

## Before Starting the CoC Application

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

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

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

1. The FY 2024 CoC Program Competition Notice of Funding Opportunity (NOFO) for specific application and program requirements.
2. The FY 2024 CoC Application Detailed Instructions which provide additional information and guidance for completing the application.
3. All information provided to ensure it is correct and current.
4. Responses provided by project applicants in their Project Applications.
5. The application to ensure all documentation, including attachment are provided.

Your CoC Must Approve the Consolidated Application before You Submit It  
- 24 CFR 578.9 requires you to compile and submit the CoC Consolidated Application for the FY 2024 CoC Program Competition on behalf of your CoC.  
- 24 CFR 578.9(b) requires you to obtain approval from your CoC before you submit the Consolidated Application into e-snaps.

### Answering Multi-Part Narrative Questions

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

### Attachments

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

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

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

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

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

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

**1A-1. CoC Name and Number:** NY-600 - New York City CoC

**1A-2. Collaborative Applicant Name:** New York City Department of Homeless Services

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

**1A-4. HMIS Lead:** New York City Department of Homeless Services

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

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

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<b>1B-1.</b>	<b>Inclusive Structure and Participation–Participation in Coordinated Entry.</b>	
	NOFO Sections V.B.1.a.(1), V.B.1.e., V.B.1f., and V.B.1.p.	
	In the chart below for the period from May 1, 2023 to April 30, 2024:	
	1. select yes or no in the chart below if the entity listed participates in CoC meetings, voted—including selecting CoC Board members, and participated in your CoC’s coordinated entry system; or	
	2. select Nonexistent if the organization does not exist in your CoC’s geographic area:	

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

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

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

<b>1B-1a.</b>	<b>Experience Promoting Racial Equity.</b>	
	NOFO Section III.B.3.c.	

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

**(limit 2,500 characters)**

NYC CoC collaborates with underserved communities to design and operate programs that equitably benefit them through ongoing, active engagement with homeless service provider organizations. Our extensive outreach and recruitment for the CoC’s local funding competition has facilitated an expansion of our provider community to include several new organizations that are led by persons of color and serve a diverse array of populations, including youth aging out of foster care, South Asian women experiencing domestic violence, persons with criminal justice involvement and members of the LGBTQI+ community. The CoC works with providers to ensure their projects are designed and implemented with the support and input of the NYC CoC persons with lived experience community.

Another way the NYC CoC is working to successfully advance racial equity came from a need for community during the pandemic. Members of NYC CoC leadership and a group of dedicated NYC-based homeless services provider Executive Directors came together to form the Racial Equity in Supportive Housing (RESH) Workgroup in 2020. It is a volunteer affinity group that examines and implements tangible solutions to advance leadership and racial equity for NYS supportive housing stakeholders who identify as Black. RESH’s mission is to advocate for policies and practices that advance racial and wage equity and improve the quality of life for Black people connected to the supportive housing sector. Black people have been historically and disproportionately impacted by poverty and homelessness and face the most systemic barriers to accessing economic and social opportunities. In New York, 80% of workers providing care for the homeless or formerly homeless are women of color. Yet, data shows that the leadership of organizations providing services often does not reflect the populations they serve. The mission and vision of RESH is to break down the systemic and systematic barriers that prevent our workforce and client base from thriving.

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

(limit 2,500 characters)

1.The NYC CoC welcomes all NYC-based persons, organizations, and agencies dedicated to the mission of ending homelessness to join in our work. We publicize our quarterly public meetings, elections, trainings, subcommittees, Annual Evaluation, and coordinated entry updates on our website and through a monthly newsletter sent to a 1,900+ subscribers’ listserv. Anyone can join our CoC by attending a public meeting, subscribing to the CoC listserv, and/or joining a CoC subcommittee if applicable/eligible. A link to register for the CoC listserv is located on the website homepage and shown at the bottom of all NYC CoC materials, and an invitation to join, and bring others, is announced at all CoC meeting. The CoC also utilizes the NYC Dept of Social Services (NYC DSS) and Dept of Homeless Services (DHS) social media accounts to encourage participation from a broader audience. Since 2023, the NYC CoC has hired one new staff person and two interns whose work centers on actively communicating and engaging with the NYC CoC’s vast network of CBOs, gov’t agencies, and community members.

2.The CoC website is ADA compliant and has the capacity to translate into 100+ languages. The website promotes navigation that uses assistive technology such as screen readers and screen magnifiers with easy access to City programs/resources. Additionally, the NYC CoC works closely with its membership to ensure easy access to formal and informal communications and allow for adaptive ways to contribute to and attend virtual and in person meetings.

3.Since 2020, the NYC CoC has used Zoom and Teams for small and large scale meetings and trainings to ensure the attendance of NYC CoC members who may not be able to attend in person meetings. The NYC CoC engages and promotes the work of its network (many of which serve Black, Latino, LGBTQ+, and persons w/ disabilities) through member outreach, public meeting spotlights and panels, features in our monthly newsletter, and cross-promotion of events. All committees, including the Persons with Lived Experience (PWLEx) Committee and Youth Action Board (YAB) regularly conduct membership outreach that emphasizes equity and focuses on ensuring membership reflects the populations served by the CoC.

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

Describe in the field below how your CoC:	
1.	solicited and considered opinions from a broad array of organizations and individuals that have knowledge of homelessness, or an interest in preventing and ending homelessness;
2.	communicated information during public meetings or other forums your CoC uses to solicit public information;
3.	ensured effective communication and access for persons with disabilities, including the availability of accessible electronic formats; and
4.	took into consideration information gathered in public meetings or forums to address improvements or new approaches to preventing and ending homelessness.

**(limit 2,500 characters)**

1. The NYC CoC solicits and incorporates views from a diverse group of stakeholders engaged in ending homelessness. In all NYC CoC committees, membership must include at least one gov't representative, nonprofit provider staff, an at-large member, a coalition representative, and persons with lived experience to ensure balanced representation. Current at-large NYC CoC membership includes financial/technical assistance organizations for supportive housing providers and affordable housing developers. Many non-profits involved in the NYC CoC are led by and serve LGBTQ+, persons with disabilities, and Black, Brown, and other people of color. The NYC CoC uses a general email account to share announcements with the NYC CoC listserv (e.g., events, job postings, committee openings, and other announcements for the community). The general email also allows CoC members to submit questions and concerns to NYC CoC leadership.
2. NYC CoC Public Meeting agendas are designed to offer participants a range of useful and timely information on CoC Program operations and more general homeless services-related activities happening in NYC. All venues are ADA compliant and all content shared at the meeting is later distributed electronically to ensure the full CoC network has access to the latest information. The NYC CoC regularly monitors registration lists from our meetings for new meeting attendees. The Community Engagement team cultivates these new relationships by inviting these individuals and organizations, as applicable, to present at public meetings, join one of our many committees and workgroups, introduce themselves and/or their organization to the CoC, and serve as subject matter experts. The NYC CoC monthly newsletter continues to publish the "CoC Spotlight" series, to highlight impactful initiatives, programs, CoC members, and more. CoC members are regularly invited to pitch innovative article ideas as one strategy for engaging the community.
3. Based on feedback collected during committee meetings and other CoC sponsored events, the CoC addresses suggested improvements and approaches by synthesizing feedback and drafting proposals for the Steering Committee's consideration. Additionally, during quarterly public CoC meetings (with an average of 180 attendees), the CoC solicits input from the community by using post-meeting feedback surveys to improve future meeting engagement, content, and shared resources.

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

(limit 2,500 characters)

1. The CoC widely distributed the new project application prior to the 2024 NOFO release via DSS, HRA and DHS social media accounts, the CoC email listserv of 1,900+ subscribers, and a dedicated 2024 NOFO webpage. Additionally, 4 provider coalitions disseminated the new project application, reaching 5,000+ organizations across NYC, including many that had not previously applied for CoC funds. The new project application posts included the submission timeline and useful resources for new organizations, stating in part: “the CoC encourages applications from applicants not previously awarded CoC Program funds... the CoC provides technical assistance to ensure the process is accessible to all eligible organizations, including those who have not received CoC funds in the past.” Instructions, definitions of key terms, and eligibility criteria are incorporated into the new project application to make the process accessible to those unfamiliar with the CoC Program. Early release of the new project application allowed DSS to hold a bidder’s conference and office hours providing individualized technical assistance to any requesting organization, with a focus on first time applicants, as needed.

2. The CoC’s local competition uses a new project application to solicit new project proposals that will be funded using CoC reallocation, DV Bonus and CoC Bonus funds. After the new project application release, information sessions are held for interested applicants where the local submission process (e.g., timeline, preferred file type, and how to use the dedicated CoC to submit the application) is described in detail. The new project application described local and HUD required threshold criteria as well as the scoring methodology, performance expectations, and new project rubric. Prospective applicants were also informed how, if selected by the Independent Review Team, their application would be included in the CoC Collaborative Application.

3. A total of 15 projects were submitted for consideration. All projects were reviewed by CoC staff to confirm they met project threshold criteria. Of those, 14 project applications met threshold criteria and were shared with a new project review committee for review and scoring using a standard set of metrics focused on program design, local priorities, and expected project performance.

