assistance and/or security deposit to either prevent homelessness or support families who are homeless to access permanent housing. The agency also sponsors a Child Care Resource and Referral service, Child Care Connections, which assists families to local child care and to apply for child care subsidies, if eligible.

## 2017 Ulster County CoC Project Rank and Review Application

While there no specific strategies committing to serve families and single individuals that are survivors of domestic violence, the lack of available apartments for this target population has been noted in discussions at the CoC and this reallocation of funding was enthusiastically supported by the Council.

**B6.** Complete the table below based on information from the project's most recently completed contract. (MAX 40 pts)

	Final Award (\$) including budget mods	Amount Expended(\$)	Percentage Spent (Expended/Awarded)
Leasing			
Rental Assistance	\$64,212		
Supportive Services	\$12,142		
Operations			
Admin	\$3,297		
<b>Total</b>	<b>\$79,651</b>		

**B7a.** Did the project spend at least 90% of total awarded funds?  Yes 20 pts  No 0 pts

**B7b.** If less than 90% of funds were expended will the project voluntarily reallocate funds to the CoC?

YES (20 points)  NO

The program has just placed its first survivor family, and has yet to spend any significant dollars. We also have a second apartment who we are searching for an affordable apartment for.

**B9.** Did the project draw down CoC funds for the project from eLoccs at least quarterly in the most recently ended contract? (Please attach copies of last three drawdowns.)  Yes 5 pts  No 0 pts

### C. SYSTEM PERFORMANCE OUTCOMES (Total 65 Points)

**C1. Exits to Homelessness:** To show impact of this project on ending homelessness, refer to the Number of project leavers in CY16 and note the percentage of project leavers who exited this program to a shelter or the street

\_\_\_\_\_%      0% = 15 pts      1-5% = 10 pts      6-10% = 4 pts      > 10% = 0 pts

N/A

**C2. Number of Homeless Persons:** Was your project included in the final submission of the 2016 Housing Inventory and Point in Time by the Collaborative Applicant? (This will be verified by the Collaborative Applicant.)  Yes 5 pts  No 0 pts

# 2017 Ulster County CoC Project Rank and Review

## Reviewer Scoring Sheet

Rapid Rehousing DV

SYSTEM PERFORMANCE MAX 65 Points

### Bonus Points

A8. 20 Increased Dedicated Beds 20 points  
10 Housing First 10 points

C1. NA out of MAX 15 points

C2. NA Points out of 5

C3. NA out of MAX 45

### B. CONTINUUM PRIORITIES AND SYSTEM IMPACT: MAX 100 Points

B1. 0 out of MAX 15 points

B2a. 0 out of MAX 10 points

B3 5 out of MAX 10 points

B4 10 out of MAX 10 points

B5. 10 Out of MAX 10 Points

B7a. NA Points out of 20

B7b. NA Points out of 20

B9. NA Points out of 5

TOTAL Section A Bonus: 30

TOTAL Section B CoC Priorities: 25

TOTAL Section C: NA

OVERALL TOTAL: 55

Total Score 55/85 65%

Notes:

*Gave chronic bonus points for increased beds in other projects. Should points be given at project level or at agency level for increasing chronic beds?*

Program contract started February 2017.

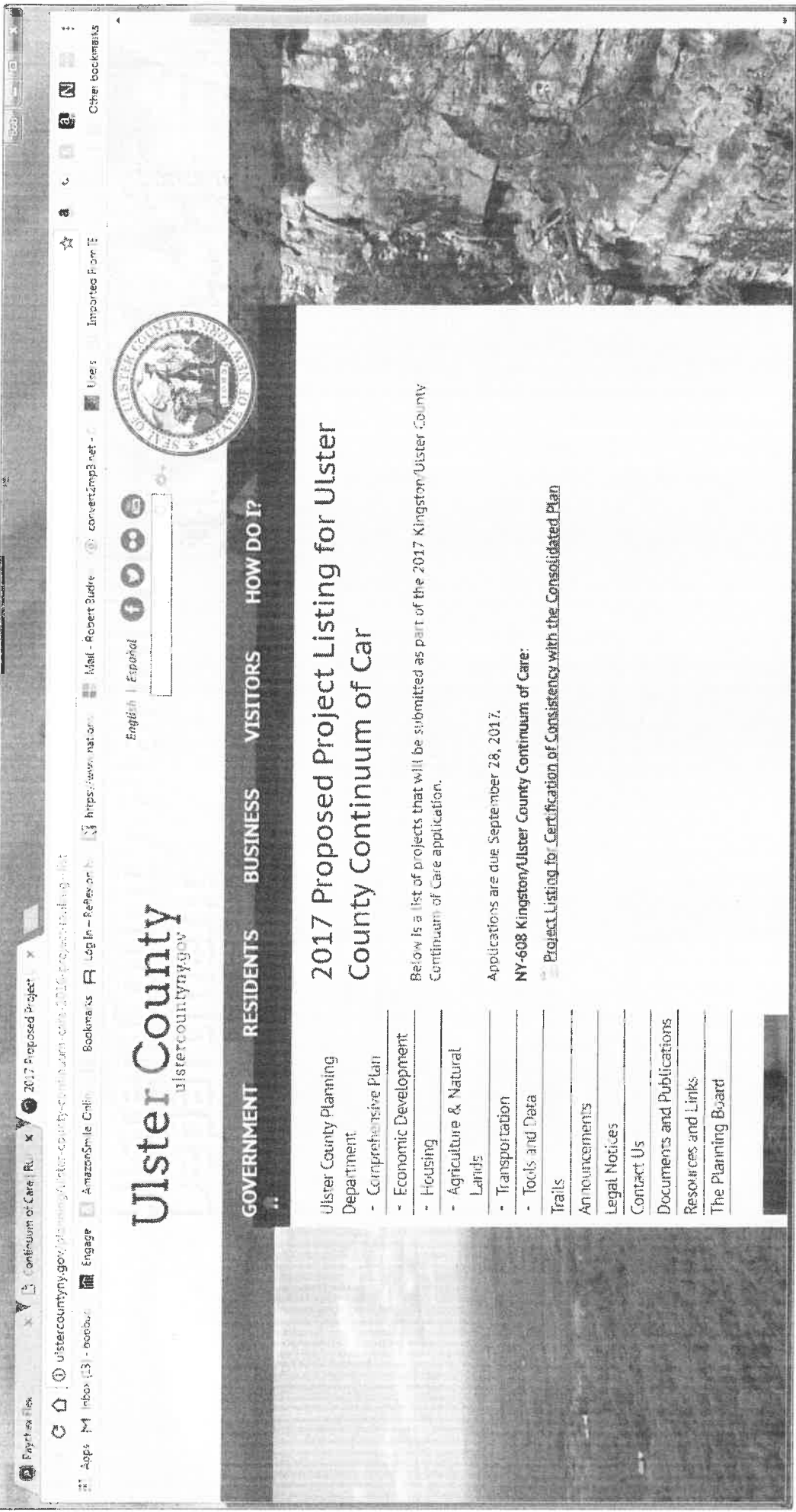
Section C system performance data unavailable for this ranking scoring without this section -65

B6, B7a & b, B9 Project contract to new to draw down funds unavailable for ranking scoring without this section -45

If scoring adjustments are made total score is 85



#### 4. PUBLIC POSTING OF RANKING/PROJECT LISTING



# Ulster County

ulstercountyny.gov



## 2017 Proposed Project Listing for Ulster County Continuum of Care

Below is a list of projects that will be submitted as part of the 2017 Kingston Ulster County Continuum of Care application.

Applications are due September 28, 2017.

### NY-608 Kingston/Ulster County Continuum of Care:

[Project Listing for Certification of Consistency with the Consolidated Plan](#)

- Ulster County Planning Department
  - Comprehensive Plan
  - Economic Development
  - Housing
  - Agriculture & Natural Lands
  - Transportation
  - Tools and Data
  - Trails
  - Announcements
  - Legal Notices
  - Contact Us
  - Documents and Publications
  - Resources and Links
  - The Planning Board

**NY-608 Kingston/Ulster County Continuum of Care** | **Kingston/Ulster County Project Listing for Certification of Consistency with the Consolidated Plan**

**Renewal Projects**

**Family of Woodstock  
HUD Midway FY2017**

**Grant Inventory Worksheet Approved Funding Request \$91,667**

**Project Description:** The HUD MidWay FY2017 Transitional Living program provides safe shelter and support services for 12 homeless adolescents 16-20 who have no family supports, and when necessary their babies. The program has two sites, each licensed to serve up to 6 adolescents and 3 babies. Youth are supported to resume or complete their education, gain life and job readiness skills, address issues that are holding them back such as mental illness, substance abuse and/or legal or health issues and become employed.

**Locations:** 189 O'Neil Street Kingston  
3 Warren Street Ellenville (Ulster County)

**Family of Woodstock  
HUD S & C Families FY2017**

**Grant Inventory Worksheet Approved Funding Request \$140,248**

**Project Description:** The program provides 9 units of permanent supportive housing and ongoing support to homeless families of which at least one adult has a history of chronic substance abuse, mental health or physical disability. The project provides case management services to address the long-term issues that led to the family's homelessness and provide life skills training and skill building to assist family members to build vocational skills and independence. **Location: Scattered site Ulster County**

**PEOPLE Inc.  
PEOPLE Home Again Project FY16**

## CoC's Process for Reallocation

1. Description of how CoC encouraged new and existing members to apply for reallocation funds.
2. Ranking Committee recommendation Memo to Board 7/12
3. Minutes of UCCOC board adopting Ranking/Reallocation revisions 7/19
4. Reference to voluntary reallocation on Ranking tool for projects that do not expend a minimum of 90% of HUD award
5. NOFA announcing new funding availability
6. Notification of Voluntary Reallocation correspondence – Family of Woodstock

The CoC as part of its governance charter has adopted policies and procedures which were updated this year to include new policies and procedures under the reallocation process. Under the “New Projects as a Result of Bonus, Reallocation, or Pro-Rata Availability” a new section was added (See policy updates included as part of this attachment in highlighted text). It specifies that any applicant that any new applicant interested in applying for bonus or reallocated funds submit a letter of interest. This letter is received by the CA who contacts the applicant and provides technical assistance to develop new projects that are scored as part of the ranking process. There is a separate application for new bonus or reallocated funds and projects are scored separately from renewals. For existing applicants, bonus points were offered to those applicants interested in voluntarily reallocate funds through the renewal application rank if they did not utilize at least 90% of the total awarded funds.

**Ulster County Continuum of Care UCCOC  
GOVERNANCE CHARTER**

**Article I- Name and Purpose**

**Section 1.1: Name of the Organization**

Ulster County Continuum of Care (UCCOC)

**Section 1.2: Geography of UCCOC**

The UCCOC will encompass County of Ulster County within the State of New York inclusive of 19 towns, 3 villages and the City of Kingston. There are two Consolidated Jurisdictions, Ulster County and the Kingston MSA. There are no Emergency Solutions Grant (ESG) jurisdictions within the UCCOC geography. Ulster County comprises a geographically large area, the size of the State of Rhode Island with urban centers in its city and villages as well as massive rural areas including portions of the NYS Catskill Park Preserve and the NYS Minnewaska State Park Preserve. The County is located 90 miles north of New York City, and the eastern portion of Ulster County functions as a suburb New York City.

**Section 1.3 Mission**

To coordinate a community-wide commitment to end homelessness in Ulster County through a community-based process of identifying needs and building/sustaining a system of housing and services that addresses those needs with a system-wide response to end homelessness.

**Section 1.4 Vision**

To Prevent and end homelessness among Veterans, chronic homelessness, homelessness for families, youth and unaccompanied youth, and to continue to employ local strategies that set a path to end all types of homelessness.

**Section 1.5 Purpose and Scope**

- (1) Operate the UCCOC to promote, and coordinate with other Federal, State, local private and other entities, our community-wide commitment to the goal of ending homelessness
- (2) Coordinate the implementation of a housing and service system within Ulster County that includes outreach, engagement, and planning duties, including but not limited to, point-in-time counts and applications for funding.
- (3) Establish and operate a centralized or coordinated assessment system that provides for an initial, comprehensive assessment of the needs of individuals and families for housing and services.
- (4) Designate and operate a single Homeless Management Information System (HMIS) for Ulster County including reviewing, revising, and approving a privacy plan, security plan, and data quality plan for the HMIS
- (5) Promote access to and effective utilization of mainstream programs by homeless individuals and families and optimize self-sufficiency among individuals and families experiencing homelessness

## **Section 1.6: Guiding Principles**

(1) **Inclusive Structure:** UCCOC is committed to considering and learning from the full range of opinions from individuals, members or entities with knowledge of homelessness or an interest in preventing or ending homelessness. An open invitation process shall govern all board and membership meetings which shall be open to the public and be inclusive of homeless and formerly homeless individuals, nonprofit homeless assistance providers, victim service providers, faith-based organizations, governments, businesses, advocates, public housing agencies, school districts, social service providers, mental health agencies, hospitals, universities, affordable housing developers, law enforcement, and organizations that serve veterans and homeless and formerly homeless individuals interested in working to end and prevent homelessness in Ulster County.

(2) **Transparent Process:** An open invitations process shall govern all board, membership and committee meetings which shall be open to the public. Notification of meetings shall be sent to the entire membership including, but not limited to, posting on the website.

(3) **Strategic Resource Allocation:** The UCCOC will undertake comprehensive review of projects by applying approved scoring criteria and selection priorities when ranking and rating projects for funding, including the review of transitional housing for cost-effectiveness and performance.

(4) **Maximize Mainstream Resources:** UCCOC will proactively seek and provide information to all stakeholders on mainstream resources and funding opportunities as well as coordinating with State and local agencies.

(5) **Leverage Resources through Partnerships:** UCCOC will partner with other stakeholders that have resources that could be used to serve persons experiencing homelessness.

(6) **Low Barrier and Housing First Models:** UCCOC funded programs will have as few barriers to housing as possible and follow a harm reduction philosophy. Prioritizing rapid placement and stabilization in permanent housing based on the needs and desires of the individual(s) without participation requirements or preconditions.

## **Section 1.8 Conflict of Interest and Recusal**

No member of the UCCOC will participate in the review, ranking, selection or award of any grant funds in which they have a financial interest, or in which any member of their immediate family (such as parent, sibling, child or person with whom they cohabit) has a financial interest.

Members of the UCCOC will disclose potential conflicts of interest that they may have regarding any matters that come before it. Members will recuse themselves from any matter in which they may have a conflict of interest – abstaining from discussion and voting on the matter.

## **Article II - Membership**

### **Section 2.1 Role of Members**

Members of the UCCOC shall assist in the responsibility to carry out the duties of the UCCOC including fulfilling the mission, purpose, scope, and guiding principles of the UCCOC including the election of members to the governing board. Members are encouraged to attend meetings of the membership, to participate on committees, and collaborate with and support of other members in efforts to prevent and end homelessness.

## **Section 2-2: Membership**

The membership of the UCCOC shall be free of charge and open to members of the public which is consistent with and in furtherance of Guiding Principle Section 1.6 of this Governance Charter. All persons interested in membership will submit a membership enrollment form that will include professional affiliations, contact information and committee work group interests. A membership list shall be kept. Members may resign from membership by submitting resignations in writing to the UCCOC Collaborative Applicant on behalf of the board.

## **Section 2.3 Membership Meetings**

The UCCOC will hold a minimum of two meetings of the full membership, with annually. The UCCOC will issue a public invitation annually for new members to join. One of the two mandatory meetings will be designated as the Annual Meeting; meeting dates shall coincide with the timing of HUD NOFA requirements. The purpose of the annual meeting will be to: report on status of the prior year's Point-In-Time Counts, programs funded, and progress of performance measures toward ending homelessness. Members, as identified on the Membership List, will elect "at large" board members and officers; and sign up for committees,. Not less than once every 5 years, members shall review current Charter and propose changes as necessary and conduct any other business deemed necessary for the governance of the UCCOC and progress toward its mission, purpose and goals. The second mandatory meeting will be held in preparation for Point-in-Time counts.

## **Section 2.4: Special Meetings**

Special membership meetings may be called by the UCCOC Board Chair or at the request of ten members. All membership will be notified via e-mail and fax with at least three days' notice.

