

Before Starting the CoC Application

The CoC Consolidated Application consists of three parts, the CoC Application, the CoC Priority Listing, and all the CoC's project applications that were either approved and ranked, or rejected. All three must be submitted for the CoC Consolidated Application to be considered complete.

The Collaborative Applicant is responsible for reviewing the following:

1. The FY 2019 CoC Program Competition Notice of Funding Available (NOFA) for specific application and program requirements.
2. The FY 2019 CoC Application Detailed Instructions which provide additional information and guidance for completing the application.
3. All information provided to ensure it is correct and current.
4. Responses provided by project applicants in their Project Applications.
5. The application to ensure all documentation, including attachment are provided.
6. Questions marked with an asterisk (*), which are mandatory and require a response.

1A. Continuum of Care (CoC) Identification

Instructions:

Guidance for completing the application can be found in the FY 2019 CoC Program Competition Notice of Funding Availability and in the FY 2019 CoC Application Detailed Instructions.

Please submit technical questions to the HUD Exchange Ask-A-Question at <https://www.hudexchange.info/program-support/my-question/>

Resources:

The FY 2019 CoC Application Detailed Instruction can be found at:

<https://www.hudexchange.info/e-snaps/guides/coc-program-competition-resources>

The FY 2019 CoC Program Competition Notice of Funding Availability at:

<https://www.hudexchange.info/programs/e-snaps/fy-2019-coc-program-nofa-coc-program-competition/#nofa-and-notices>

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

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

1A-3. CoC Designation: CA

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

1B. Continuum of Care (CoC) Engagement

Instructions:

Guidance for completing the application can be found in the FY 2019 CoC Program Competition Notice of Funding Availability and in the FY 2019 CoC Application Detailed Instructions.

Please submit technical questions to the HUD Exchange Ask-A-Question at <https://www.hudexchange.info/program-support/my-question/>

Resources:

The FY 2019 CoC Application Detailed Instruction can be found at:

<https://www.hudexchange.info/e-snaps/guides/coc-program-competition-resources>

The FY 2019 CoC Program Competition Notice of Funding Availability at:

<https://www.hudexchange.info/programs/e-snaps/fy-2019-coc-program-nofa-coc-program-competition/#nofa-and-notice>

Warning! The CoC Application score could be affected if information is incomplete on this formlet.

1B-1. CoC Meeting Participants.

For the period of May 1, 2018 to April 30, 2019, applicants must indicate whether the Organization/Person listed:

1. participated in CoC meetings;
2. voted, including selecting CoC Board members; and
3. participated in the CoC's coordinated entry system.

Organization/Person	Participates in CoC Meetings	Votes, including selecting CoC Board Members	Participates in Coordinated Entry System
Local Government Staff/Officials	Yes	Yes	No
CDBG/HOME/ESG Entitlement Jurisdiction	Yes	Yes	Yes
Law Enforcement	Yes	No	No
Local Jail(s)	Yes	No	No
Hospital(s)	Yes	No	No
EMS/Crisis Response Team(s)	Yes	Yes	Yes
Mental Health Service Organizations	Yes	Yes	Yes
Substance Abuse Service Organizations	Yes	Yes	Yes
Affordable Housing Developer(s)	Yes	Yes	No
Disability Service Organizations	Yes	Yes	No
Disability Advocates	Yes	Yes	No
Public Housing Authorities	Yes	Yes	No
CoC Funded Youth Homeless Organizations	Yes	Yes	Yes
Non-CoC Funded Youth Homeless Organizations	Yes	Yes	Yes

Youth Advocates	Yes	Yes	No
School Administrators/Homeless Liaisons	Yes	No	No
CoC Funded Victim Service Providers	Not Applicable	No	No
Non-CoC Funded Victim Service Providers	Yes	Yes	Yes
Domestic Violence Advocates	Yes	Yes	Yes
Street Outreach Team(s)	Yes	Yes	Yes
Lesbian, Gay, Bisexual, Transgender (LGBT) Advocates	Yes	Yes	Yes
LGBT Service Organizations	Yes	Yes	Yes
Agencies that serve survivors of human trafficking	Yes	Yes	Yes
Other homeless subpopulation advocates	Yes	Yes	Yes
Homeless or Formerly Homeless Persons	Yes	Yes	No
Mental Illness Advocates	Yes	Yes	No
Substance Abuse Advocates	Yes	Yes	No
Other:(limit 50 characters)			
Medical/Insurance Providers and Navigators	Yes	Yes	No
Fair Housing Advocates	Yes	Yes	

1B-1a. CoC's Strategy to Solicit/Consider Opinions on Preventing/Ending Homelessness.

Applicants must describe how the CoC:

- 1. solicits and considers opinions from a broad array of organizations and individuals that have knowledge of homelessness, or an interest in preventing and ending homelessness;**
 - 2. communicates information during public meetings or other forums the CoC uses to solicit public information;**
 - 3. takes into consideration information gathered in public meetings or forums to address improvements or new approaches to preventing and ending homelessness; and**
 - 4. ensures effective communication with individuals with disabilities, including the availability of accessible electronic formats, e.g., PDF.**
- (limit 2,000 characters)**

1.The CoC solicits and considers opinions from a broad array of organizations by targeting board recruitment to sectors both directly and indirectly involved in ending and preventing homelessness. This includes but is not limited to board representation from local government, the health sector, private foundations, and affordable housing providers. Voting members of the general CoC include housing service providers, victim service providers, and youth service providers. The CoC holds various committees, most of which are open to the public to discuss strategies for ending and preventing homelessness. The CoC also has two client advisory boards, one comprised of youth, and one comprised of adults with lived experience to give feedback on community strategies to end homelessness.

2.The CoC's general membership meetings are open to the public and accessible to all who are interested. The CoC has an open listserv to communicate these meetings. The CoC also uses social media to announce

meetings and activities. The CoC also sends out a weekly newsletter with meeting times, dates, and updates on efforts to end and prevent homelessness. The CoC held a public forum this past year to solicit feedback and field questions from the community.

3. The CoC debriefs from all meetings and public forums in the advisory board and general membership meetings. Feedback and strategies are considered during the development and editing of the community's ten-year plan to end homelessness.

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

1B-2. Open Invitation for New Members.

Applicants must describe:

- 1. the invitation process;**
 - 2. how the CoC communicates the invitation process to solicit new members;**
 - 3. how the CoC ensures effective communication with individuals with disabilities, including the availability of accessible electronic formats;**
 - 4. how often the CoC solicits new members; and**
 - 5. any special outreach the CoC conducted to ensure persons experiencing homelessness or formerly homeless persons are encouraged to join the CoC.**
- (limit 2,000 characters)**

1. The CoC maintains an open invitation for non-voting CoC membership. To become a voting member, the organization would enter a memorandum of understanding with the CoC's collaborative applicant, outlining requirements of membership and duties of the CoC. Membership duties include attending full meetings, adhering the policies and procedures of the CoC, as applicable.

2. The CoC uses its website (hhccny.org), social media sites, and its weekly newsletter to inform the public about coalition meetings, committee meetings, and events. The CoC staff also provides presentations about the coalition and extends training opportunities to new or potential members. New partners are also invited to give presentations of their services in CoC meetings. An agency or individual wishing to obtain voting membership status would meet with the CoC staff or board members to encourage partnership.

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

4. The CoC solicits members throughout the year, on an ongoing basis. The MOU process can begin at any point.

5. The CoC has approached all CoC and ESG funded agencies to identify project participants that would be interested in joining the CoC. The CoC also maintains two advisory boards of people with lived experience, one for youth and one for adults. Both boards operate as official committees of the CoC. The

boards have entered MOUs with the CoC.

1B-3. Public Notification for Proposals from Organizations Not Previously Funded.

Applicants must describe:

- 1. how the CoC notifies the public that it is accepting project application proposals, and that it is open to and will consider applications from organizations that have not previously received CoC Program funding, as well as the method in which proposals should be submitted;**
 - 2. the process the CoC uses to determine whether the project application will be included in the FY 2019 CoC Program Competition process;**
 - 3. the date(s) the CoC publicly announced it was open to proposal;**
 - 4. how the CoC ensures effective communication with individuals with disabilities, including the availability of accessible electronic formats; and**
 - 5. if the CoC does not accept proposals from organizations that have not previously received CoC Program funding or did not announce it was open to proposals from non-CoC Program funded organizations, the applicant must state this fact in the response and provide the reason the CoC does not accept proposals from organizations that have not previously received CoC Program funding.**
- (limit 2,000 characters)**

1) The Collaborative Applicant releases multiple notices that it is accepting new applications. The notice was posted on the CoC's website and announced on social media. The notice was also sent to the CoC listserv containing over 300 members, including local government officials, all CoC member organizations, and stakeholders. A press release also went out to local media to inform the public about this funding opportunity and the CoC Director was interviewed by local radio stations. The notice emphasizes that both funded and unfunded agencies are encouraged to apply. These meetings were attended by both funded and unfunded agencies. The application process was also presented in all committees and sub-committees of the CoC, as well as all community meetings attended by CoC staff. The Collaborative Applicant also met with interested parties in the months leading up to the application process to facilitate membership and provide guidance in applying for funding. Applications and the protocol documents for applications were circulated to the listserv and posted on the CoC's website. 2) The CoC circulates the Ranking Protocol with all announcements for funding. This protocol outlines the process for determining if a project will be included in the FY19 CoC Program Competition. The CoC uses a committee made up of Advisory Board members who are not funded with ESG or CoC funding. The CoC develops and distributes applications that assess the project outline, its ability to meet community need, and performance measures. The committee reviews and scores all applications and moves forward the projects that best meet the above-mentioned criteria. 3) The CoC released applications on July 19, 2019 to the public. 4) The CoC posts all applications on its website in accessible electronic formats. 5) The CoC accepts applications from organizations that have not previously received CoC funding.

1C. Continuum of Care (CoC) Coordination

Instructions:

Guidance for completing the application can be found in the FY 2019 CoC Program Competition Notice of Funding Availability and in the FY 2019 CoC Application Detailed Instructions.

Please submit technical questions to the HUD Exchange Ask-A-Question at <https://www.hudexchange.info/program-support/my-question/>

Resources:

The FY 2019 CoC Application Detailed Instruction can be found at:

<https://www.hudexchange.info/e-snaps/guides/coc-program-competition-resources>

The FY 2019 CoC Program Competition Notice of Funding Availability at:

<https://www.hudexchange.info/programs/e-snaps/fy-2019-coc-program-nofa-coc-program-competition/#nofa-and-notices>

Warning! The CoC Application score could be affected if information is incomplete on this formlet.

1C-1. CoCs Coordination, Planning, and Operation of Projects.

Applicants must select the appropriate response for each federal, state, local, private, other organizations, or program source the CoC included in the planning and operation of projects that serve individuals experiencing homelessness, families experiencing homelessness, unaccompanied youth experiencing homelessness, persons who are fleeing domestic violence, or persons at risk of homelessness.

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	Yes
Funding Collaboratives	Not Applicable
Private Foundations	Yes
Housing and services programs funded through U.S. Department of Justice (DOJ) Funded Housing and Service Programs	Yes
Housing and services programs funded through U.S. Health and Human Services (HHS) Funded Housing and Service Programs	Yes
Housing and service programs funded through other Federal resources	Yes
Housing and services programs funded through State Government	Yes
Housing and services programs funded through Local Government	Yes
Housing and service programs funded through private entities, including foundations	Yes
Other:(limit 50 characters)	

1C-2. CoC Consultation with ESG Program Recipients.

Applicants must describe how the CoC:

- 1. consulted with ESG Program recipients in planning and allocating ESG funds;**
 - 2. participated in the evaluating and reporting performance of ESG Program recipients and subrecipients; and**
 - 3. ensured local homelessness information is communicated and addressed in the Consolidated Plan updates.**
- (limit 2,000 characters)**

1)The CoC Director sits on the review committee of ESG funding for both the City of Syracuse and Onondaga County. The CoC Director and ESG Administrators regularly discuss planning for CoC and ESG funds. The City of Syracuse and Onondaga County are ESG recipients in the geographic area and both sit on the CoC Advisory Board and the CoC's Performance Evaluation and Selection Committee, is responsible for CoC's program rating and ranking of projects. All agencies funded by state administered ESG are members of the CoC.

2) The CoC HMIS Administrator assists the ESG recipients in evaluating performance of subrecipients using data from the HMIS system, including tracking returns to shelter and other system performance measures. The CoC provides ESG recipients with up to date data analysis about community needs in order to inform funding decisions based on local data.

3)The CoC Director also assists in developing and updating the Consolidated Plans for both the City of Syracuse and Onondaga County. The CoC uses meetings and its listserv to assist both districts in gathering information to inform the Consolidated Plan.

1C-2a. Providing PIT and HIC Data to Consolidated Plan Jurisdictions.

Yes to both

Applicants must indicate whether the CoC provided Point-in-Time (PIT) and Housing Inventory Count (HIC) data to the Consolidated Plan jurisdictions within its geographic area.

1C-2b. Providing Other Data to Consolidated Plan Jurisdictions.

Yes

Applicants must indicate whether the CoC ensured local homelessness information is communicated to Consolidated Plan Jurisdictions within its geographic area so it can be addressed in Consolidated Plan updates.

1C-3. Addressing the Safety Needs of Domestic Violence, Dating Violence, Sexual Assault, and Stalking Survivors.

Applicants must describe:

- 1. the CoC's protocols, including protocols for coordinated entry and the CoC's emergency transfer plan, that prioritize safety and incorporate trauma-informed, victim-centered services; and**
- 2. how the CoC, through its coordinated entry, maximizes client choice for housing and services while ensuring safety and confidentiality.**
(limit 2,000 characters)

1)The CoC ensures all survivors of violence are provided confidential services. The CoC monitors each funded agency for Emergency Transfer Plans to ensure that agencies are prepared for an occurrence of domestic violence. Local shelters provide specialized, trauma informed, and confidential services to all residents, especially survivors of violence. Shelter staff ensure residents are connected to appropriate services, including counseling services and DV advocates. Housing accommodations are confidentially maintained, and CoC-funded projects are monitored on the non-disclosure of client location. The CoC uses a de-identified process for emergency transfer plan allowing projects to use a de-identified transfer form to refer to another project. All CoC funded PSH projects have emergency transfer policies in their leases with tenants. RRH providers are working to establish emergency transfer plans in leases with local landlords. The CoC allows survivors of domestic violence to have choice in selecting projects and housing location. Victim service providers can work directly with housing projects to ensure anonymity until the survivor has agreed to move forward with a project or location.

2)Residents of DV shelters have full access to the Coordinated Entry system and are provided with choices regarding housing opportunities, equal to all other people experiencing homelessness. The CoC works with these providers to ensure survivors have pathways to housing and are confidentially on the Coordinated Entry list. These providers can refer de-identified households to the Coordinated Entry system to ensure safety and privacy of survivors of domestic violence. The CoC's Coordinated Entry system operates within its HMIS system. DV providers can operate outside of that system through CoC staff. CoC staff and agencies using Coordinated Entry are not given any identifying information to ensure survivor safety and privacy.

1C-3a. Training–Best Practices in Serving DV Survivors.

Applicants must describe how the CoC coordinates with victim services providers to provide training, at least on an annual basis, for:

- 1. CoC area project staff that addresses safety and best practices (e.g., trauma-informed, victim-centered) on safety and planning protocols in serving survivors of domestic violence; and**
- 2. Coordinated Entry staff that addresses safety and best practices (e.g., Trauma Informed Care) on safety and planning protocols in serving survivors of domestic violence.**
(limit 2,000 characters)

1.CoC provided free annual trainings to community on trauma informed care and best practices in serving survivors of domestic violence. These CoC trainings are open to both member and non-member organizations, especially

those working directly with people experiencing homelessness.

2. The Coordinated Entry system has been developed to ensure anonymity of survivors whereas victim service providers are providing access to coordinated entry. The CoC does not have dedicated CE staff, and staff from community agencies serve as assessors for the coordinated entry system. Assessors are trained annually on administering assessments and coordinated entry policies and procedures, including serving survivors of domestic violence. These assessors are also highly encouraged to attend freely provided training on trauma informed care and best practices for serving survivors.

1C-3b. Domestic Violence—Community Need Data.

Applicants must describe how the CoC uses de-identified aggregate data from a comparable database to assess the special needs related to domestic violence, dating violence, sexual assault, and stalking. (limit 2,000 characters)

The CoC collects Point in Time and annual aggregate data from comparable databases to assess the needs related to domestic violence, dating violence, sexual assault, and stalking. The CoC uses data about housing, referrals, advocacy, and specialized services used by survivors of domestic violence to assess need. The CoC is able to assess trends in populations and services needed in order to ensure that specialized needs are addressed.

*1C-4. PHAs within CoC. Attachments Required.

Applicants must submit information for the two largest PHAs or the two PHAs with which the CoC has a working relationship within the CoC's geographic area.

Public Housing Agency Name	% New Admissions into Public Housing and Housing Choice Voucher Program during FY 2018 who were experiencing homelessness at entry	PHA has General or Limited Homeless Preference	PHA has a Preference for current PSH program participants no longer needing intensive supportive services, e.g., Moving On
Syracuse Housing Authority	7.00%	Yes-HCV	No
Auburn Housing Authority	29.00%	No	No

1C-4a. PHAs' Written Policies on Homeless Admission Preferences.

Applicants must:

1. provide the steps the CoC has taken, with the two largest PHAs within the CoC's geographic area or the two PHAs the CoC has working relationships with, to adopt a homeless admission preference—if the CoC only has one PHA within its geographic area, applicants may respond for one; or

2. state that the CoC does not work with the PHAs in its geographic area. (limit 2,000 characters)

1) The CoC maintains two advisory board seats for the two largest PHAs to facilitate better partnerships and strategic planning. The CoC recently entered a

partnership with its largest housing authority to include a Moving On preference in its application for this year's mainstream voucher NOFA. The CoC continues to encourage PHAs to adopt homeless preference. Currently, there are some homeless preferences in the largest PHA for veterans receiving HUD VASH vouchers. Mainstream vouchers received by the largest housing authority in the previous funding round were used for people who were at risk of entering institutions.

1C-4b. Moving On Strategy with Affordable Housing Providers.

Applicants must indicate whether the CoC has a Moving On Strategy with affordable housing providers in its jurisdiction.

No

1C-5. Protecting Against Discrimination.

Applicants must describe the actions the CoC has taken to address all forms of discrimination, such as discrimination based on any protected classes under the Fair Housing Act and 24 CFR 5.105(a)(2) – Equal Access to HUD-Assisted or -Insured Housing. (limit 2,000 characters)

Per monitoring requirements, each CoC/ESG agency is required to have policies in place that provide nondiscrimination and equal opportunity policies that apply to housing and employment, reasonable accommodations/modifications for person with disabilities, meaningful access for Spanish-speaking/other Limited English proficiency persons to access program and supportive services to eligible persons. Agencies are also required to maintain and provide copies of marketing, outreach, and other materials used to inform eligible persons of the program, information on rights and remedies available under applicable federal, state and local fair housing and civil rights laws, and HUD's Equal Access Rule. All programs have received the training on the HUD Rule.

CNY Fair Housing sits on the CoC's Advisory Board and does annual presentations at bi-monthly CoC meetings to give updates on local, state, and national legislation and to ensure "top of mind awareness" regarding this issue.

The CoC offers annual training on Fair Housing for all service providers.

The CoC Advisory Board also holds strategic planning sessions to work on affordable housing strategies and models to limit further concentration of poverty.

***1C-5a. Anti-Discrimination Policy and Training.**

Applicants must indicate whether the CoC implemented an anti-discrimination policy and conduct training:

1. Did the CoC implement a CoC-wide anti-discrimination policy that applies to all projects regardless of funding source?	Yes
2. Did the CoC conduct annual CoC-wide training with providers on how to effectively address discrimination based on any protected class under the Fair Housing Act?	Yes
3. Did the CoC conduct annual training on how to effectively address discrimination based on any protected class under 24 CFR 5.105(a)(2) – Equal Access to HUD-Assisted or -Insured Housing?	Yes

***1C-6. Criminalization of Homelessness.**

Applicants must select all that apply that describe the strategies the CoC implemented to prevent the criminalization of homelessness in the CoC's geographic area.

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

1C-7. Centralized or Coordinated Assessment System. Attachment Required.

Applicants must:

- 1. demonstrate the coordinated entry system covers the entire CoC geographic area;**
 - 2. demonstrate the coordinated entry system reaches people who are least likely to apply for homelessness assistance in the absence of special outreach; and**
 - 3. demonstrate the assessment process prioritizes people most in need of assistance and ensures they receive assistance in a timely manner.**
- (limit 2,000 characters)**

1)The Coordinated Entry system covers the entire CoC geographic area. The CE system is used by street outreach and shelter providers to ensure that all people experiencing homelessness are assessed for services the same way. People entering homelessness for the first time are assessed using the

appropriate assessment tool within two weeks of entering homelessness which gives time for self-resolution. All CoC and ESG funded providers use the Coordinated Entry system to fill beds. SSVF, VA's HCHV, and HOPWA providers also use the Coordinated Entry system.

2) Street outreach and shelter providers engage in ongoing outreach to those least likely to apply for housing to offer services on a weekly basis, even to those refusing housing options. The CoC has been successful at building relationships with the hardest to serve and has housed several people experiencing chronic homelessness that previously refused housing assistance.

3) The Coordinated Entry system prioritizes the chronically homeless with the longest length of time homeless and the highest service needs as evidenced by Vi-SPDAT score. Housing providers target the highest priority individuals and families to fill beds, ensuring that those most vulnerable are matched with appropriate housing opportunities. Since using the length of time homeless criteria in 2018, the CoC has seen a 5 day reduction in the average lengths of stay in shelter and transitional housing. The Collaborative Applicant staff monitors the Coordinated Entry system to ensure that people experiencing homelessness are entering housing in a timely manner. The CoC also has a monthly workgroup to case conference difficult to serve cases, persons refusing housing, persons who have been on the list for longer than 90 days, possible evictions from PH programs, and potential permanent supportive housing transfers.

1D. Continuum of Care (CoC) Discharge Planning

Instructions:

Guidance for completing the application can be found in the FY 2019 CoC Program Competition Notice of Funding Availability and in the FY 2019 CoC Application Detailed Instructions.

Please submit technical questions to the HUD Exchange Ask-A-Question at <https://www.hudexchange.info/program-support/my-question/>

Resources:

The FY 2019 CoC Application Detailed Instruction can be found at:

<https://www.hudexchange.info/e-snaps/guides/coc-program-competition-resources>

The FY 2019 CoC Program Competition Notice of Funding Availability at:

<https://www.hudexchange.info/programs/e-snaps/fy-2019-coc-program-nofa-coc-program-competition/#nofa-and-notices>

Warning! The CoC Application score could be affected if information is incomplete on this formlet.

1D-1. Discharge Planning Coordination.

Applicants must indicate whether the CoC actively coordinates with the systems of care listed to ensure persons who have resided in them longer than 90 days are not discharged directly to the streets, emergency shelters, or other homeless assistance programs. Check all that apply (note that when "None:" is selected no other system of care should be selected).

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

1E. Local CoC Competition

Instructions

Guidance for completing the application can be found in the FY 2019 CoC Program Competition Notice of Funding Availability and in the FY 2019 CoC Application Detailed Instructions.

Please submit technical questions to the HUD Exchange Ask-A-Question at <https://www.hudexchange.info/program-support/my-question/>

Resources:

The FY 2019 CoC Application Detailed Instruction can be found at:

<https://www.hudexchange.info/e-snaps/guides/coc-program-competition-resources>

The FY 2019 CoC Program Competition Notice of Funding Availability at:

<https://www.hudexchange.info/programs/e-snaps/fy-2019-coc-program-nofa-coc-program-competition/#nofa-and-notice>

Warning! The CoC Application score could be affected if information is incomplete on this formlet.

***1E-1. Local CoC Competition–Announcement, Established Deadline, Applicant Notifications. Attachments Required.**

Applicants must indicate whether the CoC:

1. informed project applicants in its local competition announcement about point values or other ranking criteria the CoC would use to rank projects on the CoC Project Listings for submission to HUD for the FY 2019 CoC Program Competition;	Yes
2. established a local competition deadline, and posted publicly, for project applications that was no later than 30 days before the FY 2019 CoC Program Competition Application submission deadline;	Yes
3. notified applicants that their project application(s) were being rejected or reduced, in writing along with the reason for the decision, outside of e-snaps, at least 15 days before the FY 2019 CoC Program Competition Application submission deadline; and	Yes
4. notified applicants that their project applications were accepted and ranked on the CoC Priority Listing in writing, outside of e-snaps, at least 15 days before the FY 2019 CoC Program Competition Application submission deadline.	Yes

1E-2. Project Review and Ranking–Objective Criteria.

Applicants must indicate whether the CoC used the following to rank and select project applications for the FY 2019 CoC Program Competition:

1. Used objective criteria to review and rank projects for funding (e.g., cost effectiveness of the project, performance data, type of population served);	Yes
2. Included one factor related to improving system performance (e.g., exits to permanent housing (PH) destinations, retention of PH, length of time homeless, returns to homelessness, job/income growth, etc.); and	Yes
3. Included a specific method for evaluating projects submitted by victim services providers that utilized data generated from a comparable database and evaluated these projects on the degree they improve safety for the population served.	Yes

1E-3. Project Review and Ranking–Severity of Needs and Vulnerabilities.

FY2019 CoC Application	Page 15	09/23/2019
------------------------	---------	------------

Applicants must describe:

1. the specific severity of needs and vulnerabilities the CoC considered when reviewing and ranking projects; and

2. how the CoC takes severity of needs and vulnerabilities into account when reviewing and ranking projects.

(limit 2,000 characters)

1)The populations of having more severe service needs identified by the CoC were youth, people experiencing chronic homelessness, survivors of domestic violence, and people entering projects with no income. Project data on outcomes, duration of services, and intensity of services were considered to identify these populations that could contribute to lower performance.

2)The CoC assessed projects for serving clients with more severe service needs and vulnerabilities when reviewing and ranking projects. Projects were given 5 additional points in the local application process for serving clients with more severe service needs. Thresholds to receive points were decided on using local data to determine if CoC projects were serving populations with higher service needs as compared to other CoC projects. The thresholds were created using HMIS data to determine community averages for serving difficult populations.

1E-4. Public Postings–CoC Consolidated Application. Attachment Required.

Applicants must:

1. indicate how the CoC made public the review and ranking process the CoC used for all project applications; or

2. check 6 if the CoC did not make public the review and ranking process; and

3. indicate how the CoC made public the CoC Consolidated Application—including the CoC Application and CoC Priority Listing that includes all project applications accepted and ranked or rejected—which HUD required CoCs to post to their websites, or partners websites, at least 2 days before the FY 2019 CoC Program Competition application submission deadline; or

4. check 6 if the CoC did not make public the CoC Consolidated Application.

Public Posting of Objective Review and Ranking Process		Public Posting of CoC Consolidated Application including: CoC Application, CoC Priority Listing, Project Listings	
1. Email	<input checked="" type="checkbox"/>	1. Email	<input checked="" type="checkbox"/>
2. Mail	<input type="checkbox"/>	2. Mail	<input type="checkbox"/>
3. Advertising in Local Newspaper(s)	<input type="checkbox"/>	3. Advertising in Local Newspaper(s)	<input type="checkbox"/>
4. Advertising on Radio or Television	<input checked="" type="checkbox"/>	4. Advertising on Radio or Television	<input type="checkbox"/>

5. Social Media (Twitter, Facebook, etc.)	<input checked="" type="checkbox"/>	5. Social Media (Twitter, Facebook, etc.)	<input checked="" type="checkbox"/>
6. Did Not Publicly Post Review and Ranking Process	<input type="checkbox"/>	6. Did Not Publicly Post CoC Consolidated Application	<input type="checkbox"/>

1E-5. Reallocation between FY 2015 and FY 2018.

Applicants must report the percentage of the CoC's ARD that was reallocated between the FY 2015 and FY 2018 CoC Program Competitions.

Reallocation: 20%

1E-5a. Reallocation–CoC Review of Performance of Existing Projects.

Applicants must:

1. describe the CoC written process for reallocation;
 2. indicate whether the CoC approved the reallocation process;
 3. describe how the CoC communicated to all applicants the reallocation process;
 4. describe how the CoC identified projects that were low performing or for which there is less need; and
 5. describe how the CoC determined whether projects that were deemed low performing would be reallocated.
- (limit 2,000 characters)**

1)The CoC staff present the ranking committee with projects that may be subject to reallocation. Projects may be subjected to reallocation for three reasons- continuous under spending of grant funds, no longer meeting community need, and/or continuously poor performance. The Committee uses the criteria outlined in the Reallocation Protocol to determine what projects will be reallocated. Projects are then notified via email of reallocation. Projects are able to appeal the decision.

2)The CoC NOFA Workgroup and ranking committee both approve the reallocation process.

3)The CoC holds a public meeting reviewing all aspects of the application, ranking protocol, including the reallocation process. This group can edit the document before final approval. The protocol is also posted publicly and emailed to the CoC's listserv.

4)The CoC monitors and scores all renewal projects. The CoC uses performance data and local need data from HMIS to determine poor performance and community need. The CoC uses performance measures to assess project performance. The CoC uses APRs, LOCCS draws, cost effectiveness, and performance measures to determine reallocation criteria.

5)The Committee reviews project applications, project spending and performance measures to determine reallocation. Projects with significant findings from monitoring visits are either given a performance improvement plan or subjected to reallocation based on severity of finding. Projects that have performed poorly, as compared to other CoC projects using performance measures and have received performance improvement plans in the preceding

competition are judged based on their adherence to the prior year's performance improvement plan. Projects that did not adequately adhere to their performance improvement plan are subject to partial or complete reallocation.

DV Bonus

Instructions

Guidance for completing the application can be found in the FY 2019 CoC Program Competition Notice of Funding Availability and in the FY 2019 CoC Application Detailed Instructions.

Please submit technical questions to the HUD Exchange Ask-A-Question at <https://www.hudexchange.info/program-support/my-question/>

Resources:

The FY 2019 CoC Application Detailed Instruction can be found at:

<https://www.hudexchange.info/e-snaps/guides/coc-program-competition-resources>

The FY 2019 CoC Program Competition Notice of Funding Availability at:

<https://www.hudexchange.info/programs/e-snaps/fy-2019-coc-program-nofa-coc-program-competition/#nofa-and-notices>

Warning! The CoC Application score could be affected if information is incomplete on this formlet.

1F-1 DV Bonus Projects.

Applicants must indicate whether the CoC is **Yes** requesting DV Bonus projects which are included on the CoC Priority Listing:

1F-1a. Applicants must indicate the type(s) of project(s) included in the CoC Priority Listing.

1. PH-RRH	<input checked="" type="checkbox"/>
2. Joint TH/RRH	<input type="checkbox"/>
3. SSO Coordinated Entry	<input type="checkbox"/>

Applicants must click “Save” after checking SSO Coordinated Entry to view questions 1F-3 and 1F-3a.

*1F-2. Number of Domestic Violence Survivors in CoC’s Geographic Area.

Applicants must report the number of DV survivors in the CoC’s geographic area that:

Need Housing or Services	1,720.00
--------------------------	----------

the CoC is Currently Serving

540.00

1F-2a. Local Need for DV Projects.**Applicants must describe:**

- 1. how the CoC calculated the number of DV survivors needing housing or service in question 1F-2; and**
 - 2. the data source (e.g., HMIS, comparable database, other administrative data, external data source).**
- (limit 500 characters)**

- 1) The CoC used its HMIS and data from comparable databases from the CoC's DV shelter providers and victims of sex trafficking from the local advocacy center. This data is an annual aggregate of DV survivors presenting for housing or services in 2018. The CoC also took into account Coordinated Entry referrals, 11% of which came from DV providers to determine the number of DV survivors needing housing services.
- 2) HMIS and comparable database data was used to collect this data.

1F-4. PH-RRH and Joint TH and PH-RRH Project Applicant Capacity.

Applicants must provide information for each unique project applicant applying for PH-RRH and Joint TH and PH-RRH DV Bonus projects which the CoC is including in its CoC Priority Listing—using the list feature below.

Applicant Name	DUNS Number
The Salvation Army	062517941
Oswego County Opp...	091975847

1F-4. PH-RRH and Joint TH and PH-RRH Project

Applicant Capacity

DUNS Number:	062517941
Applicant Name:	The Salvation Army
Rate of Housing Placement of DV Survivors–Percentage:	100.00%
Rate of Housing Retention of DV Survivors–Percentage:	86.00%

1F-4a. Rate of Housing Placement and Housing Retention.

Applicants must describe:

1. how the project applicant calculated the rate of housing placement and rate of housing retention reported in the chart above; and
2. the data source (e.g., HMIS, comparable database, other administrative data, external data source). (limit 500 characters)

1. The project applicant used how many survivors of DV were placed in permanent housing at exit and those who have not re-entered homelessness within the past year to calculate the rate of placement and retention.
2. The project applicant used HMIS and comparable DV data to calculate this.

1F-4b. DV Survivor Housing.

Applicants must describe how project applicant ensured DV survivors experiencing homelessness were assisted to quickly move into permanent housing. (limit 2,000 characters)

The Salvation Army recognizes that homelessness is a traumatic life event for many families, therefore, it is the intent of the HALE RRH program to make each participant's episode of homelessness a brief, one-time event. The HALE RRH program follows a Housing First approach when working with all individuals and families entering the program, and has a long history of working with survivors of domestic violence. In the past 12 calendar months HALE RRH has served 71 households, with 49% of the households reporting a history of domestic violence. Sixteen of these households were currently fleeing. In 2018, HALE RRH successfully housed clients within 23 days of intake on average, and 100% of households exited the program to Permanent Housing Destinations. With this new funding the HALE RRH program will add 20 additional apartments strictly for victims of domestic violence and will add expertise in working with this population by employing an experienced Domestic Violence Counselor to work with all participants.

1F-4c. DV Survivor Safety.

Applicants must describe how project applicant:

- 1. ensured the safety of DV survivors experiencing homelessness by:**
 - (a) training staff on safety planning;**
 - (b) adjusting intake space to better ensure a private conversation;**
 - (c) conducting separate interviews/intake with each member of a couple;**
 - (d) working with survivors to have them identify what is safe for them as it relates to scattered site units and/or rental assistance;**
 - (e) maintaining bars on windows, fixing lights in the hallways, etc. for congregate living spaces operated by the applicant;**
 - (f) keeping the location confidential for dedicated units and/or congregate living spaces set-aside solely for use by survivors; and**
 - 2. measured its ability to ensure the safety of DV survivors the project served.**
- (limit 2,000 characters)**

The HALE RRH program will utilize an experienced Domestic Violence Counselor, who will work on safety planning, individual and group counseling and self-care classes. The HALE RRH Domestic Violence Counselor and Case Manager will both have individual offices to ensure privacy when working with victims of domestic violence. All intakes will take place in the private office. Each participant of the HALE RRH program has the opportunity to meet with their Case Manager privately away from other members of the household. This practice will continue when expanding the program to focus on domestic violence victims and will also be applied to meetings with the Domestic Violence Counselor. HALE RRH provides housing assistance at a location of the household's choosing. A part of meeting this housing goal is working with the participants to identify housing that meets their safety standards and budget. The Salvation Army has good working relationships with many landlords, offering a variety of choices from secure apartment buildings to smaller, independent landlords with less units at each site. In addition, the participants have the ability to choose from housing all over Onondaga County, meaning they have the ability to move to different areas of the county to ensure their safety. The Domestic Violence Counselor will also be a part of forming this plan with the participant to ensure their housing choice meets their individual safety plan.

1F-4d. Trauma-Informed, Victim-Centered Approaches.**Applicants must describe:**

- 1. project applicant's experience in utilizing trauma-informed, victim-centered approaches to meet needs of DV survivors; and**
- 2. how, if funded, the project will utilize trauma-informed, victim-centered approaches to meet needs of DV survivors by:**
 - (a) prioritizing participant choice and rapid placement and stabilization in permanent housing consistent with participants' preferences;**
 - (b) establishing and maintaining an environment of agency and mutual respect, e.g., the project does not use punitive interventions, ensures program participant staff interactions are based on equality and minimize power differentials;**
 - (c) providing program participants access to information on trauma, e.g., training staff on providing program participant with information on trauma;**
 - (d) placing emphasis on the participant's strengths, strength-based**

coaching, questionnaires and assessment tools include strength-based measures, case plans include assessments of program participants strengths and works towards goals and aspirations;
(e) centering on cultural responsiveness and inclusivity, e.g., training on equal access, cultural competence, nondiscrimination;
(f) delivering opportunities for connection for program participants, e.g., groups, mentorships, peer-to-peer, spiritual needs; and
(g) offering support for parenting, e.g., parenting classes, childcare.
(limit 4,000 characters)

The Salvation Army has over 20 years of experience in providing DV services to our community. The DV Counselor is supervised by a Licensed Master of Social Work who has extensive experience in safety planning and education around safety planning when dealing with families experiencing domestic violence as a risk factor, education on the dynamics of domestic violence, support around cases and resource identification. The DV staff are knowledgeable regarding community resources for survivors and how to access them, which often helps other programs in creating safety plans and connecting participants to services that meet their needs. Housing Case Managers and DV Counselors are trained in the Trauma Informed Care model of service delivery as well as Person-Centered Planning. Staff and clients are offered training in the Community Resiliency model, which teaches people how to reduce harmful negative physiological responses to trauma and stressors, while giving people the skills to self-regulate their nervous system.

Staff at The Salvation Army are required by the agency Ethics Policy as well as the Civility Code to ensure that services are delivered based on equality. As part of onboarding and annually, staff are trained in cultural competency and inclusiveness, civility, Equal Access for all, and confidentiality.

The HALE RRH program offers opportunities for group classes, offers pastoral care if interested, and opportunities for individual and group counseling. The agency is also an Early Head Start provider and has subsidized low income daycare which is offered to all participants when coming into the program (childcare services can continue even when they are no longer participating in the housing program.)

1F-4e. Meeting Service Needs of DV Survivors.

Applicants must describe how the project applicant met services needs and ensured DV survivors experiencing homelessness were assisted to quickly move into permanent housing while addressing their safety needs, including:

- Child Custody
- Legal Services
- Criminal History
- Bad Credit History
- Education
- Job Training
- Employment
- Physical/Mental Healthcare
- Drug and Alcohol Treatment

- Childcare**(limit 2,000 characters)**

One of the HALE RRH programs primary goals is to work on gaining employment, or for those that are already employed, working on the skills necessary to increase income from employment. HALE RRH provides housing assistance in the form of rental assistance for up to 24 months for all participants, and case management for up to 30 months. Case Managers meet with participants monthly to work on housing stability goals, such as budgeting and increasing income, using a client-centered approach. In addition, all participants will be offered life skills training and monthly workshops focused on helping them become self-sufficient. These workshops include topics such as budgeting, repairing credit, food shopping, landlord/tenant issues, health insurance resources, legal services, educational opportunities, employment/interview trainings, physical and mental health care, child care resources and more. The HALE RRH program partners with many community organizations to provide these workshops for our participants. The goals of the program are for participants to obtain safe, affordable housing and increase self-sufficiency. The expected outcomes upon program exit for participants are increased income, the ability to maintain permanent housing and the skills required to avoid future episodes of homelessness. All information regarding housing and services provided to participants of the HALE RRH program are reported in HMIS to ensure consistent program delivery and continued assessment of participant needs throughout their stay in the program.

1F-4. PH-RRH and Joint TH and PH-RRH Project**Applicant Capacity**

DUNS Number:	091975847
Applicant Name:	Oswego County Opportunities
Rate of Housing Placement of DV Survivors–Percentage:	100.00%
Rate of Housing Retention of DV Survivors–Percentage:	100.00%

1F-4a. Rate of Housing Placement and Housing Retention.**Applicants must describe:**

1. how the project applicant calculated the rate of housing placement and rate of housing retention reported in the chart above; and
2. the data source (e.g., HMIS, comparable database, other administrative data, external data source). (limit 500 characters)

1. The project applicant used how many survivors of DV were placed in permanent housing at exit and those who have not re-entered homelessness within the past year to calculate the rate of placement and retention.
2. The project applicant used HMIS and comparable DV data to calculate this.

1F-4b. DV Survivor Housing.

**Applicants must describe how project applicant ensured DV survivors experiencing homelessness were assisted to quickly move into permanent housing.
(limit 2,000 characters)**

OCO currently provides RRH and PSH services to people experiencing homelessness and Transitional Housing services to survivors of violence. Key procedures have been developed and implemented by OCO that will assist with rapid implementation of this project. The C&DS Director, who has overseen both the SAF and Homeless Services programs within C&DS since 2012, has expertise in managing financial compliance and program requirements for project success which will assist SAF with project implementation. Knowledge of both DV/SA federal and state regulations along with HUD regulations and reporting requirements will be combined to develop and implement a RRH project dedicated to survivors of violence within both agencies. SAF staff will work directly with Vera House staff to review current procedures used with providing DV survivors case management, financial assistance, and housing supports to ensure rapid implementation and compliance. This process will begin once notified by HUD that the project has been selected for funding, prior to the grant award start date. Vera House has the experience in providing comprehensive victims services and is able to successfully implement a RRH program.

1F-4c. DV Survivor Safety.

Applicants must describe how project applicant:

1. ensured the safety of DV survivors experiencing homelessness by:

- (a) training staff on safety planning;
 - (b) adjusting intake space to better ensure a private conversation;
 - (c) conducting separate interviews/intake with each member of a couple;
 - (d) working with survivors to have them identify what is safe for them as it relates to scattered site units and/or rental assistance;
 - (e) maintaining bars on windows, fixing lights in the hallways, etc. for congregate living spaces operated by the applicant;
 - (f) keeping the location confidential for dedicated units and/or congregate living spaces set-aside solely for use by survivors; and
- 2. measured its ability to ensure the safety of DV survivors the project served.**

(limit 2,000 characters)

a) All DV staff are required to complete initial training: DV Basics, Marginalized Groups, Children and Victimization, Victim Sensitivity and Counseling, Court Systems, Safety Planning, Advocacy, Shelter/Residential Services, Community Resources, & Documentation.

(b) SAF and Vera House utilize best practices developed and supported by State and National DV experts and adhere to NYS Office of Children and Family Services licensing requirements for providing services to DV survivors. Each agency provides designated space where staff can meet with clients privately to ensure the protection of information being shared and that confidentiality is maintained.

c) SAF and Vera House are licensed DV providers in Oswego and Onondaga Counties. Services are provided to survivor of DV, DV providers do not provide services to couples. Best practice guidelines for DV survivors include strict confidentiality procedures that comply with VAWA and FVSPA regulations.

d) Housing will be scattered site, the participant will enter into a lease agreement with the perspective Landlord. The CM will work with the client to develop a comprehensive safety plan to increase the family's safety from their abusive partner. Staff conducting home visits will develop guidelines with clients to ensure that it is safe when providing services: confidentiality for client and CM; providing each client with a 911 cellphone; and choosing a third party to assist with drop off and pick up at a public location for visitation / exchange of children or accessing the Supervised Visitation Center in the county if possible.

e&f) Not applicable- scattered site model

1F-4d. Trauma-Informed, Victim-Centered Approaches.

Applicants must describe:

1. project applicant's experience in utilizing trauma-informed, victim-centered approaches to meet needs of DV survivors; and

2. how, if funded, the project will utilize trauma-informed, victim-centered approaches to meet needs of DV survivors by:

(a) prioritizing participant choice and rapid placement and stabilization in permanent housing consistent with participants' preferences;

(b) establishing and maintaining an environment of agency and mutual respect, e.g., the project does not use punitive interventions, ensures program participant staff interactions are based on equality and minimize power differentials;

(c) providing program participants access to information on trauma, e.g., training staff on providing program participant with information on trauma;

(d) placing emphasis on the participant's strengths, strength-based coaching, questionnaires and assessment tools include strength-based measures, case plans include assessments of program participants strengths and works towards goals and aspirations;

(e) centering on cultural responsiveness and inclusivity, e.g., training on equal access, cultural competence, nondiscrimination;

(f) delivering opportunities for connection for program participants, e.g., groups, mentorships, peer-to-peer, spiritual needs; and

(g) offering support for parenting, e.g., parenting classes, childcare.

(limit 4,000 characters)

a) Upon entry to the program staff will work with clients, obtaining their input, to create a realistic, detailed and time-oriented stability plan which includes

strategies and resources for maintaining and increasing income and maintaining stable housing. Stability plans are reviewed throughout service provision to assess and identify where progress has been made and to develop additional strategies to overcome new barriers and/or changing priorities. Staff meet with clients weekly to provide direct 1:1 assistance and provide direct linkage and referrals to external community providers that align with the client's goals for self-sufficiency and individual need.

(b) establishing and maintaining an environment of agency and mutual respect, e.g., the project does not use punitive interventions, ensures program participant staff interactions are based on equality and minimize power differentials; Understanding that trusting relationships are central to healing from trauma, SAF and Vera House provide a range of services that strive to validate survivors' diverse experiences; enhance their feelings of connection, empowerment and engagement; and reduce their social isolation. Programs provide a physically and emotionally safe environment for both survivors and staff, ensuring that programs are warm, secure, inviting, and culturally respectful and resonant.

(c) providing program participants access to information on trauma, e.g., training staff on providing program participant with information on trauma; Programs share information with survivors and staff about the effects of trauma on individuals, organizations, and communities, with a goal of normalizing responses to trauma. As part of becoming more trauma informed, programs have come to the understanding that behaviors that previously had been viewed as puzzling or challenging as possible responses to trauma. Both agencies reported an awareness of potential trauma reminders, along with ways to support survivors and staff when they arise.

(d) An empowerment model is the preferred framework for intervention. The empowerment philosophy centers on the theory that victims possess the ability to make decisions that can foster a healthy and safe lifestyle. It acknowledges a victim's competency and offers support, resources, advocacy, information and education. Service plan goals are selected and prioritized by the client. Goals are developed and documented and referrals are made to both internal programs and outside agencies.

(e) Both agencies have worked to fully incorporate trauma-informed principles throughout the organization; This includes forming trauma-informed services committees, creating commitment to trauma-informed care statements, obtaining and then incorporating survivor and staff feedback into organizational changes, and implementing organization wide evaluations and self-assessments pertaining to trauma-informed practices; examining the kinds of services offered and how they are delivered; prevention, advocacy, activism, and social change work involving both survivors and staff; ensuring that services are culturally responsive and linguistically appropriate; supporting staff members in their work, including when trauma-related issues or challenges arise.

f) Through clinical services or referring a survivor to a program in the community SAF and Vera House provide diverse opportunities to engage survivors in: recovery and peer support groups, traditional and culturally based practices, creative arts therapies, and wellness programs.

g) Services addressing the needs of children and families, including trauma-informed services supporting the parent-child bond, including those using the Attachment, Self-Regulation, and Competency.

1F-4e. Meeting Service Needs of DV Survivors.

Applicants must describe how the project applicant met services needs and ensured DV survivors experiencing homelessness were assisted to quickly move into permanent housing while addressing their safety needs, including:

- Child Custody
- Legal Services
- Criminal History
- Bad Credit History
- Education
- Job Training
- Employment
- Physical/Mental Healthcare
- Drug and Alcohol Treatment
- Childcare

(limit 2,000 characters)

– SAF and Vera House OCO will provide a rental assistance subsidy paid directly to the Landlord using a scattered-site model in Oswego and Onondaga Counties. All HUD requirements will be followed when assisting a client to secure housing. Staff will educate on the benefits of leasing in an area where police response time is faster and public transportation is accessible; develop a comprehensive safety plan; and discuss the benefits/consequences with sharing personal information with neighbors and friends they may have mutually shared with their previous partner. SAF and Vera House will provide trauma-informed services that promote self-sufficiency and achieve housing permanency, including but not limited to: comprehensive assessment, advocacy, crisis intervention, supportive counseling, housing assistance, financial assessment, financial planning/counseling, employment screening, goal planning, information/referrals, safety planning, transportation, and connection to legal and other services. This project will assist SAF and Vera House to expand and/or establish a continuum of services for victims that enhances the needed supports to address long-term needs, provides more intensive advocacy and creates a direct linkage to needed services.

2A. Homeless Management Information System (HMIS) Implementation

Intructions:

Guidance for completing the application can be found in the FY 2019 CoC Program Competition Notice of Funding Availability and in the FY 2019 CoC Application Detailed Instructions.

Please submit technical questions to the HUD Exchange Ask-A-Question at <https://www.hudexchange.info/program-support/my-question/>

Resources:

The FY 2019 CoC Application Detailed Instruction can be found at:

<https://www.hudexchange.info/e-snaps/guides/coc-program-competition-resources>

The FY 2019 CoC Program Competition Notice of Funding Availability at:

<https://www.hudexchange.info/programs/e-snaps/fy-2019-coc-program-nofa-coc-program-competition/#nofa-and-notice>

Warning! The CoC Application score could be affected if information is incomplete on this formlet.

2A-1. HMIS Vendor Identification. Wellsky

Applicants must review the HMIS software vendor name brought forward from FY 2018 CoC Application and update the information if there was a change.

2A-2. Bed Coverage Rate Using HIC and HMIS Data.

Using 2019 HIC and HMIS data, applicants must report by project type:

Project Type	Total Number of Beds in 2019 HIC	Total Beds Dedicated for DV in 2019 HIC	Total Number of 2019 HIC Beds in HMIS	HMIS Bed Coverage Rate
Emergency Shelter (ES) beds	615	65	535	97.27%
Safe Haven (SH) beds	0	0	0	
Transitional Housing (TH) beds	173	14	159	100.00%
Rapid Re-Housing (RRH) beds	798	0	798	100.00%
Permanent Supportive Housing (PSH) beds	1,176	0	1,176	100.00%
Other Permanent Housing (OPH) beds	168	0	168	100.00%

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

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

**1. steps the CoC will take over the next 12 months to increase the bed coverage rate to at least 85 percent for that project type; and
2. how the CoC will implement the steps described to increase bed coverage to at least 85 percent.
(limit 2,000 characters)**

The CoC had over 84.99% HMIS coverage for each project type.

***2A-3. Longitudinal System Analysis (LSA) Submission.**

Applicants must indicate whether the CoC submitted its LSA data to HUD in HDX 2.0. Yes

***2A-4. HIC HDX Submission Date.**

**Applicants must enter the date the CoC submitted the 2019 Housing Inventory Count (HIC) data into the Homelessness Data Exchange (HDX).
(mm/dd/yyyy)** 04/12/2019

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

Instructions:

Guidance for completing the application can be found in the FY 2019 CoC Program Competition Notice of Funding Availability and in the FY 2019 CoC Application Detailed Instructions.

Please submit technical questions to the HUD Exchange Ask-A-Question at <https://www.hudexchange.info/program-support/my-question/>

Resources:

The FY 2019 CoC Application Detailed Instruction can be found at:

<https://www.hudexchange.info/e-snaps/guides/coc-program-competition-resources>

The FY 2019 CoC Program Competition Notice of Funding Availability at:

<https://www.hudexchange.info/programs/e-snaps/fy-2019-coc-program-nofa-coc-program-competition/#nofa-and-notice>

Warning! The CoC Application score could be affected if information is incomplete on this formlet.

2B-1. PIT Count Date. 01/30/2019

Applicants must enter the date the CoC conducted its 2019 PIT count (mm/dd/yyyy).

2B-2. PIT Count Data–HDX Submission Date. 04/12/2019

Applicants must enter the date the CoC submitted its PIT count data in HDX (mm/dd/yyyy).

2B-3. Sheltered PIT Count–Change in Implementation.

Applicants must describe:

1. any changes in the sheltered count implementation, including methodology or data quality methodology changes from 2018 to 2019, if applicable; and

2. how the changes affected the CoC's sheltered PIT count results; or

**3. state "Not Applicable" if there were no changes.
(limit 2,000 characters)**

3. Not Applicable

***2B-4. Sheltered PIT Count–Changes Due to Presidentially-declared Disaster.**

**Applicants must select whether the CoC No
added or removed 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 2019 sheltered PIT count.

2B-5. Unsheltered PIT Count–Changes in Implementation.

Applicants must describe:

- 1. any changes in the unsheltered count implementation, including methodology or data quality methodology changes from 2018 to 2019, if applicable; and**
 - 2. how the changes affected the CoC's unsheltered PIT count results; or**
 - 3. state "Not Applicable" if there were no changes.**
- (limit 2,000 characters)**

1.The CoC improved training methods for volunteers of the PIT. This allowed for improved data quality for the unsheltered count. There was also an increased number of volunteers who canvassed unsheltered locations on the night of the PIT.

2.Better training and increased numbers of volunteers allowed the CoC broader geographic coverage, especially in rural areas of the CoC. Because of this the unsheltered count increased by one person.

***2B-6. PIT Count–Identifying Youth Experiencing Homelessness.**

Applicants must:

Indicate whether the CoC implemented specific measures to identify youth experiencing homelessness in their 2019 PIT count. Yes

2B-6a. PIT Count–Involving Youth in Implementation.

Applicants must describe how the CoC engaged stakeholders serving youth experiencing homelessness to:

- 1. plan the 2019 PIT count;**
 - 2. select locations where youth experiencing homelessness are most likely to be identified; and**
 - 3. involve youth in counting during the 2019 PIT count.**
- (limit 2,000 characters)**

1)The CoC worked in collaboration with the local Runaway and Homeless Youth Coordinators and the McKinney Vento Liaison Committee to develop a unique methodology for collecting this data for the night of the PIT for those not captured in the shelter count. This year a spreadsheet was developed by a McKinney Vento Liaison to collect aggregate data from all McKinney Vento liaisons across the COC. The CoC plans to repeat this process and implement in additional areas going forward.