4. The new project application was posted on our WCAG 2.1 compliant website in 100+ languages with assistive tech.



# 1C. Coordination and Engagement

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

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

	Entities or Organizations Your CoC Coordinates with for Planning or Operations of Projects	Coordinates with the Planning or Operations of Projects?
1.	Funding Collaboratives	Yes
2.	Head Start Program	Yes
3.	Housing and services programs funded through Local Government	Yes
4.	Housing and services programs funded through other Federal Resources (non-CoC)	Yes
5.	Housing and services programs funded through private entities, including Foundations	Yes
6.	Housing and services programs funded through State Government	Yes
7.	Housing and services programs funded through U.S. Department of Health and Human Services (HHS)	Yes
8.	Housing and services programs funded through U.S. Department of Justice (DOJ)	No
9.	Housing Opportunities for Persons with AIDS (HOPWA)	Yes
10.	Indian Tribes and Tribally Designated Housing Entities (TDHEs) (Tribal Organizations)	No
11.	Organizations led by and serving Black, Brown, Indigenous and other People of Color	Yes
12.	Organizations led by and serving LGBTQ+ persons	Yes
13.	Organizations led by and serving people with disabilities	Yes
14.	Private Foundations	Yes
15.	Public Housing Authorities	Yes
16.	Runaway and Homeless Youth (RHY)	Yes
17.	Temporary Assistance for Needy Families (TANF)	Yes
	Other:(limit 50 characters)	
18.		

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

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

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

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

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

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

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

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

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

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

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

**(limit 2,500 characters)**

The NYC Dept of Homeless Services (DHS), NYC’s lead CoC agency, partners in several ways with NYC Public Schools (NYCPS) and early childhood services providers to ensure students experiencing homelessness are connected to education services. This effort includes formal partnerships with NYCPS’s Office of Students in Temporary Housing (STH) and early childhood providers.

STH supports more than 350 dedicated school and shelter-based staff providing direct supports to students affected by homelessness. NYCPS shelter-based staff are located directly in shelters, engaging families to ensure they are fully informed and supported in all aspects of their educational needs. This includes dedicated assistance on enrollment, no-cost school transportation options, access to school health and mental health services, immigration services, direct donations of school supplies, warm winter clothing, personal hygiene kits, and other basic needs. NYCPS also has 3 dedicated staff at the DHS central family shelter intake center in the Bronx, ensuring families are informed from the start about all available school-related supports and resources. Collaboration between NYCPS and DHS is strengthened by a data-sharing MOU that allows shelter staff to access real time data on enrollment and attendance for every child in shelter attending public schools. In addition, NYCPS has implemented Every Student Every Day (ESED), an evidence-based attendance strategy, in every shelter to strengthen collaboration. The agencies have also collaborated on joint training efforts bringing together front-line staff to strengthen working partnerships and enhance supports for families.

Through the NYC Children’s Cabinet, the city launched an additional innovative collaborative pilot, “Every Child and Family is Known.” This pilot is a partnership between NYCPS, DHS, and the NYC Administration for Children’s Services (ACS) to support children in DHS shelters in attending school in the Bronx borough of NYC.

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

**(limit 2,500 characters)**

The CoC adopted written policies that summarize educational rights and available services, and we require that all CoC projects to inform families with children and youth of their rights, including at initial intake. (As described above, the same is done at homeless shelter intake by the Dept of Homeless Services.) The policy requires project staff to assist eligible households in accessing education services. NYC Public Schools (NYCPS) also issued guidance for all school- and shelter-based staff to assist in assessing the needs of students affected by homelessness, with a focus on helping students disconnected from school become re-engaged. Specific guidance has been added on supporting families recently arrived in the USA who have entered the shelter system, including resources for multilingual learners and immigration supports.

Additionally, NYCPS maintain a formal NYC Chancellor’s Regulation that memorializes its obligations under McKinney-Vento. The regulation clarifies key issues and obligations each school must meet, including families’ rights regarding school enrollment and student transportation. Each of the approximately 1,600 public schools must identify a dedicated School Based Students in Temporary Housing (STH) Liaison. School personnel receive annual training in the fundamentals of school-based supports for students affected by homelessness and guidance on accessing additional resources to meet special needs. Inter-agency collaborative training with both shelter and school staff ensures all frontline staff are well informed of key functions and resources available through partner agencies. NYCPS support broad engagement with families experiencing homelessness including outreach and referral to Universal Pre-K; summer enrichment programs & youth employment; middle school and high school selection fairs; etc. Each summer, DHS and NYCPS collaborate on efforts to relocate families to be close to the youngest child’s school of origin, mitigating educational disruption. In an initiative led by the NYC Office of Technology & Innovation (OTI), the City has installed Wi-fi in its shelters for families with children to ensure children can access online assignments and participate in other online educational activities.

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

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

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

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

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

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

	Organizations	
1.	State Domestic Violence Coalitions	Yes
2.	State Sexual Assault Coalitions	Yes
3.	Anti-trafficking Service Providers	Yes
	Other Organizations that Help this Population (limit 500 characters)	
4.		

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

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

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

(limit 2,500 characters)

1. The CoC Domestic Violence (DV) Committee is comprised of City agencies, NY State DV coalition members, service providers serving survivors of domestic and other forms of gender-based violence, including human trafficking and sexual assault (DVGBV), and survivors of DVGBV (people with lived experience, PWLEx). It informs and updates CoC policies related to housing for domestic violence, dating violence, sexual assault, trafficking and stalking survivors. The Mayor’s Office to End Domestic and Gender- Based Violence (ENDGBV) and NYC Human Resources Administration Domestic Violence Services (HRA DVS) assist the CoC, City agencies, and nonprofit providers with the development and review of DV-focused best practices, including policies and protocols.

2. The CoC DV Committee works to ensure all services are trauma-informed and meet the unique needs of survivors. The CoC DV Committee is co-chaired by ENDGBV, New Destiny Housing (NDH) Corporation, NYC Housing Preservation and Development (HPD), and a DV survivor. Twenty organizations, including several culturally specific organizations, participate in the committee. In addition, to facilitate the transition to housing for DV survivors, DV RRH providers, PWLEx, and City agencies participate in monthly DV Rapid Rehousing Workgroup (DV RRH WG) meetings to discuss program challenges, successes, and best practices. ENDGBV also convenes the DV Coordinated Entry (CE) Advisory Group, with nearly 50% PWLEx membership, to ensure survivor and provider feedback is meaningfully incorporated into the DV SSO CE grant implementation activities. The DV SSO CE grant team has worked in collaboration with service providers and survivors (from the DV CE Advisory Group, DV RRH WKGP, an RRH TA provider, and other PWLEx) to prioritize DV RRH program referrals and minimize the number of times survivors have to tell their stories to service providers (while still gathering all information necessary to prioritize housing referrals for those most at risk of DV and homelessness). An external evaluator began their evaluation of the prioritization process this grant year to ensure that the process is in fact prioritizing survivors most vulnerable to DV and homelessness, and that the process is trauma-informed.

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

(limit 2,500 characters)

1. NYC’s Coordinated Assessment and Placement System (CAPS) connects survivors with DVGBV service providers that are trained in safety planning and trauma-informed care via the City’s DVGBV Hotline, 311, Family Justice Centers, and NYC Hope. The hotline is staffed 24/7 to ensure all persons fleeing or attempting to flee DV or sexual assault have immediate access to crisis response services. The Mayor’s Office to End Domestic and Gender-Based Violence (ENDGBV) operates NYC Family Justice Centers: confidential, client-centered, safe settings that provide access to services such as counseling, legal assistance, and case management. NYC Hope is a web portal that that with a resource search feature that assists survivors in identifying non-profit DV service providers in NYC by specific services, populations served, language needs, and borough. NYC Hope also provides information on the different forms of DVGBV, how to recognize signs of DVGBV, and how to support DVGBV survivors. The DV Coordinated Entry team is expanding training to non-DVGBV service providers operating RRH programming on best practices and safety planning for DVGBV victims and survivors in their programs.

2. Coordinated Entry CAPS protocols protect survivor confidentiality and choice with privacy protections for survivors completing the CAPS Survey at a CAPS DV site. The DV CE SSO grant works (in collaboration with PWLEx and others) to ensure CAPS Survey questions are transparent and trauma-informed and created an FAQ for CAPS consent forms so survivors know how their data is being used and who has access to their data at different points in the CE process. The survivor-informed DV RRH prioritization process centers survivors’ privacy by using a link to a separate secure City server to complete a form with questions needed for prioritization managed by ENDGBV DV CE staff only. The prioritization form identifies survivors by their CAPS Survey number, not their names, and does not ask for additional demographic information. Ongoing work with the external evaluators and survivors through the DV SSO grant will continue to inform future privacy improvements as CAPS continues to expand and include more DV RRH programs.