## **Section 2.5: Membership Participation**

Members are encouraged to attend and contribute to planning and problem-solving at the monthly meeting of the Board of Directors. Members are strongly encouraged to participate on committees and sub-committees. Active and proactive membership participation is expected on committees, sub-committees and in work groups. Members self-select for participation. Board members engage with individuals in the wider membership and help them self-select, encourage in-depth participation and find roles that best suit their skills, abilities, and interests.

## **Article III Governing Board**

### **Section 3.1. Role of the Board of Directors**

In addition to the duties of membership, members of the Board of Directors are responsible for ensuring operational, planning, and oversight functions. On behalf of the UCCOC, the Directors must:

- (1) Adopt, follow, and update annually, this Governance Charter. In consultation with the membership must, at least once every five years, ensure the processes detailed in these Charter are reviewed, updated, and approved by the membership.
- (2) Adopt, as needed, policy statements guiding operational aspects of the UCCOC such as a code of conduct or programmatic management and performance.



- (3) Build membership and issue public invitations for new members; hold regular meetings of the membership and appoint committees, sub-committees, and work groups as needed: ensure transparency of board activities for members; and foster effective membership participation.
- (4) Continuum of Care planning: Coordinating the implementation of a housing and service system within Ulster County that meets the needs of the homeless individuals (including unaccompanied youth) and families. At a minimum, such system encompasses (i) outreach, engagement, and assessment; (ii) shelter, housing, and supportive services; (iii) prevention strategies.
- (5) Planning for and conducting, at least biennially, a point-in-time count of homeless persons within Ulster County consistent with criteria established by HUD.
- (6) Conducting annual gaps analysis of homeless needs and services available within Ulster County.
- (7) Providing information required to complete Ulster County's Consolidated Plan.
- (8) Preparing an application for funds; design, operate, and follow a collaborative process for the development of applications and approve the submission of applications in response to a NOFA published by HUD; establish priorities for funding; determine if one application – or more than one application - for funding will be submitted for all project within Ulster County and comply with associated HUD requirements in all cases.
- (9) As the collaborative applicant, collect and combine the required application information from all projects within Ulster County and apply for funding for CoC planned activities.
- (10) Retain all responsibilities of the UCCOC, even if it designates one or more eligible applicants other than itself to apply for funds on behalf of the UCCOC, including approving the application. Responsibilities extend to approval of the CoC Program application.
- (11) Ensure a HMIS governance model is developed and formally documented, that a formal agreement that outlines the management processes, responsibilities, decision-making structures, and oversight of the HMIS project has been executed, and is regularly monitored in compliance with requirements as prescribed by HUD. Review, revise, and approve privacy, security, and data quality plans.
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The UCCOC Board of Directors will consist of 14-20 members. Members shall be individuals vested with decision-making authority from the Ulster County departments of Social Services, Mental Health/Health, and Planning or their designees. The remaining board members will be elected "at large" by the General Membership at the Annual Meeting and must reflect the Inclusive Structure delineated in this Charter's Guiding Principles (Section 1.6 (1)) One board member may represent the interests of more than one homeless subpopulation, and the board must represent all subpopulations with the UCCOC to the extent that someone is available and willing to represent that subpopulation on the board.

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Elected and appointed Directors will elect from among their members a Chair and Vice Chair. The Chair and Vice Chair will be responsible to set the agenda for monthly Board of Directors meetings and General Membership meetings, and will be responsible to conduct the annual meeting. Additionally, as needs arises, they will provide decision making and guidance to the UCCOC sub-committee chairs ahead of or between regular monthly meetings. Board terms will be for two years, with no limit on the number of terms served.

**Section 3.4: Voting Rights of Board Members**

A quorum of Fifty Percent (50%) of duly seated board members must be present in order to vote. Voting by teleconference shall be permitted, by majority vote of a quorum and the member is actively present and participating by telecommunication during the meeting.

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**Strategic Planning**

This committee will be responsible to develop and update local planning strategies aimed to reduce homelessness including those to end homelessness in Opening Doors.

**Ranking and Performance**

This committee will be responsible to review quarterly reports on HUD funded project performance in accordance with the Ranking and Performance Policy. Three members will be appointed from the Board of Directors and two others from general membership. The committee will score renewal applications and bring ranking recommendations for Board Approval. The Board will vote on the recommendations for the NEW and RENEWAL applications.

**Audit and Monitoring**

This committee will be responsible to ensure timely execution of contracts, draw downs of HUD funds are made in a consistent manner, and review projects that do not spend their annual allocation.

**Article V - Policy**

Written standards that guide and govern UCCOC activities, procedures and performance shall be adopted by the Board of Directors. Each policy shall contain a statement of intent and or principles and clearly outline the procedures and/or protocol to implement the stated objective. The membership shall have input on policies and all policies shall be reviewed and revised and/or readopted by the membership every five years on the same scheduled this Charter is also subject to membership review.

Reviewed and Adopted October 2015

# Memo

**To:** Continuum of Care Board

**From:** Kathy Germain

**cc:**

**Date:** July 12, 2017

**Re:** 2017 Ranking Committee Recommendations

---

The Ranking Committee consisting of Lauren Sheeley (Legal Services), Brenna Robinson (City of Kingston, Melissa Martinez (Family Health Institute), Dennis Doyle (UC Planning), Stacey Rein (United Way) and Geoff Raiti (Soldier On) met on June 28<sup>th</sup> in anticipation of the release of the 2017 CoC NOFA to review and update the Ranking procedure, tool, and scoring for the upcoming competition. The following are preliminary recommendations to the board with the understanding that scoring priorities may change with the release of the NOFA.

The Ranking Committee reviewed our current Ranking Procedure and Policies and are recommending two changes. The first change is an update to how applications for review are submitted, HUD now requires applicants to submit into esnaps, not to CA directly. We also added some more detail for timely submissions of applications. The second is a procedure on how to score new bonus and reallocated projects based upon local priorities utilizing the working draft of our Strategic Plan Action Steps.

Since the Strategic Plan action steps call for prioritizing new beds and units for chronically homeless, youth and families. A decision will have to be made as to what group receives priority in bonus and reallocation. It was the recommendation of the Strategic Planning committee that due to the large increase in homeless families in the recent point in time count, that they be prioritized.

We are requesting approval of the revisions to the policies and ranking tool from the board so they can be finalized and we can begin to review with applicants in anticipation of the competition.

**Ulster County Continuum of Care Board Meeting Minutes  
July 19, 2017**

Attendance: Michael Berg (Family), Tracey VanWagenen (RSS), Brenna Robinson (City of Kigston), Dennis Doyle (UC Planning), Irene Rosenberg (BOCES), Kathleen Deliripia (HAHV), Geoff Raiti (Soldier On), Cathy Maloney (Kingston PHA), Lauren Sheeley (LSHV), Sue Palmer (CARES), Michael Iapocé (UCDSS), Sue McDonough (UCDSS), Kevin O'Connor (RUPCO), Melanie Mullens (UC Probation), Kathy Germain (RUPCO CA)

Meeting was called to order, K. Germain announced the 2017 NOFA was released and due September 28<sup>th</sup>.

The board reviewed the Strategic Plan- Goals, Strategies and Action Steps with the understanding the addendums to the plan would be added after the submission of the NOFA for December annual meeting approval from membership. M. Berg motioned to adopt the Strategic Plan sections, I. Rosenberg seconded. D. Doyle stated there should be a glossary of terms- that will be part of the addendum. I. Rosenberg asked for clarification regarding the Text Me reference under the youth portion of the plan. The motion passes unanimously.

K. O'Connor requested the CoC support two Empire State Supporting Housing Initiative applications RUPCO is submitting. One is a resubmission of Landmark Place with an age restriction change that the project serve homeless single adults over 55, the second is a new application that would provide an additional seven units of permanent supportive housing for youth age 18-25. Discussion followed regarding the challenges of housing the 18-21 population. K. O'Connor stated that the Center for Creative Education (CCE) would have programming that may provide a mentoring component for the project.

A motion was made by M. Berg to support the Landmark Placed project, seconded by L. Sheeley. There were 12 yes votes with two abstentions: D. Doyle and B. Robinson

A motion was made by I. Rosenberg to support the additional 7 ESHI units at RUPCO's Energy Square project, the motion was seconded by T. Van Wagenen. The vote carried with 13 yes votes and one abstention from M. Berg.

K. Germain reviewed the recommendation's from the Ranking committee on revisions to the Ranking policy and procedure, ranking application for renewal projects and opportunities for new funding for bonus or reallocation. A motion was made by B. Robinson to adopt the recommendations from the committee with a slight wording change in the policies and procedures suggested by C. Maloney. The motion was seconded by M. Iapocé discussion followed regarding how to prioritize populations that will be targeted for new funding and that RRH would help fill a critical gap to transition families from Motels back into the communities faster. The vote carried unanimously.

## Reallocation Process

Once the Ranking and Performance Committee completes the scoring of renewal programs and meets with the project applicants to review their scores, they compile the final ranking scores that are sent to the board for their review and approval. The committee report will include additional technical assistance suggestions that can improve the underperforming programs(s). If this is the case, the application is included for renewal and technical assistance is arranged and follow up reviews are scheduled at quarterly intervals. If the program continues to be underperforming after a year of assistance, the program is reviewed by the board to determine if the project should be considered for reallocation the following year. If the Ranking and Performance Committee determines through objective evidence that any underperforming project(s) will not benefit from additional assistance, they will schedule a meeting with the applicant and the board to discuss the possibility of reallocation. If a project is recommended for reallocation, the agency is notified as soon as possible but at least 14 days prior to the due date of the CoC application to HUD.

## New Projects as a Result of Bonus, Reallocation, or Pro-Rata Availability

When the CoC is able to request project applications from the community due to availability of funds through bonuses, pro-rata, or reallocation, the CoC will advertise in the local newspaper and distribute to its membership a public notice requesting application. The CoC's priorities and details of eligible applications, as defined by the current year's NOFA, will be reviewed with the board and membership. The due date for submission to the CoC will be at least 30 days prior to the due date of the CoC Collaborative Application. ***Any applicant interested in applying for new or bonus funds must submit a letter of intent stating the population it intends to serve, the number of beds and/or units, and a budget submitted by the posted submission date. Additional applications will be submitted in esnaps within one week of e-mail notification from CA to proceed. New and reallocated projects will have their own scoring criteria based upon local priorities and needs. New and bonus applications will be scored separately from renewal projects.*** If there is no availability of funds for new applications through bonuses, pro-rata or reallocation, the CoC will post a public notice that it is not accepting new applications for the current CoC Application.

## Ranking of Projects for the Collaborative Application Project Listing

The Ranking and Performance Committee will rank both renewal and new projects selected to be included in the CoC Collaborative Application using their percentage score. The Ranking and Performance Committee may apply bonus points based on HUD's priorities as articulated in the NOFA.

Scoring results are delivered to applicants with a reminder about the appeal process.

- Applications which do not meet the threshold requirements will not be included in the Priority List in Exhibit 1, and therefore will not be forwarded to HUD for consideration.
- If the dollar amount of the Annual Renewal Demand (ARD) is less than the total of the funding requested by applicants, the lowest-scoring applications will not be included in the Priority List in Exhibit 1, and therefore will not be forwarded to HUD for consideration.
- Applications may be considered for the next fiscal year's CoC application to HUD.

## 2017 Ulster County CoC Project Rank and Review Application

### **B. CONTINUUM PRIORITIES AND SYSTEM IMPACT** (100 points)

**B1. Chronic Homeless-Dedicated:** Currently there are 14 dedicated chronic beds in the CoC. Note below the percentage of CH beds this project contributes to the CoC.

50-100% = 15 pts; 35-49% = 12 pts; 20-34% = 8 pts; 10-19% = 4 pts; 0-9% = 0 pts

**B2. Chronic Homeless Served (Permanent Housing Programs Only):** Provide the total number of chronically homeless persons this project served in CY16: \_\_\_\_\_ (0 pts)

**B2a.** The percentage of the CoC total served by this project: \_\_\_\_\_ (0-15 points)

40% - 100% = 10 pts; 20% - 39% = 8 pts; 6% - 19% = 5 pts; 0 - 5% = 0 pts

**B3.** Please provide specific examples of how your project coordinates services with other CoC, HUD/VA, ESG and STEHP funded projects. Please refer to specific programs (250 words or less) **0-5 pts**

**B4.** Please describe your agency's resources and experience in meeting the needs of clients facing various cultural barriers (e.g., language, LGBTQ, mental health) in 250 words or less. **0-10 pts**

**B5.** Please explain how the project works to meet the goals stated in the Draft UCCOC Strategic Plan Action Steps. (250 words or less) **0-10 pts**

**B6.** Complete the table below based on information from the project's most recently completed contract. **(MAX 40 pts)**

	Final Award (\$) including budget mods	Amount Expended(\$)	Percentage Spent (Expended/Awarded)
Leasing			
Rental Assistance			
Supportive Services			
Operations			
Admin			
<b>Total</b>			

**B7a.** Did the project spend at least 90% of total awarded funds?  Yes **20 pts**  No **0 pts**

**B7b.** If less than 90% of funds were expended will the project voluntarily reallocate funds to the CoC?

YES **(20 points)**  NO

**B9.** Did the project draw down CoC funds for the project from eLoccs at least quarterly in the most recently ended contract? (Please attach copies of last three drawdowns.)  Yes **5 pts**  No **0 pts**

**Robert Budreau**

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**From:** bringing-agencies-together@googlegroups.com on behalf of Robert Budreau <rbudreau@rupco.org>  
**Sent:** Thursday, August 03, 2017 2:45 PM  
**To:** bringing-agencies-together@googlegroups.com  
**Subject:** [Ulster Bringing Agencies Together] Kingston/Ulster County Continuum of Care (UCCOC) Notice of Funding Availability for 2017 New Permanent Supportive Housing  
**Attachments:** 2017 UCCOC announcement of bonus funding.docx

## Kingston/Ulster County Continuum of Care (UCCOC) Notice of Funding Availability for 2017 New Permanent Housing Bonus

The Ulster County Continuum of Care (UCCOC) is announcing the availability of funds through HUD's Continuum of Care annual competition. Ulster County annually receives more than 1.2 million through HUD's Continuum of Care (CoC) Program. Proposals can be received by human service and non-profit agencies to create new permanent supportive housing projects with 100% of the beds dedicated to chronically homeless individuals and families or rapid rehousing projects that will serve homeless individuals and families including youth up to age 24. The UCCOC anticipates approximately \$68,000 is available to provide housing and supports to the above mentioned populations.

Projects must serve HUD defined homeless individuals or families with a disability who: a) reside in a place not meant for human habitation, b) reside in an emergency shelter, c) meet HUD's definition of homeless, including those fleeing or attempting to flee domestic violence situations or a joint transitional housing plus rapid rehousing to better serve homeless individuals and families or families fleeing or attempting to flee domestic violence.

Agencies interested in applying for this funding should submit a letter of interest to Kathy Germain at RUPCO, the Collaborative Applicant at [kgermain@rupco.org](mailto:kgermain@rupco.org) by August 10<sup>th</sup>, 2017, or call at 845-331-9860 to discuss project concepts and eligibility.

Applications are due August 18<sup>th</sup>, 2017.



**Bob Budreau**

Continuum of Care & Program Services Grant Coordinator

RUPCO, Inc. | 289 Fair Street | Kingston, NY 12401

845 331-9860 X 219 work | 845 331-9864 fax



**Ulster County Continuum of Care (UCCOC)**

August 7, 2017

Michael Berg  
Family of Woodstock  
39 John Street  
Kingston, NY 12401

Dear Michael,

The ranking committee has recommended a reallocation of \$97,632 from your S+C SRO project to increase CoC capacity for rapid re-housing targeted to families and individuals. On behalf of the UCCoC, we would like to thank you for voluntarily agreeing to reallocate a portion of your CoC funded renewal S+C SRO to fund a new RRH project for the 2017 application. The CA, will continue to work with you to restructure the S+C SRO project so it aligns with the homeless priority needs within the community. The reallocation will allow UCCOC to increase the number of beds for homeless families and singles, and allow for a bonus project that will increase our inventory of beds dedicated to chronic homeless.