2)The CoC collected data from school districts and in youth drop in centers, as well as meal sites.

3)The Youth Advisory Board will assist with the creation and implementation of youth surveys going forward. The Youth Advisory Board will also assist in locating sites and canvassing on the night of the PIT, if desired.

2B-7. PIT Count–Improvements to Implementation.

Applicants must describe the CoC’s actions implemented in its 2019 PIT count to better count:

- 1. individuals and families experiencing chronic homelessness;**
- 2. families with children experiencing homelessness; and**
- 3. Veterans experiencing homelessness.**

(limit 2,000 characters)

1)All data that is collected into HMIS that helps identify an individual or family as chronically homeless is followed up with shelter staff for their shelter stay on the night of the PIT. This is a collaborative effort with shelter staff and LDSS staff to verify that there is a valid count on that night. 97% of shelter providers participate in HMIS and all street outreach providers participate in HMIS, including VA & SSVF outreach teams. The CoC compares data from its by-name list of chronically homeless individuals and families against what is reported on the PIT count to ensure accuracy. The CoC has also expanded its canvassing of its geographic coverage over the past years to capture those experiencing chronic homelessness who may be sleeping outside.

2)Household related information is checked for errors ensuring that the CoC is reporting accurate numbers. The CoC has full participation of all family shelter providers in HMIS with the exception of DV shelters. DV shelters report family/household information directly to the HMIS Administrator to be aggregated with the rest of the family data.

3) Anyone who is missing the data element for Veteran Status or who is listed as a Veteran is also checked by shelter and LDSS staff. SSVF and VA service providers assist in confirming an accurate number of Veterans experiencing homelessness on the night of the PIT. SSVF & VA outreach teams participate in HMIS, ensuring that Veterans experiencing homelessness who interact with VA teams are also captured in the PIT count data.

3A. Continuum of Care (CoC) System Performance

Instructions

Guidance for completing the application can be found in the FY 2019 CoC Program Competition Notice of Funding Availability and in the FY 2019 CoC Application Detailed Instructions.

Please submit technical questions to the HUD Exchange Ask-A-Question at <https://www.hudexchange.info/program-support/my-question/>

Resources:

The FY 2019 CoC Application Detailed Instruction can be found at:

<https://www.hudexchange.info/e-snaps/guides/coc-program-competition-resources>

The FY 2019 CoC Program Competition Notice of Funding Availability at:

<https://www.hudexchange.info/programs/e-snaps/fy-2019-coc-program-nofa-coc-program-competition/#nofa-and-notices>

Warning! The CoC Application score could be affected if information is incomplete on this formlet.

*3A-1. First Time Homeless as Reported in HDX.

Applicants must:

Report the Number of First Time Homeless as Reported in HDX.	3,382
--	-------

3A-1a. First Time Homeless Risk Factors.

Applicants must:

1. describe the process the CoC developed to identify risk factors the CoC uses to identify persons becoming homeless for the first time;
2. describe the CoC's strategy to address individuals and families at risk of becoming homeless; and
3. provide the name of the organization or position title that is responsible for overseeing the CoC's strategy to reduce the number of individuals and families experiencing homelessness for the first time. (limit 2,000 characters)

1. The CoC tracks the reason for entering homelessness at shelter entry as a data element in the HMIS. Data is used to identify where community resources should be directed in preventing and diverting homelessness, including building partnerships and identifying key stakeholders to intervene and divert from homelessness. For example, eviction has been historically one of the highest reasons for entering homelessness. Multiple prevention services are now dedicated to aiding in the eviction court process through legal services. Because of this strategic planning and targeted resources, the CoC has seen a 2% reduction in the number of individuals and families experiencing homelessness for the first time.

2.The CoC uses its Departments of Social Services and 211 referral line for diversion efforts when people are presenting for emergency shelter. Staff at these access points are trained to actively problem-solve with clients and seek alternatives to shelter placement. In addition, the CoC uses ESG, CDBG, and private funding to support homeless prevention programs, including legal services, case management, and financial assistance programs. Using ESG supplemental funding, two pilots for homelessness prevention were created this past year, one focusing on a partnership between legal services and a local housing authority and another as a partnership between a case management program and a private property management company. Each program targeted clients that were at risk of eviction and saw great success in preventing eviction and stabilizing housing for program participants. Homeless prevention programs in the CoC have seen housing stability rates of over 90%. The CoC has also advocated for stronger eviction laws to protect tenant's rights and increase housing stability.

3.The CoC 's Program Planning and Advocacy Committee is responsible for overseeing the strategic planning of reducing the number of persons becoming homeless for the first time.

***3A-2. Length of Time Homeless as Reported in HDX.**

Applicants must:

Report Average Length of Time Individuals and Persons in Families Remained Homeless as Reported in HDX.

52

3A-2a. Strategy to Reduce Length of Time Homeless.

Applicants must:

- 1. describe the CoC's strategy to reduce the length of time individuals and persons in families remain homeless;**
 - 2. describe how the CoC identifies and houses individuals and persons in families with the longest lengths of time homeless; and**
 - 3. provide the name of the organization or position title that is responsible for overseeing the CoC's strategy to reduce the length of time individuals and families remain homeless.**
- (limit 2,000 characters)**

1)The average length of time families and individuals remain homeless in emergency shelter and transitional housing is 52 days, a decrease of five days (a 9% decrease) from last year. The CoC uses the Coordinated Entry system to target chronically homeless individuals and families with the longest histories of homelessness which has helped reduced the average length of time homeless. The Coordinated Entry workgroup and the Chronic Homeless Taskforce case conference individuals and families with lengths of stay over 90 days to ensure prioritization for housing. The CoC also monitors for rapid entry into permanent housing programs in both annual monitoring and the local application process for funding. Local shelters and LDSS have a procedure to review any cases of individuals and families residing in shelter over 30 days. The CoC has also increased RRH bed capacity continuously over the past three years.

2)The CoC uses a combination of HMIS data and client self report to determine

who has been homeless for the longest periods of time. Households with the longest lengths of stay are prioritized for CoC and ESG funded housing projects.

3)The HMIS Administrator is responsible for overseeing system data quality. System performance measure reports are run quarterly, and reports are sent to agency leads and discussed in the Data Administrators meeting. This has decreased issues with data quality and provides the opportunity for technical assistance.

The Coordinated Entry workgroup and Chronic Homelessness Taskforce are responsible for overseeing the Coordinated Entry process and ensuring that those with the longest lengths of stay are prioritized for housing.

L-DSS also provides oversight of emergency shelters and hotel stays to monitor for long lengths of stay.

***3A-3. Successful Permanent Housing Placement and Retention as Reported in HDX.**

Applicants must:

	Percentage
1. Report the percentage of individuals and persons in families in emergency shelter, safe havens, transitional housing, and rapid rehousing that exit to permanent housing destinations as reported in HDX.	46%
2. Report the percentage of individuals and persons in families in permanent housing projects, other than rapid rehousing, that retain their permanent housing or exit to permanent housing destinations as reported in HDX.	96%

3A-3a. Exits to Permanent Housing Destinations/Retention of Permanent Housing.

Applicants must:

1. describe the CoC's strategy to increase the rate at which individuals and persons in families in emergency shelter, safe havens, transitional housing and rapid rehousing exit to permanent housing destinations;

2. provide the organization name or position title responsible for overseeing the CoC's strategy to increase the rate at which individuals and persons in families in emergency shelter, safe havens, transitional housing and rapid rehousing exit to permanent housing destinations;

3. describe the CoC's strategy to increase the rate at which individuals and persons in families in permanent housing projects, other than rapid rehousing, retain their permanent housing or exit to permanent housing destinations; and

4. provide the organization name or position title responsible for overseeing the CoC's strategy to increase the rate at which individuals and persons in families in permanent housing projects, other than rapid rehousing, retain their permanent housing or exit to permanent housing destinations.

(limit 2,000 characters)

1)The CoC promotes a Housing First approach for all funded permanent

housing projects in order to move people out of shelter and into housing quickly with little to no barriers. Using a Housing First strategy allows for those experiencing homelessness get quicker access to permanent housing. Shelters, transitional housing and Rapid Rehousing projects focus on quickly connecting individuals and families with housing and providing referrals to supportive services, including employment programs, cash and non-cash benefits, and various other services to ensure that individuals be successful in housing and exit to permanent housing. The CoC case conferences RRH households who may be at risk of eviction or need to be transferred into permanent supportive housing.

2)The HMIS administrator is responsible for overseeing the data quality of housing placement. The CoC and Local Department of Social Services oversee shelter outcomes to ensure high rates of placement.

3)The CoC has seen a 96% placement and retention rate for permanent housing other than Rapid Rehousing. All CoC funded projects adhere to Housing First and CoC funded projects are scored during monitoring using HUD's Housing First Assessment Tool and met the threshold of being Housing First. The CoC's Coordinated Entry workgroup case conferences potential evictions from permanent housing monthly to develop strategies for retention. This case conferencing includes projects both funded and not funded by CoC or ESG. The Coordinated Entry workgroup also facilitates transfers between permanent supportive housing providers if a client would be more successful in another project.

4)The CoC staff is responsible, including the HMIS Administrator, Data Analyst, and CoC Director oversee the rates at which people are placed in or retain permanent housing and offer technical assistance when rates do not meet community standards.

***3A-4. Returns to Homelessness as Reported in HDX.**

Applicants must:

	Percentage
1. Report the percentage of individuals and persons in families returning to homelessness over a 6-month period as reported in HDX.	14%
2. Report the percentage of individuals and persons in families returning to homelessness over a 12-month period as reported in HDX.	8%

3A-4a. Returns to Homelessness—CoC Strategy to Reduce Rate.

Applicants must:

1. describe the strategy the CoC has implemented to identify individuals and persons in families who return to homelessness;
2. describe the CoC's strategy to reduce the rate of additional returns to homelessness; and
3. provide the name of the organization or position title that is responsible for overseeing the CoC's strategy to reduce the rate individuals and persons in families return to homelessness.
(limit 2,000 characters)

- 1)The CoC uses system performance measure reports in HMIS to identify returns to homelessness. The CoC also tracks returns at the project level to provide technical assistance to projects needing to improve housing stability. Data are collected at shelter entry to assist in identifying common factors of persons who return to homelessness. The CoC conducts an in-depth analysis of this data to determine reasons for returning to homelessness, including trends in project types most likely to result in returns to homelessness.
- 2)The CoC develops partnerships to assist housing projects in providing supportive services that help maintain housing stability, such as employment services, assistance obtaining benefits, care coordination, etc. The Coordinated Entry workgroup also case conferences permanent housing transfers for clients at risk of eviction from their units in CoC programs in order to reduce chances for discharges into homelessness.
- 3)The CoC staff monitor project returns to homelessness and facilitate community conversations regarding the reduction in returns to homelessness.

***3A-5. Cash Income Changes as Reported in HDX.**

Applicants must:

	Percentage
1. Report the percentage of individuals and persons in families in CoC Program-funded Safe Haven, transitional housing, rapid rehousing, and permanent supportive housing projects that increased their employment income from entry to exit as reported in HDX.	13%
2. Report the percentage of individuals and persons in families in CoC Program-funded Safe Haven, transitional housing, rapid rehousing, and permanent supportive housing projects that increased their non-employment cash income from entry to exit as reported in HDX.	27%

3A-5a. Increasing Employment Income.

Applicants must:

1. describe the CoC's strategy to increase employment income;
 2. describe the CoC's strategy to increase access to employment;
 3. describe how the CoC works with mainstream employment organizations to help individuals and families increase their cash income; and
 4. provide the organization name or position title that is responsible for overseeing the CoC's strategy to increase jobs and income from employment.
- (limit 2,000 characters)**

- 1)The CoC attempts to connect all able persons to employment services to increase employment income. The CoC uses partnerships and trainings to keep CoC member organizations connected with employment services. The CoC held a workforce development panel for CoC members to learn of employment services throughout the region. The CoC projects are monitored and scored on the ability to increase cash income for projects.
- 2)The CoC has partnerships with employment agencies as well as several innovative employment programs, including a street outreach/day labor program, culinary arts programs, and employment specialist on staff in some programs, resume and skill building workshops, as well as transportation to job fairs. All of these efforts are to increase access to employment.

- 3)The CoC has a partnership agreement with the local workforce development board to connect individuals and families to mainstream employment.
- 4)The Program Planning and Advocacy committee is responsible for overseeing the CoC's strategy to increase jobs and income from employment.

3A-5b. Increasing Non-employment Cash Income.

Applicants must:

- 1. describe the CoC's strategy to increase non-employment cash income;**
- 2. describe the CoC's strategy to increase access to non-employment cash sources;**
- 3. provide the organization name or position title that is responsible for overseeing the CoC's strategy to increase non-employment cash income.**

1)LDSS's in the three counties are actively involved in the CoC and are present for case conferencing. This allows for case managers and LDSS staff to ensure a continuation of benefits and planning for future income. Emergency shelters connect residents with no income to public assistance to obtain income. The CoC is also hosting a strategic planning meeting on how to increase participation in SOAR in the region.

2)The CoC and LDSS provide annual trainings on how to connect to mainstream and non-employment cash sources so that program staff are able to better assist people in receiving non-employment cash income.

3)The Program Planning and Advocacy Committee is responsible for overseeing the CoC's strategy to increase non-employment cash income.

3A-5c. Increasing Employment. Attachment Required.

Applicants must describe how the CoC:

- 1. promoted partnerships and access to employment opportunities with private employers and private employment organizations, such as holding job fairs, outreach to employers, and partnering with staffing agencies; and**

- 2. is working with public and private organizations to provide meaningful, education and training, on-the-job training, internship, and employment opportunities for residents of permanent supportive housing that further their recovery and well-being.**

(limit 2,000 characters)

1. The CoC has a partnership with the local workforce development board in order to connect clients of permanent housing programs with employers. Many CoC projects employ employment specialists to connect with private employers and staffing agencies.

2. There are numerous training opportunities for residents of permanent housing including, connection with vocational rehab, job training programs, and employment specialists designed to connect those able to work to employment to further their recovery and well-being.

3A-5d. Promoting Employment, Volunteerism, and Community Service.

Applicants must select all the steps the CoC has taken to promote

employment, volunteerism and community service among people experiencing homelessness in the CoC's geographic area:

1. The CoC trains provider organization staff on connecting program participants and people experiencing homelessness with education and job training opportunities.	<input type="checkbox"/>
2. The CoC trains provider organization staff on facilitating informal employment opportunities for program participants and people experiencing homelessness (e.g., babysitting, housekeeping, food delivery).	<input type="checkbox"/>
3. The CoC trains provider organization staff on connecting program participants with formal employment opportunities.	<input type="checkbox"/>
4. The CoC trains provider organization staff on volunteer opportunities for program participants and people experiencing homelessness.	<input type="checkbox"/>
5. The CoC works with organizations to create volunteer opportunities for program participants.	<input type="checkbox"/>
6. The CoC works with community organizations to create opportunities for civic participation for people experiencing homelessness (e.g., townhall forums, meeting with public officials).	<input type="checkbox"/>
7. Provider organizations within the CoC have incentives for employment.	<input type="checkbox"/>
8. The CoC trains provider organization staff on helping program participants budget and maximize their income to maintain stability in permanent housing.	<input type="checkbox"/>

3A-6. System Performance Measures 05/31/2019
Data–HDX Submission Date

Applicants must enter the date the CoCs submitted its FY 2018 System Performance Measures data in HDX. (mm/dd/yyyy)

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

Instructions

Guidance for completing the application can be found in the FY 2019 CoC Program Competition Notice of Funding Availability and in the FY 2019 CoC Application Detailed Instructions.

Please submit technical questions to the HUD Exchange Ask-A-Question at <https://www.hudexchange.info/program-support/my-question/>

Resources:

The FY 2019 CoC Application Detailed Instruction can be found at:

<https://www.hudexchange.info/e-snaps/guides/coc-program-competition-resources>

The FY 2019 CoC Program Competition Notice of Funding Availability at:

<https://www.hudexchange.info/programs/e-snaps/fy-2019-coc-program-nofa-coc-program-competition/#nofa-and-notices>

Warning! The CoC Application score could be affected if information is incomplete on this formlet.

3B-1. Prioritizing Households with Children.

Applicants must check each factor the CoC currently uses to prioritize households with children for assistance during FY 2019.

1. History of or Vulnerability to Victimization (e.g. domestic violence, sexual assault, childhood abuse)	<input checked="" type="checkbox"/>
2. Number of previous homeless episodes	<input checked="" type="checkbox"/>
3. Unsheltered homelessness	<input checked="" type="checkbox"/>
4. Criminal History	<input type="checkbox"/>
5. Bad credit or rental history	<input type="checkbox"/>
6. Head of Household with Mental/Physical Disability	<input type="checkbox"/>

3B-1a. Rapid Rehousing of Families with Children.

Applicants must:

1. describe how the CoC currently rehouses every household of families with children within 30 days of becoming homeless that addresses both housing and service needs;

2. describe how the CoC addresses both housing and service needs to ensure families with children successfully maintain their housing once

assistance ends; and

3. provide the organization name or position title responsible for overseeing the CoC's strategy to rapidly rehouse families with children within 30 days of them becoming homeless.

(limit 2,000 characters)

1)The average length of stay in shelter for families with children is 20 days. Within two weeks of entering shelter, families are assessed using the VI-F-SPDAT and placed on the Coordinated Entry list. Priority is given to families with the longest histories of homelessness paired with the highest service needs, as evidenced by the VI-F-SPDAT. The CoC has multiple RRH and PSH projects that serve families to ensure rapid access to permanent housing. Families with minor children are able to bypass the 30 day waiting period for public assistance when experiencing homelessness to facilitate rapid exit from shelter.

2) All CoC and ESG projects use a Housing First model. Families are connected to services upon entry into housing, including but not limited to employment, income support, education and child development supports. ESG and CoC funded programs are monitored on supportive service delivery.

3)The Coordinated Entry committee and workgroups, overseen by the Collaborative Applicant, United Way, are responsible for the strategy to rapidly rehouse families with children within 30 days of them becoming homeless.

3B-1b. Antidiscrimination Policies.

Applicants must check all that apply that describe actions the CoC is taking to ensure providers (including emergency shelter, transitional housing, and permanent housing (PSH and RRH)) within the CoC adhere to antidiscrimination policies by not denying admission to or separating any family members from other members of their family or caregivers based on any protected classes under the Fair Housing Act, and consistent with 24 CFR 5.105(a)(2) – Equal Access to HUD-Assisted or -Insured Housing.

1. CoC conducts mandatory training for all CoC- and ESG-funded housing and services providers on these topics.	<input checked="" type="checkbox"/>
2. CoC conducts optional training for all CoC- and ESG-funded housing and service providers on these topics.	<input type="checkbox"/>
3. CoC has worked with ESG recipient(s) to adopt uniform anti-discrimination policies for all subrecipients.	<input checked="" type="checkbox"/>
4. CoC has worked with ESG recipient(s) to identify both CoC- and ESG-funded facilities within the CoC geographic area that might be out of compliance and has taken steps to work directly with those facilities to come into compliance.	<input type="checkbox"/>

3B-1c. Unaccompanied Youth Experiencing Homelessness–Addressing Needs.

Applicants must indicate whether the CoC's strategy to address the

FY2019 CoC Application	Page 42	09/23/2019
------------------------	---------	------------

unique needs of unaccompanied youth experiencing homelessness who are 24 years of age and younger includes the following:

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

3B-1c.1. Unaccompanied Youth Experiencing Homelessness–Prioritization Based on Needs.

Applicants must check all that apply that describes the CoC's current strategy to prioritize unaccompanied youth based on their needs.

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

3B-1d. Youth Experiencing Homelessness–Housing and Services Strategies.

Applicants must describe how the CoC increased availability of housing and services for:

1. all youth experiencing homelessness, including creating new youth-focused projects or modifying current projects to be more youth-specific or youth-inclusive; and

2. youth experiencing unsheltered homelessness including creating new youth-focused projects or modifying current projects to be more youth-specific or youth-inclusive.

(limit 3,000 characters)

1) Annually, the CoC works to expand its funding to end youth homelessness through CoC/ESG funding, HHS, United Way, and/or LDSS funding. The CoC currently has three youth-specific projects, two RRH projects, one of those projects targeting LGBTQ youth and one youth-specific PSH project. There are two non-CoC funded transitional housing programs for youth in the CoC and three emergency shelters for youth in the CoC. The CoC is also submitting two new youth focused Rapid Rehousing projects in this year's competition. These

projects focus on low barrier and Housing First approaches in serving youth. 14% of persons served by street outreach providers identified as being under the age of 25. These youth are immediately referred to youth shelters in the CoC. Youth experiencing homelessness are also quickly placed on Coordinated Entry, whether in shelter or on the street, and connected to RRH or PSH projects.

2) This year, the CoC developed a Youth Advisory Board. The board includes youth who have lived experience. The president of the Youth Advisory Board sits on the full HHC Advisory board to represent the Youth Advisory Board. The Youth Advisory Board developed a question for the local competition portion for CoC funded projects. The Youth Advisory Board also assisted in the community's application for the youth homelessness demonstration project.

3B-1d.1. Youth Experiencing Homelessness—Measuring Effectiveness of Housing and Services Strategies.

Applicants must:

- 1. provide evidence the CoC uses to measure each of the strategies in question 3B-1d. to increase the availability of housing and services for youth experiencing homelessness;**
- 2. describe the measure(s) the CoC uses to calculate the effectiveness of both strategies in question 3B-1d.; and**
- 3. describe why the CoC believes the measure it uses is an appropriate way to determine the effectiveness of both strategies in question 3B-1d. (limit 3,000 characters)**

1) The CoC uses HMIS data to assess trends in youth experiencing homelessness from year to year, noting increases or decreases in youth under the age of 18, aged 18 to 24, and parenting youth to better allocate resources. The CoC also gathers data on youth not present in HMIS, through victim service providers and agencies serving victims of sex trafficking.

3)The CoC monitors project performance for all CoC and ESG funded programs serving youth, including length of time in shelter, rapid access to housing, and permanent housing retention. The Collaborative Applicant also assesses Coordinated Entry to ensure that youth move through the Coordinated Entry system quickly. The CoC also has the Youth Advisory Board assessing projects and strategies to end youth homelessness. The CoC incorporates youth voice in planning and assessment of strategies.

4)The CoC believes that a combination of data driven decision making and the incorporation of the youth voice in the determination of effectiveness is the best way to evaluate youth projects. The CoC has a strong history of making data driven decisions and incorporation of the voices of people with lived experience.

3B-1e. Collaboration—Education Services.

Applicants must describe:

- 1. the formal partnerships with:**
 - a. youth education providers;**
 - b. McKinney-Vento LEA or SEA; and**
 - c. school districts; and**

2. how the CoC collaborates with:
a. youth education providers;
b. McKinney-Vento Local LEA or SEA; and
c. school districts.

(limit 2,000 characters)

The CoC has a Runaway and Homeless Youth committee that meets bi-monthly with representatives from shelters, housing programs, McKinney-Vento school liaisons, criminal justice programs, employment services, the Office of Children and Family Services, and Child Advocacy Center which includes advocates for victims of sex trafficking.

2) The group collaborates on the special needs of youth including identifying homeless youth, identifying resources, and creating system wide strategies. This group monitors progress regarding USICH's plan to end youth homelessness, including the creation of a by-name list of youth experiencing homelessness.

This group also collaborates during the PIT count to determine how to best collect data on youth experiencing homelessness. The CoC partners with McKinney-Vento liaisons to gather PIT data and attends quarterly McKinney-Vento liaison meetings.

The HMIS Administrator works closely with McKinney-Vento liaisons to develop strategies to de-duplicate data and better identify youth needing services through the CoC.

3B-1e.1. Informing Individuals and Families Experiencing Homeless about Education Services Eligibility.

Applicants must describe policies and procedures the CoC adopted to inform individuals and families who become homeless of their eligibility for education services.

(limit 2,000 characters)

All emergency shelters have policies and systems in place to ensure children receive educational services via the McKinney-Vento Act. Family shelters work closely with the school districts to coordinate bussing and enrollment from shelter placement to school so that students miss the fewest possible days of school while experiencing homelessness. Shelter staff transport students as early as day one to their home school until bussing has been arranged. For families who are placed in emergency hotels, case managers facilitate buses. School districts have three business days to ensure children can attend school while experiencing homelessness.

3B-1e.2. Written/Formal Agreements or Partnerships with Early Childhood Services Providers.

Applicant must indicate whether the CoC has an MOU/MOA or other types of agreements with listed providers of early childhood services and supports and may add other providers not listed.

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

3B-2. Active List of Veterans Experiencing Homelessness.

Applicant must indicate whether the CoC **Yes**
uses an active list or by-name list to identify
all veterans experiencing homelessness in
the CoC.

3B-2a. VA Coordination—Ending Veterans Homelessness.

Applicants must indicate whether the CoC is **Yes**
actively working with the U.S. Department of
Veterans Affairs (VA) and VA-funded
programs to achieve the benchmarks and
criteria for ending veteran homelessness.

3B-2b. Housing First for Veterans.

Applicants must indicate whether the CoC **Yes**
has sufficient resources to ensure each
veteran experiencing homelessness is
assisted to quickly move into permanent
housing using a Housing First approach.

3B-3. Racial Disparity Assessment. Attachment Required.

Applicants must:
1. select all that apply to indicate the findings from the CoC's Racial
Disparity Assessment; or
2. select 7 if the CoC did not conduct a Racial Disparity Assessment.

1. People of different races or ethnicities are more likely to receive homeless assistance.	<input type="checkbox"/>
2. People of different races or ethnicities are less likely to receive homeless assistance.	<input type="checkbox"/>

3. People of different races or ethnicities are more likely to receive a positive outcome from homeless assistance.	<input checked="" type="checkbox"/>
4. People of different races or ethnicities are less likely to receive a positive outcome from homeless assistance.	<input type="checkbox"/>
5. There are no racial or ethnic disparities in the provision or outcome of homeless assistance.	<input type="checkbox"/>
6. The results are inconclusive for racial or ethnic disparities in the provision or outcome of homeless assistance.	<input type="checkbox"/>
7. The CoC did not conduct a racial disparity assessment.	<input type="checkbox"/>

3B-3a. Addressing Racial Disparities.

Applicants must select all that apply to indicate the CoC's strategy to address any racial disparities identified in its Racial Disparities Assessment:

1. The CoC is ensuring that staff at the project level are representative of the persons accessing homeless services in the CoC.	<input checked="" type="checkbox"/>
2. The CoC has identified the cause(s) of racial disparities in their homeless system.	<input checked="" type="checkbox"/>
3. The CoC has identified strategies to reduce disparities in their homeless system.	<input checked="" type="checkbox"/>
4. The CoC has implemented strategies to reduce disparities in their homeless system.	<input checked="" type="checkbox"/>
5. The CoC has identified resources available to reduce disparities in their homeless system.	<input checked="" type="checkbox"/>
6: The CoC did not conduct a racial disparity assessment.	<input type="checkbox"/>

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

Instructions:

Guidance for completing the application can be found in the FY 2019 CoC Program Competition Notice of Funding Availability and in the FY 2019 CoC Application Detailed Instructions.

Please submit technical questions to the HUD Exchange Ask-A-Question at <https://www.hudexchange.info/program-support/my-question/>

Resources:

The FY 2019 CoC Application Detailed Instruction can be found at:

<https://www.hudexchange.info/e-snaps/guides/coc-program-competition-resources>

The FY 2019 CoC Program Competition Notice of Funding Availability at:

<https://www.hudexchange.info/programs/e-snaps/fy-2019-coc-program-nofa-coc-program-competition/#nofa-and-notices>

Warning! The CoC Application score could be affected if information is incomplete on this formlet.

4A-1. Healthcare—Enrollment/Effective Utilization

Applicants must indicate, for each type of healthcare listed below, whether the CoC assists persons experiencing homelessness with enrolling in health insurance and effectively utilizing Medicaid and other benefits.

Type of Health Care	Assist with Enrollment	Assist with Utilization of Benefits?
Public Health Care Benefits (State or Federal benefits, Medicaid, Indian Health Services)	Yes	Yes
Private Insurers:	Yes	Yes
Non-Profit, Philanthropic:	Yes	Yes
Other: (limit 50 characters)		

4A-1a. Mainstream Benefits.

Applicants must:

1. describe how the CoC systematically keeps program staff up to date regarding mainstream resources available for program participants (e.g., Food Stamps, SSI, TANF, substance abuse programs) within the geographic area;
2. describe how the CoC disseminates the availability of mainstream resources and other assistance information to projects and how often;
3. describe how the CoC works with projects to collaborate with healthcare organizations to assist program participants with enrolling in

health insurance;

4. describe how the CoC provides assistance with the effective utilization of Medicaid and other benefits; and

5. provide the name of the organization or position title that is responsible for overseeing the CoC's strategy for mainstream benefits.

(limit 2,000 characters)

1)The CoC maintains strong relationships with LDSSs in the three counties, responsible for providing TANF, SNAP, and Medicaid. The CoC partners with health navigators who are able to get many people Medicaid within one day of application. Navigators are present in shelters and with street outreach teams. All incoming shelter resident/unsheltered populations are provided with information and assistance on how to apply for benefits. All shelter residents without income are required to apply for temporary assistance. Many agencies provide health insurance enrollment, health home services, and/or substance abuse referral. LDSS promotes a SOAR model for assisting people obtain SSI/SSDI. The CoC has a vast membership with many different service providers at the table to ensure access to services for people experiencing homelessness and those housed. This past monitoring year, CoC projects had 100% of participants connected to at least one mainstream benefit.

2)The CoC provides ongoing training and presentations regarding access to mainstream benefits to program staff in the Human Service Providers workgroup and in the bimonthly meetings.

People with communication barriers are provided interpreter services, access to cell phones, transportation, and specialized care.

3)The CoC has a Homeless Outreach and Engagement Committee focused on ensuring healthcare services are accessible to those experiencing homelessness. Providers at this meeting include insurance providers, local hospitals, local clinics, healthcare navigators, and behavioral health service providers.

4)The CoC agencies have partnerships with various health organizations to ensure coordination of health services.

5)The CoC Collaborative Applicant and Homeless Outreach and Engagement Committee is responsible for overseeing the CoC's strategy for mainstream benefits.

4A-2. Lowering Barriers to Entry Data:

Applicants must report:

1. Total number of new and renewal CoC Program-funded PSH, RRH, SSO non-coordinated entry, Safe-Haven, and Transitional Housing projects the CoC has ranked in its CoC Priority Listing in FY 2019 CoC Program Competition.	27
2. Total number of new and renewal CoC Program-funded PSH, RRH, SSO non-coordinated entry, Safe-Haven, and Transitional Housing projects the CoC has ranked in its CoC Priority Listing in FY 2019 CoC Program Competition that reported that they are lowering barriers to entry and prioritizing rapid placement and stabilization to permanent housing.	27
Percentage of new and renewal PSH, RRH, Safe-Haven, SSO non-Coordinated Entry projects the CoC has ranked in its CoC Priority Listing in the FY 2019 CoC Program Competition that reported that they are lowering barriers to entry and prioritizing rapid placement and stabilization to permanent housing.	100%

4A-3. Street Outreach.

Applicants must:

FY2019 CoC Application	Page 49	09/23/2019
------------------------	---------	------------

1. describe the CoC's street outreach efforts, including the methods it uses to ensure all persons experiencing unsheltered homelessness are identified and engaged;
2. state whether the CoC's Street Outreach covers 100 percent of the CoC's geographic area;
3. describe how often the CoC conducts street outreach; and
4. describe how the CoC tailored its street outreach to persons experiencing homelessness who are least likely to request assistance.
(limit 2,000 characters)

1) Anyone engaged with street outreach is connected to Coordinated Entry. Outreach is provided even to those refusing housing or services. The CoC continues to see low numbers of people sleeping outside during its annual PIT count. There is a monthly street outreach committee that includes such as the psychiatric center, substance abuse counselors, the Downtown Committee, local police, shelters and a local soup kitchen. The public and service providers can also call 211 to report people sleeping outside. Outreach teams are notified of these reports and follow up in those locations. Outreach teams also regularly canvass known areas for outside sleeping/camping. A project providing acute medical care and connection to primary care has joined the CoC and is conducting outreach on a weekly basis. This outreach project has been able to connect with hard to serve individuals. Psychiatric care is also available to those sleeping outdoors.

2) 100% of the geographic area is covered with a strong presence in urban areas and with ad hoc efforts in the two rural counties.

3) Outreach is conducted 7 days/week. 211 also fields calls from citizens regarding concerns for people outside. 211 directly connect with street outreach providers to engage with these people.

4) Outreach is conducted on a continuous basis even to those who are least likely to receive assistance or who refuse assistance. Street outreach teams provide food, water, hygiene items, medical care and clothing to attempt engagement with people least likely to request assistance. Outreach is conducted on a continuous basis, even to those refusing service. The CoC uses street outreach to build relationships with those experiencing unsheltered homelessness to ultimately move street to shelter or street directly to housing. By forming the relationships while outdoors, the CoC has increased the ability to move directly from the street into housing for the shelter resistant.

4A-4. RRH Beds as Reported in HIC.

Applicants must report the total number of rapid rehousing beds available to serve all household types as reported in the Housing Inventory Count (HIC) for 2018 and 2019.

	2018	2019	Difference
RRH beds available to serve all populations in the HIC	623	798	175

4A-5. Rehabilitation/Construction Costs—New No Projects.

FY2019 CoC Application	Page 50	09/23/2019
------------------------	---------	------------

Applicants must indicate whether any new project application the CoC ranked and submitted in its CoC Priority Listing in the FY 2019 CoC Program Competition is requesting \$200,000 or more in funding for housing rehabilitation or new construction.

4A-6. Projects Serving Homeless under Other Federal Statutes. No

Applicants must indicate whether the CoC is requesting to designate one or more of its SSO or TH projects to serve families with children or youth defined as homeless under other federal statutes.

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
FY 2019 CoC Competition Report (HDX Report)	Yes	FY 2019 CoC Compe...	09/23/2019
1C-4.PHA Administration Plan–Moving On Multifamily Assisted Housing Owners' Preference.	No		
1C-4. PHA Administrative Plan Homeless Preference.	No	PHA Administratio...	09/23/2019
1C-7. Centralized or Coordinated Assessment System.	Yes	CE Assessment Tool	09/23/2019
1E-1.Public Posting–15-Day Notification Outside e-snaps–Projects Accepted.	Yes	Projects Accepted...	09/23/2019
1E-1. Public Posting–15-Day Notification Outside e-snaps–Projects Rejected or Reduced.	Yes	Projects Rejected...	09/23/2019
1E-1.Public Posting–30-Day Local Competition Deadline.	Yes	Local Competition...	09/23/2019
1E-1. Public Posting–Local Competition Announcement.	Yes	Local Competition...	09/23/2019
1E-4.Public Posting–CoC-Approved Consolidated Application	Yes		
3A. Written Agreement with Local Education or Training Organization.	No		
3A. Written Agreement with State or Local Workforce Development Board.	No	Local Workforce A...	09/23/2019
3B-3. Summary of Racial Disparity Assessment.	Yes	Racial Disparity ...	09/23/2019
4A-7a. Project List-Homeless under Other Federal Statutes.	No		
Other	No		
Other	No		

Applicant: Syracuse, Auburn/Onondaga, Oswego, Cayuga Counties CoC

NY-505

Project: NY-505 CoC Registration FY 2019

COC_REG_2019_170832

Other	No		
-------	----	--	--

Attachment Details

Document Description: FY 2019 CoC Competition Report

Attachment Details

Document Description:

Attachment Details

Document Description: PHA Administration Plan Preference

Attachment Details

Document Description: CE Assessment Tool

Attachment Details

Document Description: Projects Accepted Notification

Attachment Details

Document Description: Projects Rejected/Reduced Notification

Attachment Details

Document Description: Local Competition Deadline

Attachment Details

Document Description: Local Competition Public Announcement

Attachment Details

Document Description:

Attachment Details

Document Description: Local Workforce Agreement

Attachment Details

Document Description: Local Workforce Agreement

Attachment Details

Document Description: Racial Disparity Assessment Summary

Attachment Details

Document Description:

Attachment Details

Document Description:

Attachment Details

Document Description:

Attachment Details

Document Description:

Submission Summary

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

Page	Last Updated
1A. Identification	09/16/2019
1B. Engagement	09/16/2019
1C. Coordination	09/16/2019
1D. Discharge Planning	No Input Required
1E. Local CoC Competition	09/20/2019
1F. DV Bonus	09/23/2019
2A. HMIS Implementation	09/16/2019
2B. PIT Count	09/23/2019
3A. System Performance	09/23/2019
3B. Performance and Strategic Planning	09/23/2019
4A. Mainstream Benefits and Additional Policies	09/23/2019
4B. Attachments	Please Complete

FY2019 CoC Application	Page 57	09/23/2019
------------------------	---------	------------

Submission Summary

No Input Required

2019 HDX Competition Report

PIT Count Data for NY-505 - Syracuse, Auburn/Onondaga, Oswego, Cayuga Counties CoC

Total Population PIT Count Data

	2016 PIT	2017 PIT	2018 PIT	2019 PIT
Total Sheltered and Unsheltered Count	867	798	722	732
Emergency Shelter Total	563	532	547	574
Safe Haven Total	0	0	0	0
Transitional Housing Total	277	238	163	145
Total Sheltered Count	840	770	710	719
Total Unsheltered Count	27	28	12	13

Chronically Homeless PIT Counts

	2016 PIT	2017 PIT	2018 PIT	2019 PIT
Total Sheltered and Unsheltered Count of Chronically Homeless Persons	62	43	36	30
Sheltered Count of Chronically Homeless Persons	60	42	34	29
Unsheltered Count of Chronically Homeless Persons	2	1	2	1

2019 HDX Competition Report

PIT Count Data for NY-505 - Syracuse, Auburn/Onondaga, Oswego, Cayuga Counties CoC

Homeless Households with Children PIT Counts

	2016 PIT	2017 PIT	2018 PIT	2019 PIT
Total Sheltered and Unsheltered Count of the Number of Homeless Households with Children	95	77	60	59
Sheltered Count of Homeless Households with Children	93	76	60	59
Unsheltered Count of Homeless Households with Children	2	1	0	0

Homeless Veteran PIT Counts

	2011	2016	2017	2018	2019
Total Sheltered and Unsheltered Count of the Number of Homeless Veterans	65	56	49	41	41
Sheltered Count of Homeless Veterans	64	56	48	41	40
Unsheltered Count of Homeless Veterans	1	0	1	0	1

2019 HDX Competition Report

HIC Data for NY-505 - Syracuse, Auburn/Onondaga, Oswego, Cayuga Counties CoC

HMIS Bed Coverage Rate

Project Type	Total Beds in 2019 HIC	Total Beds in 2019 HIC Dedicated for DV	Total Beds in HMIS	HMIS Bed Coverage Rate
Emergency Shelter (ES) Beds	615	65	535	97.27%
Safe Haven (SH) Beds	0	0	0	NA
Transitional Housing (TH) Beds	173	14	159	100.00%
Rapid Re-Housing (RRH) Beds	798	0	798	100.00%
Permanent Supportive Housing (PSH) Beds	1176	0	1176	100.00%
Other Permanent Housing (OPH) Beds	168	0	168	100.00%
Total Beds	2,930	79	2836	99.47%

2019 HDX Competition Report

HIC Data for NY-505 - Syracuse, Auburn/Onondaga, Oswego, Cayuga Counties CoC

PSH Beds Dedicated to Persons Experiencing Chronic Homelessness

Chronically Homeless Bed Counts	2016 HIC	2017 HIC	2018 HIC	2019 HIC
Number of CoC Program and non-CoC Program funded PSH beds dedicated for use by chronically homeless persons identified on the HIC	127	261	280	291

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

Households with Children	2016 HIC	2017 HIC	2018 HIC	2019 HIC
RRH units available to serve families on the HIC	60	84	138	165

Rapid Rehousing Beds Dedicated to All Persons

All Household Types	2016 HIC	2017 HIC	2018 HIC	2019 HIC
RRH beds available to serve all populations on the HIC	170	313	623	798

2019 HDX Competition Report

FY2018 - Performance Measurement Module (Sys PM)

Summary Report for NY-505 - Syracuse, Auburn/Onondaga, Oswego, Cayuga Counties 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 FY2017 data for each measure and associated metrics.

RESUBMITTING FY2018 DATA: If you provided revised FY2018 data, the original FY2018 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.

2019 HDX Competition Report

FY2018 - Performance Measurement Module (Sys PM)

	Universe (Persons)			Average LOT Homeless (bed nights)				Median LOT Homeless (bed nights)			
	Submitted FY 2017	Revised FY 2017	FY 2018	Submitted FY 2017	Revised FY 2017	FY 2018	Difference	Submitted FY 2017	Revised FY 2017	FY 2018	Difference
1.1 Persons in ES and SH	4928	4381	4665	36	37	37	0	22	23	22	-1
1.2 Persons in ES, SH, and TH	5217	4687	4854	54	57	52	-5	25	27	26	-1

b. This measure is based on data element 3.17.

This measure includes data from each client's Living Situation (Data Standards element 3.917) response as well as time spent in permanent housing projects between Project Start and Housing Move-In. This information is added 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.

The construction of this measure changed, per HUD's specifications, between FY 2016 and FY 2017. HUD is aware that this may impact the change between these two years.

	Universe (Persons)			Average LOT Homeless (bed nights)				Median LOT Homeless (bed nights)			
	Submitted FY 2017	Revised FY 2017	FY 2018	Submitted FY 2017	Revised FY 2017	FY 2018	Difference	Submitted FY 2017	Revised FY 2017	FY 2018	Difference
1.1 Persons in ES, SH, and PH (prior to "housing move in")	4942	4185	4503	69	85	73	-12	27	30	30	0
1.2 Persons in ES, SH, TH, and PH (prior to "housing move in")	5330	4468	4682	90	105	89	-16	31	37	35	-2

2019 HDX Competition Report

FY2018 - 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.

After entering data, please review and confirm your entries and totals. Some HMIS reports may not list the project types in exactly the same order as they are displayed below.

	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 FY 2017	FY 2018	Revised FY 2017	FY 2018	% of Returns	Revised FY 2017	FY 2018	% of Returns	Revised FY 2017	FY 2018	% of Returns	FY 2018	% of Returns
Exit was from SO	16	45	7	12	27%	0	2	4%	2	6	13%	20	44%
Exit was from ES	1202	1519	192	257	17%	98	117	8%	111	173	11%	547	36%
Exit was from TH	237	277	30	27	10%	13	16	6%	33	31	11%	74	27%
Exit was from SH	0	0	0	0		0	0		0	0		0	
Exit was from PH	378	453	45	28	6%	30	45	10%	18	26	6%	99	22%
TOTAL Returns to Homelessness	1833	2294	274	324	14%	141	180	8%	164	236	10%	740	32%

Measure 3: Number of Homeless Persons

Metric 3.1 – Change in PIT Counts

2019 HDX Competition Report

FY2018 - Performance Measurement Module (Sys PM)

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

	January 2017 PIT Count	January 2018 PIT Count	Difference
Universe: Total PIT Count of sheltered and unsheltered persons	798	722	-76
Emergency Shelter Total	532	547	15
Safe Haven Total	0	0	0
Transitional Housing Total	238	163	-75
Total Sheltered Count	770	710	-60
Unsheltered Count	28	12	-16

Metric 3.2 – Change in Annual Counts

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

	Submitted FY 2017	Revised FY 2017	FY 2018	Difference
Universe: Unduplicated Total sheltered homeless persons	5481	4990	5094	104
Emergency Shelter Total	5099	4621	4866	245
Safe Haven Total	0	0	0	0
Transitional Housing Total	630	605	485	-120

2019 HDX Competition Report

FY2018 - Performance Measurement Module (Sys PM)

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

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

	Submitted FY 2017	Revised FY 2017	FY 2018	Difference
Universe: Number of adults (system stayers)	474	582	448	-134
Number of adults with increased earned income	34	38	51	13
Percentage of adults who increased earned income	7%	7%	11%	4%

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

	Submitted FY 2017	Revised FY 2017	FY 2018	Difference
Universe: Number of adults (system stayers)	474	582	448	-134
Number of adults with increased non-employment cash income	78	72	81	9
Percentage of adults who increased non-employment cash income	16%	12%	18%	6%

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

	Submitted FY 2017	Revised FY 2017	FY 2018	Difference
Universe: Number of adults (system stayers)	474	582	448	-134
Number of adults with increased total income	105	96	107	11
Percentage of adults who increased total income	22%	16%	24%	8%

2019 HDX Competition Report

FY2018 - Performance Measurement Module (Sys PM)

Metric 4.4 – Change in earned income for adult system leavers

	Submitted FY 2017	Revised FY 2017	FY 2018	Difference
Universe: Number of adults who exited (system leavers)	423	392	297	-95
Number of adults who exited with increased earned income	61	96	40	-56
Percentage of adults who increased earned income	14%	24%	13%	-11%

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

	Submitted FY 2017	Revised FY 2017	FY 2018	Difference
Universe: Number of adults who exited (system leavers)	423	392	297	-95
Number of adults who exited with increased non-employment cash income	182	165	80	-85
Percentage of adults who increased non-employment cash income	43%	42%	27%	-15%

Metric 4.6 – Change in total income for adult system leavers

	Submitted FY 2017	Revised FY 2017	FY 2018	Difference
Universe: Number of adults who exited (system leavers)	423	392	297	-95
Number of adults who exited with increased total income	226	205	111	-94
Percentage of adults who increased total income	53%	52%	37%	-15%

2019 HDX Competition Report

FY2018 - 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 2017	Revised FY 2017	FY 2018	Difference
Universe: Person with entries into ES, SH or TH during the reporting period.	5139	4985	4901	-84
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.	1695	1672	1708	36
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)	3444	3313	3193	-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 2017	Revised FY 2017	FY 2018	Difference
Universe: Person with entries into ES, SH, TH or PH during the reporting period.	5376	5244	5318	74
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.	1800	1792	1936	144
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.)	3576	3452	3382	-70

2019 HDX Competition Report

FY2018 - 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 FY2018 (Oct 1, 2017 - Sept 30, 2018) 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 2017	Revised FY 2017	FY 2018	Difference
Universe: Persons who exit Street Outreach	245	199	135	-64
Of persons above, those who exited to temporary & some institutional destinations	29	23	19	-4
Of the persons above, those who exited to permanent housing destinations	35	23	46	23
% Successful exits	26%	23%	48%	25%

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

2019 HDX Competition Report

FY2018 - Performance Measurement Module (Sys PM)

	Submitted FY 2017	Revised FY 2017	FY 2018	Difference
Universe: Persons in ES, SH, TH and PH-RRH who exited, plus persons in other PH projects who exited without moving into housing	4635	3885	4188	303
Of the persons above, those who exited to permanent housing destinations	2171	1915	1923	8
% Successful exits	47%	49%	46%	-3%

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

	Submitted FY 2017	Revised FY 2017	FY 2018	Difference
Universe: Persons in all PH projects except PH-RRH	1421	1369	1250	-119
Of persons above, those who remained in applicable PH projects and those who exited to permanent housing destinations	1340	1322	1204	-118
% Successful exits/retention	94%	97%	96%	-1%

2019 HDX Competition Report

FY2018 - SysPM Data Quality

NY-505 - Syracuse, Auburn/Onondaga, Oswego, Cayuga Counties 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 into 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.

2019 HDX Competition Report

FY2018 - SysPM Data Quality

	All ES, SH				All TH				All PSH, OPH				All RRH				All Street Outreach			
	2014-2015	2015-2016	2016-2017	2017-2018	2014-2015	2015-2016	2016-2017	2017-2018	2014-2015	2015-2016	2016-2017	2017-2018	2014-2015	2015-2016	2016-2017	2017-2018	2014-2015	2015-2016	2016-2017	2017-2018
1. Number of non-DV Beds on HIC	444	421	452	502	276	293	275	188	1270	1382	1493	1284		170	313	623				
2. Number of HMIS Beds	438	417	441	486	276	293	232	188	1248	1382	1493	1284		170	313	623				
3. HMIS Participation Rate from HIC (%)	98.65	99.05	97.57	96.81	100.00	100.00	84.36	100.00	98.27	100.00	100.00	100.00		100.00	100.00	100.00				
4. Unduplicated Persons Served (HMIS)	4878	4808	5091	5065	598	598	624	492	1460	1509	1651	1540	0	528	1072	1311	8	24	92	174
5. Total Leavers (HMIS)	4418	4340	4605	4613	392	412	469	346	252	359	446	331	0	328	511	615	1	18	72	123
6. Destination of Don't Know, Refused, or Missing (HMIS)	2364	1403	1242	1367	27	20	21	6	7	16	15	9	0	1	4	8	0	2	15	55
7. Destination Error Rate (%)	53.51	32.33	26.97	29.63	6.89	4.85	4.48	1.73	2.78	4.46	3.36	2.72		0.30	0.78	1.30	0.00	11.11	20.83	44.72

2019 HDX Competition Report

Submission and Count Dates for NY-505 - Syracuse, Auburn/Onondaga, Oswego, Cayuga Counties CoC

Date of PIT Count

	Date	Received HUD Waiver
Date CoC Conducted 2019 PIT Count	1/30/2019	

Report Submission Date in HDX

	Submitted On	Met Deadline
2019 PIT Count Submittal Date	4/12/2019	Yes
2019 HIC Count Submittal Date	4/12/2019	Yes
2018 System PM Submittal Date	5/31/2019	Yes

**SYRACUSE HOUSING AUTHORITY
SECTION 8 HOUSING CHOICE VOUCHER PROGRAM**

**312 Gifford Street, 9th Floor
Syracuse, NY 13204
(315) 470-4400
Fax (315) 470-4436**

All previous editions are obsolete

ADMINISTRATIVE PLAN

July 2014

Syracuse Housing Authority
Section 8 Administrative Plan Table of Contents

I.	General Information.....	5
	A. Mission Statement	5
	B. Staff	6
	C. Definitions/ Abbreviations	6
II.	Tenant-Based Programs	7
	A. HUD Requirements	7
III.	Administration of Plan	7
	A. Responsibilities.....	7
	1. How the HA provides Information to the Prospective Owners	7
	2. Encouraging Owner Participation Outside of Low Income or Minority Concentration Areas	7
IV.	Annual Contributions Contract	8
	A. Administrative Fee Reserve.....	8
	B. Audit Requirements	8
V.	Admission to the Tenant-Based Program.....	8
	A. Tenant Eligibility Requirements	8
	1. Income	8
	2. Family Composition.....	9
	3. Citizenship.....	11
	B. Admissions Policies	11
	1. Applications – Initial Processing	11
	2. Income Verification	12
	2a. Interim Verifications.....	13
	3. Determination of Family Composition and Deductions.....	14
	4. Unit Size	15
	5. Adjusted Total Tenant Payment.....	16
	6. Minimum Rent.....	16
	C. Special Admission (Non-Waiting List): Assistance Targeted by HUD.....	17
	D. Waiting List.....	18
	1. Administration of Waiting Lists.....	18
	2. Organizing the Waiting Lists.....	18
	3. Selecting Applicants.....	18
	4. Removing Names from the Waiting Lists.....	18
	5. Opening Waiting Lists	19
	6. Closing Waiting Lists.....	20
	7. Use of Preferences.....	20
	8. Notice and Opportunity for a Meeting Where Local Preference is Denied	22

VI.	Leasing a Unit – Occupancy Policies	22
	A. Issuance of Voucher & Information when Family is Selected	22
	B. Requesting HA Approval to Lease a Unit.....	23
	C. Payment Standard.....	24
	D. Term of Voucher	24
	E. Illegal Discrimination: HA Assistance to Family	25
	F. HA Approval to Lease an Apartment.....	25
	G. Disapproval of Owner.....	26
	H. Owner Responsibility for Screening Tenants.....	27
	I. Lease	27
VII.	Term of Assisted Tenancy	28
	1. Annual Recertification	28
	2. Interim Recertification	31
	3. No Income Policy.....	32
VIII.	Owner Termination of Tenancy	32
	A. When Assistance Paid	32
IX.	Absence from Unit	33
X.	Security Deposit: Amounts Owed by Tenant	33
XI.	Move with Continued Tenant-Based Assistance	33
	A. Family Break-Up	34
XII.	Information and Assistance to Participating Families and Owners.....	34
XIII.	Where a Family can Live and Move.....	35
	A. Eligible Housing.....	35
	B. Where a Family can Lease a Unit with Tenant-Based Assistance.....	35
	C. Portability.....	35
	1. Outgoing Vouchers	35
	2. Incoming Vouchers	36
XIV.	Dwelling Unit	37
	A. Housing Quality Standards.....	37
	B. Subsidy Standards	37
	1. Rent Reasonableness	37
	2. Terminating HAP Contract.....	37
	C. Maintenance.....	38
	1. Owner Responsibility.....	38
	2. Family Responsibility.....	38
	3. HA Remedies	38
	D. Inspections/Enforcement of HQS	38
	1. Inspection Procedures.....	38

2. Scheduling Priorities	39
3. Scheduling Time Frame	39
4. Repairs/Corrections.....	39
5. Lead Paint	40
6. Inspection Results.....	40
E. Types of Inspections	40
1. Initial Unit Inspections.....	40
2. Annual and Bi-Annual Inspections.....	41
XV. Housing Assistance Payment Contract and Owner Responsibilities	43
A. Housing Assistance Payment Contract.....	43
B. Owner Responsibilities	43
C. Owner Breach of Contract	44
D. Termination of HAP Contract.....	44
E. Third Parties	45
F. Denial of Participation of an Owner.....	45
XVI. Family Obligations: Denial and Termination of Assistance	46
A. Obligations of Participant.....	46
B. Denial Termination of Assistance for Family	47
C. Crime by Family Member.....	48
D. Informal Review of Applicant.....	51
E. Informal Hearing for Participant.....	52
1. Situations for a Required Hearing.....	52
2. Hearing Not Required	52
3. Notices	53
4. Informal Hearing Procedures	53
XVII. Monitoring.....	54
A. External.....	54
B. Internal	54
XVIII. Project-Based Voucher Assistance	54
XIX. Policies for Special Programs.....	55
A. SRO Med Rehab	55
B. Shelter Plus Care Program.....	56
C. Veterans Affairs Supporting Housing (VASH)	56
D. Family Self-Sufficiency	56
E. Homeownership Program	58
XX. Violence Against Women and Justice Department Reauthorization Act of 2005 ...	61
XXI. Limited English Proficiency	61

Addendum #1 – Project Based Voucher Program Policy and Procedures

I. General Information

A. Mission Statement

This Administrative Plan sets forth the policies and procedures of Syracuse Housing Authority's administration of the Section 8 Housing Choice Voucher Program on behalf of the City of Syracuse. The Plan is consistent with HUD Regulations and Handbook requirements. The Plan delineates other policies and priorities developed by the Syracuse Housing Authority (SHA). SHA's Board of Directors has approved this plan and it has been submitted to the HUD Area Office.