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

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

		Project Staff	Coordinated Entry Staff
1.	Training Occurs at least annually?	Yes	Yes
2.	Incorporates Trauma Informed best practices?	Yes	Yes
3.	Incorporates Survivor-Centered best practices?	Yes	Yes
4.	Identifies and assesses survivors’ individual safety needs?	Yes	Yes
5.	Enhances and supports collaboration with DV organizations?	Yes	Yes
6.	Ensures survivors’ rights, voices, and perspectives are incorporated?	Yes	Yes
Other? (limit 500 characters)			

7.	Two new trainings are in development with survivors' feedback incorporated into each training. The HRA Office of Supportive and Affordable Housing will work with ENDGBV to notify programs and referring providers of prioritized DV RRH referrals will address the importance of VAWA and confidentiality when handling survivor data. A training on DV/GBV for non-DV RRH providers will address trauma-informed, survivor centered best practices for working with DV/GBV survivors in their programs.	Yes	Yes
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1C-5d.	<b>Implemented VAWA-Required Written Emergency Transfer Plan Policies and Procedures for Domestic Violence, Dating Violence, Sexual Assault, and Stalking.</b> NOFO Section V.B.1.e.	
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Describe in the field below:

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

**(limit 2,500 characters)**

1.NYC CoC written policies and procedures includes a VAWA compliant Emergency Transfer Plan for Victims of Domestic Violence, Dating Violence, Sexual Assault, or Stalking. The NYC CoC has adopted the HUD model emergency transfer plan that identifies tenants/occupants who are eligible for an emergency transfer.

2.The NYC CoC makes the VAWA compliant Emergency Transfer Plan for Victims of Domestic Violence, Dating Violence, Sexual Assault, or Stalking publicly available on its website for programs and program participants. Programs are instructed to inform all participants of this resource upon entry to the program. The process clearly explains how participants can use their rights to an emergency transfer and ensures program participants have housing and services options.

3.To request an emergency transfer, tenants notify the housing provider management office and submit a written request.

4.CoC housing providers must act as quickly as possible to move a tenant who is a victim of domestic violence, dating violence, sexual assault, or stalking to another unit, subject to unit availability and safety. If a tenant believes a proposed transfer would not be safe, the tenant may request a transfer to a different unit. If the CoC housing provider does not have an available safe unit for a tenant that needs a transfer, the housing provider will assist the tenant in identifying other housing providers who do.

Beginning in the 2023 NOFO, RRH and PSH projects (both new and renewing) are now able to allocate funds to the VAWA Costs Budget Line Item. This applies to both DV Bonus projects and to RRH projects that are not targeted specifically to survivors of domestic violence. The creation of this new eligible activity helps ensure that CoC projects comply with the VAWA Reauthorization Act of 2022. In addition, the NYC Family Justice Centers (FJC) described above are holistic service centers for survivors of DVGBV, and they provide regular trainings for homeless service providers on FJC and other DVGBV, including on safety planning for DVGBV survivors.



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

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

**(limit 2,500 characters)**

The CAPS Survey is designed to identify all housing options that an individual or family may be eligible for, including housing and services supported with federal, state and local funding. The CAPS Survey also provides DVGBV resources (information on the Family Justice Centers (FJCs), the DV Hotline, and the NYC Hope website) to those who identify as a survivors of DVGBV (regardless of whether they are completing the survey with a DV or non-DV service provider).

The DV Hotline, 311, FJCs, and NYC Hope are Citywide services accessible to anyone experiencing DVGBV in NYC (our CoC's geographic area). The DV Hotline and 311 can connect DVGBV victims and survivors to shelter services, to permanent housing resources, and to DVGBV service providers who can assist with accessing permanent housing options. The NYC Hope web portal allows victims and survivors to lookup DVGBV service providers who provide housing assistance according to their borough of preference/safety and culturally specific needs. The FJCs are staffed by nonprofit DVGBV service providers trained in providing housing resources and application/referral assistance, including assistance in using the CAPS Survey and accessing CoC housing resources through CAPS.

The DV SSO CE grant team conducts regular trainings for DV/GBV and non-DV/GBV service providers on how to use CAPS in a trauma-informed, survivor-centered way, with a best practices portion of each training that was created by survivors in the DV CE Advisory Group. These trainings are conducted every 2 months for new FJC staff along with a housing options training that provides in-depth information on the City's different voucher and permanent housing options. Additionally, there is a semiannual Citywide best practices training series open to all service providers, including non-DV; weekly trainings open to all DVGBV providers on how to use CAPS to identify and assess housing options; and monthly trainings on supportive housing and how to submit a SH application through CAPS.

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

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

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

**(limit 2,500 characters)**

1.The DV SSO Coordinated Entry (CE) grant team (led by the Mayor’s Office to End Domestic and Gender- Based Violence, ENDGBV) engages survivors and service providers through the DV CE Advisory Group and analyzes real-time local data to proactively identify systemic barriers to housing that disproportionately affect communities of color in NYC. The DV CE Advisory Group is approximately evenly split between DVGBV service providers and PWLEx in DVGBV and homelessness. It meets monthly to identify structural/systemic barriers to accessing housing and identify action steps to address those barriers. Issues discussed in the group included, administrative changes to housing application processes, strategies for ensuring information about resources is accessible to survivors, and steps for ensuring assessment and prioritization processes address race equity from the individual to systemic level. The DV SSO CE grant team, with input from the DV CE Advisory Group and other stakeholders, created a prioritization process for DV RRH intended to address the disproportionate impacts systemic racism has had on communities of color, with black women being most impacted by DV and homelessness in NYC. An external evaluator is evaluating this process to ensure it meets its goals of prioritizing those most in need and most impacted by DV and homelessness, minimizing provider bias and the number of times a survivor must tell their story.

2.The CoC works toward removing barriers to housing access through cross training for non-DV providers on specific barriers survivors face when seeking help. Based on survivor and provider feedback, the DV SSO CE grant made CAPS Survey questions more accessible and transparent, facilitates the incorporation of more agencies and sites into the CAPS system, provides training on how to administer CAPS in a trauma-informed, survivor-centered way and advocates for administrative and policy changes to City housing policies that limit equitable access. NYC changed eligibility criteria to facilitate DV survivors’ access to 15/15 PSH and NYC HPD financed units. The DV RRH prioritization process that is in the process of being evaluated aims to address risk of harm and homelessness that disproportionately affect black women in NYC by including indicators of risk of DV/GBV harm identified by black women, access to resources, and experience with discrimination that may impact their ability to seek services and find housing, in the prioritization process.

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

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

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

Describe in the field below:

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

**(limit 2,500 characters)**

1. NYC Dept of Homeless Services (DHS) and the NYC CoC maintain up to date policies and procedures addressing discrimination based on federally and locally protected classes, including LGBTQ+ persons. On an as needed basis, with the DSS Director of LGBTQI Affairs, policies regarding how providers work with, and deliver services to, program participants are reviewed and updated to address feedback from stakeholders. Additionally, DHS- and NYC CoC-funded providers are contractually obligated to incorporate DHS policies into new hire onboarding, including the procedure for Equal Access and anti-discrimination training for staff. Refresher trainings are offered as needed and the NYC COC hosts annual refresher trainings for CoC-funded providers.

2. DHS and NYC COC have anti-discrimination policies that are provided to all service providers, explaining standards and offering examples of what's expected. When policies are updated, providers are notified and training is offered as needed to ensure compliance with the new policies. DHS and NYC COC expect all policies to be adopted and implemented by all contracted providers.

3. Providers receive regular contract monitoring visits by DHS and NYC CoC staff; CoC funded projects are monitored by NYC CoC staff, including (but not limited to) an annual evaluation that includes anti-discrimination policies and practices, along with other service delivery metrics; and provider attendance is tracked at each refresher training.

4. Through annual contract monitoring and project evaluations, the CoC and DHS identify providers who are falling short of meeting standards. When DHS finds noncompliance, an intervention and corrective action plan appropriate for the issue is developed, implemented, and closely monitored.

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

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

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

Public Housing Agency Name	Enter the Percent of New Admissions into Public Housing or Housing Choice Voucher Program During FY 2023 who were experiencing homelessness at entry	Does the PHA have a General or Limited Homeless Preference?	Does the PHA have a Preference for current PSH program participants no longer needing intensive supportive services, e.g., Moving On?
New York City Housing Authority	49%	Yes-Public Housing	No
New York City Housing Preservation and Development	58%	Yes-Both	Yes

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

Describe in the field below:

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

(limit 2,500 characters)

1. The NYC Housing Authority (NYCHA) and NYC Department of Housing Preservation and Development (HPD) are among the largest public housing agencies (PHAs) in the nation. NYCHA and HPD successfully implemented the Emergency Housing Voucher (EHV) program in collaboration with the CoC and other stakeholders, moving approximately 8,000 households into permanent housing. NYCHA also oversees NYC's public housing (PH) developments and a large Housing choice Voucher (HCV) program, with priority admissions policies for households experiencing homelessness.

HPD oversees a Housing Choice Voucher (HCV) program and a Moving On strategy, and it has also adopted homeless admission preferences. HPD is also a committed Stability Voucher partner and a CoC Program funding recipient. Specifically, HPD manages 44 CoC-funded subrecipient projects that are required to abide by both HUD requirements and HPD-established homeless preferences. HPD is a CoC Steering Committee voting member, former CoC Steering Committee Co-Chair, and current Co-Chair of the Domestic Violence Sub-Committee of the CoC.

2. The NYC CoC has strong relationships with both of these local PHAs.

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

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

1.	Multifamily assisted housing owners	Yes
2.	PHA	Yes
3.	Low Income Housing Tax Credit (LIHTC) developments	Yes
4.	Local low-income housing programs	Yes
	Other (limit 150 characters)	
5.		