As a result of the reallocation, no projects will be rejected in the 2017 competition.

Thank you,

A handwritten signature in black ink, appearing to read 'Kathy Germain', written over a light blue horizontal line.

Kathy Germain  
UCCOC Collaborative Applicant

**Ulster County Continuum of Care UCCOC  
GOVERNANCE CHARTER**

**Article I- Name and Purpose**

**Section 1.1: Name of the Organization**

Ulster County Continuum of Care (UCCOC)

**Section 1.2: Geography of UCCOC**

The UCCOC will encompass County of Ulster County within the State of New York inclusive of 19 towns, 3 villages and the City of Kingston. There are two Consolidated Jurisdictions, Ulster County and the Kingston MSA. There are no Emergency Solutions Grant (ESG) jurisdictions within the UCCOC geography. Ulster County comprises a geographically large area, the size of the State of Rhode Island with urban centers in its city and villages as well as massive rural areas including portions of the NYS Catskill Park Preserve and the NYS Minnewaska State Park Preserve. The County is located 90 miles north of New York City, and the eastern portion of Ulster County functions as a suburb New York City.

**Section 1.3 Mission**

To coordinate a community-wide commitment to end homelessness in Ulster County through a community-based process of identifying needs and building/sustaining a system of housing and services that addresses those needs with a system-wide response to end homelessness.

**Section 1.4 Vision**

To Prevent and end homelessness among Veterans, chronic homelessness, homelessness for families, youth and unaccompanied youth, and to continue to employ local strategies that set a path to end all types of homelessness.

**Section 1.5 Purpose and Scope**

- (1) Operate the UCCOC to promote, and coordinate with other Federal, State, local private and other entities, our community-wide commitment to the goal of ending homelessness
- (2) Coordinate the implementation of a housing and service system within Ulster County that includes outreach, engagement, and planning duties, including but not limited to, point-in-time counts and applications for funding.
- (3) Establish and operate a centralized or coordinated assessment system that provides for an initial, comprehensive assessment of the needs of individuals and families for housing and services.
- (4) Designate and operate a single Homeless Management Information System (HMIS) for Ulster County including reviewing, revising, and approving a privacy plan, security plan, and data quality plan for the HMIS
- (5) Promote access to and effective utilization of mainstream programs by homeless individuals and families and optimize self-sufficiency among individuals and families experiencing homelessness

### **Section 1.6: Guiding Principles**

- (1) **Inclusive Structure:** UCCOC is committed to considering and learning from the full range of opinions from individuals, members or entities with knowledge of homelessness or an interest in preventing or ending homelessness. An open invitation process shall govern all board and membership meetings which shall be open to the public and be inclusive of homeless and formerly homeless individuals, nonprofit homeless assistance providers, victim service providers, faith-based organizations, governments, businesses, advocates, public housing agencies, school districts, social service providers, mental health agencies, hospitals, universities, affordable housing developers, law enforcement, and organizations that serve veterans and homeless and formerly homeless individuals interested in working to end and prevent homelessness in Ulster County.
- (2) **Transparent Process:** An open invitations process shall govern all board, membership and committee meetings which shall be open to the public. Notification of meetings shall be sent to the entire membership including, but not limited to, posting on the website.
- (3) **Strategic Resource Allocation:** The UCCOC will undertake comprehensive review of projects by applying approved scoring criteria and selection priorities when ranking and rating projects for funding, including the review of transitional housing for cost-effectiveness and performance.
- (4) **Maximize Mainstream Resources:** UCCOC will proactively seek and provide information to all stakeholders on mainstream resources and funding opportunities as well as coordinating with State and local agencies.
- (5) **Leverage Resources through Partnerships:** UCCOC will partner with other stakeholders that have resources that could be used to serve persons experiencing homelessness.
- (6) **Low Barrier and Housing First Models:** UCCOC funded programs will have as few barriers to housing as possible and follow a harm reduction philosophy. Prioritizing rapid placement and stabilization in permanent housing based on the needs and desires of the individual(s) without participation requirements or preconditions.

### **Section 1.8 Conflict of Interest and Recusal**

No member of the UCCOC will participate in the review, ranking, selection or award of any grant funds in which they have a financial interest, or in which any member of their immediate family (such as parent, sibling, child or person with whom they cohabit) has a financial interest.

Members of the UCCOC will disclose potential conflicts of interest that they may have regarding any matters that come before it. Members will recuse themselves from any matter in which they may have a conflict of interest – abstaining from discussion and voting on the matter.

## **Article II - Membership**

### **Section 2.1 Role of Members**

Members of the UCCOC shall assist in the responsibility to carry out the duties of the UCCOC including fulfilling the mission, purpose, scope, and guiding principles of the UCCOC including the election of members to the governing board. Members are encouraged to attend meetings of the membership, to participate on committees, and collaborate with and support of other members in efforts to prevent and end homelessness.

## **Section 2-2: Membership**

The membership of the UCCOC shall be free of charge and open to members of the public which is consistent with and in furtherance of Guiding Principle Section 1.6 of this Governance Charter. All persons interested in membership will submit a membership enrollment form that will include professional affiliations, contact information and committee work group interests. A membership list shall be kept. Members may resign from membership by submitting resignations in writing to the UCCOC Collaborative Applicant on behalf of the board.

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The UCCOC will hold a minimum of two meetings of the full membership, with annually. The UCCOC will issue a public invitation annually for new members to join. One of the two mandatory meetings will be designated as the Annual Meeting; meeting dates shall coincide with the timing of HUD NOFA requirements. The purpose of the annual meeting will be to: report on status of the prior year's Point-In-Time Counts, programs funded, and progress of performance measures toward ending homelessness. Members, as identified on the Membership List, will elect "at large" board members and officers; and sign up for committees. Not less than once every 5 years, members shall review current Charter and propose changes as necessary and conduct any other business deemed necessary for the governance of the UCCOC and progress toward its mission, purpose and goals. The second mandatory meeting will be held in preparation for Point-in-Time counts.

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This committee will be responsible to develop and update local planning strategies aimed to reduce homelessness including those to end homelessness in Opening Doors.

**Ranking and Performance**

This committee will be responsible to review quarterly reports on HUD funded project performance in accordance with the Ranking and Performance Policy. Three members will be appointed from the Board of Directors and two others from general membership. The committee will score renewal applications and bring ranking recommendations for Board Approval. The Board will vote on the recommendations for the NEW and RENEWAL applications.

**Audit and Monitoring**

This committee will be responsible to ensure timely execution of contracts, draw downs of HUD funds are made in a consistent manner, and review projects that do not spend their annual allocation.

**Article V - Policy**

Written standards that guide and govern UCCOC activities, procedures and performance shall be adopted by the Board of Directors. Each policy shall contain a statement of intent and or principles and clearly outline the procedures and/or protocol to implement the stated objective. The membership shall have input on policies and all policies shall be reviewed and revised and/or readopted by the membership every five years on the same scheduled this Charter is also subject to membership review.

Reviewed and Adopted October 2015

# CARES Regional Homeless Management Information System (CRHMIS)



**Policies & Procedures Manual**  
January 2017





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## **Introduction**

### **Document Overview**

In order to implement and maintain a region-wide Homeless Management Information System (HMIS), CARES, Inc. has developed the following Policies and Procedures Manual to outline and define the goals and objectives of the CARES Regional Homeless Management Information System (CRHMIS) program. This document delineates the roles and responsibilities of each agency and user involved in the program while establishing protocol for privacy, security, consumer disclosure, data quality and data ownership. Each participating agency must have the Director of that agency sign the Agency Agreement at the end of this document, indicating that the agency has reviewed these policies and procedures and will comply with them. Additionally, all users are required to sign the User Agreement (also at the end of this document) indicating that they have reviewed and will abide by these policies and procedures as well.

### **History of the HMIS**

In 2001, Congress directed HUD to implement a national data collection system to produce an unduplicated count of persons using homeless services. The Homeless Management Information System (HMIS) is a computerized data collection system used by multiple agencies to capture the number, characteristics and demographic information of persons utilizing these services. HUD did not create this database, nor was a specified vendor required. All communities are, instead, required to create their own compliant, relational database or contract individually with an outside software vendor. CARES, Inc., at the direction of, and in cooperation with, the CARES Regional HMIS Implementation Committee, chose the vendor Foothold Technology and the software Affordable Wider Area Regional Database System (AWARDS) for this purpose in 2004 and has maintained that relationship through the present day.

### **Configuration and Purpose of the CARES Regional HMIS (CRHMIS)**

The CARES Regional HMIS has a tremendous capacity to strengthen the collaboration among homeless service providers. Utilizing this coordinated system to count and track homeless trends in the region, the CRHMIS program gives providers the ability to collect data using a universal language accepted by HUD and, increasingly, other State and Federal funders. Methods and procedures for recording use of service are standardized, thereby giving all service providers a common denominator for discussions about the quantity and quality of services. Perhaps most importantly, homeless service providers, at the community, State and Federal level are working together to track those activities and trends. This information is then used at each level for allocation of funding and for community planning.

Representing a large area of upstate and mid-western New York, the CARES Regional HMIS captures client-level information over time, allowing agencies and communities to assess the characteristics and service needs of individuals and families experiencing homelessness, and at risk of homelessness, within the participating counties.

### **Purpose of the CR-HMIS**

- To meet HUD's requirement to produce an unduplicated count of homeless persons and households
- To understand the nature and scope of homelessness
- To develop, foster and maintain regional collaboration
- To facilitate continuity of care in homeless services
- To assist in the development of programs addressing the needs of homeless individuals and families through the collection and distribution of data.



## Goals

- **Unduplicated count:** The CRHMIS will provide an unduplicated count of the number of individuals accessing services from homeless service providers in the region.
- **Service tracking and trends:** The CRHMIS will identify demographic and service utilization trends.
- **Enhanced service delivery:** Through tracking client service trends, the HMIS will identify service areas in need of enhancement and growth.
- **Information for policymaking:** Data will be shared, in accordance with our stated policies, with homeless service advocates, government officials and researchers. This information will better inform our understanding of homelessness and guide public policy and program development.

## To Learn More about the CRHMIS

For general information about the CARES Regional HMIS or the policies and procedures contained in this document, please contact the Director of the HMIS Program and Services at [hmis@caresny.org](mailto:hmis@caresny.org) or by phone at (518) 489-4130. For information about becoming part of the CARES Regional HMIS, please contact the Executive Director, Nancy Chiarella, at [nchiarella@caresny.org](mailto:nchiarella@caresny.org) or by phone at (518) 489-4130 x105.

## Administrative Structure:

There are three major components to the CARES Regional Homeless Management System's administrative structure: Lead Agency, Implementation Committee, and Advisory Committee. As new communities join the HMIS a local level implementation committee may be convened in order to facilitate a smooth transition, however the Regional Implementation Committee is currently inactive on and will remain so unless the need arises for the Advisory Committee to re-activate it (such as a change in software vendor).

## Lead Agency

The lead agency for the CARES Regional HMIS is the Corporation for AIDS Research, Education and Services (CARES, Inc.). Of the participating CoCs, CARES, Inc is also the HMIS lead on the CoC Grant Application, the exception being Clinton County where the Evergreen Townhouse Community retains the HMIS Lead Agency position and CARES, Inc. is a sub-grantee.

CARES, Inc. is a not-for-profit agency whose mission is to assist local communities in expanding housing and other resources for homeless persons and/or persons with disabilities. In 2003, as the lead agency for coordinating the Continuum of Care groups in 6 Capital Region counties within four Continuums of Care, CARES was asked by providers to assume responsibility for the HMIS development and implementation for the Capital Region of New

York State, encompassing the original three counties that were in the (former) Capital Region HMIS of Albany, Rensselaer and Schenectady. Having led the initial implementation of the HMIS in those counties, CARES continues to act as the Director of the HMIS Program and Services for the HMIS by providing ongoing training, technical assistance, consulting, database management, reporting and help desk support to the Continuums of Care with the HMIS. Since the creation of the regional database in 2004, the number of counties served by the CARES HMIS has grown to include several counties well outside the Capital Region. As a result, and to reflect the scope and collaborative nature of the database, the name was changed in 2008 to the CARES Regional HMIS. In its role as Director of the HMIS Program and Services and Lead Agency, CARES also acts as an intermediary between the Software Solutions Provider (Foothold Technology) and participating agencies, handling the billing and payments for the software, keeping current with the HUD requirements and trends, attending regional and national conferences, participating in larger, regional collaborative HMIS administrator groups, keeping current with software updates, trainings, conferences and trends while also maintaining regular contact with HUD technical assistance providers and staff. In addition to being a member of the Mid-Atlantic HMIS Director of the HMIS Program and Services group (MARHMIS) CARES is also involved in the New York State Office of Temporary Disability



Assistance (NYS OTDA) project of creating a state-wide HMIS Data Warehouse and the HUD AHAR Redesign Project. The Director of the HMIS Program and Services, participates in committee meetings and calls regarding these projects with regular updates to the CRHMIS Advisory Committee.

### **Implementation Committee**

The role of the Implementation Committee is to establish community goals for the HMIS and support the lead agency with investigating, choosing and negotiating a contract with a software solutions provider. In addition, the Implementation Committee assists in coordinating the implementation of the HMIS community-wide, addressing issues and concerns along with the lead agency to help make using the HMIS both functional and efficient within the community. The original implementation team for CARES Regional HMIS has been disbanded as the implementation was completed in 2005 for the original three counties. As new communities join the CARES Regional HMIS, they may nominate a person or persons to work alongside the HMIS Director of the HMIS Program and Services to implement participation in the HMIS. While there is no longer an active implementation committee for the CARES Regional HMIS, smaller-scope implementation committees are often formed when bringing a new community into the CARES Regional HMIS in order to ensure a smooth and complete transition.

### **Advisory Committee**

The role of the Advisory Committee is to facilitate a better-working HMIS and continue to ensure that it meets the needs of both the Continuums of Care as well as meeting the program requirements described in the latest HMIS regulations put out by HUD. The Advisory Committee is made up of representatives from each CoC and meets regularly via webinar. It is the role of this committee to bring forward issues of particular concern to their respective Continuum of Care coordinating bodies in order to find solutions to problems or issues that arise from use of the HMIS. The Advisory Committee will also advise on policies regarding such issues as: consumer privacy and confidentiality, reporting schedules, information sharing, software choices, and user/agency monitoring and report directly back to their CoC as specified by each Continuum's policies.

The Advisory Committee meets the 4th Wednesday of each month. Committee representatives are nominated and approved by each CoC. All Advisory Committee members should be associated with HMIS Participating agencies and there is a limit of two representatives per CoC regardless of the CoC's geographic reach. Chairs/Co-chairs of the CoC are not eligible for membership on the Advisory Committee and there may only be one representative per participating agency, regardless of that agency's geographic scope. It is understood that in smaller, rural CoCs these restrictions may need to be reviewed or waved on a case by case basis. For more information on the committee or the process, or to get the log-on information for the next webinar, please contact the HMIS Director of the HMIS Program and Services at [hmis@caresny.org](mailto:hmis@caresny.org).

A list of CRHMIS Advisory Committee members, along with their contact information, is posted on the CARES, Inc. website at <http://www.caresny.org>. Please contact your advisory committee representative with any HMIS programmatic concerns that you would like to have addressed during the next meeting.

### **Data Committee**

The Data committees are organized and overseen by each local CoC. The Data Committee is made up of members of the CoC who are dedicated to reviewing and reporting on data to the CoC on a quarterly basis. Each Data Committee should have a chair or two co-chairs and at least 3 other committee members. The CoC HMIS and CoC Lead Administrative staff will work closely with the Data Committee chair/co-chairs, providing aggregate HMIS data on the demographics of consumers within the CoC and also assisting in identifying weaknesses and trends in the data by producing quarterly and annual reports. Please see addendums for details on each CoC's data committee role and responsibilities.

## **Communication Protocol**

### **Helpdesk**

All client-level communications are to go through the AWARDS system by filling out a helpdesk ticket. If that is impractical, or the question is from an administrative non-user, the request may be made via telephone. It is strictly prohibited to send client-level information (name, date of birth or social security number), even using client initials in place of names.

