Before Starting the CoC Application

The CoC Consolidated Application is made up of three parts: the CoC Application, the Project Listing, and the Project Applications. The Collaborative Applicant is responsible for submitting two of these sections. In order for the CoC Consolidated Application to be considered complete, each of these two sections REQUIRES SUBMISSION:
- CoC Application
 - Project Listing

 Please Note:

 - Review the FY2013 CoC Program NOFA in its entirety for specific application and program requirements.
 - Use the CoC Application Detailed Instructions while completing the application in e-snaps. The detailed instructions are designed to assist applicants as they complete the application forms in e-snaps.
 - As a reminder, CoCs are not able to import data from the 2012 application due to significant changes to the CoC Application questions. All parts of the application must be fully completed.
 - All questions marked with an asterisk (*) are mandatory and must be completed in order to submit the application.

 For Detailed Instructions click here.

1A. Continuum of Care (CoC) Identification

Instructions:

For guidance on completing this form, please reference the   FY 2013 CoC Application Detailed Instructions and the FY 2013 CoC Program NOFA.   Please submit technical question to the OneCPD Ask A Question at   https://www.onecpd.info/ask-a-question/.

1A-1 CoC Name and Number: NY-500 - Rochester/Irondequoit/Greece/Monroe County CoC

1A-2 Collaborative Applicant Name: United Way Service Corps

1A-3 CoC Designation: CA

1B. Continuum of Care (CoC) Operations

Instructions:

For guidance on completing this form, please reference the   FY 2013 CoC Application Detailed Instructions and the FY 2013 CoC Program NOFA.   Please submit technical question to the OneCPD Ask A Question at   https://www.onecpd.info/ask-a-question/.

1B-1 How often does the CoC conduct meetings of the full CoC membership? Monthly

1B-2 How often does the CoC invite new members to join the CoC through a publicly available invitation? Monthly

IB-3 Does the CoC include membership of a homeless or formerly homeless person? Yes

1B-4 For members who are homeless or formerly homeless, what role do they play in the CoC membership? Select all that apply. Outreach, Advisor, Volunteer, Community Advocate

1B-5 Does the CoC's governance charter incorporate written policies and procedures for each of the following:

1B-5.1 Written agendas of CoC meetings?	No
1B-5.2 Centralized or Coordinated Assessment System?	No
1B-5.3 Process for Monitoring Outcomes of ESG Recipients?	No
1B-5.4 CoC policies and procedures?	Yes
1B-5.5 Written process for board selection?	Yes
1B-5.6 Code of conduct for board members that includes a recusal process?	Yes
1B-5.7 Written standards for administering assistance?	No

1C. Continuum of Care (CoC) Committees

Instructions:

For guidance on completing this form, please reference the   FY 2013 CoC Application Detailed Instructions and the FY 2013 CoC Program NOFA.   Please submit technical question to the OneCPD Ask A Question at   https://www.onecpd.info/ask-a-question/.

1C-1 Provide information for up to five of the most active CoC-wide planning committees, subcommittees, and/or workgroups, including a brief description of the role and the frequency of meetings. Collaborative Applicants should only list committees, subcommittees and/or workgroups that are directly involved in CoC-wide planning, and not the regular delivery of services.

	Name of Group	Role of Group (limit 750 characters)	Meeting Frequency	Names of Individuals and/or Organizations Represented
1C-1.1	Chronically Homeless Subcommittee	Ad hoc committee established to develop and advance an overall strategy to address chronic homelessness in the community, especially that occurring among the unsheltered population. To meet this charge, the subcommittee analyzed the current situation, identified additional areas of the city and county where chronic homelessness is found, and conducted outreach to learn directly from chronically homeless persons what barriers they face and their preferences for housing options.	Monthly	Government, Homeless Service Providers, Formerly Homeless, Social Service Providers, Veterans Organizations, Youth Service Providers
1C-1.2	Governance and Stakeholder Development Committee	Ensures that the CoC Administrative Board composition is representative of stakeholders and that the stakeholders appropriately reflect community interests in homeless housing and services. Assesses the participation and effectiveness of the Board as a whole, its members, and its committees. Recruits and nominates Board members and stakeholders. Develops performance standards for Board and committee attendance and participation. Develops ethical and conflict of interest policies and procedures. Investigates questions of ethical violations and conflicts of interest and makes recommendations to the Board accordingly.	Monthly	Government, Homeless Service Providers, Public Housing Authority, Private Funders, Youth Service Providers, Formerly Homeless

1C-1.3	HMIS Advisory Committee	Ensures that HMIS provides community-wide, unduplicated homeless data for planning and coordination of homeless housing and services. Reviews data quality and HMIS reports monthly. Reviews HMIS policies and procedures and data quality standards annually. Ensures that HMIS meets the needs of user organizations. Ensures that data in local reports are timely and accurate. Reviews data prepared for HUD reporting, including for the AHAR and the CoC Program Competition.	Quarterly	Government, Homeless Service Providers, Public Housing Authority, Social Serivce Providers, Veterans Organizations, Youth Service Providers, Legal Service Providers
1C-1.4	Coordinated Access Task Force	Ad hoc committee established to bring together community stakeholders to recommend strategies for the design and implementation of a "Coordinated Intake and Assessment System" for homeless services. To meet this charge, the task force analyzed the current state of homeless household access to homeless services and reviewed alternative evidence-based models within the context of local community needs. It prepared a recommendation to the CoC Administrative Board that includes an appropriate community-wide process, a common assessment tool, and standards for data collection and reporting.	Monthly	Government, Homeless Service Providers, Faith-Based Organizations, Public Housing Authority, Social Service Providers, Health Care, Veterans Organizations, Housing Developers
1C-1.5	Grant Applications Committee	Develops policies for grant application review and ranking of budget requests. Creates application materials used by local organizations to apply for funding. Appoints application reviewers who are without conflict. Oversees the grant review process. Makes recommendations to the CoC Administrative Board regarding the allocation HUD-McKinney-Vento homeless funding. Ensures that CoC operations comply with applicable regulations and contractual obligations.	Monthly	Government, Private Funders (Plus independent reviewers for local CoC competition scoring and ranking from Health Care, Homeless Service Providers, Social Service Providers, Government, Private Funders)

1C-2 Describe how the CoC considers the full range of opinions from individuals or organizations with knowledge of homelessness or an interest in preventing and ending homelessness in the geographic area when establishing the CoC-wide committees, subcommitees, and workgroups.
 (limit 750 characters)

The Homeless Services Network (HSN) is one avenue used to engage such individuals and organizations in CoC activity. With 200+ members representing 70+ agencies, HSN facilitates networking and coordination among those who serve the homeless. Regular meetings and an active listserv are used to communicate with a broad range of interested and knowledgeable community partners. The CoC Board also holds monthly Stakeholder meetings to inform and obtain input. The Stakeholder Group includes a diverse range of organizations that represent constituencies beyond the homeless system, including education, mental health, substance abuse, private business, veterans organizations, employment, faith communities, housing developers, and health care. The Coordinated Access Task Force, a CoC ad hoc committee, was recruited through the Stakeholders Group.

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

Instructions:

For guidance on completing this form, please reference the FY 2013 CoC Application Detailed Instructions and the FY 2013 CoC Program NOFA.   Please submit technical question to the OneCPD Ask A Question at   https://www.onecpd.info/ask-a-question/.

1D-1 Describe the specific ranking and selection process the CoC uses to make decisions regarding project application review and selection, based on objective criteria. Written documentation of this process must be attached to the application along with evidence of making the information publicly available.
(limit 750 characters)

The local CoC competition, announced publicly on 9/3/13, utilized standardized application forms, written instructions, an applicant workshop, periodic updates, a key contact for related inquiries, and a stated timeline. The CoC recruited 7 community members to join 3 CoC Board members (all without conflicts of interest) to score and rank the applications. Reviewer training was held, including discussion of the criteria for renewals: Program (Need, Design, Operations), Effectiveness (Outcomes, Impact, Consequence), Community Integration (Collaboration, HMIS), and Finances; and for new projects: Program (Need, Design, Focus), Potential for Success (Experience, Management, Impact), Community Integration (Collaboration), and Finances.

1D-2 Describe how the CoC reviews and ranks projects using periodically collected data reported by projects, conducts analysis to determine each project's effectiveness that results in participants rapid return to permanent housing, and takes into account the severity of barriers faced by project participants. Description should include the specific data elements and metrics that are reviewed to do this analysis.
(limit 1000 characters)

The review process was driven by the question, "Will homelessness in the community be reduced?" Applicants were required to provide project performance data for the prior 12 months, the most recently submitted APR, and HUD monitoring reports. In scoring PSH applications, reviewers used data on the percent of persons remaining or exiting to other PH; percent maintaining/increasing total income; and percent maintaining/increasing earned income. For TH/SSO projects, they used data on the percent of persons exiting to PH; percent increasing total income; and percent increasing earned income. Also considered were how long persons remained in PH, how many became less reliant on public benefits, and other indicators cited to reflect participant progress. The process took into account barriers, especially for the chronically homeless and those with mental health or substance abuse issues, by recognizing these populations may not reach the goals as quickly as others and allowing applicants to explain any shortfall and offer a plan for improvement.

1D-3 Describe the extent in which the CoC is open to proposals from entities that have not previously received funds in prior Homeless Assistance Grants competitions.
(limit 750 characters)

The CoC welcomes proposals from entities that have not previously received funds in prior competitions. The local solicitation for new project applications was announced publicly. A scheduled workshop was open to any organization that had an interest in learning more about the process. The session provided an overview of CoC and HUD priorities as well as information on the local and federal competition. In addition, a key contact person was identified to answer any subsequent questions about the CoC, the process, or submitting an application.

1D-4 On what date did the CoC post on its website all parts of the CoC Consolidated Application, including the Priority Listings with ranking information and notified project applicants and stakeholders the information was available? Written documentation of this notification process (e.g., evidence of the website where this information is published) must be attached to the application.   01/31/2014

1D-5 If there were changes made to the ranking after the date above, what date was the final ranking posted?

1D-6 Did the CoC attach the final GIW approved by HUD either during CoC Registration or, if applicable, during the 7-day grace period following the publication of the CoC Program NOFA without making changes?   Yes

1D-6.1 If no, briefly describe each of the specific changes that were made to the GIW (without HUD approval) including any addition or removal of projects, revisions to line item amounts, etc. For any projects that were revised, added, or removed, identify the applicant name, project name, and grant number.
(limit 1000 characters)

Not applicable

1D-7 Were there any written complaints   No
received by the CoC in relation to project
review, project selection, or other items
related to 24 CFR 578.7 or 578.9 within the
last 12 months?

1D-7.1 If yes, briefly describe the complaint(s), how it was resolved, and
the date(s) in which it was resolved.
(limit 750 characters)

Not applicable

1E. Continuum of Care (CoC) Housing Inventory

Instructions:

For guidance on completing this form, please reference the   FY 2013 CoC Application Detailed Instructions and the FY 2013 CoC Program NOFA.   Please submit technical question to the OneCPD Ask A Question at   https://www.onecpd.info/ask-a-question/.

1E-1 Did the CoC submit the 2013 HIC data in   the HDX by April 30, 2013?   Yes

2A. Homeless Management Information System (HMIS) Implementation

Intructions:

For guidance on completing this form, please reference the FY 2013 CoC Application Detailed Instructions and the FY 2013 CoC Program NOFA.   Please submit technical question to the OneCPD Ask A Question at   https://www.onecpd.info/ask-a-question/.

2A-1 Describe how the CoC ensures that the HMIS is administered in compliance with the CoC Program interim rule, conformance with the 2010 HMIS Data Standards and related HUD Notices.
(limit 1000 characters)

The CoC has an active HMIS Advisory Committee that meets quarterly and as needed for special projects. After the Interim Rule was published, HMIS staff and Committee members updated the existing HMIS Policy and Procedure Manual to ensure the local HMIS system is administered in compliance with Rule requirements and current Data Standards. The CoC Executive Committee approved these changes in January 2013. Shortly after the revised Manual was approved, the HMIS Lead Agency entered into updated agreements with all Contributing HMIS Agencies to ensure compliance with the new requirements. HMIS staff marketed a revised training program to notify all system users of the new standards. HMIS staff and HMIS Advisory Committee members monitor HUD announcements on an ongoing basis for updated requirements and guidance. Any items requiring immediate action are reviewed by the Committee and, if necessary, the CoC Executive Committee is notified of the pending changes and anticipated impact.

2A-2 Does the governance charter in place between the CoC and the HMIS Lead include the most current HMIS requirements and outline the roles and responsibilities of the CoC and the HMIS Lead?
If yes, a copy must be attached.   Yes

2A-3 For each of the following plans, describe the extent in which it has been developed by the HMIS Lead and the frequency in which the CoC has reviewed it: Privacy Plan, Security Plan, and Data Quality Plan.
(limit 1000 characters)

The HMIS Privacy Plan was substantially updated and sent to users in the CoC geography in January 2013. The HMIS Security Plan was substantially updated and sent to users in the CoC geography in January 2013. The HMIS Data Quality Plan was substantially updated and sent to users in the CoC geography in January 2013. Each plan is reviewed by the HMIS Advisory Committee at least once a year, and changes are recommended as needed.

2A-4 What is the name of the HMIS software selected by the CoC and the HMIS Lead? Applicant will enter the HMIS software name (e.g., ABC Software). Service Point

2A-5 What is the name of the HMIS vendor? Applicant will enter the name of the vendor (e.g., ESG Systems). Bowman Systems

2A-6 Does the CoC plan to change the HMIS software within the next 18 months? No

2B. Homeless Management Information System (HMIS) Funding Sources

2B-1 Select the HMIS implementation coverage area: Single CoC

2B-2 Select the CoC(s) covered by the HMIS: (select all that apply) NY-500 - Rochester/Irondequoit/Greece/Monroe County CoC

2B-3 In the chart below, enter the amount of funding from each funding source that contributes to the total HMIS budget for the CoC.

2B-3.1 Funding Type: Federal - HUD

Funding Source	Funding
CoC	$251,880
ESG	$0
CDBG	$0
HOME	$0
HOPWA	$0
Federal - HUD - Total Amount	$251,880

2B-3.2 Funding Type: Other Federal

Funding Source	Funding
Department of Education	$0
Department of Health and Human Services	$0
Department of Labor	$0
Department of Agriculture	$0
Department of Veterans Affairs	$0
Other Federal	$0
Other Federal - Total Amount	$0

2B-3.3 Funding Type: State and Local

Funding Source	Funding
City	$0
County	$0
State	$0
State and Local - Total Amount	$0

2B-3.4 Funding Type: Private

Funding Source	Funding
Individual	$0
Organization	$58,650
Private - Total Amount	$58,650

2B-3.5 Funding Type: Other

Funding Source	Funding
Participation Fees	$1,400
Other - Total Amount	$1,400

2B-3.6 Total Budget for Operating Year	$311,930

2B-4 How was the HMIS Lead selected by the CoC?   Agency was Appointed

2B-4.1 If other, provide a description as to how the CoC selected the HMIS Lead.
(limit 750 characters)

Not applicable

2C. Homeless Management Information System (HMIS) Bed Coverage

Instructions:

For guidance on completing this form, please reference the FY 2013 CoC Application Detailed Instructions and the FY 2013 CoC Program NOFA. Please submit technical question to the OneCPD Ask A Question at https://www.onecpd.info/ask-a-question/.

2C-1 Indicate the HMIS bed coverage rate (%) for each housing type within the CoC. If a particular housing type does not exist anywhere within the CoC, select "Housing type does not exist in CoC" from the drop-down menu:

* **Emergency shelter**	86%+
* **Safe Haven (SH) beds**	86%+
* **Transitional Housing (TH) beds**	86%+
* **Rapid Re-Housing (RRH) beds**	Housing type does not exist in CoC
* **Permanent Supportive Housing (PSH) beds**	86%+

2C-2 How often does the CoC review or assess its HMIS bed coverage?   Semi-Annually

**2C-3 If the bed coverage rate for any housing type is 64% or below, describe how the CoC plans to increase this percentage over the next 12 months.
(limit 1000 characters)**

Not applicable

2C-4 If the Collaborative Applicant indicated that the bed coverage rate for any housing type was 64% or below in the FY2012 CoC Application, describe the specific steps the CoC has taken to increase this percentage. (limit 750 characters)

Not applicable

2D. Homeless Management Information System (HMIS) Data Quality

Instructions:

For guidance on completing this form, please reference the   FY 2013 CoC Application Detailed Instructions and the FY 2013 CoC Program NOFA.   Please submit technical question to the OneCPD Ask A Question at   https://www.onecpd.info/ask-a-question/.

2D-1 For each housing type, indicate the average length of time project participants remain in housing. If a housing type does not exist in the CoC, enter "0".

Type of Housing	Average Length of Time in Housing
Emergency Shelter	17
Transitional Housing	4
Safe Haven	2
Permanent Supportive Housing	27
Rapid Re-housing	0

2D-2 Indicate the percentage of unduplicated client records with null or missing values on a day during the last 10 days of January 2013 for each Universal Data Element listed below.

Universal Data Element	Percentage
Name	0%
Social security number	0%
Date of birth	0%
Ethnicity	0%
Race	0%
Gender	0%
Veteran status	0%
Disabling condition	1%
Residence prior to program entry	0%
Zip Code of last permanent address	0%
Housing status	1%
Head of household	0%

2D-3 Describe the extent in which HMIS generated data is used to generate HUD required reports (e.g., APR, CAPER, etc.). (limit 1000 characters)

HMIS has the capability to generate the following reports: APR, AHAR, CAPER, ESG, HUC, Sheltered and Unsheltered PIT, CoC Application Section 2D, Data Completeness Report, Universal Data Element Completeness, and Duplicate Client Report. The last three reports are run by the HMIS staff to ensure HMIS data integrity. The staff also provides training to providers so that they are able to run their own reports to keep their data current and accurate. The CoC has fulfilled the following HUD reporting requirements using HMIS-generated data: APR, AHAR, and CoC Application Section 2D. The CoC's 2014 HIC and PIT reports will also be prepared using HMIS-generated data.

2D-4 How frequently does the CoC review the data quality in the HMIS of program level data?   Semi-Annually

2D-5 Describe the process through which the CoC works with the HMIS Lead to assess data quality. Include how the CoC and HMIS Lead collaborate, and how the CoC works with organizations that have data quality challenges.
(Limit 1000 characters)

The CoC and HMIS Lead established community-wide data quality standards in October 2010. The standards set specific benchmarks for data quality, percentage of missing or unknown/refused universal data elements, program specific-data elements, and timeliness of data entry. To ensure the data quality benchmarks are being met, the CoC, organizations, and HMIS Lead Agency have access to a monthly "report card" that provides the status of missing information in required fields. Once an organization is identified as underperforming in terms of data quality, the HMIS Lead Agency works with its staff to identify the cause of the issue and then tailors a training program to get the project back in line with the established standards. Data quality reports for that organization are monitored weekly until the problems have been corrected. If there is no or inadequate response, the matter is addressed by the CoC HMIS Advisory Committee and brought to the CoC Administrative Board if necessary.

2D-6 How frequently does the CoC review the data quality in the HMIS of client-level data?   Monthly

2E. Homeless Management Information System (HMIS) Data Usage and Coordination

Instructions:

For guidance on completing this form, please reference the FY 2013 CoC Application Detailed Instructions and the FY 2013 CoC Program NOFA. Please submit technical question to the OneCPD Ask A Question at https://www.onecpd.info/ask-a-question/.

2E-1 Indicate the frequency in which the CoC uses HMIS data for each of the following activities:

* **Measuring the performance of participating housing and service providers**	Monthly
* **Using data for program management**	Monthly
* **Integration of HMIS data with data from mainstream resources**	Semi-Annually
* **Integration of HMIS data with other Federal programs (e.g., HHS, VA, etc.)**	Annually

2F. Homeless Management Information System (HMIS) Policies and Procedures

Instructions:

For guidance on completing this form, please reference the   FY 2013 CoC Application Detailed Instructions and the FY 2013 CoC Program NOFA.   Please submit technical question to the OneCPD Ask A Question at   https://www.onecpd.info/ask-a-question/.

2F-1 Does the CoC have a HMIS Policy and Procedures Manual? If yes, the HMIS Policy and Procedures Manual must be attached.   Yes

2F-1.1 What page(s) of the HMIS Policy and Procedures Manual or governance charter includes the information regarding accuracy of capturing participant entry and exit dates in HMIS? (limit 250 characters)

Information regarding accuracy of capturing participant entry and exit dates in HMIS appears in Section #10 on Page 8 of the HMIS Policy and Procedures Manual.

2F-2 Are there agreements in place that outline roles and responsibilities between the HMIS Lead and the Contributing HMIS Organizations (CHOs)?   Yes

2G. Continuum of Care (CoC) Sheltered Homeless Point-in-Time (PIT) Count

Instructions:

For guidance on completing this form, please reference the FY 2013 CoC Application Detailed Instructions and the FY 2013 CoC Program NOFA.   Please submit technical question to the OneCPD Ask A Question at   https://www.onecpd.info/ask-a-question/.

2G-1 Indicate the date of the most recent sheltered point-in-time count (mm/dd/yyyy): 01/30/2013

2G-2 If the CoC conducted the sheltered point-in-time count outside of the last 10 days of January 2013, was an exception granted by HUD? Not Applicable

2G-3 Enter the date the CoC submitted the sheltered point-in-time count data in HDX: 04/30/2013

2G-4 Indicate the percentage of homeless service providers supplying sheltered point-in-time data:

Housing Type	Observation	Provider Shelter	Client Interview	HMIS
Emergency Shelters	0%	0%	100%	0%
Transitional Housing	0%	0%	100%	0%
Safe Havens	0%	0%	100%	0%

2G-5 Comparing the 2012 and 2013 sheltered point-in-time counts, indicate if there was an increase, decrease, or no change and then describe the reason(s) for the increase, decrease, or no change. (Limit 750 characters)

The 2013 sheltered PIT count was 883 compared to a 2012 sheltered PIT count of 699. The number was higher in 2013 than in 2012 not because the number of sheltered homeless increased, but because the CoC improved its methods of conducting the count. The response rate of providers was higher due to more extensive staff training and the use of online electronic methods to implement the count. Seven additional homeless programs were identified in 2013, and those staying at these locations had not been included in the 2012 count.

2H. Continuum of Care (CoC) Sheltered Homeless Point-in-Time (PIT) Count: Methods

Instructions:

For guidance on completing this form, please reference the FY 2013 CoC Application Detailed Instructions and the FY 2013 CoC Program NOFA. Please submit technical question to the OneCPD Ask A Question at https://www.onecpd.info/ask-a-question/.

* 2H-1 Indicate the method(s) used to count sheltered homeless persons during the 2013 point-in-time count:

Survey providers:	X
HMIS:	
Extrapolation:	
Other:	

2H-2 If other, provide a detailed description.
(limit 750 characters)

 Not applicable

2H-3 For each method selected, including other, describe how the method was used to ensure that the data collected on the sheltered homeless population during the 2013 point-in-time count was accurate.
(limit 750 characters)

 Survey providers: Six weeks prior to the PIT count, which was conducted on 1/30/13, all homeless housing providers in the community (regardless of source of funding) were contacted via email about the data collection methods. Staff was provided with a copy of the survey questionnaire to be used with clients, a summary of the procedures for data collection, and a copy of HUD's "A Guide to Counting Sheltered Homeless People." Those providers with internet access used a web-based electronic tool to record their data. Providers who did not have internet access used printed questionnaires, which they faxed to the CoC for entry into the electronic data base.

2I. Continuum of Care (CoC) Sheltered Homeless Point-in-Time (PIT) Count: Data Collection

Instructions:

For guidance on completing this form, please reference the   FY 2013 CoC Application Detailed Instructions and the FY 2013 CoC Program NOFA.   Please submit technical question to the OneCPD Ask A Question at   https://www.onecpd.info/ask-a-question/.

* 2I-1 Indicate the methods used to gather and calculate subpopulation data for sheltered homeless persons:

HMIS:	
HMIS plus extrapolation:	
Sample of PIT interviews plus extrapolation:	
Sample strategy: **(if Sample of PIT interviews plus extrapolation** **is selected)**	
Provider expertise:	
Interviews:	X
Non-HMIS client level information:	
Other:	

2I-2 If other, provide a detailed description. (limit 750 characters)

Not applicable

2I-3 For each method selected, including other, describe how the method was used to ensure that the data collected on the sheltered homeless population count during the 2013 point-in-time count was accurate. (limit 750 characters)

Interviews: A standardized questionnaire was designed to collect information from those living in homeless shelters on 1/30/13, the night of the PIT count. Providers received instruction on the use of the tool, which included questions that could be used to determine if the respondent was a member of one or more of the subpopulations of interest. These self-reports were used to classify clients as chronically homeless, severely mentally ill, chronic substance abusers, persons with HIV/AIDS, veterans, and/or victims of domestic violence.

2J. Continuum of Care (CoC) Sheltered Homeless Point-in-Time Count: Data Quality

Instructions:

For guidance on completing this form, please reference the   FY 2013 CoC Application Detailed Instructions and the FY 2013 CoC Program NOFA.   Please submit technical question to the OneCPD Ask A Question at   https://www.onecpd.info/ask-a-question/.

* 2J-1 Indicate the methods used to ensure the quality of the data collected during the sheltered point-in-time count:

Training:	X
Follow-up	X
HMIS:	
Non-HMIS de-duplication :	
Other:	

2J-2 If other, provide a detailed description.
(limit 750 characters)

 Not applicable

2J-3 For each method selected, including other, describe how the method was used to ensure that the data collected on the sheltered homeless population count during the 2013 point-in-time count was accurate. (limit 750 characters)

Training: To ensure high data quality in the sheltered PIT count, provider staff were given thorough written instructions on the procedures to use in engaging clients and completing the interviews. The importance of not double counting people was emphasized, and a contact person could be reached if there were any procedural questions. Follow up: After initial contact 6 weeks prior to the PIT count, providers were regularly reminded about the upcoming count on 1/30/13. CoC representatives were available to answer questions both before and during the count. Data that were entered via the web-based electronic tool were date/time stamped, so the CoC was able to track the participation of providers. If there was a delay in data entry, providers were reminded about submitting their data.

2K. Continuum of Care (CoC) Unsheltered Homeless Point-in-Time (PIT) Count

Instructions:

For guidance on completing this form, please reference the FY 2013 CoC Application Detailed Instructions and the FY 2013 CoC Program NOFA. Please submit technical question to the OneCPD Ask A Question at https://www.onecpd.info/ask-a-question/.

2K-1 Indicate the date of the most recent unsheltered point-in-time count: 01/30/2013

2K-2 If the CoC conducted the unsheltered point-in-time count outside of the last 10 days of January 2013, was an exception granted by HUD? Not Applicable

2K-3 Enter the date the CoC submitted the unsheltered point-in-time count data in HDX: 04/30/2013

2K-4 Comparing the 2013 unsheltered point-in-time count to the last unsheltered point-in-time count, indicate if there was an increase, decrease, or no change and describe the specific reason(s) for the increase, decrease, or no change.
(limit 750 characters)

The most recent unsheltered PIT count prior to 2013 was conducted in 2010. The 2013 unsheltered PIT count was 124 compared to a 2010 count of 4. This was not reflective of an actual increase in the number of unsheltered persons, but rather the result of implementing more rigorous methods for counting the unsheltered homeless. First, the Rapid Engagement Demonstration (RED) program engaged 25+ trained volunteers to conduct a wide sweep of the locations where the homeless sleep overnight (e.g., parking garages, subway beds, under bridges). Second, an intensive effort to count unsheltered homeless youth was undertaken via (1) youth outreach workers that used the interview tool that night, and (2) a special game day event to draw homeless youth to a central location to be counted and interviewed.

2L. Continuum of Care (CoC) Unsheltered Point-in-Time Count: Methods

Instructions:

For guidance on completing this form, please reference the FY 2013 CoC Application Detailed Instructions and the FY 2013 CoC Program NOFA. Please submit technical question to the OneCPD Ask A Question at https://www.onecpd.info/ask-a-question/.

* 2L-1 Indicate the methods used to count unsheltered homeless persons during the 2013 point-in-time count:

Public places count:	
Public places count with interviews on the night of the count:	X
Public places count with interviews at a later date:	
Service-based count:	
HMIS:	
Other:	

**2L-2 If other, provide a detailed description.
(limit 750 characters)**

Not applicable

**2L-3 For each method selected, including other, describe how the method was used to ensure that the data collected on the unsheltered homeless population during the 2013 point-in-time count was accurate.
(limit 750 characters)**

Public places count with interviews on the night of the count: The unsheltered homeless count was conducted beginning at 10:00 pm on 1/30/13. The Rapid Engagement Demonstration (RED) team and 25+ volunteers used the written PIT questionnaire to interview individuals living or sleeping in parking garages, on subway beds, under bridges, and on the street. The volunteers were assigned particular locations to canvas, and all unsheltered homeless persons who were encountered were interviewed. In addition, unsheltered homeless youth on the street were interviewed by trained youth outreach workers, and a special game day event with food an activities to draw homeless youth to a central location was held.

2M. Continuum of Care (CoC) Unsheltered Homeless Point-in-Time Count: Level of Coverage

Instructions:

For guidance on completing this form, please reference the   FY 2013 CoC Application Detailed Instructions and the FY 2013 CoC Program NOFA.   Please submit technical question to the OneCPD Ask A Question at   https://www.onecpd.info/ask-a-question/.

2M-1 Indicate where the CoC located Known Locations
unsheltered homeless persons during the
2013 point-in-time count:

2M-2 If other, provide a detailed description.
(limit 750 characters)

 Not applicable

2N. Continuum of Care (CoC) Unsheltered Homeless Point-in-Time Count: Data Quality

Instructions:

For guidance on completing this form, please reference the   FY 2013 CoC Application Detailed Instructions and the FY 2013 CoC Program NOFA.   Please submit technical question to the OneCPD Ask A Question at   https://www.onecpd.info/ask-a-question/.

* 2N-1 Indicate the steps taken by the CoC to ensure the quality of the data collected for the 2013 unsheltered population count:

Training:	X
"Blitz" count:	X
Unique identifier:	
Survey question:	
Enumerator observation:	
Other:	

2N-2 If other, provide a detailed description.
(limit 750 characters)

 Not applicable

2N-3 For each method selected, including other, describe how the method was used to reduce the occurance of counting unsheltered homeless persons more than once during the 2013 point-in-time count. In order to recieve credit for any selection, it must be described here.
 (limit 750 characters)

Training: The Rapid Engagement Demonstration (RED) program trained 25+ volunteers on 1/30/13, the night of the unsheltered homeless count. Volunteers were instructed on the purpose of the PIT and how to effectively find and engage individuals. The written PIT questionnaire was reviewed question by question, and volunteer teams were assigned particular locations to canvas. "Blitz" Count: The unsheltered homeless count was conducted on the same night as the sheltered count, eliminating the possibility of counting someone as both sheltered and unsheltered. The volunteer teams were assigned particular locations to canvas, which prevented different teams from visiting the same location and thus counting the same individuals more than once.

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

Objective 1: Increase Progress Towards Ending Chronic Homelessness

Instructions:

For guidance on completing this form, please reference the FY 2013 CoC Application Detailed Instructions and the FY 2013 CoC Program NOFA. Please submit technical question to the OneCPD Ask A Question at https://www.onecpd.info/ask-a-question/.

In FY 2013, applications submitted to HUD for the Continuum of Care (CoC) Program will be evaluated in part based on the extent in which they further the achievement of HUD's goals as articulated in HUD's Strategic Plan and Opening Doors: Federal Strategic Plan to Prevent and End Homelessness (FSP). The first goal in Opening Doors is to end chronic homelessness by 2015. Creating new dedicated permanent supportive housing beds is one way to increase progress towards ending homelessness for chronically homeless persons. Using data from Annual Performance Reports (APR), HMIS, and the 2013 housing inventory count, complete the table below.

3A-1.1 Objective 1: Increase Progress Towards Ending Chronic Homelessness

	Proposed in 2012 CoC Application	2013 Actual Numeric Achievement and Baseline	2014 Proposed Numeric Achievement	2015 Proposed Numeric Achievement
3A-1.1a For each year, provide the total number of CoC-funded PSH beds not dedicated for use by the chronically homeless that are available for occupancy.		1,258	1,258	1,258
3A-1.1b For each year, provide the total number of PSH beds dedicated for use by the chronically homeless.	97	111	126	130
3A-1.1c Total number of PSH beds not dedicated to the chronically homeless that are made available through annual turnover.		212	200	200
3A-1d Indicate the percentage of the CoC-funded PSH beds not dedicated to the chronically homeless made available through annual turnover that will be prioritized for use by the chronically homeless over the course of the year.		0%	100%	100%
3A-1.1e How many new PSH beds dedicated to the chronically homeless will be created through reallocation?		14	9	0

3A-1.2 Describe the CoC's two year plan (2014-2015) to increase the number of permanent supportive housing beds available for chronically homeless persons and to meet the proposed numeric goals as indicated in the table above. Response should address the specific strategies and actions the CoC will take to achieve the goal of ending chronic homelessness by the end of 2015.
(limit 1000 characters)

The CoC is increasing access to PSH beds for the CH through a CoC decision requiring that all CoC-funded PSH projects give CH persons/families priority when a unit vacancy occurs. Each project has pledged in writing to provide preference to the CH for 100% of its turnover units. That means the provider will offer a vacated unit to the first CH person/family on its waiting list. If the opportunity is not taken, the second CH person/family will be offered the unit, and so on, until all CH on the list have been accommodated. Only then will non-CH persons/families be offered a unit. Also, the local Coordinated Access System to be implemented in 2014 will use a common intake tool to identify CH individuals/families. Finally, an additional 9 beds dedicated to the CH will come on line in 2014 as part of an existing project. The CoC will monitor the number of PSH beds available to the CH on a quarterly basis and will use HMIS to measure progress in placing CH persons/families in PSH units.

3A-1.3 Identify by name the individual, organization, or committee that will be responsible for implementing the goals of increasing the number of permanent supportive housing beds for persons experiencing chronic homelessness.
(limit 1000 characters)

The CoC Coordinator will be responsible for implementing the CoC plan to increase the number of PSH beds for the chronically homeless. That individual will be strategically guided by the Chronic Homelessness Subcommittee, an existing ad hoc committee of the CoC Administrative Board. The Committee has been active this past year in gathering information about the CH locally, researching alternative models for providing PSH to the CH, and addressing the matter of homeless people living in a parking garage in the city center. In addition, the Homeless Services Network (HSN) will assist the CoC Coordinator by providing a forum to educate the community about the CoC plan for increasing CH access to PSH beds.

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

Objective 2: Increase Housing Stability

Instructions:

For guidance on completing this form, please reference the FY 2013 CoC Application Detailed Instructions and the FY 2013 CoC Program NOFA.   Please submit technical question to the OneCPD Ask A Question at   https://www.onecpd.info/ask-a-question/.

In FY2013, applications submitted to HUD for the Continuum of Care (CoC) Program will be evaluated in part based on the extent in which they further the achievement of HUD's goals as articulated in HUD's Strategic Plan and the Opening Doors: Federal Strategic Plan to Prevent and End Homelessness (FSP). Achieving housing stability is critical for persons experiencing homelessness. Using data from Annual Performance Reports (APR), complete the table below.