The SHA is a not-for-profit organization established with the objective of increasing housing opportunities for low and moderate income families in the city of Syracuse, New York. The Public Housing office of SHA is located at 516 Burt St., with the Section 8 office located at 312 Gifford St. 9th floor.

SHA's Section 8 program administers Voucher, SRO Mod Rehab, VASH, Shelter Plus Care, Family Self Sufficiency, Homeownership and Project-based Assistance Programs. Through these Section 8 programs, SHA and the City of Syracuse achieve a public policy objective to provide rental assistance on behalf of low-income families and elderly, handicapped, or disabled individuals who could not otherwise afford decent, safe, and sanitary housing.

SHA and the City of Syracuse's commitment to efficient, effective administration of the Section 8 programs and to increase housing opportunities for low income members of our community resulted in this plan being based on the following premises:

1. SHA will administer the programs with the highest professional standards for public administration. SHA will administer the program free of favoritism and partisan influences.
2. SHA will take measures to insure that no participating landlord or tenant receives benefits to which they are not entitled under this plan, along with the HUD regulations and guidelines.
3. SHA will cooperate with investigative and enforcement authorities where program fraud and/or abuse is alleged.
4. SHA will promote equal opportunity and fair housing in all aspects of the program administration and will strive to enforce fair housing laws.
5. SHA will provide for community wide awareness of the program to serve those in need of assistance, to increase available housing for our participants, and to increase support for publicly funded housing assistance programs.
6. SHA will not generally intercede in disputes between participating landlords and tenants due to our relationship with both. SHA may offer referrals to legal,

dispute resolution, or counseling agencies. SHA will, when requested, provide referrals to tenants experiencing problems not related to their participation in the Section 8 program.

7. SHA will strive to insure the rights of tenants to be treated with dignity and respect and will maintain professional standards regarding confidentiality of tenant information. Briefing sessions, generally done via a video, will explain in direct and simple language the advantages and responsibilities of participation in the program. Continued assistance by the Section 8 staff will be available to the applicant from initial screening through the lease up period.
8. SHA will insure a reasonable rent to landlords providing decent, safe, and sanitary housing to program participants. Landlords will also be informed of their rights and responsibilities under the program.

This Administrative Plan includes all Section 8 programs administered by SHA. Where differences in the administration of an individual program exist, due to regulation, notice, or rule, those differences are so noted.

B. Staff (24 CFR 982.1)

SHA's Executive Staff will determine the appropriate level of staffing based on workload and funding constraints.

C. Definitions/Abbreviations (24 CFR 982.4)

1. Consolidated ACC- a consolidation of various certificate and voucher contracts
2. Family - will be used throughout this document to refer to persons or individuals in our programs or on our wait list
3. FMR - Fair Market Rent
4. HAPP - Housing Assistance Payments Program
5. HAP Contract - Housing Assistance Payments Contract
6. HUD - Department of Housing and Urban Development
7. SHA - The Syracuse Housing Authority
8. TTP - Tenant Total Payment as described in Admission Policies - Adjusted Total Tenant Payment
9. UIB - Unemployment Insurance Benefit
10. Participant –A Voucher or Certificate holder or family presently subsidized in one of our programs

11. Applicant – A person or family on our wait list

II. Tenant-Based Programs (24 CFR 982.1)

A. HUD Requirements (24 CFR 982.52)

SHA must comply with HUD regulations and HUD requirements for the program. HUD requirements are issued by HUD headquarters, as regulations, *Federal Register* notices or other binding program directives.

SHA must comply with the Consolidated ACC and the HUD-approved applications for program funding.

Participation in the Tenant-based program requires compliance with all equal opportunity requirements imposed by contract or federal law. (24 CFR 982.53)

When the provisions of this Administrative Plan conflict with any HUD rule, regulation, or notice, or any other applicable statute or guidance, those provisions shall supersede this Administrative Plan.

III. Administration

A. Responsibilities (24 CFR 982.153)

1. How the HA provides information to prospective owners.
 - a) Program information will be available to current and prospective owners on SHA's Website. While SHA does not refer participants and applicants to specific units, SHA will provide owners with a venue to list available units where assistance is accepted.
 - b) The agency will solicit and encourage owner participation through the media and other means as listed in Applicant Outreach to make units available to eligible families. SHA has found that many of our owners come to us through word of mouth.
 - c) At all times, information from this agency to owners will include the equal housing opportunity logo, statement, and/or slogan. Periodically we will conduct owner briefings to explain the program and to answer questions. The dates and times of these meetings are advertised in the local newspaper.
2. Encouraging owner participation outside of low income or minority concentration areas.

The SHA will conduct owner outreach to ensure that owners are familiar with the program and its advantages. The SHA will actively recruit property owners with property located outside areas of poverty and minority concentration. These outreach strategies will include but are not limited to:

- a) Distributing printed material about the program to property owners and managers
- b) Contacting property owners and managers by phone or in-person
- c) Participating in community based organizations comprised of private property and apartment owners and managers
- d) Developing working relationships with owners and real estate brokers associations

Outreach strategies will be monitored for effectiveness, and adapted accordingly.

IV. Annual Contributions Contract

A. Administrative Fee Reserve (24 CFR 982.155)

Approval of the Board to charge the administrative fee reserve :

SHA, through a resolution by the Board of Commissioners, has set a threshold of ten thousand (\$10,000.00) for Administrative Fee Reserve expenditures. The resolution states that the Board of Commissioners will approve all expenditures above the amount of \$10,000.00 from the Section 8 Administrative Fee Reserve accounts, and the Executive Director may authorize expenditures under \$10,000.00 from the Section 8 Administrative Fee Reserve account without prior approval from the SHA Board of Commissioners.

B. Audit requirements (24 CFR 982.159)

The SHA must engage and pay an independent public accountant to conduct audits in accordance with HUD requirements in 24 CFR 44.

V. Admission to Tenant-Based Program

A. Tenant Eligibility Requirements (24 CFR 982.201)

As per Federal Regulations, eligibility will be determined for each applicant by:

1. Income

Persons admitted to this program must meet HUD's income limit definition of very low income (50% of AMI) with 75% of new admissions meeting HUD's income limit definition of extremely low income (30% of AMI).

Families that are continuously assisted, may also be admitted under special circumstances, such as relocation from a public housing site to be demolished or via tenant protection vouchers. These families do not count towards the income targeting goals. An applicant is continuously assisted under the 1937 Act if the family is already receiving assistance under any 1937 Housing program when the family is admitted to the voucher program.

Verification of income and household size must be completed prior to the:

- Issuance of a Voucher;
- Issuance of a Statement of Family Responsibility;
- Completion of the HUD 50058;
- Entering the Shelter Plus Care program

Income will be verified through HUD's Enterprise Income Verification System (EIV). SHA's EIV Policy is followed concerning process and data security. HUD collects income data from various sources (National Directory of New Hires, Social Security Administration, etc.) and makes this information available to PHA's through the EIV system. SHA will use EIV to validate tenant reported income and to identify discrepancies between tenant-supplied information and EIV information. In cases where information does not match, third party verifications will be required and clients will be given the opportunity to correct errors.

Where information pertaining to size of household and income must be verified by third party documentation, release forms will be signed by the applicant and mailed directly from the agency to assure proper information. If ten (10) working days have passed from the request and no response is received from the 3rd party source, the agency will attempt to contact the source by phone to assure the request was received. If fifteen (15) days from the phone contact, no response is received, the agency may resort to another form of verification. The family will be held responsible for verifying all income.

All applicants must be within the published income limits for the size of the household.

2. Family Composition

Eligible family, for purposes of eligibility, will be defined as two or more individuals residing together in a stable relationship.

Single individuals. For purposes of eligibility they must be: 62 years of age or older; Disabled (as defined by the Social Security Law, Section 223 or the Developmental Disabilities Act); or Handicapped: defined as having a physical or mental impairment which is expected to be of long, continuing and indefinite duration, substantially impedes the person's ability to live independently, and is of such a nature that such ability could be improved by more suitable housing conditions.

Elderly family will be defined as those 62 years of age, or disabled, or handicapped.

Eligible minors, (under age 18), must have a parent or responsible adult co-sign the Voucher, and the lease or addendum before they are allowed to participate in any Section 8 Program.

Live-in aide means a person who resides with one or more elderly persons, or near-elderly persons, or persons with disabilities, and who: (1) is determined by a knowledgeable professional to be essential to the care and well-being of the persons, (2) is not obligated for the support of the persons, and (3) would not be living in the unit except to provide the necessary supportive services [24 CFR 5.403].

SHA will approve a live-in aide if needed as a reasonable accommodation in accordance with 24 CFR 8, to make the program accessible to and usable by the family member with disabilities.

A live-in aide is a member of the household, but is not a family member, and the income of the aide is not considered in income calculations [24 CFR 5.609(b)]. Relatives may be approved as live-in aides if they meet all of the criteria defining a live-in aide. However, a relative who serves as a live-in aide is not considered a family member and would not be considered a remaining member of a tenant family.

A family's request for a live-in aide must be made in writing. Written verification will be required from a reliable, knowledgeable professional, such as a doctor, social worker, or case worker, that the live-in aide is essential for the care and well-being of the elderly, near-elderly, or disabled family member. For continued approval, the family must submit a new, written request-subject to the SHA verification-at each regular reexamination.

In addition, the family and live-in aide will be required to submit a certification stating that the live-in aide is (1) not obligated for the support of the person(s) needing the care, and (2) would not be living in the unit except to provide the necessary supportive services. The person submitted by the family as a live-in aide will be required to submit to a criminal background screening prior to any final determination by the SHA

A person may not be considered a live-in aide until approved by SHA. The SHA must individually approve each person added to the household as a live-in aide, and may withdraw such approval if the person does not pass screening, including, but not limited to [24 CFR 982.316(b)]:

- Fraud, bribery or any other corrupt or criminal act in connection with any federal housing program;
- A record of drug-related criminal activity or violent criminal activity which includes arrest and/or conviction;
- Illegal possession and use of a firearm or aggravated assault weapon in violation of federal, state or local criminal or civil laws; or

- Owes rent or other amounts to the SHA or to another PHA in connection with Section 8 or public housing assistance under the 1937 Act.

Within 30 calendar days of receiving a request for a live-in aide, including all required documentation related to the request, the SHA will notify the family of its decision in writing.

3. Citizenship

An applicant family must have at least one citizen of the United States or an eligible immigrant and provide the necessary and appropriate verification.

B. Admissions Policies (24 CFR 982.202)

1. Applications - Initial Processing

The initial pre-application for all Section 8 Programs will be the preliminary application for all applicants to our waiting list. Once a participant is in the program, the HUD 50058 will be used for all Certifications and Re-certifications.

- a. Individual applications will be accepted, in response to public advertising (See "Procedures for Opening Lists") either by mail, email, online submission, or on a walk-in basis. Walk-in applications will be taken during regular business hours by the staff.
- b. Once the application is received, it will be recorded, in order, by date of receipt. The application will be date stamped, and the program software will record the date of application, and record the order of received applications. If the applicant submits a change to their pre-application form, which places them under a different preference on the waiting list, the date of receipt of the change form will be the new preference effective date.
- c. A preliminary assessment of potential eligibility will be done based on the information contained on the application. Formal verification will not be required at the time of application.
- d. If the applicant is obviously not eligible at the time of application, he/she will be notified of the reason(s) for ineligibility and given the opportunity to request an informal review to appeal the decision. The request for an informal review must be made within ten (10) days of the date of notification.
- e. No application will be mailed out before the date of the opening of our list if the list is closed. Mail-in applications will be dated in order of receipt at this office with walk-in applications. Walk-in applicants found ineligible by the interviewer will have the reason(s) for ineligibility and the informal review process explained to them.

2. Income Verification

Verification will include, but not be limited to the following:

EIV verification, or:

- a. Employer wage verification will be obtained by signing a release of information form sent directly to the employer. Where employer information is unattainable, the most recent pay stubs, covering a four week period and reflecting hours worked and salary paid will be acceptable.
- b. If self employed, SHA will request the applicant's account books along with any IRS forms that are submitted by the applicant on a monthly, quarterly, semi-annually, or other basis. If the above information is not available, SHA will request a copy of the previous year's tax return that was submitted by the applicant along with a statement of anticipated earnings signed by the applicant and notarized. An accountant's statement may be requested as additional information and proof of anticipated income, if there is a substantial difference in income from the previous year to the following year. Based on the type of self employment, the applicant may be advised of special recertification requirements as deemed necessary until SHA is able to adequately project an accurate annual income.
- c. If the income is solely or partially public assistance, a current Budget Worksheet from the Department of Social Services will be required. This budget work sheet must reflect the applicant's most recent certification for public assistance.
- d. Benefit payments will be verified by use of a release form, signed by the applicant, mailed from this office directly to the agency that directs the benefit payments. Other acceptable verification would be an award letter from the directing agency (Social Security, SSI, VA, Railroad, etc.). Benefit checks (other than those issued by State or Federal Government) as documentation will be acceptable provided the check shows the gross amount of benefit or a stub that shows deductions for medical insurance or any recoupment or other deductions by the directing agency.
- e. For all applicants receiving unemployment insurance, the verification required will be 3rd party verified either through EIV, or directly through the Labor Department, reflecting the weekly amount, the effective date and the termination date of UIB payments.
- f. If the applicant is working full-time or part-time and receiving unemployment benefits at the same or other times during a year (such as seasonal work, or other sporadic work situations), an average of the salary

anticipated plus the unemployment benefits received during the year will be used to project an anticipated annual gross income.

- g. For alimony or child support payments received, a copy of verification showing the actual amounts disbursed will be required. Should the applicant have a private arrangement with the other parent, canceled checks and a notarized statement by the parent who is providing the payment will be required. This statement must be current and include the name of the sender, the address and name of the person to whom the payments are made, and the name(s) of the child(ren) for which the payments are made. Other acceptable verification would be a confirmation letter from the Department of Social Services or any agency which directs the payments.
- h. Verification of assets (savings and interest bearing checking accounts), will be provided by third party when possible and if not, then by the applicant and will include statements from bank officers, copies of actual passbooks, or monthly bank statements. Bank statements must be on bank letterhead and show the balance(s) of each account and the interest earned to the latest quarter.
- i. Other asset verification including stocks, bonds, dividends, life insurance policies, will be verified by statements from the appropriate business or copies of the actual documents. Additional information may include tax form (IT-200), copies of dividend checks paid to the applicant, and/or CPA statements. Where property is involved, a tax assessment and/or an appraisal from a qualified agency will be provided. It is possible to request additional appraisals should it be apparent that Real Estate value has risen or if there are doubts about the original appraisal.
- j. Any other income verification required will be documented using a type of release form appropriate to the information required. (An example would be verification of a school grant for research assistant: where a budget printout is not available, a form would be signed by the applicant and mailed directly to the financial aid office of the school for completion).
- k. Participants showing very little or no income may be required to recertify at least quarterly. The participant will be required to show how normal living expenses, such as, food, heat, telephone, and, in some cases automobile expenses, are being met.

2a. Interim Verifications

In accordance with HUD Notice PIH 2013-03 (HA) the following temporary provisions will be in effect for annual certifications:

- a) Households will be able to self-certify as to having assets of less than \$5,000. SHA will accept a family's declaration of the amount of assets of

less than \$5,000, and the amount of income expected to be received from those assets. Reexamination documentation, which is signed by all adult family members, will serve as the declaration.

- b) Elderly families/households and disabled families/households whose income consists of 100% fixed income will have a streamlined recertification process. SHA will recalculate the income by applying published cost of living adjustments to the previously verified income amount. This limits the need for income verification. For this purpose, 'fixed income' is defined as Social Security, SSI, SSDI, any pension plans, and other periodic payments from annuities, insurance policies, retirement funds, disability or death benefits, or other similar periodic dispersals.

If at any future date, the agency should receive a report that all or some of the income sources are incorrect or have not been reported by the applicant, the agency will verify the information either verbally or in writing, or nullify the allegations after all appropriate checks within our power are made. The applicant will be placed with the burden of proof in most cases.

3. Determination of Family Composition and Deductions

For determination of deductions and proof of family size, each applicant will be required to submit proof in the form of birth or baptismal certificates or other appropriate forms of identification that will verify the date of birth and/or relationship to any other family member as listed on the application.

Other information that may be required will include but is not limited to:

- a. Notarized Statement of childcare payments or proof of baby-sitting fees paid by the applicant.
- b. Any medical bills not covered by insurance that the family is paying for the year in which the person is applying or recertifying. Bills will include premium payments for medical insurance that is either deducted automatically from a benefit or paycheck or the applicant is paying directly (such as Blue Cross or Blue Shield).
- c. Any other information will be requested where applicable to the determination of allowable deductions and/or verification of family size.
- d. Social Security numbers and verification of these numbers, for all family members.
- e. Photo identification for all adult family members

4. Unit Size

The unit size designated on the Housing Voucher and the HUD 50058 will be determined by the staff based on the following information:

- a. The number of adults and children in the household;
- b. Size assignment will allow two adults, in a stable relationship; regardless of gender, to qualify for a bedroom. Otherwise, size assignment will require that two persons of opposite sex may not occupy the same bedroom unless one is a child less than seven years of age. Otherwise, for each two persons of the same gender, the household shall qualify for a bedroom. SHA may give consideration to issuing additional bedrooms if a generational gap exists between household members of the same sex. In units managed by Syracuse Housing, their occupancy standards will prevail.

Stable relationship, for eligibility purposes, is defined as two adults who share residency, whose income and resources are available to meet the family's needs and who are related by blood, marriage or operation of law, or if not related by blood, marriage or operation of law, who reside together in this relationship. It is not necessary for either the two adults to be the head of household to meet the definition of stable relationship.

- c. When there is a medical need and where there is certification of this need from an appropriate medical professional, special assignment will be made for additional bedroom space. This must be resubmitted annually in order to continue to qualify for the additional space.
- d. If the family is unable to locate the appropriate sized unit as called for on the Voucher, the family may select a unit that is one less bedroom than the size stated on Voucher. The smaller unit must be deemed to be of enough size and space for use as an additional sleeping area. The Housing Authority Inspector will make this determination during the inspection. A bedroom must generally be 80 square feet in order to qualify as a bedroom. Exceptions as to size may be made under certain circumstances, for instance, for an infant.
- e. For voucher participants the applicable payment standard bedroom size assignment will be revised if necessary at the annual recertification only. In the case of a participant who moves to a new unit the bedroom size/payment standard will be revised if necessary.
- f. An applicant wishing to change their initial Voucher assignment size must first verify the additional member of the household or verify that the member is out of the household and should be taken off the application.

- g. If a live-in aide is approved for the household, one additional bedroom will be added to the voucher size, without consideration of the number of persons approved as aides or any dependents the aide may have.

The occupancy standards stated in this section of the Administrative Plan shall be applicable to any household issued a voucher on or after October 1, 2013 due to a new admission to the program or as the result of a household move or change in family composition.

5. Adjusted Total Tenant Payment

For determination of Total Tenant Payment (TTP) for all new applicants and for all recertified applicants SHA will allow the following deductible amounts:

- a. \$480 for each minor in the household (does not include foster children), or for each full time student over 18 years of age listed on the application.
- b. Some medical expenses in excess of 3% of the gross yearly income for elderly or disabled persons or elderly or disabled families.
- c. Unusual expenses such as child care (for child under 13) which enable a family member to work or further education; or the cost of care for an elderly or disabled member of the household only where such care is deemed necessary to enable the family member (including the disabled member) to be employed.
- d. \$400 for each elderly family.
- e. After deductions, the TTP will be computed using the highest of 30% of the adjusted monthly income, 10% of the gross monthly income, a minimum rent of \$50, or the allowable welfare rent where applicable.

6. Minimum Rent

The Syracuse Housing Authority has set a minimum rent of \$50 per month. If, at any time, the family requests a hardship exemption, the Syracuse Housing Authority will immediately suspend the minimum rent for the family pending the determination of the Syracuse Housing Authority as to whether the hardship exists and whether the hardship is of a temporary or long-term nature.

- 1. A hardship exists in the following circumstances:
 - a. When the family has lost eligibility for, or is awaiting an eligibility determination for a Federal, State, or local assistance program;
 - b. When the family would be evicted as a result of the imposition of the minimum rent requirement;

- c. When the income of the family has decreased because of changed circumstances, including loss of employment;
 - d. When the family has an increase in expenses because of changed circumstances, for medical costs, childcare, transportation, education, or similar items;
 - e. When a death has occurred within the household.
- 2. No hardship. If the Housing Authority determines there is no qualifying hardship, the minimum rent will be reinstated, including requiring back payment of minimum rent for the time of suspension.
 - 3. Temporary hardship. If the Housing Authority reasonably determines that there is a qualifying hardship but that it is of a temporary nature, the minimum rent will not be imposed for a period of 90 days from the date of the family's request. At the end of the 90-day period, the minimum rent will be imposed retroactively to the time of suspension. The Housing Authority will offer a repayment agreement in accordance with the repayment policy for any rent not paid during the period of suspension. During the suspension period the Housing Authority will not terminate the family for nonpayment of the amount of tenant rent owed for the suspension period.
 - 4. Long-term hardship. If the Housing Authority determines there is a long-term hardship, the family will be exempt from the minimum rent requirement until the hardship no longer exists. Such determination will be made through reviews of the hardship conditions which will take place at least every six months.
 - 5. Appeals. The family may use the grievance procedure to appeal the Housing Authority's determination regarding the hardship. No escrow deposit will be required in order to access the grievance procedure.

C. Special Admission (Non-Waiting List): Assistance Targeted by HUD (24 CFR 982.203)

If HUD awards Syracuse Housing Authority funding that is targeted for families living in specified units:

- 1. SHA will use the assistance for the families living in those units.
- 2. SHA may admit a family that is not on the waiting list, or without considering the family's waiting list position. The Authority must maintain records showing that the family was admitted with HUD-targeted assistance.

3. SHA may admit a family that is not on the wait list, or without considering the families wait list position if the family is displaced involuntarily through disaster, governmental action, action of housing owner, inaccessibility or property disposition.

D. Waiting list

1. Administration of Waiting Lists (24 CFR 982.204)

SHA will maintain waiting lists of income eligible families that have applied for participation in the Syracuse Housing Authority's Section 8 Voucher Program and the Project-Based Voucher Programs. SHA will select applicants for participation from the waiting lists in accordance with policies and procedures.

2. Organizing the Waiting Lists (24 CFR 982.205)

The waiting lists will be maintained in chronological order. (A master list of all applicants will be available on the computer in alphabetical order regardless of bedroom size.) The waiting lists will show the family's name, date of application and preferences that apply.

3. Selecting Applicants

Applicants will be contacted by preference categories, in chronological order for formal verification of their application.

Families on the waiting list will be considered for assistance regardless of their present residency, in consideration of the time they applied for assistance. Pre-applicants are served on a first come first basis, as subsidies become available.

An applicant whose name comes to the top of the list will be allowed to remain on our list for one year if they notify this office in writing of their desire to remain on the list until a unit in a specific project or location they feel is appropriate to their needs become available. It will be the responsibility of the applicant to request subsidy when they find the unit or project they wish available, and the next available Voucher will be given provided the family is eligible.

4. Removing Names from Waiting Lists

Applicants will be removed from the waiting list:

- a. If they notify SHA they are no longer in need of assistance;
- b. If they notify SHA of a change of status which makes them ineligible;
- c. If found to be ineligible at a verification interview;
- d. If they fail to respond to a request from SHA for formal verification of their application;

- e. If correspondence from SHA is returned as not able to be forwarded because the family did not notify SHA in writing of a change of address;
- f. If the family either notifies SHA of their inability to attend two certification appointments or fails to appear at two appointments;
- g. If the family refuses the offer of assistance; or,
- h. If they fail to satisfy any financial liability to this or any other PHA.
- i. If they fail to submit required documentation by the stipulated date

Annually, SHA may perform a purge of its Waiting List. Applicants will be requested to advise SHA of whether or not they wish to remain on the Waiting List and provide SHA with any updates to their contact information and/or any other relevant information on their application that affects eligibility for the program or a preference. Households that fail to respond, for which mail is returned as undeliverable, or indicate they are no longer interest in remaining on the list, will be removed.

Applicants removed from the waiting list will be sent a letter to their last known address informing them of our action. The applicant will be informed of their right to request an informal review within 10 days of the date of the letter.

5. Opening Waiting Lists

Procedures Opening Lists - Outreach to Applicants (24 CFR 982.206)

A monthly determination will be made of the availability of Vouchers and wait list size. If the list is deemed of short enough length to allow more applications and there are Vouchers available, a closed list will be opened.

- a. All public notices will display the Equal Housing Opportunity logo.
- b. All public notices will be initiated in the local major newspapers. Such public notice will be the method for opening and closing the wait list. Advertising in local and/or limited audience publications will be employed where beneficial to reach a targeted group of applicants. Organizations providing support or services to targeted groups will be informed and requested to refer applicants.
- c. SHA will make every effort to notify agencies concerned with the elderly, handicapped, or disabled that the list is open. SHA will take applications, on an individual basis, at our 312 Gifford St. office for the convenience of these individuals, as this location is accessible and centrally located. Applications are also available at the Public Housing Office of Syracuse Housing Authority at 516 Burt St., or online at <http://www.syracusehousing.org>. Only individuals requesting Pre-

Applications either in person or via the regular mail will be accommodated.

- d. Special outreach efforts will also be conducted to provide opportunities to participate in the program that, because of such factors as race, ethnicity, sex, or source of income, are less likely to apply.
- e. Applicants accepted, but not able to be immediately assisted, will be placed on a waiting list.
- f. Applicants placed on the waiting list will be able to access an automated phone IVR system to check on their position on the waiting list. SHA will have available a Section 8 brochure explaining the Section 8 Program and its various components.

6. Closing Waiting Lists (24 CFR 982.206)

Unless the Authority is not accepting additional applications because of the length of the wait list, the Authority may not refuse to place an applicant's name on the list. The applicant must be otherwise eligible for participation. The list will remain open unless SHA determines on the basis of the number of applicants who are already on the waiting list and who claim a local preference, and the anticipated number of subsidies to be issued, that:

- a. There is an adequate pool of applicants who are likely to qualify for a local preference and,
- b. It is unlikely that, on the basis of our system for applying the local preferences, the preference or preferences that the applicant claims, and the preferences claimed by applicants on the waiting list, the applicant would otherwise qualify for assistance before other applicants on the waiting list.

7. Preferences: Use of preferences (24 CFR 982.207)

Local Preferences:

In order to qualify for a priority placement on the waiting list a family must be income and otherwise eligible and also meet one of the following local preferences. The following circumstances will be considered local preferences for selection. Preference on the waiting list will be given in the following circumstances, with those Families with First Preference given priority ahead of those with Second and Third Preference, and those with Second Preference ahead of those with Third Preference, etc.

The granting of a preference to a family on the Waiting List does not guarantee admission to the program. It merely indicates the order in which families will be contacted when vouchers are issued.

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

First Preference, Special Programs

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

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

Second Preference:

All of the following shall have equal preference:

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

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

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

Third Preference:

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

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

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

VI. Leasing a Unit – Occupancy Policies

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

Vouchers:

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

Items to be covered during the briefing, and included in the briefing manual, will include all required items including: a description of how the program works, family and owner responsibilities, determination of gross family income, fair market rents, utility allowances, security deposits, portability lease requirements and responsibilities, inspection pointers, how to recognize discrimination (HUD Pamphlet 981), and how to approach a landlord with the Section 8 Housing Assistance Program. Eligible families will be selected in accordance with HUD regulations and necessary information pertaining to eligibility will be verified. Such information will include income and family composition to determine eligibility and the amount of the subsidy. The process of lease up will be accomplished by the staff as soon as possible to avoid any delays with each applicant's continued assistance or initial assistance under the program. The assistance will generally begin as soon as possible after the unit passes inspection.

A family may continue to participate in the Voucher program when the family desires to move to another unit.

- a. Vouchers will be issued in accordance with HUD regulations, except that for a family renting a unit with a larger or smaller number of bedrooms than stated on the Voucher, the family may rent a larger than necessary unit or smaller if occupancy space permits.
- b. Briefings for Voucher families will be in accordance with HUD regulations, including information on the full range of neighborhoods, particularly non-impacted neighborhoods, in which the family may find units meeting program requirements. Voucher Briefing Manuals will be given to each family. The family will receive information on how the Voucher payments are computed.
- c. Voucher payments will be the amount by which the applicable Standard for the Family exceeds 30% of the family's monthly adjusted income or 10% of a family's gross income, or welfare rent, whichever is greater. The family's monthly-adjusted income will be calculated in accordance with HUD regulations.

B. Requesting HA approval to Lease a Unit (24 CFR 982.302)

Once a family receives a Voucher, they must search for a housing unit and owner willing to participate in the program. A Request for Tenancy Approval must then be submitted to the Section 8 Department by the family. The HCV Specialist will determine if the unit is eligible, the proper size and the rent is within acceptable levels. If these criteria are met, the HCV Specialist will schedule an inspection.

C. Payment Standards

The SHA will review the appropriateness of the payment standards on an annual basis when the new FMR is published. A notice shall be issued annually stating the updated Payment Standards and their effective dates.

In addition to ensuring the payment standards are always within the basic range of 90% to 110% of the HUD published Fair Market Rents, the SHA may consider factors such as the following when determining whether an adjustment should be made to the payment standard schedule:

- **Funding Availability:** The SHA will review the budget to determine the impact projected subsidy adjustments will have on funding available for the program and the number of families served.
- **Rent Burden of Participating Families:** Rent burden will be determined by identifying the percentage of families, for each unit size, that are paying more than 30 percent of their monthly adjusted income as the family share.
- **Quality of Units Selected:** The SHA will ensure that payment standard increases are only made when needed to reach the mid-range of the market.
- **Changes in Rent to Owner:** The SHA may review a sample of the units to determine how often owners are increasing or decreasing rents and the average percent of increases/decreases by bedroom size.
- **Unit Availability:** The SHA may consider the availability of units for each unit size, particularly in areas with low concentrations of poor and minority families.
- **Lease-up Time and Success Rate:** The SHA may consider the percentage of families that are unable to locate suitable housing before the voucher expires and whether families are leaving the jurisdiction to find affordable housing.

D. Term of Voucher (24 CFR 982.303)

Denying Vouchers including term and extensions or suspensions and how determinations made:

1. When a Voucher is issued, the family will be requested to report to the office periodically to keep us up to date on their status. "Tolling" or "Suspension" will not be allowed. Extensions of up to 60 days may be given on the recommendation of the HCV Specialist, if requested by the client. The HCV Specialist will base their recommendation on the activity of the client and whether their experience with the client shows the client is activity looking and that an extension will have a reasonable chance of causing a subsidy to begin.
2. If the Voucher is not used, and the Request for Tenancy Approval is not submitted, within the allowable sixty days, and the applicant has not made any effort to contact the office, the applicant will forfeit their Voucher. A letter of withdrawal will be mailed to the applicant advising them of this action. For an existing Voucher Holder

who is moving, the failure to meet the sixty days or communicate for an extension may result in the termination of the Voucher.

3. Only in those cases of documented attempts to locate suitable housing under the program, will the Voucher be extended an additional period of time. Maximum extension will be an additional two thirty-day periods. Under certain circumstances a Voucher may be extended for a longer period of time by the Supervisor.
4. Those families that have documented attempts, on the contact form provided by this office, and have been granted the allowable extensions, and still do not locate suitable housing will forfeit their Voucher. In the event the agency is accepting applications, these families will be given the option of reapplying to get back on the Waiting List. The family will be notified of the decision to withdraw the Voucher by means of a letter.

E. Illegal Discrimination: HA Assistance to Family (24 CFR 982.304)

Assisting a family believing that discrimination has occurred so that they were unable to lease.

During the housing search period the family may require additional assistance. SHA will attempt to aid these families as much as possible in locating suitable housing and also with any discrimination claim should they feel that they have been so treated by a prospective landlord. Discrimination complaints will be turned over to legal services of Central New York. Title VI of the Civil Rights Act of 1964 and Executive Order 11064 will be observed at all times.

F. HA Approval to Lease an Apartment (24 CFR 982.305)

The Housing Authority will not give approval for the family to lease a dwelling with a subsidy or execute the HAP contract until the SHA has determined that all of the following requirements have been met:

1. The unit is proper bedroom size and eligible;
2. Local taxes for the unit must be current or an exception made by the City government;
3. The unit has been inspected by the SHA and passes the inspection;
4. The lease is approvable and includes the Tenancy Addendum;
5. The rent to the owner is reasonable; and
6. For a unit leased under the Shelter Plus Care Program, the total of the contract rent and any utility allowance does not exceed the FMR/exception rent limit.

Families will be able to utilize the following special housing types: Single

- Room Occupancy housing
- Congregate housing
- Group homes
- Shared housing
- Cooperative housing
- Homeownership

G. Disapproval of Owner (24 CFR 982.306)

1. It will be the policy of the SHA Section 8 program to disapprove of owners who are delinquent in their city taxes. Arrangements will be made to query the City Assessor's office files regarding delinquent taxes. When a property is judged by that office to be delinquent, SHA will disapprove a subsidy for that unit.
2. SHA will also disapprove of owners who commit any kind of fraud, bribery or corruption in federal housing programs, or that demand or accept "side payments" above the levels required by the Landlord-SHA contract.
3. Owners who have engaged in drug trafficking will be disapproved. Owners will be disapproved who have a history of practice of noncompliance with HQS for units leased under the Tenant-based programs, or with applicable standards for units leased under Project-based Section 8 assistance or leased under any other federal housing program.
4. Owners debarred by HUD for any reason will be disapproved. Owners who threaten, or use abusive behavior toward Syracuse Housing Authority personnel will also be disapproved.
5. Owners will also be disapproved who refuse or have a history of refusing to take action to terminate tenancy for activity engaged in by the tenant, any member of the tenants household, any guest, or any other person under the control of the household that:
 - a. Threatens the health or safety of, or the right to peaceful enjoyment of the premises by other tenants or employees of the public housing agency, owner, or other manager of housing; or;
 - b. Threatens the health or safety of, or right to peaceful enjoyment of the residences by, persons residing in the immediate vicinity of the premises; or;
 - c. Is involved with drug related or violent criminal activity.

H. Owner Responsibility for Screening Tenants (24 CFR 982.307)

It is the responsibility of the owner to properly screen prospective tenants. Screening should include checking with previous landlords as to the family's suitability as a tenant, credit checks, etc.

It will be the policy of the Section 8 office to provide landlords with a prospective tenants' former landlord's name and address and phone number or a former tenants' new address, phone number and landlord's name. SHA will provide further information regarding the current and most recent of the tenant (late rent payments, damages, neighbor complaints, etc) with the Section 8 Program.

I. Lease (24 CFR 982.308)

1. Use of HUD-required contracts and other forms (24 CFR 982.162)

The owner provides his/her own lease. SHA will request that the owner submit a copy of their lease to our office. Any provision in the owner's lease that is either in noncompliance with the program regulations or contains any illegal provisions will be void. The Tenancy Addendum, HUD 52641a will be required to be attached to all leases.

2. Lease information

All leases should contain the minimum following information:

- a. Names of owner and tenant;
 - b. Location and bedroom size of unit;
 - c. Term of lease must be for at least one year for the initial term.
 - d. Amount of total contract rent;
 - e. The signature of the owner/agent and the tenant or the tenant's representative;
 - f. The date of lease execution;
 - g. The effective date of the lease.
 - h. The lease may also contain the following:
 - i. A list of special provisions such as pet restrictions or special services;
 - ii. Any other clause(s) not prohibited by the rules and regulations of the program.
3. It shall be the policy of Syracuse Housing Section 8 that the landlord is responsible to pay for water and sewer service in all instances in this area. Unless, the services is

individually metered, the landlord is also prohibited for charging Tenant for these services.

VII. Term of assisted tenancy (24 CFR 982.309)

The term of the HAP Contract begins on the first day of the term of the lease and ends on the last day of the term of the lease. The term of the lease terminates if the owner or the tenant terminates the lease, SHA terminates the HAP Contract or if SHA terminate assistance for the family.

1. Annual Recertification

It shall be the policy of Syracuse Housing Authority Section 8 Office to use Enterprise Income Verification for all of our Voucher clients at recertification and at interim recertifications. All EIV information will be kept confidential. The system basically allows access to SWICA wage data through the Internet by entering name, birth date and partial Social Security numbers. Data includes wages paid up to the last quarter. SHA must possess a signed HUD 9886 form for the client in order to access their data. If income is shown that has not been reported, third party verification will be requested. If these verifications support the fact that income has not been reported, the client will be notified by mail and allowed the opportunity to refute the information. Should the tenant refute the discrepancy and support their case, no further action shall occur.

Approximately three (3) months prior to the recertification date, a notice shall be mailed to the family requesting they report to our office with required information. Recertification procedures shall conform to those detailed in the section entitled "Admissions Policies".

Should the family inform us of their intent to relocate within the terms of the lease and with at least thirty (30) day written notice:

A family on the Voucher program shall be reissued a Voucher.

If the family has had a change in family size that causes a necessary change in the bedroom size requirement, the family shall be issued an appropriately sized Voucher at the time of annual recertification, in compliance with the occupancy standards.

In the event the present unit is too costly for SHA approval after a determination of rent reasonableness and the HCV Specialist is unable to negotiate a reasonable rent with the landlord, the family shall be so informed. Tenants shall be counseled on the impact of renting a unit above the Payment Standard.

A family choosing to relocate shall be informed they must continue their search for a unit that is within the current reasonable rent for that unit.

At the end of the first year of tenancy in a unit, the family may give a minimum of 60 (maximum of 90) days notice of their intent to vacate. This notification must be in writing and provided to both the landlord and this agency.

This agency, upon receipt of notice from the family of their intent to vacate, shall send a confirming letter to the landlord of the family's intent to vacate. The letter shall also inform the landlord that Housing Assistance Payments shall cease on the day of the month the family has indicated on the notice. A copy of this letter shall be sent to the tenant. It is the sole responsibility of the owner to ensure that the family vacates the unit, pursuant to the notice. SHA assumes no responsibility if the unit is not vacated in accordance with proper notice.

If the Total Tenant Payment is equal to, or greater than the current gross rent (contract rent plus any allowance for tenant paid utilities) for the unit, the family shall be informed that they are no longer eligible for housing assistance. The family, unless they choose otherwise, shall remain on the program until six months has passed with no HAP in order to demonstrate stability of income. At the end of six months, if the TTP remains equal to or greater than the current gross rent, the family shall be terminated from the program.

Owner or Family Debts to the PHA

Overview

When an action or inaction of an owner or participant results in the overpayment of housing assistance, the SHA holds the owner or participant liable to return any overpayments to the SHA.

The SHA will enter into repayment agreements in accordance with the policies contained in this part as a means to recover overpayments.

When an owner or participant refuses to repay monies owed to the SHA, the SHA will utilize other available collection alternatives including, but not limited to, the following:

- Collection agencies
- Small claims court
- Civil law suit
- Criminal referrals to HUD OIG or other agencies

Owner Debts to the PHA

The SHA will collect any overpayments to an owner by reducing the future HAP payments to the owner by the amount owed until the debt is paid in full. If the reduction of HAP payments is not possible, any amounts due to SHA by an owner must be repaid by the owner.

If the owner refuses to repay the debt or does not repay the debt, the SHA will ban the owner from future participation in the program. Furthermore, if the amount owed by the owner is not repaid, the SHA will pursue other modes of collection, including referral to the Inspector

General, litigation and debt collection agencies. If the owner seeks to be discharged from the debt through a bankruptcy filing, and if the debt is due to fraud against the program, the SHA will object to the discharge of the debt.

Family Debts to the PHA

Any amount due to the SHA by an HCV participant must be repaid by the family. If the family is unable to repay the debt, the SHA may offer to enter into a repayment agreement in accordance with the policies below.

SHA shall initiate termination proceedings for any family owing monies to SHA due to program fraud. Termination proceedings shall not be halted until such time as the family agrees to enter into a repayment agreement (if permitted) and signs the agreement and all supporting documentation. If the family refuses to acknowledge the amount owed, and sign the repayment agreement and all other supporting documentation, SHA shall not halt termination proceedings. If SHA prevails in the termination proceedings, the means of collection stipulated in this chapter shall be utilized regardless of the amount owed.

If the tenant breaches a repayment agreement, the SHA will terminate the assistance upon notification to the family, and shall then pursue other modes of collection. If the participant seeks to be discharged from the debt through a bankruptcy filing, and if the debt is due to fraud against the program, the SHA will object to the discharge of the debt in addition to terminating assistance to the participant.

If any member of the household has a repayment agreement with SHA and leaves the unit or is deceased, the debt will be transferred to the remaining adult household members.

If the family receives Utility Reimbursement Payments SHA may withhold the payments and apply it toward the debt. The participant will pay the remaining portion of the monthly payment (if any).

Repayment Agreement [24 CFR 792.103]

The term *repayment agreement* refers to a formal document signed by a tenant or owner and provided to the PHA in which a tenant acknowledges a debt in a specific amount and agrees to repay the amount due at specific time periods.

The SHA will enter into repayment agreements for amounts not to exceed \$5,000. The SHA may enter into repayment agreements for amounts greater than \$5,000 and less than \$10,000 with supervisory approval.

For all overpayments exceeding \$10,000 it shall be SHA's policy to refer the matter for criminal prosecution to either the HUD Office of Inspector General or other law enforcement as appropriate.

Upon execution of a repayment agreement, the family or owner must pay either the balance owed to the SHA or a down payment of 10% and minimum payments of \$75 for a period that shall not exceed 36 months. SHA does not have a hardship exception. The family must

comply with the Repayment Agreement Guidelines despite any change in circumstances beyond the family's or owner's control.

The head of household and spouse/co-head (if applicable) must sign the repayment agreement.

Due Dates

All payments are due by the close of business on the 5th business day of the month. If the payment is not received by the due date, the participant or owner has breached the repayment agreement and the SHA will terminate assistance upon written notification to the family. Participants will not be entitled to a hearing for failing to make the required payments.

Once, an agreement has been breached, the matter shall be referred to SHA's legal counsel for appropriate action which may include utilization of a collection agency, or filing in a small claims or civil court.

No Offer of Repayment Agreement

The SHA will not enter into a repayment agreement if there is already a repayment agreement in place with the family, or the amounts owed by the family exceed the Federal or State threshold for criminal prosecution. The SHA will only enter into 1 repayment agreement with a family during the family's tenure on the program. Subsequent events will be automatic grounds for termination.

Form and content of agreement.

The forms that must be signed shall include:

- Request for Repayment Agreement
- Repayment Agreement
- Confession of Judgment
- Waiver of Right to Hearing

2. Interim Reexamination:

The TTP and Tenant rent will remain in effect for the period between regularly scheduled reexaminations except:

- a. The Tenant must report all changes in the household composition within 30 days of the change.
- b. The Tenant may report any of the following changes which would result in a decrease in the tenants rent:
 - Decrease in income
 - Increase in allowances or deductions

If the family income is reduced, the change will be instituted as of the first of the month following the change; provided the tenant reported the change to SHA within thirty days of the change. Otherwise, the decrease shall be effective the day of the first month followings SHA's receipt of the necessary verification. If a family fails to report a required item, SHA will require repayment of excess assistance received. If documents have been signed omitting or falsely reporting information resulting in a raise of tenant share, that will be considered a cause for termination of assistance and family will be required to repay any overpayment of assistance.

Enterprise Income Verification will be used as described in: 1. Annual Recertification.

3. No Income Policy

Participants showing very little or no income will be required to report to the office for an update appointment within 90 days, if EIV verification or New Hire report information indicates a change of income status. The participant will be required to show how normal living expenses, such as utilities, food, telephone, and in some cases automobile expenses, are being met.

VIII. Owner termination of tenancy (24 CFR 982.310)

Evictions:

Participating families and owners will be advised that evictions, where court ordered, will be the only type of eviction that is allowed during the life of the lease and HAP Contract. Participant families evicted for lease noncompliance or other charges will not be issued a Voucher. Where lease noncompliance is also a violation of the Statement of Family Responsibility, or the Voucher, the family may be terminated from the program.

A. When Assistance is Paid (24 CFR 982.311)

Payments under the HAP Contract are paid to the owner in accordance with the terms of the HAP contract. Payments may only be made to the owner for the term of the lease and while the family is residing in the unit.

Termination of payment will occur when the owner terminates the lease (24 CFR 982.331(b)(c)(d); if the lease terminates; The HAP Contract terminates; or the Authority terminates assistance; or the family moves out.

IX. Absence from Unit (24 CFR 982.312)

SHA will allow a participant to be temporarily absent from a unit under certain circumstances, such as vacation, or when a participant must be absent to provide primary

health care to a family member. SHA will consider a person who is absent from a unit for less than three months to be "temporarily absent." If the absence occurs for more than three months this person will be deemed to have vacated the unit and will no longer be eligible for Section 8 assistance. SHA will consider, on a case-by-case basis, an extension of this time limit provided it is for an unusual health related reason. Request for an extension of this three-month time limit must be made in writing to the Section 8 Supervisor. Under all circumstances the participant, or his or her designee, is obligated to pay their rental share and to maintain utility services in their unit. They are also required to complete all re-certifications, and inspection requirements. Incarceration is not considered an approvable temporary absence and therefore is not covered by the three month window.

X. Security Deposit: Amounts owed by tenant (24 CFR 982.313)

An owner participating in the program may charge a Security Deposit not to exceed the security deposit charged for unassisted units by that owner or the generally acceptable security deposit in the market area. SHA will assume, for all purposes, that the full Security Deposit has been collected.

Subject to state and local law, after the family vacates the unit, the owner may use the security deposit, including any interest on the deposit, as reimbursement for any unpaid rent payable by the family or other amounts owed by the family under the lease. The owner must give the family a written list of all items charged against the security deposit and the amount of each item. After deducting all itemized charges, the owner will promptly refund the full amount of any unused balance to the family. Owner claims to this agency are further discussed in "Claims for Rent Loss, Damages, and Vacancies."

State and local laws will otherwise govern the rights and responsibilities of owners and families concerning security deposits.

Claims for Vacancies

Claims for vacancy loss will be made in accordance with the Mod Rehab Contract for the Mod Rehab SRO projects. Vacancy claims will be paid in accordance with the Contract for Project Based projects.

XI. Move with continued Tenant-based assistance (24 CFR 982.314)

When is a family continuously assisted:

A family will be deemed "continually assisted" if a lapse in subsidy of no more than 4 months (120 days) has occurred.

A. Family break-up (24 CFR 982.315)

If an eligible family breaks up, if a court determines which family member should continue to receive assistance SHA will accept the court's decision. If court is not involved, the family may mutually agree who should continue with assistance in writing. Beyond that, if no agreement can be made within a reasonable time, SHA will decide, generally in favor of the family member who houses the minor children. If no minors are involved, the head of the household listed on subsidy forms will retain subsidy unless violence or abuse is a factor. When those factors are involved SHA will decide on a case by case basis who will retain subsidy. In all cases, SHA will retain the right to entertain extenuating circumstances and award subsidy accordingly.

XII. Information and Assistance to Participating Families and Owners

SHA recognize that some participating families are likely to have ongoing housing and non-housing related problems. Our agency may be the first contact point from which these families will request assistance. The HCV Specialist will attempt to assist any family as much as possible. Referrals to other agencies and persons who might be able to assist the family will continue to be a main concern of this agency, above and beyond subsidy assistance.

- A. The HCV Specialist, FSS Coordinators will be responsible for referrals to agencies which will include, but not be limited to the following: Onondaga County Department of Social Services, Neighborhood Legal Services, Peace Inc., Spanish Action League, and Fair Housing
- B. SHA will suggest tenant and owner disputes be negotiated between the concerned parties. Our agency will become involved when the dispute involves the lease or contract determinations so far as regulations allow. If the problem can not be resolved with the assistance of our agency, SHA will suggest the parties attempt mediation or Small Claims Court.
- C. SHA will advise all owners who express a desire to evict a tenant that compliance with applicable local law is required.
- D. SHA will attempt to obtain requested information on other subsidy programs, both in and out of state, whenever possible.
- E. Each prospective owner/landlord, upon request will receive an informational brochure explaining the basics of the program. This information is part of the applicants briefing manual, to be given to a landlord. SHA will also mail the information to owners/landlords who desire to list their units with us.
- F. SHA will meet with owners/landlords who may require additional information.

- G. SHA will remind each owner of their responsibility to screen for references and rent paying history, as he/she would any other prospective tenant.
- H. Inquiries, from any source, regarding program requirements and/or guidelines will be answered with speed and accuracy whenever possible. Should this agency be unable to obtain the information, or answer a request, SHA will suggest contacting the local office of HUD.

While SHA will endeavor to assist owners/landlords as much as possible with new address information, SHA will not jeopardize the privacy and confidentiality of program participants. The only time information on participants will be released is with their permission, or because of a Police/Court Order.

XIII. Where Family Can Live and Move

A. Eligible Housing (24 CFR 982.352)

The authority will follow all regulations regarding eligible/ineligible housing.

B. Where family can Lease a Unit with Tenant-Based Assistance (24 CFR 982.353)

Jurisdiction:

The service area of Syracuse Housing Authority is the City of Syracuse and County of Onondaga, the Village of Phoenix and the Village of East Syracuse. Briefings will emphasize the fact that housing choices are not limited to impacted or concentrated areas; participants will be encouraged to seek housing in any and all areas of the City and/or County, and will be advised of portability options available to them.

C. Portability:

1. Outgoing Vouchers:

Outgoing Vouchers: Administration by initial HA jurisdiction outside the initial jurisdiction (24 CFR 982.354).

SHA will allow subsidized families to move to another locality and continue their rental assistance under the Program in accordance with HUD regulations options will be the policy of this Authority to limit portability moves, both in and out, to once in a twelve month period.

It will be the policy of SHA to allow tenants to move from one assisted unit to another under the program within SHA jurisdiction as long as:

- a. No more than one move in a twelve month period will be in cases where the unit remains out of compliance with HQS for owner caused items after a required correction period has expired, as a Reasonable Accommodation to a disability, or to comply with VAWA; or
- b. The tenant does not violate the Family Obligations listed on the Voucher; or
- c. They do not owe this PHA or another PHA money paid under the Public Housing Program; or
- d. If a repayment agreement is in place for past monies owed, they must be up to date with current payments.

If a family elects to move from an assisted unit in violation of above, it shall be grounds for termination of assistance from the program.

If an owner wished to terminate the lease of a participant during the first year of occupancy, it must be done via eviction proceedings in accordance with the lease. An eviction as a result of lease violations shall be grounds for a participant to be terminated from the program.

SHA will issue another Housing Voucher to the tenant as long as they follow these procedures.

2. Incoming Vouchers:

Incoming Vouchers: Administration by receiving HA (24 CFR 982.355)

SHA will accept families with a valid Housing Voucher from another PHA's jurisdiction. The families will be serviced as follows:

If SHA has an available Voucher, the family will be offered that form of assistance and the family will be transferred to this PHA's program.

If SHA does not have an available Voucher, we will administer the Voucher of the Initial PHA.

SHA will allow subsidized families to move to another locality and continue their rental assistance under the Program in accordance with HUD regulations.

XIV. Dwelling Unit

A. Housing Quality Standards (HQS) (24 CFR 982.401)

All housing units subsidized under any of our programs must meet Housing Quality Standards.

B. Subsidy Standards (24 CFR 982.402)

1. Rent Reasonableness:

The process to determine Rent Reasonableness will be as described in this section.