If a user does breach policy and send protected personal information (PPI) via e-mail or other unsecure means, the user license may be revoked until a phone meeting between the user, CARES staff and the program manager is held to discuss the breach in protocol and make sure that the user understands the protocol and is committed to following it.

The CRHMIS team works to address all helpdesk tickets within one business day; however that is not always possible. If there is an urgent helpdesk matter which needs more immediate attention, any user or administrator may send an e-mail or leave a voice mail with the Data Specialist, Customer Service Representative or Director of the HMIS Program and Services to alert the team to the more pressing issue so that it can be addressed more expediently.

### **System Administration**

There are several ways to contact the Director of the HMIS Program and Services of the CARES Regional HMIS. E-mail: Please send all (non PPI) e-mail communications to the HMIS Director of the HMIS Program and Services at **hmis@caresny.org**. Often, due to the travel and meeting demands of the position, e-mail is the most expedient form of communication.

- Telephone: HMIS staff can be reached via phone at (518) 489-4130
- CoC Meetings: The Director of the HMIS Program and Services is available to attend meetings local to Albany, NY or to call in to rural CoC meetings upon request and with proper notice. Please contact the Director of the HMIS Program and Services at **hmis@caresny.org** or by phone at (518) 489-4130 to set up attendance in person or via phone.
- Webinar: Trainings, helpdesk, technical assistance and calls may be facilitated via a webinar format in order to better assist the user or to review reports, contracts and other deliverables.

### **Program Customization**

There are many ways that CARES, Inc. can assist in program customization for the participating agencies, including building custom forms and reports, assisting programs in integrating HMIS into their daily intake and reporting needs and negotiating system changes with the software vendor, Foothold Technology. These services are usually not part of the agency or CoC contract with CARES, Inc. and may come with an additional cost. Please see attached fee schedule for more information.

### **CRHMIS List-serve:**

In the past, the CRHMIS team has used various social media resources to reach out to users, but no one method reached all HMIS users and it began to get confusing. To solve this issue, the CRHMIS has built in a user-maintained subscription list on the CARES website. To subscribe, please go to the website at <http://www.caresny.org> and scroll to the bottom of the home page to register for any of the list-serves offered. All HMIS system level communications now go through the list-serve, so it is essential that all users enroll in this free service.

### **Technical Assistance**



Agencies having trouble integrating HMIS into their programs or getting needed reporting (both mandated and internal) from the database can set up an appointment with the HMIS staff to look for solutions and set up any further intervention that may be needed. Please contact the HMIS Director of the HMIS Program and Services, at (518) 489-4130 x103 or e-mail [hmis@caresny.org](mailto:hmis@caresny.org) for more information.

## **Grievances**

Please see the detailed Grievance Policy in this policy and procedures manual for information on the formal grievance policy at the agency, user or consumer level.

## **Database Customizations**

The AWARDS software can be modified to meet specific needs of an agency. Customizations that are above and beyond those created for the CARES Regional HMIS and HUD requirements will be completed at an additional expense to the agency. All private program-level customizations will be facilitated and contracted through CARES, Inc.

Modifications that could be completed at an additional charge may include, but are not limited to: additional number of users, supplementary training, software customization, increased security to allow transfer of data among specific agencies, increased data collection capabilities and other options that are outside those identified by the HMIS Implementation Team.

At all times, the Foothold Technology staff and CARES, Inc. will work to make sure that the database is compliant with HUD standards for data collection and reporting. CARES, Inc. will also work with other required programs under different funders to ensure relevant and accessible functionality.

## **Continuing Education**

It is extremely important that users stay current with HMIS regulations and changes. CARES, Inc. offers ongoing trainings in many areas of the AWARDS database, both on-line and in person. In order to ensure that all users have proper information and access, periodic attendance to training is required. All users who have not attended at least one training per year will be required to fill out and return a quiz which will be provided to the user via AWARDS messaging within 30 days of their log-in anniversary date. Failure to complete this quiz within 30 days of distribution will result in the loss of HMIS user access until such a time as a training has been attended or the quiz has been submitted.

## **Data Quality**

### **Data Entry Requirements**

In order for data to be meaningful across program sites, data must be consistently added and updated in the AWARDS system. HUD has identified minimum data standards with which all participating agencies must comply. Information for these minimum data fields must be gathered at intake and regularly updated throughout the client's stay within, and at discharge from, the program. While agencies are not currently required to maintain real-time data records, it is important that all data be complete and up-to-date within two weeks of client activity. Backdating permissions for entry of intakes and discharges more than two weeks beyond the intake date must go through an identified program manager and be sent as a request via the helpdesk ticketing system. Progress note and contact log input date ranges will be established on an agency by agency basis and backdating requests must also go through the identified program manager.

### **Entry of Universal and Program Level Data Elements**





Universal and program specific level data elements have been established by HUD and must be collected by all agencies serving homeless persons, regardless of program type. These data elements make it possible to obtain unduplicated estimates of the number of homeless persons accessing services from homeless providers and also provide basic demographic characteristics of people who are homeless, and their patterns of services. Collection of the Universal Data Elements (UDEs) will also allow measurement of the number and percentage of chronically homeless people who use homeless services. The HMIS software has safeguards built into the intake and discharge so that an intake may not be completed without filling in these data elements. However, due to periodic changes in HUD requirements and upgrades to the software, it may be necessary for some agencies to correct historical data to remain compliant with the current HUD Data and Technical Standards (Data standards 2016 and Technical Standards 2004). Additionally, the Continuum of Care may request that specific, non-required fields be filled out for community planning purposes.

With the October 2014 Data Standards changes more Federal partners began to also use the HMIS for their programs to use as a reporting system in the hopes that duplicate data entry in multiple systems can be mitigated somewhat. The following programs now have HMIS programming capabilities:

### **Department of Housing and Urban Development (HUD)**

- Office of Special Needs Assistance Programs (SNAPS)
  - Continuum of Care (CoC) Program
  - Emergency Solutions Grants (ESG) Program
  - Housing Opportunities for Persons with AIDS program (HOPWA)\*\*
  - HUD-Veterans Affairs Supportive Housing (HUD/VASH)\*\*
  - Rural Housing Stability Assistance Program (RHSP)\*\*

### **Department of Health and Human Services (HHS)**

- Administration for Children and Families (ACYF) – Family and Youth Service Bureau (FYSB)
  - Runaway and Homeless Youth (RHY)\*\*
  - Substance Abuse and Mental Health Services Administration (SAMHSA)\*\*
  - Projects for Assistance in Transition from Homelessness (PATH)\*\*

### **Department of Veteran Affairs (VA)**

- Supportive Services for Veteran Families Program (SSVF)
  - Community Contract Emergency Housing (HCHV/EH)\*
  - Community Contract Residential Treatment Program (HCHV/RT)\*
  - Domiciliary Care (HCHV/DOM)\*
  - VA Community Contract Safe Haven Program (HCHV/SH)\*
  - Grant and Per Diem Program (GPD)\*
  - Compensated Work Therapy Transitional Residence (CWT/TR)\*

*\*Participation in HMIS is not required as part of a funding requirement except for SSVF. The federal partners recognize that communities record Project Descriptor Data Elements and Universal Data Elements in order to facilitate completion of the HIC and PIT.*

*\*\* Please refer to the soon to be published program guides for each specific program for HMIS participation requirements.*

## **Data Quality Expectations**

As a HUD program, the CRHMIS must report annually on overall data quality in a variety of mediums, including but not limited to: the HMIS Dedicated Grantee Annual Performance Report (APR), the Annual Homeless Assessment



Report (AHAR) and the CoC Grant Application (CoC wide data quality is reported in The Collaborative Application, formerly Exhibit 1). Additionally, each mandated agency must report program level data quality during the CoC APR report and CoC Grant Application (program level HMIS data quality is reported to HUD for each renewal) process.

Because of these reports and the constant use of HMIS data for agency level reporting, research and community planning, good data quality is paramount to the success of this program. To facilitate that, the following data quality expectations have been established:

1. Less than 5% missing or null data in any of the universal and program level data elements. This includes any responses of Refused, Unknown or Don't Know as well as incomplete (missing) data. Due to the nature of some programs (including but not limited to; outreach and drop in centers), that data quality measure will be reassessed on a program-by-program basis and data quality markers will be determined by the CoC Data Committee. Some program types may find, due to the difficult population served, that this is an unrealistic data quality expectation. Agencies with particularly difficult circumstances will be given individual waivers on data quality with separate data quality goals.
2. Data collection (intakes and discharges) will be current within 10 days
3. Updates to income, benefits, disability and housing status for consumers at least annually and at discharge
4. Problems with the database or errors in data will be reported, in writing, to the Director of the HMIS Program and Services immediately upon discovery
5. PDDE (Program Descriptor Data Elements known as HMIS Data in the Consumer Face Sheet) must be updated annually (within 30 days before or after the consumer's anniversary date) for programs which create an APR

To facilitate the best data practices possible, projects which are mandated to use the HMIS by their funders and have been found to be non-compliant with the above expectations will be reported to the funding entity (i.e. the CoC Collaborative Applicant, OTDA, Etc.) and may be required to have users and the program manager meet with a representative of the CoC and/or the CRHMIS to create a comprehensive action plan to address the problem areas. If, upon completion of this action plan, there is not adequate improvement in the identified problem areas, the Director of the CRHMIS will require a meeting with the program manager and agency Executive Director to create a more extensive action plan with agency level follow-up. At any time in this process. CARES may disable user log-ins until such a time as the agency is capable of proper data cleanup and entry into the HMIS.

If a mandated program continues to be out of compliance, Technical Assistance may be sought from the funding entity (OTDA, the VA and/or HUD) to assist in the process. Suspended programs will be listed as 'Not Participating' on the CoC Housing Inventory Chart and in any renewal applications within the CoC Grant Application which could influence funding decisions by the CoC governing body.

## **Data Ownership**

CARES, Inc. does not claim ownership of any client level data stored within the CRHMIS other than that which belongs to programs they administer. As such, the CRHMIS will not at any time change, distribute or delete data within programs without the direct instruction of the program in question.

If a community or agency withdraws from the CRHMIS, a request may be made to have their data transferred onto disk in CSV format and sent to them by post. This request, following the protocol at the end of this section, must be made within six months of discontinuing the relationship with the CRHMIS. After six months, the data will no longer be accessible to users or program managers and CARES, Inc. will discontinue the program within the database. If the agency wishes to have all data wiped from the CRHMIS, making it no longer available for historical comparison or data analysis, a written request from the Agency Director must be sent, by post, to CARES, Inc., care of Nancy Chiarella, Executive Director. That request will be followed up with by the Director of the HMIS Program and Services and confirmation of the data purge will be sent to the requesting Agency Director once the process





has been completed.

Following the parameters, set out by Loshin (2002), there are several parties who can claim full or partial ownership of CRHMIS data:

- A. **Creator:** The party that creates or generates the data
- B. **Consumer:** The party that uses the data
- C. **Funder:** The party that commissions the data
- D. **Packager:** The party that collects information for a particular use and adds value through formatting the information for a particular market or set of consumers
- E. **Subject:** The subject of the data claims ownership of that data

In the case of the CRHMIS, there is a hierarchy of ownership of data. It begins with the Subject (5) who can, at any time, submit a written request to CARES, Inc. to have his or her personal information removed from the database. These requests for data removal from the CRHMIS will be honored by CARES, Inc. when done through the correct protocol (below).

Secondly, The Consumer (2), or the agency that enters data, has the ability to claim the data within the CRHMIS that they have input as an agency. In this way, they can modify, delete or ask for a full purge as they desire. These requests for data removal from the CRHMIS will also be honored by CARES, Inc. when done through the correct protocol (below).

Last, the Packager (4), CARES, Inc., has ownership of the data within the database for the purposes outlined within this manual, namely:

1. The aggregation of data for reporting at the community level
2. Control of access to the data via usernames and log-ins
3. Data Quality Parameters to qualify data for admission into the CRHMIS
4. Helpdesk and reporting support requests

Data requests for PPI (client level data) must go through the contracted agency rather than the HMIS Director of the HMIS Program and Services. Upon written request by the Executive Director, CARES will grant access to client files as defined by the contractual agency. This access can range from read-only, aggregate data to client file level access. Similarly, though the data collected and packaged from the HMIS is often published and made available for use in grants, research and educational material, all such data aggregations and analysis belong to the packager, not the consumer who may be using that data for their own purposes.

## **Protocol for requesting data removal from the CRHMIS:**

### **Client (Subject) Request for Data Removal**

Please send a written, signed request to

CARES, Inc.  
C/O Director of the HMIS Program and Services  
200 Henry Johnson Blvd, Suite 4  
Albany NY 12210

Or fax to (518) 489-2237

Make sure to include your full name and which agency/agencies you visited and wish your records removed from. If you would like to also include your contact information, the HMIS Director of the HMIS Program and Services will



verify your data removal once complete.

### **Agency (Creator) Request for Data Removal**

Please send a written, signed request on agency letterhead to

CARES, Inc.  
C/O Director of the HMIS Program and Services  
200 Henry Johnson Blvd, Suite 4  
Albany NY 12210

Or fax to (518) 489-2237

Please specify if you would like to have a copy made of the data in CSV format, burned to CD. Make sure to include all programs you would like purged from the database, remembering that, once gone, there is no way to retrieve the information. The HMIS Director of the HMIS Program and Services will verify your data removal once complete.

## **Interagency Data Sharing for Coordinated Care**

A change in the way data sharing works will go into effect on February 1<sup>st</sup> 2017; the AWARDS feature of Expanded Consent and Client View. Agencies may opt OUT of data sharing at the program level and all consumers have to consent to the data share for each intake they complete with any agency, ensuring control of their own information remains in the consumer's hands. Please see below for more information on the process.

1. There are 3 levels of consent for the consumer; the intake staff must become familiar with the form and guide the consumer to ensure that they are choosing the option that best reflects their preference
2. Consumer data sharing will be covered by the overall consent form being used by the CRHMIS, however, the form within the HMIS will serve to indicate the level of interagency data sharing that occurs.
3. Refusal to participate in data sharing **in no way** impacts the ability of the project to enter the consumer into HMIS or serve the consumer; it simply prohibits the sharing of data with other participating agencies.
4. HIV/AIDS, DV, Behavioral Health and notes/logs are NEVER shared via the HMIS. This is to protect the privacy of consumers.
5. Any consumer in a project who has NOT agreed to share data MUST leave the default setting for user agreements. We are unable to completely remove this option from those agencies, so this will be monitored for compliance.
6. Substance Abuse, Mental Health, Runaway Homeless Youth (RHY) and HIV specific projects are NOT allowed to participate in data sharing at this time. The data share page must be left on the default of no sharing.
7. The signed ROI must match the consumer preference as recorded in the HMIS and be kept in the consumer file (electronic or physical) for monitoring purposes.

A PDF of the data sharing screen is available from your CARES, Inc. representative. Please contact them for additional information and training.



## **Disclosure of Inclusion in the CRHMIS**

A change in the disclosure of inclusion in the CRHMIS goes into effect on January 1, 2017. Previously a posted sign was sufficient for consumer disclosure, however the CRHMIS Advisory Committee, in conjunction with the System Administrator, have made the move to a signed Release of Information and Informed Consent form. These may be found both on the CARES website and in the appendix of this manual. This ROI must match the consumer data sharing preferences as stated above and be kept in the consumer file (electronic or physical) for monitoring purposes.

As per HUD policy, no agency may decline to provide services to a client based on refusal to be included in the HMIS. While it is desirable to include as many clients as possible in the CRHMIS for both internal and external reporting as well as community planning, we operate on a client-first model and work within the comfort level of those we serve.

If you have clients who refuse all HMIS data entry make sure that you keep an intake record separately so that, for agency level reporting, you will be able to include those households in the report.

## **Distribution of HMIS Data**

CARES Inc. will provide quarterly and yearly reports on the aggregate data collected within the HMIS to the corresponding CoCs as well as the Advisory Committee. CARES, Inc. will also make any AHAR data accepted by HUD available to the CoCs. This is public information and a copy of the latest and historical reports will be provided to anyone, upon written request. These reports are also published on the CARES, Inc. website after CoC approval.