3A-2.1 Does the CoC have any non-HMIS projects for which an APR should have been submitted between October 1, 2012 and September 30, 2013?   No

3A-2.2 Objective 2: Increase Housing Stability

	2013 Actual Numeric Achievement and Baseline	2014 Proposed Numeric Achievement	2015 Proposed Numeric Achievement
3A-2.2a Enter the total number of participants served by all CoC-funded permanent supportive housing projects as reported on APRs submitted during the period between October 1, 2012 and September 30, 2013:	1730	1750	1700
3A-2.2b Enter the total number of participants that remain in CoC-funded funded PSH projects at the end of the operating year PLUS the number of participants that exited from all CoC-funded permanent supportive housing projects to a different permanent housing destination.	1608	1630	1600
3A-2.2c Enter the percentage of participants in all CoC-funded projects that will achieve housing stability in an operating year.	93%	93%	94%

3A-2.3 Describe the CoC's two year plan (2014-2015) to improve the housing stability of project participants in CoC Program-funded permanent supportive housing projects, as measured by the number of participants remaining at the end of an operating year as well as the number of participants that exited from all CoC-funded permanent supportive housing projects to a different permanent housing destination. Response should address the specific strategies and actions the CoC will take to meet the numeric achievements proposed in the table above. (limit to 1000 characters)

The CoC is well above the 80% goal for PSH stability and has several approaches to maintain or increase the housing stability of PSH project participants. The local Coordinated Access System to be implemented in 2014 will improve the likelihood of placing individuals and families in housing where they would either stay longer or move more quickly to self-sufficiency. Special attention will be given to increasing access to mainstream supportive services and enhancing case/care management options to ensure effective integration of homeless housing and community-based services and supports. In addition, agencies will be encouraged to adopt a housing first model, which would allow more participants to remain in their units and reduce the number exiting a project because of alcohol- or drug-related noncompliance. The CoC will use HMIS data each quarter to monitor the number of participants who remain in PSH or exit to a PH destination.

3A-2.4 Identify by name the individual, organization, or committee that will be responsible for increasing the rate of housing stability in CoC-funded projects.
(limit 1000 characters)

The CoC Coordinator will be responsible for implementing the CoC plan to maintain or increase the rate of housing stability in CoC-funded projects. That individual is a full member of the Monitoring Subcommittee, an existing ad hoc committee of the CoC Administrative Board. The Committee is charged with conducting annual program site visits (including participant interviews when possible), reviewing project APRs, addressing concerns of CoC-funded projects, and working with projects to address performance barriers. These activities will assist the CoC Coordinator in understanding project status with regard to support services, case management, and housing first model implementation. The information gathered will help assess the impact of the new Coordinated Access System and will supplement data available in HMIS.

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

Objective 3: Increase project participants income

Instructions:

For guidance on completing this form, please reference the   FY 2013 CoC Application Detailed Instructions and the FY 2013 CoC Program NOFA.   Please submit technical question to the OneCPD Ask A Question at   https://www.onecpd.info/ask-a-question/.

In FY2013, applications submitted to HUD for the Continuum of Care (CoC) Program will be evaluated in part based on the extent in which they further the achievement of HUD's goals as articulated in HUD's Strategic Plan and the Opening Doors: Federal Strategic Plan to Prevent and End Homelessness (FSP). Assisting project participants to increase income is one way to ensure housing stability and decrease the possibility of returning to homelessness. Using data from Annual Performance Reports (APR), complete the table below.

3A-3.1 Number of adults who were in CoC-funded projects as reported on APRs submitted during the period between October 1, 2012 and September 30, 2013: 5576

3A-3.2 Objective 3: Increase project participants income

	2013 Actual Numeric Achievement and Baseline	2014 Proposed Numeric Achievement	2015 Proposed Numeric Achievement
3A-3.2a Enter the percentage of participants in all CoC-funded projects that increased their income from employment from entry date to program exit?	2%	6%	12%
3A-3.2b Enter the percentage of participants in all CoC-funded projects that increased their income from sources other than employment from entry date to program exit?	16%	25%	40%

3A-3.3 In the table below, provide the total number of adults that were in CoC-funded projects with each of the cash income sources identified below, as reported on APRs submitted during the period between October 1, 2012 and September 30, 2013.

Cash Income Sources	Number of Participating Adults	Percentage of Total in 3A-3.1	
Earned Income	362	6.49	%
Unemployment Insurance	123	2.21	%
SSI	654	11.73	%

SSDI	309	5.54	%
Veteran's disability	35	0.63	%
Private disability insurance	3	0.05	%
Worker's compensation	12	0.22	%
TANF or equivalent	482	8.64	%
General Assistance	644	11.55	%
Retirement (Social Security)	27	0.48	%
Veteran's pension	26	0.47	%
Pension from former job	6	0.11	%
Child support	95	1.70	%
Alimony (Spousal support)	0		%
Other Source	78	1.40	%
No sources	2792	50.07	%

3A-3.4 Describe the CoC's two year plan (2014-2015) to increase the percentage of project participants in all CoC-funded projects that increase their incomes from non-employment sources from entry date to program exit. Response should address the specific strategies and actions the CoC will take to meet the numeric achievements proposed in the table (3A-3.2) above.
 (limit 1000 characters)

The CoC plans to increase the percentage of all participants who increase non-employment income by educating providers and supporting community outreach efforts. SSI/SSDI Outreach, Access, and Recovery (SOAR) program training is offered several times a year to provider staff members so that they are knowledgeable about the disability benefits programs administered by the SSA (e.g., SSI, SSDI) for eligible adults who are homeless or at risk of homelessness and have a mental illness or other qualifying disability. Staff is then prepared to assist participants navigate the complex application system, ensure that the application is complete before submission, and make it more likely that disability benefits are approved. At the local level, the Monroe County Department of Human Services has begun following up with applicants at shelter sites to ensure that eligible participants are approved for the non-employment income (e.g., TANF) for which they qualify.

3A-3.5 Describe the CoC's two year plan (2014-2015) to increase the percentage of project participants in all CoC-funded projects that increase their incomes through employment from entry date to program exit. Response should address the specific strategies and actions the CoC will take to meet the numeric achievements proposed in the table above.
 (limit 1000 characters)

The CoC plans to increase the percentage of all participants who increase employment income through individual-level and systemic change. The City of Rochester, Monroe County, and Rochester Housing Authority are developing a community-wide Section 3 Plan, which is being coordinated with the Urban League of Rochester Youth Build Project, Rochester Works, and other local training providers. Contractors bidding on federally funded (CDBG and HOME) projects will be required to be Section 3 certified and agree to hire from a list of eligible low-income individuals. Employment services for those with disabilities (e.g., East House, DePaul) are highlighted at Homeless Services Network meetings, and Rochester Rehabilitation has a New York State-funded Adult Career and Continuing Education Services-Vocational Rehabilitation (ACCES-VR) vocational training and employment readiness program for those with disabilities.

3A-3.6 Identify by name the individual, organization, or committee that will be responsible for increasing the rate of project participants in all CoC-funded projects that increase income from entry date to program exit. (limit 1000 characters)

The CoC Coordinator will be responsible for implementing the CoC plan to increase the percentage of all participants who increase their income. That individual is a full member of the Monitoring Subcommittee, an existing ad hoc committee of the CoC Administrative Board. The Committee is charged with conducting annual program site visits (including participant interviews when possible), reviewing project APRs, addressing concerns of CoC-funded projects, and working with projects to address performance barriers. These activities, along with HMIS data, will assist the CoC Coordinator in understanding the employment income and non-employment income status of participants who exit programs. The Coordinator and Committee members can then follow up with those organizations whose participants have not demonstrated income increases.

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

Objective 4: Increase the number of participants obtaining mainstream benefits

Instructions:

For guidance on completing this form, please reference the FY 2013 CoC Application Detailed Instructions and the FY 2013 CoC Program NOFA. Please submit technical question to the OneCPD Ask A Question at https://www.onecpd.info/ask-a-question/.

In FY2013, applications submitted to HUD for the Continuum of Care (CoC) Program will be evaluated in part based on the extent in which they further the achievement of HUD's goals as articulated in HUD's Strategic Plan and the Opening Doors: Federal Strategic Plan to Prevent and End Homelessness (FSP). Assisting project participants to obtain mainstream benefits is one way to ensure housing stability and decrease the possibility of returning to homelessness. Using data from Annual Performance Reports (APR), complete the table below.

3A-4.1 Number of adults who were in CoC-funded projects as reported on APRs submitted during the period between October 1, 2012 and September 30, 2013. 5576

3A-4.2 Objective 4: Increase the number of participants obtaining mainstream benefits

	2013 Actual Numeric Achievement and Baseline	2014 Proposed Numeric Achievement	2015 Proposed Numeric Achievement
3A-4.2a Enter the percentage of participants in ALL CoC-funded projects that obtained non-cash mainstream benefits from entry date to program exit.	61%	63%	65%

3A-4.3 In the table below, provide the total number of adults that were in CoC-funded projects that obtained the non-cash mainstream benefits from entry date to program exit, as reported on APRs submitted during the period between October 1, 2013 and September 30, 2013.

Non-Cash Income Sources	Number of Participating Adults	Percentage of Total in 3A-4.1
Supplemental nutritional assistance program	2626	47.09 %
MEDICAID health insurance	2421	43.42 %
MEDICARE health insurance	120	2.15 %
State children's health insurance	1	0.02 %
WIC	55	0.99 %

VA medical services	73	1.31 %
TANF child care services	9	0.16 %
TANF transportation services	4	0.07 %
Other TANF-funded services	14	0.25 %
Temporary rental assistance	4	0.07 %
Section 8, public housing, rental assistance	533	9.56 %
Other Source	55	0.99 %
No sources	1806	32.39 %

3A-4.4 Describe the CoC's two year plan (2014-2015) to increase the percentage of project participants in all CoC-funded projects that access mainstream benefits from entry date to program exit. Response should address the specific strategies and actions the CoC will take to meet the numeric achievements proposed in the table above.
(limit 1000 characters)

The CoC is well above the 56% goal for mainstream benefits and plans to maintain or increase the percentage of all participants who have access by educating providers and supporting community outreach efforts. The SSI/SSDI Outreach, Access, and Recovery (SOAR) program training that is offered to provider staff members includes information about Medicaid/Medicare/VA Medical eligibility. The yearly CoC-sponsored Homeless and Hunger Symposium for homeless service providers includes training on mainstream benefits administered by the Monroe County Department of Human Services (MCDHS) (e.g., TANF, SNAP, WIC) and by Rochester Housing Authority (e.g., Section 8). Project Homeless Connect, an annual day-long event, provides those who are homeless or at risk of being homeless with information about MCDHS, SSA, and Veteran's benefits and how to obtain needed services (e.g., primary health care, legal counseling, heating assistance, early childhood education, state ID, birth certificates).

3A-4.5 Identify by name the individual, organization, or committee that will be responsible for increasing the rate of project participants in all CoC-funded projects that that access non-cash mainstream benefits from entry date to program exit.
(limit 1000 characters)

The CoC Coordinator will be responsible for implementing the CoC plan to increase the percentage of all participants who access non-cash mainstream benefits. That individual is a full member of the Monitoring Subcommittee, an existing ad hoc committee of the CoC Administrative Board. The Committee is charged with conducting annual program site visits (including participant interviews when possible), reviewing project APRs, addressing concerns of CoC-funded projects, and working with projects to address performance barriers. These activities, along with HMIS data, will assist the CoC Coordinator in understanding participant access to on-cash mainstream benefits. The Coordinator and Committee members can then follow up with those organizations whose participants are not receiving such benefits.

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

Objective 5:   Using Rapid Re-Housing as a method to reduce family homelessness

Instructions:

For guidance on completing this form, please reference the   FY 2013 CoC Application Detailed Instructions and the FY 2013 CoC Program NOFA.   Please submit technical question to the OneCPD Ask A Question at   https://www.onecpd.info/ask-a-question/.

In FY2013, applications submitted to HUD for the Continuum of Care (CoC) Program will be evaluated in part based on the extent in which they further the achievement of HUD's goals as articulated in HUD's Strategic Plan and the Opening Doors: Federal Strategic Plan to Prevent and End Homelessness (FSP). Rapid re-housing is a proven effective housing model. Based on preliminary evidence, it is particularly effective for households with children. Using HMIS and Housing Inventory Count data, populate the table below.

3A-5.1 Objective 5: Using Rapid Re-housing as a method to reduce family homelessness.

	2013 Actual Numeric Achievement and Baseline	2014 Proposed Numeric Achievement	2015 Proposed Numeric Achievement
3A-5.1a Enter the total number of homeless households with children per year that are assisted through CoC-funded rapid re-housing projects.	0	140	180
3A-5.1b Enter the total number of homeless households with children per year that are assisted through ESG-funded rapid re-housing projects.	175	175	300
3A-5.1c Enter the total number of households with children that are assisted through rapid re-housing projects that do not receive McKinney-Vento funding.	0	0	0

3A-5.2 Describe the CoC's two year plan (2014-2015) to increase the number homeless households with children assisted through rapid re-housing projects that are funded through either McKinney-Vento funded programs (CoC Program, and Emergency Solutions Grants program) or non-McKinney-Vento funded sources (e.g.., TANF). Response should address the specific strategies and actions the CoC will take to meet the numeric achievements proposed in the table above.
(limit 1000 characters)

The CoC plans to increase the number of homeless households with children assisted through RRH projects by working with TH projects serving families to help them restructure using a RRH model and by soliciting housing organizations without such programs to create new RRH projects. ESG funding supports a new Rapid Rehousing Partnership (RRP) that includes Coordinated Care Services Inc, Alternatives for Battered Women, Spiritus Christi Prison Outreach, Center for Youth Services, Housing Council, Monroe County DHS, and YWCA. RRH responds quickly, secures appropriate PH, and uses an array of mainstream benefits and supports to maximize resources. The RRP is being expanded to serve as a forum for the broader implementation of a local RRH system. Training/published tool kits will help agencies, including those with EH, to understand the RRH approach and best practices. RRH projects have sought and been awarded funding from other sources (e.g., NYS OTDA, DOJ), and this effort will continue.

3A-5.3 Identify by name the individual, organization, or committee that will be responsible for increasing the number of households with children that are assisted through rapid re-housing in the CoC geographic area. (limit 1000 characters)

The Rapid Rehousing Partnership (RRP) Collaborating Committee will be responsible for implementing the CoC plan to increase the number of homeless households with children assisted through RRH projects. The Committee, which includes representation from the City of Rochester, Monroe County, and agencies with RRH projects, will increase its reach to other interested organizations and coordinate the expansion of the RRH model in the community.

3A-5.4 Describe the CoC's written policies and procedures for determining and prioritizing which eligible households will receive rapid re-housing assistance as well as the amount or percentage of rent that each program participant must pay, if applicable. (limit 1000 characters)

The CoC written policies and procedures for determining and prioritizing which eligible households will receive RRH assistance are under development through a collaborative led by Coordinated Care Services Inc. The goal is to use funds strategically and to ensure that resources are leveraged. The collaboration is working to coordinate the RRH services currently funded through multiple sources with common practices. The ESG-funded RRH program prioritizes households who have had extended stays in shelters and for whom housing has been difficult to locate (e.g., large families in need of an affordable bigger unit). The program currently provides short-term rental assistance, but is in the process of establishing guidelines for medium-term assistance to the chronically homeless and unsheltered households. The amount or percentage of rent that each program participant must pay has not yet been established.

3A-5.5 How often do RRH providers provide case management to households residing in projects funded under the CoC and ESG Programs? (limit 1000 characters)

The frequency with which RRH providers provide case management to households residing in projects funded under the CoC and ESG programs is individualized by family, but must occur at least once per month. The most common ways in which participant households are contacted are via home visits, telephone, and meetings at community sites or emergency housing locations. Providers determine whether a household is ready to end participation or requires additional assistance through a redetermination of financial need and an assessment of readiness for self-sufficiency (e.g., stabilized in housing, engagement with mainstream case management services). Re-evaluation of continued need for financial or rental assistance occurs each month for participants as part of case management services. The CoC is currently discussing the standards that it will require of all RRH providers and will publish them this year.

3A-5.6 Do the RRH providers routinely follow up with previously assisted households to ensure that they do not experience additional returns to homelessness within the first 12 months after assistance ends? (limit 1000 characters)

Yes, all RRH providers routinely follow up with previously assisted households to ensure that they do not experience additional returns to homelessness within the first 12 months after assistance ends. Contact is initiated at 3, 6, 9, and 12 months after exit, either via telephone or face to face. If the household is found to again be at risk, the members are referred to a RRH provider that is best suited to assist the household. Certain youth providers who assist unaccompanied youth continue contact once a month until the youth reaches the age of 18.

3B. Continuum of Care (CoC) Discharge Planning: Foster Care

Instructions:

For guidance on completing this form, please reference the   FY 2013 CoC Application Detailed Instructions and the FY 2013 CoC Program NOFA.   Please submit technical question to the OneCPD Ask A Question at   https://www.onecpd.info/ask-a-question/.

3B-1.1 Is the discharge policy in place mandated by the State, the CoC, or other?   State Mandated Policy

3B-1.1a If other, please explain.
(limit 750 characters)

 Not applicable

3B-1.2 Describe the efforts that the CoC has taken to ensure persons are not routinely discharged into homeless and specifically state where persons routinely go upon discharge.
(limit 1000 characters)

 Youth being discharged from foster care or other institutional settings typically return to their family of origin or another responsible family member or adult. When no such adult can be located, the youth is placed in a community program specifically designed to prepare youth for independent living, such as The Villa of Hope or Hillside Children's Center. The CoC has educated homeless providers about the importance of ensuring that youth are not discharged into homelessness. Shelters have been instructed to immediately contact the Monroe County Department of Human Services to report the failed discharge plan if a youth is attempting to access homeless services. The youth is then connected to a caseworker who attempts to re-unite the youth with his/her family or other responsible adult and link him/her to appropriate services. If such a re-uniting is not possible, the youth is referred to a community program that prepares youth to transition to independent living.

3B-1.3 Identify the stakeholders and/or collaborating agencies that are responsible for ensuring that persons being discharged from a system of care are not routinely discharged into homelessness.
(limit 1000 characters)

The New York State Office of Children and Family Services, in conjunction with the Monroe County Department of Human Services, is responsible for ensuring that youth are not routinely discharged into homelessness. New York State Regulation 18 NYCRR Section 430.12(f) prohibits the release of youth in foster care to a shelter for adults, a shelter for families, a single-room occupancy hotel, or any other congregate living arrangement that houses more than 10 unrelated persons. An appropriate residence must be identified, with the reasonable expectation that the discharge residence will remain available to the youth for at least 12 months after discharge. The regulations require local social services districts to refer youth to any needed services and to give the youth written notice of the discharge at least 90 days prior to the planned discharge.

3B. Continuum of Care (CoC) Discharge Planning: Health Care

Instructions:

For guidance on completing this form, please reference the   FY 2013 CoC Application Detailed Instructions and the FY 2013 CoC Program NOFA.   Please submit technical question to the OneCPD Ask A Question at   https://www.onecpd.info/ask-a-question/.

3B-2.1 Is the discharge policy in place mandated by the State, the CoC, or other?   State Mandated Policy

**3B-2.1a If other, please explain.
(limit 750 characters)**

Not applicable

**3B-2.2 Describe the efforts that the CoC has taken to ensure persons are not routinely discharged into homeless and specifically state where persons routinely go upon discharge.
(limit 1000 characters)**

Most persons discharged from hospitals are discharged to their own home, to a family member or friend, or to an extended care or rehabilitation facility. Through the Homeless Services Network (HSN), the CoC has worked with hospital staff to develop protocols for those occasional times when appropriate stable housing cannot be located at discharge from the hospital. Hospital social work staff have been provided with information on local emergency shelters (e.g., physical layouts, staffing, hours open) so a referral is made to the shelter that can best meet the person's needs. Hospital staff calls the shelter to confirm a bed is available, any required follow-up care is communicated to shelter staff, and the patient is provided with a sufficient supply of medication.

**3B-2.3 Identify the stakeholders and/or collaborating agencies that are responsible for ensuring that persons being discharged from a system of care are not routinely discharged into homelessness.
(limit 1000 characters)**

According to the New York State Patients Bill of Rights, hospitals within New York State are required to provide all patients with written discharge plans to which patients must agree prior to being discharged from the hospital. Local hospitals (e.g., Strong Memorial, Rochester General, Highland, Park Ridge) in conjunction with the Monroe County Department of Human Services and homeless providers, are responsible to ensure that the health care system is not routinely discharging people into homelessness.

3B. Continuum of Care (CoC) Discharge Planning: Mental Health

Instructions:

For guidance on completing this form, please reference the   FY 2013 CoC Application Detailed Instructions and the FY 2013 CoC Program NOFA.   Please submit technical question to the OneCPD Ask A Question at   https://www.onecpd.info/ask-a-question/.

3B-3.1 Is the discharge policy in place   State Mandated Policy mandated by the State, the CoC, or other?

3B-3.1a If other, please explain. (limit 750 characters)

 Not applicable

3B-3.2 Describe the efforts that the CoC has taken to ensure persons are not routinely discharged into homeless and specifically state where persons routinely go upon discharge. (limit 1000 characters)

 Inpatient facilities licensed or operated by the New York State Office of Mental Health are encouraged to refer individuals to housing consistent with the level of care required by the patient and to not discharge patients until a comprehensive discharge plan is in place. Prior to discharge, individuals in need of supervised housing, and who agree to a referral, are referred to the Monroe County Single Point of Access (SPOA). The SPOA facilitates housing assistance for eligible individuals and connects persons to mental health care coordination services. Through the Homeless Services Network (HSN), the CoC has educated stakeholders about the primary providers of licensed mental health residential beds (DePaul Community Services, East House, Housing Options Made Easy, Rochester Psychiatric Center), intensive case management programs (Strong Memorial Hospital, Rochester General Health System, Unity Health System), and care coordination services (ACT Team, Project Link, MICA Net).

3B-3.3 Identify the stakeholders and/or collaborating agencies that are responsible for ensuring that persons being discharged from a system of care are not routinely discharged into homelessness. (limit 1000 characters)

The discharging facility is responsible for arranging appropriate follow-up treatment. Placement is made in community-based mental health residential programs through the Monroe County Single Point of Access (SPOA) process, to family or friends, or to independent living with linkages to appropriate support services. As part of Medicaid redesign, New York State established Regional Behavioral Health Organizations (RBHO), whose responsibilities included concurrent review of all Medicaid fee-for-service psychiatric inpatient admissions and guidance for effective discharge planning, with a focus on special populations, including the homeless. The RBHO has undertaken a quality improvement initiative to ensure persons are not discharged to homelessness, providing education and training regarding linkages to housing or residential services. . Mental Health inpatient units are additionally required to refer eligible individuals to Health Homes which provide enhanced care management, ensuring linkage to appropriate housing.

3B. Continuum of Care (CoC) Discharge Planning: Corrections

Instructions:

For guidance on completing this form, please reference the   FY 2013 CoC Application Detailed Instructions and the FY 2013 CoC Program NOFA.   Please submit technical question to the OneCPD Ask A Question at   https://www.onecpd.info/ask-a-question/.

3B-4.1 Is the discharge policy in place mandated by the State, the CoC, or other?   State Mandated Policy

3B-4.1a If other, please explain. (limit 750 characters)

Not applicable

3B-4.2 Describe the efforts that the CoC has taken to ensure persons are not routinely discharged into homeless and specifically state where persons routinely go upon discharge. (limit 1000 characters)

Ex-offenders are most frequently discharged to their families or to independent living under the supervision of parole. New York State Parole has contracts with several community agencies to place ex-offenders when no other housing can be located (e.g., Salvation Army Adult Rehabilitation Center, Altamont House, Grace House, DuBois Re-Entry Program). The State is implementing a pilot project in Monroe County for effectively linking eligible individuals from this population to Health Homes, which will provide enhanced care management, ensuring that enrollees are linked to housing and social services supports. The CoC Team and the Monroe County Re-Entry Task Force work closely together and have members in common to assist ex-offenders to successfully transition back into the community. Linking ex-offenders to mainstream resources will reduce the number of ex-offenders from entering the homeless system.

3B-4.3 Identify the stakeholders and/or collaborating agencies that are responsible for ensuring that persons being discharged from a system of care are not routinely discharged into homelessness. (limit 1000 characters)

New York State Division of Parole Rules and Regulations (9 NYCRR, Subtitle CC, Parts 8000-8011) govern the release of inmates from State correctional facilities, and as such, the correctional facilities are responsible for ensuring that ex-offenders are not routinely discharged into homelessness. Approximately 45-60 days prior to the inmate's release date, Division staff initiates the discharge planning process. Housing, specialized treatment needs, and employment are the highest priority goals addressed in the discharge plans. In addition, ex-offenders with diagnosed mental health issues are often referred to the Monroe County Single Point of Access (SPOA) for placement in licensed mental health beds prior to discharge from the correctional facility.

3C. Continuum of Care (CoC) Coordination

Instructions:

For guidance on completing this form, please reference the   FY 2013 CoC Application Detailed Instructions and the FY 2013 CoC Program NOFA.   Please submit technical question to the OneCPD Ask A Question at   https://www.onecpd.info/ask-a-question/.

3C-1 Does the Consolidated Plan for the jurisdiction(s) within the CoC's geography include the CoC's strategic plan goals for addressing and ending homelessness?   Yes

3C-1.1 If yes, list the goals in the CoC strategic plan. (limit 1000 characters)

CoC strategic goals are: Prevent and end Family and Youth homelessness in 10 years; Prevent and end Veteran homelessness in 5 years; End chronic homelessness in 5 years. The City and County Consolidated Plans include implementation of the Homelessness Resolution Strategy (HRS), a plan commissioned by the City of Rochester and endorsed by the CoC and HSN. HRS strategies to support CoC goals are: Prevention/RRH Services to avoid or reduce the length of homelessness; expanded Shelter capacity to add overflow beds at peak months and year-round beds; and a Coordinated Access System to ensure all homeless households receive the appropriate assistance, with implementation to begin in early 2014. City and County CON Plans include investment in the development of affordable housing that has dedicated units for the homeless. City and County CDBG funds are used to help with mortgage default resolution, landlord and tenant education and City CDBG funds support legal services to resolve issues to avoid evictions.

3C-2 Describe the extent in which the CoC consults with State and local government Emergency Solutions Grants (ESG) program recipients within the CoC's geographic area on the plan for allocating ESG program funds and reporting on and evaluating the performance of ESG program recipients and subrecipients. (limit 1000 characters)

The City of Rochester and Monroe County combined their ESG funding and issued a joint RFP in 2013 to solicit applications. Both the City and the County are represented on the CoC Administrative Board. The plan for allocating ESG program funds is based upon the CoC strategic goals and using the ESG funds to complement CoC funding, especially in areas where CoC funds may not be used. CoC Stakeholders were actively involved with the City and County review of ESG proposals and determining how to best maximize ESG funding in the community. It was determined that the funds would be best used on implementation of the recommendations included in the Homeless Resolution Study. The City and County both evaluate and monitor all recipients of the ESG funds to ensure that they are meeting established goals of the program. Program staff are also required to submit reports to the CoC Stakeholders to receive input and feedback on how ESG programs can be improved.

3C-3 Describe the extent in which ESG funds are used to provide rapid re-housing and homelessness prevention. Description must include the percentage of funds being allocated to both activities.
(limit 1000 characters)

ESG program funding received by the City of Rochester and Monroe County is used for a combination of homelessness prevention (HP), RRH, and emergency shelters (ES). Each year, the City and County pool their funds. In FY 2013, 20% of the merged funds were used for HP, 24% for RRH, and 56% for ES. For FY 2012, 14% were used for HP, 22% for RRH, and 54% for ES. The rationale for allocating funds was based on recommendations in the Homelessness Resolution Strategy Report for Rochester and Monroe County prepared for the City of Rochester by Housing Innovations of New York City and Dennis Culhane of the University of Pittsburgh. These included adopting a rapid exit/housing first approach for the entire system, increasing RRH/Transition in Place, and eliminating hotel placements by adding year-round and overflow shelter beds.

3C-4 Describe the CoC's efforts to reduce the number of individuals and families who become homeless within the CoC's entire geographic area.
(limit 1000 characters)

Prevention services are funded through several sources, including ESG, United Way, state grants, and local government. The City and County have pooled its ESG resources to best serve the community, with funding used primarily to support a prevention program at Wilson Commencement Park (WCP). To improve coordination across ESG, the WCP program is part of the RRH Partnership, a collaboration led by CCSI. WCP provides financial assistance and support for at-risk families so they remain in housing. If the WCP program identifies households who do become homeless, the RRH program is a resource to assist. Monroe County DHS currently functions as the community's main point of access for diversion and prevention services. It has a comprehensive diversion program aimed at preventing individuals from entering the homeless system. There are also prevention/diversion programs specifically targeted at youth (e.g., DHS, Center for Youth). Other providers have minor funding used for homeless prevention services.

**3C-5 Describe how the CoC coordinates with other Federal, State, local, private and other entities serving the homeless and those at risk of homelessness in the planning and operation of projects.
(limit 1000 characters)**

The CoC coordinates with other entities serving the homeless and those at risk of homelessness in the planning and operations of projects through information sharing, participation in decision making, contributing expertise, and eliminating unnecessary duplication. HOPWA, which is administered by the City of Rochester, has two local grantees (Catholic Charities, Trillium), both of which are active CoC stakeholders. Monroe County, which administers TANF, and the County's Youth Bureau (MCYB), which oversees the community's RHY projects are key partners in the CoC. The City, County, and MCYB have delegates on the CoC Administrative Board, and a youth provider as well as a private foundation representative sit on the Board. Agencies with Head Start Programs (ABC, VOA) participate in the Homeless Services Network. Members of the CoC are also involved in the NYS HMIS Data Warehouse and State Advocacy Committee.

**3C-6 Describe the extent in which the PHA(s) within the CoC's geographic area are engaged in the CoC efforts to prevent and end homelessness.
(limit 1000 characters)**

The local PHA, Rochester Housing Authority (RHA), is a long-time partner and active member of the local CoC. It has been represented on the CoC Executive Committee/Administrative Board since the CoC's inception, and for more than a decade it has been a significant contributor by providing financial resources, office space, and equipment for CoC operations. RHA currently administers the local HMIS grant as well as the rental assistance-related services on 17 separate PSH with Rental Assistance (formerly S+C) grants. In 2011, after seeing little turnover in the local PSH programs, RHA implemented a "Moving On" preference for its Housing Choice Voucher program. This preference has allowed over 150 families who no longer require case management to successfully transition to the Voucher (Section 8) program, freeing up 150 PSH units for homeless individuals and families.

**3C-7 Describe the CoC's plan to assess the barriers to entry present in projects funded through the CoC Program as well as ESG (e.g. income eligibility requirements, lengthy period of clean time, background checks, credit checks, etc.), and how the CoC plans to remove those barriers.
(limit 1000 characters)**

Barriers to entry that are not alcohol or substance related, such as income eligibility, background checks, and credit checks, are not obstacles locally for potential participants in ESG- and CoC Program-funded projects. None of the programs have these types of requirements for residents. However, a modest period of clean time (14 days to 6 months) is required for about one-third of the PSH projects and most TH projects. To address this barrier, the CoC is encouraging PSH projects to consider implementing a Housing First model. The CoC also recognizes a different type of entry barrier: the difficulty that some homeless persons have in taking the first step to seek housing. This is particularly true of those living on the street, so the CoC uses targeted outreach in places such as parking garages and specially designed events providing hygiene and other services to reach this population.

3C-8 Describe the extent in which the CoC and its permanent supportive housing recipients have adopted a housing first approach.
(limit 1000 characters)

The CoC is an advocate of the Housing First approach for CoC Program-funded PSHs, including no preconditions (e.g., sobriety, minimum income threshold) and no requirement for service participation. At this time, there is one PSH project in the CoC's geographic area that employs a true Housing First model: Volunteers of America's Pinnacle Heights, which serves chronically homeless men. As noted, of the other 30 PSH projects, close to 2/3rds are no longer requiring clean time for entry or sobriety while in residence. PSH Programs do not require participants to be enrolled in treatment or other services. Participation in case management, however, is still expected in most situations.

3C-9 Describe how the CoC's centralized or coordinated assessment system is used to ensure the homeless are placed in the appropriate housing and provided appropriate services based on their level of need.
(limit 1000 characters)

The CoC's Coordinated Access Task Force (CATF), established in March 2013, was charged with "creating a coordinated access system to better assist the homeless and those at risk of becoming homeless." Its three workgroups focused on different elements (Access, Assessment Tool, Data/Reporting) with the goals of quickly finding the most suitable housing matches and reducing new entries into homelessness. Using information on best practices and the local community needs, CATF designed a system and assessment tool that covers the CoC's entire geographic area and that can be accessed in person or by phone. The prevention/diversion tool initially screens for safety, then records information about and reasons for the current housing situation along with financial status. CATF's Recommendation Report, issued in December, calls for a pilot in early 2014 to test the efficacy of the process and the usefulness of the tool. The proposal is currently being reviewed by the CoC Administrative Board.

3C-10 Describe the procedures used to market housing and supportive services to eligible persons regardless of race, color, national origin, religion, sex, age, familial status, or disability who are least likely to request housing or services in the absence of special outreach.
(limit 1000 characters)

Based on the experiences of its member organizations, the Housing Services Network (HSN) has determined that those least likely to initiate a request are people living on the street and homeless youth. Marketing to these individuals is through outreach and special events. The annual day-long Project Homeless Connect offers free haircuts, hot showers, bike repairs, medical/dental exams, and lunch to attract the homeless. There attendees learn (in English and Spanish) about the housing and supportive services available and meet with agency representatives. Drop-in events for youth are held in recreation centers and libraries, and a Homeless Youth Yellow pages is distributed in schools. The HSN/Foodlink Homeless and Hunger Guide, which describes how to access housing and services, is available at public libraries. The Finger Lakes Regional 211 system, which operates 24 hours via phone, TTY, and a website, has up-to-date information on all homeless housing and services.

**3C-11 Describe the established policies that are currently in place that require all homeless service providers to ensure all children are enrolled in early childhood education programs or in school, as appropriate, and connected to appropriate services within the community.
(limit 1000 characters)**

The CoC requires every ESG- and CoC Program-funded homeless provider that serves households with children to designate a staff member who ensures that parents, children, and unaccompanied youth are aware of their educational rights and the educational services available to them. The staff person collaborates with the homeless liaison in the Rochester City School District, where the vast majority of homeless children and youth attend school, or in the school district where the student is in attendance. The provider staff member arranges transportation and makes referrals as needed for other services available through the school district or community-based organizations. The CoC ensures that providers are complying with the requirements during monitoring site visits and as part of the local application review process, where providers are asked to note the job title of the person who acts as the educational liaison with the school district and describe the activities undertaken.

**3C-12 Describe the steps the CoC, working with homeless assistance providers, is taking to collaborate with local education authorities to ensure individuals and families who become or remain homeless are informed of their eligibility for McKinney-Vento educational services.
(limit 1000 characters)**

Every school district in the CoC geography has designated a homeless liaison to support children who are homeless or at risk of homelessness. The homeless liaison in the Rochester City School District, where the vast majority of homeless children and youth attend school, and the homeless liaison in the Greece Central School District are members of the Co C Stakeholder Group and provide input into the CoC's planning activities. At least annually, they conduct a presentation to providers on the rights of homeless students and the services available to homeless students. An up-to-date list of the homeless liasions at the other school districts in the CoC geography is provided to all programs serving children and youth so that they can be contacted if a provider is serving a family with a student attending school in those districts.