1C-7c.	Include Units from PHA Administered Programs in Your CoC's Coordinated Entry. NOFO Section V.B.1.g.	
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In the chart below, indicate if your CoC includes units from the following PHA programs in your CoC's coordinated entry process:

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

1C-7d.	Submitting CoC and PHA Joint Applications for Funding for People Experiencing Homelessness. NOFO Section V.B.1.g.	
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1.	Did your CoC coordinate with a PHA(s) to submit a competitive joint application(s) for funding or jointly implement a competitive project serving individuals or families experiencing homelessness (e.g., applications for mainstream vouchers, Family Unification Program (FUP), other programs)?	No
		<b>Program Funding Source</b>
2.	Enter the type of competitive project your CoC coordinated with a PHA(s) to submit a joint application for or jointly implement.	n/a

1C-7e.	Coordinating with PHA(s) to Apply for or Implement HCV Dedicated to Homelessness Including Emergency Housing Voucher (EHV). NOFO Section V.B.1.g.	
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	Did your CoC coordinate with any PHA to apply for or implement funding provided for Housing Choice Vouchers dedicated to homelessness, including vouchers provided through the American Rescue Plan?	Yes
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## 1D. Coordination and Engagement Cont'd

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

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

1D-1.	Preventing People Transitioning from Public Systems from Experiencing Homelessness.	
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NOFO Section V.B.1.h.
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Select yes or no in the chart below to indicate whether your CoC actively coordinates with the public systems listed to ensure persons who have resided in them longer than 90 days are not discharged directly to the streets, emergency shelters, or other homeless assistance programs.
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1.	Prisons/Jails?	Yes
2.	Health Care Facilities?	Yes
3.	Residential Care Facilities?	Yes
4.	Foster Care?	Yes

1D-2.	Housing First—Lowering Barriers to Entry.	
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NOFO Section V.B.1.i.
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	1. Enter the total number of new and renewal CoC Program-funded PSH, RRH, SSO non-coordinated entry, Safe Haven, and Transitional Housing projects your CoC is applying for in FY 2024 CoC Program Competition.	185
	2. Enter the total number of new and renewal CoC Program-funded PSH, RRH, SSO non-coordinated entry, Safe Haven, and Transitional Housing projects your CoC is applying for in FY 2024 CoC Program Competition that have adopted the Housing First approach.	185
	3. This number is a calculation of the percentage of new and renewal PSH, RRH, SSO non-coordinated entry, Safe Haven, and Transitional Housing projects the CoC has ranked in its CoC Priority Listing in the FY 2024 CoC Program Competition that reported that they are lowering barriers to entry and prioritizing rapid placement and stabilization to permanent housing.	100%

1D-2a.	Project Evaluation for Housing First Compliance.	
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NOFO Section V.B.1.i.
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You must upload the Housing First Evaluation attachment to the 4B. Attachments Screen.
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Describe in the field below:
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1.	how your CoC evaluates every project—where the applicant checks Housing First on their project application—to determine if they are using a Housing First approach;
2.	the list of factors and performance indicators your CoC uses during its evaluation;
3.	how your CoC regularly evaluates projects outside of your local CoC competition to ensure the projects are using a Housing First approach; and
4.	what your CoC has done to improve fidelity to Housing First.

**(limit 2,500 characters)**

1. The NYC CoC is a strong believer in the Housing First (HF) approach. All NYC CoC providers receiving HUD CoC funding are required to adhere to the "Housing First Practices" described in the "NYC CoC Program Written Standards", which includes the HF standards and expectations for each project type. The NYC CoC local competition asks how participants will implement HUD defined HF Principles. It also asks applicants to affirm their participation in CAPS (NYC's coordinated entry system), which uses a HF approach. Projects must adhere to the "NYC CoC Program Written Standards," take part in the Annual Project Performance Evaluation, participate in Quarterly Performance Reviews, and be subject to APR review by the CoC.

2. Performance indicators include Unit Utilization; Serving Chronically Homeless; Serving Literally Homeless; Avg Length of Stay; Increased/Maintained Earned Income; Increased/Maintained Other Income; Sources Non-Cash Benefits; Possess Health Insurance; Exit to Permanent Housing; Maintain Permanent Housing; Rate of Return to Homelessness; Data Quality & Timely HMIS uploads into data warehouse; time to placement.

3. We continually re-affirm the importance of adherence to HF via quarterly Grantee meetings, individual project APR reviews, and the Annual Project Performance Evaluation. In 2023, NYC CoC began holding quarterly performance reviews (QPR) with questions to confirm projects are using a HF approach. Additional QPR metrics on "time to placement" will provide insight into enrollment practices out of step with HF. The CoC Project Monitoring (PM) team confirms HF practices by reviewing project policies, intake and eligibility forms, and participant leases, with an eye to identifying any non-HF practices (e.g. termination or rejection for failure to participate in voluntary services or barriers imposed as a condition of being housed).

4. In addition to the regular performance monitoring and data quality reviews mentioned above, the CoC improves fidelity to HF approach through our Coordinated Entry system. The NYC CAPS system actively manages housing placements through a web-based referral process and communicates trains and provides feedback to PSH providers on HF approaches to tenant enrollment and lease up. The CoC Performance Management Committee has adopted and modified HUD's HF Fidelity tool and is administering the tool with all CoC providers. The results will be analyzed annually and will inform future trainings and provider outreach.

1D-3.	Street Outreach—Data—Reaching People Least Likely to Request Assistance.	
	NOFO Section V.B.1.j.	
	Describe in the field below how your CoC tailored its street outreach to people experiencing homelessness who are least likely to request assistance.	



**(limit 2,500 characters)**

The NYC Department of Homeless Services (DHS), contracts with nonprofit street outreach providers that work in multi-disciplinary teams to seek out individuals throughout NYC with the goal of quickly linking them to services and bringing them indoors. Outreach teams work 24 hours a day, year-round and focus on persons experiencing unsheltered homelessness. The teams use a harm-reduction and Housing First approach, building relationships with historically service-resistant individuals. They meet with individuals on the street or in provider offices to complete crisis intervention assessments and clinical evaluations, and to determine any risk of harming self or others. Outreach teams use an ongoing intensive case management model to engage, discuss available services and benefits, and work rapidly to move individuals into housing.

Outreach teams connect unsheltered individuals to transitional placements including, but not limited to, low-barrier stabilization beds and safe havens, welcome centers, and traditional shelters. Persons are also connected to drop-in centers services such as showers, food, and laundry. Outreach teams work to connect persons with case management and medical appointments while securing documents and benefits, such as public assistance, SSI/SSD, Medicaid, and VA benefits. Teams support individuals throughout the housing process, including completing housing applications, interview prep, apartment visits and other housing related activities for all eligible persons.

Outreach providers also participate in the Coordinated Behavior Health Task Forces, which focus on high needs, chronically homeless individuals and bring together multiple city and state agencies and partners to connect such individuals to care. This model ensures that the most vulnerable clients are connected to Safe Options Support (SOS), Intensive Mobile Treatment (IMT) and Assertive Community Treatment (ACT) Teams, receive intensive coordinated follow-up during and after hospitalizations, and receive expedited services at all levels.

In 2022, New York City was awarded 12 new permanent supportive housing (PSH), rapid rehousing (RRH) and social services only (SSO) project under the FY22 Unsheltered Homelessness Set Aside, Special NOFO. The NYC CoC is working closely with the providers to stand up and make operational the new projects and further the capacity of NYC to offer a range of housing and services to all unsheltered New Yorkers.

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

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

	Your CoC's Strategies	Engaged/Educated Legislators and Policymakers	Implemented Laws/Policies/Practices that Prevent Criminalization of Homelessness
1.	Increase utilization of co-responder responses or social services-led responses over law enforcement responses to people experiencing homelessness?	Yes	Yes

2.	Minimize use of law enforcement to enforce bans on public sleeping, public camping, or carrying out basic life functions in public places?	Yes	Yes
3.	Avoid imposing criminal sanctions, including fines, fees, and incarceration for public sleeping, public camping, and carrying out basic life functions in public places?	Yes	Yes
4.	Other:(limit 500 characters)		

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

		HIC Longitudinal HMIS Data	2023	2024
	Enter the total number of RRH beds available to serve all populations as reported in the HIC or the number of households served per longitudinal HMIS data, e.g., APR.	HIC	1,501	1,194

1D-6.	Mainstream Benefits–CoC Annual Training of Project Staff.	
	NOFO Section V.B.1.m.	

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

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

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

Describe in the field below how your CoC:

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

**(limit 2,500 characters)**

1. NYC homeless service providers who receive City, State and HUD funding are required to assist participants in applying for public benefits and services and have achieved high rates of public health insurance coverage. Providers also have partnerships with dedicated homeless healthcare providers to ensure access to health care tailored to their unique medical and mental health needs. Many NYC CoC providers offer on-site clinicians and health care services, connecting participants to primary care providers for preventative care. This reduces the use of emergency services with health benefits for clients, along with reductions in unnecessary Medicaid spending. On-site programming also promotes healthy, affordable eating habits, which encourage improved utilization of SNAP benefits and overall health.

NYC Human Resources Administration (HRA) and Dept of Homeless Services (DHS) offer a wide array of services and/or direct referrals to medical, mental health, case management and/or substance use services for individuals in need, including those experiencing homelessness. Additionally, the NYC CoC provides trainings for caseworkers on how to access benefits in NYC. In 2022, New York City was awarded 7 new SSO projects under the FY22 Unsheltered Homelessness Set Aside Special NOFO. The NYC CoC is working closely with the newly funded providers to stand up and make operational these projects and further the capacity of NYC to offer a range of services, including connections to health services and assistance applying for SSI.