Continuum-wide, aggregate data will be provided to HUD annually as required through the HMIS Annual Performance Report, Annual Homeless Assessment Report and CoC Grant Application.

In general practice, aggregate county-wide and individual agency-level data may be provided to users and administration of that agency upon request for data-quality reasons or to meet agency needs. Non-users within an agency requesting any aggregate or individual data must have the written consent of the agency Executive-Director.

Protected Personal Information (PPI), agency-level information, or any data that may potentially point out an individual or single agency will not be distributed in any community level or published reporting. Individuals, agencies or governing bodies who wish to obtain individual or agency-level data may request such data from the agency Director.

In limited circumstances, HMIS data, including PPI, may be used for the purposes of care coordination or research. In these cases, the minimum amount of information required to coordinate care shall be disclosed; it is up to the professional judgement of staff to determine what information will be shared. Because situations and circumstances differ, there is no set protocol for what information to disclose when—Codifying specific guidelines in this regard may in fact undermine the ability to coordinate services. Additionally, an MOU between the organization(s) and CARES, Inc. defining and limiting the scope of data use must be in place before any data may be distributed. Depending on the specific circumstances of the project, an MOU may also be put in place between CARES, Inc. and agency or agencies participating in the project. This MOU must clearly articulate the scope of work, how the data is accessed, which data elements are shared, the goals of the project and limitations of data usage. The CARES, Inc. Executive Director or Director of HMIS Programs and Services must approve and sign off on each MOU that includes the sharing of PPI.

A list of projects in which HMIS is participating and the level of data sharing occurring is listed on the website at



caresny.org/privacy for consumers to review. This list must be kept up to date and agencies must be informed when additions are made via the AWARDS Messages module and/or the CRHMIS list serve.

Consumers may choose to have their data removed from the database at any time by contacting the HMIS System Administrator and submitting a written request. All agencies with data concerning that consumer will be informed of the purge beforehand so that consumer records may be printed and stored according to agency policy.

### **Reporting with the HMIS**

The Director of the HMIS Program and Services regularly exports a system-wide aggregation of data. This data is analyzed to determine which agencies are compliant with the system and regulations. It is also used to identify areas of policy or data requirements that must be more thoroughly defined for individual agencies. Additional training or technical assistance is made available based on need.

Quarterly and annual reports are generated to share with the participants of the CARES Regional HMIS. These reports include a summary of the number and demographics of individuals and families participating in services in each program type for the given time period. **Aggregate reports do not include names, social security numbers, or any other identifying characteristics of individual clients.** Trends in the quarterly and annual reports are then examined and reported to the CoC governing body annually. Under no circumstances is client-level data distributed.

## **Grievance Policy**

### **For Clients**

All grievances regarding the handling of your personal information by an agency within the HMIS should be addressed to that agency. If you believe your grievance has not been sufficiently resolved by your agency, you may make a complaint to the HMIS Director of the HMIS Program and Services at:

CARES Inc  
ATTN: HMIS Director of the HMIS Program and Services 200  
Henry Johnson Blvd, Suite 4  
Albany NY 12210  
Phone: (518) 489-4013 fax (518) 489-2237

*CARES will attempt a voluntary resolution of the complaint and by ensuring that the participating agency is acting with accordance to the HMIS agency agreement. Note that CARES does **not** provide legal services.*

### **For Participating Agencies**

Complaints regarding the administration of the HMIS may be made to either CARES Inc.'s HMIS Director of the HMIS Program and Services or Executive Director at:

CARES Inc  
ATTN: HMIS Director of the HMIS Program and Services/Executive Director  
200 Henry Johnson Blvd, Suite 4  
Albany NY 12210  
Phone: (518) 489-4013 fax (518) 489-2237

Telephone complaints may be recorded for better customer care. CARES will follow up each complaint in writing and, as appropriate, bring the complaint to the CoC leads and/or the CARES Regional HMIS Advisory Committee.

## **HIPAA Compliance**

Compliance with HIPAA regulations is only required for covered entities, such as community service providers that are also health care providers. For agencies that meet these criteria, participation in the HMIS requires compliance with HIPAA as defined and arranged within the agency. CARES, as the Director of the HMIS Program and Services, follows HIPAA precautions with ALL consumers in ALL agencies, runs background checks on all System level users and requires HIPAA and EHR training for all HMIS Administrative staff.

### **HIPAA Compliance within HOPWA Programs**

On October 9<sup>th</sup>, 2014 the Office of HIV/AIDS Housing released an updated Confidentiality User Guide. These policies and procedures have been modified to be compliant with this version of the guide. The HMIS is inherently HIPAA (and HITECH) compliant, but the CRHMIS team is aware that additional precautions must be made as a support team with access to PPI. As required by HOPWA Regulation 24 CFR 574 and 27F, proper security is taken with all electronic and physical documentation of identifying consumer data, written procedures are in effect, HIPAA training is undertaken by all CRHMIS staff and the revised Agency Agreement found at the back of this document acts as an MOU between each participating agency and CARES, Inc. For copies of these policies or questions about physical or electronic security, please contact the CRHMIS System Administrator at (518) 489-4130 x103 or at [hmis@caresny.org](mailto:hmis@caresny.org).

## **Monitoring of Participating Programs**

In order to ensure compliance with this manual and HUD privacy and security requirements, CARES, Inc. will do periodic monitoring of all programs participating in the HMIS; both mandated and voluntary. This monitoring will review data quality, data completeness, and compliance with the electronic and physical privacy and security procedures outlined in this manual.

Programs found to be out of compliance with the above will be evaluated by the HMIS Director of the HMIS Program and Services and a Plan of Correction; including additional training, measurable goals, a realistic timeline for correction and further monitoring, will be put in place.

Frequency of monitoring visits within a community, agency or program will be at the discretion of the HMIS Director of the HMIS Program and Services. Monitoring Visit results will be shared with the Collaborative Applicant and/or CoC leads for the community and may be discussed with the HMIS Advisory Committee.

## **Participation**

All recipients of HUD McKinney-Vento funds are required to participate in the HMIS. This includes recipients of Emergency Solutions Grants (ESG), Supportive Housing Program (SHP), Shelter Plus Care (S+C) and Section 8 Mod Rehab for SRO.

In addition to McKinney-Vento-funded recipients, other housing assistance programs may require participation as a condition of funding. Agencies who receive funding via the Housing Opportunities for Persons with AIDS (HOPWA) program and are dedicated to serving homeless persons must participate. Providers of Grant and Per Diem, Supportive Services for Veteran Families (SSVF) or Veteran Affairs Supportive Housing (VASH) voucher programs by the Department of Veterans Affairs (VA) are also subject to ongoing participation mandates, as are some NYS OTDA funded programs including the Solutions to End Homelessness Program (STEHP). CARES, Inc. works closely with HUD and NYS OTDA to ensure the program data collection and reporting requirements are consistently met by the database and administration of this program.



While not all service agencies are mandated to participate, both HUD and local Continuums of Care encourage participation by all agencies who serve the homeless population, including those funded by other federal programs or non-government sources. Participation by organizations that do not receive HUD Continuum of Care funding is voluntary (other than for the exceptions noted), but strongly encouraged in order to achieve an accurate picture of homeless services in the region. Because overall participation by all agencies that provide homeless housing services is rated by HUD annually through the CoC Grant Application process.

### **Benefits to Non-Mandated Programs**

Voluntary participation by non-mandated programs and agencies helps the community meet the threshold for new funding and retain current funding for current homeless housing, create new homeless housing and assist with community planning and development. Through this collaborative effort, non-mandated agencies receive the benefit of a more sophisticated homeless services network in their community, better access to data for research, grant writing and program planning and representation for those they serve to HUD and other Federal partners through standard HMIS reports such as the HMIS Dedicated Grantee Annual Progress Report and the Annual Homeless Assessment Report. Additionally, and perhaps most importantly, access to more and better housing opportunities for persons and households experiencing homelessness is potentially created through renewals, new projects and bonus projects through the CoC Grant process, thus reducing the burden of local agencies, both not-for-profit and government, trying to assist and house homeless persons and families.

### **Benefits to Continuums of Care**

In addition to fulfilling the HUD requirements, participation in the HMIS enables the participating counties to report accurate statistical data to funders and policy makers regarding topics such as financial resources, county of origin, housing utilization and more. It ensures that all local providers are using a common intake instrument, thereby providing the most effective and efficient service to clients while allowing cross-agency data analysis for the community. The reporting capabilities allow agencies to generate accurate and timely reports, reducing time spent away from client services for monitoring, reporting and case review. Electronic management of client records also allows for remote access, reduced use of office resources such as paper, printer ink and office supplies while providing consistent, neat, easily accessed files to present to reviewers, some of whom are allowing remote monitoring and auditing at this time.

### **Privacy**

Baseline privacy standards are required of all programs and must balance the need to protect the confidentiality of client data with the practical realities of homeless service provision. Each agency is required to review and/or develop a privacy policy specific to the individual agency's needs which includes HMIS activities as it pertains to confidential client data in electronic and hard-copy formats. A copy of the above-referenced agency privacy policy must be provided to CARES, Inc., as the HMIS Director of the HMIS Program and Services and, if the agency has a website, must be published thereon in accordance with HUD's 2004 Privacy and Security standards.

CARES, Inc. applies strict privacy policies and procedures internally, compliant with all HIPAA, HOPWA and HITECH rules. For copies of these policies, please contact or questions about physical or electronic security, please contact the CARES, Inc. Security Officer, Tersha Choy, at [tchoy@caresny.org](mailto:tchoy@caresny.org) or via phone at (518) 489-4130x101.

### **Participation Fees**

Fees for participating in the HMIS vary from community to community and project to project and may require a contract with CARES, Inc. for inclusion in the HMIS. Please contact the Director of the CARES HMIS Program and



Services department for information regarding your specific project type and community at [athlessen@caresny.org](mailto:athlessen@caresny.org) or (518) 489-4130.

## **Responsibilities**

Participating agencies and users have specific responsibilities when using the HMIS to ensure proper functioning of the system, accurate data collection, as well as the privacy and security of all consumers. These responsibilities are outlined below.

### ***Participating Agency Responsibilities***

CARES will enter into a Business Associates Agreement with agencies that are eligible to participate in the HMIS. The Business Associates Agreement will outline the specific manner in which CARES will utilize the data submitted in the HMIS.

The participating agency is responsible for all activities associated with agency staff access and use of the Foothold Software System (AWARDS). The agency will be held responsible for any misuse of the software system by the designated staff.

Each participating agency must:

1. Establish operating practices to ensure organizational adherence to the HMIS Policies and Procedures.
2. Establish a privacy policy to ensure the protection of confidential client data. A copy of this policy should be provided to the Director of the HMIS Program and Services and, if an agency website exists, be published thereon.
3. Communicate operating practices, including privacy protection and user responsibilities, to all agency users. Agencies should document that each user understands and accepts the responsibilities associated with use.
4. Monitor user compliance and periodically review control decisions.
5. Edit and update agency information, including staff, location, and capacity, as needed.
6. Notify all users in their agency of interruptions in service.
7. Detect and respond to violations of the Policies and Procedures or agency procedures.
8. Maintain complete and accurate client records for participating programs within the HMIS.
9. Monitor that users respectfully collect data for all required fields in the intake and discharge, indicated by an asterisk, to the best of their ability. This includes required fields that may not be required by HUD for all program types but are used for reporting at the local, State and Federal level, and as such are important to the proper collection and interpretation of data from the HMIS as well as the assurance of continued funding.

Agencies must follow all privacy and security requirements outlined in this manual in order to participate in the CARES Regional HMIS.

### **User Responsibilities**

Each user within a participating agency is responsible for maintaining client privacy and protecting each client's protected personal information. A User ID and Password will be provided to each User within the agency by the Director of the HMIS Program and Services at the written request of the Agency Executive or Program Director once training has been completed.

All Users must understand and accept the following responsibilities for utilizing the HMIS:





1. The User ID and Password are to be used by the assigned user only and must not be shared with anyone. All Users will take all reasonable means to keep passwords physically secure.
2. All Users will log-off the system before leaving the work area.
3. Users must **not** decline services to a client or potential client if that person refuses to allow entry of information in the HMIS (except if that policy is over-ridden by agency policy or if the information is required to be collected as a condition of receiving services).
4. The user has primary responsibility for information entered by the user. Information entered by users is truthful, accurate and complete to the best of the user's knowledge.
5. Users will not solicit from or enter non-required information about clients into the HMIS unless the information is required for a legitimate program purpose such as to provide services to the client.
6. Any hard copies of personally identifiable (client-level) information printed from the HMIS must be kept in a secure file, and destroyed when no longer needed.
7. All Users must immediately notify the Agency Executive Director should a breach in security be recognized or suspected.
8. Users may only access the HMIS from a designated terminal, following agency guidelines for electronic access of records. Access to the HMIS from public or unsecured computers and networks is prohibited.
9. Users may not send identifying information on clients through standard e-mail but, instead, should utilize the secure messaging feature of the HMIS-AWARDS system for all client-based communications, preferably through a helpdesk ticket.
10. Users agree to respectfully collect all required fields in the intake and discharge, indicated by an asterisk, to the best of their ability. This includes required fields that may not be required by HUD for all program types but are used for reporting at the local, State and Federal level, thus are important to the proper collection and interpretation of data from the HMIS as well as the assurance of continued funding.

### **Lead Agency (CARES, Inc.) Responsibilities**

CARES, Inc., as the Lead agency for the CRHMIS, will monitor compliance with the established policies and procedures while providing the following services:

1. Internal compliance with all HUD, HIPAA and HITECH regulations
2. Monitoring of privacy and security compliance of all participating programs
3. Access for questions and concerns with the Software Solution Provider, Foothold Technology
4. Assistance with HUD mandated reporting on an agency/CoC level
5. AHAR and CoC Grant Application reporting
6. Annual and Quarterly CoC reports on basic, aggregate client demographics
7. Creation, deletion and monitoring of user log-ins and passwords
8. Daily helpdesk (work days) for standard helpdesk issues
9. Evaluations and strategies for better use of the HMIS in regards to HUD reporting and data quality
10. Monitoring of HUD policy and procedure regarding HMIS with regular CoC updates
11. Monthly New User Trainings (in a group setting)
12. Remote access to all in-house trainings upon request
13. Regular updates on HMIS policy, procedure and the database via a variety of mediums
14. Rapid turn-around for addressing all help desk tickets
15. Ongoing CoC level data quality checks and follow-up

**Additional fees may be assessed for HMIS TA services that are not within the normal scope of CARES Inc.'s HMIS Director of the HMIS Program and Services duties; including, but not limited to, the following:**

- Agency/Program evaluation for use of the database beyond CoC requirements
- Agency specific report and form building
- Agency specific training on non-HUD mandated features of the database
- Customized internal or external reports not related to HUD





- Large helpdesk requests due to user error
- Program level data quality and clean-up assistance
- Training on basic computer skills which complement the use of the HMIS, including but not limited to; internet, Excel, keyboarding and MS Word Document creation

### **CoC Lead Responsibilities**

The CoC leads in each community will be presented with a Memorandum of Understanding (MOU) which requires close involvement in the reporting and regulation of HMIS data. By signing this, the CoC leads, on behalf of their CoC, agree to the terms and conditions outlined therein.

## **Security**

Certain electronic security precautions are required of each agency:

- Install and maintain a firewall on the user's computer or the agency network
- Password protected screensavers set at no more than 5 minute intervals
- Automatically updating antivirus software installed and maintained on every internet-accessible computer
- Keep the Operating System on each HMIS access computer terminal up to date with the latest security devices
- All users must attend a formal HMIS training prior to being assigned a username and password in the database.

This will ensure that proper training on security, policy and procedure has been established for all users in the database. Sharing of usernames and log-ins is strictly prohibited for security reasons.

In the event a user no longer needs access to a program or leaves the employ of the agency, the program manager or Executive Director **MUST** contact the HMIS Director of the HMIS Program and Services within 24 hours of the end of employment so that the active user account can be disabled. This can be done in advance, so Directors and administrative staff are encouraged to alert the Director of the HMIS Program and Services as soon as it is known that a user account will no longer be needed.