3C-13 Describe how the CoC collaborates, or will collaborate, with emergency shelters, transitional housing, and permanent housing providers to ensure families with children under the age of 18 are not denied admission or separated when entering shelter or housing. (limit 1000 characters)

The CoC will explore the frequency and pervasiveness of admission denials or family separation due to the age or gender of dependent children. Along with representatives from ES, TH, and PH providers, it will review the physical layout of facilities that serve households with dependent children. The recommended solutions will be incorporated into the CoC's plans and agency proposals to adjust the number of beds so that there is greater flexibility with regard to household composition, including size and age of children. A written policy that prohibits family separation will be created by the CoC as part of its work to implement the proposed coordinated access system in 2014.

3C-14 What methods does the CoC utilize to monitor returns to homelessness by persons, including, families who exited rapid re-housing? Include the processes the CoC has in place to ensure minimal returns to homelessness. (limit 1000 characters)

To monitor returns to homelessness by individuals and families who exited RRH, the CoC uses HMIS to assess the degree to which participants return to homelessness. HMIS is also used to monitor return to homelessness across all program types. The CoC is attempting to reduce the extent to which individuals and families leaving RRH experience additional homeless episodes through requiring that all RRH projects to monitor households assisted with these resources at 3-, 6-, 9-, and 12-month intervals post exit to determine stabilization rates. This requirement has been in place with the CCSI HPRP and will be continued and extended to all RRH programs. Should an individual or family be identified at follow-up as being in an unstable housing situation, the participant will be re-engaged in housing stability case management services.

3C-15 Does the CoC intend for any of its SSO or TH projects to serve families with children and youth defined as homeless under other Federal statutes? No

3C-15.1 If yes, describe how the use of grant funds to serve such persons is of equal or greater priority than serving persons defined as homeless in accordance with 24 CFR 578.89. Description must include whether or not this is listed as a priority in the Consolidated Plan(s) and its CoC strategic plan goals. CoCs must attach the list of projects that would be serving this population (up to 10 percent of CoC total award) and the applicable portions of the Consolidated Plan. (limit 1000 characters)

Not applicable

3C-16 Has the project been impacted by a   No
major disaster, as declared by President
Obama under Title IV of the Robert T. Stafford
Act in the 12 months prior to the opening of
the FY 2013 CoC Program Competition?

3C-16.1 If 'Yes', describe the impact of the natural disaster on specific
projects in the CoC and how this affected the CoC's ability to address
homelessness and provide the necessary reporting to HUD.
(limit 1500 characters)

Not applicable

3D. Continuum of Care (CoC) Coordination with Strategic Plan Goals

Instructions:

For guidance on completing this form, please reference the   FY 2013 CoC Application Detailed Instructions and the FY 2013 CoC Program NOFA.   Please submit technical question to the OneCPD Ask A Question at   https://www.onecpd.info/ask-a-question/.

In 2013, applications submitted to HUD for the Continuum of Care (CoC) Program will be evaluated in part based on the extent in which they further the achievement of HUD's goals as articulated in HUD's Strategic Plan and the Opening Doors: Federal Strategic Plan to Prevent and End Homelessness (FSP).

3D-1 Describe how the CoC is incorporating the goals of Opening Doors in local plans established to prevent and end homelessness and the extent in which the CoC is on target to meet these goals. (limit 1000 characters)

The CoC has incorporated the goals of Opening Doors into its strategic planning. To end chronic homelessness, the CoC is obtaining commitment from PSH providers to give chronically homeless persons priority when a unit vacancy occurs. It is also supporting the Housing First model. To end veteran homelessness, the CoC is partnering with the Veterans Administration and supporting housing targeted to veterans. To end homelessness for families and dependent children, the CoC is emphasizing a rapid rehousing approach. To end homelessness for unaccompanied youth, the CoC is stressing outreach. The Coordinated Access system being implemented in 2014 will aid in reaching these goals by employing diversion and screening to ensure that the homeless are referred to the appropriate programs. The CoC's timeline is as follows: End chronic homelessness by 2017; End homelessness for veterans by 2017; and End homelessness for families, youth, and children by 2020. Setting a path to ending all homelessness has begun.

3D-2 Describe the CoC's current efforts, including the outreach plan, to end homelessness among households with dependent children. (limit 750 characters)

To end homelessness among households with dependent children, the CoC is investing in rapid rehousing so that those who enter emergency shelters exit quickly. It is also providing diversion assistance for those who have a viable alternative to a shelter, but require some support. In 2011, Rochester Housing Authority implemented a "Moving On" preference for its Housing Choice Voucher program. This allowed families that no longer need case management to transition to the Voucher (Section 8) program, freeing up PSH units for homeless families. The CoC will be intensifying its outreach efforts to identify and provide support for unsheltered families with dependent children. Although the incidence of such households is relatively low, it is not totally absent as it had been in the past.

3D-3 Describe the CoC's current efforts to address the needs of victims of domestic violence, including their families. Response should include a description of services and safe housing from all funding sources that are available within the CoC to serve this population.
(limit 1000 characters)

The needs of domestic violence victims, including their families, are broadly addressed. Alternatives for Battered Women (ABW) serves women who are victims of domestic violence (or at risk) along with their children, offering counseling, education, and a secure shelter, whose location is not publicly identified. A 24-hour hotline provides information on housing and services for domestic violence victims. ABW has stringent policies to ensure the safety and privacy of its clients, and names and other identifying data are not entered into HMIS. ABW and the YWCA recently received New York State funding for a joint program. Monroe County Department of Human Services has a Domestic Violence Liaison, and the Rochester/Monroe County Domestic Violence Consortium, with 50 member organizations from human services and the legal system, promotes a coordinated community response to domestic violence. In addition, staff of housing providers who serve domestic violence victims are trauma trained.

3D-4 Describe the CoC's current efforts to address homelessness for unaccompanied youth. Response should include a description of services and housing from all funding sources that are available within the CoC to address homelessness for this subpopulation. Indicate whether or not the resources are available for all youth or are specific to youth between the ages of 16-17 or 18-24.
(limit 1000 characters)

The Center for Youth Services, Hillside Children's Center,Salvation Army,and Monroe County Youth Bureau are the primary providers of housing and services for unaccompanied homeless youth. A range of outreach, emergency and transitional housing and support services are available through CoC and other funding resources. Outreach and drop-in center activities focus on diverting youth from the homeless system. Youth providers have a common intake form, work together closely, and meet on a monthly basis to ensure that homeless youth have access to safe housing and services. In all cases, before a youth leaves a program, he/she is linked to a family member or other responsible, supportive adult. Youth providers also work with Monroe County OMH to ensure access to mental health services and ease transition from the youth to the adult mental health system. Youth ages 16-17 and 18-24 are targeted separately and offered age-appropriate services, while youth as young as 12 are also served.

3D-5 Describe the efforts, including the outreach plan, to identify and engage persons who routinely sleep on the streets or in other places not meant for human habitation.
(limit 750 characters)

The unsheltered homeless are identified and engaged by the Rapid Engagement Demonstration (RED) Team using outreach conducted one night a month. In 2014, this will occur twice a month. Veteran and mental health case managers visit soup kitchens, libraries, and public places that unsheltered homeless adults frequent. Youth street outreach workers regularly engage homeless and at-risk youth. The objective is to link the unsheltered homeless with housing, services, and mainstream benefits. The CoC has joined the Homeless Services Network, Monroe County, and OMH to plan how to support persons now living in the Civic Center Garage, which will be closing during overnight hours. Homeless persons living on the Lake Erie beach in places that are difficult to reach is a geographic barrier that the CoC is working to address.

3D-6 Describe the CoC's current efforts to combat homelessness among veterans, particularly those are ineligible for homeless assistance and housing through the Department of Veterans Affairs programs (i.e., HUD-VASH, SSVF and Grant Per Diem). Response should include a description of services and housing from all funding sources that exist to address homelessness among veterans.
(limit 1000 characters)

The Veterans Administration (VA) and the Veterans Outreach Center (VOC) are the providers that exclusively serve veterans in the CoC geography. The VA and Rochester Housing Authority (RHA) are partners for the HUD VASH program and have developed the local VASH referral/application process and coordinated support services. The VA also partners with two Salvation Army programs (Booth Haven and Safe Haven) that have beds for veterans through the Grant and Per Diem program. The VOC was awarded a SSVF grant to provide prevention and rapid re-housing services to veterans and their families. The VOC and the VA also have programs for returning veterans (Iraq and Afghanistan) to welcome them back and link them with employment and mainstream resources to stabilize their income. The YWCA has a MOU with the VOC to provide services to female veterans, and a TH program for female veterans (Zion House) that operates in a neighboring county will serve female veterans from Monroe County.

3E. Reallocation

Instructions:

For guidance on completing this form, please reference the   FY 2013 CoC Application Detailed Instructions and the FY 2013 CoC Program NOFA.   Please submit technical question to the OneCPD Ask A Question at   https://www.onecpd.info/ask-a-question/.

3E-1 Is the CoC reallocating funds from one or more eligible expiring grant(s) into one or more new permanent supportive housing projects dedicated to chronically homeless persons?   No

3E-2 Is the CoC reallocating funds from one or more eligible expiring grant(s) into one or more new rapid re-housing project for families?   Yes

3E-2.1 If the CoC is planning to reallocate funds to create one or more new rapid re-housing project for families, describe how the CoC is already addressing chronic homelessness through other means and why the need to create new rapid re-housing for families is of greater need than creating new permanent supportive housing for chronically homeless persons.
(limit 1000 characters)

The CoC is addressing chronic homelessness by (1) requiring all CoC-funded PSH projects to prioritize 100% of their turnover units for the chronically homeless, (2) maintaining its current count of 126 CH-dedicated beds, (3) adding 9 more CH-dedicated beds in 2014, and (4) including chronic homelessness as the top priority in the Coordinated Access System to be implemented in 2014. Additional rapid re-housing support for households with dependent children is drastically needed in the community. The CoC is reallocating funds to create a new RRH project for families in order to enhance the community's efforts to keep families from entering the homeless system, and if families do, to help them secure permanent housing and access needed services as quickly as possible.

3E-3 If the CoC responded 'Yes' to either of the questions above, has the recipient of the eligible renewing project being reallocated been notified?   Yes

3F. Reallocation - Grant(s) Eliminated

CoCs planning to reallocate into new permanent supportive housing projects for chronically homeless individuals may do so by reducing one or more expiring eligible renewal projects. CoCs that are eliminating projects entirely must identify those projects.

Amount Available for New Project: (Sum of All Eliminated Projects)				
$126,257				
Eliminated Project Name	**Grant Number Eliminated**	**Component Type**	**Annual Renewal Amount**	**Type of Reallocation**
Women in Transition	NY0682L2C001203	TH	$126,257	Regular

3F. Reallocation - Grant(s) Eliminated Details

3F-1 Complete each of the fields below for each grant that is being eliminated during the FY2013 reallocation process. CoCs should refer to the final HUD approved FY2013 Grant Inventory Worksheet to ensure all information entered here is accurate.

Eliminated Project Name: Women in Transition

Grant Number of Eliminated Project: NY0682L2C001203

Eliminated Project Component Type: TH

Eliminated Project Annual Renewal Amount: $126,257

3F-2 Describe how the CoC determined that this project should be eliminated.
(limit 750 characters)

The YWCA of Rochester and Monroe County wished to use a rapid rehousing model in its program for homeless and at-risk women with dependent children. To accomplish this, it voluntarily decided not to apply for a renewal of its Women in Transition grant and instead applied for a new RRH project to serve households with dependent children.

3G. Reallocation - Grant(s) Reduced

CoCs that choose to reallocate funds into new rapid rehousing or new permanent supportive housing for chronically homeless persons may do so by reducing the grant amount for one or more eligible expiring renewal projects.

Amount Available for New Project (Sum of All Reduced Projects)					
$43,416					
Reduced Project Name	**Reduced Grant Number**	**Annual Renewal Amount**	**Amount Retained**	**Amount available for new project**	**Reallocation Type**
Suburban Supporti...	NY0559L2C001204	$303,433	$260,017	$43,416	Regular

3G. Reallocation - Grant(s) Reduced Details

3G-1 Complete each of the fields below for each eligible renewal grant that is being reduced during the FY2013 reallocation process. CoCs should refer to the final HUD approved FY2013 Grant Inventory Worksheet to ensure all information entered here is accurate.

Reduced Project Name: Suburban Supportive Housing Initiative

Grant Number of Reduced Project: NY0559L2C001204

Reduced Project Current Annual Renewal Amount: $303,433

Amount Retained for Project: $260,017

Amount available for New Project(s): (This amount will auto-calculate by selecting "Save" button) $43,416

3G-2 Describe how the CoC determined that this project should be reduced.
(limit 750 characters)

Tempro Development Corporation decided to request project-based rental assistance at less than FMR for its Suburban Supportive Housing Initiative. The project requires a client contribution to rent, so the full amount is not needed.

3H. Reallocation - New Project(s)

CoCs must identify the new project(s) it plans to create and provide the requested information for each project.

Sum of All New Reallocated Project Requests
(Must be less than or equal to total amount(s) eliminated and/or reduced)

$125,757				
Current Priority #	**New Project Name**	**Component Type**	**Transferred Amount**	**Reallocation Type**
16	YWCA Family ...	PH	$125,757	Regular

3H. Reallocation - New Project(s) Details

3H-1 Complete each of the fields below for each new project created through reallocation in the FY2013 CoC Program Competition. CoCs can only reallocate funds to new permanent housing—either permanent supportive housing for the chronically homeless or rapid re-housing for homeless households with children.

FY2013 Rank (from Project Listing): 16

Proposed New Project Name: YWCA Family Rapid Rehousing Project

Component Type: PH

Amount Requested for New Project: $125,757

3I. Reallocation: Balance Summary

3I-1 Below is the summary of the information entered on forms 3D-3H. and the last field, "Remaining Reallocation Balance" should equal "0." If there is a balance remaining, this means that more funds are being eliminated or reduced than the new project(s) requested. CoCs cannot create a new reallocated project for an amount that is greater than the total amount of reallocated funds available for new projects.

Reallocation Chart: Reallocation Balance Summary

Reallocated funds available for new project(s):	$169,673
Amount requested for new project(s):	$125,757
Remaining Reallocation Balance:	$43,916

4A. Continuum of Care (CoC) Project Performance

Instructions

For guidance on completing this form, please reference the FY 2013 CoC Application Detailed Instructions and the FY 2013 CoC Program NOFA.   Please submit technical question to the OneCPD Ask A Question at   https://www.onecpd.info/ask-a-question/.

4A-1 How does the CoC monitor the performance of its recipients on HUD-established performance goals?
(limit 1000 characters)

The CoC monitors project performance on an annual basis during the scoring portion of the local application process. A renewal project must attach its most recent APR and answer the following questions for a specific 12-month period: "What percent of PSH participants remained in PSH or exited to other PH? What percent of TH/SSO participants exited to PH? What percent of PSH adults maintained or increased their total income? What percent of TH/SSO adults increased their total income? What percent of PSH adults age 18-61 maintained or increased their earned income? What percent of TH/SSO adults age 18-61 increased their earned income? How does the project ensure that participants gain access to mainstream resources?" In the future, the CoC plans to review these data more frequently. Also, the CoC Coordinator and other stakeholders will conduct annual on-site monitoring visits with staff and participants, for which standardized data collection forms have already been prepared.

4A-2 How does the CoC assist project recipients to reach HUD-established performance goals?
(limit 1000 characters)

The CoC assists projects to reach HUD-established goals by providing information and guidance via the Homeless Services Network (HSN). In-service training and peer-to-peer sharing occurs at HSN meetings. Topics during 2013 included rapid rehousing, employment resources, and fair housing. Announcements about relevant conferences, workshops, and webinars are distributed to HSN members, and a local day-long Homeless and Hunger Symposium is held annually. HMIS staff provides technical assistance to projects that need help with the system or have questions regarding data requirements and data quality.

4A-3 How does the CoC assist recipients that are underperforming to increase capacity?
(limit 1000 characters)

The CoC plays a leadership role in creating and implementing solutions when an organization is underperforming and does not have the capacity to effectively carry out a project. In such cases, the Chair of the CoC Administrative Board will meet with the organization's chief executive to evaluate the situation and identify another agency that has the capacity to take over the project. This has been successful on 4 occasions during the past 2 years, preserving housing and services for hundreds of participants. In the annual local application process, agencies receive points for demonstrating capacity to manage similar projects or activities and for being involved in community planning initiatives (e.g., Homeless Services Network and CoC workgroups). APRs and monitoring reports must be attached to applications. When a program does not perform well, formal meetings are established to determine how to improve capacity or how to re-assign the program to a better functioning organization.

4A-4 What steps has the CoC taken to reduce the length of time individuals and families remain homeless?
(limit 1000 characters)

The average length of time that participants remain in ES is 17 days, in TH is 121 days, and in SH is 63 days. To reduce this time of homelessness, the CoC has encouraged PSH providers to adopt a Housing First approach, which has resulted in many eliminating preconditions (e.g., sobriety, minimum income threshold) that are barriers to housing entry. In addition, ESG funds have been used for rapid rehousing efforts, especially for families, to keep them from becoming homelessness. Data on the length of time that homeless individuals and families spend in CoC and ESG-funded ES, TH, and SH programs are included in HMIS and can be used to track changes over time. Non-HUD funded projects are represented among the over 70 community agencies in the Housing Services Network, where members are educated on best practices and tools that can be used to reduce the length of time individuals stay homeless.

4A-5 What steps has the CoC taken to reduce returns to homelessness of individuals and families in the CoC's geography?
(limit 1000 characters)

The CoC is attempting to reduce the extent to which individuals and families leaving homelessness experience additional homeless episodes through prevention, diversion, and short-term rental assistance, and arrears payments. The Monroe County Department of Human Services Diversion Unit assist those at risk of homelessness with payment for such costs as back taxes, mortgage payments, auto repairs, and tools/uniforms for jobs. Returns to homelessness are also decreased as the result of less stringent compliance demands for participants, automatic renewals of leases, and ensuring that discharges are in accordance with fair housing requirements. Data in HMIS can be used to determine if and when individuals and families leaving TH, RRH, and PSH experience another episode of homelessness in those cases where either (1) they exit to homelessness or (2) they exit to permanent housing, but subsequently re-enter the homeless system in the CoC geography.

4A-6 What specific outreach procedures has the CoC developed to assist homeless service providers in the outreach efforts to engage homeless individuals and families?
(limit 1000 characters)

Youth service providers have street outreach workers who use a mobile unit to conduct ongoing, regular outreach efforts with homeless and at-risk youth, including LGBT youth. Services include medical screenings (including HIV testing), condom distribution, and linking youth to community-based services and income streams. Homeless youth who agree to placement are transported to youth emergency shelters. Veterans outreach workers visit shelters, soup kitchens, and other locations in an effort to identify homeless veterans and link them to the VA and community-based services. Street outreach "sweeps" are conducted bi-monthly to engage the unsheltered homeless in the locations where they are known to congregate (e.g., parking garages). Specialized Office of Mental Health outreach workers connect with homeless persons experiencing serious mental and/or substance abuse issues. Outreach workers who speak Spanish and other languages participate in all of these efforts.

4B. Section 3 Employment Policy

Instructions

*** TBD ****

4B-1 Are any new proposed project applications requesting $200,000 or more in funding? No

4B-1.1 If yes, which activities will the project(s) undertake to ensure employment and other economic opportunities are directed to low or very low income persons?
(limit 1000 characters)

Not applicable

4B-2 Are any of the projects within the CoC requesting funds for housing rehabilitation or new constructions? No

4B-2.1 If yes, which activities will the project undertake to ensure employment and other economic opportunities are directed to low or very low income persons:

4C. Accessing Mainstream Resources

Instructions:

For guidance on completing this form, please reference the FY 2013 CoC Application Detailed Instructions and the FY 2013 CoC Program NOFA. Please submit technical question to the OneCPD Ask A Question at https://www.onecpd.info/ask-a-question/.

4C-1 Does the CoC systematically provide information about mainstream resources and training on how to identify eligibility and program changes for mainstream programs to provider staff?   Yes

4C-2 Indicate the percentage of homeless assistance providers that are implementing the following activities:

* Homeless assistance providers supply transportation assistance to clients to attend mainstream benefit appointments, employment training, or jobs.	100%
* Homeless assistance providers use a single application form for four or more mainstream programs.	100%
* Homeless assistance providers have staff systematically follow-up to ensure mainstream benefits are received.	100%

4C-3 Does the CoC make SOAR training available for all recipients and subrecipients at least annually?   Yes

4C-3.1 If yes, indicate the most recent training date: 09/16/2013

4C-4 Describe how the CoC is preparing for implementation of the Affordable Care Act (ACA) in the state in which the CoC is located. Response should address the extent in which project recipients and subrecipients will participate in enrollment and outreach activities to ensure eligible households are able to take advantage of new healthcare options.
(limit 1000 characters)

"New York State of Health," New York's health exchange, has an informative, well-functioning website available to state residents. Locally, as part of a community-wide movement, the CoC is encouraging all projects to work with their participants to take advantage of these new health care options. Two organizations (Coordinated Care Services, Inc. and Legal Assistance of Western New York) in the CoC geography have Health Navigators who accept referrals from providers. These services are provided in locations that are accessible to everyone, including on site at shelters and soup kitchens.

4C-5 What specific steps is the CoC taking to work with recipients to identify other sources of funding for supportive services in order to reduce the amount of CoC Program funds being used to pay for supportive service costs?
(limit 1000 characters)

The CoC is assisting providers by offering information on mainstream resources and identifying alternative sources of funding for supportive services. New mainstream sources of care management for those with disabilities are Health Homes of Upstate New York (Huther Doyle and its partners) and the Greater Rochester Integrated Health Network (Jordan Health Center and affiliated hospitals). The Monroe County Department of Human Services is a significant contributor through its per-diem program. The CoC is also sharing information with providers about the goals and resources of private foundations. The Wilson Foundation has supported the CoC by sponsoring its day-long Homeless and Hunger Symposium as well as by raising the profile of the CoC and its mission with other private funders.

Attachments

Document Type	Required?	Document Description	Date Attached
Certification of Consistency with the Consolidated Plan	Yes	Certification of ...	01/29/2014
CoC Governance Agreement	No	Rochester-Monroe ...	01/29/2014
CoC-HMIS Governance Agreement	No	Governance Docume...	01/29/2014
CoC Rating and Review Document	No	FY 2013 Review an...	01/29/2014
CoCs Process for Making Cuts	No		
FY2013 Chronic Homeless Project Prioritization List	No	List of Projects ...	01/29/2014
FY2013 HUD-approved Grant Inventory Worksheet	Yes	NY-500 HUD-Approv...	01/29/2014
FY2013 Rank (from Project Listing)	No		
Other	No	Housing Services ...	01/29/2014
Other	No	CoC Direct Notifi...	01/29/2014
Other	No	HMIS Policy and P...	01/29/2014
Projects to Serve Persons Defined as Homeless under Category 3	No		
Public Solicitation	No	Announcement of L...	01/29/2014

Attachment Details

Document Description: Certification of Consistency from City of Rochester and Monroe County

Attachment Details

Document Description: Rochester-Monroe County Homeless CoC Bylaws

Attachment Details

Document Description: Governance Documents Between CoC and HMIS Lead (per Questions 2A-2)

Attachment Details

Document Description: FY 2013 Review and Ranking Process (per Question 1D-1)

Attachment Details

Document Description:

Attachment Details

Document Description: List of Projects Prioritizing the Chronically Homeless When Beds Turn Over (per Question 3A-1.1)

Attachment Details

Document Description: NY-500 HUD-Approved FY 2013 GIW (per Question 1D-6)

Attachment Details

Document Description:

Attachment Details

Document Description: Housing Services Network Website Postings 1-17-14 (per Question 1D-1 and 1D-4)

Attachment Details

Document Description: CoC Direct Notification Letter to Project Applicants 1-10-14 (per Question 1D-4)

Attachment Details

Document Description: HMIS Policy and Procedures Manual (per Question 2F-1)

Attachment Details

Document Description:

Attachment Details

Document Description: Announcement of Local Application Process 9-3-14, 9-12-14, and 9-16-14

Submission Summary

Page	Last Updated
1A. Identification	No Input Required
1B. CoC Operations	01/22/2014
1C. Committees	01/30/2014
1D. Project Review	01/30/2014
1E. Housing Inventory	01/22/2014
2A. HMIS Implementation	01/25/2014
2B. HMIS Funding Sources	01/22/2014
2C. HMIS Beds	01/22/2014
2D. HMIS Data Quality	01/27/2014
2E. HMIS Data Usage	01/22/2014
2F. HMIS Policies and Procedures	01/22/2014
2G. Sheltered PIT	01/30/2014
2H. Sheltered Data - Methods	01/30/2014
2I. Sheltered Data - Collection	01/30/2014
2J. Sheltered Data - Quality	01/30/2014
2K. Unsheltered PIT	01/30/2014
2L. Unsheltered Data - Methods	01/30/2014
2M. Unsheltered Data - Coverage	01/27/2014
2N. Unsheltered Data - Quality	01/30/2014
Objective 1	01/30/2014
Objective 2	01/27/2014
Objective 3	01/30/2014
Objective 4	01/27/2014
Objective 5	01/31/2014
3B. CoC Discharge Planning: Foster Care	01/31/2014
3B. CoC Discharge Planning: Health Care	01/22/2014

3B. CoC Discharge Planning: Mental Health	01/31/2014
3B. CoC Discharge Planning: Corrections	01/22/2014
3C. CoC Coordination	01/31/2014
3D. Strategic Plan Goals	01/31/2014
3E. Reallocation	01/30/2014
3F. Grant(s) Eliminated	01/27/2014
3G. Grant(s) Reduced	01/27/2014
3H. New Project(s)	01/27/2014
3I. Balance Summary	No Input Required
4A. Project Performance	01/30/2014
4B. Employment Policy	01/22/2014
4C. Resources	01/27/2014
Attachments	01/29/2014
Submission Summary	No Input Required

Certification of Consistency with the Consolidated Plan

I certify that the proposed activities/projects in the application are consistent with the jurisdiction's current, approved Con   solidated Plan. (Type or clearly print the following information:)

Applicant Name: United Way Services Corporation, Inc.

Project Name: See Attached Project List

Location of the Project: See Attached Project List

Name of the Federal Program to which the applicant is applying: HUD Continuum of Care (CoC) Program Competition

Name of Certifying Jurisdiction: City of Rochester

Certifying Official of the Jurisdiction Name: Lovely A. Warren / Leonard E. Redon

Title: Mayor / Deputy Mayor

Signature: _Leonard E. Redon_ for
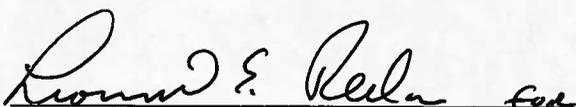
Date: 1/23/2014

Continuum of Care Project Names and Locations
City of Rochester

Organization	Project	Type	Location
Catholic Family Center	Lafayette Housing I	PSH	Rochester, NY
Catholic Family Center	Lafayette Housing II	PSH	Rochester, NY
Center for Youth	Center for Youth Transitional Living	TH	Rochester, NY
Center for Youth	Parenting Teens	TH	Rochester, NY
DePaul Community Services	Carriage House	PSH	Rochester, NY
DePaul Community Services	Cornerstone	PSH	Rochester, NY
Hillside Children's Center	Hillside Laburnam Crescent	TH	Rochester, NY
Legal Assistance of Western New York	Legal Services for Homeless	SSO	Rochester, NY
Monroe County	Homeless Youth Project	SSO	Rochester, NY
Monroe County	Project to Reunite Families	SSO	Rochester, NY
NYS Office of Mental Health	OMH DePaul	PSH	Rochester, NY
Providence/OASAS	Providence Housing OASAS	PSH	Rochester, NY
Rochester Housing Authority	HMIS	HMIS	Rochester, NY
Rochester Housing Authority	RHA/MCDHS	PSH	Rochester, NY
Rochester Housing Authority	RHA/Salvation Army	PSH	Rochester, NY
Rochester Housing Authority	RHA/Son House	PSH	Rochester, NY
Rochester Housing Authority	RHA/Strong Ties S+C 8	PSH	Rochester, NY
Rochester Housing Authority	RHA/Unity CH	PSH	Rochester, NY
Rochester Housing Authority	RHA/VOA S+C 3	PSH	Rochester, NY
Rochester Housing Authority	RHA/VOA S+C 7	PSH	Rochester, NY
Rochester Housing Authority	RHA/Veterans Outreach Center	PSH	Rochester, NY
Rochester Housing Authority	RHA/YWCA-Sojourner	PSH	Rochester, NY
Salvation Army	Safe Haven	SH	Rochester, NY
Salvation Army	Salvation Army PSH	PSH	Rochester, NY
Sojourner House	Sojourner House PSH	PSH	Rochester, NY
Sojourner House	Sojourner House TH	TH	Rochester, NY
Spiritus Christi	Jennifer House	TH	Rochester, NY
Spiritus Christi	Nielsen House	TH	Rochester, NY
United Way Services Corporation	CoC Planning Grant	PLAN	Rochester, NY
Unity Health	Health Care for the Homeless	SSO	Rochester, NY
Unity Health	Unity Support Services for CH	SSO	Rochester, NY
Veterans Outreach Center	Richards House	TH	Rochester, NY
Volunteers of America of Western New York	Project ReDirect	SSO	Rochester, NY
Volunteers of America of Western New York	PSH for the CH	PSH	Rochester, NY
Volunteers of America of Western New York	VOA Permanent Housing	PSH	Rochester, NY
Wilson Commencement Park	WCP Supportive Housing	TH	Rochester, NY
YWCA of Rochester and Monroe County	YWCA RRH for Families	RRH	Rochester, NY

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Project Name: See Attached Project List

Location of the Project: See Attached Project List

Name of the Federal Program to which the applicant is applying: HUD Continuum of Care (CoC) Program Competition

Name of Certifying Jurisdiction: Monroe County

Certifying Official of the Jurisdiction Name: Maggie Brooks

Title: County Executive

Signature: _Maggie Brooks_

Date: 1/28/14

Continuum of Care Project Names and Locations
Monroe County

Organization	Project	Type	Location
Catholic Family Center	Lafayette Housing I	PSH	Rochester, NY
Catholic Family Center	Lafayette Housing II	PSH	Rochester, NY
Center for Youth	Center for Youth Transitional Living	TH	Rochester, NY
Center for Youth	Parenting Teens	TH	Rochester, NY
DePaul Community Services	Carriage House	PSH	Rochester, NY
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NYS Office of Mental Health	OMH DePaul	PSH	Rochester, NY
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Rochester Housing Authority	RHA/Salvation Army	PSH	Rochester, NY
Rochester Housing Authority	RHA/Son House	PSH	Rochester, NY
Rochester Housing Authority	RHA/Strong Ties S+C 8	PSH	Rochester, NY
Rochester Housing Authority	RHA/Unity CH	PSH	Rochester, NY
Rochester Housing Authority	RHA/VOA S+C 3	PSH	Rochester, NY
Rochester Housing Authority	RHA/VOA S+C 7	PSH	Rochester, NY
Rochester Housing Authority	RHA/Veterans Outreach Center	PSH	Rochester, NY
Rochester Housing Authority	RHA/YWCA-Sojourner	PSH	Rochester, NY
Salvation Army	Safe Haven	SH	Rochester, NY
Salvation Army	Salvation Army PSH	PSH	Rochester, NY
Sojourner House	Sojourner House PSH	PSH	Rochester, NY
Sojourner House	Sojourner House TH	TH	Rochester, NY
Spiritus Christi	Jennifer House	TH	Rochester, NY
Spiritus Christi	Nielsen House	TH	Rochester, NY
Tempro Development	Suburban Supportive Housing	PSH	Greece, NY
United Way Services Corporation	CoC Planning Grant	PLAN	Rochester, NY
Unity Health	Health Care for the Homeless	SSO	Rochester, NY
Unity Health	Unity Support Services for CH	SSO	Rochester, NY
Veterans Outreach Center	Richards House	TH	Rochester, NY
Volunteers of America of Western New York	Project ReDirect	SSO	Rochester, NY
Volunteers of America of Western New York	PSH for the CH	PSH	Rochester, NY
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Wilson Commencement Park	WCP Supportive Housing	TH	Rochester, NY
YWCA of Rochester and Monroe County	YWCA RRH for Families	RRH	Rochester, NY

ROCHESTER/MONROE COUNTY HOMELESS CONTINUUM OF CARE

Bylaws of the Administrative Board

Recommended by the
Executive Team to the Continuum Membership

With Assistance from the
New York Council of Nonprofits, Inc.
www.nycon.org | 800-515-5012

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<u>**BY-LAWS**</u>
ADMINISTRATIVE BOARD
ROCHESTER/MONROE COUNTY HOMELESS CONTINUUM OF CARE

ARTICLE I: NAME

This body shall be named the Rochester/Monroe County Homeless Continuum of Care, hereinafter referred to as the "CoC".

ARTICLE II: CORPORATE STATUS AND ADDRESS

The CoC is an unincorporated entity that operates under a fiscal sponsorship arrangement with a 501c3 charitable organization incorporated in the State of New York. The principal office shall be in Rochester, New York or such other location appropriate for carrying out CoC's purposes.

ARTICLE III: PURPOSES

CoC is dedicated to ending homelessness in Monroe County. In carrying out this purpose, CoC conducts the following scope of activities:

A. Assesses community needs and the prevalence of homelessness;
B. Develops, maintains, monitors and continuously improves a comprehensive, flexible and coordinated continuum of care plan and system of services for homeless individuals and families;
C. Supports the development of permanent, affordable housing and permanent, supportive housing;
D. Facilitates dialogue and organizes cooperation and strategic action among the public, private and nonprofit sectors;
E. Plans, coordinates, and administers governmental and philanthropic resources;
F. Advocates and promotes community awareness and education;
G. Administers or delegates the administration of the Homeless Management Information System; and
H. Develops and executes annual process to provide a coordinated and equitable allocation of HUD-McKinney-Vento Homeless funding.

ARTICLE IV: MEMBERSHIP AND STAKEHOLDERS

Section 1. Members. CoC has no voting members as defined in New York State Not-for-Profit Corporation Law.

Section 2. Stakeholders.

2.1. Definition. Stakeholders are representatives of relevant organizations, hereafter referred to as "Organizational Representatives", and individuals within Monroe County who engage in and support the purposes and activities of CoC. Relevant organizations include, but are not limited to, nonprofit providers of services and advocates (homeless assistance, victim services, social services, mental health, health care, veteran services, etc.), faith-based organizations, governments, law enforcement, public housing agencies, school districts, affordable housing developers, businesses, higher education, organized philanthropy, and homeless and formerly homeless individuals.

2.2. Role and Responsibility. Stakeholders represent the community's continuum of care of services and affordable housing. They serve to inform and advise the Administrative Board, to become engaged in the planning, implementation and committee processes of the CoC, and have other responsibilities as stated in these Bylaws.

2.3. Appointment, Criteria and Number. The Administrative Board will establish, in accordance with applicable contracts and regulations, the criteria and process of selection for Stakeholders. The criteria may include a schedule of fees or dues that may be assessed and any waivers thereof. The process shall include a public invitation of prospective Stakeholders to occur at least annually. There shall be no arbitrary limitations as to the number of Stakeholders.