2. The NYC CoC Income Access Committee, composed of a diverse group of CoC stakeholders, now leads the strategic implementation of SOAR in NYC and encourages CoC organizations to train case managers on the SOAR approach. The NYC CoC Newsletter announces upcoming SOAR training cohorts, Review Sessions, and National SOAR Webinars. The CoC’s Annual Evaluation includes a scored question asking if CoC Program Staff used the SOAR model to assist clients in applying for SSI/SSDI benefits. The SOAR approach, in combination with the Social Security’s Sequential Evaluation, is also utilized by NYC HRA’s Wellness, Employment, Comprehensive Assessment and Rehabilitation (WeCARE) to assist clients with medical and/or mental health barriers to employment access SSI/SSDI for a better quality of life.

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

**(limit 2,500 characters)**

1. The NYC CoC partners with the NYC Department of Health and Mental Hygiene (DOHMH), NYC Health + Hospitals (H+H), Department of Social Services (DSS), Department of Homeless Services (DHS), and Human Resources Administration (HRA), to develop policies and procedures ensuring robust surveillance, investigation, response and prevention of infectious diseases among individuals currently or previously experiencing homelessness in emergency shelter (including new migrant shelters), transitional housing, and permanent housing (including rapid rehousing and permanent supportive housing). Through its routine work, DOHMH coordinates infectious disease prevention efforts in close partnership with city, state and federal agencies; local social service organizations; healthcare providers; and other stakeholders. DOHMH works with congregate residential settings, supportive housing, and scattered site programs to rapidly and systematically detect infectious disease cases, notify agency partners and affected individuals, and coordinate related response activities. The DOHMH Bureau of Communicable Disease (BCD) monitors, detects, and works to prevent 70+ diseases and maintains robust relationships with various state and city agencies as well as individual facilities. The DOHMH Bureau of Tuberculosis (TB) Control also has a long-standing partnership with DSS to detect, investigate, and prevent TB in homeless populations in NYC. The DOHMH Bureau of Immunization (BOI) provides support to both DSS and DHS in providing vaccination services at shelters across NYC, including flu and COVID-19 vaccination. With the influx of asylum seekers to NYC, H+H expanded their services to provide vaccinations and respond to the public health needs of the asylum seekers including critical measles vaccinations.

2. DOHMH also develops and coordinates access to resources to support disease prevention and response; identify and address barriers to care; develop, consult on, and disseminate guidance documents and related resources; provide technical guidance and consultation to providers, sites and individuals; provide educational materials and resources for the public, healthcare providers and community partners; conduct routine and ad hoc data analysis to monitor trends and identify high-risk populations; build capacity across communities to support outbreak preparedness, prevention and response; and ensure and promote equity across all program activities.

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

(limit 2,500 characters)

1.The NYC Department of Health and Mental Hygiene (DOHMH) DOHMH partners with NYC Health and Hospitals (NYC H+H), NYS Department of Health, and NYS Office of Mental Health to consistently provide up to date guidance on public health directives and infection control. DOHMH holds contracts with more than 500 behavioral health programs throughout NYC. All NYC supportive housing providers receive consistent and updated information on infection control procedures, including those for monkeypox virus (mpox), from DOHMH and its network. Information is provided through on-going provider webinars, active participation by the Supportive Housing Network of New York, development and dissemination of guidance documents, and direct technical assistance. For DHS in particular, the Office of Chief Medical Officer provides guidance and technical assistance and works closely with DOHMH and H+H to provide resources to DHS shelters.

In addition to providing COVID testing funding and free vaccines to DHS, all supportive housing programs have access to onsite testing for COVID-19 and influenza. As needed, they also have access to onsite COVID-19 and flu vaccine administration (for tenants and staff) through independent pharmacy partners identified by DOHMH. Through its Congregate Residential Settings Unit, DOHMH provides direct assistance in preventing and managing disease outbreaks at residential settings, which include site specific technical assistance and support. This includes coordinating and providing personal protective equipment (PPE) to all congregate sites.

2.DOHMH matches Patient addresses to known residential setting addresses to detect, respond to, and prevent further disease in congregate settings. DOHMH maintains an up-to-date database of all residential congregate setting to be able to quickly disseminate information during any public health emergency. DOHMH also receives a confidential list of DHS shelter and low-barrier sites from the DSS medical office monthly. DOHMH then identifies patients potentially in shelter and contacts the medical office for confirmation and sharing of information. DOHMH also notifies the medical office of cases of communicable diseases at DHS sites. Lastly, the medical office reports all reportable communicable diseases to DOHMH. This information exchange occurs on a routine and as needed basis depending on the communicable disease.

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

Describe in the field below how your CoC's coordinated entry system:

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

(limit 2,500 characters)

1.NYC’s Coordinated Entry (CE) system, Coordinated Assessment & Placement System (CAPS), covers 100% of our CoC NY-600 geographic area. CAPS is used by over 1,200 agencies, 4,144 programs and 10,000 active users in 5 NYC boroughs plus Long Island and Westchester County, including mainstream and homeless services providers. The city 311 line connects callers to dedicated homeless service resources. Outreach teams cover all 5 boroughs, including the transit system, to engage unhoused individuals and connect them to services.

2.CAPS includes the Coordinated Assessment Survey, a standardized assessment tool available to all CAPS users, as well as the supportive housing application Rapid Rehousing (RRH) Referral Form. Both the Survey and application draw on a combination of verified administrative data from multiple City and State systems, client self-report information (demographic and other questions), provider assessment and supporting documentation. The survey collects basic demographic data including income, health related questions and any existing approvals for supportive housing or rental subsidies. Submitting the survey generates a report of all housing options the client is potentially eligible for, instructions on next steps and required documents to proceed with applying for the options most appropriate for the client.

3.Providers are expected to conduct assessments using trauma informed methods. This information is used to determine potential eligibility for various types of supportive housing, RRH and city, state, and federal rental subsidies. Depending on client choice, clients can go on to apply for supportive housing or RRH directly in CAPS. Information pre-populates from the survey to reduce the administrative burden on clients. High risk clients are identified through case conferencing with relevant city, state and federal agencies and non profit service providers. The Standardized Vulnerability Assessment (SVA) categorizes individuals eligible for supportive housing as High, Medium or Low vulnerability.

4.Every month CAPS releases updates, enhancements, and new functionality to meet the needs of the users. Through one-on-one feedback, focus groups, the standing NYC CoC Continuous Systems Improvement Committee and additional routine and extra evaluation, CAPS gathers feedback regularly and updates the system accordingly. CAPS Policies and Procedures are updated via Committee at least once every two years, and more regularly as needed

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

**(limit 2,500 characters)**

1.CAPS is accessible online to over 10,000 users from both homeless service and mainstream service provider agencies. Access points provide affirmative marketing regardless of race, color, national origin, religion, sex, gender identity, sexual orientation, age, familial status, and disability. Special efforts to ensure access include outreach in multiple languages and targeted marketing to those least likely to apply (e.g., people with disabilities, young people, seniors, LGBTQ+ people, racial/ethnic minorities, people not engaged in services and those with limited English proficiency-LEP). All participating organizations take reasonable steps to provide CAPS materials, with consent forms, in multiple languages to meet LEP applicant needs. Translation and sign language interpretation services are accessed by calling 311 or contacting the NYC Office of Constituent Services.

2.Households eligible for permanent supportive housing (PSH) are assessed using a Standardized Vulnerability Assessment (SVA) and the neediest are prioritized based on criteria established in CAPS (e.g., current living situation, Medicaid service utilization, system contacts and functional impairments). CAPS lists PSH eligible households in accordance w/CPD 16- 11 using SVA score and length of homelessness. Single Adult Assessment shelters must complete CAPS surveys within two days of entry. Results are used by housing specialists for exit strategies, ensuring housing options reflect client preference and the best/quickest resolution of homelessness.

Monitoring and evaluation are done regularly by the NYC Human Resources Administration (HRA) with the NYC CoC Continuous Systems Improvement (CSI) committee. Evaluation data informs CSI improvements to survey access sites, application submission, referrals, and placement.

3.Strategies to ensure the most vulnerable are prioritized for vacancies include multiple CAPS access points, the SVA, a detailed housing inventory, Coordinated Entry Team individual case reviews, case reviews with other City/State and nonprofit agencies, and regular monitoring of administrative data.

4.Using existing administrative data from City and State systems, pre-population of existing data in associated applications, electronic referrals and email notifications, CAPS reduces the burden on CAPS users and clients. In addition, previously submitted income and identity documents are available to users after completing a CAPS survey.

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

**(limit 2,500 characters)**

1.CAPS access points provide affirmative marketing regardless of race, color, national origin, religion, sex, gender identity, sexual orientation, age, familial status, and disability. Access points are available throughout the CoC geographic region, including non-homeless service providers, ensuring access for all persons experiencing homelessness.

2.The CAPS Policies & Procedures includes information for participants on their rights under city, state and federal law, and includes mechanisms to report complaints and violations. The City recently created and distributed the Supportive Housing Tenants Notice of Rights which is distributed at survey submission, apartment viewing, lease signing and upon request.