In order to facilitate the privacy and security of HMIS consumers, any user account that is inactive for 30 days will be deactivated **until the HMIS Director of the HMIS Program and Services is contacted by a program manager or agency officer in writing** (an e-mail from the agency email address is adequate). If the user is inactive for more than 90 days, or if there has been a significant data elements or policy change during the time off the system, retraining may be required prior to regaining access to the HMIS.

It is recommended that a Written Information Security Policy (WISP), with an electronic information policy, be in place for all agencies using HMIS. For a copy of the CARES, Inc. WISP, please contact the HMIS Director at [hmis@caresny.org](mailto:hmis@caresny.org) or via phone at (518) 489-4139 x103.

### **User access to the HMIS**

The AWARDS software is a web-based software system accessed via the Internet. Each agency user is assigned a unique log-in name and a password to access the system. Within the agency's set-up in the HMIS, each user is assigned specific permissions to view and work only with those programs and records to which he or she has been assigned. A user in one program within an agency is prohibited from viewing or modifying any records in another program area unless express permission has been given by a program supervisor or Executive Director. No user can access the files of any other agency. All users are reminded to never share their log-in names or passwords with anyone else, and not to keep reminder notes in obvious areas.



Access to the HMIS is granted by the Director of the HMIS Program and Services. When an agency needs to add or remove a user, there must be a written request (e-mail, FAX or AWARDS message) from the Program or Executive Director requesting the action. All new users must attend training prior to being assigned a username and password.

## **Software Security**

Maintaining individual client privacy is among the highest priorities in managing the HMIS. The AWARDS software uses the highest encryption currently allowable by law along with the use of SSL (Secure Sockets Layer) technology. Foothold Technology uses several hardware and software firewalls and AWARDS keeps warm backups locally and sends daily backups to a separate data center. All data is stored in two data centers in two different states on 8 different electric grids. Warm copies are available in 2-hour intervals and daily copies are available in 24-hour intervals. Information sent from individual agency sites cannot be unscrambled. In addition, a highly sophisticated series of user names and passwords protect data from unauthorized viewing and manipulation within individual agencies, ensuring no one has access to information they should not see. Data security is also monitored by the Director of the HMIS Program and Services through regular reports and activities. For questions about physical or electronic security of the AWARDS software, please contact the CARES, Inc. Security Officer, Tersha Choy, at [tchoy@caresny.org](mailto:tchoy@caresny.org) or via phone at (518) 489-4130 x101.

## **Software**

As selected by the HMIS Implementation Committee, CARES, Inc. has contracted with Foothold Technology as the software vendor for the CARES Regional HMIS. Foothold's software, AWARDS, is a web-based system in which users access the system via the Internet and includes a comprehensive case management system that each agency can utilize for managing client records, case notes, and referral information if desired. For more information on how to fully utilize these components, please contact your customer service rep or the Director of the HMIS Program and Services at [hmis@caresny.org](mailto:hmis@caresny.org) or by phone at (518) 489-4130

## **Technical Assistance**

All concerns with utilizing the HMIS system should be directed to the HMIS Director of the HMIS Program and Services at CARES, who can be reached by phone at (518) 489-4130 x103, by e-mail at [hmis@caresny.org](mailto:hmis@caresny.org) or through the HMIS (AWARDS) internal messaging and helpdesk modules for confidential e-mail capability. CARES offers assistance to agencies who would like to better integrate the use of the HMIS software into existing procedures through telephone and web conferences as well as occasional site visits. Assistance in gathering agency-wide or county-wide aggregate information for funding sources and grant writing is also available when a written request is made at least a week in advance.

### **CARES will provide, at no additional fees, the following TA services:**

- Access for questions and concerns with the SSP, Foothold Technology
- AHAR and CoC Grant Application reporting
- Annual and Quarterly CoC reports on basic, aggregate client demographics
- Creation, deletion and monitoring of user log-ins and passwords
- Daily helpdesk (work days) for standard helpdesk issues
- Evaluations and strategies for better use of the HMIS in regards to HUD reporting
- Monitoring of HUD policy and procedure regarding HMIS with regular CoC updates
- Monthly New User Trainings (in a group setting)
- Monthly user-groups on topics chosen with user-input
- Quarterly Advanced User Trainings (in a group setting)
- Remote access to all in-house trainings upon request



- Regular updates on HMIS policy, procedure and the database via a variety of mediums
- Rapid turn-around for addressing all help desk tickets (one business day)
- Ongoing CoC level data quality checks and follow-up
- Access to social networking for updates and networking among users and administrators

**Additional fees may be assessed for HMIS TA services that are not within the normal scope of CARES Inc's HMIS**

**System Administer duties; including, but not limited to, the following:**

- Agency/Program evaluation for use of the database beyond HUD requirements
- Agency specific report and form building
- Agency specific training on non-HUD mandated features of the database
- Customized internal or external reports not related to HUD
- Large helpdesk requests due to user error
- Program level data quality and clean-up assistance
- Training on basic computer skills which complement the use of the HMIS, including but not limited to; internet, Excel, keyboarding and MS Word Document creation

## **Training**

CARES offers on-going user training for new and current users who need a refresher on the basics. Training sessions will be provided in 1-4 hour sessions for which attendees are required to sign up in advance. Users participating in each training session are expected to be computer-literate and to attend the full training session. No individual will be given access to the database until initial training has been completed. Access permission for each new user must be given to the Director of the HMIS Program and Services prior to new user set-up. The Executive Director or Program Manager may e-mail or fax permission information to CARES Inc. While users will be allowed to attend training prior to this verification, no active agency access will be given until the permission has been received and processed.

Additionally, Advanced User trainings, Program Director and Administrator trainings, recurring user-groups and periodic CoC updates will be held regularly to help agencies best use and monitor the HMIS system and accompanying software. A list of all available trainings and groups, along with registration information, is available and regularly updated on CARES' website (<http://www.caresny.org>) and all social networking mediums. All trainings and user-groups are available remotely via webinar to accommodate those who cannot attend in person. Remote access requires either a microphone and speaker system, or a regular telephone in conjunction with a computer.

## **User Access to the Database**

Each program within an agency will be permitted 15 user accounts to access the HMIS. The HMIS Director of the HMIS Program and Services will have the ability to add these users to the system as needed. Agencies exceeding the permitted number of system users will be charged an additional monthly software fee\* plus a service fee for additional CARES' staff time to be determined after a scope of work has been completed.



## **Addendum A: Costs of Additional Services**

### *Pricing Structure*

#### **Agency and Community level projects:**

Pricing for projects is variable and based on a rate of \$80 per hour. Please contact the HMIS Director of the HMIS Program and Services at (518) 489-4130 x103 for more information on individual projects including, but not limited to:

- Basic computer instruction
- Agency level training on non-CoC features of the HMIS
- Operational design and the HMIS
- Data quality issue resolutions
- Large help-desk ticket resolution
- Database customization via form and report building

#### **Continuum of Care inclusion in the CARES Regional HMIS**

There are standard contracts available for CoCs interested in joining with the CARES Regional HMIS. Please contact CARES, Inc. for more information. We are dedicated to working with the communities we serve in order to create a service and price base that meets the individual needs of those we serve. Please contact the HMIS Director of the HMIS Program and Services at (518) 489-4130 x103 for more information.

#### **Non-Continuum of Care Agencies and Programs**

As more and more program types which are not covered under the CoC umbrella are mandated to participate in the HMIS, CARES, Inc. has developed pricing strategies to address their specific needs and help their compliance via inclusion within the HMIS. Please contact the HMIS Director of the HMIS Program and Services at (518) 489-4130 x103 for more information.

#### **Domestic Violence Dedicated Programs**

DV programs are prohibited from participating in the HMIS by the Violence Against Women Act (VOWA). There are some funding types, however, which require a comparable database to the HMIS for these programs. While each agency is responsible for creating/contracting for this database, your HMIS Director of the HMIS Program and Services is responsible for ensuring that this database meets HMIS regulations. contact the HMIS Director of the HMIS Program and Services at (518) 489-4130 x103 for more information on this topic and to help ensure the compliance of your database with the dynamic structure of the HMIS.

#### **Additional Users**

Each program within an agency will be permitted 15 user accounts to access the HMIS. The HMIS Director of the HMIS Program and Services will have the ability to add these users to the system as needed. Agencies exceeding the permitted number of system users will be charged an additional monthly fee.

16-30 users total \$500 monthly

31-45 users total \$1000 monthly

46-60 users total \$1,500 monthly

61-75 users total \$2,000 monthly

76+ users must separately contract with the vendor, Foothold Technology, and upload to the HMIS

*\*These fees are based on set costs from the software vendor. There is no intermediate category for additional 10-15 users and CARES, Inc. does not receive any administrative income from additional user fees, however, administrative fees for staff time may be assessed depending on the scope of the project.*

## CARES Regional HMIS Consumer Information Consent Form



Information collected in the HMIS database is protected in compliance with the standards set forth in the Health Insurance Portability and Accountability Act (HIPAA) and the U.S. Department of Housing and Urban Development HMIS Data Standards. Every person and agency that is authorized to read or enter information into the database has signed an agreement to maintain the security and confidentiality of the information. Any person or agency that is found to violate their agreement may have their access rights terminated and may be subject to further penalties.

### **I UNDERSTAND THAT:**

The partner agencies may share limited identifying information about the people they serve with other parties working to end homelessness.

The release of my information does not guarantee that I will receive assistance. This release of information includes public funded cash disbursements received during the past 3 years.

This authorization will remain in effect for a minimum of 36 months unless I revoke it in writing, and I may revoke authorization at any time by signing a written statement or Revocation form.

The following personal information will not be shared with any HMIS partner agencies via this HMIS computer system.

1. HIV/AIDS information, such as status, diagnostic test results, mode of transmission, sexuality.
2. Domestic violence information, such as abuse history, abuser information, trauma information.
3. Behavioral health information, such as substance and alcohol abuse and mental illness.
4. Clients supportive services contacts, medication information and case notes.

If I revoke my authorization, all information about me already in the database will remain, but will become invisible to all of the partner agencies, except public (county, state or federal) cash disbursements.

If I am applying for county, state or federal cash disbursements such as ESG or SSVF, this information will be shared with Collaborative users and State agencies.

By signing this form, I agree to share the following level of information with other partner agencies via the HMIS computer system:

- I agree to share my name (first, middle, last), gender, program enrollment, and exit dates information via the HMIS system with other partner agencies.
- I agree to share my name, gender, ancestry, program enrollment and exit dates, demographic information, miscellaneous section, and contacts information, cash disbursements via the HMIS system with other partner agencies.
- I do not agree to share any of my information via the HMIS system with other HMIS partner agencies via the HMIS computer system. Exception is cash disbursements as noted above.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Agency: \_\_\_\_\_ Program: \_\_\_\_\_





## Expanded Consent and Client View Guide

### AWARDS QUICK REFERENCE GUIDE

The Expanded Consent and Client View feature allows users to view certain client details within Consumer Lookup for clients who have multiple program histories between agencies. These details include the last four digits of the client's SSN, and events recorded within the Client History Report. This guide will describe what details are visible under various circumstances.

To view client details, complete the following steps:

1. From the AWARDS Opening Menu page, click **Consumer Lookup**. The *Consumer Lookup* page is displayed.
2. For full access to client details, enter the client's full SSN in the **SSN** field, and in the **First Name** and **Last Name** fields, type the first two letters of the consumer's first and last names, respectively.
3. Click the **Limit Search Results to** drop-down arrow and select the number of matches that should be displayed in the lookup results.
4. Click **SEARCH**. The *Consumer Lookup Results* page is displayed. For clients who have program histories in multiple agencies, the last four SSN digits and Client History Report icon may be available, depending on consent and search information used. Refer to the chart below.

Search Information Used:	Consent Given by Client within OTHER Agency	Appear in search results?	Last 4 SSN digits show?	Client History Report available?
First Name Last Name Full SSN	A	YES	YES	NO
First Name Last Name Full SSN	B	YES	YES	YES
First Name Last Name Full SSN	C	NO	n/a	n/a
First Name Last Name No SSN	A or B	YES	YES	NO
First Name Last Name No SSN	C	NO	n/a	n/a
Any	A, B or C – marked as EXPIRED	NO	n/a	n/a

5. If displayed, click the Client History Report icon  to the left of the client and agency records to be viewed. This version of the report will include any program histories that contain an effective level B consent, and list events in chronological order **without** links to view details.

The process of viewing client details is now complete.

## CRHMIS Client Informed Consent and Release of Information

\_\_\_\_\_ (*agency name*) \_\_\_\_\_ participates in the CARES Regional Homeless Management Information System (CRHMIS). This means that we collect information about your household and input it into a secure and private database that allows us to keep track of that information to better assess and serve your needs. The CRHMIS is dedicated to the privacy and safeguarding of the information collected and input into the HMIS database and does not publish identifying, client level data. For more information, please see our complete policy and procedure manual, which includes information on opting out of the HMIS, data ownership and a list of research and coordination projects that use HMIS information at [www.caresny.org/HMIS-policies](http://www.caresny.org/HMIS-policies).

To better assist in the coordination and provision of services, we are requesting your permission to share limited information about you with other homeless services providers. As the owner of your own information within the CRHMIS, you have the right to choose whether or not other users of the system can see any of your personal information and on what level. HIV/AIDS information, Domestic Violence information, Behavioral health (mental illness and substance abuse) and client notes are NOT shared through the HMIS. This consent will be in effect for a minimum of 36 months but may be revoked at any time.

**Please check the (1) box below which indicates the level at which you are willing to share your information with the homeless services coordinators and providers in the community;**

I agree to share my name, gender and program enrollment history through the HMIS with other provider homeless services agencies.

I agree to share my name, gender, program enrollment history, demographic, income and contact information through the HMIS with other partner homeless services agencies.

I do NOT agree to share any of my information through the HMIS with other partner homeless services agencies.

***By signing this form, I agree to share the above level of information with other partner agencies via the HMIS Computer System:***

\_\_\_\_\_  
PRINTED name of Client

\_\_\_\_\_  
Signature of Client, Guardian or Power of Attorney

\_\_\_\_\_  
Signature of Witness

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

The Housing Authorities within the CoC geography including the Kingston, Saugerties and Ellenville Housing Authorities do not have a homeless preference in their administrative plans.

Therefore no attachment is necessary.





# Memorandum of Understanding

between

**The Corporation for AIDS Research, Education and Services, Incorporated  
(CARES, Inc.)**

and

**NY-608 - KINGSTON/ULSTER COUNTY COC**

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## **I. Purpose and Scope**

NY-608 - KINGSTON/ULSTER COUNTY COC has requested CARES, Inc. implement and maintain a Homeless Management Information System (HMIS) in compliance with HUD's requirements and standards.

CARES, Inc. agrees to abide by the below purpose of the HMIS:

- To meet HUD's requirement to produce an unduplicated count of homeless
- To develop new means of regional collaboration
- To facilitate continuity of care in homeless services
- To develop programs that are responsive to individuals' needs

In 2001, Congress directed the U.S. Department of Housing and Urban Development (HUD) to implement a national data collection system to produce an unduplicated count of persons using homeless services. The Homeless Management Information System (HMIS) is a computerized data collection system that will be used by multiple agencies to capture the number of persons utilizing services, their characteristics and demographic information.

The Capital Region HMIS (CARES Inc.) has a tremendous capacity to strengthen the collaboration among homeless service providers. Utilizing this coordinated system to count and track homeless trends, CARES HMIS will allow providers to collect data using a universal language. Methods and procedures for recording use of service will be standardized, thereby giving all service providers a common denominator for discussions about the quantity and quality of service. Perhaps most important, homeless service providers will be working together in a new manner to follow those activities and trends that transcend the individual agency

## **HMIS Goals**

- **Unduplicated count:** The HMIS will provide an unduplicated count of the number of individuals accessing services from homeless service providers in NY-608 - KINGSTON/ULSTER COUNTY COC



- Service tracking and trends: The HMIS will identify demographic and service utilization trends.
- Streamlined referral process: The HMIS will create a comprehensive data-base of homeless services throughout NY-608 - KINGSTON/ULSTER COUNTY COC
- Enhanced service delivery: Reviewing client service trends, the HMIS will reveal service areas in need of enhancement and growth.
- Information for policymaking: Aggregate data will be shared with homeless service advocates, government officials and researchers. This information will better inform our understanding of homelessness and guide public policy and program development.