2.4. Notice. Written notice of date, time and location of regular meetings of the Stakeholders along with a published agenda shall be made at least ten (10) business days in advance of the meeting. Special or urgent meetings of Stakeholders may be convened with three (3) days notice. Meetings of the Stakeholders must occur at least on a bi-annual basis.

ARTICLE V: ADMINISTRATIVE BOARD

Section 1. General Management. The Administrative Board shall have the authority to manage the affairs and determine the policies of the CoC, including the delegation of authority and management as appropriate, in accordance with contractual obligations and applicable regulations, to its fiscal sponsor and to collaborative applicant(s).

Section 2. Composition.

2.1. Number. The Administrative Board shall have not less than 10 and no more than 17 Members.

2.2. Age Qualification. Each member must be at least eighteen (18) years of age.

2.3. Stakeholder Representation. Members of the Administrative Board shall be representative of Stakeholders, including those serving homeless subpopulations and mainstream service providers, and shall include at least one homeless or formerly homeless individual.

2.3.1. Public Sector Organizational Representation. In accordance with the procedures in these Bylaws, at least one voting seat each shall be reserved on the Board for persons representing, as duly authorized, the City of Rochester, the Rochester Housing Authority, and one voting seat each for the County of Monroe's Departments of Human Services and Planning and Development, or the successor in name. The individuals serving as public sector organizational representatives are to be nominated by the Governance and Stakeholder Committee and elected to their respective seats by the Board in accordance with these Bylaws.

2.3.2. Public Sector Limitation. The voting members of the Administrative Board consist of on or about 33% representation from government, authorities, or government appointed or controlled entities.

2.3.3. Private Sector Representation. In accordance with the procedures in these bylaws, one voting seat shall be reserved for a representative, as duly authorized, from the United Way of Greater Rochester, Inc. and two voting seats, as duly authorized, from the Homeless Network.

2.3.4. Non-voting Representation. The Administrative Board of Directors in its commitment to informed decision-making shall encourage non-voting participation at meetings, in accordance with Article VIII Section 3, from representatives other those assigned voting status that represent the City of Rochester, the County of Monroe, the Municipal Housing Authority and the United Way of Greater Rochester.

Section 3. Election and Terms.

3.1. Election. Members of the Administrative Board shall be elected at the Annual Meeting to be held in accordance with these Bylaws.

3.2. Length of Term. The term of each Member of the Administrative Board shall be three (3) years. All terms shall be measured from January 1 of the year of appointment.

3.3. Term Limits. There shall be no term limits. It is considered the duty of all members to attend all meetings except for good cause shown.

Section 4. Vacancies.

4.1. Organizational Representatives. If an Administrative Board member is no longer able to serve due to change of employment status, written notice shall be sent to the Chairperson. Such notice shall be presented to the Board by the Chairperson at the first meeting after its receipt. The relevant organization may propose a replacement name to the Governance and Development Committee for consideration as a candidate for nomination.

4.2. Individuals. Any individual member may withdraw from the Administrative Board after giving written notice of such intention to the Chairperson. Such notice shall be presented to the Administrative board at the first meeting after its receipt.

4.3. Cause and Vote to Remove. Any member may be removed from the Administrative Board or from their position as Officer, with or without cause, when two-thirds of the Board is present at the

meeting and two-thirds of those present votes to remove that member. For the Board to consider the removal of a member, written notice of the consideration of such action shall be delivered by hand or by postage mail to all members of the Administrative Board at least ten (10) business days in advance of the meeting. In the event a member is subject to the consideration of removal, the entity from which that member represents will also receive the required notification as stated above.

ARTICLE VI: ELECTION OF OFFICERS

Section 1. Officers. The officers shall consist of a Chairperson, Vice-Chairperson, Treasurer and Secretary. At all times, a representative of the private sector and the public sector shall hold either the Chair or Vice-Chair positions. The positions of Treasurer and Secretary may be held by the same person.

Section 2. Terms. Officers shall be elected by the Administrative Board for two year terms. There shall be no term limits.

Section 3. Election. Officers are elected by the Administrative Board at the Annual Meeting in accordance with these Bylaws.

Section 4. Duties.

4.1. Chairperson. The Chairperson shall be the chief volunteer officer of the CoC and shall in general supervise the business affairs of the CoC with accountability to the Administrative Board. He/she shall preside and establish the agendas for all meetings of the Board, the Executive Committee and the Stakeholders, and shall be an ex-officio member of all Standing, Ad Hoc and Sub-Committees. The Chairperson is the sole member of the Board that can publically speak on behalf of the CoC unless he/she or the Board of Directors has otherwise delegated that authority. The Chairperson shall have signature authority for the CoC as authorized in advance by the Board and is the point supervisor of staff or independent contractors who are report directly to the Board. He/she performs other duties and activities from time to time as may be authorized or directed by the Board and as may otherwise properly pertain to this office.

4.2. Vice-Chairperson. The Vice-Chair shall perform all the duties of the Chairperson in his/her absence or by reason of his/her incapacity. If neither can be present, a member of the Executive Committee will chair the meeting of the Administrative Board. The Vice Chairperson shall perform such other duties as from time to time may be assigned to him/her by the Chairperson and/or the Board.

4.3. Treasurer. The Treasurer shall be liaison for the Administrative Board to the Fiscal Sponsor on matters of finances and responsible for the supervision of any or all accounts of all monies received, expended or otherwise allocated by the CoC. He/she shall keep the Board informed on all pertinent financial matters. The Treasurer shall provide financial report at all regular meetings of the Board in a format prescribed by the Board. In general, the Treasurer shall perform all the duties incident to the office of Treasurer and such other duties as from time to time may be assigned to him/her by the Chair or by the Board of Directors.

4.4. Secretary. The Secretary shall ensure that the minutes of the meetings of the Administrative Board, its committees and the Stakeholders are properly recorded and maintained in one or more books provided for that purpose, see that all notices are duly given in accordance with the provisions of these by-laws or as required by law or contract, and be custodian of the records of the CoC. The Secretary shall keep a register of the post office address, telephone number, and where appropriate electronic address of each Board Member and Stakeholder, and in general, perform all duties incident to the office of Secretary and such other duties as from time to time may be assigned to him/her by the Chair and/or the Administrative Board. In addition, the Secretary shall notify members of the Board of Directors of their election to office or their appointment to committees. The Secretary may delegate recording and other duties as he/she may deem appropriate.

ARTICLE VII: COMMITTEES

Section 1. Appointments. All committees and committee chairs, except for the Executive Committee, that are accountable directly to the Administrative Board shall be appointed annually by the Board upon recommendation of the Board's Chairperson. Minutes of all committee meetings are to be recorded and distributed in a timely manner to the Board.

Section 2. Standing Committees. There shall be three (3) standing committees - Executive, Grant Applications, and Governance & Stakeholder Development.

2.1. Executive Committee. This committee is comprised of Officers and the Chairs of the Standing Committees. The Executive Committee shall be empowered to transact only such business as may be necessary between meetings of the Administrative Board unless authorized otherwise by the Board. On an ongoing basis, the Committee shall be responsible for overseeing budget and financial policy development; recommending to the Board the criteria and process for the reviewing and ranking of grant application requests, including a process for Appeals, administered by the CoC; the Fiscal Sponsor relationship; and overseeing personnel-related matters including evaluating the performance of staff and independent contractors. The Executive Committee cannot, without specific authorization by the Board, amend the bylaws, terminate staff or contracts, or remove Board members. Meetings of the Committee may be called by the Chairperson or by any three (3) members of the Committee. The Committee shall submit a minutes of its deliberations and actions at all regularly scheduled or special meetings of the Board.

2.2. Grant Applications Committee. This Committee shall be comprised of at least three (3) members of the Administrative Board and may include at-large Stakeholders and/or other individuals with financial expertise. The majority of the Committee is to be persons without a conflict as defined herein and on or about one-third (33%) shall be representatives of the Public Sector. The Committee's overall responsibility is to conduct the grant review process and make recommendations accordingly with respect to the allocation of HUD-McKinney-Vento Homeless funding. As a deliberating and recommending body of the Board, the Committee shall work closely with the Coordinator position to:
- Develop policies for grant application review, the ranking of budget requests, and for on-going monitoring of grant performance;
- Ensure that the CoC' s operations are compliant applicable regulations and contractual obligations along with the policies and processes set forth; and,
- Appoint and oversee individual application reviewers who are without conflict.

2.3. Governance and Stakeholder Development Committee. This committee shall be comprised of at least three (3) members of the Administrative Board and may include representation from Stakeholders who do not serve on the board. On or about one third (33%) of the Committee shall be comprised of Public Sector representatives. The Committee works to ensure that the composition of the Board is reasonably representative of CoC's Stakeholders, that the Board functions effectively, and that the body of Stakeholders is appropriately reflective of the range and scope of community interests involved in homelessness housing and services.

As a deliberating and recommending body to the Board, the Committee's functions include, but are not limited to, the following:

- Monitoring and strategically assessing the composition, participation, and effectiveness of the Board as a whole and its members and committees;
- Recruiting and nominating Board Members and Stakeholders in accordance with these Bylaws, contractual obligations and applicable regulations;
- Developing performance standards for board and committee attendance and participation;
- Developing ethical and conflict of interest policies and procedures in accordance with these Bylaws, contractual obligations and applicable regulations; and,
- Investigating questions of ethical violations and conflicts of interest and any circumstances that would potentially cause for removal of an administrative board or committee remember, and make recommendations to the Administrative Board accordingly.

The three (3) or more Committee members that are also on the Administrative Board shall serve as a sub-committee whose responsibilities shall be the assess the participation and effectiveness of the Officers and to recruit and nominate Officers for election directly to the Administrative Board.

Section 3. Other Committees.

3.1. Ad Hoc Committees. The Administrative Board may appoint ad hoc committees of limited duration to accomplish a specific purpose or task. Ad hoc committees and their chairs shall be appointed by the Board. Ad hoc committees are comprised of at least three members of the Board and may include Stakeholders who do not serve on the Board.

3.2. Sub-Committees. Standing Committee Chairs may appoint sub-committees with the consent of the Administrative Board's Chairperson. Sub-committees must be chaired by an Board member and committee service may include Stakeholders who do not serve on the Board.

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ARTICLE VIII: MEETINGS AND VOTING

</div>

Section 1. Annual Meeting. The Administrative Board shall hold an Annual Meeting in December of each year to elect its Officers and Members for terms to commence January 1 of the coming year. If more

than one nomination is made for the same office, election shall be by secret written ballot. Ballots cast for any person other than a duly nominated candidate shall be deemed null and void

Section 2. Stakeholder Participation at the Annual Meeting. Stakeholders shall be invited to attend the Annual Meeting. At least every five (5) years, Stakeholders shall review, update if necessary, and approve the written process stated in the Bylaws for the election of the Administrative Board.

Section 3. Regular Meetings of the Administrative Board. The Administrative Board shall endeavor to meet regularly and at least eight (8) times per year. Meetings may be convened by the Chairperson or a majority vote of the Executive Committee. Attendance at meetings is limited to the Board. Non-board Stakeholders, staff and guests may attend as invited by the Chairperson or the Executive Committee.

Section 4. Special Meetings of the Administrative Board. Special meetings may be called at the request Chairperson or Executive Committee as needed. Notice of these special meetings shall be given with as much advance notice as possible.

Section 5. Quorum. Attendance is defined as being present in person or via electronic means whereby all the individuals concerned can fully hear the proceedings. A majority in attendance at a meeting shall constitute a quorum to conduct business; with the exception of business concerning the removal of a Member or Officer where by a quorum must be as stated in Article V., Section 4.3 herein.

Section 6. Proxy Voting. Voting by proxy in Administrative Board meetings is prohibited. In those circumstances where Stakeholders are to exercise votes, proxy voting by paper is allowed.   No proxy shall be valid for more than 30 days.

Section 7. Stakeholder Meetings. The Administrative Board shall strive to conduct meetings of Stakeholders on a regular basis but shall convene Stakeholders at least bi-annually.

ARTICLE IX: EMPLOYEES AND CONTRACTORS

The Administrative Board can, in proper arrangement with its fiscal sponsor or other parties, act to engage employees, independent consultants or firms to assist and advance the work of the CoC.

ARTICLE X: CONFLICT OF INTEREST

Section 1.   Definition of Conflict of Interest.   A conflict of interest exists when an Administrative Board, Committee or Sub-Committee Member or Application Reviewer takes an action which results or has the appearance or intention of resulting in any financial benefit to that Member, his or her family member or spouse or partner, or an organization that he or she is a an employee, owner, stockholder, director, officer or board member, or independent contractor. Service as a volunteer (other than board) or being a recipient of services is not considered to be an inherent conflict.

Section 2. Procedures for Board and Committees. Members shall abstain from voting or attempting to influence the vote on any matter before the Administrative Board or its committees (including sub-committees) that places him or her in a conflict of interest. Said

Member shall disclose the conflict or potential conflict as soon as he/she recognizes the conflict. If no conflict of interest is disclosed but the Chairperson or any other Member of the Board states the opinion that such a conflict may exist and the challenged Member refuses to abstain from the deliberations or voting as requested, the Chairperson shall immediately call for a vote to determine whether the challenged Member is in a conflict of interest. If a majority present vote to require the abstention of the challenged Member, that Member shall not be permitted to vote.

Section 3.   Grant Application Reviewers. To be eligible to serve as an Application Reviewer, individuals are to have no known conflicts, real or perceived.

Section 4. Advanced Self-Disclosure and Code of Ethics. Each member of the Administrative Board shall annually sign the Advance Disclosure and Code of Ethics as approved by the Board, which shall provide self-disclosure on any potential or real conflicts and further explain the expected duties of all Board members and the methods to exercise their obligations under these Bylaws.

ARTICLE XI: FISCAL YEAR

The fiscal year of this corporation shall correspond to the calendar year.

ARTICLE XII: RULES OF ORDER

In all matters of parliamentary procedure not covered or contradicted by these by-laws, the Laws of the State of New York, in particular the Not-for-Profit Corporation Law, the rules and regulations of the State of New York as codified in the New York Code of Rules and Regulations (NYCRR), the Internal Revenue Service Code, and the Income Tax Regulations promulgated there under, and by the contracts entered into by the Corporation with government, foundation or other funding sources, Roberts Rules of Order shall be the parliamentary authority.

ARTICLE XIII: AMENDMENTS

These By-Laws may be repealed or amended at any regular or special meeting of the Administrative Board by resolution of the Administrative Board provided: 1) The resolution is passed by two-thirds majority at a duly convened meeting and, 2) a written copy of the proposed Amendment is delivered together with the notice of such meeting to each Board Member, not later than ten (10) business days prior to the meeting. Upon Amendment, a certified copy of these By-Laws signed by the Secretary shall be entered in the minutes of the Administrative Board.

Rochester Monroe County Homeless Continuum of Care
FY2013 Local Application Final Ranking Report

During the months of September and October 2013, the Rochester Monroe County Continuum of Care (CoC) Administrative Board conducted its local application process for projects requesting to be included in the CoC's consolidated application for the U.S. Department of Housing and Urban Development (HUD) FY 2013 Continuum of Care Homeless Assistance Competition. The purpose of this report is to (1) document the procedures used by the CoC Administrative Board to request, review, and rank project applications submitted by local organizations, and (2) record the final ranking of the projects.

APPLICATION PROCESS

The local application process was initiated on September 3, 2013 with an announcement from the CoC Administrative Board notifying organizations that (1) existing projects with HUD contracts expiring during the 2014 calendar year must submit a local application if renewal funding is being sought, and (2) the only new projects that would be considered for funding would be permanent supportive housing projects that serve the chronically homeless. Because no new money would be available, organizations were informed that new projects would be funded through the reallocation of existing funds. The announcement also introduced an *Intent to Apply Form* that was a required first step in the process. Only those projects submitting this form by the stated September 9, 2013 deadline were eligible to be considered for funding. The following timeline was published in the announcement:

Monday, September 9, 2013	*Intent to Apply Form* due by 11:59 pm
Thursday, September 12, 2013	Local application materials available
Monday, September 16, 2013	Applicant workshop (9:30-11:00 am)
Friday, October 4, 2013	Local application due by 11:59 pm

At its September 10, 2013 meeting, the CoC Administrative Board established the membership of its Grant Application Committee. Five Board members who had no current conflict of interest were approved as members of that Committee. They were as follows:

Megan Bell, Wilson Foundation
Neilia Kelly, CCSI
Chanh Quach, Monroe County
Valerie Snipe, United Way
Carol Wheeler, City of Rochester

At the same meeting, the CoC Administrative Board voted to charge the Grant Application Committee with (1) recruiting a group of volunteers who do not have conflicts of interest to participate in the application review, and (2) establishing the procedures for the actual review. The Board voted to score applications based on the quality of what is in the submission and not to conduct any follow up with applicants for clarification. However, it did request that

applicants with missing documents be contacted and given the opportunity to provide them. The Board also approved the content of the local application materials.

Application Instructions, Project Summary materials, and *Project Narrative* materials were distributed to the community on September 12, 2013. The *Project Budget Workbook* followed on September 16, 2013. In addition to these announcements, several other updates were issued to inform potential applicants of developments over time. The seven CoC announcements and the accompanying documents are included in the Appendix along with the presentation from the applicant workshop.

The CoC received a total of 36 applications for renewal projects and two applications for new projects. After a thorough compliance review of the submitted materials and follow-up requests for missing documents, all 38 applications were deemed eligible for consideration.

APPLICATION REVIEWERS

The Grant Application Committee recruited a group of community volunteers without conflicts of interest to join Committee members as reviewers in the scoring and ranking process. They were as follows:

> Ivana Frankenberger, Town of Greece
> Nikisha Johnson, Mercy Community Services
> Saúl Maneiro, The Community Foundation
> Ruth Nieboer
> Margit Brazda Poirier, Grants 4 Good
> Sara Taylor, Rochester Rehabilitation Center
> Deb Tschappat, Anthony L. Jordan Health Center
> Barbara Anne Zinker, retired, City of Rochester

Subsequent to this, two members of the Grant Application Committee withdrew from participation in the scoring and ranking process. Megan Bell developed a board affiliation that resulted in a conflict of interest, and Valerie Snipe was unavailable during the review period. Several weeks later, Margit Brazda Poirier also withdrew, indicating she was unable to devote the time necessary to review the applications.

The reviewers who eventually completed the scoring and ranking of applications were as follows:

> Ivana Frankenberger, Town of Greece
> Nikisha Johnson, Mercy Community Services
> Neilia Kelly, CCSI
> Saúl Maneiro, The Community Foundation
> Ruth Nieboer
> Chanh Quach, Monroe County
> Sara Taylor, Rochester Rehabilitation Center

Deb Tschappat, Anthony L. Jordan Health Center
Carol Wheeler, City of Rochester
Barbara Anne Zinker, retired, City of Rochester

APPLICATION SCORING

The Grant Application Committee prepared scoring guidelines to be used in the application review process. Based on the criteria published in the *Application Instructions*, two documents were approved, one for renewals and one for new projects. It was determined that all reviewers would be asked to read the two new applications, and that each reviewer would be assigned 11 or 12 renewal applications to score. The Committee agreed that scoring would be conducted independently and that a summary of scores would be prepared prior a meeting of the reviewers to discuss and rank the projects. The two sets of *Scoring Guidelines* are included in the Appendix along with a list of the community standards and a copy of the scoring sheets used by the reviewers.

On September 30, 2013, the 10 reviewers were emailed a review timeline and an invitation to Dropbox, which would be used to distribute submitted applications. Attached were copies of all application materials that had been sent to potential applicants. A training session for reviewers was held on October 8, 2013, during which time information about the HUD competition and the local application process was provided. Reviewers also received instruction in the use of the scoring guidelines prepared by the Grant Application Committee. The distributed documents and a copy of the presentation are included in the Appendix.

All reviewers were given access to the 38 completed applications via Dropbox on October 9, 2013. They had until October 22, 2013 to read their assigned applications and submit their scores and written comments. The scores and comments were then compiled

Reviewers met for two days, October 24 and 25, 2013, to discuss the applications as a group. Essentially, the first day focused on relative quality of the projects, and the second day centered on ranking the projects within the context of HUD goals and local priorities. Two overarching themes guided both sessions:

➢ What is best for the community overall?
➢ Will homelessness be reduced?

At the start of the first day, all 10 reviewers signed an agreement stating their commitment to confidentiality and nondisclosure regarding all discussion of and information about project applications. Meeting agendas and a copy of the confidentiality and nondisclosure agreement are included in the Appendix.

The focus of the session on October 24 was the quality of the individual project submissions independent of program type or community priorities. The objective was to obtain a general consensus regarding project design, implementation, and performance, thereby obtaining an

overall relative positioning of projects based on quality. To inform their discussion, reviewers were provided with a number of summary documents, including the following:

- Alphabetical list of renewal projects with individual reviewer scores and mean project scores
- Verbatim reviewer comments for each new project
- Verbatim reviewer comments for each renewal project
- New project descriptions as submitted in the *Project Summary* along with number of units/beds and number of households expected to be served in a 12-month period
- Renewal project descriptions as submitted in the *Project Summary* along with number of units/beds and number of individuals/households served during the period 7/1/12-6/30/13

These were particularly helpful to the reviewers who were not asked to read and score a particular application.

The reviewers first discussed the two new projects, which each of them had read and scored. They commented on what about the project, if anything, makes them believe that the project will reduce chronic homelessness. There was also mention that although these two proposals were submitted as Permanent Supportive Housing applications, they both appeared to be Supportive Services Only projects.

Participants then considered the renewal projects one at a time in a random order. Although the process had been designed so that three different reviewers would score each of the renewal projects, the last-minute withdrawal of one of the reviewers resulted in 10 applications that were only scored by two reviewers. The participants rectified this by each reading one additional application at the end of the meeting and submitting their scores prior to the session on the second day.

For each renewal application, the reviewers who had scored that submission lead the full group in considering the project. Included were the rationales for the assigned scores, questions, or challenges from reviewers who had not read the application, and consensus on the relative merits of the project. Based on the discussion, participants came to an agreement as to whether or not that project's mean score seemed appropriate. Although a project's mean score was never changed, the group did note if it thought the project should be scored lower (↓), thought it should be scored higher (↑), or was unsure about the score (?). Deliberations on all 36 renewal project applications were completed during the first day.

APPLICATION RANKING

The objective of the second session, held on October 25, was to prepare a final ranking of projects that reflected the recommended order of funding. This was carried out within the context of the expressed HUD goals and local priorities and using a more reflective analytical approach. Nine reviewers attended the morning portion of the meeting, and eight reviewers attended the afternoon segment.

First on the agenda was to revisit the 10 projects for which a third reviewer had submitted a score since the prior day's discussion. To assist with the discussion, the following documents were distributed:

- Alphabetical list of renewal projects with updated individual reviewer scores and updated mean project scores
- Verbatim reviewer comments for each project scored by a third reviewer

The criteria applied to the new mean scores were the same as those considered on the previous day, and participants adjusted the placement of the 10 projects as appropriate. There was general agreement that the overall relative positioning of the 36 renewal projects based on quality was sound.

The ranking exercise followed. To assist in the deliberations, reviewers were provided with several documents, including the following:

- Housing Inventory Count (HIC) for NY-500 conducted on January 30, 2013
- Lists of HUD and local goals and priorities
- *SNAPS Weekly Focus: What about Transitional Housing?,* published by U.S. Department of Housing and Urban Development, September 18, 2013
- New project responses to the community priorities addressed by the project as submitted in the *Project Narrative*
- Renewal project responses to the community priorities addressed by the project as submitted in the *Project Narrative*

The first three of these documents are included in the Appendix.

The reviewers discussed the projects within the context of this additional information, including local priorities regarding type of project (e.g., Permanent Supportive Housing vs. Supportive Services Only) and knowledge of the homeless services providers and community needs. As a group, the reviewers started from the highest-scoring application and worked their way down the list, discussing each project as it related to the ones around it. This resulted in a number of changes in relative positioning of projects and produced an interim ranking.

The participants then considered the HUD goals for reducing homelessness and determined which of the projects addressed each of four populations: the chronically homeless, families, youth, and veterans. The reviewers also introduced two other special: disabilities and domestic violence. With these factors as an overlay, and keeping in mind the two overarching themes (What is best for the community overall? Will homelessness be reduced?), the group finalized a renewal project ranking.

RANKING DECISION AND FUNDING RECOMMENDATION

As a group, the reviewers were unable to reach consensus regarding the project ranking, so they voted on several motions that resulted in the following decisions.

New Projects

The reviewers decided not to rank the new project application submitted by the YWCA of Rochester and Monroe County for Permanent Supportive Housing for the Chronically Homeless and not to consider it for funding. Six reviewers voted to eliminate this project from consideration, while two reviewers voted to give the project further consideration. (Two reviewers were not in attendance when the vote was taken.)

The reviewers decided not to rank the new project application submitted by Catholic Family Center for Son House and not to consider it for funding. Five reviewers voted to eliminate this project from consideration, while two voted to give the project further consideration. One reviewer abstained. (Two reviewers were not in attendance when the vote was taken.)

Renewal Projects

The reviewers approved a final ranking of the 36 renewal projects. Five reviewers voted in favor of the ranking, and two reviewers opposed the ranking. (Three reviewers were not in attendance when the vote was taken.) The final ranking of renewals projects is as follows:

Rank	Project	Organization
1	RHA Son House PH-RA	Rochester Housing Authority
2	RHA VOA 3 PH-RA	Rochester Housing Authority
3	VOA Permanent Supportive Housing	Volunteers of America of Western New York, Inc.
4	WCP Supportive Housing	Wilson Commencement Park
5	RHA Salvation Army PH-RA	Rochester Housing Authority
6	RHA Veteran's Outreach PH-RA	Rochester Housing Authority
7	Suburban Supportive Housing	Tempro Development Co. Inc
8	Health Care for the Homeless	The Unity Hospital of Rochester
9	VOA Project ReDirect	Volunteers of America of Western New York, Inc.
10	OMH-DePaul	NYS Office of Mental Health
11	Jennifer House	Spiritus Christi Prison Outreach, Inc.
12	Nielsen House	Spiritus Christi Prison Outreach, Inc.

13	Salvation Army Permanent Housing	The Salvation Army, a New York Corporation
14	Women in Transition	YWCA of Rochester and Monroe County
15	Legal Services for the Homeless	Legal Assistance of Western New York, Inc.
16	RHA Strong Ties PH-RA	Rochester Housing Authority
17	Veteran's Outreach Center Transitional	Veterans Outreach Center
18	VOA Permanent Supportive Housing for the CH	Volunteers of America of Western New York, Inc.
19	RHA Sojourner-YWCA PH-RA	Rochester Housing Authority
20	RHA VOA 7 PH-RA	Rochester Housing Authority
21	RHA Unity CH PH-RA	Rochester Housing Authority
22	Salvation Army Safe Haven	The Salvation Army, a New York Corporation
23	RHA Monroe County PH-RA	Rochester Housing Authority
24	Lafayette Housing I	Catholic Family Center
25	Lafayette Housing II	Catholic Family Center
26	Sojourner House Permanent Housing	Sojourner House at PathStone, Inc.
27	Unity Supportive Services for the CH	The Unity Hospital of Rochester
28	Center for Youth Transitional Living	The Center For Youth Services, Inc.
29	Parenting Teens	The Center For Youth Services, Inc.
30	Providence Housing OASAS	Providence Housing Development Corp. / OASAS
31	Carriage House	DePaul Community Services
32	Cornerstone	DePaul Community Services
33	Sojourner House Transitional Housing	Sojourner House at PathStone, Inc.
34	Hillside Supportive Housing	Hillside Children's Center
35	Project of Reunite Families	Monroe County
36	Homeless Youth Project	Monroe County

The reviewers also chose to make a funding recommendation in the event that the CoC does not receive its full Annual Renewal Demand amount for FY 2013. They endorsed defunding projects beginning with the project ranked 36 and continuing to defund the lowest-ranked proposals, if necessary, in reverse rank order through the project ranked 31. Should that not satisfy the reduced level of funding, the reviewers recommended that funding for projects ranked 1 through 30 each be reduced by a percentage amount, either across the board or with percentages varying by type of project. Five reviewers voted in favor of the funding recommendation, and two reviewers opposed the recommendation. (Three reviewers were not in attendance when the vote was taken.)

This report was prepared by Ann G. T. Young, PhD, and Amy M. D'Amico, Esq., who managed the local application process and facilitated the reviewer scoring and ranking activity.

**Rochester/Monroe County Continuum of Care
Announcement Number 2013-1
September 3, 2013**

This is the first in a series of announcements from the Rochester/Monroe County Continuum of Care (CoC). It provides a timeline for the CoC's upcoming local application process and introduces an Intent to Apply Form *that is a required first step. All organizations seeking funding must submit an* Intent to Apply Form *by 11:59 pm on Monday, September 9, 2013.*

The U.S. Department of Housing and Urban Development (HUD) is expected to issue the FY 2013 NOFA (Notice of Funding Availability) for the Continuum of Care Homeless Assistance Competition sometime in mid-October. In anticipation of that announcement, the Rochester/Monroe County Continuum of Care (CoC) is initiating its local application process for the following homeless assistance programs:

- Permanent Housing
  - Permanent Supportive Housing
  - Rapid Rehousing
- Transitional Housing
- Supportive Services Only
- Homeless Management Information System (HMIS) *[CoC-approved HMIS Lead Agency only]*
- CoC Planning Activities *[CoC-approved Collaborative Applicant only]*

Existing projects with HUD contracts expiring during the 2014 calendar year must submit a local application to the CoC if renewal funding is being sought. The only new projects that will be considered for funding are permanent supportive housing projects that serve the chronically homeless. Because there will be no new money available, new projects would be funded through reallocation of existing funds.

LOCAL PROCESS

The CoC has carried out an assessment of the local application process used in prior years and has revised the procedures and materials for the upcoming submission and review cycle. As a result, organizations should be aware that this year's process will differ from what they have encountered in the past.

In addition, the CoC has engaged a consultant, Ann G. T. Young, PhD, of AGTY Consulting, to facilitate the local application process. Dr. Young will be distributing information and materials in the coming weeks and will be available to answer any questions that potential applicants may have.

So that it is prepared to review all local applications, the CoC is for the first time requiring that organizations complete an *Intent to Apply Form*. Submitting this form is the first step in the local application process. The form requests information about project name(s), project type(s), and likelihood of applying. Only those agencies that submit this form by the stated deadline will be considered for funding.

Note that submission of the *Intent to Apply Form* is not a firm commitment, so if an organization is considering applying, but is not yet certain, it should complete and submit the form. A copy of the *Intent to Apply Form* accompanies this announcement. Completed forms must be received by 11:59 pm on Monday, September 9.

Local application materials will be available on Thursday, September 12, and will be emailed to the contact person indicted on the *Intent to Apply Form.* All organizations interested in being considered for funding must complete a local application and submit it electronically by 11:59 pm on Friday, October 4.

An applicant workshop will be held on Monday, September 16, 9:30-11:00 am, in the Kate Gleason Auditorium at the Bausch & Lomb Public Library Building. The building can be accessed from first-floor entrances on South Avenue and on Broad Street beginning at 9:00 am. Two-hour parking is available for $2.00 in the Court Street Garage, 194 Court Street, and in the South Avenue Garage, 39 Stone Street. On-street metered parking is $2.50 for two hours.

In summary, the timeline is as follows.

Monday, September 9, 2013	*Intent to Apply Form* due by 11:59 pm
Thursday, September 12, 2013	Local application materials available
Monday, September 16, 2013	Applicant workshop (9:30-11:00 am)
Friday, October 4, 2013	Local application due by 11:59 pm

All submissions and inquiries about the local application process should be sent to rmccoc@earthlink.net. Periodic updates will be emailed to those who submit an *Intent to Apply Form* so that they are informed about developments over time.

HUD REFERENCES

It is strongly recommended that all organizations carefully read the *FY 2013 CoC Program Registration Notice* (posted on www.onecpd.info) with special attention to the steps outlined for project applicants on page 4. All applicants must complete or renew their registration in the Central Contractor Registration (CCR)/System for Award Management (SAM) registration. Those project applicants who have not yet registered with Dun and Bradstreet (DUNS) must do so. In addition, each project applicant should begin verifying and updating the information in its *e-snaps* Project Applicant File. Taking these steps now will ensure that organizations are ready to apply for funding via *e-snaps* once the HUD application becomes available.

Two additional references provide background information that organizations may find useful in preparing for the local and HUD application processes: *CoC Program Interim Rule (24 CFR part 578)* and *FY 2013 NOFAs for Discretionary Programs (General Section).* Links to these documents appear in the *FY 2013 CoC Program Registration Notice.*

Rochester Monroe County Continuum of Care
2013 Local Application

INTENT TO APPLY FORM

Open this form using Adobe Reader and complete it by doing the following:

- Click the "sign" icon at the top left of the screen (i.e., third icon from the left).
- Fill out the form by typing into the highlighted fields.
- In the panel that appears on the right of the screen, click "Place Signature," then create a signature (if you do not already have one) and add your signature to the bottom of the document.
- Click "Signed. Proceed to Send."
- Click "Save a Copy," then rename the file and indicate where you would like to save it.

Submit the document you have saved to the Rochester/Monroe County Continuum of Care by attaching it to an email addressed to rmccoc@earthlink.net.

ORGANIZATION

Name: _____

Address: _____

CONTACT

Name: _____ Title: _____

Telephone: _____ Email: _____

PROJECT(S)

Name	Type	Nature	Likelihood of Applying
	O Permanent Supportive Housing O Rapid Rehousing O Transitional Housing O Supportive Services Only O HMIS O CoC Planning Activities	O Current O Expansion O New	O Definitely O Probably O May or may not
	O Permanent Supportive Housing O Rapid Rehousing O Transitional Housing O Supportive Services Only O HMIS O CoC Planning Activities	O Current O Expansion O New	O Definitely O Probably O May or may not
	O Permanent Supportive Housing O Rapid Rehousing O Transitional Housing O Supportive Services Only O HMIS O CoC Planning Activities	O Current O Expansion O New	O Definitely O Probably O May or may not

All forms must be received by 11:59 pm on Monday, September 9, 2013.

Rochester/Monroe County Continuum of Care
Announcement Number 2013-2
September 3, 2013

This is an <u>URGENT</u> announcement from the Rochester/Monroe County Continuum of Care (CoC) about its HUD Grant Inventory Worksheet (GIW).
Existing projects that will be seeking renewal during the upcoming FY 2013 competition are required to complete and submit a **GIW Information Form**
by 11:59 pm on Thursday, September 5, 2013.

The U.S. Department of Housing and Urban Development (HUD) has issued the Rochester/ Monroe Continuum of Care (CoC) Grant Inventory Worksheet (GIW) listing all projects it believes are eligible for renewal under the FY 2013 NOFA (Notice of Funding Availability) for the Continuum of Care Homeless Assistance Competition. Our CoC is responsible for confirming the accuracy and completeness of the GIW and then submitting it to the HUD Buffalo Field Office.

The accuracy of our GIW is critical as it will be the basis on which HUD will establish our community's Annual Renewal Demand (ARD). The ARD is the total amount of funding that HUD will allocate to our CoC for the renewal of current projects.