- a. A database will be maintained listing properties in our area of responsibility with the following information: location, size, type, quality, age of the units and the amenities, housing services provided by the owner. This data will be compiled by various staff members from surveys of owner. SHA will utilize the program SocialServe for listings of available apartments and rent reasonableness determinations.
- b. When a Request for Tenancy Approval comes to our attention, a search will be made of this database to hopefully find a unit reasonably close to the unit in question that matches in size type, quality, age and amenities. The rents listed will be compared to the rent requested with the hope of establishing that the rent requested is reasonable.
- c. In the cases where a close match cannot be found in the immediate area or census tract, a search will be made of a broader area or an area with similar rental stock and rent requirements. Another example might be attempting to find a match for a six-bedroom apartment. There are few units that size that exist in our jurisdiction. SHA may be forced to look at four or five bedroom units and make appropriate judgments as to the reasonableness or the rents asked with these smaller units as the base criteria.
- d. In all cases supportable information will be in files as to the reasonableness of the rent asked. Additional determinations will be made as owners ask for rent increases or if FMR are lowered as HUD requires.

2. Terminating HAP Contract (when unit is too small or too big) (24 CFR 982.403)

If the SHA determines that a unit does not meet the HQS space requirements because of an increase in family size or a change in family composition, the SHA will issue a new Voucher and the family must attempt to find an acceptable unit within 120 days before the Voucher is withdrawn. The Supervisor may extend the Voucher beyond 120 days on a case by case basis.

C. Maintenance (24 CFR 982.404)

1. Owner responsibility

The owner must maintain the unit in accordance with HQS. If the tenant or a guest causes damage, the owner may have repairs completed and bill the tenant. If the tenant does not repay the owner, this failure can be considered a breach of the tenant's responsibilities.

2. Family Responsibility

The family is responsible for a breach of the HQS that is caused by the family or a guest. The family must pay for and provide utilities and appliances that the owner is not required to provide. If the family or a guest causes damages, the family must cause the damages to be repaired in a proper manner. Failure to do so can be considered a breach of the tenant's responsibilities.

3. HA Remedies

The SHA will take prompt and vigorous action to enforce both the owner and family obligations including abatement of payments, termination of the contract and/or termination of the family's assistance in accordance with 24 CFR (982.404, 982.551(c)).

D. Inspections (24 CFR 982.405)

Enforcement of HQS (24 CFR 982.406)

1. Inspection Procedures:

Inspections will be based on HUD's Housing Quality Standards (HQS) for acceptability, in accordance with Sections 882.109, 882.209(a) and (d), 882.211 and 887.251 of Federal Regulations. Units must meet HQS before the execution of a Housing Assistance Payments Contract. Exceptions and additions to HQS are:

- a. Every unit must comply with the City of Syracuse smoke detector ordinance.
- b. The interior and exterior peeling paint requirement will apply to units occupied by families with children six (6) years of age or less.
- c. Other agencies, for instance, Code Enforcement or the Health Department, and/or other individuals will be included on inspection reports as necessary to support and/or qualify violations.
- d. Inspections will be scheduled upon receipt of a Request for Tenancy Approval, Special Complaint Inspection, annually at recertification
- e. To qualify as a "bedroom" under the program the room must be 80 square feet or more and meet all other HQS requirements. Closet areas will not be considered. Exceptions to this requirement may be made on a case-by-case basis upon recommendation of the Inspector to the Supervisor. An

example where an exception might be considered is if the bedroom was to be occupied by an infant.

2. Scheduling Priorities:

Inspections will be scheduled according to the following priorities:

- a. Initial inspections;
- b. Damage/maintenance/complaint;
- c. Re-inspections; and
- d. Annual inspections.

3. Scheduling Time Frame:

- a. Damage/maintenance and initial unit inspections will be accomplished within ten working days of the submittal of the request whenever possible.
- b. Annual inspections will be scheduled to coincide with tenant recertification process, approximately 3 months before but not less than 30 days prior to recertification.
- c. Units which have passed two previous annual inspections, between January 1, 2012 and July 1, 2014 will be exempt from the next annual inspection and placed on a bi-annual inspection schedule. Continued passed inspection will keep the bi-annual inspection schedule in place. A failed inspection will return the unit to an annual inspection schedule until two successive annual inspections have been passed.
- d. Units which have not passed two previous annual inspections, between January 1, 2012 and July 1, 2014 will be required to have their next annual inspection and placed on a annual inspection schedule. When two successive annual inspections have been passed, that unit will be place onp the bi-annual inspection schedule in place. A failed inspection will return the unit to an annual inspection schedule until two successive annual inspections have been passed.

4. Repairs/Corrections:

On annual/maintenance inspections a specific period of time will be allowed to complete repairs for units that fail an HQS inspection. The severity of the deficiency determines the time allowed with all violations that create life threatening situations to be corrected within 24 hours. All other violations are to be corrected within 30 days unless an approved extension is granted.

5. Lead Paint:

The agency will abate payments for units where there have been lead paint hazards. If a child that resides in the unit has an elevated blood level (20 mcg/dl or between 15 and 19 mcg/dl for 2 consecutive tests within 3-4 months) as identified by the County Health Department, SHA will notify the landlord that future payments will be abated until the City tests and notifies SHA that the problem has been resolved to their satisfaction.

6. Inspection Results:

▪ Unit Passes with Comments:

An approval letter will be sent to the landlord and tenant with comment item(s) and suggestions to correct. Where a unit contains comment and failing items, they will be clearly differentiated.

▪ Unit Inspection Inconclusive:

An inspection summary will be sent to the landlord and the tenant and re-inspection date given.

▪ Unit Fails:

Inspection summary will be sent to landlord and tenant. Notice will include list of deficiencies, location of deficiencies, suggested repair(s) or replacement, and number of days to correct.

E. Types of Inspections

1. Initial Unit Inspections:

Units with repairs not completed within 14 days of the date of inspection will not be allowed participation in the program. The inspector with approval of the Supervisor, or Assistant Supervisor may grant one 14 day extension, or other extension where climatic conditions prevent the repairs from being corrected. The unit cannot be placed under a HAP Contract until all repairs have been made. Generally, however, the family will be advised to continue their search for housing, if the unit does not pass within 14 days. Units that are not “rent-ready” and habitable at the time of the initial inspection will also not be allowed on the program, unless the unit is made rent ready and passes inspection in 14 days.

2. Annual and Bi-Annual Inspections:

- a. A re-inspection will be scheduled to determine if the repairs have been made in accordance with the time frames established in Section VII D 3(a). If the unit fails upon re-inspection, housing assistance payments may be abated until either repair is made or the HAP Contract is terminated by this agency.

- b. If a tenant is not home or does not permit entry to the unit, one additional inspection attempt will be scheduled. Two consecutive missed inspections shall be grounds for termination.
- c. If the unit fails its re-inspection, no further inspections will be scheduled until the owner provides proof the repairs have been made.
- d. If, upon, any additional inspection, the unit still fails to meet HQS, no further inspections will be scheduled without Supervisory approval of an extension. Once a unit has been in abatement for 90 days, the contract will be terminated and the family notified that should they wish to continue on the program they will have to relocate to other suitable housing.
- e. Extensions and exceptions may be granted in the instance of tenant caused damages, weather conditions that prohibit the completion of repairs (assuming all other repairs are complete), or other circumstances beyond the owner's control (assuming all other repairs are complete).
- f. In certain instances, particularly when the failure is minor, the inspector may allow the landlord to certify that the repair has been completed properly and the inspector may pass the unit. The inspector will then note the file to confirm this repair when the unit is next inspected for an annual inspection. When a certification is permitted, proof of repairs must be received within 30 days of the date of the failed inspection, or the inspection will be presumed to have failed. In the case of a presumed fail, payments will be abated in accordance with paragraph a. above and re-inspections will only be performed in accordance with paragraph c. above.
- g. If there are serious deficiencies which present an immediate danger to the health and safety of the family, (e.g., exhaust fumes from heating systems or lack of heat in winter months), the agency, with due notice to the owner/landlord, will require the owner to correct those deficiencies within 24 hours. If the owner makes no attempt to correct the deficiencies, the payment will be abated. If at the end of a maximum of 48 hours no corrections are made, the contract will be terminated. The agency may not make payments for the period the unit was not in compliance.

Local Standards

- Every unit must comply with the City of Syracuse smoke detector ordinance.
- The heating system must be capable of maintaining a minimum interior temperature of 65 degrees Fahrenheit in all interior rooms used for living between September 15th and June 1st
- Carbon monoxide detectors must be located within 15 feet of a fossil fuel burning

system and within 15 feet of any area used for sleeping purposes.

- Deadbolt locks must be installed on every dwelling unit entrance door. Double-keyed deadbolts are not allowed. Locks operated with skeleton keys are not allowed on any dwelling unit or building entrance or exit door. All dwelling unit entrance and exit doors must have a single cylinder deadbolt (a deadbolt that does not require a key to be operated from the interior of the unit).
- All water heaters and boilers must have a pressure relief discharge pipe that extends to within six inches of the floor
- To be approved as a bedroom, a unit must meet the definition of a bedroom, including minimum square footage and ceiling height requirements as defined by City of Syracuse ordinances. The minimum square footage is 80 square feet.
- If a bedroom only has a single window, egress cannot be blocked by an air conditioner.

Emergency Fails

The following are considered emergency fail items because of life threatening conditions:

- Any property determined uninhabitable by a city agency, including uninhabitable units due to fire, flood, or other natural disasters
- Any condition that jeopardizes the security of the unit (e.g., missing or broken locks on exterior doors)
- Major plumbing leaks, waterlogged ceiling, or floor in imminent danger of falling
- Natural or LP gas leaks or fuel oil leaks
- Any electrical problem or condition that could result in shock or fire
- Absence of a heating system capable of maintaining a minimum of 55 degrees Fahrenheit between September 15th and June 1st.
- Utilities (i.e., gas, electric, or water) not in service
- Conditions that present the imminent likelihood of injury
- Unmovable obstacles that prevent safe entrance or exit from the unit
- Absence of a functioning toilet in the unit
- Backed up sewer system in the unit
- Lack of at least one working smoke detector on each level of the unit.

- Lack of a working carbon monoxide detector in an area with fossil fuel burning system and on each level used for sleeping

XV. Housing Assistance Payment Contract and Owner Responsibilities

A. Housing Assistance Payment Contract (24 CFR 982.451)

The Housing Assistance Payments Contract will be executed between the owner and Syracuse Housing Authority, upon approval of the unit, and upon the submission of the appropriate Social Security and/or Federal ID number. The term of the lease will run concurrently with the Housing Assistance Payments Contract.

Housing Assistance Payments Contracts will be evaluated for annual adjustments and rent reasonableness only upon the written request of the owner or upon HUD approval of a special adjustment. All amendments will be sent to the owner and the tenant. Signatures will not be required.

B. Owner Responsibilities (24 CFR 982.452)

The owner is responsible for performing all of the owner's obligations under the HAP Contract and the lease.

1. The owner is responsible for:

- a. Performing all management and rental functions in a responsible manner, for the assisted unit, including selecting a voucher-holder to lease the unit, and deciding if the family is suitable for tenancy of the unit.
- b. Maintaining the unit in accordance with HQS, including performance of ordinary and extraordinary maintenance. For provisions on family maintenance responsibilities, see § 982.404 (a) (4).
- c. Complying with equal opportunity requirements.
- d. Preparing and furnishing to the HA information required under the HAP contract.
- e. Collecting from the family:
 - i. Any security deposit.
 - ii. The tenant contribution (The part of rent to owner not covered by the housing assistance payment).
 - iii. Any charges for unit damage by the family.
- f. Enforcing tenant obligations under the lease.

- g. Paying for utilities and services (unless paid by the family under the lease). Our policy will be in all cases, that the Landlord will be responsible for the cold water.
2. **For provisions on modifications to a dwelling unit occupied or to be occupied by a disabled person, see 24 CFR 100.203.**

C. Owner Breach of Contract (24 CFR 982.453)

The HA rights and remedies against the owner under the HAP contract include recovery of overpayments, abatement or other reduction of housing assistance payments, termination of housing assistance payments, and termination of the HAP contract.

Any of the following actions by the owner (including a principal or other interested party) is a breach of the HAP contract by the owner:

1. If the owner has violated any obligation under the HAP contract for the dwelling unit, including the owner's obligation to maintain the unit in accordance with the HQS.
2. If the owner has violated any obligation under any other housing assistance payments contract under Section 8 of the 1937 Act (42 U.S.C. 1437f).
3. If the owner has committed fraud, bribery or any other corrupt or criminal act in connection with any federal housing program.
4. For projects with mortgages insured by HUD or loans made by HUD, if the owner has failed to comply with the regulations for the applicable mortgage insurance or loan program, with the mortgage or mortgage note, or with the regulatory agreement; or if the owner has committed fraud, bribery or any other corrupt or criminal act in connection with the mortgage or loan.
5. If the owner has engaged in drug trafficking.

D. Termination of HAP Contract

HAP Contracts may be terminated by this agency when:

1. Section 8 Assistance is terminated to the family;
2. The owner fails to comply with the terms of the contract;
3. The owner is found to have committed fraud or program abuse;
4. The owner evicts a family in accordance with the provisions of state and local law.

Where the HAP Contract is terminated through no fault of the family, the family will continue to be eligible for Section 8 Housing Assistance should they choose to relocate.

If the Contract governing a tenant's particular unit is terminated for any reason, e. g. failure to comply with Housing Quality Standards, proper notice of move etc., SHA will require the tenant to receive their new Voucher within 30 days of the effective date of the termination. If they fail to request a new Voucher within this 30-day period SHA will then notify the family that they are being terminated from participation, with the right to an informal hearing, within the 10-day limit. If the family requests an informal hearing, or schedules an appointment to receive the Voucher within the 10-day period, one will be issued. If no request is received we will assume the family is no longer interested in their rental assistance and their Voucher will be reissued.

5. Insufficient Funding (24 CFR 982.454).
6. Expiration and Opt-out (24 CFR 982.455)

E. Third Parties (24 CFR 982.456)

1. Even if the family continues to occupy the unit, the Authority may exercise any rights and remedies against the owner under the HAP contract.
2. The family is not a party to or third party beneficiary of the HAP contract. The family may not exercise any right or remedy against the owner under the HAP contract, however the tenant may exercise any right or remedy under the lease between the tenant and owner.
3. The HAP contract shall not be construed as creating any right of the family or other third party (other than HUD) to enforce any provision of the HAP contract or to assert any claim against HUD, the Authority or the owner under the HAP contract.

F. Denial of Participation of an Owner

SHA will not approve an assisted tenancy, if the owner has been debarred, suspended, or subject to a limited denial of participation under 24 CFR part 24 or if a court or administrative agency has determined that the owner violated the Fair Housing Act or other federal equal opportunity requirements, or if such an action is pending. SHA will also not approve any tenancy when there are outstanding taxes, fines or assessments on the property, the owner has an outstanding debt to SHA or another PHA or, where a foreclosure has been filed on the property.

Further, SHA may deny participation of an owner in the program, or debar an existing owner from participation if it has been determined that:

1. The owner has a history of failing to meet the responsibilities outlined in Section B of this Chapter.
2. The owner has a history of breaching HAP Contracts, including, but not limited to those items listed in Section C of this Chapter.

3. The owner has a history or practice of renting units that fail to meet state or local housing codes.
4. The owner has a history of failing to paying state or local real estate taxes, fines, or assessment.
5. The owner has a history of allowing units to fall into foreclosure.
6. The owner has a history of failing to properly address lead based paint hazards.
7. The owner has a documented history of conducting business in a manner that is detrimental to voucher participants.

Local debarments shall last a minimum of three years. Debarments of less than three years require the approval of the Executive Director. Once a person has been debarred by SHA, a formal request must be made for re-instatement. The request must include evidence to demonstrate that the cause for the debarment has been cured.

Once a person has been debarred, he/she is prohibited from having any financial interest, direct or indirect, or in any HAP Contract, including but not limited to, owner, partner, limited partner, administrator of a trust, principal or shareholder of a corporation, or property manager.

XVI. Family Obligations; Denial and Termination of Assistance

A. Obligation of Participant (24 CFR 982.551)

Section 8 Housing Assistance may be terminated for the following reasons:

1. Failure to recertify eligibility;
2. Failure to relocate when a unit does not meet Housing Quality Standards;
3. Failure to relocate when family composition requires another size unit;
4. Failure to reimburse this agency for claims paid on the family's behalf;
5. Failure to notify this agency in writing prior to relocation;
6. Failure to comply with the terms of the Statement of Family Participation, or Voucher;
7. When family income exceeds program limitations for a period of 6 months.
8. When family is found to have committed fraud or program abuse; owners who consistently abuse the program to the detriment of the tenants will be barred from participation. Program abuse will be considered one or more cases of collecting "side

payments"; excess Security Deposits, threatening tenants with physical harm, collecting rents not due, or similar actions. One case of threatening SHA personnel with violence or harm will be sufficient.

9. When the family has failed to comply by not allowing access to their unit for inspections.
10. When family notifies the agency of their desire to withdraw from the program.
11. The Housing Authority will enforce our "One Strike Policy" with respect to drug related criminal or other prohibited activity that may propose a threat to the health, safety or right to peaceful enjoyment of the premises by other residents or neighbors. Evidence of such activity will be grounds for termination from Section 8 assistance.

The family will be notified of our intent to terminate assistance. Upon termination, the family will be informed of their right to an informal hearing, where one is required.

B. Denial or Termination of Assistance for Family (24 CFR 982.552)

1. Grounds for denial or termination of assistance.
2. The HA may at any time deny program assistance for an applicant, or terminate program assistance for a participant, for any of the following grounds:
 - a. If the family violates any family obligations under the program (see 24 CFR 982.551).
 - b. If any member of the family has ever been evicted from public housing.
 - c. If a HA has ever terminated assistance under the certificate or voucher program for any member of the family.
 - d. If any member of the family commits drug-related criminal activity, or violent criminal activity (see § 982.553).
 - e. If any member of the family commits fraud, bribery or any other corrupt or criminal act in connection with any federal housing program.
 - f. If the family currently owes rent or other amounts to the HA or to another HA in connection with Section 8 or public housing assistance under the 1937 Act.
 - g. If the family has not reimbursed any HA for amounts paid to an owner under a HAP Contract or rent, damages to the unit, or other amounts owed by the family under the lease.

- h. If the family breaches an agreement with the HA to pay amounts owed to a HA, or amounts paid to an owner by a HA. (The HA, at its discretion, may offer a family the opportunity to enter an agreement to pay amounts owed to an HA or amounts paid to an owner by an HA. The HA may prescribe the terms of the agreement.)
- i. If the family has engaged in or threatening, abusive or violent behavior toward HA personnel.

3. SHA discretion to consider circumstances:

- a. In deciding whether to deny or terminate assistance because of action or failure to act by members for the family, the HA has discretion to consider all of the circumstances in each case, including the seriousness of the case, the extent of participation or culpability of individual family members, and the effects of denial or termination of assistance on other family members who were not involved in the action or failure.
- b. The HA may impose, as a condition of continued assistance for other family members, a requirement that family members who participated in or were culpable for the action or failure will not reside in the unit. The HA may permit the other members of a participant family to continue receiving assistance.

4. Requirement to sign consent forms

The HA must deny or terminate assistance if any member of the family fails to sign and submit consent forms for obtaining information.

C. Crime by Family Member (24 CFR 982.553)

All federally assisted housing is intended to provide a safe and decent place for eligible families to live, free of criminal activity and the illegal sale and use of drugs, alcohol and related activity. It is the intention of SHA to fully endorse and implement a policy that is designed to keep our program participants free from threats to their personal and family safety; and, help maintain a safe and drug-free community environment where families can live safely, free of the dangers associated with illegal drug activity.

1. Administration:

- a. All screening and termination procedures will be administered fairly and in such a way so as not to discriminate on the basis of race, color, nationality, religion, sex, familial status, disability or other legally protected groups, and not to violate one's right to privacy.
- b. To the maximum extent possible, and permissible by law, the housing authority will involve other community and governmental entities, as well as resident organizations, in the promotion and enforcement of this policy.

- c. This policy will be incorporated in the Administration Plan and posted on the agency's bulletin board, with copies made readily available to residents and/or applicants at each annual recertification and/or eligibility determination meeting.
2. Screening of Applicants:
(does not apply to VASH Vouchers)
- a. In an effort to deter illegal drug-related and other criminal activity, as well as other patterns of behavior that pose a threat to health, safety or the right to peaceful enjoyment of the premises by other residents and neighbors, this agency will screen applicants as thoroughly and fairly as possible.
 - b. Such screening including police record checks will apply to all members of the household who are of adult age (18 years). The agency may decide to screen juveniles for criminal activity.
 - c. Reasonable cause of drug related criminal activity, or criminal activity that may pose a threat to the health, safety or right to peaceful enjoyment of the premises by other residents or neighbors will be grounds for denial of assistance. Drug related criminal activity is defined as the illegal manufacture, sale, distribution, use or possession with intent to manufacture, sell, distribute, or use a controlled substance.
 - d. Reasonable cause to believe that a person's pattern of alcohol abuse may pose a threat to the health, safety or right to peaceful enjoyment of the premises by other residents or neighbors may be grounds for denial of assistance.
 - e. In both c and d above, the housing authority may waive its policy of denying assistance if the person demonstrates to the housing authority's satisfaction that he/she is no longer engaging in illegal use of a controlled substance or abuse of alcohol and:
 - i) Has successfully completed a supervised drug or alcohol rehabilitation program;
 - ii) Has otherwise been rehabilitated successfully; or
 - iii) Is participating in a supervised drug or alcohol rehabilitation program.
 - f. Persons evicted from Public Housing, Indian Housing, Section 23 or any Section 8 program because of drug related criminal activity are ineligible for admission to the Section 8 programs for a three (3) year period beginning on the date of such eviction. Housing authorities may waive this requirement if:
 - i) The person demonstrates successful completion of a rehabilitation program;

- ii) The circumstances leading to the eviction no longer exist (e.g., the individual involved in drugs is no longer in the household because the person is incarcerated).
- iii) Criminal or unlawful activity in the three years prior to the date of the background check, by any household member involving crimes or offenses of physical violence against persons or property and any other criminal or unlawful activity including drug-related criminal or unlawful activity that would adversely affect the health, safety, or well being of other tenants or staff or cause damage to the property shall be grounds for the denial or termination of assistance

Criminal or unlawful activity includes but is not limited to:

1. Crimes of violence against people (e.g., murder, battery ,assault);
2. Crimes against property (e.g., burglary, larceny, robbery);
3. Crimes or offenses that impose a financial cost (e.g., vandalism, arson);
4. Crimes or offenses that involve disturbing the peace;
5. Other criminal or unlawful acts that affect the health, safety, or right of peaceful enjoyment of the premises by other residents;
6. Drug-related criminal activity involving personal use or possession for personal use of a controlled substance as defined in Section 102 of the Controlled Substances Act, 21 U.S.C. 802;
7. Drug-related criminal activity involving the illegal manufacture, sale, distribution, or possession with the intent to manufacture, sell or distribute a controlled substance as defined in Section 102 of the Controlled Substances Act, 21 U.S.C 802;
8. Drug-related criminal activity involving the illegal sale, distribution or possession with the intent to sell or distribute marijuana;
9. Drug-related offenses involving personal use or possession for personal use of marijuana.

The following shall result in a lifetime denial of assistance:

1. If any family member has been convicted of manufacturing or producing methamphetamine (speed) in a public housing development or in a Section 8 assisted property;
2. Has a lifetime registration under a State sex offender registration program

3. Enforcement through Termination of Housing Assistance:

The housing authority will enforce this “one-strike” policy with respect to drug related criminal or other prohibited activity that may pose a threat to the health, safety or right to peaceful enjoyment of the premises by other residents or neighbors. Evidence of such activity may be grounds for termination from Section 8 assistance.

D. Informal Review by Applicant (24 CFR 982.554)

The Agency will give an applicant written notice within ten (10) working days of a decision denying assistance to the applicant, including a decision denying placement on the waiting list, issuance of a subsidy or any other participation in the Section 8 Program. The notice will also state that the applicant may request an informal review of the decision and will describe how to request the informal review.

The Agency will give the applicant an opportunity for an informal review of the decision, in accordance with the established review procedures. The informal review will be conducted by any person designated by the Agency, other than the person who made or approved the decision under review or a subordinate of such person. The applicant will be given the opportunity to present written or oral objections to the decision. The Agency will notify the applicant within ten (10) working days of the final decision after the informal review, including a brief statement of the reasons for the final decision.

The Agency is not required to provide an opportunity for an informal review:

- a. To review discretionary administrative determinations by SHA, or to consider general policy issues or class grievances;
- b. To review the Agency's determination of the number of bedrooms entered on the Voucher under the occupancy standards established in this plan;
- c. To review the Agency's determination that a unit located by a Voucher holder does not comply with HQS.
- d. To review a decision not to approve a request by a Voucher holder for an extension of the term of the Voucher.

E. Informal Hearing for Participant (24 CFR 982.554)

The Grievance/informal hearing procedure gives every participant in the Section 8 program an opportunity for a hearing on certain issues before an impartial Hearing Officer. An applicant becomes a participant when a Contract is executed with an owner for housing assistance on behalf of the family. Situations for a Required Hearing:

1. SHA must give a participant family the opportunity for an Informal Hearing to consider whether any of the following SHA determinations relating to the individual circumstances of a participant family are in accordance with the law, HUD regulations and SHA policies:
 - a. Family annual or adjusted income, and its use to compute the Housing Assistance Payment;
 - b. Utility allowance for tenant-paid utilities;
 - c. Family unit size;
 - d. That a Voucher program family is residing in a unit with more bedrooms than appropriate under subsidy standards, or the denial of the family's request for an exception from the standards;
 - e. Termination of assistance because of the family's action or failure to act;
 - f. Termination of assistance because of absence from the unit for longer than permitted under SHA policy and HUD rules.

In these cases SHA will give the participant the opportunity for an informal hearing before the termination of Housing Assistance Payments under an outstanding contract.

2. A hearing is Not Required:

SHA is not required to provide an opportunity for an informal hearing for any of the following:

- a. Discretionary administrative determinations;
- b. General policy issues or class grievances;
- c. Establishment of the SHA schedule of utility allowances;
- d. Denial of an extension or suspension of a certificate or voucher term;
- e. Denial of approval for a unit or lease;
- f. Noncompliance with HQS, except where assistance is terminated for the family's breach of HQS;

- g. Noncompliance with HQS because of family size;
- h. Exercising or not exercising any right or remedy against the owner under the HAP Contract.

Complaints, which do not fall under the guidelines for informal hearings as listed above, may be handled in the same manner as the informal review procedure at the discretion of the Supervisor of Section 8.

3. Notices:

The main purpose of the informal hearing is to resolve disputes between the Housing Assistance Payments Program (HAPP) and the participant. It is felt that an impartial hearing will work towards improving management-tenant relationships and will help resolve areas of controversy. Any request for an informal hearing must either be presented in writing or mailed in writing to the HAPP Main Office at 312 Gifford St., 9th floor Syracuse, N.Y. 13204. The written request must be signed by the participant and must state the specific grounds for the complaint and the action requested. The participant should keep a copy of the grievance.

If a participant is entitled to an informal hearing, the request for an informal hearing must be made in writing within 10 days from the date of the HAPP termination letter or from the date when the decision was made known to the tenant. Copies of letters sent to the tenant will determine reference dates for the latter condition. If the participant fails to notify the HAPP office in writing within the 10-day period or if the tenant fails to appear, the tenant will automatically lose their opportunity for an informal hearing.

4. Informal Hearing Procedures:

All informal hearings will be held in accordance with the CFR Federal Rules and Regulations. A Hearing Officer will be appointed in accordance with CFR Federal Rules and Regulations.

Soon after an informal hearing is requested, the Hearing Officer will be informed of the request and will schedule a hearing at a time and place convenient to all parties. The participant requesting the hearing will be informed in writing (at least four days in advance of the hearing) about the time and place of the hearing.

The participant and their representation, the HAPP representatives and an impartial non-SHA Hearing Officer will attend the hearing. The tenant has the right to be represented or assisted by an attorney or anyone else before and during the informal hearing at tenant's own expense. Prior to the hearing, the participant will be given the opportunity to examine and copy all documents, records and regulations of SHA that are relevant to the hearing at the participant's own expense. Prior to the hearing, the participant must make all documents he or she intends to rely on at the hearing available to the SHA for examination or copying at SHA's own expense. The participant may present evidence, witnesses, and arguments in support of the case. The participant also has the right to examine any witnesses and evidence presented by SHA. Evidence may be considered regardless of the rules of evidence.

After the hearing, the Hearing Officer will issue within ten (10) days a written decision to the tenant and the HAPP Supervisor, stating briefly the reasons for the decision. Factual determinations will be based on a preponderance of evidence.

SHA is not bound by a hearing decision:

Concerning a matter for which the Agency is not required to provide an opportunity for an informal hearing or otherwise in excess of the authority of the person conducting the hearing; or Contrary to HUD regulations or requirements, or otherwise contrary to Federal, State, or local law.

If SHA determines that it is not bound by a hearing decision, the Agency will promptly notify the participant of the determination and the reasons for the determination.

XVII. Monitoring

Syracuse Housing Authority's compliance with HUD regulations and guidelines, as well as adherence to the Administrative Plan will be accomplished by internal and external monitoring procedures.

A. External

Syracuse Housing Authority will cooperatively schedule HUD monitoring of the program. Syracuse Housing Authority will respond to findings, recommendations, or directives resulting from HUD monitoring.

B. Internal

Syracuse Housing Authority internal monitoring will include, but not be limited to:

- File audits by the Assistant Supervisor prior to authorization for payment;
- Final review and approval of payment by Supervisor of Subsidy Programs;
- Supervisory inspections by the Supervisor, or his designee.
- Computer application and control of the waiting list, initial certifications, re-certifications, and inspections.

XVIII. Project-Based Vouchers

SHA will allow the use of project-based assistance. It is the intention of SHA to follow all basic criteria indicated under the Program regulations. HUD forms 5231A and HUD 52530A will be used for Agreements to enter a HAP Contract and for AHAP Contracts. The Syracuse Housing Authority will follow its PBV Policy and Procedures and HUD regulations. SHA will not exceed 20% of our inventory and not commit for periods of time of

less than 5 years or more than 10 years. SHA will not exceed the expiration of the funding increment used for the projects.

- The Syracuse Housing Authority Project Based Voucher Program Policy and Procedures is fully detailed in Addendum – 1 of this Administrative Plan.

XIX. Policies for Special Programs

A. SRO Mod Rehab Program

1. Outreach

Referral from the YMCA and the Rescue Mission will be the primary method used to identify and engage participants residing in places not designed for human beings. In addition, staff of feeding sites will also be asked to identify those homeless persons not in shelters or other residential settings and encourage these persons to seek shelter or other services and be assessed for SRO Mod Rehab participation. Existing emergency shelter providers, particularly Catholic Charities and the Rescue Mission, shelters that provide beds for single males, will outreach to their sheltered population to identify those eligible for the SRO Mod Rehab Program.

Those to be served in the "Other Homeless" category will be referred from existing programs, transitional shelters, institutions or other inappropriate residential settings.

2. Monitoring of Supportive Services

The SHA, YMCA and City of Syracuse Department of Community Development, through the Task Force on the Homeless and Housing Vulnerable will monitor the progress of the Section 8 Moderate Rehab Program. A YMCA residents committee will be provided with monthly status reports from the SHA and YMCA regarding occupancy status, changes in individual income and skills levels, turnover and assisted unit vacancies. These reports will also be provided to the Syracuse Department of Community Development on behalf of the City's Homeless Task Force on a monthly basis. Monitoring is designed to assure that objectives are being achieved and the overall goals of the program are being met.

The YMCA will maintain records of each individual's primary care agency, as appropriate, and the individual agencies will maintain service records.

The Task Force on Homeless and Housing Vulnerable will work closely with the SHA and YMCA to determine if program modifications are needed. This Task Force will also serve as the mechanism meets monthly and serves to coordinate and plan other programs and activities.

B. Shelter Plus Care

The Shelter Plus Care Program (S+C) is a rental subsidy intended for homeless persons with chronic disabilities. People referred by participating agencies who are certified Homeless and Disabled and otherwise eligible for participation for this program will be given preference for the Shelter Plus Care Grant Program. All other eligibility will follow the normal criterion as used for Voucher applicants. When possible, the Shelter Plus Care program will be administered in accordance with regular Section 8 Program requirements.

C. Veterans Affairs Supportive Housing (VASH)

The HUD-VASH program is a joint program between the Department of Housing and Urban Development and the Veteran's Administration (VA) that provides permanent housing and ongoing treatment services to the hard-to-serve homeless and mentally ill veterans and those suffering from substance abuse disorders. SHA has designated vouchers for these veterans.

The HUD-VASH Program will be administered in accordance with regular Section 8 Program requirements.

D. Family Self Sufficiency Program

Syracuse Housing Authority will operate a Family Self Sufficiency Program. Specific details regarding this Program may be found in the required Action Plan.

The Family Self Sufficiency Program Coordinators will, through the HCV Specialists, offer all participants in the Voucher Program an opportunity to join the program.

1. A description of how Section 8 participants will be selected to participate in the FSS Program.

Local Selection Preference:

Enrollment preference will be given to families who are required to participate as an admission requirement.

Selection Without Preference:

All participants of the Section 8 Program will be advised of the availability of the FSS program via a brochure handed out at their next scheduled recertification along with an explanation by HCV Specialist. This brochure will include a form to be returned by a certain date indicating their interest.

2. All candidates selected for the FSS Program will be chosen on a first come, first served basis, and without regard for race, color, religion, sex, handicap, familial status, or national origin.

3. A description of the SHA's policies for terminating or withholding Section 8 assistance and supportive services for families to comply with the requirements under their contract of participation follows:

The SHA will terminate a participant's subsidy in accordance with all of the same reasons as outlined in this Administrative Plan.

In addition, as related directly to FSS participants only:

If the designated head of the participating family refuses to seek or maintain suitable employment during the term of the contract or fails to live up to the cause of the problem, the FSS Coordinator will work with the family to determine the cause of the problem. If the problem cannot be addressed successfully, the family will be terminated from the FSS program, and will, according to program guidelines, relinquish any escrow account. The family will not, however, lose Section 8 assistance.

4. If the family moves from the jurisdiction of the Syracuse Housing Authority but chooses to continue to participate in the SHA's FSS program from the new location, either through agreement with the receiving agency's FSS program or by continuing in SHA's FSS Program, the SHA will permit such an arrangement if the family can demonstrate that it will be able to fulfill its obligations under the contract of participation. Conversely, should the family demonstrate its inability to fulfill its obligations under the contract of participation, the supervisor, on recommendation from the FSS coordinator will terminate both the contract of participation, and the family's participation in the FSS program.

5. Hearing Procedures:

Hearing procedures for FSS families parallel those for non-FSS Section 8 families and are cited elsewhere in this Administrative Plan.

E. Homeownership Program

In accordance with the Final Rule of September 12, 2000 and 24 CFR Part 982, the Syracuse Housing Authority implemented the Housing Choice Voucher Program Homeownership Option as follows.

The SHA Homeownership Option Program offers an option for families that receive Section 8 tenant-based assistance: Homeownership. The mission of this program is to provide homeownership possibilities, self-sufficiency training and support, and facilitate community growth, while providing parameters which will attempt to minimize defaults which subsequently have a negative impact on both the family and neighborhood.

For the purpose of this program, the SHA has partnered with several local agencies to assist in the implementation of the program by providing services, support, and expertise in a myriad of areas. These partnerships will strengthen and effectively broaden the impact of the

Syracuse Housing Authority Homeownership Option Program within its targeted communities. Such partnering will include Home Headquarters, Inc., and Syracuse Model Neighborhood Corporation.

1. Program:

In order to effectively develop and facilitate the Syracuse Housing Authority Homeownership Program, the SHA partners have agreed upon a set policy for the administration and implementation of the program. This covers the program targets, applicant eligibility for the program, the application process, the financial and participatory requirements of the program, and the responsibilities of the SHA and its partners in the administration of the program.

2. Program Targets:

This Homeownership Program will provide assistance for first-time homebuyers as defined by current HUD policy, or for families acquiring shares in a Cooperative. This assistance may only be used to purchase existing housing. Units under construction, or units involved with project-based subsidies will not be considered.

3. Eligibility:

The Homeownership Program option will be offered to current participants who are enrolled in the Family Self-Sufficiency (FSS) Program, and who have established escrow accounts and/or are actively completing their goals listed in their FSS Contract; have good credit and have established a savings account. We will allow FSS Participants to leave monies in their escrow accounts to allow time to clear credit, complete required classes regarding Homeownership or if the family involves themselves with a Community Development Lottery for a particular home. Efforts will be made on a case-by-case basis to allow reasonable exceptions regarding time limits or other rules to help make the homeownership voucher an attainable goal.

Families must demonstrate that monthly gross income of the head of household and spouse/partner, if applicable, is sufficient to meet homeownership and other family expenses for the initial qualification for the program. As a minimum, an applicant family must have an annual income of \$15,000, or have lived on non-welfare income at a level at least two times the Payment Standard for the size unit they are eligible. Public Assistance will not be included when qualifying for the minimum income requirement, except for elderly or disabled families. No previous default on a mortgage obtained through the Homeownership Program may have occurred.

In addition, except for elderly or disabled families, a full-time employment record (at least one full year prior to application) will need to be submitted and reviewed as part of the application process.

4. Application:

Families who indicate interest in the Homeownership Program, will have their eligibility determined by the SHA Section 8 staff. At the same time, the family will be referred to Home Headquarters, Inc. (HHQ) for a briefing regarding the program. In compliance with established procedures, the SHA will require police record checks for all adults in the household, a credit report, and a home visit to be completed by the Syracuse Housing Authority Staff. HHQ will also review this information, and submit an informal evaluation and judgment as to the "bankability" of the prospective family.

In the evaluation by the SHA, the family must currently be in good standing with the agency. This includes, in addition to the above requirements, no outstanding debt to the SHA for previous damages or unpaid rent, no history of late rent payments, and the pre-qualification recommendation from HHQ. It is a requirement that the family attends and completes the aforementioned homeownership counseling session provided by HHQ in order to pre-qualify for the program.

After pre-qualifying, the family will be advised that they have a period of 90 days to locate a home to purchase. After that choice has been made, the family will be allowed an additional 90 days to secure financing and close on the chosen property. At the option of the SHA or HHQ, due to reasonable circumstances and requests, these time limitations may be extended or revised. Should a family be unable or unwilling to follow through with the Homeownership option, the family will be issued a regular rental Voucher.

5. Program Requirements:

Once a participant in the SHA Homeownership Options Program, the family must live in the home purchased, comply with the mortgage, and, at the option of the SHA or HHQ, attend and complete additional homeownership counseling. Annual recertification of the family will be required. And, the limit of homeownership assistance will be a maximum of ten years from the date of the first SHA Homeownership Options Program subsidy payment. Exempt from this limitation of assistance will be elderly and disabled families.

The SHA will encourage participants to establish a savings account at the time of closing. The purpose of this savings account will be to generate a reserve fund for replacement/repair needs. Amounts may be withdrawn periodically for any needed repair or replacement for the home.

If a family defaults on the home mortgage, the family will have their rental voucher withdrawn and no new voucher will be issued.

6. Financial Structure:

As much as possible the SHA will encourage FSS families to use escrow balances to help with the down payments and closing costs as well as the capitalization of the escrow reserve. Escrow withdrawals will be allowed for the purchase of required appliances such as a stove or refrigerator. Home Headquarters and SHA will reserve

the right in each instance to determine whether the family can or cannot afford the proposed financing.

In order to protect the applicant family, and to afford parameters to the financial arrangements entered into by the purchasing family, the Program will prohibit any financing which includes balloon payments, variable interest rates, or private seller financing. A requirement that the maximum interest rate be no more than one percentage point above the current Fannie Mae ninety-day delivery note rate, will also provide structure to the financing arrangement.

7. Physical Inspections:

In accordance with 24 CFR 982.631, SHA will require an inspection of the property to be completed only by inspectors who are certified by the American Society of Home Inspections. Such inspection will require the inspector to establish a list of items that are likely to need repair or replacement within the subsequent five-year period.

Such an inspection will cover the major building systems and components, including the foundation and structure, the housing interior and exterior, and the roofing, plumbing, electrical, and heating systems. The SHA will conduct an initial HQS inspection for the home.

8. HHQ Counseling:

Throughout the pre-qualifying, qualified candidate, home purchasing, and homeownership phases of the program, HHQ will provide HUD approved counseling for such areas as: types of financing; how to find appropriate financing; credit counseling; budget and money management; how to find a home; selecting a neighborhood with schools and public transportation; how to negotiate a purchase price; and home maintenance. Through this counseling, families will also be encouraged to consider the advantage of purchasing outside of impacted areas.

XX. The Violence against Women and Justice Department Reauthorization Act of 2005

The Violence Against Women and Justice Department Reauthorization Act of 2005 (VAWA) protects tenants and family members of tenants who are victims of domestic violence, dating violence, or stalking from being evicted or terminated from housing assistance based on acts of such violence against them. These provisions apply both to public housing agencies administering public housing and Section 8 programs and to owners renting to families under Section 8 rental assistance programs.

In general, the law provides in part that criminal activity directly relating to domestic violence, dating violence or stalking, engaged in by a member of a tenants household or any

guest or other person under the tenant's control, shall not be cause for termination of assistance, tenancy, or occupancy rights if the tenant or an immediate member of the tenants family is the victim or threatened victim of that abuse. The law also provides that an incident or incidents of actual or threatened domestic violence, dating violence, or stalking will not be construed as serious or repeated violations of the lease by the victim or threatened victim of that violence and will not be "good cause" for termination of the assistance, tenancy or occupancy rights of such violence.

Information regarding this act will be in the Family Handbook given to each new participant. Families already in the program will be given information regarding this act at their recertification or if they report a possible occurrence. Participants will be told they may complete a form, HUD-50066 if they feel their rights have been violated.

Owners and managers will be notified of their rights and obligations under VAWA and encouraged to access VAWA via the internet at: <http://www.gpoaccess.gov/plaws/index.html> or <http://Thomas.loc.gov/bss/d1099/d109laws.html> and search for Public Law 109-271 to access the text of the final law.

Depending on what has occurred and is reported, SHA will react according to what is required to prevent families from improper termination of assistance, tenancy or occupancy rights.

XXI. Limited English Proficiency

The PHA will take affirmative steps to communicate with people who need services or information in a language other than English. These persons will be referred to as Persons with Limited English Proficiency (LEP).

LEP is defined as persons who do not speak English as their primary language and who have a limited ability to read, write, speak or understand English. For the purposes of this administrative plan, LEP persons are HCV applicants and participants and family members of applicants and participants.

In order to determine the level of access needed by LEP persons, the PHA will balance the following four factors: (1) the number or proportion of LEP persons eligible to be served or likely to be encountered by the Housing Choice Voucher program; (2) the frequency with which LEP persons come into contact with the program; (3) the nature and importance of the program, activity, or service provided by the program to people's lives; and (4) the resources available to the PHA and costs. Balancing these four factors will ensure meaningful access by LEP persons to critical services while not imposing undue burdens on the PHA.

The PHA will analyze the various kinds of contacts it has with the public, to assess language needs and decide what reasonable steps should be taken. "Reasonable steps" may not be reasonable where the costs imposed substantially exceed the benefits.

Where feasible, the PHA will train and hire bilingual staff to be available to act as interpreters and translators, will pool resources with other PHAs, and will standardize documents. Where feasible and possible, the PHA will encourage the use of qualified community volunteers.

Where LEP persons desire, they will be permitted to use, at their own expense, an interpreter of their own choosing, in place of or as a supplement to the free language services offered by the PHA. The interpreter may be a family member or friend.

In order to comply with written-translation obligations, the PHA will take the following steps:

The PHA will provide written translations of vital documents when practical for each eligible LEP language group that constitutes 5 percent or 1,000 persons, whichever is less, of the population of persons eligible to be served or likely to be affected or encountered. Translation of other documents, if needed, can be provided orally; or

If there are fewer than 50 persons in a language group that reaches the 5 percent trigger, the PHA does not translate vital written materials, but provides written notice in the primary language of the LEP language group of the right to receive competent oral interpretation of those written materials, free of cost. The PHA will provide this free service within a reasonable time dependent upon the availability of local translators.

If it is determined that the PHA serves very few LEP persons, and the PHA has very limited resources, the PHA will not develop a written LEP plan, but will consider alternative ways to articulate in a reasonable manner a plan for providing meaningful access. Entities having significant contact with LEP person, such as schools, grassroots and faith-based organizations, community groups, and groups working with new immigrants will be contacted for input into the process.

If the PHA determines it is appropriate to develop a written LEP plan, the following five steps will be taken: (1) Identifying LEP individuals who need language assistance; (2) identifying language assistance measures; (3) training staff; (4) providing notice to LEP persons; and (5) monitoring and updating the LEP plan.

SYRACUSE HOUSING AUTHORITY PROJECT-BASED VOUCHER PROGRAM POLICY AND PROCEDURES

A. Goals

1. To expand the affordable housing stock;
2. To increase the affordability of housing currently not affordable to households below 30 percent of the area's median income; and
3. To preserve the affordability of existing affordable housing for households below 30 percent of the area's median income.

SHA may enter into contracts for Project-based assistance based on the rules in this section.

B. Project Selection Criteria

SHA considers the following project selection criteria in evaluating proposals to Project-base Housing Choice Vouchers:

1. Housing that serves families with children, consistent with the needs indicated by SHA's public housing and Housing Choice Voucher Program waiting lists and/or other documented needs;
2. Housing that serves homeless households;
3. Housing that serves households with special needs, including, but not limited to:
 - a. People with mental and/or developmental disabilities;
 - b. People with physical and/or sensory disabilities;
 - c. Domestic violence survivors;
 - d. Recent immigrants for whom language is a barrier to utilizing the tenant-based program; and
 - e. Young adults aging out of foster care.
4. Housing that reduces concentrations of poverty and/or need by:
 - a. Being sited in census tracts with a lower-than-average percentage of Housing Choice Voucher Program tenant-based vouchers;
 - b. Serving very low-income populations within mixed-income developments; or
 - c. Reducing concentration of poverty/need in existing buildings and developments.
5. Housing that provides opportunities to increase the diversity of Syracuse's neighborhoods;
6. Housing that combines an appropriate level of support services to residents;
7. Housing that commits to best efforts to serve extremely low-income households (below

30 percent of the area's median income) for the life of the project;

8. Housing that increases access to high-performing public schools;
9. Housing that provides opportunities for economic self-sufficiency; and
10. Housing that maximizes the use of other funding sources and leverages the use of Housing Choice Voucher Program funds.

SHA will also give consideration to proposals for tenant-owned and tenant-managed projects that lead to tenant ownership.

C. Eligible Owners of Project-Based Housing

SHA will project-base Housing Choice Voucher Program assistance in projects owned by:

1. Syracuse Housing Authority;
2. Non-profit housing providers;
3. For-profit housing providers; and
4. Other housing authorities in the Syracuse Metropolitan Area.

D. Project Selection

SHA will make Housing Choice Voucher Program funding available to non-profit and for-profit entities through a competitive RFP process. SHA may also make funding available to projects in response to a request by, or in collaboration with, local government, philanthropy or other housing authorities.

SHA Request for Proposals (RFP) Process

From time to time SHA may issue a formal Request For Proposals (RFP) inviting proposals for projects that seek commitments of project-based vouchers that meet the goals of SHA's project-basing policy. Specific project selection criteria (from list in Section B., above) shall be selected by SHA based on its assessment of current needs and opportunities, and shall be described in the RFP, along with numerical weights indicating the priority of each selection criteria chosen. The RFP process may include a panel of evaluators representing both SHA staff and members of the community with an interest in low-income housing. SHA may establish minimum threshold criteria for sponsors participating in the Project-based program (e.g., minimum standards for most recent audit of sponsoring organization), and a minimum score based on numerically weighted criteria. Each RFP response shall be scored according to the weighted selection criteria identified in the initial RFP, and the projects ranked from highest to lowest score until the budget authority allocated for the RFP round is committed.

All projects awarded Project-based HCV subsidy must be developed and operated in a manner consistent with HUD regulations or SHA which specifically modify applicable HUD regulations. Awards of project-based subsidy are subject to approval of the SHA Executive Director.

Project-Based Units in SHA-Owned Properties

SHA is authorized to project-base Housing Choice Vouchers at otherwise non-subsidized units

owned by SHA that meet HQS standards.

“Non-subsidized” refers to the absence of other operating subsidy (i.e., public housing ACC funds), not capital subsidy or subsidy for supportive services.

HOPE VI Replacement Housing

Properties with project-based units that serve as replacement housing for demolished public housing units associated with SHA’s HOPE VI redevelopment efforts shall be solicited or selected according to the HOPE VI plan and any restrictions set by HUD.

Project-based Units in Mixed-Finance Communities

In HUD mixed-finance communities with both Low Income Public Housing (LIPH) subsidy and Project-based Housing Choice Vouchers, LIPH policies for that community shall apply to the community’s Project-based Vouchers. This includes, but is not limited to, certifications, inspections, waiting list management and rent calculation. Grievances shall follow the community’s LIPH policies, except grievances related to termination of Project-based Voucher subsidy shall follow the Housing Choice Voucher grievance process.

E. Maximum Gross Rents/Payment Standards

HOPE VI Replacement Units and Other Project-Based Units Owned by SHA

The maximum gross rent (rent plus utilities) for the Housing Choice Voucher Program Project-based subsidy in SHA-owned housing will be based on an analysis of the development and operating costs of the project. The payment standard for SHA-owned units shall not exceed market rent for comparable unassisted units, unless a higher contract rent is approved by the Board.

Non-SHA-Owned Units (City-Funded Units, RFP Units, HOPE VI Replacement Housing Partnership Units)

Units with no SHA-provided capital subsidy (i.e., long term lease on land, below market financing, other capital subsidy)

The maximum gross rent (rent plus utilities) for project-based units owned by non-profit and for-profit housing providers, when SHA has provided no capital subsidy, shall be the lower of the current payment standard applied to the same size units in the SHA tenant-based Housing Choice Voucher Program, or the market rent for comparable unassisted units as determined by SHA.

Units which have also received capital subsidy from SHA.

The maximum gross rent (rent plus utilities) for project-based units owned by non-profit and for-profit housing providers, when SHA has provided a capital subsidy, shall be the lower of 30 percent of the target income level for the proposed units expressed as a percentage of area median income for the appropriate household size based on tax credit occupancy standards, or the market rent for comparable unassisted units as determined by SHA.

Exception rent for large family housing in low poverty areas.

The maximum gross rent (rent plus utilities) for large family units (3 or more bedrooms) shall be the lower of 120 percent of the current payment standard applied to the same size units in the SHA tenant-based Housing Choice Voucher Program, or the market rent for comparable unassisted units as determined by SHA.

Housing Constructed as a Single Family House shall use the payment standard for the appropriate size single family house under the leased shared housing formula described below.

Leased Shared Housing

The payment standard for an assisted family in a project-based single family house occupied by more than one family shall be the lower of a pro-rated share of the payment standard for the single family house based on the number of bedrooms occupied by the family, or the payment standard the family would have if they lived in a unit by themselves.

Utility Estimates

In general, SHA shall use the same utility estimate in the Project-based Program as it uses for tenant-based assistance. When utility estimate schedule is updated, SHA will update the Description of Contract Units with the rent to owner adjusted so as to maintain the same gross rent under contract. SHA will implement the new rate at the next regularly scheduled review.

An owner with energy efficient units may submit a written request to the Director that a project-specific utility estimate be substituted for the tenant-based programs' utility estimate, based on a written estimate from the utility provider or (if applicable) the likely consumption of utilities for that building based on specific energy efficient features of the building.

Impact of lowered payment standards in tenant-based program on contract rent for project-based units

Owners of operating properties with Project-based assistance shall continue to have the most recent payment standard in effect for their contract units before SHA lowers the payment standards in the tenant-based program.

F. Uses of Subsidy

SHA-Owned Units

Project-based Housing Choice Voucher subsidy may be used to pay:

1. Normal operating expenses of the property;
2. Project debt-service incurred for acquisition, development, and capital improvements of the property; and
3. All other reasonable costs associated with the operation of the property, including the costs of support services necessary to assist individuals who cannot sustain stable housing without such services.

Non-SHA-Owned Project-Based Units (City-Funded Units, RFP Units)

An owner may use the revenue provided by the project-based Housing Choice Vouchers for any purpose consistent with its organizational mission.

G. Contract Term

The contract term shall be negotiated for each project based on the project's needs, within the general framework of 5 to 10 years. All contracts are subject to availability of adequate funds.

H. Annual Rent Increases**Non-SHA-Owned Project-Based Units (City-Funded Units, RFP Units)**

Non-profit and for-profit owners of units assisted by SHA Project-based HCV assistance may request annual rent adjustments. SHA shall base rent increases on the same limits in maximum gross rent/payment standards described above for different categories of units, subject always to rent reasonableness.

The owner shall submit a specific request in writing for a rent increase.

The effective date of the rent increase shall be the later of the one year anniversary of the last rent increase, or 30 days from the date SHA receives the written request. SHA will apply new utility estimates to coincide with the effective date of the contract rent increase if the utility estimate schedule was revised, but not yet implemented for all residents of the project.

SHA-Owned Units

SHA property management staff may request in writing annual rent adjustments based on increased operating costs, provided that the proposed increased rent does not exceed the current market value of comparable units.

The request shall include: a statement of actual operating costs for the 12-month period preceding the date of the request and an operating budget for the 12-month period following the effective date of the rent increase.

Prior to granting an increase in rent, the SHA Administration shall review the proposed operating budget for overall reasonableness, and the HCV Program shall make a determination of rent reasonableness based on the market value of comparable unassisted units.