## **HMIS Participation**

All recipients of HUD funds will be required to participate in the HMIS as will some Federal Partners. This includes recipients of Emergency Shelter Grant (ESG) funds, Supportive Housing Program (SHP), Shelter Plus Care (S+C), Section 8 Mod Rehab for SRO, Housing Opportunities for Persons with AIDS (HOPWA) and more recently, Homelessness Prevention and Rapid Re-housing Program (HPRP), Supportive Services for Veteran Families (SSVF) and Runaway Homeless Youth (RHY). In addition, HUD encourages participation of other federal programs that serve homeless persons. Participation of other organizations that do not receive HUD Continuum of Care funding is voluntary, but strongly encouraged in order to achieve an accurate picture of homeless services in the region.

## **Benefits to Lead Agency and the Continuum of Care**

In addition to fulfilling the HUD requirements, participation in the HMIS will enable Lead Agency and NY-608 - KINGSTON/ULSTER COUNTY COC (CoC) to report accurate statistical data to funders and policy makers including information on clients' financial resources, county of origin, and use of services. It will ensure that all local providers are using a common intake, thereby providing the most effective and efficient service to clients. In addition, individual agencies will benefit from the ability to electronically manage their client records and generate reports in a quick and easy manner.

## **CARES and the HMIS**

CARES, Inc. is a not-for-profit agency whose mission is assisting local communities in expanding housing and other resources for homeless persons and/or persons with disabilities. CARES was selected to serve as the administrator of the Homeless Management Information System (HMIS) in the Capital Region because of its involvement and knowledge of the service provision in each of these communities. In addition, CARES serves as HMIS administrators for 24 counties within 13 Continuums of Care in NYS. As the HMIS administrators, CARES is responsible for promoting the use of a regional HMIS, implementing the HMIS, providing computer training to agency users, and providing on-going technical assistance to all service providers participating in the HMIS.

## **II. MOU Term**

The term of this MOU Agreement is the period within which the project responsibilities of this agreement shall be performed. The term is for the period of the HUD HMIS contract year and continues until terminated by one or both parties.

## **III. CARES, Inc. Responsibilities**

CARES, Inc. shall undertake the following activities during the duration of the MOU term:

- Monitor adherence of all participating agencies in NY-608 - KINGSTON/ULSTER COUNTY COC to applicable federal and state laws and regulations and program guidelines and report findings to the HMIS Data Committee and HMIS Advisory Committee at least quarterly.

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- Review and approve all documentation evidencing NY-608 - KINGSTON/ULSTER COUNTY COC performance of services as set forth in the Scope of Work and monitor NY-608 - KINGSTON/ULSTER COUNTY COC performance compliance with the MOU.

Additionally, as the HMIS System Administrator, CARES, Inc. shall undertake the following activities during the duration of the MOU term:

- Selection of a software vendor and maintaining the relationship with this software vendor.
- Ensuring software securities are up-to-date and protecting all individual client data from unauthorized viewing.
- Training on privacy standards at each participating agency.
- Complying with HIPAA regulations as required by covered entities.
- Providing regular user training to ensure all users are knowledgeable on the software system
- Providing technical assistance for all system users
- Producing and distributing regular reports to NY-608 - KINGSTON/ULSTER COUNTY COC
- Producing additional reports as required by HUD and requested by member agencies.

#### **IV. NY-608 - KINGSTON/ULSTER COUNTY COC Responsibilities**

NY-608 - KINGSTON/ULSTER COUNTY COC shall undertake the following activities during the duration of the MOU term:

##### **Responsibilities of NY-608 - KINGSTON/ULSTER COUNTY COC**

As the Continuum of Care coordinating body, Lead Agency is responsible for the following activities:

- Encourage the participation of all members in the HMIS
- Require all new users to attend training by CARES, Inc. prior to being assigned a user license
- Review CoC level reports and provide feedback on the data provided to both NY-608 - KINGSTON/ULSTER COUNTY COC and the HMIS System Administrator as needed.
- Support CARES, Inc.'s efforts to secure funds to maintain the HMIS.
- Ensure participating agencies maintain the rules and responsibilities outlined in the CARES Regional HMIS policy and procedure manual.
- Convene and maintain a Data Quality sub committee

##### **Participating Agency Responsibilities**

The participating agency is responsible for all activities associated with agency staff access and use of the Foothold Software System (AWARDS). The agency will be held responsible for any misuse of the software system by the designated staff.

It is required that each participating agency:

- Review and sign in agreement with the CARES/Capital District HMIS Policy and Procedure Manual.
- Establish operating practices to ensure organizational adherence to the HMIS Policies and Procedures.
- Establish a privacy policy to ensure the protection of the confidential client data and provide to CARES, Inc.
- Communicate operating practices including privacy protection and User responsibilities to agency users. Document that each User understands and accepts the User responsibilities.
- Monitor compliance and periodically review control decisions.
- Edit and update agency information, including staff, location, and capacity, as needed.
- Grant access to the software system for Users authorized by the agency's Executive Director by creating usernames and passwords



- Send staff to trainings on the uses of the Foothold software system including a review of the CARES/ Capital Region HMIS Policies and Procedures, and any agency operating practices and privacy notice.
- Notify all Users in their agency of interruptions in service.
- Detect and respond to violations of the Policies and Procedures or agency procedures.
- Maintain complete and accurate client records.

## V. Funding

CARES, Inc. will work with NY-608 - KINGSTON/ULSTER COUNTY COC to procure adequate funding for programs funded by the Continuum of Care grant to maintain access to the HMIS with all attending supports and services as outlined above, including, but not limited to, grant funding from the Continuum of Care Grant Award and community sourced cash matches.

To keep the CoC cost burden of the HMIS to a minimum, non Continuum of Care funded programs (such as SSVF, RHY, HOPWA, ESG, etc) required by any funding source to use the HMIS will be required to separately contract with CARES, Inc. for inclusion in the HMIS. CARES, Inc. will work with all such programs and agencies to secure appropriate funding. Programs falling under this category, even those within agencies already participating in the HMIS with CoC funded or voluntary programs, will not be set up or given user access until a signed contract has been delivered.

## VII. Modification and Termination

- This agreement may be cancelled or terminated without cause by either party by giving (90) calendar days advance written notice to the other party. Such notification shall state the effective date of termination or cancellation and include any final performance and/or payment invoicing instructions/requirements.
- Any and all amendments must be made in writing and must be agreed to and executed by the parties before becoming effective.
- It is mutually agreed that if the funding of the current year and/or any subsequent years covered under this Agreement does not appropriate sufficient funds for the program, this Agreement shall be of no further force and effect. In this event, NY-608 - KINGSTON/ULSTER COUNTY COC shall have no liability to pay any funds whatsoever to CARES, Inc. and CARES, Inc shall not be obligated to perform any provisions of this Agreement for which they are not reimbursed.



### VIII. Effective Date and Signature

This MOU shall be effective upon the signature of CARES, Inc. and NY-608 - KINGSTON/ULSTER COUNTY COC authorized officials. It shall be in force from 12/1/18-11/30/19. CARES, Inc. and NY-608 - KINGSTON/ULSTER COUNTY COC indicate agreement with this MOU by their signatures.

Signatures and dates

  
Authorized signature from CARES, Inc.

  
Authorized signature from NY-608  
KINGSTON/ULSTER COUNTY COC

Date 8/9/17

Date 8/9/17



# CoC's Rating and Review Procedure: Public Posting Evidence

## Written Standards for Order of Priority

# Ulster County Continuum of Care Policies and Procedures

## HMIS Data Sharing and Exporting

1. CoC agencies or programs in the Kingston/Ulster County CoC with a separate AWARDS with Foothold Technology may upload into the CARES Regional HMIS instead of inputting data directly. Uploads should occur on a monthly basis, and be completed by the 15<sup>th</sup> of each month for reporting purposes.
2. In order for the CoC and the Data Committee to be able to attain accurate data from the HMIS for planning purposes, CoC agencies sign an agreement to disseminate program level data for the data committee to use for planning purposes.
3. C of C participating agencies agree to allow CARES, our HIMS Lead Agency to fulfill requests by the Data committee for program level aggregate data for use in CoC planning and program performance. This data will not contain any personal identifying information and will only be reviewed in aggregate form.

Adoption Date: April 2014



## Chronic Homeless Priority

The UCCOC is committed to providing permanent supportive housing placements for chronically homeless individuals and families. To reinforce that commitment, all CoC funded agencies administering HUD funded programs will prioritize placement for chronically homeless persons for beds that are made available through annual turnover.

Adoption Date: April 2014

## UCCOC Ranking Procedure and Process

### Annual Rating and Ranking Procedure of the CoC Project Ranking:

Applications will be updated annually based on HUD's Federal Register. The Collaborative Applicant (CA) will read the Federal Register, make the updates, and then send the recommended updates to the Board. At least three members of the Ranking Committee will be appointed by the Board of Directors. The Ranking committee will review the Performance Measures Ranking tool developed from the previous year and make revisions that will go to the board for approval.

Each applicant is required to provide the Ranking Committee with all documentation required to complete the Project Ranking form.

Deadlines for applications will be based each year on the Notice of Funding Allocation (NOFA). Each NEW and RENEWAL project sponsor shall submit the appropriate application along with the required documents in a single electronic submission to the CA. The CA will forward all submissions to the Evaluation Subcommittee. Applications will only be accepted from Local Continua which are members of the UCCOC.



# 2017 HDX Competition Report

## PIT Count Data for NY-608 - Kingston/Ulster County CoC

### Total Population PIT Count Data

	2016 PIT	2017 PIT
Total Sheltered and Unsheltered Count	328	411
Emergency Shelter Total	262	346
Safe Haven Total	0	0
Transitional Housing Total	28	31
Total Sheltered Count	290	377
Total Unsheltered Count	38	34

### Chronically Homeless PIT Counts

	2016 PIT	2017 PIT
Total Sheltered and Unsheltered Count of Chronically Homeless Persons	34	14
Sheltered Count of Chronically Homeless Persons	8	6
Unsheltered Count of Chronically Homeless Persons	26	8

### Homeless Households with Children PIT Counts

	2016 PIT	2017 PIT
Total Sheltered and Unsheltered Count of the Number of Homeless Households with Children	49	68
Sheltered Count of Homeless Households with Children	47	64
Unsheltered Count of Homeless Households with Children	2	4

### Homeless Veteran PIT Counts

	2011	2016	2017
Total Sheltered and Unsheltered Count of the Number of Homeless Veterans	13	13	8
Sheltered Count of Homeless Veterans	7	10	8
Unsheltered Count of Homeless Veterans	6	3	0

# 2017 HDX Competition Report

## HIC Data for NY-608 - Kingston/Ulster County CoC

### HMIS Bed Coverage Rate

Project Type	Total Beds in 2017 HIC	Total Beds in 2017 HIC Dedicated for DV	Total Beds in HMIS	HMIS Bed Coverage Rate
Emergency Shelter (ES) Beds	85	17	68	100.00%
Safe Haven (SH) Beds	0	0	0	NA
Transitional Housing (TH) Beds	30	0	30	100.00%
Rapid Re-Housing (RRH) Beds	2	0	2	100.00%
Permanent Supportive Housing (PSH) Beds	150	0	150	100.00%
Other Permanent Housing (OPH) Beds	20	0	20	100.00%
Total Beds	287	17	270	100.00%

### PSH Beds Dedicated to Persons Experiencing Chronic Homelessness

Chronically Homeless Bed Counts	2016 HIC	2017 HIC
Number of CoC Program and non-CoC Program funded PSH beds dedicated for use by chronically homeless persons identified on the HIC	15	17

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

Households with Children	2016 HIC	2017 HIC
RRH units available to serve families on the HIC		0

# 2017 HDX Competition Report

## HIC Data for NY-608 - Kingston/Ulster County CoC

### Rapid Rehousing Beds Dedicated to All Persons

All Household Types	2016 HIC	2017 HIC
RRH beds available to serve all populations on the HIC		2

# 2017 HDX Competition Report

## FY2016 - Performance Measurement Module (Sys PM)

### Summary Report for NY-608 - Kingston/Ulster County CoC

For each measure enter results in each table from the System Performance Measures report generated out of your CoCs HMIS System. There are seven performance measures. Each measure may have one or more “metrics” used to measure the system performance. Click through each tab above to enter FY2016 data for each measure and associated metrics.

RESUBMITTING FY2015 DATA: If you provided revised FY 2015 data, the original FY2015 submissions will be displayed for reference on each of the following screens, but will not be retained for analysis or review by HUD.

ERRORS AND WARNINGS: If data are uploaded that creates selected fatal errors, the HDX will prevent the CoC from submitting the System Performance Measures report. The CoC will need to review and correct the original HMIS data and generate a new HMIS report for submission.

Some validation checks will result in warnings that require explanation, but will not prevent submission. Users should enter a note of explanation for each validation warning received. To enter a note of explanation, move the cursor over the data entry field and click on the note box. Enter a note of explanation and “save” before closing.

### Measure 1: Length of Time Persons Remain Homeless

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

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

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

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

## 2017 HDX Competition Report

### FY2016 - Performance Measurement Module (Sys PM)

	Universe (Persons)			Average LOT Homeless (bed nights)				Median LOT Homeless (bed nights)			
	Submitted FY2015	Revised FY2015	Current FY	Submitted FY2015	Revised FY2015	Current FY	Difference	Submitted FY2015	Revised FY2015	Current FY	Difference
1.1 Persons in ES and SH	1201	1174	1369	88	86	92	6	44	44	55	11
1.2 Persons in ES, SH, and TH	1261	1251	1432	94	97	96	-1	50	50	56	6

b.