The following grants are those that should appear on the GIW:

- Existing grants with funds expiring during the 2014 calendar year
- Grants awarded for the first time in FY 2007 that have not been renewed in a previous competition, regardless of when the funds will expire

To ensure that our community maximizes its ARD, the CoC is requiring that organizations with projects that meet the above criteria submit basic data about each project on a *GIW Information Form.* Please complete one form per project, taking care to provide information that is up to date and correct. Keep in mind that the CoC has established a 7 percent (7%) administrative fee cap.

A copy of the *GIW Information Form* accompanies this announcement. Completed forms must be received by 11:59 pm on Thursday, September 5, 2013. Questions regarding the form should be directed to Ann G. T. Young, PhD, of AGTY Consulting, by telephone (585-473-0650) or via email (rmccoc@earthlink.net).

For more information, organizations should read the *FY 2013 CoC Program Registration Notice* (posted on www.onecpd.info). Additional references include the *CoC Program Interim Rule (24 CFR part 578)* and *FY 2013 NOFAs for Discretionary Programs (General Section).* Links to these documents appear in the *FY 2013 CoC Program Registration Notice.*

Rochester Monroe County Continuum of Care
2013 Local Application

GIW INFORMATION FORM

Open this form using Adobe Reader XI. Download it by clicking on "File" and then "Save As."
Rename the file and indicate where you would like to save it. Then complete the form by typing into the highlighted fields. Submit the document you have saved to the Rochester/Monroe County Continuum of Care by attaching it to an email addressed to rmccoc@earthlink.net.

PROJECT INFORMATION

Project Name: _____

Project Number _____   Current Grant Term (In Years): _____

Grant Effective Date: _____   Operating Start Date: _____   Expiration Date: _____

Is this a FY 2007 grant?   O Yes   O No   Was this project extended?   O Yes   O No

PROJECT TYPE

O Permanent Housing (PH)   O Project-Based Rental Assistance (PBR)
O Transitional Housing (TH)   O Safe Haven
O Support Services Only (SSO)   O HMIS
O Tenant-Based Rental Assistance (TBR)   O Other: _____

CURRENT BUDGET LINE ITEMS

Budget Line Item	Amount		Budget Line Item	Amount
Acquisition			Supportive Services	
Rehabilitation			Operating Costs	
New Construction			HMIS	
Leasing			Planning	
Rental Assistance			Administration Costs	

Total Budget Awarded:

FORMER S+C AND RENTAL ASSISTANCE UNITS

Unit Type	Number		Unit Type	Number
SRO Units			3-Bedroom Units	
0-Bedroom Units			4-Bedroom Units	
1-Bedroom Units			5-Bedroom Units	
2-Bedroom Units			6+-Bedroom Units	

Total Number of Units:

PERSON COMPLETING FORM

Name: _____   Title: _____

Telephone: _____   Email: _____

All forms must be received by 11:59 pm on Thursday, September 5, 2013.

Rochester/Monroe County Continuum of Care
Announcement Number 2013-3
September 12, 2013

This is an announcement from the Rochester/Monroe County Continuum of Care
(CoC) regarding the next steps in the local application process.
Attached are materials that applicants must complete and submit
by 11:59 pm on Friday, October 4, 2013.

The Rochester/Monroe County Continuum of Care is publishing the application materials for the local process of selecting projects to be included in its CoC Program Consolidated Application for funding from the U.S. Department of Housing and Urban Development (HUD) in the upcoming FY 2013 Continuum of Care Homeless Assistance Program Competition.

The following documents accompany this announcement:

➢ Application Instructions *(Applicable to all projects)*

➢ Renewal or Expansion: Project Summary

➢ Renewal or Expansion: Transitional Housing Project Narrative

➢ Renewal or Expansion: Permanent Housing Project Narrative

➢ Renewal or Expansion: Support Services Only Project Narrative

➢ New Project: Project Summary

➢ New Project: Permanent Housing for the Chronically Homeless Project Narrative

The following document will be published and emailed in a separate announcement on Monday, September 16, 2013:

➢ Project Budget *(Applicable to all projects)*

As noted in Announcement Number 2013-1, this year's reviewing, scoring, and ranking process differs from those in the past, so organizations should carefully read the *Application Instructions* to ensure that they are complying with all application requirements.

An applicant workshop will be held on Monday, September 16, 9:30-11:00 am, in the Kate Gleason Auditorium at the Bausch & Lomb Public Library Building.

Questions about the local application materials should be directed to Ann G. T. Young, Ph.D, of AGTY Consulting, by telephone (585-473-0650) or via email (rmccoc@earthlink.net).

Rochester Monroe County Continuum of Care
2013 Local Application

APPLICATION INSTRUCTIONS

Introduction

The Rochester/Monroe County Continuum of Care (CoC), representing the City of Rochester, County of Monroe, and Towns of Greece and Irondequoit (NY-500), will submit a CoC Program Consolidated Application for funding from the U.S. Department of Housing and Urban Development (HUD) in the upcoming FY 2013 Continuum of Care Homeless Assistance Program Competition. These instructions describe the local application submission and review process. Only those projects that submitted an *Intent to Apply Form* to the CoC by the required deadline are eligible to be considered for funding.

The CoC will accept proposals for renewals and expansions in the following homeless assistance program categories:

- Permanent Housing
    o Permanent Supportive Housing
    o Rapid Rehousing
- Transitional Housing
- Supportive Services Only
- Homeless Management Information System (HMIS) *[CoC-approved HMIS Lead Agency only]*
- CoC Planning Activities *[CoC-approved Collaborative Applicant only]*

It will also consider proposals for new projects that offer permanent supportive housing for the chronically homeless. (See the Appendix for the definition of chronically homeless.) New projects of any other type are not eligible for funding. Because there will be no new money available, new projects would be funded through reallocation of existing funds.

HUD Goals and Definitions

HUD's goals, as articulated in its Strategic Plan and *Opening Doors: Federal Strategic Plan to Prevent and End Homelessness,* are as follows:

- o Meet the Need for Quality Affordable Rental Homes: End homelessness and substantially reduce the number of families and individuals with severe housing needs
- o End chronic homelessness by 2015
- o End veteran homelessness by 2015
- o End family and youth homelessness by 2020

All projects must align with HUD priorities and strategies and must comply with the HEARTH Act.

Time Line

Thursday, September 12, 2013	Local application materials available
Monday, September 16, 2013	Applicant workshop
Friday, October 4, 2013	Local application due by 11:59 pm
Tuesday, October 29, 2013	Organizations notified of rankings

The applicant workshop will be held on Monday, September 16, 9:30-11:00 am, in the Kate Gleason Auditorium at the Bausch & Lomb Public Library Building. The building can be accessed from first-floor entrances on South Avenue and on Broad Street beginning at 9:00 am. Two-hour parking is available for $2.00 in the Court Street Garage, 194 Court Street, and in the South Avenue Garage, 39 Stone Street. On-street metered parking is $2.50 for two hours.

Application Review

The Grant Application Committee of the CoC Administrative Board is the entity that will review, score, and rank proposals. It consists of individuals without conflicts of interest who either sit on the Administrative Board or are representatives of the community at large. Members of the Grant Application Committee are not employees, owners, stockholders, directors, officers, or board members of, or independent contractors to, any organization that submits or will benefit from a local application that is being reviewed, scored, and ranked.

The Grant Application Committee will evaluate local applications within the context of the following seven community priorities, listed in order from highest to lowest priority:

- o CoC Planning
- o HMIS
- o Permanent Supportive Housing
- o Support Services Only for Permanent Supportive Housing
- o Special Needs Populations
- o Transitional Housing
- o Support Services Only

Local applications will be reviewed using the current HUD definition of "chronically homeless."

Application Scoring

The weighting rubric used by the Grant Application Committee in scoring applications involves specific criteria and a point allocation system. Pay special attention to the following description of how scores will be weighted and use to it to guide the information provided in the narrative portion of the application.

Scoring for Renewals and Expansions

Criterion	Description	Point Maximum
Need	Does the project serve a current need among the homeless in the local community?	10
Design	Does the project appropriately address needs of the homeless and reflect best practices and evidence-based models?	10
Operations	Is the project managed well and operating at capacity?	15
HMIS	Does the project fully and accurately participate in HMIS?	5
Finances	Are budgets and other financial information thorough and complete?	10

Collaboration	Is the project working in partnership with other organizations and linking to additional community resources?	10
Effectiveness	Is the project meeting its projected outcomes?	15
Impact	Does the project reduce homelessness in the local community?	15
Consequence	Will loss of the project adversely affect the community?	10

	Maximum Score:	100

Scoring for New Projects

Criterion	Description	Point Maximum
Need	Does the project attempt to serve a current need among the chronically homeless in the local community?	20
Design	Does the project appropriately propose addressing needs of the chronically homeless and reflect best practices and evidence-based models?	20
Experience	Has the organization demonstrated the ability to offer the proposed housing and services?	15
Management	Does the organization have the capacity to effectively manage the project?	10
Finances	Are budgets and other financial information thorough and complete?	10
Collaboration	Will the project work in partnership with other organizations and link to additional community resources?	10
Focus	Does the project have clear and meaningful outcome objectives?	5
Potential	How likely is the project to reduce chronic homelessness in the local community?	10

	Maximum Score:	100

Application Checklists

The following checklists identify the components that constitute a complete application for local funding under the HUD Continuum of Care Homeless Assistance Program. Use the appropriate list to ensure that all required materials are submitted. Incomplete applications will not be reviewed and will not be considered for funding.

Application for Renewal or Expansion

☐ Project Summary for Renewal or Expansion Projects (pdf document)

☐ Project Narrative (Word document) *Select one of the following:*
- o Transitional Housing Project Narrative
- o Permanent Supportive Housing Project Narrative
- o Support Services Only Project Narrative

☐ Project Budget (Excel workbook)

☐ Copy of the project APR for its last full operating year

☐ Copy of all HUD monitoring reports received during the past 3 years

☐ Documentation of match

Application for New Permanent Housing for the Chronically Homeless Project

☐ Project Summary for New Projects (pdf document)

☐ New Permanent Housing for the Chronically Homeless Project Narrative (Word document)

☐ Project Budget (Excel workbook)

☐ Proof of 501(c)(3) status

☐ Documentation of match and/or leveraging

To complete the *Project Summary Form*, open the form using Adobe Reader XI. Download it by clicking on "File" and then "Save As." Rename the file and indicate where you would like to save it. Then type into the highlighted fields.

To complete the appropriate *Project Narrative,* open the form in Microsoft Word. Download it by clicking on "File" and then "Save As." Rename the file and indicate where you would like to save it. Then type into the boxes following each question. The boxes will automatically expand as you type.

To complete the *Project Budget*, open the form in Micro Soft Excel. Download it by clicking on "File" and then "Save As." Rename the file and indicate where you would like to save it. Note that the workbook consists of several spreadsheets. If a spreadsheet is applicable to the project, enter the requested data. If a spreadsheet is not applicable, check the "Not Applicable" box at the top left of the spreadsheet.

APRs, HUD monitoring reports, and match and leveraging documentation should be submitted in electronic form, as either a pdf original or a scanned version of a hard-copy document.

Questions about the local application should be directed to Ann G. T. Young, PhD, of AGTY Consulting, by telephone (585-473-0650) or via email (rmccoc@earthlink.net).

Application Submission

To be reviewed and considered for funding, completed applications, including all required documentation, must be submitted electronically by 11:59 pm on Friday, October 4. All components of an application must be transmitted at the same time via email to rmccoc@earthlink.net.

Keep in mind that application reviewers may have little or no knowledge of the organization or project. Therefore, be sure to provide a comprehensive description of the proposed project.

HUD References

It is strongly recommended that all organizations carefully read the *FY 2013 CoC Program Registration Notice* (posted on www.onecpd.info) with special attention to the steps outlined for project applicants on page 4. All applicants must complete or renew their registration in the Central Contractor Registration (CCR)/System for Award Management (SAM) registration. Those project applicants who have not yet registered with Dun and Bradstreet (DUNS) must do so. In addition, each project

applicant should begin verifying and updating the information in its *e-snaps* Project Applicant File. Taking these steps now will ensure that organizations are ready to apply for funding via *e-snaps* once the HUD application becomes available.

Two additional references provide background information that organizations may find useful in preparing for the local and HUD application processes: *CoC Program Interim Rule (24 CFR part 578)* and *FY 2013 NOFAs for Discretionary Programs (General Section).* Links to these documents appear in the *FY 2013 CoC Program Registration Notice.*

APPENDIX

HUD Definition of Chronically Homeless

CoC Program Interim Rule (24 CFR part 578)

"(1) An individual who:

  i. Is homeless and lives in a place not meant for human habitation, a safe haven, or in an emergency shelter; and

  ii. Has been homeless and living or residing in a place not meant for human habitation, a safe haven, or in an emergency shelter continuously for at least one year or on at least four separate occasions in the last 3 years; and

  iii. Can be diagnosed with one or more of the following conditions: substance use disorder, serious mental illness, developmental disability (as defined in section 102 of the Developmental Disabilities Assistance Bill of Rights Act of 2000 (42 U. S. C. 15002)), post-traumatic stress disorder, cognitive impairments resulting from brain injury, or chronic physical illness or disability;

(2) An individual who has been residing in an institutional care facility, including a jail, substance abuse or mental health treatment facility, hospital, or other similar facility, for fewer than 90 days and met all of the criteria in paragraph (1) of this definition, before entering that facility;

(3) A family with an adult head of household (or if there is no adult in the family, a minor head of household) who meets all of the criteria in paragraph (1) in this definition, including a family whose composition has fluctuated while the head of household has been homeless."

Rochester Monroe County Continuum of Care
2013 Local Application

APPLICATION FOR RENEWAL OR EXPANSION

Project Summary

*Open this form using Adobe Reader XI. Download it by clicking on "File" and then "Save As."
Rename the file and indicate where you would like to save it. Then complete the form by typing into
the highlighted fields. Submit the document you have saved to the Rochester/Monroe County
Continuum of Care by attaching it to an email addressed to rmccoc@earthlink.net.*

APPLICANT

Organization Name: _____

Address: _____

Contact Name: _____

Telephone: _____   Email: _____

PROJECT

Name: _____

Location: _____

Nature: O Current project with existing scope   O Current project with proposed expansion

Component Type	Rental Assistance Type	Housing Type
O Permanent Supportive Housing (PSH)	O Tenant based	O Dormitory, shared or private rooms
O Rapid Rehousing (RRH)	O Project based	O SRO units
O Transitional Housing (TH)	O Sponsor based	O Apartments, single building
O Supportive Services Only (SSO)	O Not applicable	O Apartments, multiple buildings
O HMIS		O Scattered-site apartments
O CoC Planning Activities		O Single-family homes/townhouses

FUNDING REQUEST

Enter total dollar amount of HUD CoC funding requested for this project: [   ]

BEDS AND UNITS   *(SSO, HMIS, and planning projects should skip this section.)*

Complete the following by indicating the maximum number of units, total beds, and chronically homeless (CH) beds
currently available and the occupancy percentage on June 30, 2013. If applicable, also identify the number of units of each
size.

	Number	% Occupied on 6/30/13
Units		
Total Beds		
CH Beds		

Unit Size	Number
Studio	
One bedroom	
Two bedrooms	
Three bedrooms	
Four bedrooms	
Five bedrooms	
Six or more bedrooms	

Total number of units: [   ]

PROJECT PARTICIPANTS

Complete the following by indicating the number of <u>households</u> with each of the characteristics listed served during the period July 1, 2012-June 30, 2013.

Households by Type	Households with at least one adult and one child	Adult households without children	Households with only children	Total
Number of households				

Complete the following by indicating the number of <u>persons</u> with each of the characteristics listed served during the period July 1, 2012-June 30, 2013.

Persons by Type	Persons in households with at least one adult and one child	Adult persons in households without children	Persons in households with only children	Total
Disabled adults over age 24				
Non-disabled adults over age 24				
Disabled adults 18-24				
Non-disabled adults 18-24				
Accompanied disabled children <18				
Accompanied non-disabled children <18				
Unaccompanied disabled children <18				
Unaccompanied non-disabled children <18				

Total adults over age 24:			0	
Total adults ages 18-24:			0	
Total children under age 18:		0		
Total persons:				

Complete the following two tables by indicating the number of <u>persons</u> with each of the characteristics listed served during the period July 1, 2012-June 30, 2013.

Persons by Type	Persons in Households with at Least One Adult and One Child						
	CH non veterans	CH veterans	Not CH veterans	Chronic substance abuse	Persons with HIV/ AIDS	Severely mentally ill	Victims of domestic violence
Disabled adults over 24							
Non-disabled adults over 24							
Disabled adults 18-24							
Non-disabled adults 18-24							
Disabled children <18							
Non-disabled children <18							
Total persons:							

Persons by Type	Persons in Households without Children						
	CH non veterans	CH veterans	Not CH veterans	Chronic substance abuse	Persons with HIV/ AIDS	Severely mentally ill	Victims of domestic violence
Disabled adults over 24							
Non-disabled adults over 24							
Disabled adults 18-24							
Non-disabled adults 18-24							
Total persons:							

OUTREACH FOR PARTICIPANTS

Enter the percentage of homeless persons who will be served by the project for each of the following locations. If person come from other locations, enter a description of that location along with the percentage.

Percent	Location
	Directly from the street or other locations not meant for human habitation
	Directly from emergency shelters
	Directly from safe havens
	From transitional housing and previously resided in a place not meant for human habitation, emergency shelter, or safe haven
	Persons at imminent risk of losing their night time residence
	Homeless persons as defined under other federal statutes
	Persons fleeing domestic violence

Total of above percentages

PROJECT DESCRIPTION

Provide a summary description of the project, being sure to identify the target population and to address the specific service and housing activities. (Maximum 3000 characters.)

Rochester Monroe County Continuum of Care
2013 Local Application

APPLICATION FOR RENEWAL OR EXPANSION

Permanent Housing Project Narrative

Project Name:	

1. List the community priorities that are being addressed by this project.

2. Describe the target population served by this project. *Include gender, age, special needs, etc.*

3. Describe the need for this project in the community. *Include the critical need(s) addressed, demand for the services provided, etc.*

4. Describe the housing and services provided by the project. *Include type of housing, nature of services, whether services are offered in house or through referral, frequency of services, number and type of staffing, etc.*

5. Describe the linkages of the project to other community organizations and resources. *Include formal partnerships, collaborations, joint efforts, etc.*

6. Describe the features of the project that position it to successfully address the needs of the homeless. *Include unique elements, best practices, evidence-based models, etc.*

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7. Describe how participants enter this project. *Include outreach methods, intake criteria, restrictions, referral process, etc.*

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8. Describe how the project ensures that participants gain access to mainstream resources (e.g., TANF Medicaid, SNAP).

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9. Describe how participants move beyond services to greater independence. *Include housing stability, increased autonomy, educational and employment opportunity, etc.*

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10. *If the project serves children:* Note the job title of the person who acts as the educational liaison with the school district and describe the responsibilities of the position.

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11. *If an expansion of the project is proposed:* Describe the nature and the value of the proposed expansion. *Include proposed changes in number of participants, population served, type of services, etc.*

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12. Describe the overall funding plan for the project. *Include other funding sources, committed amounts, length of funding, etc.*

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13. Describe the data or other empirical evidence that demonstrate how the project has been effective in addressing the needs of the homeless. *Include quantitative statistical information, program evaluation data, etc.*

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14. What percent of project participants remained in permanent housing or exited to other permanent housing (subsidized or unsubsidized) during the period July 1, 2012-June 30, 2013?

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15. What percent of project participants age 18 and older maintained or increased their total income from all sources (public and private)? Include participants as of June 30, 2013 along with those who exited the project during the period July 1, 2012-June 30, 2013.

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16. What percent of project participants age 18 through 61 maintained or increased their earned income (income from wages and private investments, but not public benefits)? Include participants as of June 30, 2013 along with those who exited the project during the period July 1, 2012-June 30, 2013.

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17. Describe other performance measures that are used to determine progress of the project participants. *Include definition of the outcome, computation of the measure, target, etc.*

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18. Describe the impact on the community should this project not receive renewal funding from the HUD Continuum of Care Homeless Assistance Program.

19. Describe your organization's involvement with homeless activities in the community. *Include participation in the Homeless Continuum of Care, Homeless Services Network, etc.*

<u>ASSURANCES</u>

To the best of my knowledge and belief, all data in this application is true and correct. The governing body of the applicant has duly authorized this document and the applicant will comply with the following:

- Applicant will complete HUD Exhibit forms in e-snaps with the same information as contained in this application, unless the Grant Application Committee of the Rochester/Monroe County Homeless Continuum of Care Team (CoC) has made adjustments during the CoC review, rating, and ranking process. Those adjustments, which will be included in the Project Ranking Letter sent to each applicant, will supersede this document.

- Applicant agrees to participate fully in this community's Homeless Management Information System (HMIS).

- Applicant understands that HUD-funded homeless assistance projects are monitored by the CoC. Project monitoring can include site visits as well as submission of the applicant's most recent APR to the CoC for review.

- If awarded funding, the applicant agrees to inform the CoC if the following occurs:
  - ✓ Staff vacancies of a duration that could affect the projected number of participants served or result in HUD funds not being fully expended;
  - ✓ Changes to an existing project that are significantly different from what the funds were originally approved for, including any budget amendments submitted to HUD;
  - ✓ Increase/decrease of other funding to the project that could affect projected numbers of participants, impact projected outcomes, or change/add sub-populations that would be served by the project;
  - ✓ In the case of new funding streams that would allow the project to hire new staff, submission of a budget that clearly indicates the staff positions and their functions for which HUD dollars are used;
  - ✓ Delays in the start up of a new project, and

- If awarded funding, the applicant agrees to provide updated match documentation whenever match is renewed or changes in match occur.

Submission by an Authorized Representative

Name	
Signature	Enter an "x" in box to right to indicate signature electronically
Title	
Telephone	
Email	

Rochester Monroe County Continuum of Care
2013 Local Application

APPLICATION FOR RENEWAL OR EXPANSION

Transitional Housing Project Narrative

Project Name:	

1. List the community priorities that are being addressed by this project.

2. Describe the target population being served by this project. *Include gender, age, special needs, etc.*

3. Describe the need for this project in the community. *Include the critical need(s) addressed, demand for the services provided, etc.*

4. Describe the housing and services provided by the project. *Include type of housing, nature of services, whether services are offered in house or through referral, frequency of services, number and type of staffing, etc.*

5. Describe the linkages of the project to other community organizations and resources. *Include formal partnerships, collaborations, joint efforts, etc.*

6. Describe the features of the project that position it to successfully address the needs of the homeless. *Include unique elements, best practices, evidence-based models, etc.*

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7. Describe how participants enter this project. *Include outreach methods, intake criteria, restrictions, referral process, etc.*

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8. Describe how the project ensures that participants gain access to mainstream resources (e.g., TANF Medicaid, SNAP).

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9. Describe how participants move beyond services to greater independence. *Include housing stability, increased autonomy, educational and employment opportunity, etc.*

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10. *If the project serves children:* Note the job title of the person who acts as the educational liaison with the school district and describe the responsibilities of the position.

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11. *If expansion is proposed:* Describe the nature and the value of the proposed expansion. *Include proposed changes in number of participants, population served, nature of services, etc.*

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```

12. Describe the overall funding plan for the project. *Include other funding sources, committed amounts, length of funding, etc.*

13. Describe the data or other empirical evidence that demonstrate how the project has been effective in addressing the needs of the homeless. *Include quantitative statistical information, program evaluation data, etc.*

14. What percent of participants exiting from the project during the period July 1, 2012-June 30, 2013 moved to permanent housing (subsidized or unsubsidized)?

15. What percent of project participants age 18 and older increased their total income from all sources (public and private)? Include participants as of June 30, 2013 along with those who exited the project during the period July 1, 2012-June 30, 2013.

16. What percent of project participants age 18 through 61 increased their earned income (income from wages and private investments, but not public benefits)? Include participants as of June 30, 2013 along with those who exited the project during the period July 1, 2012-Juner 30, 2013.

17. Describe other performance measures that are used to determine progress of the project participants. *Include definition of the outcome, computation of the measure, target, etc.*

18. Describe the impact on the community should this project not receive renewal funding from the HUD Continuum of Care Homeless Assistance Program?

19. Describe your organization's involvement with homeless activities in the community. *Include participation in the Homeless Continuum of Care, Homeless Services Network, etc.*

<u>ASSURANCES</u>

To the best of my knowledge and belief, all data in this application is true and correct. The governing body of the applicant has duly authorized this document and the applicant will comply with the following:

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- Applicant understands that HUD-funded homeless assistance projects are monitored by the CoC. Project monitoring can include site visits as well as submission of the applicant's most recent APR to the CoC for review.

- If awarded funding, the applicant agrees to inform the CoC if the following occurs:
  - ✓ Staff vacancies of a duration that could affect the projected number of participants served or result in HUD funds not being fully expended;
  - ✓ Changes to an existing project that are significantly different from what the funds were originally approved for, including any budget amendments submitted to HUD;
  - ✓ Increase/decrease of other funding to the project that could affect projected numbers of participants, impact projected outcomes, or change/add sub-populations that would be served by the project;
  - ✓ In the case of new funding streams that would allow the project to hire new staff, submission of a budget that clearly indicates the staff positions and their functions for which HUD dollars are used;
  - ✓ Delays in the start up of a new project, and

- If awarded funding, the applicant agrees to provide updated match documentation whenever match is renewed or changes in match occur.

Submission by an Authorized Representative

Name	
Signature	Enter an "x" in box to right to indicate signature electronically	
Title	
Telephone	
Email	

Rochester Monroe County Continuum of Care
2013 Local Application

APPLICATION FOR RENEWAL OR EXPANSION

Support Services Only Project Narrative

Project Name:	

1. List the community priorities that are being addressed by this project.

2. Describe the target population being served by this project. *Include gender, age, special needs, etc.*

3. Describe the need for this project in the community. *Include the critical need(s) addressed, demand for the services provided, etc.*

4. Describe the services to be provided by the project. *Include nature of services, whether services are offered in house or through referral, frequency of services, number and type of staffing, etc.*

5. Describe the linkages of the project to other community organizations and resources. *Include formal partnerships, collaborations, joint efforts, etc.*

6. Describe the features of the project that position it to successfully address the needs of the homeless. *Include unique elements, best practices, evidence-based models, etc.*

    ```




    ```

7. Describe how participants will enter this project. *Include outreach methods, intake criteria, restrictions, referral process, etc.*

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    ```

8. Describe how the project ensures that participants gain access to mainstream resources (e.g., TANF Medicaid, SNAP).

    ```




    ```

9. Describe how participants move beyond services to greater independence. *Include housing stability, increased autonomy, educational and employment opportunity, etc.*

    ```




    ```

10. *If the project serves children:* Note the job title of the person who acts as the educational liaison with the school district and describe the responsibilities of the position.

    ```




    ```

11. *If expansion is proposed:* Describe the nature and the value of the proposed expansion. *Include proposed changes in number of participants, population served, nature of services, etc.*

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12. Describe the overall funding plan for the project. *Include other funding sources, committed amounts, length of funding, etc.*

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    ```

13. Describe the data or other empirical evidence that demonstrate how the project has been effective in addressing the needs of the homeless. *Include quantitative statistical information, program evaluation data, etc.*

14. What percent of participants exiting from the project during the period July 1, 2012-June 30, 2013 moved to permanent housing (subsidized or unsubsidized)?

15. What percent of project participants age 18 and older increased their total income from all sources (public and private)? Include participants as of June 30, 2013 along with those who exited the project during the period July 1, 2012-June 30, 2013.

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17. Describe the performance measures that are used to determine progress of the project participants. *Include definition of the outcome, computation of the measure, target, etc.*

18. Describe the impact on the community should this project not receive renewal funding from the HUD Continuum of Care Homeless Assistance Program?

19. Describe your organization's involvement with homeless activities in the community. *Include participation in the Homeless Continuum of Care, Homeless Services Network, etc.*

ASSURANCES

To the best of my knowledge and belief, all data in this application is true and correct. The governing body of the applicant has duly authorized this document and the applicant will comply with the following:

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- Applicant agrees to participate fully in this community's Homeless Management Information System (HMIS).

- Applicant understands that HUD-funded homeless assistance projects are monitored by the CoC. Project monitoring can include site visits as well as submission of the applicant's most recent APR to the CoC for review.

- If awarded funding, the applicant agrees to inform the CoC if the following occurs:
  - ✓ Staff vacancies of a duration that could affect the projected number of participants served or result in HUD funds not being fully expended;
  - ✓ Changes to an existing project that are significantly different from what the funds were originally approved for, including any budget amendments submitted to HUD;
  - ✓ Increase/decrease of other funding to the project that could affect projected numbers of participants, impact projected outcomes, or change/add sub-populations that would be served by the project;
  - ✓ In the case of new funding streams that would allow the project to hire new staff, submission of a budget that clearly indicates the staff positions and their functions for which HUD dollars are used;
  - ✓ Delays in the start up of a new project, and

- If awarded funding, the applicant agrees to provide updated match documentation whenever match is renewed or changes in match occur.

Submission by an Authorized Representative

Name	
Signature	Enter an "x" in box to right to indicate signature electronically	
Title	
Telephone	
Email	

Rochester Monroe County Continuum of Care
2013 Local Application

APPLICATION FOR A NEW PROJECT

PERMANENT SUPPORTIVE HOUSING FOR THE CHRONICALLY HOMELESS ONLY

Project Summary

Open this form using Adobe Reader XI. Download it by clicking on "File" and then "Save As."
Rename the file and indicate where you would like to save it. Then complete the form by typing into
the highlighted fields. Submit the document you have saved to the Rochester/Monroe County
Continuum of Care by attaching it to an email addressed to rmccoc@earthlink.net.

APPLICANT

Organization Name: _____

Address: _____

Contact Name: _____

Telephone: _____   Email: _____

PROJECT

Name: _____

Location: _____

Component Type	Rental Assistance Type	Housing Type
O Permanent Supportive Housing (PSH)	O Tenant based	O Dormitory, shared or private rooms
O Rapid Rehousing (RRH)	O Project based	O SRO units
O Transitional Housing (TH)	O Sponsor based	O Apartments, single building
O Supportive Services Only (SSO)	O Not applicable	O Apartments, multiple buildings
O HMIS		O Scattered-site apartments
O CoC Planning Activities		O Single-family homes/townhouses

FUNDING REQUEST

Enter total dollar amount of HUD CoC funding requested for this project: _____

BEDS AND UNITS   *(SSO, HMIS, and planning projects should skip this section.)*

Complete the following by indicating the maximum number of units, total beds, and chronically homeless (CH) beds are proposed and, if applicable, also identify the number of units of each size.

	Number	% Occupied on 6/30/13
Units		
Total Beds		
CH Beds		

Unit Size	Number
Studio	
One bedroom	
Two bedrooms	
Three bedrooms	
Four bedrooms	
Five bedrooms	
Six or more bedrooms	

Total number of units: _____

PROJECT PARTICIPANTS

Complete the following by indicating the number of <u>households</u> with each of the characteristics listed would be served in a 12 month period.

Households by Type	Households with at least one adult and one child	Adult households without children	Households with only children	Total
Number of households				

PROJECT DESCRIPTION

Provide a summary description of the proposed project, being sure to identify the target population and to address the specific service and housing activities. (Maximum 3000 characters.)

Rochester Monroe County Continuum of Care
2013 Local Application

APPLICATION FOR A NEW PROJECT

PERMANENT SUPPORTIVE HOUSING FOR THE CHRONICALLY HOMELESS ONLY

Project Narrative

Project Name:	

1. Is this program currently operating? If yes, indicate for how long and at what capacity.

2. List the community priorities that will be addressed by this project.

3. Describe the target population to be served by this project. *Include gender, age, special needs, etc.*

4. Describe the need for this project in the community. *Include the critical need(s) addressed, demand for the services provided, etc.*

5. Describe the housing and services that will be provided by the project. *Include type of housing, nature of services, whether services are offered in house or through referral, frequency of services, number and type of staffing, etc.*

6. Describe the proposed linkages of the project to other community organizations and resources. *Include formal partnerships, collaborations, joint efforts, etc.*

```

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7. Describe the features of the project that position it to successfully address the needs of the homeless. *Include unique elements, best practices, evidence-based models, etc.*

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8. Describe how participants will enter this project. *Include outreach methods, intake criteria, restrictions, referral process, etc.*

```

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9. Describe how the project will ensure that participants gain access to mainstream resources (e.g., TANF Medicaid, SNAP).

```

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10. Describe how participants will move beyond services to greater independence. *Include housing stability, increased autonomy, educational and employment opportunity, etc.*

```

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11. *If the project will serve children:* Note the job title of the person who will act as the educational liaison with the school district and describe the responsibilities of the position.

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```

12. Describe the overall funding plan for the project. *Include committed funding sources, whether CoC funds will be leverage to obtain other dollars, funding amounts, length of funding, etc.*

[ ]

13. Describe the performance measures that will be used to determine progress of the project participants. *Include definition of the outcome, computation of the measure, target, etc.*

[ ]

14. Describe any similar projects that your organization has operated within the past five years. *Include primary components of the program, program outcomes, etc.*

[ ]

15. Describe the capacity of your organization to successfully provide the proposed housing and services. *Include knowledge of the target population, experience with homeless housing and service-provision programs, demonstrable outcomes for similar programs, etc.*

[ ]

16. Describe the capacity of your organization to successfully manage the project. *Include operations expertise, financial management capability, human resources experience, etc.*

[ ]

17. Describe your organization's involvement with homeless activities in the community. *Include participation in the Homeless Continuum of Care, Homeless Services Network, etc.*

[ ]

ASSURANCES

To the best of my knowledge and belief, all data in this application is true and correct. The governing body of the applicant has duly authorized this document and the applicant will comply with the following:

- Applicant will complete HUD Exhibit forms in e-snaps with the same information as contained in this application, unless the Grant Application Committee of the Rochester/Monroe County Homeless Continuum of Care Team (CoC) has made adjustments during the CoC review, rating, and ranking process. Those adjustments, which will be included in the Project Ranking Letter sent to each applicant, will supersede this document.

- Applicant agrees to participate fully in this community's Homeless Management Information System (HMIS).

- Applicant understands that HUD-funded homeless assistance projects are monitored by the CoC. Project monitoring can include site visits as well as submission of the applicant's most recent APR to the CoC for review.

- If awarded funding, the applicant agrees to inform the CoC if the following occurs:
  - ✓ Staff vacancies of a duration that could affect the projected number of participants served or result in HUD funds not being fully expended;

  - ✓ Changes to an existing project that are significantly different from what the funds were originally approved for, including any budget amendments submitted to HUD;

  - ✓ Increase/decrease of other funding to the project that could affect projected numbers of participants, impact projected outcomes, or change/add sub-populations that would be served by the project;

  - ✓ In the case of new funding streams that would allow the project to hire new staff, submission of a budget that clearly indicates the staff positions and their functions for which HUD dollars are used;

  - ✓ Delays in the start up of a new project, and

- If awarded funding, the applicant agrees to provide updated match documentation whenever match is renewed or changes in match occur.

Submission by an Authorized Representative

Name	
Signature	Enter an "x" in box to right to indicate signature electronically	
Title	
Telephone	
Email	

Rochester/Monroe County Continuum of Care
Announcement Number 2013-4
September 16, 2013

This is an announcement from the Rochester/Monroe County Continuum of Care (CoC) regarding budgets for the local application process. Attached is the* Project Budget Workbook *that must be included with all applications.