I. Vacancy Loss, Reconciliations, and Damage**Claims Vacancy Payment**

If an assisted family vacates the contract unit, upon written request from the owner, SHA agrees to continue Housing Assistance Payments at 80 percent of the rent from the day after the family vacated the unit until the earlier of the day the unit is re-rented or the last day of the month following the month the family vacated the unit, if:

1. The owner gives SHA prompt notice of the vacancy;
2. The vacancy is not the fault of the owner; and
3. The owner has taken every reasonable action to minimize the likelihood and length of the vacancy.

When a family moves out mid-month, the housing provider has the option of keeping the HAP

for the remainder of that month. However, SHA will not pay both vacancy payment and HAP for any given day. Vacancy payment may be made for the following month even if the remaining month of HAP was kept for the month prior.

Note: When a family vacates the unit on the last day of a month, the full vacancy claim period is up to one full month, not two months.

Deadline for Requesting Reimbursement for Vacancy Loss

Vacancy Payment requests must be submitted on the form provided by SHA no later than the last day of the calendar quarter following the quarter in which the vacancy occurred.

Reconciliations

Reconciliation requests from owners must be made in writing within 12 months of the payment and must contain all of the following:

1. the specific time period of the discrepancy;
2. the participant name or unit number; and
3. an explanation of how the total was determined.

SHA will respond to complete reconciliation requests within 30 days of receipt.

No Damage Claims

SHA will not make payments to the owner for any damages to the unit, or for any other amounts owed by a family under the family's lease.

J. Exit Vouchers

SHA shall not provide vouchers to families who move out of Project-based units.

Exception: original residents of buildings when the owner executes a contract for project-based assistance. A family assisted with a tenant-based voucher living in a building identified for project-based assistance must surrender their tenant-based voucher when the owner executes a contract to project-base a voucher for their unit. The family will be offered a tenant-based voucher at the point it moves out of the project-based building provided it is still eligible for the Housing Choice Voucher Program (local preferences do not apply). This provision applies only to original residents of a building who are assisted by a voucher at the time a contract is first executed for project-based assistance including their unit. *This will be offered, if vouchers are available at time of household move-out.*

Families assisted by vouchers who choose to move into a project-based property must surrender their tenant-based voucher at the time they move in, and the voucher will not be restored to them when they move out.

Special Issuance Vouchers for Households that Exceed Maximum Occupancy Standards

Families occupying project-based units who exceed the maximum occupancy standard for the assisted unit as outlined in his Administrative Plan may qualify for a special issuance voucher if:

1. The owner submits a request to the HCV manager for a special issuance voucher for the family;
2. The owner certifies that the owner has no units of an appropriate size for the family, and is not likely to have an appropriate size unit available within six months of the date of the request;
3. The family meets all the requirements for a tenant-based voucher outlined in Chapter 2 of this Administrative Plan; and
4. SHA has an available voucher to offer the family.

K. Tenant Selection: Waiting Lists**Non-SHA-Owned Project-Based Units (City-Funded Units, RFP Units, HOPE VI Replacement Housing Partnership Units)**

Consistent with SHA's policy on local preferences, nonprofit and for-profit owners who receive Housing Choice Voucher project-based subsidy from SHA may establish their own waiting lists for project-based units subject to requirements specified in the Housing Assistance Payment (HAP) Contract.

SHA-Owned Units

SHA may maintain site-specific waiting lists for project-based units owned and managed by SHA, or may offer units to eligible families on a first-come, first served basis as units become available, without maintaining a waiting list.

SHA will establish the marketing and waiting list procedure for each Project-based property in a written management plan which covers the property.

L. Lease Terms for Residents of Project-Based Properties

Owners may establish lease terms of less than one year for the residents of project-based units, consistent with the general practice of the owner's housing program and the particular goals of the project-based property. SHA shall not approve leases of more than 12 months, as these may not be enforceable under state law.

No Double Subsidy

For an existing participant moving between buildings or programs, SHA shall start a new lease no sooner than the first of the month following the month covered by the previous landlord. SHA shall not make subsidy payments on behalf of the same family to both the former and the new landlord when a family moves mid-month. Nor will SHA pay a project-based landlord overlapping subsidy for one contracted unit when one family moves out mid-month and another family moves in during the same month.

M. Minimum Occupancy Requirements for Project-Based Properties⁺

SHA shall make payments to owners based on assumed minimum occupancy for project-based units outlined below. These minimum occupancy standards are specific to the SHA Project-Based Program and do not apply to SHA's tenant-based program. If occupancy of a project-based unit drops below the minimum occupancy standard (e.g., drops to a one-person family in a two-bedroom unit) for longer than 90 days, SHA may reduce the Housing Assistance Payment for the unit to the amount appropriate for the size of the assisted family occupying the unit. The owner may require the family to pay the difference if the minimum occupancy requirement is spelled out in the family's lease.

Voucher Size	Persons in Household	
	Minimum Number	Maximum Number
0 Bedroom	1	2
1 Bedroom	1	4
2 Bedroom	2	6
3 Bedroom	3	8
4 Bedroom	4	10
5 Bedroom	6	12
6 Bedroom	8	14

N. Tenant Selection: Admissions Criteria

General Eligibility Requirements

Applicants for Project-based assistance must meet the same eligibility requirements as applicants for HCV tenant-based assistance outlined in this Administrative Plan, unless otherwise stated below.

Eviction History

SHA shall not deny admission to Project-based units to applicants based on previous evictions, provided the household meets the requirements for eligibility for federal assistance (24 CFR 982.553, "HUD-mandated denials").

Criminal History

Owners shall screen and select tenants using their own standards for criminal history. SHA shall review applicant criminal history to insure that applicants are eligible for subsidy under federal regulations, by applying the HUD-mandated required denials for criminal history outlined in this Administrative Plan.

Consistent with the provisions in the regulations for "evidence of rehabilitation," and in order to accommodate individuals with disabilities, SHA may give the property owner flexibility to accept residents for subsidized units who have a disability and a related criminal history which could otherwise disqualify them for assistance. Tenant screening flexibility will particularly be given to project sponsors with demonstrated expertise in serving people with mental illness and/or chemical addictions, and the capacity to provide the needed services. Tenant screening

flexibility does not extend to applicants who are sex offenders subject to a registration requirement, for the duration of that requirement.

Owners must submit their tenant screening and supportive services plan to SHA to qualify for additional screening flexibility, and may be required to document for an applicant the reasons why the owner feels the applicant is likely to live successfully in the Project-based unit without serious re-offense, despite serious criminal history.

Other Criteria for Admission

For an applicant who has been previously assisted under the program and was terminated for violating a family obligation in the last five years, SHA will allow admission to the Project-based program when the applicant has support services which will increase the likelihood of successful program participation. This does not apply to program violations where fraud or deception relating to income or household circumstances was a factor in the termination of assistance.

Debt Owed to SHA or Another Housing Authority

Applicants for Project-based units who owe SHA or other housing authority money must repay the amounts owed before their application will be approved. However, SHA will consider on a case by case basis entering into a repayment agreement for amounts owed to SHA. SHA will only enter into a repayment agreement when the applicant has sufficient income to make the payments under the agreement.

O. Housing Quality Standards; Inspections

All housing units – as well as the buildings in which they are located – that receive project-based operating subsidy must meet HUD's Housing Quality Standards (HQS). SHA shall conduct an initial inspection for HQS and rent reasonableness prior to the commencement of subsidy for a newly contracted project and (for substituted units in an existing contract) a newly contracted unit within an operating property.

SHA shall conduct annual inspections of all buildings at least once every 12 months, prior to the 1-year anniversary of the previous annual inspection. With two passed annual inspections, SHA will move the unit to a bi-annual inspection schedule. Failure of a bi-annual inspection, will reactivate the annual inspection procedure.

SHA requires that owners certify that a unit meets HQS standards as of the date of initial occupancy by a new tenant, but shall not conduct an inspection upon unit turnover. If a unit fails an annual inspection, and the fail items are not corrected within 30 days of the annual inspection, SHA shall send the owner and the family a notice that the unit may be removed from the HAP Contract for failure to maintain HQS. The tenant is not responsible for SHA's portion of rent that is abated.

All other procedures and requirements relating to HQS described in this Administrative Plan apply to the project-based program.

P. Rent Calculations for Tenants

Minimum Rent

The Minimum Rent policy described in this Plan shall apply to residents of units assisted by Project-based vouchers, with the following exceptions:

1. Residents of assisted living facilities subsidized by Medicaid are exempt from the minimum rent policy, and
2. Residents of buildings that provide highly supportive housing and services to the chronically homeless and/or disabled individuals are exempt from the minimum rent policy unless the building owner elects to impose the minimum rent policy on its own residents, in which case the building owner may impose a minimum rent of up to \$50 toward rent and utilities.

Q. Unit Transfers

Owners may allow a resident of a Project-based unit to transfer from one unit to another on the same contract. Under HCV regulations a transfer from one unit to another is subject to all the requirements and processes of an initial lease-up. The tenant must have a new lease for a new unit. If the transfer is to a unit on another contract, redetermination of eligibility will be required.

R. Release of Health-Related Information

SHA shall not release any health-related information for an assisted resident to a property owner without a specific release from the resident.

T. Protection of Revenue in the Event of Reduction in Federal Funds

SHA shall follow these priorities in responding to federal cuts in SHA's HCV budget authority:

1. Current participants in the tenant-based voucher program, including funds needed to increase payment standards appropriately to keep pace with market rents;
2. Project-based units under contract with SHA or which have written commitments from SHA to provide project-based assistance, as of the date that SHA notifies affordable housing stakeholders of anticipated funding shortfalls in the HCV program; and
3. All other new units.

In the event that SHA anticipates or is informed of federal appropriations reductions in Housing Choice Vouchers that would affect SHA's allocation, SHA will seek to convene a meeting with affordable housing stakeholders to inform them of potential consequences and to receive input on any additional strategies to adapt to a reduced appropriation level.

U. Contract Language Takes Precedence

In the event of a discrepancy between the language of this Administrative Plan and the language of a HAP Contract in effect for an assisted property, the HAP Contract language will take precedence.



www.hhccny.org
housingandhomelesscoalition@gmail.com
@hhcofcny facebook.com/hhccny
315-428-2216

Continuum of Care NY-505 Coordinated Entry Policy & Procedures and Project Written Standards

Syracuse/Auburn, Onondaga, Oswego and Cayuga Counties

Table of Contents

Part One: Introduction & Overview, page 1
Part Two: Access, page 8
Part Three: Assessment, page 10
Part Four: Prioritization, page 14
Part Five: Referral Process & Project Acceptance/Rejection, page 16

Part One: Introduction & Overview

The Continuum of Care (CoC) is responsible for coordinating and implementing a system to meet the needs of the population and subpopulations experiencing homelessness within the geographic area of Onondaga, Oswego and Cayuga Counties. Both the Emergency Solution Grant Rules and Regulations (ESG) and the Homeless Emergency Assistance and Rapid Transition to Housing (HEARTH) Continuum of Care Program Interim Rules state that the Continuum of Care (CoC), in consultation with recipients of Emergency Solutions Grants program funds within the geographic area, (1) establish and consistently follow written standards for providing Continuum of Care assistance, (2) establish performance targets appropriate for population and program type, and (3) monitor recipient and sub-recipient performance.

All programs that receive ESG or CoC funding are required to abide by these written standards. Agency program procedures should reflect the policy and procedures described in this document. The CoC strongly encourages programs that do not receive either of these sources of funds to accept and utilize these written standards.

The written standards have been established to ensure that persons experiencing homelessness who enter programs throughout the CoC will be given similar information and support to access and maintain permanent housing.

The written standards have been created in conjunction with HUD Notice CPD-16-11 issued on July 25, 2016 titled Notice on Prioritizing Persons Experiencing Chronic Homelessness and Other Vulnerable Homeless Persons in Permanent Supportive Housing that can be found online here: <https://www.hudexchange.info/resources/documents/notice-cpd-16-11-prioritizing-persons-experiencing-chronic-homelessness-and-other-vulnerable-homeless-persons-in-psh.pdf>

The Continuum of Care Written Standards will:

- Assist with the coordination of service delivery across the geographic area and will be the foundation of the coordinated entry system;
- Assist in assessing individuals and families consistently to determine program eligibility;
- Assist in administering programs fairly and methodically;
- Establish common performance measurements for all CoC components; and
- Provide the basis for the monitoring of all CoC and ESG funded projects.

The CoC Written Standards have been approved by the CoC, the County and City ESG recipients and providers. The Written Standards will be reviewed and revised as needed at a minimum of once per year by the Governance/Policies Committee and the Coordinated Entry Workgroup.

Coordinated Entry Participation Expectations

All programs that receive ESG or CoC funding are required to abide by these written standards. Agency program procedures should reflect the policy and procedures described in this document. The

CoC strongly encourages programs that do not receive either of these sources of funds to accept and utilize these written standards.

CoC & ESG Coordination

These written standards have been developed in conjunction with ESG recipients (City of Syracuse, Onondaga County) and with service providers to allow for input on the procedure of Coordinated Entry/Assessment System, standards, performance measures and the process for full implementation of the standards throughout the CoC from the perspective of those organizations that are directly providing homeless housing and services, Street Outreach (SO), Emergency Shelter (ES), Transitional Housing (TH), Permanent Supportive Housing (PSH) and Rapid Rehousing (RRH).

Guiding Principles

All CoC and ESG projects are committed to the following community values.

Housing First

Housing providers are required to adhere to a Housing First philosophy and implement this philosophy into their intake process as well as their program process. A Housing First philosophy and intervention must be adopted by all CoC and ESG programs, which lowers barriers to housing by ensuring applicants are not screened out.

Client Centered Approach

Emergency Shelters and Outreach Providers should assess the strengths, goals, risk, and protective factors of all individuals and families prior to referring them to the coordinated entry prioritization list. This will allow the programs to not only identify areas of risk/concern, but also identify areas of strength that will assist the client with maintaining housing stability and increasing overall well-being. Emergency Shelters and Outreach Providers should fully explain the difference in housing options available through the Coordinated Entry system. Clients are able to be referred to both Rapid Re-Housing and Permanent Supportive Housing options.

Serving Victims of Violence

Participants may not be denied access to the coordinated entry process on the basis that the participant is or has been a victim of domestic violence (DV), dating violence, sexual assault or stalking.

Terms and Definitions

Chronically Homeless	HUD's definition <i>Chronically homeless</i> means: (1) A “homeless individual with a disability,” as defined in Section 401(9) of the McKinney-Vento Homeless Assistance Act,
----------------------	---

	who: i. Lives in a place not meant for human habitation, a Safe Haven, or an emergency shelter; AND ii. Has been homeless continuously for at least 12 months or on at least four separate occasions in the last 3 years, as long as the combined occasions equal at least 12 months and each break in homelessness separating the occasions included at least 7 consecutive nights of not living as described in (i) above.
Case conferencing	Local process for CE staff to coordinate and discuss ongoing work with persons experiencing homelessness in the community, including the prioritization or active list. The goal of case conferencing is to provide holistic, coordinated, and integrated services across providers, and to reduce duplication.
Continuum of Care	Group responsible for the implementation of the requirements of HUD's CoC Program Interim Rule. The CoC is composed of representatives of organizations, including nonprofit homeless 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, organizations that serve homeless and formerly homeless veterans, and homeless and formerly homeless persons.
Continuum of Care (CoC) Program	HUD funding source to (1) promote communitywide commitment to the goal of ending homelessness; (2) provide funding for efforts by nonprofit providers, and state and local governments to quickly rehouse homeless individuals and families while minimizing the trauma and dislocation caused to homeless individuals, families, and communities by homelessness; (3) promote access to and effect utilization of mainstream programs by homeless individuals and families; and (4) optimize self-sufficiency among individuals and families experiencing homelessness.
Emergency Shelter	Short-term emergency housing available to persons experiencing homelessness.
Emergency Solutions Grant (ESG) Program	HUD funding source to (1) engage homeless individuals and families living on the street; (2) improve the quantity and quality of emergency shelters for homeless individuals and families; (3) help operate these shelters; (4) provide essential services to shelter residents; (5) rapidly rehouse homeless individuals and families; and (6) prevent families and individuals from becoming homeless.
Homeless Management Information System (HMIS)	Local information technology system used by a CoC to collect participant-level data and data on the provision of housing and services to homeless individuals and families and to persons at risk of homelessness. Each CoC is responsible for selecting an HMIS software solution that complies with HUD's data collection, management, and reporting standards.
Permanent Supportive Housing (PSH)	Permanent housing with indefinite leasing or rental assistance paired with supportive services to assist homeless persons with a disability or families with an adult or child member with a disability achieve housing stability.
Rapid Re-Housing (RRH)	Program emphasizing housing search and relocation services and short- and medium-term rental assistance to move homeless persons and families (with or without a disability) as rapidly as possible into permanent housing.
Release of Information	Written documentation signed by a participant to release his/her personal information to authorized partners.
Transitional Housing (TH)	Program providing homeless individuals and families with the interim stability and support to successfully move to and maintain permanent housing. Transitional housing funds may be used to cover the costs of up to 24 months of housing with accompanying supportive services. Program participants must have

	a lease (or sublease) or occupancy agreement in place when residing in transitional housing.
--	--

Roles of Coordinated Entry Stakeholders

Coordinated Entry Workgroup

The Coordinated Entry Workgroup covers the entire CoC geographic region (Onondaga, Oswego and Cayuga Counties) and is primarily comprised of shelter discharge planners, permanent housing intake workers, street outreach providers and LDSS/211 staff. The workgroup ensures that the HHC is prioritizing those experiencing chronic homelessness and other vulnerable individuals and families for housing. The workgroup reviews and revises the Coordinated Entry Policies and Procedure manual annually.

Emergency Shelter & Street Outreach

Emergency Shelter and Street Outreach providers are responsible for assessment of those experiencing homelessness and referral to the Coordinated Entry system.

Housing Providers

All CoC and ESG funded housing providers are required to use the Coordinated Entry system to fill vacancies in order of community priority. Non-CoC and ESG funded housing providers are encouraged to use the Coordinated Entry system to fill vacancies.

Housing & Homeless Coalition Staff

HHC staff oversees and manages the Coordinated Entry system, including housing the Coordinated Entry list in HMIS. HHC staff addresses any concerns regarding the operation of the Coordinated Entry system, including receiving client grievances. Grievances and concerns with the Coordinated Entry system should be sent to the designated staff, Fred Hintz at fhintz@unitedway-cny.org.

HHC Client Advisory Board

The HHC Client Advisory Board is responsible for providing input on changes in the Coordinated Entry Policies and Procedures from the lens of those with lived experience.

HHC Advisory Board

The HHC Advisory Board reviews and revises the Coordinated Entry policies. The board has final approval for updated policies.

Versions of Document

This is the second version of the Coordinated Entry Policy and Procedure Manual. The Coordinated Entry Workgroup is responsible for creating the draft of the policies with input from the Client Advisory Board. The HHC Advisory Board is responsible for review & approval of the document. The revision process will be completed at least once annually. Anyone interested in submitting suggestions for revisions to the document should submit them to hhc@unitedway-cny.org

Version	Date Released	Key Changes
1.0	January 23, 2018	N/A
2.0	January	Updated Prioritization Clarified Roles

Full Geographic Coverage

The Coordinated Entry Policies & Procedures cover CoC NY-505's entire geographic area, including Cayuga, Onondaga, and Oswego Counties.

Affirmative Marketing and Outreach

The Coordinated Entry system is publically advertised through community websites (2-1-1, HHC, Local DSSs, local Agencies), community outreach, local press via interviews, and social media (Facebook and Twitter). The broad advertisement of the system ensures that all people within the CoC in need of homeless services will have fair and equal access to the system regardless of where or how the household presents at any entry point.

All housing and supportive services including, but not limited to, entry points into the homeless services system will be affirmatively marketed throughout the CoC to eligible persons regardless of race, color, national origin, religion, sex, age, familial status, or disability who are least likely to apply in the absence of special outreach, and maintain records of those marketing activities. (24 CFR 5.105 (a)(2)).

Safety Planning and Risk Assessment

Should an individual or family seeking shelter or services that is currently fleeing, or attempting to flee, domestic violence, dating violence, sexual assault, or stalking, and are unable to access a licensed victim service provider, a non-victim service provider should take the following steps to ensure the safety and confidentiality of the individual or family:

- Thoroughly informing the individual or Head of Household (HoH) regarding the CNY HMIS Release of Information (ROI), and what information will be shared across the CoC, specifically addressing who has access to that knowledge.
- (discussion with group) HMIS ROI for non-DV Providers.
- All records containing their Personal Identifying Information (PII) are kept secure and confidential and the address of any family violence project not be made public.

Nondiscrimination

All participating agencies must adhere to their agency's requirements, along with the CoC's requirements for incorporating cultural and linguistic competencies surrounding all special populations; including immigrants, refugees, and other generation populations; youth; individuals with disabilities; and lesbian, gay, bisexual, transgender, queer, or questioning (LGBTQ) persons.

All participating agencies must connect all individuals and families who require access to interpretation services to an interpreter.

Part Two: Access

Access

The coordinated entry system serves the entire geographic area of Onondaga, Oswego and Cayuga Counties through a “No Wrong Door” policy. Participants are able to access Coordinated Entry by appearing at any homeless assistance agency within the community. Access to emergency shelter is through a single point of access through the local Departments of Social Services. The CoC is in a Right to Shelter state and no prioritization is needed to access shelter services.

Accessibility of Access Sites

All access sites are physically accessible for people with mobility barriers. Written materials are available in English and Spanish. Participating agencies make translation services available when needed.

Emergency Shelter Access

County	Entry Point	Hours of Operation
Onondaga County	Onondaga County Department of Social Services	M-F 8am to 4pm
	Contact 2-1-1	24/ 7 Access; Shelter placement after hours and referrals.
	Vera House Crisis line	24/ 7 Access
	Outreach	5 to 6 days a week and via Contact 2-1-1
Oswego County	Oswego County Department of Social Services	M-F 8am to 4pm
	Contact 2-1-1	24/ 7 Access; Shelter placement after hours (M-F after 4:30pm and weekends)
	OCO Crisis line	24/ 7 Access
	Outreach	Ad hoc
Cayuga County	Cayuga County Department of Social Services	24/7 and has an afterhours line for shelter referrals
	Finger Lakes 2-1-1	24/ 7 Access to provide referrals and DSS After hours line for shelter
	DV Crisis line	24/ 7 Access
	Outreach	Ad hoc

Prevention Services

Department of Social Services, Contact 211, and Emergency Shelters assess for diversion and homeless prevention. Any persons qualifying for homeless prevention programs will be referred to appropriate services.

Street Outreach

The CoC ensures that people who are sleeping on the streets are equally prioritized for assistance as anyone else presenting with service needs.

Access for Specialized Populations

Survivors of DV

Survivors of domestic violence residing in DV shelters are able to access Coordinated Entry through referral to the HHC staff. The referrals are de-identified by DV shelter staff and contain only the minimum information required for proper prioritization.

Veterans

Veterans are able to access the Coordinated Entry system through shelters and also through outreach from Supportive Service for Veteran Families (SSVF) and Veteran Affairs (VA). The local VA inputs data into HMIS and is able to both refer to and accept referrals from the Coordinated Entry system.

Part Three: Assessment

Standardized Assessment Approach

All coordinated entry locations offer the same assessment approach and referrals using transparent and uniform decision-making processes. The Vulnerability Index Service Prioritization Decision Assistance Tool (VI-SPDAT) developed by OrgCode Consulting has been approved by the CoC and will be the coordinated entry tool for single individuals, including the chronically homeless and will be used by all projects that are dedicated or prioritized for the chronically homeless. The Family SPDAT (F-SPDAT) developed by OrgCode Consulting has been approved by the CoC and will be the coordinated entry tool for families who are experiencing homelessness. The Transition Aged Youth SPDAT (TAY-SPDAT) developed by OrgCode Consulting has been approved by the CoC and will be the coordinated entry tool for unaccompanied youth (24 and under) who are experiencing homelessness. For purposes of this document, the written standards will use the term “assess” or “assessment” which will refer to these tools and will specify the types of tools as needed. All shelter and street outreach providers are responsible for conducting these assessments and entering them in to HMIS.

All coordinated entry locations also assess based on length of time homeless, using client report and HMIS data to determine the number of months an individual or family has experienced homelessness in their lifetime.

Phases of Assessment

All projects participating in Coordinated Entry will follow the assessment and triage protocols of the CE System.

The CoC has adopted the following phased approach to engage and appropriately serve persons seeking assistance through the Coordinated Entry system;

Initial Triage- This phase will focus on identifying the immediate housing crisis, and clarifying that the CoC crisis response system is the appropriate system to address needs. L-DSS’s in each county is responsible for this phase.

Diversion- This phase of assessment will determine if CoC resources and options could be used to avoid the participant entering the homeless system. L-DSS’s in each county is responsible for this phase.

Emergency Service Intake- For those who are identified as needing emergency shelter, appropriate shelter placement is made. L-DSS’s in each county is responsible for this phase.

Shelter Assessment- Emergency Service providers should attempt to determine whether or not a person needs housing intervention through Coordinated Entry. Development of a housing plan is made in conjunction with the person experiencing homelessness.

Comprehensive Assessment- Emergency service providers should assess using the Vi-SPDAT and working with the individual or family to determine the number of months homeless. This should be completed two weeks after shelter entry, if it is the first time the individual or family has experienced homelessness. Assessments and referrals can happen immediately for anyone that is unsheltered or has been in emergency shelter within the last year. Emergency service providers should also be determining chronic homeless status and obtaining necessary paperwork.

Assessment Screening

The CE process may collect and document participants' membership in Civil Rights protected classes but will not consider membership in a protected class as justification for restricting, limiting, or steering participants to particular referral options.

Assessor Training

The Housing and Homeless Coalition of Central New York (HHC) will provide training on the Coordinated Entry Process and Procedures at least annually and if there are any updates/changes to the policy or procedure. This is typically done via the HMIS Agency Administrator Training, along with the Coordinated Entry and Data Administrators Committees.

The HHC also provides, at least annually, Coordinated Entry user training for shelter, street outreach, and housing providers on the process of Coordinated Entry.

Participant Autonomy

Participants must be free to decide what information they provide during any assessment process. This includes, but is not limited to the entry assessments by shelter or housing providers that are done upon entry, and the assessment to determine program eligibility. Providers are prohibited from denying assessment or services to a participant if the participant refuses to provide certain pieces of information, unless the information is necessary to establish or document program eligibility. Providers are also prohibited from denying services to participants if the participant refuses their data to be shared via HMIS.

Emergency Shelter and Street Outreach staff should have an understanding of possible restrictions, trauma related issues, and obstacles in regards to particular housing providers or housing types. They should educate themselves in this via the assessment process. Programs working with an individual/family that has experienced significant trauma and is triggered during the administering of the VI-SPDAT tool, that staff person can stop the assessment to allow that client a break. When the client feels comfortable and able to continue the staff can come back to finish the assessment on a later date.

Nondiscrimination Complaint and Appeal Processes

The HHC will respond to grievances regarding Coordinated Entry in the following manner, depending on the nature of the concern or grievance.

Housing Program Grievance- Grievances about rejections from homeless housing programs will be redirected back to the program to follow grievance policies and procedures of that organization. Agencies should maintain internal documentation of all complaints received. If a client is not satisfied with the housing program's response to the grievance, they can contact the HHC staff to request that the HHC review the grievance, and if needed, enter into discussion with the housing provider. Requests may be made by telephone or in writing.

Fair Housing Grievance- Grievance about a participating program's screening or program participation practices which appear to have a discriminatory impact: Contact CNY Fair Housing. More information at: <http://cnyfairhousing.org/>

Program Grievance- Grievances about HHC Coordinated Entry policies and procedures should be sent to the HHC staff. A grievance is an expression of dissatisfaction about any aspect of the Coordinated Entry service delivery. It is an informal process that can be initiated by telephone or in writing. Upon receipt of the complaint, if possible, HHC staff will address the grievance. If the grievance cannot be resolved by HHC staff, the grievance will be brought to the attention of the Governance Committee.

Privacy Protections

CE participating agencies are required to obtain releases of information for the collection, use, and disclosure of participant's personally identifying information. All agencies must follow the privacy guidelines outlined in the HMIS user manual.

Disclosure of Disability or Diagnostic Information

The assessment and prioritization process cannot require disclosure of specific disabilities or diagnoses. Specific diagnosis or disability information may only be obtained for purposes of determining program eligibility to make appropriate referrals.

Updating the Assessment

Staff may update assessments as information changes. VI-SPDATs should be re-administered every two years or if there have been changes to major risk factors recorded by the VI-SPDAT.

Part Four: Prioritization

The CoC uses the following prioritization criteria to fill vacancies in permanent housing projects. The following prioritization criteria were developed to create a dynamic prioritization system to ensure that those experiencing homelessness are matched with appropriate housing services.

Prioritization Criteria: Permanent Supportive Housing Leasing

The CoC will use the following order of prioritization for filling vacancies in **PSH leasing projects**:

1. Chronically homeless individuals and families a VI-SPDAT score of 8 or above.
2. All other chronically homeless individuals and families with a VI-SPDAT score of 8 or below.
3. Non-chronic homeless individuals and families with a disability with the most severe service needs, evidenced by their assessment score on their respective VI-SPDAT, having a score of 8 or above.
4. All other non-chronic homeless individuals and families with a disability

Tie Breakers:

1. Longest history of homelessness in the past three years. History of homelessness is measured by total cumulative months homeless counted in the last three years.
2. An individual or family who is living in an unsheltered location during Code Blue
3. VI-SPDAT score
4. Veteran status

Prioritization example:

An individual or family with cumulatively 20 months of homelessness with a VI-SPDAT score of 10 will be prioritized over a family with cumulatively 12 months of homelessness with a VI-SPDAT score of 14.

Prioritization Criteria: Permanent Supportive Housing- Rental Assistance

The CoC will use the following order of prioritization for filling vacancies in **PSH Rental Assistance projects**:

1. Homeless individuals and families with a VI-SPDAT between 8 to 10

Tie-Breakers:

1. Longest history of homelessness in the past three years. History of homelessness is measured by total cumulative months homeless counted in the last three years.
2. Families
3. An individual who is living in an unsheltered location during Code Blue

Prioritization Criteria: Rapid Re-Housing

The CoC will use the following order of prioritization for filling **RRH** vacancies:

1. Individuals and families with SPDAT scores of 10 & below

Tie Breaker:

1. Longest length of current episode of homelessness (measured by Approximate Date homelessness started)
2. An individual or family who is living in an unsheltered location during Code Blue

The CoC does not place additional stipulations on CoC Rapid Re-Housing assistance. Rental assistance may be offered for the entirety of the eligible 24-month period and there are no income limits. CoC projects should follow any requirements in their approved applications to HUD.

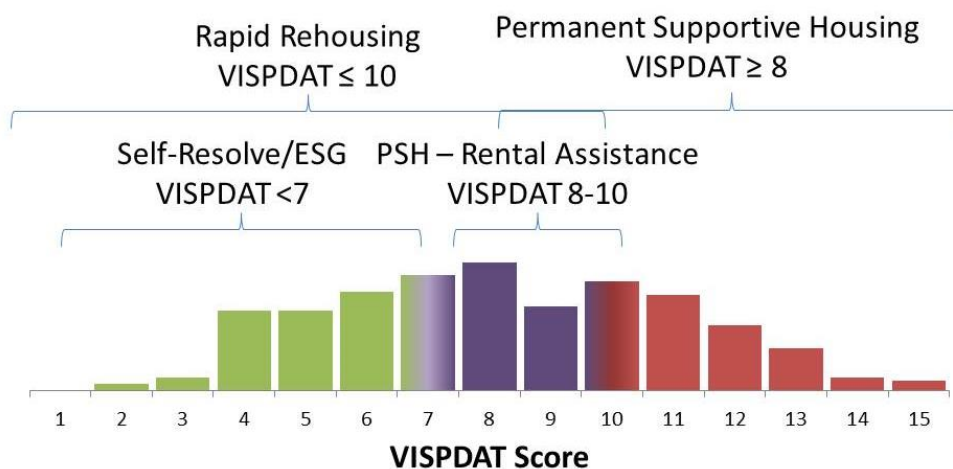
Prioritization Criteria: Emergency Solutions Grant

The CoC will follow the following order of prioritization for filling vacancies in **ESG RRH projects**:

1. Literally homeless individuals and families with a VI-SPDAT or F-SPDAT score of 7 or less

Tie Breakers:

1. Longest length of current episode of homelessness (measured by Approximate Date homelessness started)
2. Households with a housing option identified
3. An individual or family who is living in an unsheltered location during Code Blue
3. Individuals or families fleeing domestic violence
5. Veteran Status



Part Five: Referral Process & Project Acceptance/Rejection

Coordinated Entry List

The CoC has developed one streamlined waitlist that can be found in the CoC's HMIS:

<https://sp5.servicept.com/cnyhmis/com.bowmansystems.sp5.core.ServicePoint/index.html>

HHC staff emails the de-identified by name list, in order of priority, out weekly to the Coordinated Entry Workgroup.

Referral Process

Emergency Shelter and Street Outreach staff are required to thoroughly explain the program that has accepted them from the prioritization list in order for that client to make an informed decision/choice to accept that housing provider's referral. This includes, but is not limited to which program they are being referred and what the program expects of them and what they can expect of the program.

Acceptance/Rejection Policy- Housing Provider

Housing providers are required to review the HMIS referral list when there is an anticipated vacancy to immediately fill the bed with a new program participant. The housing provider must select the person highest on the priority list for their project type and aligns with their project eligibility requirements.

Housing Providers can only reject a referral that matches their program eligibility requirements for the following reasons: the client is a danger to themselves or others, or client has previously been unsuccessful in the agency's housing project. These decisions will be documented in HMIS and securely communicated to the HHC staff via email with the reasons as to why the housing provider is not accepting the client. If a client is rejected due to safety concerns, the client will be added to the case conferencing discussion during the Coordinated Entry Workgroup meeting.

Acceptance/Rejection Policy- Client

Should a housing provider select an individual or family off of the prioritization list, the family can then choose to accept or reject that housing option. Should the individual or family decide to reject the housing provider, the original provider will then select the next individual or family from the list by following the prioritization process listed in this policy. If an individual or family rejects multiple housing provider placements the Coordinated Entry Workgroup will review the case and discuss reasons for rejections in order to come up with alternative housing solutions. If an individual or family consistently rejects housing placements, they will be re-engaged by street outreach and/or shelter caseworkers on a bi-weekly basis to offer housing. These attempts will be documented in HMIS.

Should an individual/household be housed via a non-ESG/CoC funded project or subsidized housing provider they should be taken off of the list by the Emergency Shelter/ Street Outreach provider who made the referral. An individual/household should be taken off of the list if there is no contact or

shelter stay for a period of more than 90 days. Street outreach and shelter providers should continue to make attempts to engage those persons that have been resistant to accepting an offer of housing (PSH, RRH & TH) and these individuals and families must continue to be prioritized until they are housed. If a client disappears that is next on the list and is no longer in shelter, the housing provider will hold that bed while the shelter or street outreach staff attempt to make contact with that client. Beds can only be held for a maximum of two weeks. If there has been no contact made within two weeks, the housing provider can then move on to the next eligible person on the list. If the person re-appears then they will be eligible for the next housing placement that opens up.

Transfer Policy

A transfer describes a process where a client enrolled in one housing program is moved or transferred to another housing program. Transfers take place when 1) there is a presentation of strong evidence indicating that a particular type of housing or housing project is not meeting a client's needs, 2) the unmet needs results in threats to the client's safety and overall well-being or threats to another program participants safety or well-being, and 3) another type of housing provided by a different agency is appropriate.

Requesting a transfer is not a mandatory step prior to exiting a client from a permanent housing program. Transfers are also not to be used for clients who need a higher level of care than CoC-funded housing programs are able to provide.

Housing providers must submit a CoC Housing Program Transfer Request Form, with supporting documentation, to the permanent supportive housing case conferencing committee, as well as complete a coordinated entry referral in the HMIS system with the form scanned and uploaded to the client's HMIS profile. This form must be completed and sent to the HHC staff member assigned to coordinated entry at least one week before the case conferencing meeting. The HHC staff member will determine whether or not the transfer request is appropriate and respond to the project within three business days. This determination can be appealed to the HHC Director within two weeks of the decision. Secondary appeals can be made to the executive committee of the HHC board.

Using the Housing Program Transfer Request Form, the provider requesting a transfer must show that they have exhausted their resources to overcome the obstacles that are the cause of a client's risk of homelessness, including offering to relocate their housing unit and making continued efforts to link them with appropriate services and supports. Housing providers must also show how transferring the client can provide a potential resolution to the client's particular issue.

Final decisions on transfers will be made in the monthly case conferencing committee meeting.

Client transfer from programs with different program requirements should be carefully reviewed to ensure the client(s)' eligibility and documentation are appropriate for the new program.

Data Systems

Programs receiving ESG and CoC funding must participate in HMIS (Homeless Management Information System), unless otherwise stated by federal regulations. Homeless programs that are not federally funded are strongly encouraged to participate in HMIS. The CoC has established an HMIS Policies and Procedures Manual. [This manual can be found here.](#)

Programs must meet minimum HMIS data quality standards (maintaining under a 5% error rate on the Data Quality Framework Report in HMIS).

Programs providing Domestic Violence services may opt out of HMIS participation but must utilize a comparable database to collect HUD required data elements.

Participants are free to decide what information they provide during any assessment process. This includes, but is not limited to the Entry assessments by shelter or housing providers that are done upon entry, and the assessment to determine program eligibility. Providers are prohibited from denying assessment or services to a participant if the participant refuses to provide certain pieces of information, unless the information is necessary to establish or document program eligibility. Providers are also prohibited from denying services to participants if the participant refuses their data to be shared via HMIS.

Evaluation

The Coordinated Entry policies above will be monitored by HHC staff and will communicate any issues or concerns to the agency in question.

In the quarterly Coordinated Entry meetings, key metrics of the Coordinated Entry system will be evaluated. These measures include but are not limited to, time from referral to Coordinated Entry to service, appropriateness of referrals, and recidivism from project types.

These matters will be reviewed and reported annually to the Advisory Board and to the Coordinated Entry Workgroup.

CoC Housing Program Transfer Request Form

Date of Request ____/____/____ Client HMIS ID____
Provider Name _____ Provider Contact _____
Contact Phone _____ Contact E-mail_____

Please provide the reason for requesting a transfer (Use additional space if necessary)

- ☐ **RRH to PSH Transfer** (Higher level of need)
☐ **PSH to PSH Transfer** (Housing Unit is inappropriate)
☐ **PSH to PSH Transfer** (Service needs cannot be met)
☐ **Transfer due to Domestic Violence** (Please do not provide any identifying information on this form)

Please describe a benefit that another program could provide to this client that the current program is unable to provide? (Use additional space if necessary)

Has the client been consulted about moving programs, and have they agreed to switch programs?

☐ Yes ☐ No

Has the client moved apartment locations in the current program? If so, how many times have they been relocated?

Are there any apartment buildings where the client cannot reside?

Is the request being made out of an immediate concern for the client's risk of inflicting harm to themselves or to others? ☐ Yes ☐ No

What services/interventions have been provided and offered to improve the client's stability in the project?

Please attach case notes describing such services, if not included in HMIS.

For HHC Staff use: Outcome of transfer: Denied____ Accepted ____ Initial _____ Date moved_____

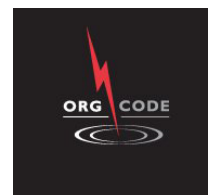
**Vulnerability Index -
Service Prioritization Decision Assistance Tool
(VI-SPDAT)**

Prescreen Triage Tool for Single Adults

AMERICAN VERSION 2.0

©2015 OrgCode Consulting Inc. and Community Solutions. All rights reserved.
1 (800) 355-0420 info@orgcode.com www.orgcode.com

**COMMUNITY
SOLUTIONS**



Welcome to the SPDAT Line of Products

The Service Prioritization Decision Assistance Tool (SPDAT) has been around in various incarnations for over a decade, before being released to the public in 2010. Since its initial release, the use of the SPDAT has been expanding exponentially and is now used in over one thousand communities across the United States, Canada, and Australia.

More communities using the tool means there is an unprecedented demand for versions of the SPDAT, customized for specific client groups or types of users. With the release of SPDAT V4, there have been more current versions of SPDAT products than ever before.

VI-SPDAT Series

The Vulnerability Index – Service Prioritization Decision Assistance Tool (VI-SPDAT) was developed as a pre-screening tool for communities that are very busy and do not have the resources to conduct a full SPDAT assessment for every client. It was made in collaboration with Community Solutions, creators of the Vulnerability Index, as a brief survey that can be conducted to quickly determine whether a client has high, moderate, or low acuity. The use of this survey can help prioritize which clients should be given a full SPDAT assessment first. Because it is a self-reported survey, no special training is required to use the VI-SPDAT.

Current versions available:

- VI-SPDAT V 2.0 for Individuals
- VI-SPDAT V 2.0 for Families
- VI-SPDAT V 1.0 for Youth

All versions are available online at

www.orgcode.com/products/vi-spdatt/

SPDAT Series

The Service Prioritization Decision Assistance Tool (SPDAT) was developed as an assessment tool for front-line workers at agencies that work with homeless clients to prioritize which of those clients should receive assistance first. The SPDAT tools are also designed to help guide case management and improve housing stability outcomes. They provide an in-depth assessment that relies on the assessor's ability to interpret responses and corroborate those with evidence. As a result, this tool may only be used by those who have received proper, up-to-date training provided by OrgCode Consulting, Inc. or an OrgCode certified trainer.

Current versions available:

- SPDAT V 4.0 for Individuals
- SPDAT V 2.0 for Families
- SPDAT V 1.0 for Youth

Information about all versions is available online at

www.orgcode.com/products/spdat/

SPDAT Training Series

To use the SPDAT, training by OrgCode or an OrgCode certified trainer is required. We provide training on a wide variety of topics over a variety of mediums.

The full-day in-person SPDAT Level 1 training provides you the opportunity to bring together as many people as you want to be trained for one low fee. The webinar training allows for a maximum of 15 different computers to be logged into the training at one time. We also offer online courses for individuals that you can do at your own speed.

The training gives you the manual, case studies, application to current practice, a review of each component of the tool, conversation guidance with prospective clients – and more!

Current SPDAT training available:

- Level 0 SPDAT Training: VI-SPDAT for Frontline Workers
- Level 1 SPDAT Training: SPDAT for Frontline Workers
- Level 2 SPDAT Training: SPDAT for Supervisors
- Level 3 SPDAT Training: SPDAT for Trainers

Other related training available:

- Excellence in Housing-Based Case Management
- Coordinated Access & Common Assessment
- Motivational Interviewing
- Objective-Based Interactions

More information about SPDAT training, including pricing, is available online at

<http://www.orgcode.com/product-category/training/spdat/>

Administration

Interviewer's Name _____	Agency _____	<input type="checkbox"/> Team <input type="checkbox"/> Staff <input type="checkbox"/> Volunteer
Survey Date DD/MM/YYYY ____/____/____	Survey Time ____ : ____ AM/PM	Survey Location _____

Opening Script

Every assessor in your community regardless of organization completing the VI-SPDAT should use the same introductory script. In that script you should highlight the following information:

- the name of the assessor and their affiliation (organization that employs them, volunteer as part of a Point in Time Count, etc.)
- the purpose of the VI-SPDAT being completed
- that it usually takes less than 7 minutes to complete
- that only "Yes," "No," or one-word answers are being sought
- that any question can be skipped or refused
- where the information is going to be stored
- that if the participant does not understand a question or the assessor does not understand the question that clarification can be provided
- the importance of relaying accurate information to the assessor and not feeling that there is a correct or preferred answer that they need to provide, nor information they need to conceal

Basic Information

First Name _____	Nickname _____	Last Name _____
In what language do you feel best able to express yourself? _____		
Date of Birth DD/MM/YYYY ____/____/____	Age _____	Social Security Number _____
		Consent to participate <input type="checkbox"/> Yes <input type="checkbox"/> No

IF THE PERSON IS 60 YEARS OF AGE OR OLDER, THEN SCORE 1.

SCORE:

A. History of Housing and Homelessness

1. Where do you sleep most frequently? (check one)

- ☐ Shelters
☐ Transitional Housing
☐ Safe Haven
☐ **Outdoors**
☐ **Other (specify):** _____

☐ **Refused**

IF THE PERSON ANSWERS ANYTHING OTHER THAN "SHELTER", "TRANSITIONAL HOUSING", OR "SAFE HAVEN", THEN SCORE 1.

SCORE:

2. How long has it been since you lived in permanent stable housing? _____

☐ Refused

3. In the last three years, how many times have you been homeless? _____

☐ Refused

IF THE PERSON HAS EXPERIENCED 1 OR MORE CONSECUTIVE YEARS OF HOMELESSNESS, AND/OR 4+ EPISODES OF HOMELESSNESS, THEN SCORE 1.

SCORE:

B. Risks

4. In the past six months, how many times have you...

a) Received health care at an emergency department/room? _____

☐ Refused

b) Taken an ambulance to the hospital? _____

☐ Refused

c) Been hospitalized as an inpatient? _____

☐ Refused

d) Used a crisis service, including sexual assault crisis, mental health crisis, family/intimate violence, distress centers and suicide prevention hotlines? _____

☐ Refused

e) Talked to police because you witnessed a crime, were the victim of a crime, or the alleged perpetrator of a crime or because the police told you that you must move along? _____

☐ Refused

f) Stayed one or more nights in a holding cell, jail or prison, whether that was a short-term stay like the drunk tank, a longer stay for a more serious offence, or anything in between? _____

☐ Refused

IF THE TOTAL NUMBER OF INTERACTIONS EQUALS 4 OR MORE, THEN SCORE 1 FOR EMERGENCY SERVICE USE.

SCORE:

5. Have you been attacked or beaten up since you've become homeless? ☐ Y ☐ N ☐ Refused

6. Have you threatened to or tried to harm yourself or anyone else in the last year? ☐ Y ☐ N ☐ Refused

IF "YES" TO ANY OF THE ABOVE, THEN SCORE 1 FOR RISK OF HARM.

SCORE:

7. Do you have any legal stuff going on right now that may result in you being locked up, having to pay fines, or that make it more difficult to rent a place to live? ☐ Y ☐ N ☐ Refused

IF "YES," THEN SCORE 1 FOR **LEGAL ISSUES**.

SCORE:

8. Does anybody force or trick you to do things that you do not want to do? ☐ Y ☐ N ☐ Refused

9. Do you ever do things that may be considered to be risky like exchange sex for money, run drugs for someone, have unprotected sex with someone you don't know, share a needle, or anything like that? ☐ Y ☐ N ☐ Refused

IF "YES" TO ANY OF THE ABOVE, THEN SCORE 1 FOR **RISK OF EXPLOITATION**.

SCORE:

C. Socialization & Daily Functioning

10. Is there any person, past landlord, business, bookie, dealer, or government group like the IRS that thinks you owe them money? ☐ Y ☐ N ☐ Refused

11. Do you get any money from the government, a pension, an inheritance, working under the table, a regular job, or anything like that? ☐ Y ☐ N ☐ Refused

IF "YES" TO QUESTION 10 OR "NO" TO QUESTION 11, THEN SCORE 1 FOR **MONEY MANAGEMENT**.

SCORE:

12. Do you have planned activities, other than just surviving, that make you feel happy and fulfilled? ☐ Y ☐ N ☐ Refused

IF "NO," THEN SCORE 1 FOR **MEANINGFUL DAILY ACTIVITY**.

SCORE:

13. Are you currently able to take care of basic needs like bathing, changing clothes, using a restroom, getting food and clean water and other things like that? ☐ Y ☐ N ☐ Refused

IF "NO," THEN SCORE 1 FOR **SELF-CARE**.

SCORE:

14. Is your current homelessness in any way caused by a relationship that broke down, an unhealthy or abusive relationship, or because family or friends caused you to become evicted? ☐ Y ☐ N ☐ Refused

IF "YES," THEN SCORE 1 FOR **SOCIAL RELATIONSHIPS**.

SCORE:

D. Wellness

15. Have you ever had to leave an apartment, shelter program, or other place you were staying because of your physical health? ☐ Y ☐ N ☐ Refused
16. Do you have any chronic health issues with your liver, kidneys, stomach, lungs or heart? ☐ Y ☐ N ☐ Refused
17. If there was space available in a program that specifically assists people that live with HIV or AIDS, would that be of interest to you? ☐ Y ☐ N ☐ Refused
18. Do you have any physical disabilities that would limit the type of housing you could access, or would make it hard to live independently because you'd need help? ☐ Y ☐ N ☐ Refused
19. When you are sick or not feeling well, do you avoid getting help? ☐ Y ☐ N ☐ Refused
20. **FOR FEMALE RESPONDENTS ONLY:** Are you currently pregnant? ☐ Y ☐ N ☐ N/A or Refused

IF "YES" TO ANY OF THE ABOVE, THEN SCORE 1 FOR **PHYSICAL HEALTH**.

SCORE:

21. Has your drinking or drug use led you to being kicked out of an apartment or program where you were staying in the past? ☐ Y ☐ N ☐ Refused
22. Will drinking or drug use make it difficult for you to stay housed or afford your housing? ☐ Y ☐ N ☐ Refused

IF "YES" TO ANY OF THE ABOVE, THEN SCORE 1 FOR **SUBSTANCE USE**.

SCORE:

23. Have you ever had trouble maintaining your housing, or been kicked out of an apartment, shelter program or other place you were staying, because of:
- a) A mental health issue or concern? ☐ Y ☐ N ☐ Refused
- b) A past head injury? ☐ Y ☐ N ☐ Refused
- c) A learning disability, developmental disability, or other impairment? ☐ Y ☐ N ☐ Refused
24. Do you have any mental health or brain issues that would make it hard for you to live independently because you'd need help? ☐ Y ☐ N ☐ Refused

IF "YES" TO ANY OF THE ABOVE, THEN SCORE 1 FOR **MENTAL HEALTH**.

SCORE:

IF THE RESPONDENT SCORED 1 FOR **PHYSICAL HEALTH** AND 1 FOR **SUBSTANCE USE** AND 1 FOR **MENTAL HEALTH**, SCORE 1 FOR **TRI-MORBIDITY**.

SCORE:

25. Are there any medications that a doctor said you should be taking that, for whatever reason, you are not taking? ☐ Y ☐ N ☐ Refused

26. Are there any medications like painkillers that you don't take the way the doctor prescribed or where you sell the medication? ☐ Y ☐ N ☐ Refused

IF "YES" TO ANY OF THE ABOVE, SCORE 1 FOR MEDICATIONS.

SCORE:

27. **YES OR NO:** Has your current period of homelessness been caused by an experience of emotional, physical, psychological, sexual, or other type of abuse, or by any other trauma you have experienced? ☐ Y ☐ N ☐ Refused

IF "YES", SCORE 1 FOR ABUSE AND TRAUMA.

SCORE:

Scoring Summary

DOMAIN	SUBTOTAL	RESULTS
PRE-SURVEY	/1	Score: Recommendation: 0-3: no housing intervention 4-7: an assessment for Rapid Re-Housing 8+: an assessment for Permanent Supportive Housing/Housing First
A. HISTORY OF HOUSING & HOMELESSNESS	/2	
B. RISKS	/4	
C. SOCIALIZATION & DAILY FUNCTIONS	/4	
D. WELLNESS	/6	
GRAND TOTAL:	/17	

Follow-Up Questions

On a regular day, where is it easiest to find you and what time of day is easiest to do so?	place: _____ time: ____ : ____ or Morning/Afternoon/Evening/Night
Is there a phone number and/or email where someone can safely get in touch with you or leave you a message?	phone: (____) _____ - _____ email: _____
Ok, now I'd like to take your picture so that it is easier to find you and confirm your identity in the future. May I do so?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Refused

Communities are encouraged to think of additional questions that may be relevant to the programs being operated or your specific local context. This may include questions related to:

- military service and nature of discharge
- ageing out of care
- mobility issues
- legal status in country
- income and source of it
- current restrictions on where a person can legally reside
- children that may reside with the adult at some point in the future
- safety planning

Appendix A: About the VI-SPDAT

The HEARTH Act and federal regulations require communities to have an assessment tool for coordinated entry - and the VI-SPDAT and SPDAT meet these requirements. Many communities have struggled to comply with this requirement, which demands an investment of considerable time, resources and expertise. Others are making it up as they go along, using “gut instincts” in lieu of solid evidence. Communities need practical, evidence-informed tools that enhance their ability to satisfy federal regulations and quickly implement an effective approach to access and assessment. The VI-SPDAT is a first-of-its-kind tool designed to fill this need, helping communities end homelessness in a quick, strategic fashion.

The VI-SPDAT

The VI-SPDAT was initially created by combining the elements of the Vulnerability Index which was created and implemented by Community Solutions broadly in the 100,000 Homes Campaign, and the SPDAT Prescreen Instrument that was part of the Service Prioritization Decision Assistance Tool. The combination of these two instruments was performed through extensive research and development, and testing. The development process included the direct voice of hundreds of persons with lived experience.

The VI-SPDAT examines factors of current vulnerability and future housing stability. It follows the structure of the SPDAT assessment tool, and is informed by the same research backbone that supports the SPDAT - almost 300 peer reviewed published journal articles, government reports, clinical and quasi-clinical assessment tools, and large data sets. The SPDAT has been independently tested, as well as internally reviewed. The data overwhelmingly shows that when the SPDAT is used properly, housing outcomes are better than when no assessment tool is used.