3.The city has designated the NYC Department of Housing Preservation and Development (HPD) and NYC Committee for Human Rights as the entities responsible for monitoring, reporting and addressing compliance with adherence to civil rights and fair housing laws and regulations. Any potential issues related to a CoC-funded project’s failure to comply with these laws and regulations brought to the CoC Grievance Committee, reported to 311 or to any other agency will be referred to HPD and CCHR for review and follow-up. Failure to comply with these laws and regulations may result in a monitoring finding on any CoC-funded project, which may affect its position in the local CoC rating and ranking process.

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

1.	Has your CoC conducted a racial disparities assessment in the last 3 years?	Yes
2.	Enter the date your CoC conducted its latest assessment for racial disparities.	09/23/2024

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

Describe in the field below:

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

**(limit 2,500 characters)**



1.NYC tracks racial/ethnic disparities in DHS shelter and in our Point-in-Time data in comparison to the NYC population (full and in poverty; based on Census ACS data). We conduct mixed methods ad hoc studies with a DEI lens; past year studies include: housing barriers/resources among Spanish-speaking asylum-seeking families; outcomes of the End of Line (EOL) initiative serving individuals experiencing homelessness in the subway system; and studies of the transition to permanent housing through the Emergency Housing Voucher (EHV) program, supportive housing, and Street to Home (S2H, a housing first initiative for unsheltered individuals).

2.DHS shelter and PIT data continue to show that Blacks (B) and Hispanics (H) together account for >90% of NYC’s sheltered homeless population, far higher than their share of NYC residents (overall and in poverty). DHS housing placement patterns generally follow shelter composition, although H clients have a lower placement rate than B clients (likely as more H clients are ineligible for housing assistance due to immigration status). The relatively small White (W) population averages longer stays as compared to B and H among adult-only DHS shelter households, but shorter among households with children. Among unsheltered, W are again underrepresented and B overrepresented. For H, it depends on the comparison: H comprise 35% of unsheltered, compared to 28% of all New Yorkers and 39% of New Yorkers in poverty.

Interviews with asylum-seeking parents revealed lack of work authorization as the primary housing barrier; many cited public schools as a source of information/support. Analysis of EOL data found that 55% of clients who accepted shelter were B and 26% H. Compared to H and W, B were more likely to cycle through the EOL initiative with multiple short shelter stays. Studies of the transition to permanent housing found that >50% of clients were B, with >50% of the rest H, consistent with the overrepresentation of these populations in New Yorkers experiencing homelessness. Among single adults with EHV vouchers, regression analyses found that W were less likely to be placed than B and H; no statistically significant differences were found among family households. For supportive housing, no differences were found by race/ethnicity in referral no shows, unit declines, or provider delinquencies (after initial acceptances). In S2H, no differences were found in the rate of housing stability.

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

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

1.	Are your CoC’s board and decisionmaking bodies representative of the population served in the CoC?	Yes
2.	Did your CoC identify steps it will take to help the CoC board and decisionmaking bodies better reflect the population served in the CoC?	Yes
3.	Is your CoC expanding outreach in your CoC’s geographic areas with higher concentrations of underrepresented groups?	Yes
4.	Does your CoC have communication, such as flyers, websites, or other materials, inclusive of underrepresented groups?	Yes
5.	Is your CoC training staff working in the homeless services sector to better understand racism and the intersection of racism and homelessness?	Yes

6.	Is your CoC establishing professional development opportunities to identify and invest in emerging leaders of different races and ethnicities in the homelessness sector?	Yes
7.	Does your CoC have staff, committees, or other resources charged with analyzing and addressing racial disparities related to homelessness?	Yes
8.	Is your CoC educating organizations, stakeholders, boards of directors for local and national nonprofit organizations working on homelessness on the topic of creating greater racial and ethnic diversity?	Yes
9.	Did your CoC review its coordinated entry processes to understand their impact on people of different races and ethnicities experiencing homelessness?	Yes
10.	Is your CoC collecting data to better understand the pattern of program use for people of different races and ethnicities in its homeless services system?	Yes
11.	Is your CoC conducting additional research to understand the scope and needs of different races or ethnicities experiencing homelessness?	Yes
	Other:(limit 500 characters)	
12.		

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

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

(limit 2,500 characters)

NYC is committed to promoting equity throughout the City’s homeless services system. The historic and systemic factors driving higher rates of homelessness among Black and Hispanic New Yorkers are largely outside of DHS control but highlight the critical importance of ensuring high quality homeless services that meet the needs of people of color. In addition to leveraging the funding provided by HUD, NYC invests heavily in a range of efforts to prevent homelessness (e.g. community-based prevention Homebase programs, legal representation in housing court) meet client needs in shelter and facilitate housing placement (e.g. city-funded rental assistance and supportive housing).

This investment includes collaborating with other City agencies, community providers, federal funders and philanthropy to innovate and improve, always applying a DEI lens to implementation and the evaluation of client outcomes. In the past year, NYC has launched multiple programs focused on unsheltered homelessness with support of HUD’s Supplemental NOFO award. We’ve rolled out a harm reduction approach to substance use in our single adult shelter system with a federal grant from SAMHSA. With support of private philanthropy, newly launched pilots include: Project Home with New Destiny Housing (housing navigation services for domestic violence survivors in shelter), “Every Child and Family is Known” with NYC Public Schools (to boost educational attainment for children experiencing homelessness) and a credit repair pilot with Working Credit and MDRC (to facilitate families’ transition from shelter to housing). Efforts to launch in coming months include a housing repair pilot with Anthos (to quickly repair units linked to households in shelter when they fail inspection) and a Spanish language adaptation of the Yale MOMS pilot (to improve maternal mental health).

In addition to these concrete steps, the CoC provides training and support to homeless service and housing providers in their efforts to address racial disparities. Broadly, the DSS Office of Equity and Inclusion partners with agency leadership to identify data-informed strategies to address disparities across all policies, practices, and services. The NYC CoC Steering Committee (SC) is dedicated to proactively and authentically implementing diversity, equity and inclusion practices throughout all aspects of the CoC, including SC membership and representation among CoC-funded agencies and their leadership structures.

1D-9d.	Plan for Using Data to Track Progress on Preventing or Eliminating Racial Disparities.	
	NOFO Section V.B.1.p.	
	Describe in the field below:	
1.	the measures your CoC plans to use to continuously track progress on preventing or eliminating racial disparities in the provision or outcomes of homeless assistance; and	
2.	the tools your CoC plans to use to continuously track progress on preventing or eliminating racial disparities in the provision or outcomes of homeless assistance.	

(limit 2,500 characters)

1.NYC tracks racial disparities in sheltered homelessness, including experiencing sheltered homelessness, length of stay in shelter, and housing placements from shelter. Each metric is tracked separately for the 3 DHS sub-populations—Single Adults, Adult Families, and Families with Children—for a total of 9 metrics. We also track the racial/ethnic composition of the overall NYC homeless population (2 metrics: sheltered and unsheltered) as of January of each year through the PIT. On an annual basis, we measure trends in disparities by comparing these 11 metrics to the racial/ethnic distribution of the NYC population overall and in poverty based on Census Bureau American Community Survey data.

Additionally, race/ethnicity metrics are consistently incorporated into the multiple ad hoc studies conducted each year (by our internal research team and through research partnerships) that provide insight into agency processes and programming, including evaluations of innovative pilot programs. These analyses draw on multiple datasets and are often complemented with qualitative insights through interviews and other primary data collection. By incorporating data on race/ethnicity, we are able to examine not only the overall results of our agency’s efforts, but also any disparities in how such efforts are experienced by different racial and ethnic groups.

We briefly discuss findings from last year’s ad hoc analyses in Q1D-9a above. Upcoming studies that we will conduct with a DEI lens include (among others), evaluations of the Project Home and Anthos pilots; studies of new entrants to DHS shelter, supportive housing vulnerability scores, and asylum seeker families’ pathways to permanent housing; and an assessment of the Risk Assessment Questionnaire used to determine community-based prevention (Homebase) eligibility for single adults. We will also ensure that externally led evaluations of agency pilots (e.g., MDRC is evaluating our Working Credit pilot and Yale is evaluating MOMS) similarly employ a DEI lens.

2.We use a locally developed Excel-based tool to compare the racial/ethnic composition of New Yorkers experiencing homelessness to that of the City as a whole. As described at the beginning of this response, our Excel tool compares 11 homelessness metrics to a) the NYC population overall and b) the NYC population in poverty.

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

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

(limit 2,500 characters)

NYC CoC utilizes a multi-faceted approach to new member outreach leveraging social media, the networks of current CoC members with lived experience, and other CoC member organizations to recruit for all CoC committees and CoC activities. This multipronged approach has served the CoC well as evidenced by the large number of CoC members with lived experience participating in all committees and at all levels of leadership. The CoC actively recruits members with lived experience. This is demonstrated by the increased effort and number of people with lived experience serving as co-chairs, joining committees, and attending public meetings. To support ongoing participation and support, the CoC compensates all members with lived experience. In 2021, the Steering Committee appointed the first ever Co Chair with lived experience. Additionally it is written into the governance charter that when assembling committees at least one member must have lived experience.