The Rochester/Monroe County Continuum of Care is publishing one final component of the local application for funding in the upcoming U.S. Department of Housing and Urban Development (HUD) FY 2013 Continuum of Care Homeless Assistance Program Competition. The *Project Budget Workbook*, which must be completed by all applicants, accompanies this announcement.

The *Workbook* consists of 10 separate spreadsheets. The first contains instructions on how to complete the workbook. Three of the spreadsheets are required of all applicants, while the nature of the eligible costs that are being requested determines which of remaining six spreadsheets must be completed.

Note about Announcement 2013-3: Two Word files distributed on September 13 were mislabeled. The file containing the *Permanent Housing Project Narrative* for renewals and expansions was incorrectly named Transitional, while the *Transitional Housing Narrative* for renewals and expansions was incorrectly named Permanent. The documents themselves, however, are accurately titled and contain the correct questions. Relabeled Word files for these two documents accompany this announcement.

Questions about the local application materials should be directed to Ann G. T. Young, Ph.D, of AGTY Consulting, by telephone (585-473-0650) or via email (rmccoc@earthlink.net).

RMCCoC Budget Workbook Instructions

This budget workbook consists of 11 separate spreadsheets. This first spreadsheet contains instructions on how to complete the workbook. The following three spreadsheets are required for all applications: Total Budget, Match, and Leverage.

The nature of the eligible costs that are being requested determines which of the other seven spreadsheets must be completed by the applicant. These spreadsheets are Supportive Services, Operating, Leasing, Short/Medium-Term Rental Assistance, Long-Term Rental Assistance, HMIS, and Staffing. If a spreadsheet does not pertain to the funding request, check the "Not Applicable" box at the top left of the spreadsheet.

The following table indicates the budget line items that HUD has identified as eligible for each housing component.

	Pemament Housing (PH)			
	Permanent Supportive Housing (PSH)	Rapid Re-Housing (RRH)	Transitional Housing (TH)	Supportive Services Only (SSO)
Leasing	x		x	x
Rental Assistance	x	x	x	
Supportive Services	x	x	x	x
Operations	x		x	
HMIS	x	x	x	x
Project Administration	x	x	x	x

Spreadsheet cells in which applicants can enter data are highlighted in green. In most cases, arithmetic computations are generated automatically and information from the detailed spreadsheets is transferred directly to the Total Budget spreadsheet.

The only entry that applicants can make in the Total Budget spreadsheet is the dollar amount of the project administration costs requested. The local maximum allowable is 7%.

Applicants are reminded that HUD requires that all grant funds, except leasing, be matched with a 25% total cash and/or non-cash (in-kind) contribution to eligible costs.

Both cash and in-kind match must be documented via signed agreements, letters of commitment, or memoranda of understanding that are submitted with the application. In the case of in-kind match, documentation must include how the value was determined.

The leverage list must be comprehensive and complete, including all sources of support for eligible costs. Documentation of leverage is not required for the application.

Project Name:

TOTAL BUDGET

	Eligible Costs	Annual Amount
1	Leased Units	
2	Leased Structures	
3	Short-Term / Medium Term Rental Assistance	
4	Long-Term Rental Assistance	
5	Supportive Services	
6	Operating	
7	HMIS	
8	Sub-Total Costs Requested:	
9	Project Administration (Up to 7% Maximum)	

Admin Percent: #DIV/0!

10	Total Costs Plus Admin Requested:	
11	Cash Match	
12	In-Kind Match	
13	Total Match	

Match Percent: #DIV/0!

14	Total Budget:	

Project Name:

Not applicable: If this spreadsheet is not applicable to the project, mark an "x" in the box to the left.

SUPPORTIVE SERVICES BUDGET

	Eligible Cost	Description	Annual Request
1	Assessment of Services Needs		
2	Assistance with Moving Costs		
3	Case Management		
4	Child Care		
5	Education Services		
6	Employment Assistance/Job Training		
7	Food		
8	Housing Search & Counseling Services		
9	Legal Services		
10	Life Skills		
11	Mental Health Services		
12	Outpatient Health Sevices		
13	Outreach Services		
14	Substance Abuse Treatment Services		
15	Transporation		
16	Utility Deposits		
17	Operating Costs for SSO Project		
		Total Request for Supportive Services:	

Project Name:

☐ **Not applicable:** If this spreadsheet is not applicable to the project, mark an "x" in the box to the left.

OPERATING BUDGET

	Eligible Cost	Quantity Description	Annual Request
1	Maintenance/Repair of Housing		
2	Property Taxes and Insurance		
3	Replacement Reserve		
4	Building Security		
5	Electricity, Gas, and Water		
6	Furniture		
7	Equipment (Lease or purchase)		
		Total Request for Operating:	

Project Name:

	Not applicable: If this spreadsheet is not applicable to the project, mark an "x" in the box to the left.

PROPERTY LEASES TO PROVIDE HOUSING

Unit Size	Number of Units	Fair Market Rent (FMR)	Annual Request
SRO		$434	
0 Bedroom		$579	
1 Bedroom		$705	
2 Bedroom		$859	
3 Bedroom		$1,083	
4 Bedroom		$1,157	
5 Bedroom		$1,330	
6 Bedroom		$1,504	
Total Request for Housing Leases:			

PROPERTY LEASES TO PROVIDE SUPPORTIVE SERVICES

Description of Property and Use	Annual Request
Total Request for Supportive Services Leases:	

Total Request for Leasing:	

Project Name:

| | **Not applicable:** If this spreadsheet is not applicable to the project, mark an "x" in the box to the left. |

SHORT-TERM / MEDIUM-TERM RENTAL ASSISTANCE

Unit Size	Number of Units	Fair Market Rent (FMR)	Annual Request
SRO		$434	
0 Bedroom		$579	
1 Bedroom		$705	
2 Bedroom		$859	
3 Bedroom		$1,083	
4 Bedroom		$1,157	
5 Bedroom		$1,330	
6 Bedroom		$1,504	

Total Request for Rental Assistance:

Project Name:

LONG-TERM RENTAL ASSISTANCE

Unit Size	Number of Units	Fair Market Rent (FMR)	Annual Request
SRO		$434	
0 Bedroom		$579	
1 Bedroom		$705	
2 Bedroom		$859	
3 Bedroom		$1,083	
4 Bedroom		$1,157	
5 Bedroom		$1,330	
6 Bedroom		$1,504	

Total Request for Rental Assistance:

Project Name:

COSTS OF CONTRIBUTING DATA TO HMIS

	Eligible Cost	Quantity Description	Annual Request
1	Purchasing or Leasing Computer Hardware, Software, Licenses, or Equipment		
2	Obtaining Technical Support		
3	Leasing Office Space		
4	Cost of Utilities and High-Speed Data Transmission needed for HMIS		
5	Salaries for Operating HMIS		
6	Cost of Travel to HUD-Sponsored and HUD-Approved HMIS Training		
		Total Request for HMIS:	

Project Name:

STAFFING DETAIL

Job Title	Key Job Responsibilities	FTE	Annual Salary	Fringe Percent	Total
			Total Staff Compensation:		

Project Name:

CASH MATCH DETAIL

Government or Private	Name of Contributing Entity	Description of Contribution	Commitment Period	Annual Amount

Total Cash Match:

IN-KIND MATCH DETAIL

Nature and Description of In-Kind	Calculation of Value	Commitment Period	Annual Amount

Total In-Kind Match:

Documentation of all match (e.g., signed agreements, letters of commitment, or memoranda of understanding) must be scanned and submitted with the completed application.

Total Match:

Rochester/Monroe County
Homeless Continuum of Care

Local Application Process for
HUD FY 2013 Continuum of Care
Homeless Assistance Program Competition

Applicant Workshop
September 16, 2013

Rochester/Monroe County Homeless CoC Administrative Board

Megan Bell, Wilson Foundation

Dan Condello, Monroe County

Nancy Forgue, Monroe County

Neilia Kelly, CCSI

Monica McCullough, PathStone

Carrie Michel Wynne, YWCA

Rebecca Miglioratti, Monroe County

Gary Mink, HR Benefit

Chanh Quach, Monroe County

Jim Smith, Spiritus Christi Prison Outreach

Valerie Snipe, United Way

Dan Sturgis, Rochester Housing Authority

Carol Wheeler, City of Rochester

Melissa Woods, Center for Youth

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Today's Agenda

➢ Overview of Priorities

➢ HUD Requirements
  ✓ Renewals
  ✓ New Projects
  ✓ Reallocation

➢ Rochester/Monroe County CoC
  ✓ Project Eligibility
  ✓ Application Materials
  ✓ Application Review

➢ Questions of General Interest

3

HUD Goals

o Meet the Need for Quality Affordable Rental Homes: End homelessness and substantially reduce the number of families and individuals with severe housing needs

o End chronic homelessness by 2015

o End veteran homelessness by 2015

o End family and youth homelessness by 2020

4

Rochester/Monroe County CoC Priorities

1. CoC Planning
2. HMIS
3. Permanent Supportive Housing
4. Support Services Only for Permanent Supportive Housing
5. Special Needs Populations
6. Transitional Housing
7. Support Services Only

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HUD ~ Eligible Renewals

- Permanent Housing (PH)
  - ✓ Permanent Supportive Housing (PSH)
  - ✓ Rapid Re-Housing (RRH)
- Transitional Housing (TH)
- Support Services Only
- Homeless Management Information System (HMIS)

6

Permanent Supportive Housing

- Long-term housing assistance to:
  - Homeless individuals with a disability and
  - Homeless families in which one adult or child has a disability

- Supportive services designed to meet the needs of program participants

7

PSH: Eligible Budget Line Items

- Leasing
- Rental Assistance
- Supportive Services
- Operations
- HMIS
- Project Administration

8

Rapid Rehousing

o Housing assistance to help homeless individuals and families move to permanent housing quickly

o Short-term: Up to 3 months

o Medium-Term: 4-24 months

o Program participants <u>keep</u> the housing when assistance ends

RRH: Eligible Budget Line Items

• Rental Assistance
• Supportive Services
• HMIS
• Project Administration

Transitional Housing

o Support for homeless individuals and families that facilitates movement to permanent housing

o Housing stays of up to 24 months

o Program participants must <u>move</u> to other housing when assistance ends

TH: Eligible Budget Line Items

• Leasing
• Rental Assistance
• Supportive Services
• Operations
• HMIS
• Project Administration

Supportive Services Only

o Supportive services to unsheltered and sheltered homeless individuals and families for whom the grantee is <u>not</u> providing housing or housing assistance

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SSO: Eligible Budget Line Items

- Leasing
- Supportive Services
- HMIS
- Project Administration

14

Homeless Management Information System

o Provides assistance to the CoC in the administration and operation of the HMIS system

o May only be awarded to the HMIS Lead designated by the CoC

15

HMIS: Eligible Budget Line Items

- Leasing
- Operations
- HMIS
- Project Administration

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HUD ~ Eligible New Projects

➤ Permanent supportive housing projects for the chronically homeless

➤ If the CoC is able to demonstrate that chronic homelessness is being addressed by other means: Rapid re-housing projects for families

17

HUD ~ Reallocation

➤ Additional funding for new projects is not available

➤ CoCs may reduce and/or eliminate funds for renewal projects to develop new projects

18

HUD ~ Funding Process

➤ Continuing the Tier 1 and Tier 2 funding process

➤ CoC Tier 1 amount equals the Annual Renewal Demand (ARD) less a national percentage funding cut identified in in the NOFA

➤ CoC Tier 2 amount equals the difference between Tier 1 amount and the ARD, plus approved amount for CoC planning

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HUD ~ Funding Announcements

➤ Continuing the two-step funding announcement process

➤ Funding for renewal projects awarded first

➤ All other projects, including reallocation projects and CoC planning, awarded at a later date

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HUD ~ Policy Priorities for the CoC Program Competition

1. *Strategic Resources Allocation:* Evaluate existing projects and reallocate those that are underperforming

2. *Ending Chronic Homelessness:* Implement strategies to prioritize this population in existing PSH beds, increase the number of such beds, and adopt promising models (e.g., Housing First)

3. *Ending Family Homelessness:* Target rapid re-housing resources to homeless families

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HUD ~ Policy Priorities for the CoC Program Competition

4. *Removing Barriers to CoC Resources*: Implement a coordinated assessment system, prioritize households most in need, and use transitional housing as a tool to serve specific subpopulations (e.g., youth, domestic violence survivors, those with substance abuse issues)

5. *Maximizing the Use of Mainstream Resources:* Proactively seek and provide information to participants about mainstream resources, including ACA

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HUD ~ Policy Priorities for the CoC Program Competition

6. *Building Partnerships:* Seek to engage Public Housing Agencies (PHA) and consider the role of philanthropy

7. *Other Priority Populations:* Consider needs of other populations prevalent in the community, especially veterans and their families and unaccompanied youth, and coordinate with housing and services funded by other sources (e.g., HUD-VASH) that serve these populations

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Rochester/Monroe County CoC (NY-500)

✓ Preliminary Pro Rata Need (PPRN): $6,321,639

✓ Sum of eligible renewals in the initial Grant Inventory Worksheet (GIW): $9,914,084 *(Not yet approved by HUD)*

✓ Annual Renewal Demand (ARD): Amount in HUD-approved GIW

✓ Final Pro Rata Need (FPRN): Larger of PPRN and ARD

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Projects Eligible for Local Review

o Existing projects with grant funds expiring during the 2014 calendar year *(Only those that have executed agreements by December 31, 2013 are eligible to be funded by HUD.)*

o Projects with the above characteristics that propose to serve a greater number of individuals and/or families within the existing project parameters

o New projects that offer permanent supportive housing for chronically homeless individuals and/or families

Application Timeline

Applicant Workshop   September 16

Applications Due   October 4

Ranking Notification   October 29

Applicants are welcome to ask questions or seek guidance at any time prior to the application deadline.

Application Components for Renewal/Expansion

❑ Project Summary *(pfd)*

❑ Project Narrative *(Word)*
  • Permanent Supportive Housing
  • Transitional Housing
  • Support Services Only

❑ Project Budget *(Excel)*

❑ APR for last full operating year

❑ HUD monitoring reports from last 3 years

❑ Documentation of match

Application Components for New Project

❑ New Project Summary *(pfd)*

❑ Permanent Housing for the Chronically Homeless Project Narrative *(Word)*

❑ Project Budget *(Excel)*

❑ Proof of 501(c)(3) status

❑ Documentation of match and/or leveraging

Project Summary

o Key background information about the project, including capacity and participants

o Funding request entered should match the *Budget Workbook* amount

o Use HMIS data to calculate occupancy for 6/30/13 and participant characteristics for the period 7/1/12 - 6/30/13

o Summary description of project *(This is intended to be the description that funded projects will enter into e-snaps.)*

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Project Narrative

o Allows for in depth description of the project and its impact

o Select the *Project Narrative* that pertains to the housing type

o Use the scoring criteria and weights in the *Application Instructions* to inform the content of responses to the questions

o Assurances page signature must be acknowledged by an Authorized Representative

30

Project Budget Workbook

o Description of funding request, match, and leverage

o 10 individual spreadsheets

o Four are applicable to all projects
  • Workbook Instructions
  • Total Budget
  • Match
  • Leverage

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Project Budget Workbook

o Nature of the eligible costs being requested determines the other required spreadsheets

  • Supportive Services
  • Operating
  • Leasing
  • Rental Assistance
  • HMIS
  • Staffing

o If a spreadsheet does not pertain to the funding request, check the "Not Applicable" box

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Application Submission

- o Deadline for applications is 11:59 pm on Friday, October 4, 2013

- o All components of an application must be transferred at the same time via email to rmccoc@earthlink.net

- o APRs, HUD monitoring reports, and match and leveraging documentation must be in pdf format or electronically scanned

- o Incomplete applications will not be reviewed and will not be considered for funding

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Grant Application Committee

- o CoC Administrative Board members without a conflict of interest

- o Representatives of the community at large without a conflict of interest who have knowledge of the housing and/or homeless services fields

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Application Review

- o Different scoring criteria for new projects than for renewals/expansions

- o Maximum Score: 100 points

- o Independent scoring of applications

- o Application ranking within the context of community priorities

35

Renewals/Expansions: Scoring

Program (35 points)

- ▪ Does the project serve a current need among the homeless in the community? *(10)*

- ▪ Does the project appropriately address the needs of the homeless and reflect best practices and reflect best practices and evidence-based models? *(10)*

- ▪ Is the project managed well and operating at capacity? *(15)*

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Renewals/Expansions: Scoring

Effectiveness (40 points)

- Is the project meeting its projected outcomes? *(15)*

- Does the project reduce homelessness in the local community? *(15)*

- Will loss of the project adversely affect the community? *(10)*

37

Renewals/Expansions: Scoring

Community Integration (15 points)

- Is the project working in partnership with other organizations and linking to additional community resources? *(10)*

- Does the project fully and accurately participate in HMIS? *(5)*

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Renewals/Expansions: Scoring

Finances (10 points)

- Are budgets and other financial information thorough and complete? *(10)*

39

New Projects: Scoring

Program (45 points)

- Does the project attempt to serve a current need among the chronically homeless in the community? *(20)*

- Does the project appropriately propose addressing the needs of the chronically homeless and reflect best practices and reflect best practices and evidence-based models? *(20)*

- Does the project have clear and meaningful outcome objectives? *(5)*

40

New Projects: Scoring

Potential for Success (35 points)

- Has the organization demonstrated the ability to offer the proposed housing and services? *(15)*

- Does the organization have the capacity to effectively manage the project? *(10)*

- How likely is the project to reduce chronic homelessness in the local community? *(10)*

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New Projects: Scoring

Community Integration (10 points)

- Will the project work in partnership with other organizations and link to additional community resources? *(10)*

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New Projects: Scoring

Finances (10 points)

- Are budgets and other financial information thorough and complete? *(10)*

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Reminders

- ○ Complete or renew your registration in the Central Contractor Registration (CCR)/System for Award Management (SAM) Registration

- ○ Verify and update the information in your *e-snaps* Project Applicant Profile

- ○ Use references available at www.onecpd.info/coc/ and check back often for new postings

- ○ Sign up for the OneCPD Mailing List

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Communication from the Rochester/Monroe County CoC

o Four announcements have been issued to date

- 2013-1: Local Process (9-3-13)
- 2013-2: Grant Inventory Worksheet (9-3-13)
- 2013-3: Application Materials (9-12-13)
- 2013-4: Budget Workbook (9-16-13)

o The CoC will continue to email announcements to keep stakeholders informed of any changes or new developments

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Comments and questions about the
local application process should be directed to
Ann G. T. Young, Ph.D., of AGTY Consulting,
by telephone (585-473-0650) or
via email (rmccoc@earthlink.net)

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Rochester/Monroe County Continuum of Care
Announcement Number 2013-5
September 27, 2013

***This announcement from the Rochester/Monroe County Continuum of Care (CoC)
provides an update for projects submitting local applications.
Attached is a corrected* Project Budget Workbook *that
replaces the version distributed earlier.***

The Rochester/Monroe County Continuum of Care is re-issuing the *Project Budget Workbook* that must be used by projects applying for funding in the upcoming U.S. Department of Housing and Urban Development (HUD) FY 2013 Continuum of Care Homeless Assistance Program Competition. The original version sent on September 16, 2013 failed to contain all of the necessary computations and links to populate the total budget spreadsheet.

The new *Workbook* also contains one additional spreadsheet that pertains to projects requesting long-term rental assistance. The earlier version of the *Workbook* had a spreadsheet for short-term and medium-term rental assistance only. Projects should complete the corrected version of the *Workbook*, which accompanies this announcement, and submit it with the other required application materials.

Applicants are reminded that when preparing the Match and Leverage spreadsheets in the *Workbook*, entries should include only those cash and in-kind amounts that (1) directly support project expenses, and (2) contribute to payment of eligible project costs. Note as well the change in column title from "Start Date of Commitment" to "Commitment Period." The latter refers to the start and end dates of the source of the match or leverage contribution.

Since the Applicant Workshop, several projects have requested a copy of the November 2012 *Homelessness Resolution Strategy Final Report* prepared for the City of Rochester. An electronic version of that document also accompanies this announcement.

Questions about the local application materials should be directed to Ann G. T. Young, Ph.D, of AGTY Consulting, by telephone (585-473-0650) or via email (rmccoc@earthlink.net).

Rochester/Monroe County Continuum of Care
Announcement Number 2013-6
September 30, 2013

The purpose of this announcement from the Rochester/Monroe County
Continuum of Care (CoC) is to communicate the results of the
2013 Point in Time Count.

The Rochester/Monroe County Continuum of Care is required by the U.S. Department of Housing and Urban Development (HUD) to conduct a Point in Time (PIT) Count of homeless persons each year on a single day during the last ten days of January. On January 30, 2013, local data were collected about individuals and families who (1) resided in emergency shelters, transitional housing, and Safe Havens, and (2) were unsheltered. A summary report with this information was submitted to HUD in April 2013.

Several projects have requested a copy of that report. The attached document is the official *Point in Time Summary for NY-500 -Rochester/Irondequoit/Greece/Monroe County CoC.* The data it contains may be useful for projects that are applying for funding in the upcoming FY 2013 Continuum of Care Homeless Assistance Program Competition.

Questions about the local application process should be directed to Ann G. T. Young, Ph.D, of AGTY Consulting, by telephone (585-473-0650) or via email (rmccoc@earthlink.net).

Point In Time Summary for NY-500 - Rochester/Irondequoit/Greece/Monroe County CoC

Date of PIT Count: 1/30/2013
Population: Sheltered and Unsheltered Count

Persons in Households with at least one Adult and one Child

	Sheltered		Unsheltered	Total
	Emergency	Transitional		
Total Number of Households	91	68	10	169
Total Number of persons (Adults & Children)	**321**	**187**	**58**	566
Number of Persons (under age 18)	174	113	40	327
Number of Persons (18 - 24)	36	29	10	75
Number of Persons (over age 24)	111	45	8	164
Average Household Size				**3.3**

Persons in Households with only Children (Under Age 18)

	Sheltered		Unsheltered	Total
	Emergency	Transitional		
Total number of households	**10**	**11**	**7**	28
Number of one-child Households	9	10	5	24
Number of multi-child Households	1	1	2	4
Total number of persons (under age 18)	**11**	**14**	**16**	41
Number of children in multi-child households	2	4	11	17
Average Household Size				**1.5**

Persons in Households without Children

	Sheltered			Unsheltered	Total
	Emergency	Transitional	Safe Haven		
Total Number of Households	201	120	16	48	385

Total Number of Persons (Adults)	**212**	**122**	**16**	**50**	**400**
Number of Persons (age 18 - 24)	44	23	1	20	**88**
Number of Persons (over age 24)	168	99	15	30	**312**

Average Household Size	**1.0**

Total Households and Persons

	Sheltered			Unsheltered	Total
	Emergency	Transitional	Safe Haven		
Total Number of Households	**302**	**199**	**16**	**65**	**582**
Total Number of Persons	**544**	**323**	**16**	**124**	**1,00 7**
Number of Children (under age 18)	185	127		56	368
Number of Persons (18 to 24)	80	52	1	30	163
Number of Persons (over age 24)	279	144	15	38	476

Average Household Size	**1.7**

Chronically Homeless Subpopulations

	Sheltered		Unsheltered	Total
	Emergency Shelters	Safe Havens		
Chronically Homeless Individuals	25	16	22	**63**
Chronically Homeless Families (Total Number of Families)	0		25	**25**
Chronically Homeless Families (Total Persons in Household)	0		28	**28**

Other Homeless Subpopulations

	Sheltered	Unsheltered	Total
	Persons in emergency shelters, transitional housing and safe havens		
Total Number of Veterans (including female Veterans)	47	1	**48**
Number of Female Veterans (subset of all Veterans)	1	0	**1**
Severely Mentally Ill	117	25	**142**
Chronic Substance Abuse	226	21	**247**
Persons with HIV/AIDS	2	0	**2**
Victims of Domestic Violence	108	3	**111**

Rochester/Monroe County Continuum of Care
Announcement Number 2013-7
October 2, 2013

This announcement from the Rochester/Monroe County Continuum of Care (CoC) provides an update for projects submitting local applications.
Applicants are reminded that the deadline is 11:59 pm on Friday, October 4, 2013 and that incomplete applications will not be reviewed and will not be considered for funding.

The submission deadline for projects that wish to be considered for the Rochester/Monroe County Continuum of Care's Consolidated Application for funding from the U.S. Department of Housing and Urban Development (HUD) in the upcoming FY 2013 Continuum of Care Homeless Assistance Program Competition is 11:59 am on Friday, October4, 2013. Completed applications must be transmitted via email to rmccoc@earthlink.net. Receipt will be acknowledged with 24 hours.

Applicants are urged to read and comply with the *Application Instructions*, to thoroughly answer all questions, and to carefully review the submission materials to make certain that all required components are included and that the package is consistent across all of its elements. Note as well that the Assurances page of the *Project Narrative* must indicate an e-signature by placing an "x" in the appropriate box.

As noted in the *Instructions,* the following elements comprise a completed application.

Application for Renewal or Expansion

☐ Project Summary for Renewal or Expansion Projects (pdf document)

☐ Project Narrative (Word document)   *Select one of the following:*
- o Transitional Housing Project Narrative
- o Permanent Supportive Housing Project Narrative
- o Support Services Only Project Narrative

☐ Project Budget (Excel workbook)

☐ Copy of the project APR for its last full operating year

☐ Copy of all HUD monitoring reports received during the past 3 years

☐ Documentation of match

Application for New Permanent Housing for the Chronically Homeless Project

☐ Project Summary for New Projects (pdf document)

☐ New Permanent Housing for the Chronically Homeless Project Narrative (Word document)

☐ Project Budget (Excel workbook)

☐ Proof of 501(c)(3) status

☐ Documentation of match and/or leveraging

Rochester/Monroe County Continuum of Care
Local Applications for the CoC Homeless Assistance Program

2013 Scoring Guidelines for New Projects

Only information that is actually recorded in the completed application (Summary, Narrative, Budget, and attachments) can be used in the scoring process. A reviewer's prior or current knowledge about an organization cannot be considered in determining the score that is assigned for each criterion.

Responses to Question 2 of the New Project Narrative should not be used when scoring applications. This information about the community priorities that are addressed by the project is considered in the ranking process only.

The questions and documents listed in the "Reference" column are suggested sources of information on the criterion being considered. Other portions of the application may also be used to determine the appropriate score.

PROGRAM   (45 points)

		Max	Reference
Need	Does the project attempt to serve a current need among the chronically homeless in the community?	20	Q3, Q4
Is the statement of need clear and thorough? Is the specified need a local one that is independently verifiable? Is the chronically homeless population fully described and directly related to the need expressed? Is evidence of unmet demand (e.g., waiting list, persons being turned away) presented?			
0 = Need vague and undocumented; Link to chronically homeless population unclear	10 = Compelling need documented with clear, relevant evidence; Applicable, well-defined chronically homeless population		

		Max	Reference
Design	Does the project propose to appropriately address the needs of the chronically homeless and reflect best practices and evidence-based models?	20	Q5, Q6, Q7, Q8, Q9, Q10
Do the housing and/or services provided relate to the stated need of the chronically homeless? Are these connections explained? Are the best practices and/or evidence-based models used explicitly referenced? Do the program entry methods reflect an understanding of the chronically homeless, their needs, and their challenges? To what degree will the project ensure that participants have access to mainstream resources? Is there a clear description of how participants achieve greater independence? Are there linkages to services and supports related to education and employment?			
0 = Unclear connection of housing/services to the chronically homeless and their needs; Not based on best practices or evidence-based models	10 = Relevant, exemplary chronically homeless housing and/or services described; Founded on best practices and/or evidence-based models		

		Max	**Reference**
Focus	Does the project have clear and meaningful outcome objectives?	5	Q13, Program Summary
Are the project's outcome objectives clear and relevant to the chronically homeless? Are particular measures proposed to track performance? Are they defined and associated with specific targets?			
0 = No outcome objectives or performance measures stated	5 = Clear, relevant outcome objectives; Stated, well-defined performance measures with stated targets		

POTENTIAL FOR SUCCESS   (35 points)

		Max	**Reference**
Experience	Has the organization demonstrated the ability to offer the proposed housing and services?	15	Q1, Q14, Q15
Does the organization have experience with chronically homeless housing and service-provision programs? Are the chronically homeless projects meeting their established outcome objectives? Are there staff members who understand the needs of the chronically homeless? Do they have the knowledge and skills to provide relevant, high-quality housing and services to the chronically homeless? If the organization has little or no experience serving the chronically homeless, has it demonstrated through other types of projects that it is capable of successfully addressing the needs of this population? Are those projects meeting their established outcome objectives?			
0 = No experience in serving the chronically homeless; Little evidence of ability to meet the housing or service needs of the chronically homeless	15 = Recent, solid experience in serving the chronically homeless; Demonstrated ability to provide the proposed housing and services; Strong evidence of successful outcomes in similar projects		

		Max	**Reference**
Management	Does the organization have the capacity to effectively manage the project?	15	Q1, Q10, Q12, Q16
Is the overall funding plan for the project comprehensive and practical? Does it demonstrate the committed funds necessary to operate the program? If funding is of limited duration, is there a clear, feasible plan for continuation? Does the organization have experience administering projects of a similar nature? Does it have the financial management, human resources, and operations skills required to manage the project?			
0 = No funding plan; Significant operational problems; Little evidence of management capability	15 = Solid, well-constructed funding plan; Strong operational record; Extensive evidence of management capacity		

		Max	Reference
Impact	How likely is the project to reduce chronic homelessness in the local community?	10	Project Summary, Q4, Q5, Q7, Q10, Q14, Q15

Is the organization currently addressing the needs of the chronically homeless? If not, does serving such needs align with the mission, culture, and expertise of the organization? What would be the role of the project within the context of the community's system to serve the chronically homeless? To what degree are the proposed housing and/or services unique locally and otherwise unavailable? Will the project benefit the chronically homeless and add value to the community's system of support? How many participants will be served by the project?

0 = Little potential for reducing chronic homelessness; Inconsistent with the organization's mission, culture,or expertise	10 = Well positioned to significantly reduce chronic homelessness; Full alignment with the organization's mission, culture, and expertise

COMMUNITY INTEGRATION   (10 points)

		Max	Reference
Collaboration	Will the project work in partnership with other organizations and link to additional community resources?	10	Q6, Q9, Q11, Q17, Match, Leverage

Does the project involve partnership and cooperation with other community organizations? Are the respective roles of the organizations fully defined and clearly articulated? Do these proposed partnerships clearly relate to meeting the needs of the chronically homeless? Is there meaningful participation in homeless activities in the community?

0 = Perfunctory participation in local homeless activities; Superficial connections with other organizations; Routine linkages to external resources	10 = Extensive, thoughtful involvement with local homeless activities; Relevant partnerships identified and clearly described; Creative, productive use of external resources

FINANCES   (10 points)

		Max	Reference
Finances	Are budgets and other financial information thorough and complete?	10	Budget, Match, Leverage

Is the budget thorough and complete? Are the reasons for the budget line items clear? Is the funding request reasonable and for eligible costs? Is the match at least 25% of the request (less leasing costs)? Does the match consist of diversified sources? Is more than a DHS match included? Are the identified leveraged funds substantially more than the match?

0 = Ambiguous and disjointed budget with unclear line items; Match not met; Leverage insufficient	10 = Thoughtful budget with well-defined line items; Required match met; Extensive and broad-based leverage

Rochester/Monroe County Continuum of Care
Local Applications for the CoC Homeless Assistance Program

2013 Scoring Guidelines for Renewals

Only information that is actually recorded in the completed application (Summary, Narrative, Budget, and attachments) can be used in the scoring process. A reviewer's prior or current knowledge about a project cannot be considered in determining the score that is assigned for each criterion.

Responses to Question 1 of the Project Narrative should not be used when scoring applications. This information about the community priorities that are addressed by the project is considered in the ranking process only.

The questions and documents listed in the "Reference" column are suggested sources of information on the criterion being considered. Other portions of the application may also be used to determine the appropriate score.

PROGRAM   (35 points)

		Max	Reference
Need	Does the project serve a current need among the homeless in the community?	10	Q2, Q3
Is the statement of need clear and thorough? Is the specified need a local one that is independently verifiable? Is the target population fully described and directly related to the need expressed? Is evidence of unmet demand (e.g., waiting list, persons being turned away) presented?			
0 = Need vague and undocumented; Target population unclear and/or not germane	10 = Compelling need documented with clear, relevant evidence; Applicable, well-defined target population		

		Max	Reference
Design	Does the project appropriately address the needs of the homeless and reflect best practices and evidence-based models?	10	Q4, Q5, Q6, Q7, Q8, Q9
Do the housing and/or services provided relate to the stated need and the target population? Are these connections explained? Are the best practices and/or evidence-based models used explicitly referenced? Do the program entry methods reflect an understanding of the target population, its needs, and its challenges? To what degree does the project ensure that participants have access to mainstream resources? Is there a clear description of how participants achieve greater independence? Are there linkages to services and supports related to education and employment?			
0 = Unclear connection of housing/services to need and target population; Not based on best practices or evidence-based models	10 = Relevant, exemplary housing and/or services described; Founded on best practices and/or evidence-based models		

Operations	Is the project managed well and operating at capacity?	15	Q10, Q12, Project Summary, APR, HUD Report(s)

Is the overall funding plan for the project comprehensive and practical? Does it demonstrate the committed funds necessary to operate the program? If funding is of limited duration, is there a clear, feasible plan for continuation? Are there HUD monitoring report citations that reflect operational issues or problems? Does the project consistently serve a maximum number of participants?	
0 = No funding plan; Significant operational problems; Running well below capacity	15 = Solid, well-constructed funding plan; Strong operational record; Regularly performing at maximum capacity

EFFECTIVENESS   (40 points)

Outcomes	Is the project meeting its projected outcomes?	15	Q13, Q14, Q15, Q16, Q17

Are there data that demonstrate whether or not the project is meeting local performance standards for permanent housing stability, increased total income, and increased earned income? Are these outcome targets being met? If not, is there an explanation and a plan for improvement? Are additional performance measures for this project being tracked? Are they meaningful indicators that will reflect participant progress? Is the project meeting its stated outcome targets on these measures? Are the data recent and comprehensive?	
0 = Significantly underperforming relative to HUD outcome targets; No other measures documented or specified goals unmet	15 = Exceeding all HUD outcome targets; Recent, meaningful data show that that the project is performing exceptionally well against projected goals

Impact	Does the project reduce homelessness in the local community?	15	Q9, Q13, Q14, APR

Does the project move homeless people to housing stability? What percentage of participants and how many move to or remain in permanent housing? How long do these persons remain in permanent housing? What percentage of participants and how many increased their earned income? What percentage of participants and how many are less reliant on public benefits? Are there examples of individuals and/or families achieving greater levels of independence?	
0 = Little empirical evidence that the project reduces the number of homeless; No examples of continuing stability or greater levels of independence	15 = Substantial empirical evidence that the project decreases homelessness; Clear examples of continuing stability and greater levels of independence

		Max	Reference
Consequence	Will loss of the project adversely affect the community?	10	Q3, Q4, Q6, Q11, Q18

What is the role of the project within the context of the community's system to serve the homeless? To what degree are the housing and/or services unique locally and otherwise unavailable? If an expansion is proposed, will it benefit the homeless and add value to the community's system of support? Without the project, how many community members would be negatively affected on a long-term basis?