The VI-SPDAT is a triage tool. It highlights areas of higher acuity, thereby helping to inform the type of support and housing intervention that may be most beneficial to improve long term housing outcomes. It also helps inform the order - or priority - in which people should be served. The VI-SPDAT does not make decisions; it informs decisions. The VI-SPDAT provides data that communities, service providers, and people experiencing homelessness can use to help determine the best course of action next.

Version 2

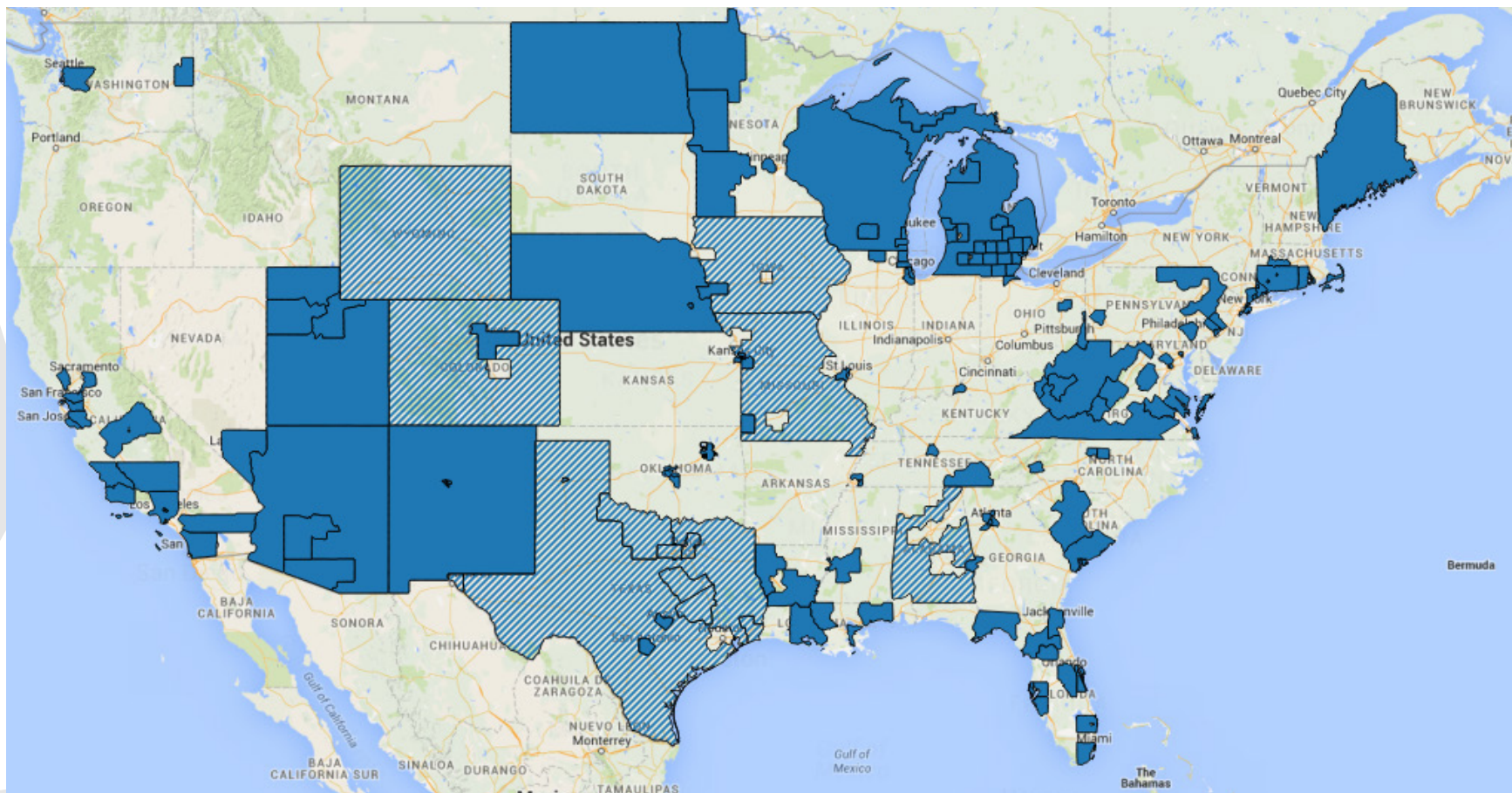
Version 2 builds upon the success of Version 1 of the VI-SPDAT with some refinements. Starting in August 2014, a survey was launched of existing VI-SPDAT users to get their input on what should be amended, improved, or maintained in the tool. Analysis was completed across all of these responses. Further research was conducted. Questions were tested and refined over several months, again including the direct voice of persons with lived experience and frontline practitioners. Input was also gathered from senior government officials that create policy and programs to help ensure alignment with guidelines and funding requirements.

You will notice some differences in Version 2 compared to Version 1. Namely:

- it is shorter, usually taking less than 7 minutes to complete;
- subjective elements through observation are now gone, which means the exact same instrument can be used over the phone or in-person;
- medical, substance use, and mental health questions are all refined;
- you can now explicitly see which component of the full SPDAT each VI-SPDAT question links to; and,
- the scoring range is slightly different (Don't worry, we can provide instructions on how these relate to results from Version 1).

Appendix B: Where the VI-SPDAT is being used in the United States

Since the VI-SPDAT is provided completely free of charge, and no training is required, any community is able to use the VI-SPDAT without the explicit permission of Community Solutions or OrgCode Consulting, Inc. As a result, the VI-SPDAT is being used in more communities than we know of. It is also being used in Canada and Australia.



A partial list of continua of care (CoCs) in the US where we know the VI-SPDAT is being used includes:

Alabama

- Parts of Alabama Balance of State

Arizona

- Statewide

California

- San Jose/Santa Clara City & County
- San Francisco
- Oakland/Alameda County
- Sacramento City & County
- Richmond/Contra Costa County
- Watsonville/Santa Cruz City & County
- Fresno/Madera County
- Napa City & County
- Los Angeles City & County
- San Diego
- Santa Maria/Santa Barbara County
- Bakersfield/Kern County
- Pasadena
- Riverside City & County
- Glendale
- San Luis Obispo County

Colorado

- Metropolitan Denver Homeless Initiative
- Parts of Colorado Balance of State

Connecticut

- Hartford
- Bridgeport/Stratford/Fairfield
- Connecticut Balance of State
- Norwalk/Fairfield County
- Stamford/Greenwich
- City of Waterbury

District of Columbia

- District of Columbia

Florida

- Sarasota/Bradenton/Manatee, Sarasota Counties
- Tampa/Hillsborough County
- St. Petersburg/Clearwater/Largo/Pinellas County
- Tallahassee/Leon County
- Orlando/Orange, Osceola, Seminole Counties
- Gainesville/Alachua, Putnam Counties
- Jacksonville-Duval, Clay Counties
- Palm Bay/Melbourne/Brevard County
- Ocala/Marion County
- Miami/Dade County
- West Palm Beach/Palm Beach County

Georgia

- Atlanta County
- Fulton County
- Columbus-Muscogee/Russell County
- Marietta/Cobb County
- DeKalb County

Hawaii

- Honolulu

Illinois

- Rockford/Winnebago, Boone Counties
- Waukegan/North Chicago/Lake County
- Chicago
- Cook County

Iowa

- Parts of Iowa Balance of State

Kansas

- Kansas City/Wyandotte County

Kentucky

- Louisville/Jefferson County

Louisiana

- Lafayette/Acadiana
- Shreveport/Bossier/Northwest
- New Orleans/Jefferson Parish
- Baton Rouge
- Alexandria/Central Louisiana CoC

Massachusetts

- Cape Cod Islands
- Springfield/Holyoke/Chicopee/Westfield/Hampden County

Maryland

- Baltimore City
- Montgomery County

Maine

- Statewide

Michigan

- Statewide

Minnesota

- Minneapolis/Hennepin County
- Northwest Minnesota
- Moorhead/West Central Minnesota
- Southwest Minnesota

Missouri

- St. Louis County
- St. Louis City
- Joplin/Jasper, Newton Counties
- Kansas City/Independence/Lee's Summit/Jackson County
- Parts of Missouri Balance of State

Mississippi

- Jackson/Rankin, Madison Counties
- Gulf Port/Gulf Coast Regional

North Carolina

- Winston Salem/Forsyth County
- Asheville/Buncombe County
- Greensboro/High Point

North Dakota

- Statewide

Nebraska

- Statewide

New Mexico

- Statewide

Nevada

- Las Vegas/Clark County

New York

- New York City
- Yonkers/Mount Vernon/New Rochelle/Westchester County

Ohio

- Toledo/Lucas County
- Canton/Massillon/Alliance/Stark County

Oklahoma

- Tulsa City & County/Broken Arrow
- Oklahoma City
- Norman/Cleveland County

Pennsylvania

- Philadelphia
- Lower Marion/Norristown/Abington/Montgomery County
- Allentown/Northeast Pennsylvania
- Lancaster City & County
- Bristol/Bensalem/Bucks County
- Pittsburgh/McKeesport/Penn Hills/Allegheny County

Rhode Island

- Statewide

South Carolina

- Charleston/Low Country
- Columbia/Midlands

Tennessee

- Chattanooga/Southeast Tennessee
- Memphis/Shelby County
- Nashville/Davidson County

Texas

- San Antonio/Bexar County
- Austin/Travis County
- Dallas City & County/Irving
- Fort Worth/Arlington/Tarrant County
- El Paso City and County
- Waco/McLennan County
- Texas Balance of State
- Amarillo
- Wichita Falls/Wise, Palo Pinto, Wichita, Archer Counties
- Bryan/College Station/Brazos Valley
- Beaumont/Port Arthur/South East Texas

Utah

- Statewide

Virginia

- Richmond/Henrico, Chesterfield, Hanover Counties
- Roanoke City & County/Salem
- Virginia Beach
- Portsmouth
- Virginia Balance of State
- Arlington County

Washington

- Seattle/King County
- Spokane City & County

Wisconsin

- Statewide

West Virginia

- Statewide

Wyoming

- Wyoming Statewide is in the process of implementing

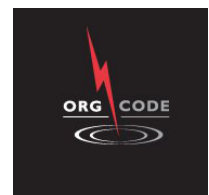
**Vulnerability Index -
Service Prioritization Decision Assistance Tool
(VI-SPDAT)**

Prescreen Triage Tool for Families

AMERICAN VERSION 2.0

©2015 OrgCode Consulting Inc. and Community Solutions. All rights reserved.
1 (800) 355-0420 info@orgcode.com www.orgcode.com

**COMMUNITY
SOLUTIONS**



Welcome to the SPDAT Line of Products

The Service Prioritization Decision Assistance Tool (SPDAT) has been around in various incarnations for over a decade, before being released to the public in 2010. Since its initial release, the use of the SPDAT has been expanding exponentially and is now used in over one thousand communities across the United States, Canada, and Australia.

More communities using the tool means there is an unprecedented demand for versions of the SPDAT, customized for specific client groups or types of users. With the release of SPDAT V4, there have been more current versions of SPDAT products than ever before.

VI-SPDAT Series

The Vulnerability Index – Service Prioritization Decision Assistance Tool (VI-SPDAT) was developed as a pre-screening tool for communities that are very busy and do not have the resources to conduct a full SPDAT assessment for every client. It was made in collaboration with Community Solutions, creators of the Vulnerability Index, as a brief survey that can be conducted to quickly determine whether a client has high, moderate, or low acuity. The use of this survey can help prioritize which clients should be given a full SPDAT assessment first. Because it is a self-reported survey, no special training is required to use the VI-SPDAT.

Current versions available:

- VI-SPDAT V 2.0 for Individuals
- VI-SPDAT V 2.0 for Families
- VI-SPDAT V 1.0 for Youth

All versions are available online at

www.orgcode.com/products/vi-spdatt/

SPDAT Series

The Service Prioritization Decision Assistance Tool (SPDAT) was developed as an assessment tool for front-line workers at agencies that work with homeless clients to prioritize which of those clients should receive assistance first. The SPDAT tools are also designed to help guide case management and improve housing stability outcomes. They provide an in-depth assessment that relies on the assessor's ability to interpret responses and corroborate those with evidence. As a result, this tool may only be used by those who have received proper, up-to-date training provided by OrgCode Consulting, Inc. or an OrgCode certified trainer.

Current versions available:

- SPDAT V 4.0 for Individuals
- SPDAT V 2.0 for Families
- SPDAT V 1.0 for Youth

Information about all versions is available online at

www.orgcode.com/products/spdat/

SPDAT Training Series

To use the SPDAT, training by OrgCode or an OrgCode certified trainer is required. We provide training on a wide variety of topics over a variety of mediums.

The full-day in-person SPDAT Level 1 training provides you the opportunity to bring together as many people as you want to be trained for one low fee. The webinar training allows for a maximum of 15 different computers to be logged into the training at one time. We also offer online courses for individuals that you can do at your own speed.

The training gives you the manual, case studies, application to current practice, a review of each component of the tool, conversation guidance with prospective clients – and more!

Current SPDAT training available:

- Level 0 SPDAT Training: VI-SPDAT for Frontline Workers
- Level 1 SPDAT Training: SPDAT for Frontline Workers
- Level 2 SPDAT Training: SPDAT for Supervisors
- Level 3 SPDAT Training: SPDAT for Trainers

Other related training available:

- Excellence in Housing-Based Case Management
- Coordinated Access & Common Assessment
- Motivational Interviewing
- Objective-Based Interactions

More information about SPDAT training, including pricing, is available online at

<http://www.orgcode.com/product-category/training/spdat/>

Administration

Interviewer's Name _____	Agency _____	<input type="checkbox"/> Team <input type="checkbox"/> Staff <input type="checkbox"/> Volunteer
Survey Date DD/MM/YYYY ____/____/____	Survey Time ____ : ____ AM/PM	Survey Location _____

Opening Script

Every assessor in your community regardless of organization completing the VI-SPDAT should use the same introductory script. In that script you should highlight the following information:

- the name of the assessor and their affiliation (organization that employs them, volunteer as part of a Point in Time Count, etc.)
- the purpose of the VI-SPDAT being completed
- that it usually takes less than 7 minutes to complete
- that only "Yes," "No," or one-word answers are being sought
- that any question can be skipped or refused
- where the information is going to be stored
- that if the participant does not understand a question that clarification can be provided
- the importance of relaying accurate information to the assessor and not feeling that there is a correct or preferred answer that they need to provide, nor information they need to conceal

Basic Information

PARENT 1	First Name	Nickname	Last Name

	In what language do you feel best able to express yourself? _____		
	Date of Birth DD/MM/YYYY ____/____/____	Age _____	Social Security Number _____ <input type="checkbox"/> Yes <input type="checkbox"/> No
PARENT 2	<input type="checkbox"/> No second parent currently part of the household		
	First Name	Nickname	Last Name

	In what language do you feel best able to express yourself? _____		
	Date of Birth DD/MM/YYYY ____/____/____	Age _____	Social Security Number _____ <input type="checkbox"/> Yes <input type="checkbox"/> No
IF EITHER HEAD OF HOUSEHOLD IS 60 YEARS OF AGE OR OLDER, THEN SCORE 1.			SCORE: <div style="border: 1px solid black; width: 100px; height: 30px; margin-top: 5px;"></div>

Children

1. How many children under the age of 18 are currently with you? _____ ☐ Refused
2. How many children under the age of 18 are not currently with your family, but you have reason to believe they will be joining you when you get housed? _____ ☐ Refused
3. **IF HOUSEHOLD INCLUDES A FEMALE:** Is any member of the family currently pregnant? ☐ Y ☐ N ☐ Refused
4. Please provide a list of children's names and ages:

First Name	Last Name	Age	Date of Birth
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

IF THERE IS A SINGLE PARENT WITH 2+ CHILDREN, AND/OR A CHILD AGED 11 OR YOUNGER, AND/OR A CURRENT PREGNANCY, THEN SCORE 1 FOR **FAMILY SIZE**.

SCORE:

IF THERE ARE TWO PARENTS WITH 3+ CHILDREN, AND/OR A CHILD AGED 6 OR YOUNGER, AND/OR A CURRENT PREGNANCY, THEN SCORE 1 FOR **FAMILY SIZE**.

A. History of Housing and Homelessness

5. Where do you and your family sleep most frequently? (check one)
 - ☐ Shelters
 - ☐ Transitional Housing
 - ☐ Safe Haven
 - ☐ **Outdoors**
 - ☐ **Other (specify):** _____
 - ☐ **Refused**

IF THE PERSON ANSWERS ANYTHING OTHER THAN "SHELTER", "TRANSITIONAL HOUSING", OR "SAFE HAVEN", THEN SCORE 1.

SCORE:

6. How long has it been since you and your family lived in permanent stable housing? _____ ☐ Refused
7. In the last three years, how many times have you and your family been homeless? _____ ☐ Refused

IF THE FAMILY HAS EXPERIENCED 1 OR MORE CONSECUTIVE YEARS OF HOMELESSNESS, AND/OR 4+ EPISODES OF HOMELESSNESS, THEN SCORE 1.

SCORE:

B. Risks

8. In the past six months, how many times have you or anyone in your family...

- a) Received health care at an emergency department/room? _____ ☐ Refused
- b) Taken an ambulance to the hospital? _____ ☐ Refused
- c) Been hospitalized as an inpatient? _____ ☐ Refused
- d) Used a crisis service, including sexual assault crisis, mental health crisis, family/intimate violence, distress centers and suicide prevention hotlines? _____ ☐ Refused
- e) Talked to police because they witnessed a crime, were the victim of a crime, or the alleged perpetrator of a crime or because the police told them that they must move along? _____ ☐ Refused
- f) Stayed one or more nights in a holding cell, jail or prison, whether that was a short-term stay like the drunk tank, a longer stay for a more serious offence, or anything in between? _____ ☐ Refused

IF THE TOTAL NUMBER OF INTERACTIONS EQUALS 4 OR MORE, THEN SCORE 1 FOR **EMERGENCY SERVICE USE.**

SCORE:

- 9. Have you or anyone in your family been attacked or beaten up since they've become homeless? ☐ Y ☐ N ☐ Refused
- 10. Have you or anyone in your family threatened to or tried to harm themselves or anyone else in the last year? ☐ Y ☐ N ☐ Refused

IF "YES" TO ANY OF THE ABOVE, THEN SCORE 1 FOR **RISK OF HARM.**

SCORE:

- 11. Do you or anyone in your family have any legal stuff going on right now that may result in them being locked up, having to pay fines, or that make it more difficult to rent a place to live? ☐ Y ☐ N ☐ Refused

IF "YES," THEN SCORE 1 FOR **LEGAL ISSUES.**

SCORE:

- 12. Does anybody force or trick you or anyone in your family to do things that you do not want to do? ☐ Y ☐ N ☐ Refused
- 13. Do you or anyone in your family ever do things that may be considered to be risky like exchange sex for money, run drugs for someone, have unprotected sex with someone they don't know, share a needle, or anything like that? ☐ Y ☐ N ☐ Refused

IF "YES" TO ANY OF THE ABOVE, THEN SCORE 1 FOR **RISK OF EXPLOITATION.**

SCORE:

C. Socialization & Daily Functioning

14. Is there any person, past landlord, business, bookie, dealer, or government group like the IRS that thinks you or anyone in your family owe them money? ☐ **Y** ☐ **N** ☐ Refused

15. Do you or anyone in your family get any money from the government, a pension, an inheritance, working under the table, a regular job, or anything like that? ☐ **Y** ☒ **N** ☐ Refused

IF "YES" TO QUESTION 14 OR "NO" TO QUESTION 15, THEN SCORE 1 FOR **MONEY MANAGEMENT**.

SCORE:

16. Does everyone in your family have planned activities, other than just surviving, that make them feel happy and fulfilled? ☐ **Y** ☒ **N** ☐ Refused

IF "NO," THEN SCORE 1 FOR **MEANINGFUL DAILY ACTIVITY**.

SCORE:

17. Is everyone in your family currently able to take care of basic needs like bathing, changing clothes, using a restroom, getting food and clean water and other things like that? ☐ **Y** ☒ **N** ☐ Refused

IF "NO," THEN SCORE 1 FOR **SELF-CARE**.

SCORE:

18. Is your family's current homelessness in any way caused by a relationship that broke down, an unhealthy or abusive relationship, or because other family or friends caused your family to become evicted? ☐ **Y** ☐ **N** ☐ Refused

IF "YES," THEN SCORE 1 FOR **SOCIAL RELATIONSHIPS**.

SCORE:

D. Wellness

19. Has your family ever had to leave an apartment, shelter program, or other place you were staying because of the physical health of you or anyone in your family? ☐ **Y** ☐ **N** ☐ Refused

20. Do you or anyone in your family have any chronic health issues with your liver, kidneys, stomach, lungs or heart? ☐ **Y** ☐ **N** ☐ Refused

21. If there was space available in a program that specifically assists people that live with HIV or AIDS, would that be of interest to you or anyone in your family? ☐ **Y** ☐ **N** ☐ Refused

22. Does anyone in your family have any physical disabilities that would limit the type of housing you could access, or would make it hard to live independently because you'd need help? ☐ **Y** ☐ **N** ☐ Refused

23. When someone in your family is sick or not feeling well, does your family avoid getting medical help? ☐ **Y** ☐ **N** ☐ Refused

IF "YES" TO ANY OF THE ABOVE, THEN SCORE 1 FOR **PHYSICAL HEALTH**.

SCORE:

VULNERABILITY INDEX - SERVICE PRIORITIZATION DECISION ASSISTANCE TOOL (VI-SPDAT)

FAMILIES

AMERICAN VERSION 2.0

24. Has drinking or drug use by you or anyone in your family led your family to being kicked out of an apartment or program where you were staying in the past? ☐ Y ☐ N ☐ Refused

25. Will drinking or drug use make it difficult for your family to stay housed or afford your housing? ☐ Y ☐ N ☐ Refused

IF "YES" TO ANY OF THE ABOVE, THEN SCORE 1 FOR **SUBSTANCE USE**.

SCORE:

26. Has your family ever had trouble maintaining your housing, or been kicked out of an apartment, shelter program or other place you were staying, because of:

a) A mental health issue or concern? ☐ Y ☐ N ☐ Refused

b) A past head injury? ☐ Y ☐ N ☐ Refused

c) A learning disability, developmental disability, or other impairment? ☐ Y ☐ N ☐ Refused

27. Do you or anyone in your family have any mental health or brain issues that would make it hard for your family to live independently because help would be needed? ☐ Y ☐ N ☐ Refused

IF "YES" TO ANY OF THE ABOVE, THEN SCORE 1 FOR **MENTAL HEALTH**.

SCORE:

28. *IF THE FAMILY SCORED 1 EACH FOR PHYSICAL HEALTH, SUBSTANCE USE, AND MENTAL HEALTH:* Does any single member of your household have a medical condition, mental health concerns, **and** experience with substance use? ☐ Y ☐ N ☐ N/A or Refused

IF "YES", SCORE 1 FOR **TRI-MORBIDITY**.

SCORE:

29. Are there any medications that a doctor said you or anyone in your family should be taking that, for whatever reason, they are not taking? ☐ Y ☐ N ☐ Refused

30. Are there any medications like painkillers that you or anyone in your family don't take the way the doctor prescribed or where they sell the medication? ☐ Y ☐ N ☐ Refused

IF "YES" TO ANY OF THE ABOVE, SCORE 1 FOR **MEDICATIONS**.

SCORE:

31. *YES OR NO:* Has your family's current period of homelessness been caused by an experience of emotional, physical, psychological, sexual, or other type of abuse, or by any other trauma you or anyone in your family have experienced? ☐ Y ☐ N ☐ Refused

IF "YES", SCORE 1 FOR **ABUSE AND TRAUMA**.

SCORE:

E. Family Unit

32. Are there any children that have been removed from the family by a child protection service within the last 180 days? ☐ Y ☐ N ☐ Refused

33. Do you have any family legal issues that are being resolved in court or need to be resolved in court that would impact your housing or who may live within your housing? ☐ Y ☐ N ☐ Refused

IF "YES" TO ANY OF THE ABOVE, SCORE 1 FOR FAMILY LEGAL ISSUES.

SCORE:

34. In the last 180 days have any children lived with family or friends because of your homelessness or housing situation? ☐ Y ☐ N ☐ Refused

35. Has any child in the family experienced abuse or trauma in the last 180 days? ☐ Y ☐ N ☐ Refused

36. IF THERE ARE SCHOOL-AGED CHILDREN: Do your children attend school more often than not each week? ☐ Y ☐ N ☐ N/A or Refused

IF "YES" TO ANY OF QUESTIONS 34 OR 35, OR "NO" TO QUESTION 36, SCORE 1 FOR NEEDS OF CHILDREN.

SCORE:

37. Have the members of your family changed in the last 180 days, due to things like divorce, your kids coming back to live with you, someone leaving for military service or incarceration, a relative moving in, or anything like that? ☐ Y ☐ N ☐ Refused

38. Do you anticipate any other adults or children coming to live with you within the first 180 days of being housed? ☐ Y ☐ N ☐ Refused

IF "YES" TO ANY OF THE ABOVE, SCORE 1 FOR FAMILY STABILITY.

SCORE:

39. Do you have two or more planned activities each week as a family such as outings to the park, going to the library, visiting other family, watching a family movie, or anything like that? ☐ Y ☐ N ☐ Refused

40. After school, or on weekends or days when there isn't school, is the total time children spend each day where there is no interaction with you or another responsible adult...

a) 3 or more hours per day for children aged 13 or older? ☐ Y ☐ N ☐ Refused

b) 2 or more hours per day for children aged 12 or younger? ☐ Y ☐ N ☐ Refused

41. IF THERE ARE CHILDREN BOTH 12 AND UNDER & 13 AND OVER: Do your older kids spend 2 or more hours on a typical day helping their younger sibling(s) with things like getting ready for school, helping with homework, making them dinner, bathing them, or anything like that? ☐ Y ☐ N ☐ N/A or Refused

IF "NO" TO QUESTION 39, OR "YES" TO ANY OF QUESTIONS 40 OR 41, SCORE 1 FOR PARENTAL ENGAGEMENT.

SCORE:

Scoring Summary

DOMAIN	SUBTOTAL	RESULTS
PRE-SURVEY	/2	Score: Recommendation: 0-3 no housing intervention 4-8 an assessment for Rapid Re-Housing 9+ an assessment for Permanent Supportive Housing/Housing First
A. HISTORY OF HOUSING & HOMELESSNESS	/2	
B. RISKS	/4	
C. SOCIALIZATION & DAILY FUNCTIONS	/4	
D. WELLNESS	/6	
E. FAMILY UNIT	/4	
GRAND TOTAL:	/22	

Follow-Up Questions

On a regular day, where is it easiest to find you and what time of day is easiest to do so?	place: _____ time: ____ : ____ or Morning/Afternoon/Evening/Night
Is there a phone number and/or email where someone can safely get in touch with you or leave you a message?	phone: (____) _____ - _____ email: _____
Ok, now I'd like to take your picture so that it is easier to find you and confirm your identity in the future. May I do so?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Refused

Communities are encouraged to think of additional questions that may be relevant to the programs being operated or your specific local context. This may include questions related to:

- military service and nature of discharge
- ageing out of care
- mobility issues
- legal status in country
- income and source of it
- current restrictions on where a person can legally reside
- children that may reside with the adult at some point in the future
- safety planning

Appendix A: About the VI-SPDAT

The HEARTH Act and federal regulations require communities to have an assessment tool for coordinated entry - and the VI-SPDAT and SPDAT meet these requirements. Many communities have struggled to comply with this requirement, which demands an investment of considerable time, resources and expertise. Others are making it up as they go along, using “gut instincts” in lieu of solid evidence. Communities need a practical, evidence-informed way to satisfy federal regulations while quickly implementing an effective approach to access and assessment. The VI-SPDAT is a first-of-its-kind tool designed to fill this need, helping communities end homelessness in a quick, strategic fashion.

The VI-SPDAT

The VI-SPDAT was initially created by combining the elements of the Vulnerability Index which was created and implemented by Community Solutions broadly in the 100,000 Homes Campaign, and the SPDAT Prescreen Instrument that was part of the Service Prioritization Decision Assistance Tool. The combination of these two instruments was performed through extensive research and development, and testing. The development process included the direct voice of hundreds of persons with lived experience.

The VI-SPDAT examines factors of current vulnerability and future housing stability. It follows the structure of the SPDAT assessment tool, and is informed by the same research backbone that supports the SPDAT - almost 300 peer reviewed published journal articles, government reports, clinical and quasi-clinical assessment tools, and large data sets. The SPDAT has been independently tested, as well as internally reviewed. The data overwhelmingly shows that when the SPDAT is used properly, housing outcomes are better than when no assessment tool is used.

The VI-SPDAT is a triage tool. It highlights areas of higher acuity, thereby helping to inform the type of support and housing intervention that may be most beneficial to improve long term housing outcomes. It also helps inform the order - or priority - in which people should be served. The VI-SPDAT does not make decisions; it informs decisions. The VI-SPDAT provides data that communities, service providers, and people experiencing homelessness can use to help determine the best course of action next.

Version 2

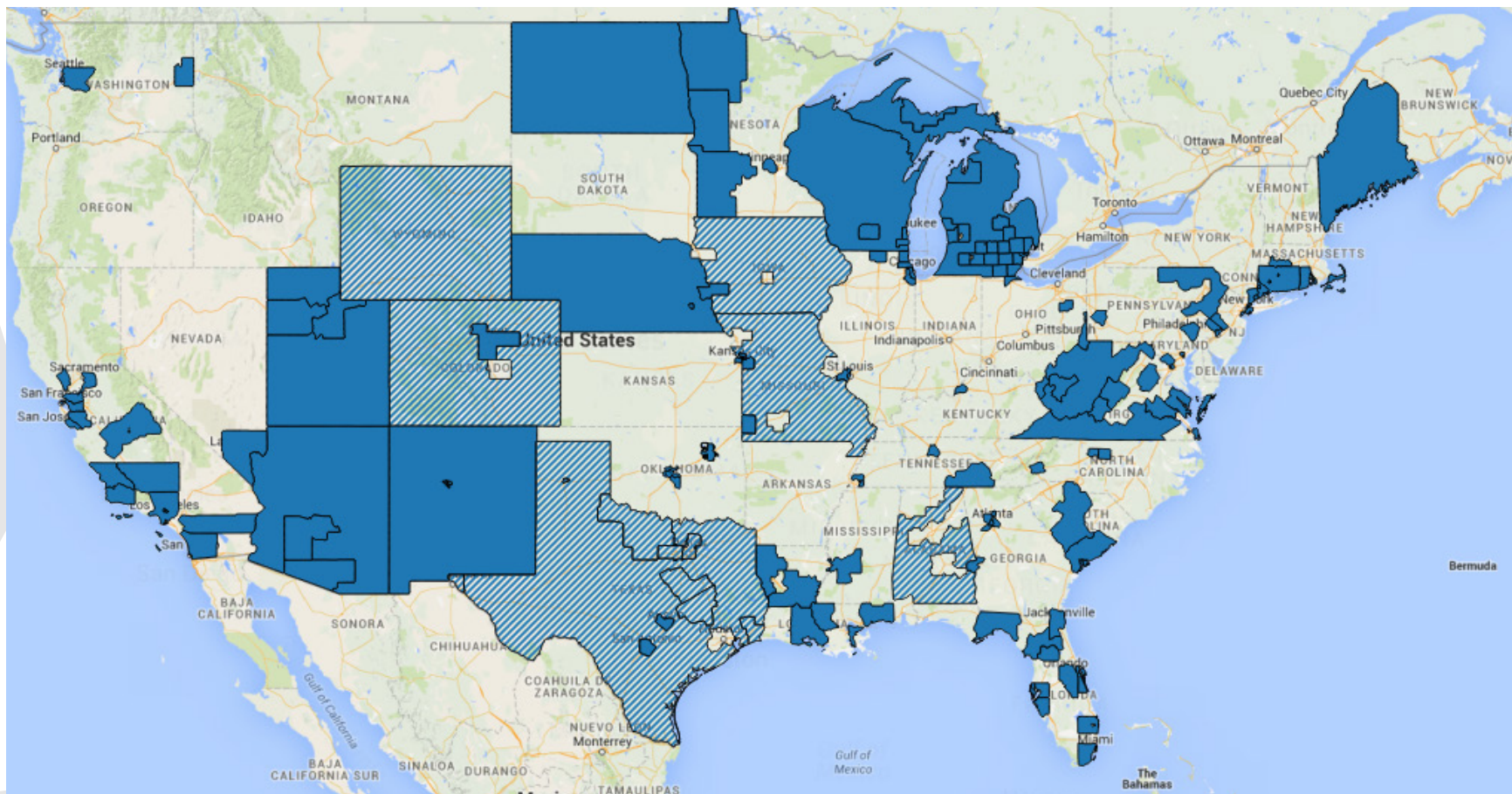
Version 2 builds upon the success of Version 1 of the VI-SPDAT with some refinements. Starting in August 2014, a survey was launched of existing VI-SPDAT users to get their input on what should be amended, improved, or maintained in the tool. Analysis was completed across all of these responses. Further research was conducted. Questions were tested and refined over several months, again including the direct voice of persons with lived experience and frontline practitioners. Input was also gathered from senior government officials that create policy and programs to help ensure alignment with guidelines and funding requirements.

You will notice some differences in Version 2 compared to Version 1. Namely:

- it is shorter, usually taking less than 7 minutes to complete;
- subjective elements through observation are now gone, which means the exact same instrument can be used over the phone or in-person;
- medical, substance use, and mental health questions are all refined;
- you can now explicitly see which component of the full SPDAT each VI-SPDAT question links to; and,
- the scoring range is slightly different (Don't worry, we can provide instructions on how these relate to results from Version 1).

Appendix B: Where the VI-SPDAT is being used in the United States

Since the VI-SPDAT is provided completely free of charge, and no training is required, any community is able to use the VI-SPDAT without the explicit permission of Community Solutions or OrgCode Consulting, Inc. As a result, the VI-SPDAT is being used in more communities than we know of. It is also being used in Canada and Australia.



VULNERABILITY INDEX - SERVICE PRIORITIZATION DECISION ASSISTANCE TOOL (VI-SPDAT)

FAMILIES

AMERICAN VERSION 2.0

A partial list of continua of care (CoCs) in the US where we know the VI-SPDAT is being used includes:

Alabama

- Parts of Alabama Balance of State

Arizona

- Statewide

California

- San Jose/Santa Clara City & County
- San Francisco
- Oakland/Alameda County
- Sacramento City & County
- Richmond/Contra Costa County
- Watsonville/Santa Cruz City & County
- Fresno/Madera County
- Napa City & County
- Los Angeles City & County
- San Diego
- Santa Maria/Santa Barbara County
- Bakersfield/Kern County
- Pasadena
- Riverside City & County
- Glendale
- San Luis Obispo County

Colorado

- Metropolitan Denver Homeless Initiative
- Parts of Colorado Balance of State

Connecticut

- Hartford
- Bridgeport/Stratford/Fairfield
- Connecticut Balance of State
- Norwalk/Fairfield County
- Stamford/Greenwich
- City of Waterbury

District of Columbia

- District of Columbia

Florida

- Sarasota/Bradenton/Manatee, Sarasota Counties
- Tampa/Hillsborough County
- St. Petersburg/Clearwater/Largo/Pinellas County
- Tallahassee/Leon County
- Orlando/Orange, Osceola, Seminole Counties
- Gainesville/Alachua, Putnam Counties
- Jacksonville-Duval, Clay Counties
- Palm Bay/Melbourne/Brevard County
- Ocala/Marion County
- Miami/Dade County
- West Palm Beach/Palm Beach County

Georgia

- Atlanta County
- Fulton County
- Columbus-Muscogee/Russell County
- Marietta/Cobb County
- DeKalb County

Hawaii

- Honolulu

Illinois

- Rockford/Winnebago, Boone Counties
- Waukegan/North Chicago/Lake County
- Chicago
- Cook County

Iowa

- Parts of Iowa Balance of State

Kansas

- Kansas City/Wyandotte County

Kentucky

- Louisville/Jefferson County

Louisiana

- Lafayette/Acadiana
- Shreveport/Bossier/Northwest
- New Orleans/Jefferson Parish
- Baton Rouge
- Alexandria/Central Louisiana CoC

Massachusetts

- Cape Cod Islands
- Springfield/Holyoke/Chicopee/Westfield/Hampden County

Maryland

- Baltimore City
- Montgomery County

Maine

- Statewide

Michigan

- Statewide

Minnesota

- Minneapolis/Hennepin County
- Northwest Minnesota
- Moorhead/West Central Minnesota
- Southwest Minnesota

Missouri

- St. Louis County
- St. Louis City
- Joplin/Jasper, Newton Counties
- Kansas City/Independence/Lee's Summit/Jackson County
- Parts of Missouri Balance of State

Mississippi

- Jackson/Rankin, Madison Counties
- Gulf Port/Gulf Coast Regional

North Carolina

- Winston Salem/Forsyth County
- Asheville/Buncombe County
- Greensboro/High Point

North Dakota

- Statewide

Nebraska

- Statewide

New Mexico

- Statewide

Nevada

- Las Vegas/Clark County

New York

- New York City
- Yonkers/Mount Vernon/New Rochelle/Westchester County

Ohio

- Toledo/Lucas County
- Canton/Massillon/Alliance/Stark County

Oklahoma

- Tulsa City & County/Broken Arrow
- Oklahoma City
- Norman/Cleveland County

Pennsylvania

- Philadelphia
- Lower Marion/Norristown/Abington/Montgomery County
- Allentown/Northeast Pennsylvania
- Lancaster City & County
- Bristol/Bensalem/Bucks County
- Pittsburgh/McKeesport/Penn Hills/Allegheny County

Rhode Island

- Statewide

South Carolina

- Charleston/Low Country
- Columbia/Midlands

Tennessee

- Chattanooga/Southeast Tennessee
- Memphis/Shelby County
- Nashville/Davidson County

Texas

- San Antonio/Bexar County
- Austin/Travis County
- Dallas City & County/Irving
- Fort Worth/Arlington/Tarrant County
- El Paso City and County
- Waco/McLennan County
- Texas Balance of State
- Amarillo
- Wichita Falls/Wise, Palo Pinto, Wichita, Archer Counties
- Bryan/College Station/Brazos Valley
- Beaumont/Port Arthur/South East Texas

Utah

- Statewide

Virginia

- Richmond/Henrico, Chesterfield, Hanover Counties
- Roanoke City & County/Salem
- Virginia Beach
- Portsmouth
- Virginia Balance of State
- Arlington County

Washington

- Seattle/King County
- Spokane City & County

Wisconsin

- Statewide

West Virginia

- Statewide

Wyoming

- Wyoming Statewide is in the process of implementing

**Transition Age Youth -
Vulnerability Index -
Service Prioritization Decision Assistance Tool
(TAY-VI-SPDAT)**

“Next Step Tool for Homeless Youth”

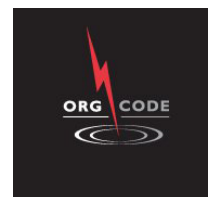
AMERICAN VERSION 1.0

©2015 OrgCode Consulting Inc., Corporation for Supportive Housing,
Community Solutions, and Eric Rice, USC School of Social Work. All rights reserved.
1 (800) 355-0420 info@orgcode.com www.orgcode.com

**COMMUNITY
SOLUTIONS**



Eric Rice, PhD



Welcome to the SPDAT Line of Products

The Service Prioritization Decision Assistance Tool (SPDAT) has been around in various incarnations for over a decade, before being released to the public in 2010. Since its initial release, the use of the SPDAT has been expanding exponentially and is now used in over one thousand communities across the United States, Canada, and Australia.

More communities using the tool means there is an unprecedented demand for versions of the SPDAT, customized for specific client groups or types of users. With the release of SPDAT V4, there have been more current versions of SPDAT products than ever before.

VI-SPDAT Series

The Vulnerability Index – Service Prioritization Decision Assistance Tool (VI-SPDAT) was developed as a pre-screening tool for communities that are very busy and do not have the resources to conduct a full SPDAT assessment for every client. It was made in collaboration with Community Solutions, creators of the Vulnerability Index, as a brief survey that can be conducted to quickly determine whether a client has high, moderate, or low acuity. The use of this survey can help prioritize which clients should be given a full SPDAT assessment first. Because it is a self-reported survey, no special training is required to use the VI-SPDAT.

Current versions available:

- VI-SPDAT V 2.0
- Family VI-SPDAT V 2.0
- Next Step Tool for Homeless Youth V 1.0

All versions are available online at

www.orgcode.com/products/vi-spdatt/

SPDAT Series

The Service Prioritization Decision Assistance Tool (SPDAT) was developed as an assessment tool for front-line workers at agencies that work with homeless clients to prioritize which of those clients should receive assistance first. The SPDAT tools are also designed to help guide case management and improve housing stability outcomes. They provide an in-depth assessment that relies on the assessor's ability to interpret responses and corroborate those with evidence. As a result, this tool may only be used by those who have received proper, up-to-date training provided by OrgCode Consulting, Inc. or an OrgCode certified trainer.

Current versions available:

- SPDAT V 4.0 for Individuals
- F-SPDAT V 2.0 for Families
- Y-SPDAT V 1.0 for Youth

Information about all versions is available online at

www.orgcode.com/products/spdat/

SPDAT Training Series

To use the SPDAT assessment product, training by OrgCode or an OrgCode certified trainer is required. We provide training on a wide variety of topics over a variety of mediums.

The full-day in-person SPDAT Level 1 training provides you the opportunity to bring together as many people as you want to be trained for one low fee. The webinar training allows for a maximum of 15 different computers to be logged into the training at one time. We also offer online courses for individuals that you can do at your own speed.

The training gives you the manual, case studies, application to current practice, a review of each component of the tool, conversation guidance with prospective clients – and more!

Current SPDAT training available:

- Level 0 SPDAT Training: VI-SPDAT for Frontline Workers
- Level 1 SPDAT Training: SPDAT for Frontline Workers
- Level 2 SPDAT Training: SPDAT for Supervisors
- Level 3 SPDAT Training: SPDAT for Trainers

Other related training available:

- Excellence in Housing-Based Case Management
- Coordinated Access & Common Assessment
- Motivational Interviewing
- Objective-Based Interactions

More information about SPDAT training, including pricing, is available online at

<http://www.orgcode.com/product-category/training/spdat/>

The TAY-VI-SPDAT – The Next Step Tool for Homeless Youth

OrgCode Consulting, Inc. and Community Solutions joined forces with the Corporation for Supportive Housing (CSH) to combine the best parts of products and expertise to create one streamlined triage tool designed specifically for youth aged 24 or younger.

Administration

Interviewer's Name _____	Agency _____	<input type="checkbox"/> Team <input type="checkbox"/> Staff <input type="checkbox"/> Volunteer
Survey Date DD/MM/YYYY ____/____/____	Survey Time ____ : ____ AM/PM	Survey Location _____

Opening Script

Every assessor in your community regardless of organization completing the VI-SPDAT should use the same introductory script. In that script you should highlight the following information:

- the name of the assessor and their affiliation (organization that employs them, volunteer as part of a Point in Time Count, etc.)
- the purpose of the VI-SPDAT being completed
- that it usually takes less than 7 minutes to complete
- that only "Yes," "No," or one-word answers are being sought
- that any question can be skipped or refused
- where the information is going to be stored
- that if the participant does not understand a question that clarification can be provided
- the importance of relaying accurate information to the assessor and not feeling that there is a correct or preferred answer that they need to provide, nor information they need to conceal

Basic Information

First Name _____	Nickname _____	Last Name _____
In what language do you feel best able to express yourself? _____		
Date of Birth DD/MM/YYYY ____/____/____	Age _____	Social Security Number _____
		Consent to participate <input type="checkbox"/> Yes <input type="checkbox"/> No

IF THE PERSON IS 17 YEARS OF AGE OR LESS, THEN SCORE 1.

SCORE:

A. History of Housing and Homelessness

1. Where do you sleep most frequently? (check one)

- ☐ Shelters ☐ Couch surfing ☐ Other (specify): _____
☐ Transitional Housing ☐ Outdoors
☐ Safe Haven ☐ Refused

IF THE PERSON ANSWERS ANYTHING OTHER THAN "SHELTER", "TRANSITIONAL HOUSING", OR "SAFE HAVEN", THEN SCORE 1.

SCORE:

2. How long has it been since you lived in permanent stable housing? _____ ☐ Refused

3. In the last three years, how many times have you been homeless? _____ ☐ Refused

IF THE PERSON HAS EXPERIENCED 1 OR MORE CONSECUTIVE YEARS OF HOMELESSNESS, AND/OR 4+ EPISODES OF HOMELESSNESS, THEN SCORE 1.

SCORE:

B. Risks

4. In the past six months, how many times have you...

- a) Received health care at an emergency department/room? _____ ☐ Refused
 b) Taken an ambulance to the hospital? _____ ☐ Refused
 c) Been hospitalized as an inpatient? _____ ☐ Refused
 d) Used a crisis service, including sexual assault crisis, mental health crisis, family/intimate violence, distress centers and suicide prevention hotlines? _____ ☐ Refused
 e) Talked to police because you witnessed a crime, were the victim of a crime, or the alleged perpetrator of a crime or because the police told you that you must move along? _____ ☐ Refused
 f) Stayed one or more nights in a holding cell, jail, prison or juvenile detention, whether it was a short-term stay like the drunk tank, a longer stay for a more serious offence, or anything in between? _____ ☐ Refused

IF THE TOTAL NUMBER OF INTERACTIONS EQUALS 4 OR MORE, THEN SCORE 1 FOR EMERGENCY SERVICE USE.

SCORE:

5. Have you been attacked or beaten up since you've become homeless? ☐ Y ☐ N ☐ Refused

6. Have you threatened to or tried to harm yourself or anyone else in the last year? ☐ Y ☐ N ☐ Refused

IF "YES" TO ANY OF THE ABOVE, THEN SCORE 1 FOR RISK OF HARM.

SCORE:

7. Do you have any legal stuff going on right now that may result in you being locked up, having to pay fines, or that make it more difficult to rent a place to live? ☐ Y ☐ N ☐ Refused
8. Were you ever incarcerated when younger than age 18? ☐ Y ☐ N ☐ Refused

IF "YES" TO ANY OF THE ABOVE, THEN SCORE 1 FOR **LEGAL ISSUES**.

SCORE:

9. Does anybody force or trick you to do things that you do not want to do? ☐ Y ☐ N ☐ Refused
10. Do you ever do things that may be considered to be risky like exchange sex for money, food, drugs, or a place to stay, run drugs for someone, have unprotected sex with someone you don't know, share a needle, or anything like that? ☐ Y ☐ N ☐ Refused

IF "YES" TO ANY OF THE ABOVE, THEN SCORE 1 FOR **RISK OF EXPLOITATION**.

SCORE:

C. Socialization & Daily Functioning

11. Is there any person, past landlord, business, bookie, dealer, or government group like the IRS that thinks you owe them money? ☐ Y ☐ N ☐ Refused
12. Do you get any money from the government, an inheritance, an allowance, working under the table, a regular job, or anything like that? ☐ Y ☐ N ☐ Refused

IF "YES" TO QUESTION 11 OR "NO" TO QUESTION 12, THEN SCORE 1 FOR **MONEY MANAGEMENT**.

SCORE:

13. Do you have planned activities, other than just surviving, that make you feel happy and fulfilled? ☐ Y ☐ N ☐ Refused

IF "NO," THEN SCORE 1 FOR **MEANINGFUL DAILY ACTIVITY**.

SCORE:

14. Are you currently able to take care of basic needs like bathing, changing clothes, using a restroom, getting food and clean water and other things like that? ☐ Y ☐ N ☐ Refused

IF "NO," THEN SCORE 1 FOR **SELF-CARE**.

SCORE:

15. Is your current lack of stable housing...

- a) Because you ran away from your family home, a group home or a foster home? ☐ **Y** ☐ N ☐ Refused
- b) Because of a difference in religious or cultural beliefs from your parents, guardians or caregivers? ☐ **Y** ☐ N ☐ Refused
- c) Because your family or friends caused you to become homeless? ☐ **Y** ☐ N ☐ Refused
- d) Because of conflicts around gender identity or sexual orientation? ☐ **Y** ☐ N ☐ Refused

IF "YES" TO ANY OF THE ABOVE, THEN SCORE 1 FOR **SOCIAL RELATIONSHIPS**.

SCORE:

- e) Because of violence at home between family members? ☐ **Y** ☐ N ☐ Refused
- f) Because of an unhealthy or abusive relationship, either at home or elsewhere? ☐ **Y** ☐ N ☐ Refused

IF "YES" TO ANY OF THE ABOVE, THEN SCORE 1 FOR **ABUSE/TRAUMA**.

SCORE:

D. Wellness

- 16. Have you ever had to leave an apartment, shelter program, or other place you were staying because of your physical health? ☐ **Y** ☐ N ☐ Refused
- 17. Do you have any chronic health issues with your liver, kidneys, stomach, lungs or heart? ☐ **Y** ☐ N ☐ Refused
- 18. If there was space available in a program that specifically assists people that live with HIV or AIDS, would that be of interest to you? ☐ **Y** ☐ N ☐ Refused
- 19. Do you have any physical disabilities that would limit the type of housing you could access, or would make it hard to live independently because you'd need help? ☐ **Y** ☐ N ☐ Refused
- 20. When you are sick or not feeling well, do you avoid getting medical help? ☐ **Y** ☐ N ☐ Refused
- 21. Are you currently pregnant, have you ever been pregnant, or have you ever gotten someone pregnant? ☐ **Y** ☐ N ☐ Refused

IF "YES" TO ANY OF THE ABOVE, THEN SCORE 1 FOR **PHYSICAL HEALTH**.

SCORE:

NEXT STEP TOOL FOR HOMELESS YOUTH

SINGLE YOUTH

AMERICAN VERSION 1.0

22. Has your drinking or drug use led you to being kicked out of an apartment or program where you were staying in the past? ☐ **Y** ☐ N ☐ Refused
23. Will drinking or drug use make it difficult for you to stay housed or afford your housing? ☐ **Y** ☐ N ☐ Refused
24. If you've ever used marijuana, did you ever try it at age 12 or younger? ☐ **Y** ☐ N ☐ Refused

IF "YES" TO ANY OF THE ABOVE, THEN SCORE 1 FOR **SUBSTANCE USE**.

SCORE:

25. Have you ever had trouble maintaining your housing, or been kicked out of an apartment, shelter program or other place you were staying, because of:

- a) A mental health issue or concern? ☐ **Y** ☐ N ☐ Refused
- b) A past head injury? ☐ **Y** ☐ N ☐ Refused
- c) A learning disability, developmental disability, or other impairment? ☐ **Y** ☐ N ☐ Refused

26. Do you have any mental health or brain issues that would make it hard for you to live independently because you'd need help? ☐ **Y** ☐ N ☐ Refused

IF "YES" TO ANY OF THE ABOVE, THEN SCORE 1 FOR **MENTAL HEALTH**.

SCORE:

IF THE RESPONENT SCORED 1 FOR **PHYSICAL HEALTH** AND 1 FOR **SUBSTANCE USE** AND 1 FOR **MENTAL HEALTH**, SCORE 1 FOR **TRI-MORBIDITY**.

SCORE:

27. Are there any medications that a doctor said you should be taking that, for whatever reason, you are not taking? ☐ **Y** ☐ N ☐ Refused
28. Are there any medications like painkillers that you don't take the way the doctor prescribed or where you sell the medication? ☐ **Y** ☐ N ☐ Refused

IF "YES" TO ANY OF THE ABOVE, SCORE 1 FOR **MEDICATIONS**.

SCORE:

Scoring Summary

DOMAIN	SUBTOTAL	RESULTS
PRE-SURVEY	/1	Score: Recommendation: 0-3: no moderate or high intensity services be provided at this time 4-7: assessment for time-limited supports with moderate intensity 8+: assessment for long-term housing with high service intensity
A. HISTORY OF HOUSING & HOMELESSNESS	/2	
B. RISKS	/4	
C. SOCIALIZATION & DAILY FUNCTIONS	/4	
D. WELLNESS	/6	
GRAND TOTAL:	/17	

Follow-Up Questions

On a regular day, where is it easiest to find you and what time of day is easiest to do so?	place: _____ time: ____ : ____ or Morning/Afternoon/Evening/Night
Is there a phone number and/or email where someone can get in touch with you or leave you a message?	phone: (____) _____ - _____ email: _____
Ok, now I'd like to take your picture so that it is easier to find you and confirm your identity in the future. May I do so?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Refused

Communities are encouraged to think of additional questions that may be relevant to the programs being operated or your specific local context. This may include questions related to:

- military service and nature of discharge
- ageing out of care
- mobility issues
- legal status in country
- income and source of it
- current restrictions on where a person can legally reside
- children that may reside with the youth at some point in the future
- safety planning

Appendix A: About the TAY-VI-SPDAT

The HEARTH Act and federal regulations require communities to have an assessment tool for coordinated entry - and the VI-SPDAT and SPDAT meet these requirements. Many communities have struggled to comply with this requirement, which demands an investment of considerable time, resources and expertise. Others are making it up as they go along, using “gut instincts” in lieu of solid evidence. Communities need practical, evidence-informed tools that enhance their ability to satisfy federal regulations and quickly implement an effective approach to access and assessment. The VI-SPDAT is a first-of-its-kind tool designed to fill this need, helping communities end homelessness in a quick, strategic fashion.