In the past year, the CoC has seen tremendous growth in its membership, highlighting our commitment to engage the community in a multitude of ways. Bolstering that effort, the CoC has successfully used the DSS’s social media and leveraged partner organization listservs to recruit people with lived experience throughout the year. NYC Youth Action Board (YAB) leaders have also been a part of bi-weekly check-in meetings with new YHDP projects, as they conduct program start-up activities, exemplifying for our providers the importance of including persons with lived experience throughout all areas of the work. Within these spaces the YAB have provided guidance to program leadership in strategies for hiring, approaches in engaging participants, in addition to providing critical perspectives towards service delivery. The goal is to continue exploring innovative engagement and recruitment activities in various spaces, expanding our reach to a broader community. Most recently the CoC has partnered with the Housing Justice Collective and joined the NYC Learning Cohort to establish a national framework for effective and meaning full engagement of persons with lived experience.

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

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

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

	Level of Active Participation	Number of People with Lived Experience Within the Last 7 Years or Current Program Participant	Number of People with Lived Experience Coming from Unsheltered Situations
1.	Routinely included in the decisionmaking processes related to addressing homelessness.	24	2
2.	Participate on CoC committees, subcommittees, or workgroups.	85	12
3.	Included in the development or revision of your CoC’s local competition rating factors.	11	1
4.	Included in the development or revision of your CoC’s coordinated entry process.	17	1

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

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

**(limit 2,500 characters)**

NYC CoC providers and partner organizations employ many lived experts, a concrete testament to the progress our CoC has made in valuing lived experience. Example organizations include Rising Ground and Good Shepherd Services, among others. These successes stem partially from professional development opportunities offered to members of the NYC Youth Action Board (YAB), while others are tied to the work of our Persons with Lived Experience (PWLEx) committee.

YAB leaders were pivotal in all aspects of NYC's YHDP planning process and continue to be integral in supporting implementation of our YHDP Coordinated Community Plan (CCP). Our CCP required all YHDP projects to hire people with lived experience (10 positions in total across 5 projects). In collaboration with lived experts currently employed in youth RRH programs, we are currently exploring ways to connect peers across programs in ways that reduce isolation and support their professional success.

Members of the PWLEx committee also have regular opportunities to pursue professional development and employment. Members attend HUD-hosted trainings and webinars on topics of interest and are compensated for their attendance and participation. Key CoC support staff lead regular conversations within the committee on topics such as professional boundaries and respectful collaboration. This year, with the support from our partner organizations, the NYC CoC sponsored the travel of a PWLEx committee member to an NAEH Conference. Together, these activities allow individuals with lived experience to leverage their own expertise for professional advancement while positively impacting the systems that serve those experiencing homelessness in NYC. In March of 2024, our Income Access Committee hosted a presentation on employment opportunities in the medical field for individuals with serious mental illness. Attended by members of our YAB and PWLEx Committee, this presentation sparked a larger, ongoing conversation about how to share pathways to employment and advancement with our lived expert community, including participants in CoC-funded projects. Currently under development is a plan to showcase peer employment opportunities at an upcoming CoC Public Meeting.

The NYC CoC also uses the NOFO process as a means of professional development in the area of homeless services policy, recruiting lived experts to key roles in the New Project Review Committee and Independent Review Team.

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

Describe in the field below:

1.	how your CoC gathers feedback from people experiencing homelessness;
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2.	how often your CoC gathers feedback from people experiencing homelessness;
3.	how your CoC gathers feedback from people who received assistance through the CoC Program or ESG Program;
4.	how often your CoC gathers feedback from people who have received assistance through the CoC Program or ESG Program; and
5.	steps your CoC has taken to address challenges raised by people with lived experience of homelessness.

**(limit 2,500 characters)**

1.CoC funded projects are evaluated annually on program operations, and later monitored on how feedback is received, and incorporated into the project’s day-to-day practice. The evaluation measures the level of engagement of person with lived experience by assessing (1) involvement on the Board of Directors/Policy-Making Bodies/Consumer Advisory Boards/Committees, (2) if the agency conducts persons with lived experience Satisfaction Surveys, and (3) if the agency has a Grievance Policy for participants. Through our evaluation it has been determined that 90% of providers have people with lived experience on their board of directors and 92% conduct satisfaction surveys with participants. These data points verified through an audit process which randomly selects funded programs and asks for them to provide more information on the surveys given and how feedback is shared to inform program development. YAB members play a leadership role in the implementation of CoC’s YHDP Coordinated Community Plan, influencing all levels of discussions on implementation.

2.The NYC CoC regularly gathers feedback from persons with lived experience through the inclusion of the PWLEx committee, YAB and members of the Steering Committee. Additionally, all committees and workgroups include participants with lived experience who actively engage and are compensated for their time.

3.Four out of 17 CoC Steering Committee seats are designated for people with lived experience, ensuring that former participants can provide direct feedback and recommendations. Each CoC standing committee and working group has a person with lived experience, participating and providing feedback on programs. There are YAB members currently receiving services from CoC projects, who ongoingly share their experience in those programs. Lastly, the annual evaluation takes into account the engagement of persons with lived experience across all CoC funded programs.

4.The NYC CoC regularly gathers feedback from people who have received assistance through the CoC Program both directly and indirectly through our funded programs.

5.The NYC CoC has incorporated the goals of the PWLEx committee into the overall goals of the Steering Committee to ensure challenges raised throughout the year are addressed. Additionally, space is always made for persons with lived experience to voice concerns and play an active role in the decision-making process for the CoC. This ensures core challenges are uplifted and addressed.

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

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

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

**(limit 2,500 characters)**

1. Since 2022, the City has worked to address outdated zoning and land use policies, breaking several records in its efforts to create and connect the most vulnerable New Yorkers to permanent affordable housing. In 2023, HPD financed the highest number of homes for New Yorkers who formerly experienced homelessness in a fiscal year since tracking began in 2014. Connected to the Housing Blueprint is “City of Yes”, a city-wide plan to modernize and update zoning regulations to support small businesses, create affordable housing, and promote sustainability. The “City of Yes” intent is to expand and diversify the housing supply in all neighborhoods. The proposed changes include but not limited to allowing housing types serving a range of households with shared housing, accessory dwelling units, small apartment buildings, and two-family homes; expanding affordable and supportive housing through extending density bonuses to include affordable and supportive housing; easing conversion of obsolete buildings to housing; and reducing unnecessary parking requirements.

At the state level, New York City won new tax incentives to build affordable housing and ensure commercial to residential conversions deliver affordable housing. Legislation was passed that will create a program to legalize basement and cellar apartments and establish a new authority to build dense residential development through changes to the so-called “FAR cap.”

2. New York City reduced regulatory barriers making reforms to the City Fighting Homelessness and Eviction Prevention Supplement (CityFHEPS) housing voucher program by eliminated a 90-day length-of-stay eligibility requirement for shelter stayers. In addition, the City is in ongoing conversations with HUD and Treasury to streamline and aligning federal eligibility requirements for various affordable housing programs with the goal of speeding placements. In an effort to standardize policies around connecting vulnerable New Yorkers to permanent supportive housing, the CoC and its Agency partners released several policy changes and initiatives, such as: enforcing low- barrier admission policies by prohibiting any credit or criminal screening of potential supportive housing tenants, standardizing housing providers applications used to process potential tenants for affordable housing program eligibility, and issuing guidance on apartment viewing and interviewing practices aimed at the shared goal of successful, permanent placements.



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

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

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

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

1.	Enter the date your CoC published its submission deadline and scoring and rating criteria for New Project applicants to submit their project applications for your CoC’s local competition.	05/01/2024
2.	Enter the date your CoC published its submission deadline and scoring and rating criteria for Renewal Project applicants to submit their project applications for your CoC’s local competition.	08/01/2024

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

You must upload the Local Competition Scoring Tool attachment to the 4B. Attachments Screen.
Select yes or no in the chart below to indicate how your CoC ranked and selected project applications during your local competition:

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

6.	Provided points for projects based on the degree the projects identified any barriers to participation (e.g., lack of outreach) faced by persons of different races and ethnicities, particularly those over-represented in the local homelessness population, and has taken or will take steps to eliminate the identified barriers.	Yes
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1E-2a.	Scored Project Forms for One Project from Your CoC's Local Competition. We use the response to this question and Question 1E-2. along with the required attachments from both questions as a factor when determining your CoC's eligibility for bonus funds and for other NOFO criteria below.  NOFO Section V.B.2.a., 2.b., 2.c., and 2.d.	
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You must upload the Scored Forms for One Project attachment to the 4B. Attachments Screen.  
 Complete the chart below to provide details of your CoC's local competition:

1.	What were the maximum number of points available for the renewal project form(s)?	100
2.	How many renewal projects did your CoC submit?	171
3.	What renewal project type did most applicants use?	PH-PSH

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

(limit 2,500 characters)