0 = Short-lived negative consequences for relatively few community members; Little effect on the community's overall ability to serve the homelessness	10 = Significant negative impact on many community members; Represents a critical element of the community's system to serve the homeless

COMMUNITY INTEGRATION   (15 points)

		Max	Reference
Collaboration	Is the project working in partnership with other organizations and linking to additional community resources?	10	Q5, Q8, Q10, Q19, Match, Leverage

Does the project have long-term, productive relationships with other community organizations? Are there formal agreements or memoranda of understanding? Are the respective roles of the organizations fully defined and clearly articulated? Is there meaningful participation in homeless activities in the community? Does this involvement relate to meeting the needs of project participants?

0 = Perfunctory participation in local homeless activities; Superficial connections with other organizations; Routine linkages to external resources	10 = Extensive, thoughtful involvement with local homeless activities; Thriving partnerships with other organizations; Creative, productive use of external resources

		Max	Reference
HMIS	Does the project fully and accurately participate in HMIS?	5	APR

Reviewers are being not asked to provide a score on this criterion.
Scoring, which is determined by a separate analysis of HMIS data, will be based on data completeness as well as consistency of data entry.

FINANCES   (10 points)

		Max	Reference
Finances	Are budgets and other financial information thorough and complete?	10	Budget, Match, Leverage
Is the budget thorough and complete? Are the reasons for the budget line items clear? Is the funding request reasonable and for eligible costs? Is the match at least 25% of the request (less leasing costs)? Does the match consist of diversified sources? Is more than a DHS match included? Are the identified leveraged funds substantially more than the match?			
0 = Ambiguous and disjointed budget with unclear line items; Match not met; Leverage insufficient	10 = Thoughtful budget with well-defined line items; Required match met; Extensive and broad-based leverage		

Rochester/Monroe County Continuum of Care

Community Standards

PERMANENT SUPPORTIVE HOUSING

Performance Measure	Target
Percent of project participants who remained in permanent housing or exited to other permanent housing (subsidized or unsubsidized)	80%
Percent of project participants age 18 and older who <u>maintained or increased</u> their total income from all sources (public and private)	20%
Percent of project participants age 18 through 61 who <u>maintained or increased</u> their earned income (income from wages and private investments, but not public benefits	20%

TRANSITIONAL HOUSING

Performance Measure	Target
Percent of participants exiting from the project who moved to permanent housing (subsidized or unsubsidized)	80%
Percent of project participants age 18 and older who <u>increased</u> their total income from all sources (public and private)	20%
Percent of project participants age 18 through 61 who <u>increased</u> their earned income (income from wages and private investments, but not public benefits	20%

SUPPORTIVE SERVICES ONLY

Performance Measure	Target
Percent of participants exiting from the project who moved to permanent housing (subsidized or unsubsidized)	80%
Percent of project participants age 18 and older who <u>increased</u> their total income from all sources (public and private)	20%
Percent of project participants age 18 through 61 who <u>increased</u> their earned income (income from wages and private investments, but not public benefits)	20%

RENEWALS	PROGRAM			EFFECTIVENESS			COMMUNITY INTEGRATION		FINANCES	TOTAL SCORE
	Need (0-10)	Design (0-10)	Operations (0-15)	Outcomes (0-15)	Impact (0-15)	Conse-quence (0-10)	Collabor-ation (0-10)	HMIS (0-5)	Finances (0-10)	
Carriage House										0
Center for Youth Transitional Living										0
Cornerstone										0
Health Care for the Homeless										0
Hillside Supportive Housing										0
Homeless Youth Project										0
Jennifer House										0
Lafayette Housing I										0
Lafayette Housing II										0
Legal Services for the Homeless										0
Nielsen House										0
OMH-DePaul										0
Parenting Teens										0
Project to Reunite Families										0
Providence Housing OASAS										0
RHA Monroe County PH-RA										0
RHA Salvation Army PH-RA										0

RHA Sojourner-YWCA PH-RA										0
RHA Son House PH-RA										0
RHA Strong Ties PH-RA										0
RHA Unity CH PH-RA										0
RHA Veteran's Outreach PH-RA										0
RHA VOA 3 PH-RA										0
RHA VOA 7 PH-RA										0
Salvation Army Permanent Housing										0
Salvation Army Safe Haven										0
Sojourner House Permanent Housing										0
Sojourner House Transitional Housing										0
Suburban Supportive Housing										0
Unity Supportive Services for the CH										0
Veteran's Outreach Center Transitional Housing										0
VOA Permanent Supportive Housing										0
VOA Permanent Supportive Housing for the CH										0
VOA Project ReDirect										0
WCP Supportive Housing										0
Women in Transition										0

NEW PROJECTS	PROGRAM			POTENTIAL FOR SUCCESS			COMM INTEGR	FINANCES	TOTAL SCORE
	Need (0-20)	Design (0-20)	Focus (0-5)	Experience (0-15)	Manage-ment (0-10)	Impact (0-10)	Collabor-ation (0-10)	Finances (0-10)	
Son House									0
YWCA Supportive Housing									0

Rochester/Monroe County
Homeless Continuum of Care

Local Applications for the
HUD FY 2013 Continuum of Care
Homeless Assistance Program Competition

Reviewer Training
October 8, 2013

Local Application Reviewers

Ivana Frankenberger, Town of Greece
Nikisha Johnson, Mercy Community Services
Neilia Kelly, CCSI
Saúl Maneiro, The Community Foundation
Ruth Nieboer
Margit Brazda Poirier, Grants 4 Good
Chanh Quach, Monroe County
Valerie Snipe, United Way
Sara Taylor, Rochester Rehabilitation Center
Deb Tschappat, Anthony L. Jordan Health Center
Carol Wheeler, City of Rochester
Barbara Anne Zinker, retired, City of Rochester

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Today's Agenda

➢ HUD CoC Program Competition

➢ Rochester/Monroe County CoC

➢ HUD Definitions

➢ HUD Project Eligibility

➢ Local Application Components

➢ Local Application Review

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HUD FY 2013 Continuum of Care (CoC) Homeless Assistance Program Competition

A two-step process:

• Local organizations apply to their respective CoCs to request funding for specific projects that serve the homeless

• CoC submits a Consolidated Application to HUD on behalf of the community

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HUD FY 2013 Continuum of Care Homeless Assistance Program Competition

- 2014-2015 operating year

- One-year grants only

- Renewal requests cannot exceed funds received for 2013-2014

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Rochester/Monroe County Homeless Continuum of Care (NY-500)

- Geography
  - Greece
  - Irondequoit
  - Monroe County
  - Rochester

- CoC Administrative Board

- Homeless Management Information System (HMIS)

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Rochester/Monroe County Homeless Continuum of Care (NY-500)

- Preliminary Pro Rata Need (PPRN): $6,321,639

- Sum of eligible renewals in the initial Grant Inventory Worksheet (GIW): $9,913,912

- Annual Renewal Demand (ARD): Amount in HUD-approved GIW

- Final Pro Rata Need (FPRN): Larger of PPRN and ARD

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HUD Definitions

- Homelessness

- Disability

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HUD Definition of Homelessness

o Literally homeless

o Imminent risk of homelessness

o Fleeing or attempting to flee domestic violence

Literally Homeless

An individual or family who lacks a fixed, regular, and adequate nighttime residence, meaning …

1) Sleeping in a place not designated for or ordinarily used as a regular sleeping accommodation (e.g., car, park, abandoned building bus or train station, camp ground)

Literally Homeless

2) Living in a shelter designated to provide temporary living arrangements (e.g., congregate shelters, transitional housing, hotels and motels paid for by charitable organizations or federal, state, or local government programs)

Literally Homeless

3) Exiting an institution (such as jail or a hospital) where he or she resided for 90 days or less and who resided in an emergency shelter or place not meant for human habitation immediately before entering that institution

Imminent Risk of Homelessness

Individuals and families who will imminently lose their primary nighttime residence within 14 days,

<u>and</u>

Have no subsequent residence identified,

<u>and</u>

Lack the resources or support networks needed to obtain other permanent housing.

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Fleeing Domestic Violence

Individuals and families fleeing or attempting to flee domestic violence, dating violence, sexual assault, stalking, or other dangerous or life-threatening conditions related to violence, who …

Have no subsequent residence identified,

<u>and</u>

Lack the resources or support networks needed to obtain other permanent housing.

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HUD Definition of Chronically Homeless

1) An individual who …
   - Is homeless and lives in a place not meant for human habitation, a safe haven, or an emergency shelter, <u>and</u>
   - Has been homeless (as defined above) for at least one year or on at least four separate occasions in the last 3 years, <u>and</u>
   - Can be diagnosed with one or more of the following conditions: substance abuse disorder, serious mental illness, developmental disability, post-traumatic stress disorder, cognitive impairments resulting from brain injury, or chronic physical illness or disability.

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HUD Definition of Chronically Homeless

2) An individual who has been residing in an institutional care facility (e.g., jail, substance abuse or mental health treatment facility, hospital) for fewer than 90 days and meets all of the criteria for chronically homeless.

3) A family with an adult head of household (or if there is no adult in the family, a minor head of household) who meets all of the criteria for chronically homeless, including a family whose composition has fluctuated while the head of household has been homeless.

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HUD Definition of Disability

o Physical, mental, or emotional impairment

o Developmental disability

o HIV/AIDS

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Physical, Mental, or Emotional Impairment

Impairment caused by alcohol or drug abuse, post-traumatic stress disorder, or brain injury that …

Is expected to be long-continuing or of indefinite duration

and

Subsequently impedes the person's ability to live independently,

and

Could be improved by more suitable housing.

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HUD Project Eligibility

➢ Renewal of Current Projects

➢ New Projects

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Renewal Project Categories

➢ Permanent Supportive Housing (PSH)

➢ Transitional Housing (TH)

➢ Support Services Only

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Permanent Supportive Housing

o Long-term housing assistance to:
  • Homeless individuals with a disability and
  • Homeless families in which one adult or child has a disability

o Supportive services designed to meet the needs of program participants

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Transitional Housing

o Support for homeless individuals and families that facilitates movement to permanent housing

o Housing stays of up to 24 months

o Program participants must <u>move</u> to other housing when assistance ends

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Supportive Services Only

o Supportive services to unsheltered and sheltered homeless individuals and families for whom the grantee is <u>not</u> providing housing or housing assistance

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New Project Category

➢ Permanent supportive housing projects for the chronically homeless

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Local Application Components

➤ Renewal of Current Projects

➤ New Projects

Application for Renewal

❑ Project Summary *(pdf)*

❑ Project Narrative *(Word)*
  • Permanent Supportive Housing
  • Transitional Housing
  • Support Services Only

❑ Project Budget *(Excel)*

❑ APR for last full operating year

❑ HUD monitoring reports from last 3 years

❑ Documentation of match

Application for New Project

❑ New Project Summary *(pdf)*

❑ Permanent Housing for the Chronically Homeless Project Narrative *(Word)*

❑ Project Budget *(Excel)*

❑ Proof of 501(c)(3) status

❑ Documentation of match and/or leveraging

Project Summary

o Key background information about the project

o Capacity information

o Characteristics of participants

o Summary description of project *(This is intended to be the description that funded projects will enter into e-snaps.)*

Project Narrative

o Allows for in-depth description of the project and its impact

o *Project Narrative* differs by project category

o Applicants instructed to use the scoring criteria and weights in the *Application Instructions* to inform the content of question responses

Project Budget Workbook

o Description of funding request, match, and leverage

o 11 individual spreadsheets

o Four applicable to all projects

- Workbook Instructions
- Total Budget
- Match
- Leverage

Project Budget Workbook

o Nature of the eligible costs being requested determines the other required spreadsheets

- Supportive Services
- Operating
- Leasing
- Short- and Medium-Term Rental Assistance
- Long-Term Rental Assistance
- HMIS
- Staffing

Application Review

A three-step process:

- Compliance review

- Scoring of applications

- Project ranking

Compliance Review

o Confirmation that all required documents were included in the submission

o Preliminary budget review
  - Requested amount
  - Match (25% required)
  - Administrative costs (7% maximum)
  - Leverage

Scoring of Applications

o Maximum score: 100 points

o Independent scoring of applications

o Different criteria for new projects and renewals

o Reviewer scores due October 22

Renewal Project Scoring

Program (35 points)

- Does the project serve a current need among the homeless in the community? *(10)*

- Does the project appropriately address the needs of the homeless and reflect best practices and reflect best practices and evidence-based models? *(10)*

- Is the project managed well and operating at capacity? *(15)*

Renewal Project Scoring

Effectiveness (40 points)

- Is the project meeting its projected outcomes? *(15)*

- Does the project reduce homelessness in the local community? *(15)*

- Will loss of the project adversely affect the community? *(10)*

Renewal Project Scoring

Community Integration (15 points)

- Is the project working in partnership with other organizations and linking to additional community resources? *(10)*

- Does the project fully and accurately participate in HMIS? *(5)*

Renewal Project Scoring

Finances (10 points)

- Are budgets and other financial information thorough and complete? *(10)*

New Project Scoring

Program (45 points)

- Does the project attempt to serve a current need among the chronically homeless in the community? *(20)*

- Does the project appropriately propose addressing the needs of the chronically homeless and reflect best practices and reflect best practices and evidence-based models? *(20)*

- Does the project have clear and meaningful outcome objectives? *(5)*

New Project Scoring

Potential for Success (35 points)

- Has the organization demonstrated the ability to offer the proposed housing and services? *(15)*

- Does the organization have the capacity to effectively manage the project? *(10)*

- How likely is the project to reduce chronic homelessness in the local community? *(10)*

New Project Scoring

Community Integration (10 points)

- Will the project work in partnership with other organizations and link to additional community resources? *(10)*

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New Project Scoring

Finances (10 points)

- Are budgets and other financial information thorough and complete? *(10)*

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Project Ranking

o Ranking within the context of community priorities

o Conducted by reviewers on October 24 (and October 25, if needed)

o Summary of scoring and ranking protocol provided at meeting

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Final Recommendation

o Ranking of all projects that submitted applications

o Amount of funding recommended for each project

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CONFIDENTIALITY AND NON-DISCLOSURE AGREEMENT

WHEREAS, confidentiality and non-disclosure aids in the reliability and validity of the Rochester/Monroe County Homeless Continuum of Care Grant Application Rankings and vetting process and in the reliability and validity of subsequent grant application vetting processes; and

WHEREAS, the Continuum of Care Grant Review Process requires non-disclosure and secrecy regarding the contents of the Grant Applications reviewed and all parts of the process by which the Grant Applications were scored and ranked;

THEREFORE, by signing this Agreement the Reviewer agrees to the following Confidentiality and Non-Disclosure Terms:

1. **No Disclosure**: Reviewer agrees to use his or her best efforts to prevent and protect the Confidential Information, or any part thereof, including any and all information regarding the ranking and vetting discussions, processes and procedures, from disclosure to any person, agency or third party, especially the Grant Applicants.

2. **Protection of Secrecy**: Reviewer agrees to take all steps reasonably necessary to protect the secrecy of the Confidential Information, including any and all information regarding the ranking and vetting discussions, processes and procedures, and to prevent the Confidential Information from falling into the possession of unauthorized persons, agencies or third parties, especially the Grant Applicants.

3. **No Transfer of Rights**: Nothing contained herein shall be construed as granting or implying any transfer of rights to the Reviewer in the Confidential Information.

4. **Term and Termination**: The obligations of this Agreement shall be continuing until the Confidential Information disclosed to the Reviewer is no longer confidential.

_____   _____   _____

Name   Signature   Date

Rochester/Monroe County Continuum of Care
Local Applications for the CoC Homeless Assistance Program

CoC Application Reviewer Meeting

Thursday, October 24, 2013
9:00 am-5:00 pm
The Housing Council, 75 College Avenue, Room 419

QUALITATIVE REVIEW

<u>Objective</u>:   General Consensus Regarding the Quality of Individual Projects

9:00-9:05 am	Confidentiality
9:05-9:15 am	Overarching Themes

   ➢ What is best for the community overall?

   ➢ Will homelessness be reduced?

9:15-9:30 am   Principles for Discussion of Application Scores

   ➢ Independent of type of program

   ➢ Dimensions of program quality

   ➢ Inter-reviewer reliability

9:30-10:00 am   New Permanent Supportive Housing Projects for the Chronically Homeless   *(Two projects taken one at a time)*

   ➢ Summary of project scores

   ➢ Reviewer comments on what about the project, if anything, makes them believe that it will reduce chronic homelessness

10:00 am-12:00 pm Renewal Projects   *(12 projects taken one at a time)*

   ➢ Summary of project scores

   ➢ Reviewer rationale for project scores (e.g., reference to application content, defense of high or low ratings)

   ➢ Response from reviewers who have not read the application (e.g., challenges, questions)

   ➢ Additional information about the quality of the project

   ➢ Consensus on relative merits of the project

12:00-12:30 pm	Lunch
12:30-2:30 pm	Renewal Projects *(12 projects taken one at a time)*
2:30-2:45 pm	Break
2:45-4:45 pm	Renewal Projects *(12 projects taken one at a time)*
4:45-5:00 pm	Overall Relative Positioning of Projects based on Project Quality

**Rochester/Monroe County Continuum of Care
Local Applications for the CoC Homeless Assistance Program**

CoC Application Reviewer Meeting

**Friday, October 25, 2013
9:00 am-4:00 pm
United Way, 75 College Avenue, Conference Room 1**

ANALYTICAL REVIEW

<u>Objective</u>: Final Ranking of Projects Reflecting Recommended Order of Funding

9:00-9:05 am	Overarching Themes

> What is best for the community overall?
> Will homelessness be reduced?

9:05-9:45 am   Additional Scores for Renewal Projects with Two Reviewers *(10 projects taken one at a time)*

> Summary of project scores
> Comments from third reviewers

9:45-10:30 am   Overall Relative Positioning of Projects

> Discussion of changes based on new scores
> Additional thoughts about the quality of projects
> Confirmation of overall relative positioning of projects

10:30-11:00 am   Review of Goals and Priorities

> HUD goals
> Local CoC priorities
> HUD priorities for continua of care
> SNAP Weekly Focus

11:00 am-12:00 pm   Renewal Project Alignment with Goals and Priorities *(12 projects taken one at a time)*

> Assess project fit with HUD goals and priorities
> Verify project's position within the local housing and service continuum

12:00-12:30 pm   Lunch

12:30-2:30 pm   Renewal Project Alignment with Goals and Priorities *(24 projects taken one at a time)*

2:30-2:45 pm   Break

2:45-3:00 pm   New Project Alignment with Goals and Priorities *(2 projects taken one at a time)*

3:00-4:00 pm   Overall Ranking of Projects Based on Project Quality and HUD Goals and Priorities

HUD.GOV
U.S. Department of Housing and Urban Development
Secretary Shaun Donovan
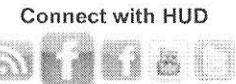
Now viewing data for: NY-500 - Rochester/Irondequoit/Greece/M

Home Dashboard HIC PIT AHAR PULSE Messages Reports

Housing Inventory Counts (HIC)   Organizations & Programs   Inventory List   Inventory Details   Unmet Need   Reporting Status   Import Data

Unmet Need for NY-500 - Rochester/Irondequoit/Greece/Monroe County CoC

Year: 2013   Date of the Housing Inventory Counts: **1/30/2013** Change   Save

		All Year-Round Beds/Units				Seasonal Beds	Overflow Beds
Beds for Households with at Least One Adult and One Child	Units for Households with at Least One Adult and One Child	Beds for Households without Children	Beds for Households with Only Children	Units for Households with Only Children	Total Year-Round Beds	Total Seasonal Beds	Overflow Beds
Emergency Shelter							
280	104	260	12	12	552	7	16
Transitional Housing							
198	78	129	33	33	360		
Safe Haven							
		16			16		
Permanent Supportive Housing							
1117	467	762	0	0	1879		

Save

HUD Goals

- *Meet the Need for Quality Affordable Rental Homes:* End homelessness and substantially reduce the number of families and individuals with severe housing needs

- End chronic homelessness by 2015

- End veteran homelessness by 2015

- End family and youth homelessness by 2020

Rochester/Monroe County CoC Priorities

1. CoC Planning
2. HMIS
3. Permanent Supportive Housing
4. Support Services Only for Permanent Supportive Housing
5. Special Needs Populations
6. Transitional Housing
7. Support Services Only

HUD Policy Priorities for the CoC Program Competition

1. ***Strategic Resources Allocation***   Evaluate existing projects and reallocate those that are underperforming

2. ***Ending Chronic Homelessness***   Implement strategies to prioritize this population in existing PSH beds, increase the number of such beds, and adopt promising models (e.g., Housing First)

3. ***Ending Family Homelessness***   Target rapid re-housing resources to homeless families

4. ***Removing Barriers to CoC Resources***   Implement a coordinated assessment system, prioritize households most in need, and use transitional housing as a tool to serve specific subpopulations (e.g., youth, domestic violence survivors, those with substance abuse issues)

5. ***Maximizing the Use of Mainstream Resources***   Proactively seek and provide information to participants about mainstream resources, including ACA

6. ***Building Partnerships***   Seek to engage Public Housing Agencies (PHA) and consider the role of philanthropy

7. ***Other Priority Populations***   Consider needs of other populations prevalent in the community, especially veterans and their families and unaccompanied youth, and coordinate with housing and services funded by other sources (e.g., HUD-VASH) that serve these populations

September 18, 2013

SNAPS Weekly Focus: What about Transitional Housing?

Over the last several years, better information has emerged about how different homeless service models really work, which has prompted a discussion about what we as a community might do to make sure that our housing and service programs reach as many people as possible with the best outcomes possible. We have started using words like *efficient* and *effective* to describe the promising practices such as Rapid Re-housing and Housing First. At times, the conversation can be uncomfortable. The decisions we need to make are hard. And of course having hard and uncomfortable discussions when we are experiencing budget cuts are all that much more difficult and uncomfortable. And at the center of many of these discussions at both the local and national levels has been the subject of transitional housing.

I get asked on a regular basis about HUD's position on transitional housing. Some people think that HUD simply wants to get rid of this type of housing altogether. To those folks I often say this – HUD does not advocate the wholesale removal of one type of homeless resource in a community (like emergency shelter or transitional housing) with the replacement of another (like rapid re-housing). That would be short-sighted, and does not take into account the specific needs of communities. What HUD really wants is for communities to be strategic, to have the tough conversations, and really use their data to be sure that whatever programs they have in place to serve families and individuals experiencing homelessness are part of a larger system approach, and have the best outcomes possible.

Transitional housing is an eligible component of the Continuum of Care (CoC) Program and can be a necessary part of a CoC's homeless assistance portfolio.

However, it is time for CoCs to look at transitional housing programs with a critical eye – look at recent research, review each program's eligibility criteria, analyze outcomes and occupancy rates, and make sure the services offered (and paid for) actually match the needs of people experiencing homelessness within the CoC. Many transitional housing programs may need to change their program design or serve a different population. For example, some may need to remove strict eligibility criteria that result in those families that really need intensive services being screened out (often resulting in low occupancy). In other cases, the best course of action is to reallocate the transitional housing program in favor of a more promising model.

For many years, using HUD funds for transitional housing was the only funding alternative for serving families and individuals that did not need permanent supportive housing. With rapid re-housing now eligible under both the CoC Program and the Emergency Solutions Grants (ESG) program, there is an alternative and promising option for families with low-barriers that need shorter interventions. Rapid re-housing can be done with a lower cost per household – increasing the total number of households that can be served with the same amount of funding. If the majority of households served in your CoC's transitional housing are

families with lower barriers, you should consider reallocating those projects into new rapid re-housing projects for families.

Similarly, as CoCs move to a more direct Housing First approach, eligible households with disabilities that will need long-term assistance likely do not need an interim stay in transitional housing. For example, a CoC that has a high number of people in transitional housing *waiting* for placement into permanent supportive housing should consider reallocating those transitional housing units into new permanent supportive housing.

We know that there are families and individuals who need more assistance than rapid re-housing offers but who do not qualify for permanent supportive housing. Transitional housing should be reserved for those populations that most need that type of intervention – programs that serve domestic violence survivors and youth and those that provide substance abuse treatment come to mind first – rather than being used either as a holding pattern for those that really need permanent supportive housing or those that need less intensive interventions.

As we move forward, I hope that we can continue the conversation about what interventions can have the most positive impact. Change is hard, and there are a lot of details that need to be discussed when approaching the question of transitional housing at both the national and local levels. But with open discussion, the use of data, and the commitment to systems change rather than a program-oriented approach we can ensure that homeless services dollars are used to the biggest possible benefit for those whom we all serve.

Below are some interesting readings on transitional housing to spark local discussion:

- *The Family Options Study*
- *Rearranging the Deck Chairs or Reallocating the Lifeboats?: Homelessness Assistance and Its Alternatives*
- *Characteristics of Transitional Housing for Homeless Families*
- *Life After Transitional Housing Homeless Families*

Don't forget to check back to SNAPS Weekly Focus page over the coming weeks as we will continue to post related materials and TA products related to each weekly focus, as they become available.

As always, we thank you for your commitment to ending homelessness.

Ann Marie Oliva
Director, Office of Special Needs Assistance Programs

Rochester/Monroe County Homeless Continuum of Care

CoC-Funded PSH Beds Not Dedicated to the the Chronically Homeless
for which the Chronically Homeless will be Prioritized When Beds Turn Over

Project	Total Beds Not Dedicated to CH	Annual Beds Available Through Turnover	Percent of Beds Available Through Turnover	Percent of Turnover Beds Prioritized for CH
Carriage House	6	1	17%	100%
Cornerstone	16	3	19%	100%
Lafayette Housing	20	5	25%	100%
Lafayette Housing II	28	2	7%	100%
OASIS Providence	63	19	30%	100%
OMH DePaul	23	2	9%	100%
Providence Veteran's S+C	20	1	5%	100%
RHA Andrews Hall PSH	12	2	17%	100%
RHA East House	12	2	17%	100%
RHA East House Phase II	15	0	0%	100%
RHA Eastman Common	25	5	20%	100%
RHA Frederick Douglass	4	0	0%	100%
RHA Hillside	4	0	0%	100%
RHA JPC	8	0	0%	100%
RHA MCDHS	496	14	3%	100%
RHA Sojourner/YWCA	42	5	12%	100%
RHA Strong Ties	30	0	0%	100%
RHA VOA - 21	16	0	0%	100%
RHA VOA 3	196	95	48%	100%
RHA VOA 7	138	6	4%	100%
RHA VOC	13	3	23%	100%
RHA Voters Block	9	1	11%	100%
Sojourner PSH	25	22	88%	100%
Suburban Supportive Housing	22	8	36%	100%
VOA PSH	15	16	107%	100%
TOTALS	1258	212	17%	100%

Rochester/Monroe County Homeless Continuum of Care
684 West Main Street
Rochester, NY 14611

January 10, 2014

Primary Contact
Organization Name
Organization Address
Rochester, NY ZIP Code

Dear xxxx:

The Rochester/Monroe County Homeless Continuum of Care has completed the rating and ranking of local applications submitted for the HUD Continuum of Care Homeless Assistance Program FY 2013 funding. We are writing to inform you that your proposed project has been approved as follows:

Recipient:
Sub-Recipient:
Project Name:
Ranking:
Tier:
Approved Project Amount:
Term of Project:
HUD Program Type:

The approved eligible costs that must be entered into Esnaps are as follows:
      Leasing:
      Rental Assistance:
      Supportive Services:
      Operating:
      Administration:
      Total Request:

These eligible costs are those that are included in the 2013 Approved Grant Inventory Worksheet (GIW) on file with HUD. Projects must also meet the 25% match obligation and additional leveraging requirements. Please see the attached document regarding definitions for match and leverage.

Please complete the Renewal Project Application in esnaps, but DO NOT hit the "submit" button at this time. Amy D'Amico, Esq., will be reviewing the draft applications on behalf of the CoC and will provide feedback on the contents. To facilitate this process, please export your draft of the Renewal Project Application as a pdf. Then email the pdf to cocapps@earthlink.net by 11:59 pm on Monday January 20.

When you receive Amy's comments, you will be asked to make the recommended changes and instructed to submit the Renewal Project Application in its final version in esnaps no later than Tuesday, January 28. If you have any technical questions about using esnaps or the submission of your application, please contact Ann G. T. Young, Ph.D., at 473-0650 or rmccoc@earthlink.net.

Thank you for your submission. If you should have any questions or concerns regarding your ranking, please contact Carol Wheeler at wheelc@cityofrochester.gov

Sincerely,

Carol Wheeler

Carol Wheeler, Chair
Rochester/Monroe County Homeless Continuum of Care

Rochester/Irondequoit/ Greece/Monroe County Continuum of Care (RMCCoC)

Homeless Management Information System (HMIS)

Policy and Procedure Manual

RMCCoC Ratified
1/8/13

This manual covers the operating policies and procedures, Data Quality Plan, Privacy Plan, and Security Plan for the RMCCoC, the HMIS Lead Agency, and HMIS User Agencies.

1. HMIS Participation Policy

The United States Department of Housing and Urban Development (HUD) requires all grantees and sub-grantees to participate in their local Homeless Management Information System (HMIS). This policy is consistent with the Congressional Direction for communities to provide data to HUD on the extent and nature of homelessness and the effectiveness of its service delivery system in preventing and ending homelessness. The HMIS and its operating policies and procedures are structured to comply with the most recently released HUD Data and Technical Standards for HMIS. Recognizing that the Health Insurance Portability and Accountability Act (HIPAA) and other Federal, State and local laws may further regulate agencies, the RMCCoC may negotiate its procedures and/or execute appropriate business agreements with Partner Agencies so they are in compliance with applicable laws.

2. Participation Requirements

 2 (a) Mandated Participation;

All designated agencies that are funded to provide homeless services by the State of New York (NY) and/or HUD in the State of NY must meet the minimum HMIS participation standards as defined by this Policy and Procedures manual. These designated programs include: emergency and transitional shelters, permanent housing programs, homelessness prevention, outreach, supportive services, and Rapid Re-housing programs. These participating agencies will be required to comply with all applicable operating procedures and must agree to execute and comply with an HMIS Agency Participation Agreement.

2 (b) Voluntary Participation;

Although non-funded agencies are only required to meet minimum participation standards, RMCCoC HM1S strongly encourages non-funded agencies to fully participate with all of their homeless programs.

While the CoC cannot require non-funded providers to participate in the HMIS, the CoC works closely with non-funded agencies to articulate the benefits of the HMIS and to strongly encourage their participation in order to achieve a comprehensive and accurate understanding of homelessness in the State of NY.

3. Minimum Participation Standards

- Collect all universal date elements, as defined by HUD, for all programs operated by the agency that primarily serve persons who are homeless, formerly homeless, or at risk of becoming homeless,
- For all programs, enter federally required client-level date into the HMIS.
- For all programs funded by NY Dept of Health and Human Services, or HUD, enter federally required AND state required client level data.
- Complete data entry within specific time frames, depending on the type or program. (see section HMIS Data Quality Policies and Procedures.
- Comply with all HUD regulations for HMIS participation.

The RMCCoC-HMIS uses all submitted data for analytic and administrative purposes, including the preparation of RMCCoC HMIS reports to funders and the Continuum's participation in the Federal Annual Homeless Assessment Report (AHAR).

4. HMIS Agency Participation Requirements

- Authorized agency users directly enter client-level data into (the HMIS database. Users have rights to access data for clients served by their agency and use HMIS functionality based on their user level privileges. The agency's data is stored in the HM1S central database server, which is protected by several levels of security to prevent access from unauthorized users.
- Each agency shall designate at least one Agency Administrator who is the agency's point person/specialist regarding HMIS. The Agency Administrator is responsible for:

    1. Providing and maintaining agency specific information in the Service Point Provider Profile.
    2. Organizing its agency's users by resetting passwords and updating user information, i.e. user names, addresses, email addresses and contact phone number.
    3. Making sure proper training has taken place for the users and that all HMIS policies are being followed by all users from that agency; AND checking that all agency data is accurate.
    4. Notifying the HMIS lead agency of any staff turnover within 48 hours of an employee with HMIS access ending employment with the participating agency.

5. Hardware, Connectivity and Computer Security Requirements

5 (a) Workstation Specification

The minimum desktop specification for Service Point are:

- Computer – PC works best or Mac (will work in conjunction with Java)
- Monitor
- Internet connection - broadband
- Browser – i.e. Google, Explorer

Internet Connectivity

Participating Program must have internet connectivity for each workstation accessing the HMIS. To optimize performance, all agencies are encouraged to secure a high speed internet connection.

Security Hardware/Software

All workstations accessing the HMIS need to be protected by a Firewall. If the workstations are part of an agency computer network, the Firewall may by installed at a point between the network and the internet or other systems rather than at each workstation. Each workstation also needs to have anti-virus and anti-spyware programs in use and properly maintained with automatic installation of all critical software updates i.e. McAfee and Symantec (Norton) Security systems.

Agency Workstation Access Control

Access to the HMIS will be allowed only from computers specifically identified by the Participating Agency's Executive Director or authorized designee and HMIS Agency Administrator. Laptop computers will require an additional security statement indicating that they will not be used for unauthorized purposes from unauthorized locations.

6. HMIS User Implementation

6. (a) Eligible Users

Each Participating Agency shall authorize use of the HMIS only to users who need access to the system for data entry, editing of client records, viewing of client records. report writing, administration or other essential activity associated with carrying out participating agency responsibilities.

All Agency Administrations and End Users will be trained either by Agency Administrators or HMIS System Administrators

The HMIS System Administrator shall authorize use of the HMIS only to users who need access to the system tor technical administration of the system, report writing, data analysis and report generation, back-up administration or other essential activity associated with carrying out their responsibilities.

6. (b) User Requirements

Prior to being granted a use name and password, users must sign an HMIS Users Policy, Responsibility Statement and Code of Ethics form. This form reinforces that Users must be aware of the sensitivity of client-level data and must take appropriate measures to prevent its unauthorized disclosure. Users are responsible for protecting institutional information to which they have access and for reporting security violations. Users must comply with all policies and standards described within this Policies and Procedures Manual. They are accountable for their actions and for any actions undertaken with their username and password.

Agency Administrators must ensure their users have received adequate training prior to being given access to the database.

6. (c) Setting Up a New HMIS User

User licenses are provided to the agency as determined by the RMCCoC. If the Participating Program wishes to have additional licenses, they will be available for an additional cost to that program via an invoice processed by Rochester Housing Authority.

If the Provider Agency wants to authorize system use for a new user, the agency's Executive Director or Agency Administrator must :

- Determine the access level of the proposed HMIS user: and
- Complete a User License Form indicating the new user information. Once the form is completed and returned to the HMIS System Administrator the new user profile is created.

Once the user ID is established, the Agency Administrator is responsible for maintaining the user account. If any user leaves the agency or no longer needs access to the HMIS, the Agency Administrator is responsible for immediately terminating user access by notifying the HMIS System Administrator.

Volunteers and Contractors have the same user requirements as paid staff. They must have an individual user account, go through the same training, and have the same confidentiality and privacy documents signed and on file with the agency they are serving.

The Executive Director or authorized designee is responsible for ensuring that all agency users understands and complies with all applicable HMIS policies and procedures.

6. (d) Enforcement Mechanisms

The HMIS Sponsor will investigate all potential violations of any security protocols. Any user found to be in violation of security protocols will be sanctioned.

Sanctions may include. but are not limited to:

- A formal notice of non-compliance from the CoC Coordinator or Chair;
- Suspension of system privileges; and
- Revocation of system privileges.