The VI-SPDAT

The VI-SPDAT was initially created by combining the elements of the Vulnerability Index which was created and implemented by Community Solutions broadly in the 100,000 Homes Campaign, and the SPDAT Prescreen Instrument that was part of the Service Prioritization Decision Assistance Tool. The combination of these two instruments was performed through extensive research and development, and testing. The development process included the direct voice of hundreds of persons with lived experience.

The VI-SPDAT examines factors of current vulnerability and future housing stability. It follows the structure of the SPDAT assessment tool, and is informed by the same research backbone that supports the SPDAT - almost 300 peer reviewed published journal articles, government reports, clinical and quasi-clinical assessment tools, and large data sets. The SPDAT has been independently tested, as well as internally reviewed. The data overwhelmingly shows that when the SPDAT is used properly, housing outcomes are better than when no assessment tool is used.

The VI-SPDAT is a triage tool. It highlights areas of higher acuity, thereby helping to inform the type of support and housing intervention that may be most beneficial to improve long term housing outcomes. It also helps inform the order - or priority - in which people should be served. The VI-SPDAT does not make decisions; it informs decisions. The VI-SPDAT provides data that communities, service providers, and people experiencing homelessness can use to help determine the best course of action next.

The Youth – Transition Age Youth Tool from CSH

Released in May 2013, the Corporation for Supportive Housing (CSH) partnered with Dr. Eric Rice, Assistant Professor at the University of Southern California (USC) School of Social Work, to develop a triage tool that targets homeless Transition Age Youth (TAY) for permanent supportive housing. It consists of six items associated with long-term homelessness (five or more years) among transition-aged youth (age 18-24).

Version 2 of the VI-SPDAT

Version 2 builds upon the success of Version 1 of the VI-SPDAT with some refinements. Starting in August 2014, a survey was launched of existing VI-SPDAT users to get their input on what should be amended, improved, or maintained in the tool.

Analysis was completed across all of these responses. Further research was conducted. Questions were tested and refined over several months, again including the direct voice of persons with lived experience and frontline practitioners. Input was also gathered from senior government officials that create policy and programs to help ensure alignment with guidelines and funding requirements.

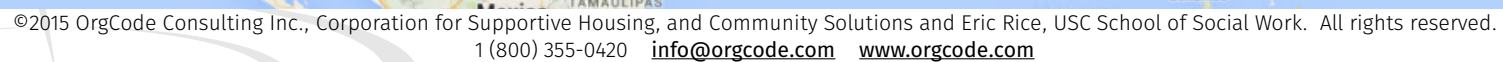
The TAY-VI-SPDAT – The Next Step Tool for Homeless Youth

One piece of feedback was the growing concern that youth tended to score lower on the VI-SPDAT, since the Vulnerability Index assesses risk of mortality which is less prevalent among younger populations. So, in version 2 of the VI-SPDAT, OrgCode Consulting, Inc. and Community Solutions joined forces with CSH to combine the best parts of the TAY, the VI, and the SPDAT to create one streamlined triage tool designed specifically for youth aged 24 or younger.

If you are familiar with the VI-SPDAT, you will notice some differences in the TAY-VI-SPDAT compared to VI-SPDAT version 1. Namely:

- it is shorter, usually taking less than 7 minutes to complete;
- subjective elements through observation are now gone, which means the exact same instrument can be used over the phone or in-person;
- medical, substance use, and mental health questions are all refined;
- you can now explicitly see which component of the full SPDAT each VI-SPDAT question links to; and,
- the scoring range is slightly different (Don't worry, we can provide instructions on how these relate to results from Version 1).

Since the VI-SPDAT is provided completely free of charge, and no training is required, any community is able to use the VI-SPDAT without the explicit permission of Community Solutions or OrgCode Consulting, Inc. As a result, the VI-SPDAT is being used in more communities than we know of. It is also being used in Canada and Australia.



A partial list of continua of care (CoCs) in the US where we know the VI-SPDAT is being used includes:

Alabama

- Parts of Alabama Balance of State

Arizona

- Statewide

California

- San Jose/Santa Clara City & County
- San Francisco
- Oakland/Alameda County
- Sacramento City & County
- Richmond/Contra Costa County
- Watsonville/Santa Cruz City & County
- Fresno/Madera County
- Napa City & County
- Los Angeles City & County
- San Diego
- Santa Maria/Santa Barbara County
- Bakersfield/Kern County
- Pasadena
- Riverside City & County
- Glendale
- San Luis Obispo County

Colorado

- Metropolitan Denver Homeless Initiative
- Parts of Colorado Balance of State

Connecticut

- Hartford
- Bridgeport/Stratford/Fairfield
- Connecticut Balance of State
- Norwalk/Fairfield County
- Stamford/Greenwich
- City of Waterbury

District of Columbia

- District of Columbia

Florida

- Sarasota/Bradenton/Manatee, Sarasota Counties
- Tampa/Hillsborough County
- St. Petersburg/Clearwater/Largo/Pinellas County
- Tallahassee/Leon County
- Orlando/Orange, Osceola, Seminole Counties
- Gainesville/Alachua, Putnam Counties
- Jacksonville-Duval, Clay Counties
- Palm Bay/Melbourne/Brevard County
- Ocala/Marion County
- Miami/Dade County
- West Palm Beach/Palm Beach County

Georgia

- Atlanta County
- Fulton County
- Columbus-Muscogee/Russell County
- Marietta/Cobb County
- DeKalb County

Hawaii

- Honolulu

Illinois

- Rockford/Winnebago, Boone Counties
- Waukegan/North Chicago/Lake County
- Chicago
- Cook County

Iowa

- Parts of Iowa Balance of State

Kansas

- Kansas City/Wyandotte County

Kentucky

- Louisville/Jefferson County

Louisiana

- Lafayette/Acadiana
- Shreveport/Bossier/Northwest
- New Orleans/Jefferson Parish
- Baton Rouge
- Alexandria/Central Louisiana CoC

Massachusetts

- Cape Cod Islands
- Springfield/Holyoke/Chicopee/Westfield/Hampden County

Maryland

- Baltimore City
- Montgomery County

Maine

- Statewide

Michigan

- Statewide

Minnesota

- Minneapolis/Hennepin County
- Northwest Minnesota
- Moorhead/West Central Minnesota
- Southwest Minnesota

Missouri

- St. Louis County
- St. Louis City
- Joplin/Jasper, Newton Counties
- Kansas City/Independence/Lee's Summit/Jackson County
- Parts of Missouri Balance of State

Mississippi

- Jackson/Rankin, Madison Counties
- Gulf Port/Gulf Coast Regional

North Carolina

- Winston Salem/Forsyth County
- Asheville/Buncombe County
- Greensboro/High Point

North Dakota

- Statewide

Nebraska

- Statewide

New Mexico

- Statewide

Nevada

- Las Vegas/Clark County

New York

- New York City
- Yonkers/Mount Vernon/New Rochelle/Westchester County

Ohio

- Toledo/Lucas County
- Canton/Massillon/Alliance/Stark County

Oklahoma

- Tulsa City & County/Broken Arrow
- Oklahoma City
- Norman/Cleveland County

Pennsylvania

- Philadelphia
- Lower Marion/Norristown/Abington/Montgomery County
- Allentown/Northeast Pennsylvania
- Lancaster City & County
- Bristol/Bensalem/Bucks County
- Pittsburgh/McKeesport/Penn Hills/Allegheny County

Rhode Island

- Statewide

South Carolina

- Charleston/Low Country
- Columbia/Midlands

Tennessee

- Chattanooga/Southeast Tennessee
- Memphis/Shelby County
- Nashville/Davidson County

Texas

- San Antonio/Bexar County
- Austin/Travis County
- Dallas City & County/Irving
- Fort Worth/Arlington/Tarrant County
- El Paso City and County
- Waco/McLennan County
- Texas Balance of State
- Amarillo
- Wichita Falls/Wise, Palo Pinto, Wichita, Archer Counties
- Bryan/College Station/Brazos Valley
- Beaumont/Port Arthur/South East Texas

Utah

- Statewide

Virginia

- Richmond/Henrico, Chesterfield, Hanover Counties
- Roanoke City & County/Salem
- Virginia Beach
- Portsmouth
- Virginia Balance of State
- Arlington County

Washington

- Seattle/King County
- Spokane City & County

Wisconsin

- Statewide

West Virginia

- Statewide

Wyoming

- Wyoming Statewide is in the process of implementing

Miranda Eddy

From: Megan Stuart
Sent: Wednesday, August 21, 2019 11:32 AM
To: 'Marissa Rice'
Subject: HHC Local Competition

Good morning,

I am writing to let you know that the Performance Evaluation and Selection Committee met Monday and has decided to approve your renewal applications for the following ACR Project:

Rapid Rehousing for LGBT Youth

However, the committee has decided to reallocate \$25,033.75 from the project. Your new project total is \$121,539.25. This reallocation was a result of unspent grant funds.

Please begin working on your awarded applications in E-SNAPS. Applications need to be in E-SNAPS by August 30th.

Also a reminder, there is a NOFA Workgroup meeting this Thursday, August 22nd at 2pm where your E-SNAPS application will be assigned a reviewer.

Final ranking of projects will take place on September 4th and you will be notified after of your ranking.

Please let me know if you have any questions.

Megan Stuart
Director; Housing & Homeless Coalition of Central New York
HUD Continuum of Care (CoC) NY-505 Collaborative Applicant Onondaga, Oswego and Cayuga Counties
United Way of Central NY
980 James Street
PO Box 2129
Syracuse, NY 13220

P: (315) 428-2224

F: (315) 428-2227

Miranda Eddy

From: Megan Stuart
Sent: Wednesday, August 21, 2019 11:31 AM
To: 'Laurie Piccolo'
Subject: HHC Local Competition

Good morning,

I am writing to let you know that the Performance Evaluation and Selection Committee met Monday and has decided to approve your renewal applications for the following CAP Project:

Rapid Rehousing Program

However, the committee has decided to reallocate \$3,653.54 from the project. Your new project total is \$143,711.46. This reallocation was a result of unspent grant funds.

The Committee did not accept your application for the DV bonus expansion of this project.

Please begin working on your awarded applications in E-SNAPS. Applications need to be in E-SNAPS by August 30th.

Also a reminder, there is a NOFA Workgroup meeting this Thursday, August 22nd at 2pm where your E-SNAPS application will be assigned a reviewer.

Final ranking of projects will take place on September 4th and you will be notified after of your ranking.

Please let me know if you have any questions.

Megan Stuart
Director; Housing & Homeless Coalition of Central New York
HUD Continuum of Care (CoC) NY-505 Collaborative Applicant Onondaga, Oswego and Cayuga Counties
United Way of Central NY
980 James Street
PO Box 2129
Syracuse, NY 13220

P: (315) 428-2224
F: (315) 428-2227

Miranda Eddy

From: Megan Stuart
Sent: Wednesday, August 21, 2019 11:32 AM
To: Kristian Allen
Cc: Danchell Hicks (dlockhart@ccocus.onmicrosoft.com); Ryan Grobosky (rgrobosky@ccocus.onmicrosoft.com)
Subject: HHC Local Competition

Good morning,

I am writing to let you know that the Performance Evaluation and Selection Committee met Monday and has decided to approve your renewal applications for the following CCOC projects:

Permanent Housing for the Chronically Homeless 1
Expansion of Permanent Housing for the Chronically Homeless 2
Housing First for Individuals and Families
Rapid Rehousing Consolidated

The Committee has also decided to award CCOC's Expansion of Rapid Rehousing application but could only approve the expansion in the amount of \$120,186.89.

Please begin working on your awarded applications in E-SNAPS. Applications need to be in E-SNAPS by August 30th.

Also a reminder, there is a NOFA Workgroup meeting this Thursday, August 22nd at 2pm where your E-SNAPS application will be assigned a reviewer.

Final ranking of projects will take place on September 4th and you will be notified after of your ranking.

Please let me know if you have any questions.

Megan Stuart
Director; Housing & Homeless Coalition of Central New York
HUD Continuum of Care (CoC) NY-505 Collaborative Applicant Onondaga, Oswego and Cayuga Counties
United Way of Central NY
980 James Street
PO Box 2129
Syracuse, NY 13220

P: (315) 428-2224
F: (315) 428-2227

Miranda Eddy

From: Megan Stuart
Sent: Wednesday, August 21, 2019 11:30 AM
To: jennig@chadwickresidence.org
Subject: HHC Local Competition

Good morning,

I am writing to let you know that the Performance Evaluation and Selection Committee met Monday and has decided to approve your renewal applications for the following Chadwick Project:

Supportive Housing

Please begin working on your awarded applications in E-SNAPS. Applications need to be in E-SNAPS by August 30th.

Also a reminder, there is a NOFA Workgroup meeting this Thursday, August 22nd at 2pm where your E-SNAPS application will be assigned a reviewer.

Final ranking of projects will take place on September 4th and you will be notified after of your ranking.

Please let me know if you have any questions.

Megan Stuart
Director; Housing & Homeless Coalition of Central New York
HUD Continuum of Care (CoC) NY-505 Collaborative Applicant Onondaga, Oswego and Cayuga Counties
United Way of Central NY
980 James Street
PO Box 2129
Syracuse, NY 13220

P: (315) 428-2224
F: (315) 428-2227

Miranda Eddy

From: Megan Stuart
Sent: Wednesday, August 21, 2019 11:29 AM
To: James Breslin
Subject: HHC Local Competition

Good morning,

I am writing to let you know that the Performance Evaluation and Selection Committee met Monday and has decided to approve your renewal applications for the following Chapel House Projects:

Supported Housing
Chapel House PSH

Please begin working on your awarded applications in E-SNAPS. Applications need to be in E-SNAPS by August 30th.

Also a reminder, there is a NOFA Workgroup meeting this Thursday, August 22nd at 2pm where your E-SNAPS application will be assigned a reviewer.

Final ranking of projects will take place on September 4th and you will be notified after of your ranking.

Please let me know if you have any questions.

Megan Stuart
Director; Housing & Homeless Coalition of Central New York
HUD Continuum of Care (CoC) NY-505 Collaborative Applicant Onondaga, Oswego and Cayuga Counties
United Way of Central NY
980 James Street
PO Box 2129
Syracuse, NY 13220

P: (315) 428-2224
F: (315) 428-2227

Miranda Eddy

From: Megan Stuart
Sent: Wednesday, August 21, 2019 11:30 AM
To: Donna Cruz
Subject: HHC Local Competition

Good morning,

I am writing to let you know that the Performance Evaluation and Selection Committee met Monday and has decided to approve your renewal applications for the following CNY Services Projects:

RPSHP Combined
Susan's Place

Please begin working on your awarded applications in E-SNAPS. Applications need to be in E-SNAPS by August 30th.

Also a reminder, there is a NOFA Workgroup meeting this Thursday, August 22nd at 2pm where your E-SNAPS application will be assigned a reviewer.

Final ranking of projects will take place on September 4th and you will be notified after of your ranking.

Please let me know if you have any questions.

Megan Stuart
Director; Housing & Homeless Coalition of Central New York
HUD Continuum of Care (CoC) NY-505 Collaborative Applicant Onondaga, Oswego and Cayuga Counties
United Way of Central NY
980 James Street
PO Box 2129
Syracuse, NY 13220

P: (315) 428-2224
F: (315) 428-2227

Miranda Eddy

From: Megan Stuart
Sent: Wednesday, August 21, 2019 11:18 AM
To: allison.brooks@use.salvationarmy.org
Subject: HHC Local Applications

Good morning,

I am writing to let you know that the Performance Evaluation and Selection Committee met Monday and has decided to approve your renewal applications for the following The Salvation Army project:

HALE RRH

The Committee has also decided to award **The Salvation Army's DV Bonus RRH** application in the full amount requested.

Please begin working on your awarded applications in E-SNAPS. Applications need to be in E-SNAPS by August 30th.

Also a reminder, there is a NOFA Workgroup meeting this Thursday, August 22nd at 2pm where your E-SNAPS application will be assigned a reviewer.

Final ranking of projects will take place on September 4th and you will be notified after of your ranking.

Please let me know if you have any questions.

Megan Stuart
Director; Housing & Homeless Coalition of Central New York
HUD Continuum of Care (CoC) NY-505 Collaborative Applicant Onondaga, Oswego and Cayuga Counties
United Way of Central NY
980 James Street
PO Box 2129
Syracuse, NY 13220

P: (315) 428-2224
F: (315) 428-2227

Miranda Eddy

From: Megan Stuart
Sent: Wednesday, August 21, 2019 11:28 AM
To: Renee Clark
Subject: HHC Local Competition

Good morning,

I am writing to let you know that the Performance Evaluation and Selection Committee met Monday and has decided to approve your renewal applications for the following Helio Health Projects:

Helio Housing First
KEES II
FAST Housing

However, the committee has decided to reallocate the following amounts from the projects:

Helio Housing First: \$14,106.00
KEES II: \$145,939
FAST Housing: \$15,399.00

Your new project totals are as follows:

Helio Housing First: \$940,378
KEES II: \$500,924
FAST Housing: \$185,127

These reallocations are a result of unspent grant funds.

The Committee also did not accept your application for the FAST Housing expansion due to high cost per bed.

Please begin working on your awarded applications in E-SNAPS. Applications need to be in E-SNAPS by August 30th.

Also a reminder, there is a NOFA Workgroup meeting this Thursday, August 22nd at 2pm where your E-SNAPS application will be assigned a reviewer.

Final ranking of projects will take place on September 4th and you will be notified after of your ranking.

Please let me know if you have any questions.

Megan Stuart
Director; Housing & Homeless Coalition of Central New York
HUD Continuum of Care (CoC) NY-505 Collaborative Applicant Onondaga, Oswego and Cayuga Counties
United Way of Central NY
980 James Street
PO Box 2129
Syracuse, NY 13220

P: (315) 428-2224
F: (315) 428-2227

Miranda Eddy

From: Megan Stuart
Sent: Wednesday, August 21, 2019 11:27 AM
To: 'Marta Durkin'
Subject: HHC Local Competition

Good morning,

I am writing to let you know that the Performance Evaluation and Selection Committee met Monday and has decided to approve your renewal applications for the following Liberty Resources project:

Permanent Supportive Housing for Individuals and Families

The Committee has also decided to award Liberty Resources' Permanent Supportive Housing in Cayuga County application but could only approve the expansion in the amount of \$120,186.88.

Please begin working on your awarded applications in E-SNAPS. Applications need to be in E-SNAPS by August 30th.

Also a reminder, there is a NOFA Workgroup meeting this Thursday, August 22nd at 2pm where your E-SNAPS application will be assigned a reviewer.

Final ranking of projects will take place on September 4th and you will be notified after of your ranking.

Please let me know if you have any questions.

Megan Stuart
Director; Housing & Homeless Coalition of Central New York
HUD Continuum of Care (CoC) NY-505 Collaborative Applicant Onondaga, Oswego and Cayuga Counties
United Way of Central NY
980 James Street
PO Box 2129
Syracuse, NY 13220

P: (315) 428-2224
F: (315) 428-2227

Miranda Eddy

From: Megan Stuart
Sent: Wednesday, August 21, 2019 11:24 AM
To: Diane Cooper-Currier
Subject: HHC Local Competition

Good morning,

I am writing to let you know that the Performance Evaluation and Selection Committee met Monday and has decided to approve your renewal applications for the following OCO Project:

OCO-PSH

Please begin working on your awarded applications in E-SNAPS. Applications need to be in E-SNAPS by August 30th.

Also a reminder, there is a NOFA Workgroup meeting this Thursday, August 22nd at 2pm where your E-SNAPS application will be assigned a reviewer.

Final ranking of projects will take place on September 4th and you will be notified after of your ranking.

Please let me know if you have any questions.

Megan Stuart
Director; Housing & Homeless Coalition of Central New York
HUD Continuum of Care (CoC) NY-505 Collaborative Applicant Onondaga, Oswego and Cayuga Counties
United Way of Central NY
980 James Street
PO Box 2129
Syracuse, NY 13220

P: (315) 428-2224
F: (315) 428-2227

Miranda Eddy

From: Megan Stuart
Sent: Wednesday, August 21, 2019 11:25 AM
To: Diane Cooper-Currier
Subject: HHC Local Competition

Good morning,

I am writing to let you know that the Performance Evaluation and Selection Committee met Monday and has decided to approve your renewal applications for the following OCO project:

OCO-RRH

The Committee has also decided to award OCO's Youth Rapid Rehousing application at the full amount requested.

The Committee has also decided to award OCO's DV Bonus Application but could only approve the expansion in the amount of \$350,453.

Please begin working on your awarded applications in E-SNAPS. Applications need to be in E-SNAPS by August 30th.

Also a reminder, there is a NOFA Workgroup meeting this Thursday, August 22nd at 2pm where your E-SNAPS application will be assigned a reviewer.

Final ranking of projects will take place on September 4th and you will be notified after of your ranking.

Please let me know if you have any questions.

Megan Stuart
Director; Housing & Homeless Coalition of Central New York
HUD Continuum of Care (CoC) NY-505 Collaborative Applicant Onondaga, Oswego and Cayuga Counties
United Way of Central NY
980 James Street
PO Box 2129
Syracuse, NY 13220

P: (315) 428-2224
F: (315) 428-2227

Miranda Eddy

From: Megan Stuart
Sent: Wednesday, August 21, 2019 11:26 AM
To: Brown, Monica (DFA)
Subject: HHC Local Competition

Good morning,

I am writing to let you know that the Performance Evaluation and Selection Committee met Monday and has decided to approve your renewal applications for the following Onondaga County Project:

HUD RAP

Please begin working on your awarded applications in E-SNAPS. Applications need to be in E-SNAPS by August 30th.

Also a reminder, there is a NOFA Workgroup meeting this Thursday, August 22nd at 2pm where your E-SNAPS application will be assigned a reviewer.

Final ranking of projects will take place on September 4th and you will be notified after of your ranking.

Please let me know if you have any questions.

Megan Stuart
Director; Housing & Homeless Coalition of Central New York
HUD Continuum of Care (CoC) NY-505 Collaborative Applicant Onondaga, Oswego and Cayuga Counties
United Way of Central NY
980 James Street
PO Box 2129
Syracuse, NY 13220

P: (315) 428-2224
F: (315) 428-2227

Miranda Eddy

From: Megan Stuart
Sent: Wednesday, August 21, 2019 11:20 AM
To: Tom Roshau
Subject: HHC Local Applications

Good morning,

I am writing to let you know that the Performance Evaluation and Selection Committee met Monday and has decided to approve your renewal applications for the following The Salvation Army projects:

State Street Apartments
Barnabas Rapid Rehousing

The Committee has also decided to award The Salvation Army's new Barnabas RRH II application in the full amount requested.

Please begin working on your awarded applications in E-SNAPS. Applications need to be in E-SNAPS by August 30th.

Also a reminder, there is a NOFA Workgroup meeting this Thursday, August 22nd at 2pm where your E-SNAPS application will be assigned a reviewer.

Final ranking of projects will take place on September 4th and you will be notified after of your ranking.

Please let me know if you have any questions.

Megan Stuart
Director; Housing & Homeless Coalition of Central New York
HUD Continuum of Care (CoC) NY-505 Collaborative Applicant Onondaga, Oswego and Cayuga Counties
United Way of Central NY
980 James Street
PO Box 2129
Syracuse, NY 13220

P: (315) 428-2224
F: (315) 428-2227

Miranda Eddy

From: Megan Stuart
Sent: Wednesday, August 21, 2019 11:32 AM
To: 'Marissa Rice'
Subject: HHC Local Competition

Good morning,

I am writing to let you know that the Performance Evaluation and Selection Committee met Monday and has decided to approve your renewal applications for the following ACR Project:

Rapid Rehousing for LGBT Youth

However, the committee has decided to reallocate \$25,033.75 from the project. Your new project total is \$121,539.25. This reallocation was a result of unspent grant funds.

Please begin working on your awarded applications in E-SNAPS. Applications need to be in E-SNAPS by August 30th.

Also a reminder, there is a NOFA Workgroup meeting this Thursday, August 22nd at 2pm where your E-SNAPS application will be assigned a reviewer.

Final ranking of projects will take place on September 4th and you will be notified after of your ranking.

Please let me know if you have any questions.

Megan Stuart
Director; Housing & Homeless Coalition of Central New York
HUD Continuum of Care (CoC) NY-505 Collaborative Applicant Onondaga, Oswego and Cayuga Counties
United Way of Central NY
980 James Street
PO Box 2129
Syracuse, NY 13220

P: (315) 428-2224
F: (315) 428-2227

Miranda Eddy

From: Megan Stuart
Sent: Wednesday, August 21, 2019 11:31 AM
To: 'Laurie Piccolo'
Subject: HHC Local Competition

Good morning,

I am writing to let you know that the Performance Evaluation and Selection Committee met Monday and has decided to approve your renewal applications for the following CAP Project:

Rapid Rehousing Program

However, the committee has decided to reallocate \$3,653.54 from the project. Your new project total is \$143,711.46. This reallocation was a result of unspent grant funds.

The Committee did not accept your application for the DV bonus expansion of this project.

Please begin working on your awarded applications in E-SNAPS. Applications need to be in E-SNAPS by August 30th.

Also a reminder, there is a NOFA Workgroup meeting this Thursday, August 22nd at 2pm where your E-SNAPS application will be assigned a reviewer.

Final ranking of projects will take place on September 4th and you will be notified after of your ranking.

Please let me know if you have any questions.

Megan Stuart
Director; Housing & Homeless Coalition of Central New York
HUD Continuum of Care (CoC) NY-505 Collaborative Applicant Onondaga, Oswego and Cayuga Counties
United Way of Central NY
980 James Street
PO Box 2129
Syracuse, NY 13220

P: (315) 428-2224
F: (315) 428-2227

Miranda Eddy

From: Megan Stuart
Sent: Wednesday, August 21, 2019 11:28 AM
To: Renee Clark
Subject: HHC Local Competition

Good morning,

I am writing to let you know that the Performance Evaluation and Selection Committee met Monday and has decided to approve your renewal applications for the following Helio Health Projects:

Helio Housing First
KEES II
FAST Housing

However, the committee has decided to reallocate the following amounts from the projects:

Helio Housing First: \$14,106.00
KEES II: \$145,939
FAST Housing: \$15,399.00

Your new project totals are as follows:

Helio Housing First: \$940,378
KEES II: \$500,924
FAST Housing: \$185,127

These reallocations are a result of unspent grant funds.

The Committee also did not accept your application for the FAST Housing expansion due to high cost per bed.

Please begin working on your awarded applications in E-SNAPS. Applications need to be in E-SNAPS by August 30th.

Also a reminder, there is a NOFA Workgroup meeting this Thursday, August 22nd at 2pm where your E-SNAPS application will be assigned a reviewer.

Final ranking of projects will take place on September 4th and you will be notified after of your ranking.

Please let me know if you have any questions.

Megan Stuart
Director; Housing & Homeless Coalition of Central New York
HUD Continuum of Care (CoC) NY-505 Collaborative Applicant Onondaga, Oswego and Cayuga Counties
United Way of Central NY
980 James Street
PO Box 2129
Syracuse, NY 13220

P: (315) 428-2224
F: (315) 428-2227

Miranda Eddy

From: Megan Stuart
Sent: Wednesday, August 21, 2019 11:23 AM
To: David Condliffe
Subject: HHC Local Competition

Good morning,

I am writing to let you know that the Performance Evaluation and Selection Committee met Monday and unfortunately has decided not to fund the following project:

CCA Rapid Rehousing

The project design of only providing two months of rental assistance does not align with CoC Rapid Rehousing design.

Please let me know if you have any questions or would like technical assistance in future competitions.

Megan Stuart
Director; Housing & Homeless Coalition of Central New York
HUD Continuum of Care (CoC) NY-505 Collaborative Applicant Onondaga, Oswego and Cayuga Counties
United Way of Central NY
980 James Street
PO Box 2129
Syracuse, NY 13220

P: (315) 428-2224
F: (315) 428-2227

Miranda Eddy

From: Megan Stuart
Sent: Wednesday, August 21, 2019 11:21 AM
To: Fanny Villarreal
Subject: HHC Local Application

Good morning,

I am writing to let you know that the Performance Evaluation and Selection Committee met Monday and unfortunately has decided not to fund the following projects:

YWCA PSH
YWCA DV Bonus Th-RRH

YWCA did not meet the threshold requirement of being financially feasibility as a result of the agency's most recent audit.

Please let me know if you have any questions or would like technical assistance in future competitions.

Megan Stuart
Director; Housing & Homeless Coalition of Central New York
HUD Continuum of Care (CoC) NY-505 Collaborative Applicant Onondaga, Oswego and Cayuga Counties
United Way of Central NY
980 James Street
PO Box 2129
Syracuse, NY 13220

P: (315) 428-2224
F: (315) 428-2227



HUD has released the FY2019 NOFA Competition for Continuum of Care funding. Please see below for [link to NOFA and supporting documents](#).

The Housing and Homeless Coalition of Central New York, as the collaborative applicant for Cayuga, Onondaga, and Oswego Counties, will be releasing applications for funding available on July 19th. The funding is for renewal and new Rapid Rehousing, Permanent Supportive Housing, and Joint Transitional- Rapid Rehousing projects, including new projects that specifically serve survivors of domestic violence. Eligible agencies are encouraged to apply- please refer to email below to determine eligibility. All parties interested in applying for funding must attend a mandatory meeting, Thursday July 18th at 10am at the United Way of Central New York, 980 James Street, Syracuse.

Funds available:

Renewal Projects: \$9,218,019

Bonus Funding for New Project Applications: \$460,901

DV Bonus Funding: \$599,464

If you have any questions prior to next week's meeting, please do not hesitate to call (315-428-2224) or email (mstuart@unitedway-cny.org).

HUDXCHANGE.INFO



FY 2019 Continuum of Care (CoC) Program Competition: Funding Availability - HUD Exchange

The FY 2019 CoC Program Competition opened Wednesday, July 3,...



Turn on job features for this post to reach more applicants.

Turn On

134

People Reached

12

Engagements

Boost Post



1

1 Share



Like



Comment



Share



Write a comment...





www.hhccny.org
housingandhomelesscoalition@gmail.com
@hhcofcny f facebook.com/hhccny
315-428-2216

Press Release

Date 7/19/19

For Immediate Release

Contact Megan Stuart

Email mstuart@unitedway-cny.org

Phone 315-428-2224

Web www.hhccny.org

July 2019: Housing and Homeless Coalition of Central New York and the HUD Continuum of Care Syracuse/Auburn, Onondaga, Oswego and Cayuga Counties announces the HUD Continuum of Care Homeless Assistance Program Competition and Bonus Funding Opportunity

Syracuse, Auburn, Oswego, NY: The HUD Continuum of Care (CoC) Notice of Funding Availability (NOFA) was released on July 3, 2019. The available HUD renewal funds for our community this funding cycle are **\$9,218,019**.

There is a potential **\$460,901** in new funding for housing projects. There is also potential for new funding in the amount of **\$599,464** for projects serving survivors of domestic violence. The Housing and Homeless Coalition is now accepting applications for new funding.

More information can be found here:

New project applicants are encouraged to apply. Deadline for submitting this RFP is the close of business on Friday, August 9, 2019 to Megan Stuart, Continuum of Care (CoC) Collaborative Applicant, via email: mstuart@unitedway-cny.org.

More information and applications can be found at <http://www.hhccny.org/coc/coc-funding-competition/>

###

The Housing and Homeless Coalition's mission is to assess community needs and to develop a comprehensive community strategy to combat homelessness and housing vulnerability in our community. More information about the HHC is available at www.hhccny.org. You can also follow HUD on Twitter www.twitter.com/hhccny, on Facebook at www.facebook.com/hhccny, or sign up for news alerts by emailing housingandhomelesscoalition@gmail.com.

Continuum of Care Written Standard for Rankings and Ratings Protocol

NY-505 Syracuse/Auburn, Onondaga, Oswego and Cayuga Counties

I. Purpose

The Housing and Homeless Coalition of Central New York (HHC) NOFA protocols for the Continuum of Care (CoC) establishes a transparent framework for the annual CoC NOFA scoring, ranking and approval process. In order to best serve our community members through provision of effective projects and capturing the maximum funds available, projects which most closely align with the HUD and CoC priorities will be prioritized for funding. This document will be reviewed and approved by both the NOFA workgroup, made up of representatives of agencies applying for funding, and the Performance Evaluation and Selection Committee, outlined below.

The HUD Performance Evaluation and Selection Committee (“the Committee”) consists only of non-CoC or ESG funded Advisory Board Members and also non-voting members of the Housing and Housing Coalition staff. Please see Appendix A for a list of the current members of the Performance Evaluation Committee. The duties are to oversee all monitoring of funding agencies (which is performed by the HHC staff), develop and revise the monitoring tool, perform ratings and rankings for all applications to the NOFA, and conduct HMIS user evaluations including evaluating completeness and determining whether a new applicant should receive an HMIS license. Agencies are able to submit new and renewal applications. The Committee will score these applications, based on criteria explained below, and place projects into Tier 1 and Tier 2 levels of funding.

II. FY2019 HUD Funding Availability

Total Annual Renewal Demand (ARD): \$9,218,019

Bonus: \$460,901

DV Bonus: \$599,464

Planning Funds: \$276,541 (planning funds are not ranked)

Tier 1 (94% ARD): \$8,664,936

Tier 2 (ARD-Tier 1+ bonus amounts): \$1,013,984

III. FY19 NY-505 Focus Areas

This year the HHC would like to highlight the following project types for funding priority:

1. Rapid Rehousing
2. Permanent Supportive Housing projects moving to Dedicated Plus
3. Youth Projects in all component types (PSH, RRH, Th-RRH)

IV. Application Process (Scoring and Ranking Overview)

On behalf of the CoC, the HHC issues new and renewal applications for agencies seeking CoC funding. Applications can be found in the appendices of this document and on the HHC's website at hhccny.org. Agencies are able to submit both renewal and new project applications. Only projects that scored in Tier 1 in the previous year's competition are eligible to apply for an expansion of the existing project. The criteria for the scoring of both types of projects can be found below.

Applications are split into two sections: threshold requirements and performance measures. Projects and agencies must meet threshold requirements to be considered in the funding competition. Performance measures will be used to determine ranking in the funding competition.

Both New and Renewal Applications are due Friday, August 9, 2019

A. New Projects (80 points)

Each agency considering applying for a new project will be required to submit an application to the HHC Director, including an operating budget. Agencies are asked to ensure that operating budget is scalable to adjust based on geographic need. Please see Appendix B for a copy of the current new project application. The Committee then reviews and scores applications for adherence to the following HUD and local threshold criteria:

Threshold Requirements

- Commitment to participation in HMIS
- Commitment to participation in Coordinated Entry
- Commitment to Housing First/ Low Barrier Implementation
- Documented Minimum Match
- Reasonable Cost (as compared to amount of bonus/reallocation dollars available)
- All budget items are allowable
- Fiscal stability of Organization (Management letter of most recent audit)
- HHC Membership or commitment to membership
- Policy on Client Centered Practices
- Commitment to Addressing Racial Disparity

Performance Measures/Community Need

- Demonstrated need for project (10 points)
- Supportive services provided to increase income (10 points)
- Youth Advisory Board Question (5 points)
- Project implementation plan (10 points)
- Plan for housing retention (10 points)
- Projects meeting CoC funding priorities (10 points)

- Rapid Rehousing
- Dedicated Plus PSH
- Youth Projects
- Targeting Hard to Serve Populations (5 points)
 - Chronically Homeless
 - Youth
 - Fleeing DV
 - No Income at Entry
- Cost Effectiveness (5 points)
- Drawdown Efficiency: Experience utilizing federal or other governmental funds (10 points)
- NOFA Workgroup (5 points)

B. DV Bonus Applications (80 points)

Each agency considering applying for a new DV bonus project will be required to submit an application to the HHC Director, including an operating budget. Agencies are asked to ensure that operating budget is scalable to adjust based on geographic need. Please see Appendix C for a copy of the current DV project application. The Committee then reviews and scores applications for adherence to the following HUD and local threshold criteria:

Threshold Requirements

- Commitment to tracking data and ability to pull reports in database comparable to HMIS
- Commitment to participation in Coordinated Entry
- Commitment to Housing First/ Low Barrier Implementation
- Documented Minimum Match
- Reasonable Total Cost (as compared to amount of bonus dollars available)
- All budget items are allowable
- Fiscal stability of Organization (Management letter of most recent audit)
- HHC Membership or commitment to membership
- Policy on Client Centered Practices
- Commitment to Addressing Racial Disparity

Performance Measures

- Demonstrated need for project (10 points)
- Supportive services provided to increase income (10 points)
- Youth Advisory Board Question (5 points)
- Project implementation plan (10 points)
- Plan for housing retention (10 points)
- Demonstrated experience in serving survivors of DV (15 points)
- Cost Effectiveness (5 points)
- Drawdown Efficiency: Experience utilizing federal or other governmental funds (10 points)

- NOFA Workgroup (5 points)

C. Renewal Projects (200 Points)

All projects requesting renewal funding will be evaluated via a local application sent to the HHC Director and reviewed by the Committee to determine their effectiveness in achieving the stated goals of the project and in addressing local and federal priorities; including meeting the HUD System Performance Measurements. Projects can receive up to 200 points. Please see Appendix D for a copy of the renewal application. The following items will be evaluated upon application review:

1. Project Monitoring and Scoring (135 points)

The Committee also reviews and updates the monitoring/scoring tool used to score renewal projects on effectiveness and compliance annually. Please see Appendix D for the most recent scoring tool. Once the tool is completed, it is reviewed by CoC-funded agencies and then voted on by members of the Committee. From there, the tool is then sent to the HHC Advisory Board For final approval.

HHC staff conducts annual monitoring visits to CoC-funded programs five client files (four open and one closed) are reviewed on-site and HHC Staff monitors for HMIS data are heavily weighted measures used by HUD in determining the overall CoC Application scores of Continuums.

The Monitoring & Scoring Tool assesses projects for Threshold Requirements, in the following categories:

- Housing First, assessed using HUD's Housing First Assessment Tool
- CoC participation
- Coordinated Entry participation
- Documentation of Match
- Documentation of eligible spending
- Adherence to all HUD regulations

The Monitoring & Scoring Tools scores the following Performance Measures:

- Housing Stability, including program average length of stay
- Assistance obtaining and maintaining non-cash benefits, income, and employment
- For PSH projects: percentage of chronic homelessness and bed utilization
- For RRH projects: ability to serve proposed number in previous year's application
- HMIS data quality
- Ability to spend program funds (drawdown efficiency)
- Timely submission of APR to HUD

HHC staff scores the projects accordingly from the monitoring/scoring tool with oversight by the HHC Director and the Committee Chair. Total scores for each project are determined by adding up points in each section. The completed tools are provided to the programs and a score listing is generated by the Director and sent to the

Advisory Board along with any issues presented. Additionally, a letter from the HHC Director is sent to the Executive Directors of each CoC-funded agency to inform them of the scoring and any issues. All project types (i.e., PSH and RRH) are judged together in the Committee meetings, both new and renewals.

2. Local Application (45 points) Please see Appendix C for the Local Renewal Application

- Youth Advisory Board Question (5 points)
- Projects meeting CoC funding priorities (10 points)
 - Rapid Rehousing
 - Dedicated Plus PSH
 - Youth Projects
- Targeting Hard to Serve Populations (5 points)
 - Chronically Homeless
 - Youth
 - Fleeing DV
 - No Income at Entry
- Cost Effectiveness (15 points)
- NOFA workgroup attendance (5 points)
- Commitment to Addressing Racial Disparity (5 points)

3. Performance Measures (20 points)- Run by HHC Staff out of HMIS

- RRH:
 - Average time from project entry to housing move-in date is 20 days or less (10 points)
 - Less than 15% of participants returned to homelessness after 12 months in permanent housing (10 points)
- PSH:
 - Less than 15% of participants returned to homelessness after 12 months in permanent housing (20 points)

V. Selection Process

The Committee reviews and scores all renewal, new, and DV bonus applications. Scores are compiled and reviewed in a committee meeting to ensure accuracy and limit discrepancies between reviewers. New and DV applications are reviewed and scored by all members of the Committee.

Projects which fail to meet threshold requirements will be held out of the competition. These projects may request that the CoC provide them with technical assistance to assist them in improving their interest in applying in future competitions. This process ensures that organizations that may lack the current capacity to receive a federal grant and can build their capacity for a future year.

All renewal projects will be selected to move forward in the competition, unless subject to reallocation. The reallocation process can be found in Section VI.

New and new DV projects that meet threshold requirements will be selected to move forward based on score for performance measures. Scores will be determined using an average of scores given by each member of the Committee. New and DV projects may be asked to scale funding request based on number of applications approved. Geographic coverage of the CoC will also be taken into consideration when determining funding scale.

VI. Reallocation protocol

The CoC will use the reallocation process to shift funds in whole or part from existing renewal projects to new project applications, as needed. Agencies with the lowest performing projects or consistent inability to expend grant funds may be subject to reallocation.

Agencies with the lowest performing projects will be notified of the recommendation for either reallocation or development of a Project Improvement Plan, as decided by the Committee and HHC Director. In the event that an agency has failed to make progress on a previous Project Improvement Plan, the agency will be notified of the recommendation for funding reduction, or non-renewal and reallocation. Projects may also be reallocated if they no longer meet HUD and/or local priority. Any project with the same significant finding for two years in a row will be brought to the committee's attention for possible reallocation.

Agencies that choose to self-reallocate are encouraged to apply for the reallocated funds to be made available and will receive an additional 5 points on their local application for self-reallocation; however, the funds will be competitive and subject to the local application process.

Any funds reallocated will return to the county of origin per merger agreements with Oswego and Cayuga Counties. For instance, if a Cayuga County Permanent Supportive Housing project is reallocated, only a Cayuga County provider could apply for those funds. This does not apply to funds reallocated by the Committee.

Funds may be reallocated to develop new permanent supportive housing projects, new rapid re-housing projects, Coordinated Entry SSO, or HMIS funds.

Once the Committee decides to reallocate the funding from the CoC-funded agency, the Advisory Board is immediately notified by the HHC Director along with the agency whose funding will be reallocated. The appeals process that follows will be applicable to the reallocation process.

VII. Ranking Protocol

A project ranking list is then generated using scores outlined in Section IV, in alignment with HUD and local CoC priorities. Ranking for renewal applications is determined by the project's monitoring score, system

performance measures, and local application. Projects that have not been operational for an entire program year, that have been transferred within the last program year, or that will be transferred within the next program year will be evaluated on the local application and local priorities. These projects will automatically be placed in Tier 1.

Projects will be recommended based upon the project application and monitoring scores that fall within the final pro rata share for the CoC, split between Tiers 1 and 2, according to HUD's NOFA. Projects will be ranked, based on score and local priority, and placed into Tier 1 until all Tier 1 funds are allocated.

The remaining projects selected for funding will be ranked and placed into Tier 2 until all Tier 2 funds are allocated.

New projects will be ranked in conjunction with Renewal Projects to ensure that the best applications are forwarded to the federal competition.

The CoC HMIS grant will be placed into Tier 1. The Planning Grant is not ranked in the NOFA process.

The HHC uses the project rating tool provided by HUD. The tool uses the community's weights for rating criteria and calculates an overall score for each project out of 100. An example of this would be, the total unweighted score for a new project is 60/75 for information on the local application, although the weighted score will be 80/100. The total unweighted score for a renewal project might be 160/200 resulting in an 80/100 in a weighted score.

Any renewal projects that received a significant finding during FY16 monitoring must submit a Project Improvement Plan with the renewal application. This plan must contain detailed action steps to resolve the significant finding.

VII. Appeals Process

Once the HHC Director, in conjunction with the Committee, have ranked applicants' renewal applications, the preliminary ranking will be emailed to all member agencies with specific scoring forwarded to the related applicant.

The Committee's recommendation will be presented to the HHC Advisory Board for approval and then presented to the full HHC (CoC general membership) for approval. An applicant may challenge the Committee's recommendation to the Board by emailing the HHC Director a Notice of Appeal. The appellant must attend the HHC Advisory Board meeting where they will be allowed to make a 10 minute presentation to the Board. The Board's decision on the slate is final. No Board Member with a conflict of interest may participate in the discussion or vote on the slate.



www.hhccny.org
housingandhomelesscoalition@gmail.com
@hhcofcny f facebook.com/hhccny

NOTE: Appeals will only be considered in cases where applicants have concerns specific to the review process and scoring of their application. Appeals specific to the ranking or funding recommendation will not be considered. All notices of appeal must be based on the information submitted by the application due date. No new or additional information will be considered. Omissions to the application cannot be appealed.

Should the project decide to pursue a formal appeal to HUD, the applicant will be referred to page 75 of the FY2019 NOFA Section X to follow HUD's appeals process for submitting a solo application outside of the CoC.

Tier 1 and Tier 2 structures will be reviewed with the Committee and HHC Advisory Board and, at the next general membership or a special meeting called to ensure voting is accomplished 15 days prior to the submission deadline for the CoC Application, approved by the HHC membership.

The recommendation of the HHC Director with General Membership approval will be final.



Appendix A

Performance, Evaluation and Selection Committee Participating Agencies

United Way of Central NY (Collaborative Applicant)
City of Syracuse – Neighborhood and Business Development (ESG Coordinator)
Onondaga County Community Development (ESG Director)
Cayuga County Department of Social Services
Auburn Housing Authority
Onondaga County Department of Children and Family Services (RHY Coordinator)
Oswego County Department of Social Services
Excellus
Onondaga County Re-Entry Taskforce
City of Auburn (CDBG)
HHC Staff (Non-voting)

Appendix B

Onondaga/Oswego/Cayuga County Continuum of Care
2019 Local Application

Rubric FOR RE-ALLOCATION, BONUS and Applications (NEW)

Applications are due August 9, 2019 at 5pm. Applications must be submitted in a single PDF to Megan Stuart, mstuart@unitedway-.cny.org

Project Name:	
Component Type	<input type="checkbox"/> RRH <input type="checkbox"/> PSH <input type="checkbox"/> Th-RRH

Applicant Name Address Phone Number & Email	

Category		Point Value
Narrative	Please provide a general description of the program including the total amount requested and a rationale for why the program should be funded. Explain type, scale and location of housing, and supportive services. (500 word limit)	
Threshold Requirements		
Commitment to HMIS	Please indicate whether your agency currently participates in HMIS or has a plan to participate.	Yes/No
Coordinated Entry	Will the program participate in Coordinated Entry and follow the community's prioritization policy? Minimum requirement is 95% of referrals from Coordinated Entry (Attend meetings, accept referrals from CE List)	Yes/No
Housing First	Do you have a policy of zero barriers to entry besides homeless and disability verification, and minimum federal safety requirements? (Policy must be attached, as "Policy A, Housing First Policy")	Yes/No
	Do you have a policy that prioritizes highest-needs clients (chronic homeless)? (Policy must be attached, as "Policy B, Chronic Homeless Prioritization Policy")	Yes/No
	Do you have a discharge policy? (Policy must be attached, as "Policy C, Discharge/ Termination Policy")	Yes/No
	Do you have an Equal Access policy? (Policy must be attached, as "Policy D, Equal Access Policy")	Yes/No
Financial Feasibility/Reasonable Cost	Please attach project budget to prove that expenses are reasonable, allocable and allowable.	Yes/No

	Provide 25% match documentation. Match documentation is eligible and attached.	Yes/No
	Provide Management Letter from Agency's most recent fiscal audit demonstrating that agency is in good standing.	Yes/No
HHC Membership	Is your agency a member of the HHC? If not, demonstrate commitment to HHC membership.	Yes/No
Client-centered Practice	Does the program have policies in place to support client-centered practice? (Policy must be attached, as "Policy E, Client-Centered Policy")	Yes/No
Addressing Racial Disparity	Demonstrate that your agency has a policy addressing racial disparity. (Policy must be attached, as "Policy F, Racial Disparity Policy")	
Demonstrated Need & Performance Measures		
Demonstrated Need	Please provide local data used to determine need for project type and target population. If sources of data are specified, data is current and demonstrate local need: 10 points	10 points
Supportive Services	Describe how clients will be assisted in obtaining employment, income and mainstream resources to maximize their ability to live independently. (250 word limit) Demonstration of case management services, strategies to increase income using local resources, and supportive services description: 10 points	10 points
Youth Advisory Board Question:	How do you ensure consistent service delivery to all participants? (250 word limit) For example, staff training/ development, onboarding procedures, supervision of services/ staff, etc.	5 points
Project Implementation	Describe your detailed plan for rapid implementation of the program, documenting how the program will be ready to begin housing the first program participant. (250 word limit) If project has a timeline for full implementation within 90 days of startup, including unit leasing, staffing, participation enrollment using Coordinated Entry	10 points
Retention	Describe your plan to ensure 90% of participants will exit to Permanent Housing or remain in Permanent Housing. Description of supportive services provided and specific strategies for maintaining housing, including but not limited to: daily living skills, discharge planning, connections to community resources, landlord/tenant relationships, building of natural supports, etc.	10 points
Meeting Funding Priorities	Project is a: <ul style="list-style-type: none"> • Rapid Rehousing • Dedicated Plus PSH • Youth Project 	10 points
Targeting Hard to Serve Populations	Explain how your project would target one or more of the following populations: <ul style="list-style-type: none"> • Chronically Homeless 	5 points

	<ul style="list-style-type: none"> Youth People fleeing DV People with no income 	
Cost Effectiveness	Annual Budget divided by number of beds. PSH: Under \$13,654/bed= 5 points RRH: Under \$4,601/bed= 5 points	5 points
Drawdown Efficiency	Drawdown efficiency: Does the agency have a plan to efficiently utilize and timely expend HUD funds? Describe experience in effectively utilizing federal, state, or other grant funds. If agency has previous experience with drawdowns and grant administration = 10 points	10 points
Additional Information/ Requirements	Did a program representative attend the NOFA Workgroup session? No partial points	5 points
TOTAL POINTS		_____ out of 80

Appendix C
Onondaga/Oswego/Cayuga County Continuum of Care
2019 Local Application
Rubric FOR DV Bonus Applications (NEW)

Applications are due **August 9, 2019 at 5pm**. Applications must be submitted in a single PDF to Megan Stuart, mstuart@unitedway-.cny.org

Project Name:	
Component Type	<input type="checkbox"/> RRH <input type="checkbox"/> PSH <input type="checkbox"/> Th-RRH

Applicant Name	
Address	
Phone Number & Email	

Category		Point Value
Narrative	Please provide a general description of the program including the total amount requested and a rationale for why the program should be funded. Explain type, scale and location of housing, and supportive services. (500 word limit)	
Threshold Requirements		
Commitment to HMIS	Please indicate whether your agency currently participates in HMIS or has a plan to participate.	Yes/No
Coordinated Entry	Will the program participate in Coordinated Entry and follow the community's prioritization policy? Minimum requirement is 95% of referrals from Coordinated Entry (Attend meetings, accept referrals from CE List)	Yes/No
Housing First	Do you have a policy of zero barriers to entry besides homeless and disability verification, and minimum federal safety requirements? (Policy must be attached, as "Policy A, Housing First Policy")	Yes/No
	Do you have a policy that prioritizes highest-needs clients (chronic homeless)? (Policy must be attached, as "Policy B, Chronic Homeless Prioritization Policy")	Yes/No
	Do you have a discharge policy? (Policy must be attached, as "Policy C, Discharge/ Termination Policy")	Yes/No
	Do you have an Equal Access policy? (Policy must be attached, as "Policy D, Equal Access Policy")	Yes/No

Financial Feasibility/Reasonable Cost	Please attach project budget to prove that expenses are reasonable, allocable and allowable.	Yes/No
	Provide 25% match documentation. Match documentation is eligible and attached.	Yes/No
	Provide Management Letter from Agency's most recent fiscal audit demonstrating that agency is in good standing.	Yes/No
HHC Membership	Is your agency a member of the HHC? If not, demonstrate commitment to HHC membership.	Yes/No
Client-centered Practice	Does the program have policies in place to support client-centered practice? (Policy must be attached, as "Policy E, Client-Centered Policy")	Yes/No
Addressing Racial Disparity	Demonstrate that your agency has a policy addressing racial disparity. (Policy must be attached, as "Policy F, Racial Disparity Policy")	Yes/No
Demonstrated Need & Performance Measures		
Demonstrated Need	Please provide local data used to determine need for project type and target population. If sources of data are specified, data is current and demonstrate local need: 10 points	10 points
Supportive Services	Describe how clients will be assisted in obtaining employment, income and mainstream resources to maximize their ability to live independently. (250 word limit) Demonstration of case management services, strategies to increase income using local resources, and supportive services description: 10 points	10 points
Youth Advisory Board Question:	How do you ensure consistent service delivery to all participants? (250 word limit) For example, staff training/ development, onboarding procedures, supervision of services/ staff, etc.	5 points
Project Implementation	Describe your detailed plan for rapid implementation of the program, documenting how the program will be ready to begin housing the first program participant. (250 word limit) If project has a timeline for full implementation within 90 days of startup, including unit leasing, staffing, participation enrollment using Coordinated Entry	10 points
Retention	Describe your plan to ensure 90% of participants will exit to Permanent Housing or remain in Permanent Housing. Description of supportive services provided and specific strategies for maintaining housing, including but not limited to: daily living skills, discharge planning, connections to community resources, landlord/tenant relationships, building of natural supports, etc.	10 points
Serving Survivors of DV	Demonstrate agency's experience serving survivors of Domestic Violence. Please be specific.	15 points
Cost	Annual Budget divided by number of beds.	5 points



Effectiveness	PSH: Under \$13,654/bed= 5 points RRH: Under \$4,601/bed= 5 points	
Drawdown Efficiency	Drawdown efficiency: Does the agency have a plan to efficiently utilize and timely expend HUD funds? Describe experience in effectively utilizing federal, state, or other grant funds. If agency has previous experience with drawdowns and grant administration = 10 points	10 points
Additional Information/ Requirements	Did a program representative attend the NOFA Workgroup session? No partial points	5 points
	TOTAL POINTS	____ out of 80

Appendix D
Onondaga/Oswego/Cayuga County Continuum of Care
2019 Local Application
Rubric FOR Renewals

Applications are due August 9, 2019 at 5pm. Applications must be submitted in a single PDF to Megan Stuart, mstuart@unitedway-.cny.org

Category	Question	Point Value
Narrative	Not Scored	
Youth Advisory Board Question:	How do you ensure consistent service delivery to all participants? (250 word limit) For example, staff training/ development, onboarding procedures, supervision of services/ staff, etc.	5 points
Local Priorities	Project is a: <ul style="list-style-type: none"> • Rapid Rehousing • Dedicated Plus PSH (Existing dedicated projects must be willing to become Dedicated Plus to receive points) • Youth Project 	10 points
Hard to Serve Populations	From your project's most recent APR, please give % of households who fall into the following categories	
	<ul style="list-style-type: none"> • Chronic Homeless (70%) • Youth (40%) • Fleeing DV (15%) • No income at entry (30%) <p>Full points will be awarded if projects meets any of the thresholds given above.</p> <p>For PSH projects, please submit the number of households entered prior to 1/15/16 who met the definition of chronic homelessness prior to 2016.</p>	5 points
Cost Effectiveness	Annual Budget divided by number of beds (people)*? Median Cost PSH: \$11,378 Under the Median Cost per bed: 20 points 10% Above Median (\$12,515): 15 points 20% Above Median (\$13,654): 10 points 30% Above Median (\$14,791): 5 points Above 30%: no points Median Cost RRH: \$3,681 Under Median Cost per bed: 20 points 25% Above Median (\$4,601): 15 points 50% Above Median (\$5,521): 10 points 75% Above Median (\$6,441): 5 points Above 75%: no points	15 Points

	*Youth projects are exempt from this measure and should be awarded full points	
	Did you attend the NOFA Workgroup	5 points
	TOTAL POINTS	____ out of 45

This portion of the Renewal Application will be completed by HHC Staff in regards to your Project Performance.