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

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

	Universe (Persons)		Average LOT Homeless (bed nights)			Median LOT Homeless (bed nights)		
	Previous FY	Current FY	Previous FY	Current FY	Difference	Previous FY	Current FY	Difference
1.1 Persons in ES and SH	-	1369	-	100		-	59	
1.2 Persons in ES, SH, and TH	-	1432	-	106		-	60	

# 2017 HDX Competition Report

## FY2016 - Performance Measurement Module (Sys PM)

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

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

	Total # of Persons who Exited to a Permanent Housing Destination (2 Years Prior)		Returns to Homelessness in Less than 6 Months			Returns to Homelessness from 6 to 12 Months			Returns to Homelessness from 13 to 24 Months			Number of Returns in 2 Years	
	Revised FY2015	# of Returns	Revised FY2015	# of Returns	% of Returns	Revised FY2015	# of Returns	% of Returns	Revised FY2015	# of Returns	% of Returns	# of Returns	% of Returns
Exit was from SO	0	0	0	0		0	0		0	0		0	
Exit was from ES	577	572	50	48	8%	54	30	5%	49	70	12%	148	26%
Exit was from TH	29	22	2	0	0%	1	0	0%	1	0	0%	0	0%
Exit was from SH	0	0	0	0		0	0		0	0		0	
Exit was from PH	49	189	4	7	4%	1	1	1%	2	14	7%	22	12%
TOTAL Returns to Homelessness	655	783	56	55	7%	56	31	4%	52	84	11%	170	22%

### Measure 3: Number of Homeless Persons

#### Metric 3.1 – Change in PIT Counts

## 2017 HDX Competition Report FY2016 - Performance Measurement Module (Sys PM)

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

	2015 PIT Count	Most Recent PIT Count	Difference
Universe: Total PIT Count of sheltered and unsheltered persons	343	328	-15
Emergency Shelter Total	248	262	14
Safe Haven Total	0	0	0
Transitional Housing Total	29	28	-1
Total Sheltered Count	277	290	13
Unsheltered Count	66	38	-28

### Metric 3.2 – Change in Annual Counts

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

	Submitted FY2015	Revised FY2015	Current FY	Difference
Universe: Unduplicated Total sheltered homeless persons	1261	1279	1444	165
Emergency Shelter Total	1201	1200	1380	180
Safe Haven Total	0	0	0	0
Transitional Housing Total	74	94	75	-19

## 2017 HDX Competition Report FY2016 - Performance Measurement Module (Sys PM)

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

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

	Submitted FY2015	Revised FY2015	Current FY	Difference
Universe: Number of adults (system stayers)	55	64	43	-21
Number of adults with increased earned income	3	5	8	3
Percentage of adults who increased earned income	5%	8%	19%	11%

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

	Submitted FY2015	Revised FY2015	Current FY	Difference
Universe: Number of adults (system stayers)	55	64	43	-21
Number of adults with increased non-employment cash income	8	17	13	-4
Percentage of adults who increased non-employment cash income	15%	27%	30%	3%

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

	Submitted FY2015	Revised FY2015	Current FY	Difference
Universe: Number of adults (system stayers)	55	64	43	-21
Number of adults with increased total income	10	20	20	0
Percentage of adults who increased total income	18%	31%	47%	16%



## 2017 HDX Competition Report

### FY2016 - Performance Measurement Module (Sys PM)

#### Metric 4.4 – Change in earned income for adult system leavers

	Submitted FY2015	Revised FY2015	Current FY	Difference
Universe: Number of adults who exited (system leavers)	67	86	74	-12
Number of adults who exited with increased earned income	11	11	5	-6
Percentage of adults who increased earned income	16%	13%	7%	-6%

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

	Submitted FY2015	Revised FY2015	Current FY	Difference
Universe: Number of adults who exited (system leavers)	67	86	74	-12
Number of adults who exited with increased non-employment cash income	33	38	28	-10
Percentage of adults who increased non-employment cash income	49%	44%	38%	-6%

#### Metric 4.6 – Change in total income for adult system leavers

	Submitted FY2015	Revised FY2015	Current FY	Difference
Universe: Number of adults who exited (system leavers)	67	86	74	-12
Number of adults who exited with increased total income	43	48	32	-16
Percentage of adults who increased total income	64%	56%	43%	-13%

## 2017 HDX Competition Report

### FY2016 - Performance Measurement Module (Sys PM)

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

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

	Submitted FY 2015	Revised FY2015	Current FY	Difference
Universe: Person with entries into ES, SH or TH during the reporting period.	1033	1035	1213	178
Of persons above, count those who were in ES, SH, TH or any PH within 24 months prior to their entry during the reporting year.	204	206	264	58
Of persons above, count those who did not have entries in ES, SH, TH or PH in the previous 24 months. (i.e. Number of persons experiencing homelessness for the first time)	829	829	949	120

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

	Submitted FY 2015	Revised FY2015	Current FY	Difference
Universe: Person with entries into ES, SH, TH or PH during the reporting period.	1108	1100	1293	193
Of persons above, count those who were in ES, SH, TH or any PH within 24 months prior to their entry during the reporting year.	224	225	288	63
Of persons above, count those who did not have entries in ES, SH, TH or PH in the previous 24 months. (i.e. Number of persons experiencing homelessness for the first time.)	884	875	1005	130

2017 HDX Competition Report  
**FY2016 - Performance Measurement Module (Sys PM)**

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

This Measure is not applicable to CoCs in the FY2016 Resubmission reporting period.

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

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

	Submitted FY 2015	Revised FY2015	Current FY	Difference
Universe: Persons who exit Street Outreach	0	0	0	0
Of persons above, those who exited to temporary & some institutional destinations	0	0	0	0
Of the persons above, those who exited to permanent housing destinations	0	0	0	0
% Successful exits				

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

## 2017 HDX Competition Report

### FY2016 - Performance Measurement Module (Sys PM)

	Submitted FY 2015	Revised FY2015	Current FY	Difference
Universe: Persons in ES, SH, TH and PH-RRH who exited	1208	1266	1401	135
Of the persons above, those who exited to permanent housing destinations	718	752	945	193
% Successful exits	59%	59%	67%	8%

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

	Submitted FY 2015	Revised FY2015	Current FY	Difference
Universe: Persons in all PH projects except PH-RRH	257	259	257	-2
Of persons above, those who remained in applicable PH projects and those who exited to permanent housing destinations	241	238	238	0
% Successful exits/retention	94%	92%	93%	1%

## 2017 HDX Competition Report **FY2016 - SysPM Data Quality**

### **NY-608 - Kingston/Ulster County CoC**

This is a new tab for FY 2016 submissions only. Submission must be performed manually (data cannot be uploaded). Data coverage and quality will allow HUD to better interpret your Sys PM submissions.

Your bed coverage data has been imported from the HIC module. The remainder of the data quality points should be pulled from data quality reports made available by your vendor according to the specifications provided in the HMIS Standard Reporting Terminology Glossary. You may need to run multiple reports in order to get data for each combination of year and project type.

You may enter a note about any field if you wish to provide an explanation about your data quality results. This is not required.

# 2017 HDX Competition Report

## FY2016 - SysPM Data Quality

	All ES, SH				All TH				All PSH, OPH				All RRH				All Street Outreach			
	2012-2013	2013-2014	2014-2015	2015-2016	2012-2013	2013-2014	2014-2015	2015-2016	2012-2013	2013-2014	2014-2015	2015-2016	2012-2013	2013-2014	2014-2015	2015-2016	2012-2013	2013-2014	2014-2015	2015-2016
1. Number of non-DV Beds on HIC	74	60	60	68	30	30	30	30	165	169	165	170								
2. Number of HMIS Beds	46	60	60	68	30	30	30	30	163	169	165	170								
3. HMIS Participation Rate from HIC ( % )	62.16	100.00	100.00	100.00	100.00	100.00	100.00	100.00	98.79	100.00	100.00	100.00								
4. Unduplicated Persons Served (HMIS)	1505	1359		1679	78	83	79	75	235	246	267	264	86	213	235	232				
5. Total Leavers (HMIS)	1282	1090	1158	1351	53	56	53	49	53	64	90	89	32	143	179	172				
6. Destination of Don't Know, Refused, or Missing (HMIS)	391	270	385	124	1	5	4	6	0	1	1	0	4	14	14	14				
7. Destination Error Rate (%)	30.50	24.77	33.25	9.18	1.89	8.93	7.55	12.24	0.00	1.56	1.11	0.00	12.50	9.79	7.82	8.14				

## 2017 HDX Competition Report

### Submission and Count Dates for NY-608 - Kingston/Ulster County CoC

#### Date of PIT Count

	Date	Received HUD Waiver
Date CoC Conducted 2017 PIT Count	1/30/2017	

#### Report Submission Date in HDX

	Submitted On	Met Deadline
2017 PIT Count Submittal Date	4/25/2017	Yes
2017 HIC Count Submittal Date	4/25/2017	Yes
2016 System PM Submittal Date	5/25/2017	Yes

## **CARES Regional HMIS Governance Charter**

The following document describes the governance responsibilities for the CARES Regional HMIS and participating agencies. This will apply to all CoCs in contract with CARES for HMIS System Administration.

### **Planning and Software Selection**

***HMIS Planning and Strategic Activities - CARES, Inc.*** will ensure that activities related to HMIS growth and use are developed, reviewed regularly, and in accordance with the CoC's goals.

***HMIS Program Milestones Development – CARES, Inc.*** Identifies general milestones for project management, including training, expanded system functionality, etc.

***Universal Data Elements – CARES, Inc.*** ensures that the HMIS is able to manage the collection of each data variable and corresponding response categories for the Universal Data Elements as outlined in the HMIS Data and Technical Standards.

***Program-Specific Data Elements – CARES, Inc.*** ensures that the HMIS is able to manage the collection of each data variable and corresponding response categories for the Program-specific data elements as outlined in the HMIS Data and Technical Standards.

***Unduplicated Client Records - CARES, Inc.*** ensures the HMIS is able to generate a summary report of the number of unduplicated client records that have been entered into the HMIS.

***APR Reporting - CARES, Inc.*** ensures the HMIS is consistently able to produce a reliable APR.

***HMIS Reports - CARES, Inc.*** ensures the HMIS generates other client served, utilization summary, and demographic reports both at the system and program levels for purposes of understanding the nature and extent of homelessness in the CoC.

### **HMIS Management and Operations - Governance and Management**

***HMIS Governance Structure – CARES, Inc.*** ensures a HMIS governance model is developed and formally documented between the HMIS Lead Agency/grantee and the community planning body(ies). Ensures that a formal agreement that outlines management processes, responsibilities, decision-making structures, and oversight of the HMIS project has been executed (as evidence by a Memorandum of Understanding, Letter of Agreement, or similar such documentation). CARES, Inc also regularly monitors the HMIS Lead/Grantee and the CoC HMIS Oversight entity on adherence to the agreement.

***HMIS Oversight Inclusive Participation – The CoC*** ensures membership of the HMIS steering committee or advisory board is inclusive of decision makers representing the CoC and community.



***HMIS Technical Support - CARES, Inc.*** provides technical expertise commensurate with the general HMIS program oversight; provides timely support on high level technical matters; reviews and authorizes HMIS Software changes in response to the changing requirements of participating agencies; and, generally reviews and authorizes special issues brought to it by participating agencies.

***HMIS Software Technical Support – CARES, Inc.*** provides technical expertise commensurate with the requirements of the HMIS software and/or system; provides timely support on software technical matters; is responsible for implementation of authorized changes to the HMIS software and processes; and, generally implements resolutions to any special issues authorized by the HMIS Technical Support Entity within the software and/or overall system.

***HMIS IT Issue Tracking – CARES, Inc.*** maintains a regularly updated list of HMIS system service requests, activities, deliverables, and resolutions.

***HMIS IT Issue Monitoring (Community Level) - CARES, Inc.*** regularly reviews HMIS System service requests, activities, deliverables and resolutions. Provides authoritative support when necessary to expedite IT issue resolution.

***HMIS Staff Organization Chart – CARES, Inc.*** maintains a current and accurate organization chart that clearly identifies all team members, roles and responsibilities, and general work activities/functions. This organization chart is available for review upon request to Nancy Chiarella, CARES, Inc. (518) 489-4130 x103 or [nchiarella@caresny.org](mailto:nchiarella@caresny.org)

***HMIS Software Training - CARES, Inc.*** provides regular training on software usage, software and data security, and data entry techniques to participating agencies. Develops, updates, and disseminates data entry tools and training materials. Monitors and insures system.

***HMIS User Feedback – CARES, Inc.*** manages and maintains mechanisms for soliciting, collecting, and analyzing feedback from end users, program managers, agency executive directors, and homeless persons. Feedback includes impressions of operational milestones and progress, system functionality, and general HMIS operations. Examples of feedback include satisfaction surveys, questionnaires, and focus groups

***System Operation and Maintenance - CARES, Inc.*** is responsible for the day to day operation and maintain of the HMIS System.

***HMIS Management Issues - CARES, Inc.*** ensures that the HMIS is managed in accordance to CoC policies, protocols, and goals.

***HMIS Program Milestones Monitoring - CARES, Inc.*** monitors milestones, notes variances, and reports variances to CoC membership.

***Agency and Program HMIS Participation – CARES, Inc.*** regularly monitors program and agency-level participation in HMIS via comparison of point-in-time census of beds/slots versus

clients served and reports findings to CoC on a regular basis. Evidence of monitoring reports are available for review.

***AHAR Participation*** – CARES, Inc. ensures participation in the AHAR (Annual Homeless Assessment report).

***Client Consent - Each Participating Agency*** ensures the completion and documentation of client consent, as appropriate with the CoC's Client Consent Policies and Protocols.

***Data and System Security*** - CARES, Inc. ensures adherence by agency staff with the HMIS data and system security protocols as outlined by the CoC and the HUD HMIS Data and technical Standards.

***Data Quality Standards*** - The CoC Data Quality Committee, in conjunction with CARES, Inc and the Advisory Committee's base standards, outlined in the Policy and Procedure manual, develops and enforces community level data quality plan and standards.

***Universal Data Elements*** – CARES, Inc. ensures the collection of each data variable and corresponding response categories on all clients served by McKinney Vento funding.

## **Other**

***Program-Specific Data Elements*** – CARES, Inc. ensures the collection of each data variable and corresponding response categories specific to their program type on all clients served by McKinney Vento funding.

***Data Quality Reports*** – CARES, Inc. regularly runs and disseminates data quality reports to participating programs that indicate levels of data entry completion, consistency with program model, and timeliness as compared to the community data quality standards.

***Data Quality Reports*** – CARES, Inc. provides technical assistance and training in response to data quality reports disseminated to participating programs that indicate levels of data entry completion, consistency with program model, and timeliness as compared to the community data quality standards.

***Data Quality Reports*** – CARES, Inc. regularly runs and disseminates data quality reports The CoC Data Committee that indicate cross program levels of data entry completion, consistency with program model, and timeliness as compared to the community data quality standards.

***Data Quality Reports*** - The CoC Data Committee regularly reviews data quality reports at community planning level on data entry completion, consistency with program model, and timeliness as compared to the community data quality standards.

## **HMIS Policy Development and Oversight**

***Client Confidentiality and Privacy Training*** - CARES, Inc. provides regular training on client confidentiality and privacy requirements to intake staff, data entry staff and reporting staff at participating agencies. CARES, Inc. also ensures all agencies have sufficient privacy policies and protocols in place.

***Performance Measurement Training*** - The CoC Lead Agency provides regular training and guidance on program performance measurement.

***Community Planning Goals and Objectives Training*** - The CoC Lead Agency provides training and regularly reviews the progress of the Community Planning Goals and Objectives.

***Business Practices Training*** - The CoC Lead Agency provides training and guidance on business practices to support CoC and HMIS policies (CoC-specific protocols, ethnics, strategies for communication, etc.)

***Program Funding Training and Orientation*** – The CoC Lead Agency ensures all required HMIS participants (McKinney-Vento funded programs such as ESG, SHP, S+C, SRO, and HOPWA projects that target homeless) have received training and orientation on regulations pertaining to McKinney Vento.

***Participating Agency Documentation*** – CARES, Inc. maintains documentation of the number of participating agencies (utilizing the system) is up-to-date. A comparative analysis of planned versus actual deployments at the project level is maintained by The CoC Data Committee.

***Participation Rates*** – The CoC Data Committee regularly reviews and monitors the HMIS coverage rates of the CoC. If coverage rates have not achieved a 75% level of participation, can provide an explanation for the barriers to implementation at specific agencies. Ensures that ongoing engagement activities and barrier resolution are occurring with nonparticipating agencies.

***Participation Rates*** – CARES, Inc. provides regular reports on HMIS participation rates to CoC Subcommittee. The CoC Data Committee is encouraged to create and keep and up to date analysis of agency-specific barriers with potential solutions.

***Policies and Procedures*** - CARES, Inc. ensures the existence and use of HMIS Policies and Procedures.

***Agency Participation Agreement*** – CARES, Inc. ensures and maintains written agreements with participating agencies that describes the protocols for participation in the HMIS.

***Data Sharing Agreements*** – There is currently no data sharing within the CARES Regional HMIS.

***HMIS End-User Agreement*** – **CARES, Inc.** ensures and Maintains a written agreement with each authorized user of the HMIS that defines participation protocols, including training criteria, consent protocols, system use, and privacy and security standards.

***Client Consent*** – **CARES, Inc.** ensures that the CoC and/or implementing jurisdiction geography of the HMIS grantee has a defined and documented client consent protocol for use as baseline practice among all participating HMIS users.

***Data Release*** – **CARES, Inc.** ensures that the CoC and/or implementing jurisdiction geography of the HMIS grantee has a defined and documented HMIS data release protocol that governs release of all data from the HMIS.

## **Other Federal Requirements**

***Drug-Free Workplace*** – **CARES, Inc.** has adopted a drugfree workplace policy. The policy is posted and available for Review.

***Homeless Client Participation*** – **The CoC** is responsible to ensure the participation of at least one homeless person or formerly homeless person participates in policymaking. Participation can include but is not limited to governing board leadership, advisory committees, staff positions, and sub-committee positions.

***Conflict of Interest*** – **CARES, Inc.** has adopted a conflict of interest policy for board members, staff, and volunteers.

***Equal Opportunity and Non-Discrimination Policy*** – **CARES, Inc.** has adopted an equal opportunity and non-discrimination