A Participating Agency's access may be suspended or revoked at anytime without notice if serious or repeated violation(s) of HMIS Policies and Procedures occur by agency users.

7. HMIS Agency Implementation (See also section Data Quality, Training)

Prior to setting up a new Participating Agency (Provider) within the HMIS database, the HMIS System Administrator shall:

- Verify that the required documentation has been correctly executed and submitted, including:
  - HMIS Agency / Site Profile
  - Agency Participation Agreement;
  - Additional Documentation on Agency and Program(s):
  - Designation of Agency Administrator; and
  - License Fee, if applicable.
- Request and receive approval from the HMIS Sponsor Agency (level 2 provider) to set up a new agency;
- Work with the Agency Administrator to input applicable agency and program information; and
- Work with the HMIS Sponsor to migrate legacy data, if applicable. and within the scope of normal HMIS functions. Data needing additional HMIS or third party vendor intervention will be addressed on a case by case basis.

7. (a) Agency Information Security Protocol Requirements

At a minimum, Participating Agencies must develop rules, protocols or procedures to address the following:

- Internal agency procedures for complying with the HMIS confidentially requirements and provisions of other HMIS client and agency agreements;
- Posting a sign in the areas of client intake that explains generally the reasons for collecting personal information;
- Appropriate assignment of user accounts;
- Preventing user account sharing;
- Protection of unattended workstations
- Protection of physical access to workstations where employees are accessing HMIS;
- Safe storage and protected access to hardcopy and digitally generated client records and reports with identifiable client information;
- Proper cleansing of equipment prior to transfer or disposal; and
- Procedures for regularly auditing compliance with the agency's information security protocol.

7. (b) User Access Levels:

All HMIS users must be assigned a designated user access level that controls the level
and type of access the user will have within the system. Each user will have access to client level data
only that is collected by their own agency.

8. HMIS Client Data Policies and Procedures

8. (a) Client Notification Policies and Procedures

The HMIS has prepared standard documents for HMIS Confidentiality Requirements and Client
Acknowledgement Form. All written consent forms must be stored in a client's case management file for
record keeping and auditing purposes. Forms are located in the HMIS agency/site profile packet. Contact
your HMIS System Administrator for copies.

8. (b) Open Systems Designated Groups of Common Programs that Share HMIS Data

This section will be added as more guidance becomes available from HUD.

8. (c) Definitions and Descriptions of Client Notification and Consent Procedures

8 (c) (1) Client Notice

A written notice of the assumed functions of the HMIS must be posted and/or given to each client so
that he/she is aware of the potential use of his/her information and where it is stored. The client has a right
to view a copy of his/her record upon request.

8 (c) (2) Applicability of Consents

The Participating Agency shall uphold Federal and State Confidentiality regulations to protect client
records and privacy. If an agency is covered by the Health Insurance Portability and Accountability Act
(H1PAA), the HIPAA regulations prevail.

8. (d) Accountability for HMIS Policy

Participating Agencies must establish a regular process of training users on the HMIS policies and
procedures outlined in this manual regularly auditing that the policy is being followed by agency staff
(including employees. volunteers, affiliates, contractors and associates), and receiving and reviewing
complaints about potential violations of the policy.

9. HMIS Data Quality Policies and Procedures

9. (a) Data Quality Standard

- All names provided will be accurate
- All services provided will be compatible with providing program
- Data entry must be complete within the timelines specified in section 9 (b) Data Entry Standards by
  Type of Program.

9 (a) (1) Responsibility

The RMCCoC is responsible for implementing these data standards in such a way that:

- Specifies the data quality standard to be used by all participating agencies:
- Provides a mechanism for monitoring adherence to the standard;
- Provides the necessary tools and training to ensure compliance with the standard; and
- Includes strategies for working with agencies that are not in compliance with the standard.

9 (a) (2) RMCCoC Data Quality Benchmarks

The RMCCoC requires each program maintain the following minimum data quality benchmarks:
- the percentage of missing or unknown/refused universal data elements should be no higher than 2%, and
- program specific data elements no higher than 5%.

9. (b) Data Entry Standards by Type of Program

9 (b) (1) Emergency Shelters

All Emergency Shelters are required to be licensed to provide client level data into HMIS. Programs shall utilize the entry/exit process for every client entered into HMIS. Minimum data elements required by HID, including entry/exit dates, must be entered within fourteen days of an individual's entry into the program.

9 (b) (2) Non-emergency shelters, Shelter Plus Care, Transitional Housing Programs, Permanent Supportive Housing and other Rental Assistance Programs

All programs in this program type are required to be licensed to provide client level data into HMIS. Minimum data elements required by HUD, including entry/exit dates, must be entered within fourteen days of an individual's entry into the program.

9 (b) (3) Homelessness Prevention, Supportive Services, Outreach, and Rapid Re-Housing Programs

All required data will be entered into HMIS within seven business days of a person's entry into services.

9. (c) Data Quality Monitoring

The HMIS System Administrator will perform regular data integrity checks on the HMIS data, which will include the following steps:

- Run HUD required data elements, data incongruities, and other data quality reports as determined by HMIS staff and the CoC:
- Notify Agency Administrator of findings and timelines for correction;
- Re-run reports for errant agencies/programs, as requested. Follow up with Agency Administrators if necessary;
- Notify Agency Executive Director if agency administrators are not responsive to required corrective actions; and
- Notify the CoC Coordinator/Chair regarding any uncorrected data quality issues.

9. (d) Accountability for Data Quality

- Any patterns of error at a Participating Agency will be reported to the Agency Administrator through electronic mail.
- Participating Agencies are expected to correct data errors within thirty (30) days of notification.
- When patterns of error have been discovered. users will be required to correct data entry techniques and will be monitored for compliance.

10. Data Collection Requirements

10. (a) HUD Required Data Elements

A Participating Agency is responsible for ensuring that a minimum set of data elements, referred to as the HUD Required Data Elements (RDEs) as defined by the HUD Data and Technical Standards, will be collected and/or verified from all clients at their initial program enrollment or as soon as possible thereafter. Participating Agencies are required to enter data into the HMIS system as specified in section HMIS Data Quality Policies and Procedures.

The RDEs are all included collectively on the Client Profile, Assessment, and HUD Entry and Exit assessments, which are on the ServicePoint Entry and Exit screens, respectively.

Participating Agencies must report client-level RDEs using the required response categories detailed in the "Required Response Categories for HUD Required Data Elements" section of the HUD Data and Technical Standards.

10. (b) Program-Specific Data Elements

All Participating Agencies are also responsible for ensuring that the Program-Specific Data Elements, as defined by the HUD Dam and Technical Standards, are collected from all clients that are served by applicable HUD funded programs. These Program-specific Data Elements must he entered into the HMIS as specified in section HMIS Data Quality Policies and Procedures.

Participating Agencies must provide client-level data for the Program-specific Data Elements using the required response categories detailed in the "Required Response Categories for Program-specific Data Elements" section of the HUD Data and Technical Standards. These standards are already incorporated into the HMIS.

The Program-specific Data Elements are located in the IIUD Entry and Exit assessments, which are on the Service Point Entry and Exit screens, respectively.

11. Data Qualify Training

11. (a) Requirements

11 (a) (1) End-User Training

Each end user of the HMIS system must complete at least one session of training with the HMIS system administrators upon completion of their user access forms and approval of their provider agency. It is preferred they receive more training from their Agency Administrator in order to understand Agency Specific requirements. such as additional assessment information. Agency Administrators will promptly notify the HMIS System Administrator when they have specific training needs.

11 (a) (2) Agency Administrator

Each new Agency Administrator must complete an initial training session after completing End-User training. This session will include how to configure and manage an Agency's programs and users in the HMIS. Agency Administrators will participate in subsequent training sessions as designated by the HMIS System Administrator.

11 (a) (3) Reports Training

Reports training for Agency Administrators and other interested users will be made available as needed. These will include training on how to use existing canned reports in Service Point's Report Writer and may include opportunities for training on ART Advanced Reporting Tool (this may include Viewer licenses or ad-hoc licenses).

 HMIS staff encourages Provider Agencies to run their own data quality reports so that Provider Agencies can monitor their own data quality and become more effective in serving our clients across the Continuum.

12. HMIS Data Access Control Policies

12. (a) User Accounts

Agency Administrators are responsible for managing user accounts for their Agency. They must follow the procedures documented in the HMIS User Implementation section for user account set-up including verification of eligibility, the appropriate training. and the establishment of appropriate user type. The assigned user type will determine each user's individual access level to data, and Agency Administrators must regularly review user access privileges.

The Agency Administrator should discontinue the rights of a user immediately upon that user's termination from any position with access to HMIS. It is then their responsibility to notify the HMIS System Administrator to remove users from the system and free up the license those users are holding.

12 (a) (1) User Passwords

Each user will be assigned a unique identification code (User ID), preferably the first initial and last name of the user.

A temporary password will be automatically generated by the system when a new user is created. The HMIS System Administrator will communicate the system-generated password to the user. The user will be required to establish a new password upon their initial login. This password will need to be changed every 45 days. A password cannot be used again until another password has expired. Passwords should be between 8 and 16 characters long, contain at least two numbers, and should not be easily guessed or found in a dictionary. The password format is alphanumeric and is case-sensitive.
Users are prohibited from sharing passwords, even with supervisors.

12 (a) (2) Password Reset

Except when prompted by Service Point to change an expired password, users cannot reset their own password. The Agency Administrator and the HMIS System Administrator have the ability to temporarily reset a password. If an Agency Administrator needs to have his/her password set, the HMIS System Administrator will need to reset that password.

12 (a) (3) System Inactivity

Users must logoff from the HM1S application and their workstation if they leave the workstation. Also, HUD requires password-protected screen-savers on each workstation. If the user is logged onto a workstation and the period of inactivity on that workstation exceeds 30 minutes, the user will be logged off the system automatically.
12 (a) (4) Unsuccessful Login

If a user unsuccessfully attempts to log in 4 times, the User ID will be "locked out. Their access permission will he revoked and they will be unable to regain access until their
User ID is reactivated by the Agency Administrator or HMIS System Administrator.

12. (b) HMIS Data Ownership Policies

The client has the right to view and have corrections made on their own data. In the event that the relationship between the HMIS Lead Agency and a Provider Agency is terminated, the Provider Agency access is terminated. If another program is assuming the program administration then the data migrates to the new program (fees may apply).

12. (c) HMIS Data Use and Disclosure Policies and Procedures

Each of the HMIS Provider Programs must comply with uses and disclosures standard, as outlined in the HMIS Data Standards: March 2010. See https://www.onecpd.info/resource/1220/final-hmis-data-standards.

12. (d) HMIS Data Release Policies and Procedures

12 (d) (1) Data Release Criteria

HMIS client data will be released only in aggregate, for any purpose beyond those specified in the HMIS Data Uses and Disclosures Policies and Procedures section according to the criteria specified below.

12 (d) (2) Aggregate Data Release Criteria

All data must be anonymous, either by removal of all identifiers and/or all information that could he used to infer an individual or household identity.

13. HMIS Technical Support Policies and Procedures

13. (a) HMIS Application Support
As unanticipated technical support questions on the use of the HMIS application arise, users will follow this procedure to resolve those questions:
During the normal business hours of the HMIS:

- If a question arises regarding input or regulation, direct the support question to the Agency Administrator; and
- If the question is still unresolved. the Agency Administrator/user can direct the question to the HMIS System Administrator.

After the normal business hours of the HMIS:

- If the question can wait to be addressed during the following business day, wait and follow the normal business hours procedure outlined above; and
- If the question cannot wait. direct the technical support question to the Agency Administrator, if available.

13. (b) HMIS System Availability Policies

There are times that Service Point is unavailable because Bowman Systems is performing necessary backup and maintenance of the HMIS database. These are usually in the late evenings when as few people as possible need access to the system. However, when the HMIS Sponsor Agency receives notice of a planned interruption of service for other reasons or for an abnormal amount of time, the HMIS Sponsor Agency will notify Agency Administrators via email. If there is an unplanned interruption to service, the HMIS System Administrator will communicate with Bowman Systems, and Agency Administrators will be notified of any information regarding the interruption as it is made available.

If you have any questions about any HMIS related policies and procedures, contact the HMIS System Administrator.

14. Glossary of Terms

This section defines terms commonly used throughout the Manual.

Annual Homeless Assessment Report (AHAR): HUD's annual report to Congress on the nature and extent of homelessness nationwide.

Annual Performance Report (APR): A reporting tool that HUD uses to track program progress and accomplishments of HUD homeless assistance and HPRP Programs on an annual basis. Formerly known as the Annual Progress Report.

Client: A living individual about whom a Contributory HMIS Organization (CHO) collects or maintains protected personal information: (1) because the individual is receiving, has received, may receive, or has inquired about assistance from a CHO; or (2) in order to identify needs, or to plan or develop appropriate assistance within the CoC.

Continuum of Care (CoC): The primary decision making entity defined in the funding application to HUD as the official body representing a community plan to organize and deliver housing and services to meet the specific needs of people who are homeless as they move to stable housing and maximum self-sufficiency.

CoC Program: A program identified by the CoC as part of its service system, whose primary purpose is to meet the specific needs of people who are experiencing a housing crisis. Continuum of Care Programs may include:

Homeless Assistance Program: A program whose primary purpose is to meet the specific needs of people who are literally homeless (as defined in data element3.11, Housing Status). Homeless assistance programs include outreach, emergency shelter, transitional housing, rapid re-housing, permanent housing and permanent supportive housing.

Homelessness Prevention Program: A program whose primary purpose is to meet the specific needs of people who are imminently losing their housing or at risk of losing their housing (as defined in data element 3.11, Housing Status.) Homelessness prevention programs include those funded by HPRP and other homelessness prevention programs identified by the CoC as part of its service system.

Contributory CoC Program: A homeless assistance program or homelessness prevention program that contributes Protected Personal Information (PPI) or other client level data to an HMIS.

Contributory Non-CoC Program: A program that is neither a homeless assistance program nor a homelessness prevention program that contributes PPI or other client-level data to an HMIS.

Contributory HMIS Organization (CHO): An organization that operates a contributory homeless assistance program or homelessness prevention program or contributory non-homeless assistance program.

Data Recipient: A person who obtains PPI from an HMIS Lead Agency or from a CHO for research or other purposes not directly related to the operation of the HMIS, CoC, HMIS Lead Agency, or CHO.

End User (or User) : An employee, volunteer, affiliate, associate, and any other individual acting on behalf of a CHO or HMIS Lead Agency who uses or enters data in the HMIS or another administrative database from which data are periodically uploaded to the HMIS.

Homeless Management Information System (HMIS): The information system designated by a CoC to process Protected Personal Information (PPI) and other data in order to create an unduplicated accounting of homelessness within the CoC. An HMIS may provide other functions beyond unduplicated accounting.

HMIS Lead Agency: An organization designated by a CoC to operate the CoC's HMIS on its behalf.

HMIS Participating Bed: For any residential homeless program, a bed is considered a "participating HMIS bed" if the program makes a reasonable effort to record all universal data elements on all clients served in that bed and discloses that information through agreed upon means to the HMIS Lead Agency at least once annually.

HMIS Software Solution Provider: An organization that sells, licenses, donates, builds or otherwise supplies the HMIS user interface, application functionality and database.

HMIS User Agencies: See Participating CoC Program

HMIS Vendor: A contractor who is paid to provide services for the operation of a CoC's HMIS. An HMIS vendor includes an HMIS software solution provider, web server host, and data warehouse provider, as well as a provider of other contracted information technology or support.

Non-Contributory CoC Program: A CoC Program that does not contribute PPI or other client-level data to an HMIS.

Participating CoC Program: A Contributory CoC Program that makes reasonable efforts to record all the universal data elements and all other required data elements as determined by HUD funding requirements on all clients served and discloses these data elements through agreed upon means to the HMIS Lead Agency.

Protected Personal Information (PPI): Information about a client: (1) whose identity is apparent from the information or can reasonably be ascertained from the information; or (2) whose identity can, taking into account any methods reasonably likely to be used, be learned by linking the information with other available information or by otherwise manipulating the information.

Processing: An operation or set of operations performed on PPI, whether or not by automated means, including but not limited to collection, maintenance, use, disclosure, transmission and destruction of the PPI.

Quarterly Performance Report (QPR): A reporting tool that HUD uses to track progress and accomplishments of HPRP funded programs on a quarterly basis.

Research: A systematic investigation, including research development, testing, and evaluation, designed to develop or contribute to generalizable knowledge.

RMCCoC: The Rochester/Irondequoit/Greece/Monroe County Continuum of Care, NY-500

Unduplicated Accounting of Homelessness: An unduplicated accounting of homelessness includes measuring the extent and nature of homelessness (including an unduplicated count of homeless persons), utilization of homelessness programs over time, and the effectiveness of homelessness programs.

Unduplicated Count of Homeless Persons: An enumeration of homeless persons where each person is counted only once during a defined period of time.

Victim Service Provider: A nonprofit or nongovernmental organization including rape crisis centers, battered women's shelters, domestic violence transitional housing programs, and other programs whose primary mission is to provide services to victims of domestic violence, dating violence, sexual assault, or stalking.

15. APPENDIX A - List of Data Elements

Participating Agencies must report client-level detail in the "Required Response Categories for HUD Required Data Elements" section of the HMIS Data Standards. These standards are already incorporated into the HMIS software. Additional guidance can be accessed via:
https://www.onecpd.info/resources/documents/FinalHMISDataStandards_March2010.pdf

Other Required Data Element Program-Specific Data Element

In addition to the HUD required data elements make your responses reasonable.

 • Is **Chronically Homeless**? Response choices = Yes/No, "Chronically Homeless" is defined as:

1. Chronically Homeless Individual-An unaccompanied homeless adult individual (persons 18 years or older) with a disabling condition (see definition below) who has either been continuously homeless for a year or more OR has had at least four (4) episodes of homelessness in the past three (3) years. To be considered chronically homeless, persons must have been sleeping in a place not meant for human habitation (e.g., living on the streets) and/or in an emergency shelter/Safe Haven during that time. Persons under the age of 18 are not counted as chronically homeless. Chronically Homeless Family - A household with at least one adult member (persons 18 or older) who has a disabling condition (see definition below) and who has either been continuously homeless for a year or more OR has had at least four (4) episodes of homelessness in the past three (3) years. To be considered chronically homeless, persons must have been sleeping in a place not meant tor human habitation (e.g., living on the streets) and/or in an emergency shelter/Safe Haven during that time.

• Do you have a **disability of long duration**? Response choices =Yes/No/Don 't Know/Refused. "Disability" is defined as any one of the following:

1. A disability as defined in Section 223 of the Social Security Act;

2. A physical, mental, or emotional impairment which is (a) expected to be of long, continued and indefinite duration. (b) substantially impedes an individual's ability to live independently, and (c) of such a nature that such ability could be improved by more suitable housing conditions;

3. A developmental disability as defined in Section 102 of the Developmental Disabilities Assistance and Bill of Rights Act;.

4. The disease of acquired immunodeficiency syndrome or any conditions arising from the etiological agency for acquired immunodeficiency syndrome; or.

5. A diagnosable substance abuse disorder.

*NOTE: If the answer to "Do you have a disability of long duration?" is yes, a "Disability Type" MUST be entered.

• Employed? Response choices=Yes/No/Don't Know/Refused

• If currently employed. select tenure: Response choices=Full-or Part-time

Rochester/Monroe County Continuum of Care
Announcement Number 2013-1
September 3, 2013

This is the first in a series of announcements from the Rochester/Monroe County Continuum of Care (CoC). It provides a timeline for the CoC's upcoming local application process and introduces an Intent to Apply Form ***that is a required first step. All organizations seeking funding must submit an*** Intent to Apply Form ***by 11:59 pm on Monday, September 9, 2013.***

The U.S. Department of Housing and Urban Development (HUD) is expected to issue the FY 2013 NOFA (Notice of Funding Availability) for the Continuum of Care Homeless Assistance Competition sometime in mid-October. In anticipation of that announcement, the Rochester/Monroe County Continuum of Care (CoC) is initiating its local application process for the following homeless assistance programs:

- Permanent Housing
  - Permanent Supportive Housing
  - Rapid Rehousing
- Transitional Housing
- Supportive Services Only
- Homeless Management Information System (HMIS) *[CoC-approved HMIS Lead Agency only]*
- CoC Planning Activities *[CoC-approved Collaborative Applicant only]*

Existing projects with HUD contracts expiring during the 2014 calendar year must submit a local application to the CoC if renewal funding is being sought. The only new projects that will be considered for funding are permanent supportive housing projects that serve the chronically homeless. Because there will be no new money available, new projects would be funded through reallocation of existing funds.

LOCAL PROCESS

The CoC has carried out an assessment of the local application process used in prior years and has revised the procedures and materials for the upcoming submission and review cycle. As a result, organizations should be aware that this year's process will differ from what they have encountered in the past.

In addition, the CoC has engaged a consultant, Ann G. T. Young, PhD, of AGTY Consulting, to facilitate the local application process. Dr. Young will be distributing information and materials in the coming weeks and will be available to answer any questions that potential applicants may have.

So that it is prepared to review all local applications, the CoC is for the first time requiring that organizations complete an *Intent to Apply Form*. Submitting this form is the first step in the local application process. The form requests information about project name(s), project type(s), and likelihood of applying. Only those agencies that submit this form by the stated deadline will be considered for funding.

Note that submission of the *Intent to Apply Form* is not a firm commitment, so if an organization is considering applying, but is not yet certain, it should complete and submit the form. A copy of the *Intent to Apply Form* accompanies this announcement. Completed forms must be received by 11:59 pm on Monday, September 9.

Local application materials will be available on Thursday, September 12, and will be emailed to the contact person indicted on the *Intent to Apply Form.* All organizations interested in being considered for funding must complete a local application and submit it electronically by 11:59 pm on Friday, October 4.

An applicant workshop will be held on Monday, September 16, 9:30-11:00 am, in the Kate Gleason Auditorium at the Bausch & Lomb Public Library Building. The building can be accessed from first-floor entrances on South Avenue and on Broad Street beginning at 9:00 am. Two-hour parking is available for $2.00 in the Court Street Garage, 194 Court Street, and in the South Avenue Garage, 39 Stone Street. On-street metered parking is $2.50 for two hours.

In summary, the timeline is as follows.

Monday, September 9, 2013	*Intent to Apply Form* due by 11:59 pm
Thursday, September 12, 2013	Local application materials available
Monday, September 16, 2013	Applicant workshop (9:30-11:00 am)
Friday, October 4, 2013	Local application due by 11:59 pm

All submissions and inquiries about the local application process should be sent to rmccoc@earthlink.net. Periodic updates will be emailed to those who submit an *Intent to Apply Form* so that they are informed about developments over time.

HUD REFERENCES

It is strongly recommended that all organizations carefully read the *FY 2013 CoC Program Registration Notice* (posted on www.onecpd.info) with special attention to the steps outlined for project applicants on page 4. All applicants must complete or renew their registration in the Central Contractor Registration (CCR)/System for Award Management (SAM) registration. Those project applicants who have not yet registered with Dun and Bradstreet (DUNS) must do so. In addition, each project applicant should begin verifying and updating the information in its *e-snaps* Project Applicant File. Taking these steps now will ensure that organizations are ready to apply for funding via *e-snaps* once the HUD application becomes available.

Two additional references provide background information that organizations may find useful in preparing for the local and HUD application processes: *CoC Program Interim Rule (24 CFR part 578)* and *FY 2013 NOFAs for Discretionary Programs (General Section).* Links to these documents appear in the *FY 2013 CoC Program Registration Notice.*

Rochester/Monroe County Continuum of Care
Announcement Number 2013-3
September 12, 2013

This is an announcement from the Rochester/Monroe County Continuum of Care
(CoC) regarding the next steps in the local application process.
Attached are materials that applicants must complete and submit
by 11:59 pm on Friday, October 4, 2013.

The Rochester/Monroe County Continuum of Care is publishing the application materials for the local process of selecting projects to be included in its CoC Program Consolidated Application for funding from the U.S. Department of Housing and Urban Development (HUD) in the upcoming FY 2013 Continuum of Care Homeless Assistance Program Competition.

The following documents accompany this announcement:

➢ Application Instructions *(Applicable to all projects)*

➢ Renewal or Expansion: Project Summary

➢ Renewal or Expansion: Transitional Housing Project Narrative

➢ Renewal or Expansion: Permanent Housing Project Narrative

➢ Renewal or Expansion: Support Services Only Project Narrative

➢ New Project: Project Summary

➢ New Project: Permanent Housing for the Chronically Homeless Project Narrative

The following document will be published and emailed in a separate announcement on Monday, September 16, 2013:

➢ Project Budget *(Applicable to all projects)*

As noted in Announcement Number 2013-1, this year's reviewing, scoring, and ranking process differs from those in the past, so organizations should carefully read the *Application Instructions* to ensure that they are complying with all application requirements.

An applicant workshop will be held on Monday, September 16, 9:30-11:00 am, in the Kate Gleason Auditorium at the Bausch & Lomb Public Library Building.

Questions about the local application materials should be directed to Ann G. T. Young, Ph.D, of AGTY Consulting, by telephone (585-473-0650) or via email (rmccoc@earthlink.net).

Rochester/Monroe County Continuum of Care
Announcement Number 2013-4
September 16, 2013

This is an announcement from the Rochester/Monroe County Continuum of Care (CoC) regarding budgets for the local application process. Attached is the* Project Budget Workbook *that must be included with all applications.

The Rochester/Monroe County Continuum of Care is publishing one final component of the local application for funding in the upcoming U.S. Department of Housing and Urban Development (HUD) FY 2013 Continuum of Care Homeless Assistance Program Competition. The *Project Budget Workbook*, which must be completed by all applicants, accompanies this announcement.

The *Workbook* consists of 10 separate spreadsheets. The first contains instructions on how to complete the workbook. Three of the spreadsheets are required of all applicants, while the nature of the eligible costs that are being requested determines which of remaining six spreadsheets must be completed.

Note about Announcement 2013-3: Two Word files distributed on September 13 were mislabeled. The file containing the *Permanent Housing Project Narrative* for renewals and expansions was incorrectly named Transitional, while the *Transitional Housing Narrative* for renewals and expansions was incorrectly named Permanent. The documents themselves, however, are accurately titled and contain the correct questions. Relabeled Word files for these two documents accompany this announcement.

Questions about the local application materials should be directed to Ann G. T. Young, Ph.D, of AGTY Consulting, by telephone (585-473-0650) or via email (rmccoc@earthlink.net).

Rochester Monroe County Continuum of Care
2013 Local Application

APPLICATION INSTRUCTIONS

Introduction

The Rochester/Monroe County Continuum of Care (CoC), representing the City of Rochester, County of Monroe, and Towns of Greece and Irondequoit (NY-500), will submit a CoC Program Consolidated Application for funding from the U.S. Department of Housing and Urban Development (HUD) in the upcoming FY 2013 Continuum of Care Homeless Assistance Program Competition. These instructions describe the local application submission and review process. Only those projects that submitted an *Intent to Apply Form* to the CoC by the required deadline are eligible to be considered for funding.

The CoC will accept proposals for renewals and expansions in the following homeless assistance program categories:

- Permanent Housing
  - o Permanent Supportive Housing
  - o Rapid Rehousing
- Transitional Housing
- Supportive Services Only
- Homeless Management Information System (HMIS) *[CoC-approved HMIS Lead Agency only]*
- CoC Planning Activities *[CoC-approved Collaborative Applicant only]*

It will also consider proposals for new projects that offer permanent supportive housing for the chronically homeless. (See the Appendix for the definition of chronically homeless.) New projects of any other type are not eligible for funding. Because there will be no new money available, new projects would be funded through reallocation of existing funds.

HUD Goals and Definitions

HUD's goals, as articulated in its Strategic Plan and *Opening Doors: Federal Strategic Plan to Prevent and End Homelessness,* are as follows:

- o Meet the Need for Quality Affordable Rental Homes: End homelessness and substantially reduce the number of families and individuals with severe housing needs
- o End chronic homelessness by 2015
- o End veteran homelessness by 2015
- o End family and youth homelessness by 2020

All projects must align with HUD priorities and strategies and must comply with the HEARTH Act.

Time Line

Thursday, September 12, 2013	Local application materials available
Monday, September 16, 2013	Applicant workshop
Friday, October 4, 2013	Local application due by 11:59 pm
Tuesday, October 29, 2013	Organizations notified of rankings

The applicant workshop will be held on Monday, September 16, 9:30-11:00 am, in the Kate Gleason Auditorium at the Bausch & Lomb Public Library Building. The building can be accessed from first-floor entrances on South Avenue and on Broad Street beginning at 9:00 am. Two-hour parking is available for $2.00 in the Court Street Garage, 194 Court Street, and in the South Avenue Garage, 39 Stone Street. On-street metered parking is $2.50 for two hours.

Application Review

The Grant Application Committee of the CoC Administrative Board is the entity that will review, score, and rank proposals. It consists of individuals without conflicts of interest who either sit on the Administrative Board or are representatives of the community at large. Members of the Grant Application Committee are not employees, owners, stockholders, directors, officers, or board members of, or independent contractors to, any organization that submits or will benefit from a local application that is being reviewed, scored, and ranked.

The Grant Application Committee will evaluate local applications within the context of the following seven community priorities, listed in order from highest to lowest priority:

- o CoC Planning
- o HMIS
- o Permanent Supportive Housing
- o Support Services Only for Permanent Supportive Housing
- o Special Needs Populations
- o Transitional Housing
- o Support Services Only

Local applications will be reviewed using the current HUD definition of "chronically homeless."

Application Scoring

The weighting rubric used by the Grant Application Committee in scoring applications involves specific criteria and a point allocation system. Pay special attention to the following description of how scores will be weighted and use to it to guide the information provided in the narrative portion of the application.

Scoring for Renewals and Expansions

Criterion	Description	Point Maximum
Need	Does the project serve a current need among the homeless in the local community?	10
Design	Does the project appropriately address needs of the homeless and reflect best practices and evidence-based models?	10
Operations	Is the project managed well and operating at capacity?	15
HMIS	Does the project fully and accurately participate in HMIS?	5
Finances	Are budgets and other financial information thorough and complete?	10

Collaboration	Is the project working in partnership with other organizations and linking to additional community resources?	10
Effectiveness	Is the project meeting its projected outcomes?	15
Impact	Does the project reduce homelessness in the local community?	15
Consequence	Will loss of the project adversely affect the community?	10

Maximum Score:	100

Scoring for New Projects

Criterion	Description	Point Maximum
Need	Does the project attempt to serve a current need among the chronically homeless in the local community?	20
Design	Does the project appropriately propose addressing needs of the chronically homeless and reflect best practices and evidence-based models?	20
Experience	Has the organization demonstrated the ability to offer the proposed housing and services?	15
Management	Does the organization have the capacity to effectively manage the project?	10
Finances	Are budgets and other financial information thorough and complete?	10
Collaboration	Will the project work in partnership with other organizations and link to additional community resources?	10
Focus	Does the project have clear and meaningful outcome objectives?	5
Potential	How likely is the project to reduce chronic homelessness in the local community?	10

Maximum Score:	100

Application Checklists

The following checklists identify the components that constitute a complete application for local funding under the HUD Continuum of Care Homeless Assistance Program. Use the appropriate list to ensure that all required materials are submitted. Incomplete applications will not be reviewed and will not be considered for funding.

Application for Renewal or Expansion

☐ Project Summary for Renewal or Expansion Projects (pdf document)

☐ Project Narrative (Word document) *Select one of the following:*
- o Transitional Housing Project Narrative
- o Permanent Supportive Housing Project Narrative
- o Support Services Only Project Narrative

☐ Project Budget (Excel workbook)

☐ Copy of the project APR for its last full operating year

☐ Copy of all HUD monitoring reports received during the past 3 years

☐ Documentation of match

Application for New Permanent Housing for the Chronically Homeless Project

☐ Project Summary for New Projects (pdf document)

☐ New Permanent Housing for the Chronically Homeless Project Narrative (Word document)

☐ Project Budget (Excel workbook)

☐ Proof of 501(c)(3) status

☐ Documentation of match and/or leveraging

To complete the *Project Summary Form*, open the form using Adobe Reader XI. Download it by clicking on "File" and then "Save As." Rename the file and indicate where you would like to save it. Then type into the highlighted fields.

To complete the appropriate *Project Narrative,* open the form in Microsoft Word. Download it by clicking on "File" and then "Save As." Rename the file and indicate where you would like to save it. Then type into the boxes following each question. The boxes will automatically expand as you type.

To complete the *Project Budget*, open the form in Micro Soft Excel. Download it by clicking on "File" and then "Save As." Rename the file and indicate where you would like to save it. Note that the workbook consists of several spreadsheets. If a spreadsheet is applicable to the project, enter the requested data. If a spreadsheet is not applicable, check the "Not Applicable" box at the top left of the spreadsheet.

APRs, HUD monitoring reports, and match and leveraging documentation should be submitted in electronic form, as either a pdf original or a scanned version of a hard-copy document.

Questions about the local application should be directed to Ann G. T. Young, PhD, of AGTY Consulting, by telephone (585-473-0650) or via email (rmccoc@earthlink.net).

Application Submission

To be reviewed and considered for funding, completed applications, including all required documentation, must be submitted electronically by 11:59 pm on Friday, October 4. All components of an application must be transmitted at the same time via email to rmccoc@earthlink.net.

Keep in mind that application reviewers may have little or no knowledge of the organization or project. Therefore, be sure to provide a comprehensive description of the proposed project.

HUD References

It is strongly recommended that all organizations carefully read the *FY 2013 CoC Program Registration Notice* (posted on www.onecpd.info) with special attention to the steps outlined for project applicants on page 4. All applicants must complete or renew their registration in the Central Contractor Registration (CCR)/System for Award Management (SAM) registration. Those project applicants who have not yet registered with Dun and Bradstreet (DUNS) must do so. In addition, each project

applicant should begin verifying and updating the information in its *e-snaps* Project Applicant File. Taking these steps now will ensure that organizations are ready to apply for funding via *e-snaps* once the HUD application becomes available.

Two additional references provide background information that organizations may find useful in preparing for the local and HUD application processes: *CoC Program Interim Rule (24 CFR part 578)* and *FY 2013 NOFAs for Discretionary Programs (General Section).* Links to these documents appear in the *FY 2013 CoC Program Registration Notice.*

APPENDIX

HUD Definition of Chronically Homeless

CoC Program Interim Rule (24 CFR part 578)

"(1) An individual who:

  i. Is homeless and lives in a place not meant for human habitation, a safe haven, or in an emergency shelter; and

  ii. Has been homeless and living or residing in a place not meant for human habitation, a safe haven, or in an emergency shelter continuously for at least one year or on at least four separate occasions in the last 3 years; and

  iii. Can be diagnosed with one or more of the following conditions: substance use disorder, serious mental illness, developmental disability (as defined in section 102 of the Developmental Disabilities Assistance Bill of Rights Act of 2000 (42 U. S. C. 15002)), post-traumatic stress disorder, cognitive impairments resulting from brain injury, or chronic physical illness or disability;

(2) An individual who has been residing in an institutional care facility, including a jail, substance abuse or mental health treatment facility, hospital, or other similar facility, for fewer than 90 days and met all of the criteria in paragraph (1) of this definition, before entering that facility;

(3) A family with an adult head of household (or if there is no adult in the family, a minor head of household) who meets all of the criteria in paragraph (1) in this definition, including a family whose composition has fluctuated while the head of household has been homeless."