Category	Question	Point Value
Measuring Project Performance	RRH: On Average participants spend 20 days from project entry to Housing Move In Date. 20 days or less gets full points 30 days or less is 5 points More than 30 days is zero points	10 points
	RRH: Less than 15% of participants returned to homelessness after 12 months in permanent housing Less than 15% gets full points; more than 51% gets no points	10 points
	PSH: Less than 15% of participants returned to homelessness after 12 months in permanent housing Less than 15% gets full points; more than 51% gets no points	20 points
	Total Points	____ out of 20

Renewal Application Ranking Summary

Renewal Application Score	____ out of 45
Project Performance Score	____ out of 20
Monitoring Score (Attach Project Improvement Plan if needed. See Application instructions for more information)	____ out of 135
TOTAL Score	____ out of 200

Appendix E



CoC Permanent Supportive Housing Scoring Tool

A. Housing Stability		Point Range:	Score:	Comments:
Permanent Housing Retention Rate	20 pts. = 95% or more 15 pts. = 85% to 94% 10 pts. = 75% to 84% 5 pts. = 65% to 74% 0 pts. = 64% or less			
Program Average Length of Stay	5 points = 12 months or more 0 points = 6 months or more			
B. Access to Income and Benefits		Point Range:	Score:	Comments:
Participants with one or more source(s) of non-cash benefits (including medical insurance) by program exit	10 pts. = 80% or more 7 pts. = 65 to 79% 5 pts. = 50 to 64% 0 pts. = 49% or less			
Program participants experiencing increased income	5 pts. = 30% or more 3 pts. = 15 to 29% 0 pts. = 14% or less			
Program participants who gain employment	5 pts. = 17% or more 3 pts. = 12% to 16% 0 pts. = 11% or less			
C. Meeting Community Need		Point Range:	Score:	Comments:
Program participants qualifying as 'homeless' under categories 1 & 4.	10 pts. = 100% or more 7 pts. = 90 to 99% 5 pts. = 80 to 89% 0 pts. = 79% or below			
Project uses Housing First practices, as assessed by the Housing First Assessment Tool	10 pts. = 90% or more 7 pts. = 70 to 89% 5 pts. = 40 to 69% 0 pts. = 39% or below			
D. PSH		Point Range:	Score:	Comments:

What percentage of new entries were chronically homeless?	10 pts. = 85% or more/ N/A 7 pts. = 65 to 84% 5 pts. = 50 to 64% 0 pts. = 49% or less		
Bed utilization rate	10 pts. = 90% or more 7 pts. = 75 to 89% 5 pts. = 65 to 74% 0 pts. = 64% or below		
F. HMIS Data Quality	Point Range:	Score:	Comments:
HMIS HUD Data Quality Framework Error Rate	10 pts. ≤ 5% 5 pts. = 5-10% 0 pts. = 11% or above		
G. CoC Participation	Point Range:	Score:	Comments:
Is the agency an eligible voting member and does it participate as defined by CoC standards?	10 pts. = Yes 0 pts. = No		
Does the agency participate on minimum of one committee/workgroup with regular attendance?	5 pts. = Yes 0 pts. = No		
What percentage of entries came from the Coordinated Entry list?	10 pts. = 90% or more/ N/A 7 pts. = 75 to 89% 5 pts. = 60 to 74% 0 pts. = 59% or less		
H. Project Performance	Point Range:	Score:	Comments:
Did the project have any significant findings during monitoring?	Deduct 20 pts. = Yes 0 pts. = No		
Significant Findings are: -Participants Served not meeting HUD homeless definition -Chronic Definition -Missing disability documentation -Rents exceeding FMR -Units not meeting HQS -Violation of termination policy -Ineligible spending			
What percentage of CoC funds did the program spend in their last full operating year? (Compare APR to funding amount)	10 pts = 91-100% 7pts. = 81-90% 5 pts. = 71-80% 0 pts. = 70% or less		
Was the APR submitted on time? (within 90 days of program end)	5 pts. = Yes 0 pts. = No		
TOTAL:	135		

*** Programs funded for the first time in FY16 will receive full points for these questions due to not having been operational for enough time to satisfy the questions**

CoC Rapid Rehousing Scoring Tool

Name of Reviewer:		Date:	
A. Housing Stability	Point Range:	Score:	Comments:
Program participants exited to permanent housing	20 pts. = 90% or more 15 pts. = 80% to 89% 10 pts. = 70% to 79% 5 pts. = 60% to 69% 0 pts. = 59% or less		
Program Average Length of Stay	5 points = 6 months or more 0 points = 6 months or less		
B. Access to Income and Benefits	Point Range:	Score:	Comments:
Participants with one or more source(s) of non-cash benefits (including medical insurance) by program exit	10 pts. = 80% or more 7 pts. = 65 to 79% 5 pts. = 50 to 64% 0 pts. = 49% or less		
Program participants experiencing increased income	5 pts. = 30% or more 3 pts. = 15 to 29% 0 pts. = 14% or less		
Program participants who gain employment	5 pts. = 30% or more 3 pts. = 20% to 29% 0 pts. = 19% or less		
C. Meeting Community Need	Point Range:	Score:	Comments:
Program participants qualifying as 'homeless' under categories 1 & 4.	10 pts. = 100% or more 7 pts. = 90 to 99% 5 pts. = 80 to 89% 0 pts. = 79% or below		
Project uses Housing First practices, as assessed by the Housing First Assessment Tool	10 pts. = 90% or more 7 pts. = 70 to 89% 5 pts. = 40 to 69% 0 pts. = 39% or		

	below		
Did the project serve the number proposed in the application?	20 pts. = 100% 15 pts. = 95% to 99% 10 pts. = 90% to 94% 5 pts. = 85% to 89% 0 pts. = 84% or less		
F. HMIS Data Quality	Point Range:	Score:	Comments:
HMIS HUD Data Quality Framework Error Rate	10 pts. ≤ 5% 5 pts. = 5-10% 0 pts. = 11% or above		
G. CoC Participation	Point Range:	Score:	Comments:
Is the agency an eligible voting member and does it participate as defined by CoC standards?	10 pts. = Yes 0 pts. = No		
Does the agency participate on minimum of one committee/workgroup with regular attendance?	5 pts. = Yes 0 pts. = No		
What percentage of entries came from the Coordinated Entry list?	10 pts. = 90% or more/ N/A 7 pts. = 75 to 89% 5 pts. = 60 to 74% 0 pts. = 59% or less		
H. Project Performance	Point Range:	Score:	Comments:
Did the project have any significant findings during monitoring? <i>Significant Findings are:</i> -Participants Served not meeting HUD homeless definition -Chronic Definition -Missing disability documentation -Rents exceeding FMR -Units not meeting HQS -Violation of termination policy -Ineligible spending	Deduct 20 pts. = Yes 0 pts. = No		
What percentage of CoC funds did the program spend in their last full operating year? (Compare APR to funding amount)	10 pts = 91-100% 7pts. = 81-90% 5 pts. = 71-80% 0 pts. = 70% or less		
Was the APR submitted on time? (within 90 days of program end)	5 pts. = Yes 0 pts. = No		
TOTAL:	135		

*** Programs funded for the first time in FY16 will receive full points for these questions due to not having been operational for enough time to satisfy the questions**



www.hhccny.org
housingandhomelesscoalition@gmail.com
@hhcofcny f facebook.com/hhccny
315-428-2216

Press Release

Date 7/19/19

For Immediate Release

Contact Megan Stuart

Email mstuart@unitedway-cny.org

Phone 315-428-2224

Web www.hhccny.org

July 2019: Housing and Homeless Coalition of Central New York and the HUD Continuum of Care Syracuse/Auburn, Onondaga, Oswego and Cayuga Counties announces the HUD Continuum of Care Homeless Assistance Program Competition and Bonus Funding Opportunity

Syracuse, Auburn, Oswego, NY: The HUD Continuum of Care (CoC) Notice of Funding Availability (NOFA) was released on July 3, 2019. The available HUD renewal funds for our community this funding cycle are **\$9,218,019**.

There is a potential **\$460,901** in new funding for housing projects. There is also potential for new funding in the amount of **\$599,464** for projects serving survivors of domestic violence. The Housing and Homeless Coalition is now accepting applications for new funding.

More information can be found here:

New project applicants are encouraged to apply. Deadline for submitting this RFP is the close of business on Friday, August 9, 2019 to Megan Stuart, Continuum of Care (CoC) Collaborative Applicant, via email: mstuart@unitedway-cny.org.

More information and applications can be found at <http://www.hhccny.org/coc/coc-funding-competition/>

###

The Housing and Homeless Coalition's mission is to assess community needs and to develop a comprehensive community strategy to combat homelessness and housing vulnerability in our community. More information about the HHC is available at www.hhccny.org. You can also follow HUD on Twitter www.twitter.com/hhccny, on Facebook at www.facebook.com/hhccny, or sign up for news alerts by emailing housingandhomelesscoalition@gmail.com.

Continuum of Care Written Standard for Rankings and Ratings Protocol

NY-505 Syracuse/Auburn, Onondaga, Oswego and Cayuga Counties

I. Purpose

The Housing and Homeless Coalition of Central New York (HHC) NOFA protocols for the Continuum of Care (CoC) establishes a transparent framework for the annual CoC NOFA scoring, ranking and approval process. In order to best serve our community members through provision of effective projects and capturing the maximum funds available, projects which most closely align with the HUD and CoC priorities will be prioritized for funding. This document will be reviewed and approved by both the NOFA workgroup, made up of representatives of agencies applying for funding, and the Performance Evaluation and Selection Committee, outlined below.

The HUD Performance Evaluation and Selection Committee (“the Committee”) consists only of non-CoC or ESG funded Advisory Board Members and also non-voting members of the Housing and Housing Coalition staff. Please see Appendix A for a list of the current members of the Performance Evaluation Committee. The duties are to oversee all monitoring of funding agencies (which is performed by the HHC staff), develop and revise the monitoring tool, perform ratings and rankings for all applications to the NOFA, and conduct HMIS user evaluations including evaluating completeness and determining whether a new applicant should receive an HMIS license. Agencies are able to submit new and renewal applications. The Committee will score these applications, based on criteria explained below, and place projects into Tier 1 and Tier 2 levels of funding.

II. FY2019 HUD Funding Availability

Total Annual Renewal Demand (ARD): \$9,218,019

Bonus: \$460,901

DV Bonus: \$599,464

Planning Funds: \$276,541 (planning funds are not ranked)

Tier 1 (94% ARD): \$8,664,936

Tier 2 (ARD-Tier 1+ bonus amounts): \$1,013,984

III. FY19 NY-505 Focus Areas

This year the HHC would like to highlight the following project types for funding priority:

1. Rapid Rehousing
2. Permanent Supportive Housing projects moving to Dedicated Plus
3. Youth Projects in all component types (PSH, RRH, Th-RRH)

IV. Application Process (Scoring and Ranking Overview)

On behalf of the CoC, the HHC issues new and renewal applications for agencies seeking CoC funding. Applications can be found in the appendices of this document and on the HHC's website at hhccny.org. Agencies are able to submit both renewal and new project applications. Only projects that scored in Tier 1 in the previous year's competition are eligible to apply for an expansion of the existing project. The criteria for the scoring of both types of projects can be found below.

Applications are split into two sections: threshold requirements and performance measures. Projects and agencies must meet threshold requirements to be considered in the funding competition. Performance measures will be used to determine ranking in the funding competition.

Both New and Renewal Applications are due Friday, August 9, 2019

A. New Projects (80 points)

Each agency considering applying for a new project will be required to submit an application to the HHC Director, including an operating budget. Agencies are asked to ensure that operating budget is scalable to adjust based on geographic need. Please see Appendix B for a copy of the current new project application. The Committee then reviews and scores applications for adherence to the following HUD and local threshold criteria:

Threshold Requirements

- Commitment to participation in HMIS
- Commitment to participation in Coordinated Entry
- Commitment to Housing First/ Low Barrier Implementation
- Documented Minimum Match
- Reasonable Cost (as compared to amount of bonus/reallocation dollars available)
- All budget items are allowable
- Fiscal stability of Organization (Management letter of most recent audit)
- HHC Membership or commitment to membership
- Policy on Client Centered Practices
- Commitment to Addressing Racial Disparity

Performance Measures/Community Need

- Demonstrated need for project (10 points)
- Supportive services provided to increase income (10 points)
- Youth Advisory Board Question (5 points)
- Project implementation plan (10 points)
- Plan for housing retention (10 points)
- Projects meeting CoC funding priorities (10 points)

- Rapid Rehousing
- Dedicated Plus PSH
- Youth Projects
- Targeting Hard to Serve Populations (5 points)
 - Chronically Homeless
 - Youth
 - Fleeing DV
 - No Income at Entry
- Cost Effectiveness (5 points)
- Drawdown Efficiency: Experience utilizing federal or other governmental funds (10 points)
- NOFA Workgroup (5 points)

B. DV Bonus Applications (80 points)

Each agency considering applying for a new DV bonus project will be required to submit an application to the HHC Director, including an operating budget. Agencies are asked to ensure that operating budget is scalable to adjust based on geographic need. Please see Appendix C for a copy of the current DV project application. The Committee then reviews and scores applications for adherence to the following HUD and local threshold criteria:

Threshold Requirements

- Commitment to tracking data and ability to pull reports in database comparable to HMIS
- Commitment to participation in Coordinated Entry
- Commitment to Housing First/ Low Barrier Implementation
- Documented Minimum Match
- Reasonable Total Cost (as compared to amount of bonus dollars available)
- All budget items are allowable
- Fiscal stability of Organization (Management letter of most recent audit)
- HHC Membership or commitment to membership
- Policy on Client Centered Practices
- Commitment to Addressing Racial Disparity

Performance Measures

- Demonstrated need for project (10 points)
- Supportive services provided to increase income (10 points)
- Youth Advisory Board Question (5 points)
- Project implementation plan (10 points)
- Plan for housing retention (10 points)
- Demonstrated experience in serving survivors of DV (15 points)
- Cost Effectiveness (5 points)
- Drawdown Efficiency: Experience utilizing federal or other governmental funds (10 points)

- NOFA Workgroup (5 points)

C. Renewal Projects (200 Points)

All projects requesting renewal funding will be evaluated via a local application sent to the HHC Director and reviewed by the Committee to determine their effectiveness in achieving the stated goals of the project and in addressing local and federal priorities; including meeting the HUD System Performance Measurements. Projects can receive up to 200 points. Please see Appendix D for a copy of the renewal application. The following items will be evaluated upon application review:

1. Project Monitoring and Scoring (135 points)

The Committee also reviews and updates the monitoring/scoring tool used to score renewal projects on effectiveness and compliance annually. Please see Appendix D for the most recent scoring tool. Once the tool is completed, it is reviewed by CoC-funded agencies and then voted on by members of the Committee. From there, the tool is then sent to the HHC Advisory Board For final approval.

HHC staff conducts annual monitoring visits to CoC-funded programs five client files (four open and one closed) are reviewed on-site and HHC Staff monitors for HMIS data are heavily weighted measures used by HUD in determining the overall CoC Application scores of Continuums.

The Monitoring & Scoring Tool assesses projects for Threshold Requirements, in the following categories:

- Housing First, assessed using HUD's Housing First Assessment Tool
- CoC participation
- Coordinated Entry participation
- Documentation of Match
- Documentation of eligible spending
- Adherence to all HUD regulations

The Monitoring & Scoring Tools scores the following Performance Measures:

- Housing Stability, including program average length of stay
- Assistance obtaining and maintaining non-cash benefits, income, and employment
- For PSH projects: percentage of chronic homelessness and bed utilization
- For RRH projects: ability to serve proposed number in previous year's application
- HMIS data quality
- Ability to spend program funds (drawdown efficiency)
- Timely submission of APR to HUD

HHC staff scores the projects accordingly from the monitoring/scoring tool with oversight by the HHC Director and the Committee Chair. Total scores for each project are determined by adding up points in each section. The completed tools are provided to the programs and a score listing is generated by the Director and sent to the

Advisory Board along with any issues presented. Additionally, a letter from the HHC Director is sent to the Executive Directors of each CoC-funded agency to inform them of the scoring and any issues. All project types (i.e., PSH and RRH) are judged together in the Committee meetings, both new and renewals.

2. Local Application (45 points) Please see Appendix C for the Local Renewal Application

- Youth Advisory Board Question (5 points)
- Projects meeting CoC funding priorities (10 points)
 - Rapid Rehousing
 - Dedicated Plus PSH
 - Youth Projects
- Targeting Hard to Serve Populations (5 points)
 - Chronically Homeless
 - Youth
 - Fleeing DV
 - No Income at Entry
- Cost Effectiveness (15 points)
- NOFA workgroup attendance (5 points)
- Commitment to Addressing Racial Disparity (5 points)

3. Performance Measures (20 points)- Run by HHC Staff out of HMIS

- RRH:
 - Average time from project entry to housing move-in date is 20 days or less (10 points)
 - Less than 15% of participants returned to homelessness after 12 months in permanent housing (10 points)
- PSH:
 - Less than 15% of participants returned to homelessness after 12 months in permanent housing (20 points)

V. Selection Process

The Committee reviews and scores all renewal, new, and DV bonus applications. Scores are compiled and reviewed in a committee meeting to ensure accuracy and limit discrepancies between reviewers. New and DV applications are reviewed and scored by all members of the Committee.

Projects which fail to meet threshold requirements will be held out of the competition. These projects may request that the CoC provide them with technical assistance to assist them in improving their interest in applying in future competitions. This process ensures that organizations that may lack the current capacity to receive a federal grant and can build their capacity for a future year.

All renewal projects will be selected to move forward in the competition, unless subject to reallocation. The reallocation process can be found in Section VI.

New and new DV projects that meet threshold requirements will be selected to move forward based on score for performance measures. Scores will be determined using an average of scores given by each member of the Committee. New and DV projects may be asked to scale funding request based on number of applications approved. Geographic coverage of the CoC will also be taken into consideration when determining funding scale.

VI. Reallocation protocol

The CoC will use the reallocation process to shift funds in whole or part from existing renewal projects to new project applications, as needed. Agencies with the lowest performing projects or consistent inability to expend grant funds may be subject to reallocation.

Agencies with the lowest performing projects will be notified of the recommendation for either reallocation or development of a Project Improvement Plan, as decided by the Committee and HHC Director. In the event that an agency has failed to make progress on a previous Project Improvement Plan, the agency will be notified of the recommendation for funding reduction, or non-renewal and reallocation. Projects may also be reallocated if they no longer meet HUD and/or local priority. Any project with the same significant finding for two years in a row will be brought to the committee's attention for possible reallocation.

Agencies that choose to self-reallocate are encouraged to apply for the reallocated funds to be made available and will receive an additional 5 points on their local application for self-reallocation; however, the funds will be competitive and subject to the local application process.

Any funds reallocated will return to the county of origin per merger agreements with Oswego and Cayuga Counties. For instance, if a Cayuga County Permanent Supportive Housing project is reallocated, only a Cayuga County provider could apply for those funds. This does not apply to funds reallocated by the Committee.

Funds may be reallocated to develop new permanent supportive housing projects, new rapid re-housing projects, Coordinated Entry SSO, or HMIS funds.

Once the Committee decides to reallocate the funding from the CoC-funded agency, the Advisory Board is immediately notified by the HHC Director along with the agency whose funding will be reallocated. The appeals process that follows will be applicable to the reallocation process.

VII. Ranking Protocol

A project ranking list is then generated using scores outlined in Section IV, in alignment with HUD and local CoC priorities. Ranking for renewal applications is determined by the project's monitoring score, system

performance measures, and local application. Projects that have not been operational for an entire program year, that have been transferred within the last program year, or that will be transferred within the next program year will be evaluated on the local application and local priorities. These projects will automatically be placed in Tier 1.

Projects will be recommended based upon the project application and monitoring scores that fall within the final pro rata share for the CoC, split between Tiers 1 and 2, according to HUD's NOFA. Projects will be ranked, based on score and local priority, and placed into Tier 1 until all Tier 1 funds are allocated.

The remaining projects selected for funding will be ranked and placed into Tier 2 until all Tier 2 funds are allocated.

New projects will be ranked in conjunction with Renewal Projects to ensure that the best applications are forwarded to the federal competition.

The CoC HMIS grant will be placed into Tier 1. The Planning Grant is not ranked in the NOFA process.

The HHC uses the project rating tool provided by HUD. The tool uses the community's weights for rating criteria and calculates an overall score for each project out of 100. An example of this would be, the total unweighted score for a new project is 60/75 for information on the local application, although the weighted score will be 80/100. The total unweighted score for a renewal project might be 160/200 resulting in an 80/100 in a weighted score.

Any renewal projects that received a significant finding during FY16 monitoring must submit a Project Improvement Plan with the renewal application. This plan must contain detailed action steps to resolve the significant finding.

VII. Appeals Process

Once the HHC Director, in conjunction with the Committee, have ranked applicants' renewal applications, the preliminary ranking will be emailed to all member agencies with specific scoring forwarded to the related applicant.

The Committee's recommendation will be presented to the HHC Advisory Board for approval and then presented to the full HHC (CoC general membership) for approval. An applicant may challenge the Committee's recommendation to the Board by emailing the HHC Director a Notice of Appeal. The appellant must attend the HHC Advisory Board meeting where they will be allowed to make a 10 minute presentation to the Board. The Board's decision on the slate is final. No Board Member with a conflict of interest may participate in the discussion or vote on the slate.



www.hhccny.org
housingandhomelesscoalition@gmail.com
@hhcofcny facebook.com/hhccny

NOTE: Appeals will only be considered in cases where applicants have concerns specific to the review process and scoring of their application. Appeals specific to the ranking or funding recommendation will not be considered. All notices of appeal must be based on the information submitted by the application due date. No new or additional information will be considered. Omissions to the application cannot be appealed.

Should the project decide to pursue a formal appeal to HUD, the applicant will be referred to page 75 of the FY2019 NOFA Section X to follow HUD's appeals process for submitting a solo application outside of the CoC.

Tier 1 and Tier 2 structures will be reviewed with the Committee and HHC Advisory Board and, at the next general membership or a special meeting called to ensure voting is accomplished 15 days prior to the submission deadline for the CoC Application, approved by the HHC membership.

The recommendation of the HHC Director with General Membership approval will be final.



Appendix A

Performance, Evaluation and Selection Committee Participating Agencies

United Way of Central NY (Collaborative Applicant)
City of Syracuse – Neighborhood and Business Development (ESG Coordinator)
Onondaga County Community Development (ESG Director)
Cayuga County Department of Social Services
Auburn Housing Authority
Onondaga County Department of Children and Family Services (RHY Coordinator)
Oswego County Department of Social Services
Excellus
Onondaga County Re-Entry Taskforce
City of Auburn (CDBG)
HHC Staff (Non-voting)

Appendix B

Onondaga/Oswego/Cayuga County Continuum of Care
2019 Local Application

Rubric FOR RE-ALLOCATION, BONUS and Applications (NEW)

Applications are due August 9, 2019 at 5pm. Applications must be submitted in a single PDF to Megan Stuart, mstuart@unitedway-.cny.org

Project Name:	
Component Type	<input type="checkbox"/> RRH <input type="checkbox"/> PSH <input type="checkbox"/> Th-RRH

Applicant Name Address Phone Number & Email	

Category		Point Value
Narrative	Please provide a general description of the program including the total amount requested and a rationale for why the program should be funded. Explain type, scale and location of housing, and supportive services. (500 word limit)	
Threshold Requirements		
Commitment to HMIS	Please indicate whether your agency currently participates in HMIS or has a plan to participate.	Yes/No
Coordinated Entry	Will the program participate in Coordinated Entry and follow the community's prioritization policy? Minimum requirement is 95% of referrals from Coordinated Entry (Attend meetings, accept referrals from CE List)	Yes/No
Housing First	Do you have a policy of zero barriers to entry besides homeless and disability verification, and minimum federal safety requirements? (Policy must be attached, as "Policy A, Housing First Policy")	Yes/No
	Do you have a policy that prioritizes highest-needs clients (chronic homeless)? (Policy must be attached, as "Policy B, Chronic Homeless Prioritization Policy")	Yes/No
	Do you have a discharge policy? (Policy must be attached, as "Policy C, Discharge/ Termination Policy")	Yes/No
	Do you have an Equal Access policy? (Policy must be attached, as "Policy D, Equal Access Policy")	Yes/No
Financial Feasibility/Reasonable Cost	Please attach project budget to prove that expenses are reasonable, allocable and allowable.	Yes/No

	Provide 25% match documentation. Match documentation is eligible and attached.	Yes/No
	Provide Management Letter from Agency's most recent fiscal audit demonstrating that agency is in good standing.	Yes/No
HHC Membership	Is your agency a member of the HHC? If not, demonstrate commitment to HHC membership.	Yes/No
Client-centered Practice	Does the program have policies in place to support client-centered practice? (Policy must be attached, as "Policy E, Client-Centered Policy")	Yes/No
Addressing Racial Disparity	Demonstrate that your agency has a policy addressing racial disparity. (Policy must be attached, as "Policy F, Racial Disparity Policy")	
Demonstrated Need & Performance Measures		
Demonstrated Need	Please provide local data used to determine need for project type and target population. If sources of data are specified, data is current and demonstrate local need: 10 points	10 points
Supportive Services	Describe how clients will be assisted in obtaining employment, income and mainstream resources to maximize their ability to live independently. (250 word limit) Demonstration of case management services, strategies to increase income using local resources, and supportive services description: 10 points	10 points
Youth Advisory Board Question:	How do you ensure consistent service delivery to all participants? (250 word limit) For example, staff training/ development, onboarding procedures, supervision of services/ staff, etc.	5 points
Project Implementation	Describe your detailed plan for rapid implementation of the program, documenting how the program will be ready to begin housing the first program participant. (250 word limit) If project has a timeline for full implementation within 90 days of startup, including unit leasing, staffing, participation enrollment using Coordinated Entry	10 points
Retention	Describe your plan to ensure 90% of participants will exit to Permanent Housing or remain in Permanent Housing. Description of supportive services provided and specific strategies for maintaining housing, including but not limited to: daily living skills, discharge planning, connections to community resources, landlord/tenant relationships, building of natural supports, etc.	10 points
Meeting Funding Priorities	Project is a: <ul style="list-style-type: none"> • Rapid Rehousing • Dedicated Plus PSH • Youth Project 	10 points
Targeting Hard to Serve Populations	Explain how your project would target one or more of the following populations: <ul style="list-style-type: none"> • Chronically Homeless 	5 points

	<ul style="list-style-type: none"> Youth People fleeing DV People with no income 	
Cost Effectiveness	Annual Budget divided by number of beds. PSH: Under \$13,654/bed= 5 points RRH: Under \$4,601/bed= 5 points	5 points
Drawdown Efficiency	Drawdown efficiency: Does the agency have a plan to efficiently utilize and timely expend HUD funds? Describe experience in effectively utilizing federal, state, or other grant funds. If agency has previous experience with drawdowns and grant administration = 10 points	10 points
Additional Information/ Requirements	Did a program representative attend the NOFA Workgroup session? No partial points	5 points
	TOTAL POINTS	____ out of 80

Appendix C
Onondaga/Oswego/Cayuga County Continuum of Care
2019 Local Application
Rubric FOR DV Bonus Applications (NEW)

Applications are due **August 9, 2019 at 5pm**. Applications must be submitted in a single PDF to Megan Stuart, mstuart@unitedway-.cny.org

Project Name:	
Component Type	<input type="checkbox"/> RRH <input type="checkbox"/> PSH <input type="checkbox"/> Th-RRH

Applicant Name	
Address	
Phone Number & Email	

Category		Point Value
Narrative	Please provide a general description of the program including the total amount requested and a rationale for why the program should be funded. Explain type, scale and location of housing, and supportive services. (500 word limit)	
Threshold Requirements		
Commitment to HMIS	Please indicate whether your agency currently participates in HMIS or has a plan to participate.	Yes/No
Coordinated Entry	Will the program participate in Coordinated Entry and follow the community's prioritization policy? Minimum requirement is 95% of referrals from Coordinated Entry (Attend meetings, accept referrals from CE List)	Yes/No
Housing First	Do you have a policy of zero barriers to entry besides homeless and disability verification, and minimum federal safety requirements? (Policy must be attached, as "Policy A, Housing First Policy")	Yes/No
	Do you have a policy that prioritizes highest-needs clients (chronic homeless)? (Policy must be attached, as "Policy B, Chronic Homeless Prioritization Policy")	Yes/No
	Do you have a discharge policy? (Policy must be attached, as "Policy C, Discharge/ Termination Policy")	Yes/No
	Do you have an Equal Access policy? (Policy must be attached, as "Policy D, Equal Access Policy")	Yes/No

Financial Feasibility/Reasonable Cost	Please attach project budget to prove that expenses are reasonable, allocable and allowable.	Yes/No
	Provide 25% match documentation. Match documentation is eligible and attached.	Yes/No
	Provide Management Letter from Agency's most recent fiscal audit demonstrating that agency is in good standing.	Yes/No
HHC Membership	Is your agency a member of the HHC? If not, demonstrate commitment to HHC membership.	Yes/No
Client-centered Practice	Does the program have policies in place to support client-centered practice? (Policy must be attached, as "Policy E, Client-Centered Policy")	Yes/No
Addressing Racial Disparity	Demonstrate that your agency has a policy addressing racial disparity. (Policy must be attached, as "Policy F, Racial Disparity Policy")	Yes/No
Demonstrated Need & Performance Measures		
Demonstrated Need	Please provide local data used to determine need for project type and target population. If sources of data are specified, data is current and demonstrate local need: 10 points	10 points
Supportive Services	Describe how clients will be assisted in obtaining employment, income and mainstream resources to maximize their ability to live independently. (250 word limit) Demonstration of case management services, strategies to increase income using local resources, and supportive services description: 10 points	10 points
Youth Advisory Board Question:	How do you ensure consistent service delivery to all participants? (250 word limit) For example, staff training/ development, onboarding procedures, supervision of services/ staff, etc.	5 points
Project Implementation	Describe your detailed plan for rapid implementation of the program, documenting how the program will be ready to begin housing the first program participant. (250 word limit) If project has a timeline for full implementation within 90 days of startup, including unit leasing, staffing, participation enrollment using Coordinated Entry	10 points
Retention	Describe your plan to ensure 90% of participants will exit to Permanent Housing or remain in Permanent Housing. Description of supportive services provided and specific strategies for maintaining housing, including but not limited to: daily living skills, discharge planning, connections to community resources, landlord/tenant relationships, building of natural supports, etc.	10 points
Serving Survivors of DV	Demonstrate agency's experience serving survivors of Domestic Violence. Please be specific.	15 points
Cost	Annual Budget divided by number of beds.	5 points



www.hhccny.org
 housingandhomelesscoalition@gmail.com
 @hhcofcny facebook.com/hhccny

Effectiveness	PSH: Under \$13,654/bed= 5 points RRH: Under \$4,601/bed= 5 points	
Drawdown Efficiency	Drawdown efficiency: Does the agency have a plan to efficiently utilize and timely expend HUD funds? Describe experience in effectively utilizing federal, state, or other grant funds. If agency has previous experience with drawdowns and grant administration = 10 points	10 points
Additional Information/ Requirements	Did a program representative attend the NOFA Workgroup session? No partial points	5 points
	TOTAL POINTS	____ out of 80

Appendix D
Onondaga/Oswego/Cayuga County Continuum of Care
2019 Local Application
Rubric FOR Renewals

Applications are due August 9, 2019 at 5pm. Applications must be submitted in a single PDF to Megan Stuart, mstuart@unitedway-.cny.org

Category	Question	Point Value
Narrative	Not Scored	
Youth Advisory Board Question:	How do you ensure consistent service delivery to all participants? (250 word limit) For example, staff training/ development, onboarding procedures, supervision of services/ staff, etc.	5 points
Local Priorities	Project is a: <ul style="list-style-type: none"> • Rapid Rehousing • Dedicated Plus PSH (Existing dedicated projects must be willing to become Dedicated Plus to receive points) • Youth Project 	10 points
Hard to Serve Populations	From your project's most recent APR, please give % of households who fall into the following categories	
	<ul style="list-style-type: none"> • Chronic Homeless (70%) • Youth (40%) • Fleeing DV (15%) • No income at entry (30%) <p>Full points will be awarded if projects meets any of the thresholds given above. For PSH projects, please submit the number of households entered prior to 1/15/16 who met the definition of chronic homelessness prior to 2016.</p>	5 points
Cost Effectiveness	Annual Budget divided by number of beds (people)*? Median Cost PSH: \$11,378 Under the Median Cost per bed: 20 points 10% Above Median (\$12,515): 15 points 20% Above Median (\$13,654): 10 points 30% Above Median (\$14,791): 5 points Above 30%: no points Median Cost RRH: \$3,681 Under Median Cost per bed: 20 points 25% Above Median (\$4,601): 15 points 50% Above Median (\$5,521): 10 points 75% Above Median (\$6,441): 5 points Above 75%: no points	15 Points

	*Youth projects are exempt from this measure and should be awarded full points	
	Did you attend the NOFA Workgroup	5 points
	TOTAL POINTS	____ out of 45

This portion of the Renewal Application will be completed by HHC Staff in regards to your Project Performance.

Category	Question	Point Value
Measuring Project Performance	RRH: On Average participants spend 20 days from project entry to Housing Move In Date. 20 days or less gets full points 30 days or less is 5 points More than 30 days is zero points	10 points
	RRH: Less than 15% of participants returned to homelessness after 12 months in permanent housing Less than 15% gets full points; more than 51% gets no points	10 points
	PSH: Less than 15% of participants returned to homelessness after 12 months in permanent housing Less than 15% gets full points; more than 51% gets no points	20 points
	Total Points	____ out of 20

Renewal Application Ranking Summary

Renewal Application Score	____ out of 45
Project Performance Score	____ out of 20
Monitoring Score (Attach Project Improvement Plan if needed. See Application instructions for more information)	____ out of 135
TOTAL Score	____ out of 200

Appendix E



CoC Permanent Supportive Housing Scoring Tool

A. Housing Stability		Point Range:	Score:	Comments:
Permanent Housing Retention Rate	20 pts. = 95% or more 15 pts. = 85% to 94% 10 pts. = 75% to 84% 5 pts. = 65% to 74% 0 pts. = 64% or less			
Program Average Length of Stay	5 points = 12 months or more 0 points = 6 months or more			
B. Access to Income and Benefits		Point Range:	Score:	Comments:
Participants with one or more source(s) of non-cash benefits (including medical insurance) by program exit	10 pts. = 80% or more 7 pts. = 65 to 79% 5 pts. = 50 to 64% 0 pts. = 49% or less			
Program participants experiencing increased income	5 pts. = 30% or more 3 pts. = 15 to 29% 0 pts. = 14% or less			
Program participants who gain employment	5 pts. = 17% or more 3 pts. = 12% to 16% 0 pts. = 11% or less			
C. Meeting Community Need		Point Range:	Score:	Comments:
Program participants qualifying as 'homeless' under categories 1 & 4.	10 pts. = 100% or more 7 pts. = 90 to 99% 5 pts. = 80 to 89% 0 pts. = 79% or below			
Project uses Housing First practices, as assessed by the Housing First Assessment Tool	10 pts. = 90% or more 7 pts. = 70 to 89% 5 pts. = 40 to 69% 0 pts. = 39% or below			
D. PSH		Point Range:	Score:	Comments:

What percentage of new entries were chronically homeless?	10 pts. = 85% or more/ N/A 7 pts. = 65 to 84% 5 pts. = 50 to 64% 0 pts. = 49% or less		
Bed utilization rate	10 pts. = 90% or more 7 pts. = 75 to 89% 5 pts. = 65 to 74% 0 pts. = 64% or below		
F. HMIS Data Quality	Point Range:	Score:	Comments:
HMIS HUD Data Quality Framework Error Rate	10 pts. ≤ 5% 5 pts. = 5-10% 0 pts. = 11% or above		
G. CoC Participation	Point Range:	Score:	Comments:
Is the agency an eligible voting member and does it participate as defined by CoC standards?	10 pts. = Yes 0 pts. = No		
Does the agency participate on minimum of one committee/workgroup with regular attendance?	5 pts. = Yes 0 pts. = No		
What percentage of entries came from the Coordinated Entry list?	10 pts. = 90% or more/ N/A 7 pts. = 75 to 89% 5 pts. = 60 to 74% 0 pts. = 59% or less		
H. Project Performance	Point Range:	Score:	Comments:
Did the project have any significant findings during monitoring?	Deduct 20 pts. = Yes 0 pts. = No		
Significant Findings are: -Participants Served not meeting HUD homeless definition -Chronic Definition -Missing disability documentation -Rents exceeding FMR -Units not meeting HQS -Violation of termination policy -Ineligible spending			
What percentage of CoC funds did the program spend in their last full operating year? (Compare APR to funding amount)	10 pts = 91-100% 7pts. = 81-90% 5 pts. = 71-80% 0 pts. = 70% or less		
Was the APR submitted on time? (within 90 days of program end)	5 pts. = Yes 0 pts. = No		
TOTAL:	135		

*** Programs funded for the first time in FY16 will receive full points for these questions due to not having been operational for enough time to satisfy the questions**

CoC Rapid Rehousing Scoring Tool

Name of Reviewer:		Date:	
A. Housing Stability	Point Range:	Score:	Comments:
Program participants exited to permanent housing	20 pts. = 90% or more 15 pts. = 80% to 89% 10 pts. = 70% to 79% 5 pts. = 60% to 69% 0 pts. = 59% or less		
Program Average Length of Stay	5 points = 6 months or more 0 points = 6 months or less		
B. Access to Income and Benefits	Point Range:	Score:	Comments:
Participants with one or more source(s) of non-cash benefits (including medical insurance) by program exit	10 pts. = 80% or more 7 pts. = 65 to 79% 5 pts. = 50 to 64% 0 pts. = 49% or less		
Program participants experiencing increased income	5 pts. = 30% or more 3 pts. = 15 to 29% 0 pts. = 14% or less		
Program participants who gain employment	5 pts. = 30% or more 3 pts. = 20% to 29% 0 pts. = 19% or less		
C. Meeting Community Need	Point Range:	Score:	Comments:
Program participants qualifying as 'homeless' under categories 1 & 4.	10 pts. = 100% or more 7 pts. = 90 to 99% 5 pts. = 80 to 89% 0 pts. = 79% or below		
Project uses Housing First practices, as assessed by the Housing First Assessment Tool	10 pts. = 90% or more 7 pts. = 70 to 89% 5 pts. = 40 to 69% 0 pts. = 39% or		

	below		
Did the project serve the number proposed in the application?	20 pts. = 100% 15 pts. = 95% to 99% 10 pts. = 90% to 94% 5 pts. = 85% to 89% 0 pts. = 84% or less		
F. HMIS Data Quality	Point Range:	Score:	Comments:
HMIS HUD Data Quality Framework Error Rate	10 pts. ≤ 5% 5 pts. = 5-10% 0 pts. = 11% or above		
G. CoC Participation	Point Range:	Score:	Comments:
Is the agency an eligible voting member and does it participate as defined by CoC standards?	10 pts. = Yes 0 pts. = No		
Does the agency participate on minimum of one committee/workgroup with regular attendance?	5 pts. = Yes 0 pts. = No		
What percentage of entries came from the Coordinated Entry list?	10 pts. = 90% or more/ N/A 7 pts. = 75 to 89% 5 pts. = 60 to 74% 0 pts. = 59% or less		
H. Project Performance	Point Range:	Score:	Comments:
Did the project have any significant findings during monitoring? <i>Significant Findings are:</i> -Participants Served not meeting HUD homeless definition -Chronic Definition -Missing disability documentation -Rents exceeding FMR -Units not meeting HQS -Violation of termination policy -Ineligible spending	Deduct 20 pts. = Yes 0 pts. = No		
What percentage of CoC funds did the program spend in their last full operating year? (Compare APR to funding amount)	10 pts = 91-100% 7pts. = 81-90% 5 pts. = 71-80% 0 pts. = 70% or less		
Was the APR submitted on time? (within 90 days of program end)	5 pts. = Yes 0 pts. = No		
TOTAL:	135		

*** Programs funded for the first time in FY16 will receive full points for these questions due to not having been operational for enough time to satisfy the questions**



www.hhccny.org
housingandhomelesscoalition@gmail.com
@hhcofcny facebook.com/hhccny

**Housing and Homeless Coalition of Central New York
Memorandum of Understanding
Organizational Membership**

WHEREAS the Housing and Homeless Coalition of Central New York is the established Continuum of Care for Syracuse, Auburn/Onondaga, Oswego and Cayuga Counties, known as NY-505, which works together as a collaborative body addressing housing vulnerability and homelessness; and

WHEREAS the Housing and Homeless Coalition of Central New York is coordinated by staff of the United Way of Central New York, which is the Continuum's Collaborative Application and HMIS Lead; and

WHEREAS CNY Works, Inc. is an organization/agency that serves as the Onondaga County Workforce Development Board, whose mission is to administer the workforce development funds targeted for the Central New York area. CNY Works functions as the apolitical convener of business, economic development and community agendas to define workforce system goals, garner resources and support growth and development of the local and regional economy. CNY Works, Inc. desires to be a member of the Housing and Homeless Coalition of Central New York.

THEREFORE CNY Works, Inc. and the United Way of Central New York enter into an agreement that CNY Works, Inc. aligns itself with the principles of the Continuum, which are:

- Assessment of community needs as related to homelessness and housing vulnerability;
- Develop an easily accessible continuum of services for homeless individuals and families
- Coordinate local resources to avoid duplication of services and unnecessary gaps in the service system;
- Collaborate to access funding opportunities;
- Provide a forum for communication between service recipients and service providers;
- Educate the general community on the needs of homeless persons and the workforce services available;
- Contribute to the City and County Consolidated Planning process

As a member, (organization name) will:

- Appoint a primary and two alternate voters on behalf of the organization
- Attend quarterly general membership meetings
- Actively participate in committees and sub-committees, as appropriate

Primary Voter*: Lenore Sealy, Executive Director, CNY Works, Inc.



www.hhccny.org
housingandhomelesscoalition@gmail.com
@hhccofcny facebook.com/hhccny

Alternate: Mary Jean Piraino, One Stop System Operator, Onondaga County Workforce Development Board

2nd Alternate: Amy Stage, Workforce Manager, Youth Services, CNY Works, Inc.

* Agencies may notify HHC if staff changes

The HHC will:

- Coordinate and communicate processes surrounding the annual HUD CoC NOFA application, including communicating opportunities for new funding availability
- Administer HMIS and Coordinated Entry systems and provide technical assistance, as needed
- Fulfill data requests made by the organization
- Provide advocacy on homelessness and housing issues
- Communicate and solicit feedback on strategic planning and needs assessments

IN WITNESS WHEREOF, the parties hereto have executed this MOU on the dates specified below. The MOU will last the term of two years and subject to re-examination at the end of that term.

Organization: CNY Works, Inc.

Authorized Official (Printed Name): Lenore Spadafora Sealy

Signature: [Signature] Date: September 23, 2019

United Way of Central New York

Authorized Official: Nancy Kern Eaton

Signature: [Signature] Date: 9/23/19

Housing and Homeless Coalition of Central New York

Representative: Megan Stuart

Signature: [Signature] Date: 9/23/19

WHY SPARC?

The Center for Social Innovation launched Supporting Partnerships for Anti-Racist Communities (SPARC) in 2016 in response to the overwhelming evidence that people of color were dramatically overrepresented in the nation's homeless population—across the country and regardless of jurisdiction.

In March 2017, The Center for Social Innovation partnered with The Housing and Homeless Coalition of Central New York (HHC) and other service providers in Syracuse to collect qualitative and quantitative data to examine the racial dimensions of homelessness in the area. This document is a distilled report presenting preliminary findings and initial recommendations.

3 STRUCTURAL CHANGE OBJECTIVES *for our work to address racial inequity in the homelessness response system in Syracuse, New York*

- **Implementation of trauma-informed care and anti-racism** at the policy and practice levels.
- **Staff diversity and inclusion**, with careful attention to increasing the number of senior managers of color.
- **Promoting housing quality**, including improving the current stock of affordable housing.

EXAMINING HOMELESSNESS BY COLOR IN SYRACUSE

Total Population in Syracuse, NY



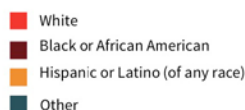
Total Population in Syracuse, NY Living in Poverty



Total Population in Syracuse, NY Experiencing Homelessness



0% 10% 20% 30% 40% 50% 60% 70% 80% 90% 100%



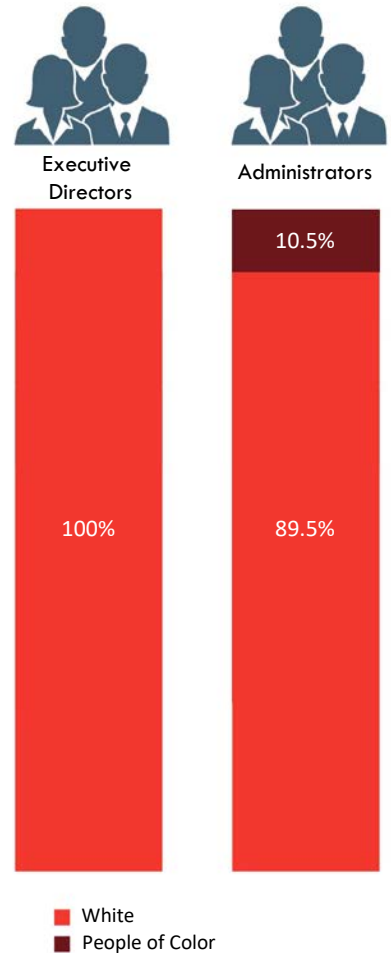
DATA COLLECTION INCLUDED:

- HMIS data from fiscal years 2011 to 2016.
- Qualitative research, including 26 individual interviews with people of color experiencing homelessness and 3 focus groups of providers, stakeholders, and consumers.
- An online demographic survey of homeless service providers.

HOMELESSNESS SERVICE PROVISION

Through an online survey, data was collected on the background of providers working in homelessness response programs and their self-reported desires for professional development. The findings were:

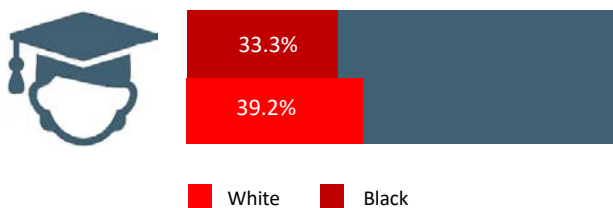
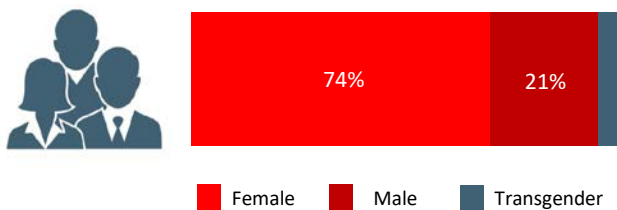
- The vast majority of surveyed service providers identified as White and Non-Hispanic or Latinx. 100% of Executive Directors and nearly 90% of Administrators identified as White.
- About three fourths (74.2%) identified as female, 21.0% as male; 3.2% identified as other, transgender or genderqueer.
- Among all respondents, Black and White individuals reported similar educational background; with 33.3% and 39.2%, respectively, holding Master's degrees.



STAFF EXPERIENCE WITH OWN HOMELESSNESS

Over twenty percent (22.6%) of respondents reported their own experience with homelessness.

In order to protect anonymity on this sensitive question, results are not presented by race.



THE SURVEY SUGGESTS THERE IS A SIGNIFICANT UNDERREPRESENTATION OF PEOPLE OF COLOR IN SENIOR-LEVEL POSITIONS, AND PEOPLE OF COLOR MAY NOT BE PROMOTED OR HIRED TO SENIOR MANAGEMENT AT THE SAME RATE AS THEY ARE HIRED TO WORK THE FRONTLINE.

PATHWAYS INTO HOMELESSNESS

- **NETWORK IMPOVERISHMENT** - There is no extra money anywhere in a respondent's social network.
- **ECONOMIC MOBILITY** - Respondents do not have difficulty finding jobs, but cannot secure jobs with adequate wages.
- **FAMILY DESTABILIZATION** - Families faced significant psychosocial stressors associated with poverty, substance use and mental illness, child welfare involvement, criminal justice involvement, and trauma.
- **BEHAVIORAL HEALTH ISSUES** - Instability and trauma correlate with substance use issues.
- **VIOLENCE** - Women frequently had histories of intimate partner violence (IPV) connected to their pathways into homelessness.

“It's like you look at your parents' faces and it's like you see the hurt. It's like she doesn't know what else to do. She can't really feed her kids like she needs to, properly. So, me being the oldest, um, I'm watching the streets. I took to the streets like fish take to water.”

“What kind of place can I get with that kind of rent (\$300) but somewhere in the projects, somewhere in a drug infested area, you know, crime all around. I'm on parole. Why would I want to be somewhere where the chances of me having police contact is greater? So, you putting—you're not even giving me a chance or an opportunity to succeed.”

BARRIERS TO EXITING HOMELESSNESS

- **CRIMINAL JUSTICE SYSTEM INVOLVEMENT** - Criminal records limit housing and employment options.
- **QUALITY AFFORDABLE HOUSING** - Frustration at high rents for low quality housing was very common among participants.
- **TRANSPORTATION** - Respondents lacked extra money for transportation costs and cited a disconnect between affordable neighborhoods and job location.
- **NAVIGATING THE SYSTEM** - Many respondents felt the system was strapped for resources and designed to be difficult, and as result felt they had to strategize where they sought services and how they presented themselves to providers.

RECOMMENDATIONS



There are numerous actions that Syracuse, led by HHC, can take now and plan to take in the future. SPARC's recommendations include:

- 1. Design an equitable Coordinated Entry System.**
- 2. Include racial equity data analysis and benchmarks in strategic planning.**
- 3. Support organizational development**
 - Encourage anti-racist program delivery
 - Promote ongoing anti-racism training
 - Incorporate racial equity into grantmaking and contracting
- 4. Collaborate to increase affordable housing availability**
- 5. Investigate flexible subsidies**
- 6. Innovative upstream interventions**

GLOSSARY OF TERMS:

As established by the:  **Center for Social Innovation**

- **EQUITY** A state in which belonging to a particular social group does not determine success, and where all groups have access to the resources and opportunities necessary to eliminate gaps and improve the quality of their lives
- **STRUCTURAL RACISM** A system by which public policies, institutional practices, cultural representations, and other norms work in various, and often reinforcing ways, to perpetuate power disparities based on race. It involves the cumulative effects of history, culture and ideology, and it systematically privileges White people and disadvantages people of color, in ways that allows it to persist and adapt over time.
- **RACIAL EQUITY LENS** A way of viewing the world through an understanding of systemic racism, and a recognition that equity for all cannot be achieved without simultaneous work to dismantle racism.