- 1.The NYC CoC’s Performance and Quality Improvement (PQI) subcommittee reviews project utilization and exit destinations on a quarterly basis. Data are accessed from the NYC HMIS warehouse or for VSP providers, quarterly APRs are provided to the HMIS team. When needed, PQI outreaches and provides technical assistance and annual scores using the same tool/approach are used for annual project ranking.
- 2.The NYC Coordinated Assessment and Placement Systems (CAPS) regularly monitors time from survey to application to housing program enrollment and ultimately move-in date for all participating PSH programs in NYC (>90%) including CoC programs. In addition, the CoC Performance Management Committee tracks this timeline for RRH projects, which is a factor in the annual evaluation and project ranking.
- 3.All projects are required to use a low-barrier, Housing First approach and to not screen out people based on abuse/victimization, substance use, criminal justice histories, or zero or very low income. All low performing projects are asked to provide further information if their project utilization is low or if they are not serving the intended population (i.e. Chronically Homeless persons) by the PQI subcommittee and during the ranking process. This is to ensure projects are following housing first and coordinated entry, which is meant to prioritize the most vulnerable.
- 4.The NYC CoC takes into account a wide range of severe barriers that can impact project performance, including: a) Population (hard to serve homeless single women, men, LGBTQI, families with children, youth, low/zero income, active or history of substance use, criminal record, HIV/AIDS, mental illness, chronically homeless, functional impairments - including physical, mental, developmental or behavioral health disabilities, vulnerability to illness or death, and history of victimization – DV, sexual assault, childhood abuse); b) under-served communities in the 5 boros where economic instability, challenges in family reunification, affordable housing and social services are scarce or sub-par; c)persons, especially children, experiencing serious trauma and developmental challenges; d) resource allocation – equal access to services, including emergency services; e) persons of different races and ethnicities particularly those over-represented in the homeless population

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

(limit 2,500 characters)

1. Project rating factors are updated annually to reflect current CoC priorities. Changes to the CoC Annual Evaluation (the key tool used to rank renewal projects) were proposed by an Evaluation Committee that includes persons with lived experience and persons of color and approved by the CoC Steering Committee, a similarly diverse body. Rating factors influencing the review of new project applications were proposed by the CoC Lead Agency and approved by the CoC Steering Committee, with substantial input from persons of different races and ethnicities (including persons of color), LGBTQ individuals, and survivors of domestic violence. Also, our CoC Annual Evaluation, through a qualitative tool called the Local Priorities Survey, scores renewal projects based on the extent to which they incorporate the perspectives of persons with lived experience in agency operations.

2. Our review, selection and ranking process was led by a New Project Review Committee (NPRC) and Independent Review Team (IRT), both of which included persons of different races and ethnicities, including persons of color and those with lived experience of homelessness. This was accomplished through targeted outreach to non-conflicted individuals in our CoC community with diverse areas of lived experience and agency affiliations. To ensure that NPRC and IRT members were prepared to meaningfully engage in the process, our CoC Lead Agency team provided robust orientation to the review, selection, and ranking process and individualized supports as needed.

3. Identifying client barriers to participation and steps to eliminate those barriers was a key aspect of the rating and ranking process for both renewal and new projects. For renewal projects, this was accomplished through the Annual Evaluation, which rates projects on metrics like adherence to Housing First and exits to permanent housing. The Evaluation's Local Priorities Survey also scores renewal projects based on steps grantees have taken to eliminate or reduce barriers that can perpetuate racial disparities. For new projects, our local competition required them to describe their plans to ensure positive housing outcomes for participants with the greatest barriers, including retention of permanent housing beyond the end of CoC rental assistance supports.

<b>1E-4.</b>	<b>Reallocation—Reviewing Performance of Existing Projects.</b>	
	NOFO Section V.B.2.f.	

Describe in the field below:

1.	your CoC's reallocation process, including how your CoC determined which projects are candidates for reallocation because they are low performing or less needed;
2.	whether your CoC identified any low performing or less needed projects through the process described in element 1 of this question during your CoC's local competition this year;
3.	whether your CoC reallocated any low performing or less needed projects during its local competition this year; and
4.	why your CoC did not reallocate low performing or less needed projects during its local competition this year, if applicable.

**(limit 2,500 characters)**

- 1.The CoC uses spending information gathered from SAGE and/or HUD, and HMIS performance data to identify habitually low performing projects. Prior to the NOFO, previously developed reallocation criteria were discussed by CoC leadership and updated as needed. The decision-making process also included steps for notification to CoC members of the option to voluntarily reallocate either full or partial project funds, and as needed, the involuntary reallocation for poor performance. The NYC CoC Performance Quality and Improvement (PQI) committee provides recommendations to the IRT on enrolled projects, highlighting which projects continue to perform poorly despite a corrective action plan and ongoing technical assistance from the committee. Additionally, NYC HPD, the largest CoC grantee, annually reviews project underspending and voluntarily reallocates funds as appropriate. The CoC asks all providers who wish to voluntarily reallocate project funds to submit a letter to the CoC Chairs indicating their decision in advance of the first renewal application review deadline.
- 2.Yes, the CoC identified a low performing project with significant underspending that was through this process for consideration for potential reallocation.
- 3.The NYC CoC did reallocate project funds from one poor performing project based on the recommendations from the project sponsor and several years of significant underspending.
- 4.Not applicable

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

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

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

**You must select a response for element 1 and element 2 – if you select Yes, you must enter a date in element 4 in question 1E-5.**

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

	Enter the date your CoC notified project applicants that their project applications were accepted and ranked on the New and Renewal Priority Listings in writing, outside of e-snaps. If you notified applicants on various dates, enter the latest date of any notification. For example, if you notified applicants on 06/26/2024, 06/27/2024, and 06/28/2024, then you must enter 06/28/2024.	10/15/2024
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1E-5b.	Local Competition Selection Results for All Projects.	
	NOFO Section V.B.2.g.	
	You must upload the Local Competition Selection Results attachment to the 4B. Attachments Screen.	

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

	Enter the date your CoC posted the CoC-approved Consolidated Application on the CoC’s website or partner’s website—which included: 1. the CoC Application; and 2. Priority Listings for Reallocation forms and all New, Renewal, and Replacement Project Listings.	
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**You must enter a date in question 1E-5c.**

1E-5d.	Notification to Community Members and Key Stakeholders by Email that the CoC-Approved Consolidated Application is Posted on Website.	
	NOFO Section V.B.2.g.	
	You must upload the Notification of CoC-Approved Consolidated Application attachment to the 4B. Attachments Screen.	

	Enter the date your CoC notified community members and key stakeholders that the CoC-approved Consolidated Application was posted on your CoC’s website or partner’s website.	
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**You must enter a date in question 1E-5d.**

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

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

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

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

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

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

	Enter the date your CoC submitted its 2024 HIC data into HDX.	05/31/2024
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<b>2A-4.</b>	<b>Comparable Databases for DV Providers—CoC and HMIS Lead Supporting Data Collection and Data Submission by Victim Service Providers.</b>	
	NOFO Section V.B.3.b.	

In the field below:

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



**(limit 2,500 characters)**

1. The HMIS Lead and CoC's Data Management Committee updated the NYC HMIS Policies and Procedures in 2023 to include specific language regarding HMIS participation for Victim Services Provider (VSP) organizations. Participating providers in the CoC, including VSPs, signed the updated agreement that confirms their use of HMIS compliant software according to the NYC HMIS Policies and Procedures, which includes a software compliance checklist. The HMIS Policies and Procedures are posted publicly on our website. VSPs are also required to submit their APRs to the HMIS team as part of the CoC's annual evaluation process.
2. The HMIS Lead has met with HMIS administrators and project leads at each DV project to ensure that they understand HUD's expectations regarding HMIS comparable databases and are working with the projects that need to update their software. The HMIS Lead has also met with all projects applying for DV Bonus money to explain their HMIS obligations and to offer assistance in obtaining HMIS compliant software.

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

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

Project Type	Adjusted Total Year-Round, Current Non-VSP Beds [Column F of HDX Report]	Adjusted Total Year-Round, Current VSP Beds [Column K of HDX Report]	Total Year-Round, Current, HMIS Beds and VSP Beds in an HMIS Comparable Database [Column M of HDX Report]	HMIS and Comparable Database Coverage Rate [Column O of HDX Report]
1. Emergency Shelter (ES) beds	108,962	3,126	100,970	92.67%
2. Safe Haven (SH) beds	40	0	0	0.00%
3. Transitional Housing (TH) beds	3,322	310	688	22.84%
4. Rapid Re-Housing (RRH) beds	1,194	372	766	93.19%
5. Permanent Supportive Housing (PSH) beds	39,794	733	13,654	34.96%
6. Other Permanent Housing (OPH) beds	15,866	0	35	0.00%

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

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

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

**(limit 2,500 characters)**

1. Over the next 12 months we will continue prioritizing increasing participation of PSH providers. Once HUD updates the HOMES tool to convert VA data to the HMIS .csv specifications, we will add 4,044 more HUD VASH beds to our HMIS, thus increasing our PSH participation to 44 percent. We will also continue focusing on 2 larger providers that already upload their HUD- funded projects to our HMIS data warehouse and have an additional 3,508 non-HUD funded beds that they could also upload. Finally, we are talking to New York State and other permanent housing program funders about mandating HMIS participation by their contracted providers. We will continue to reach out to other providers to encourage additional participation while focusing on these groups over the next year.

2. We have transitioned to a new HMIS data warehouse vendor with enhanced reporting, client matching and deduplication capabilities, and automated processes for data uploads. We will promote these new tools to incentivize HMIS participation. In addition, we have rewritten our NYC HMIS Policies and Procedures to define HMIS participation locally to be more accommodating to non-HUD funded projects, while also collecting the necessary information for client deduplication and measuring project and community-level performance. We are now receiving monthly from the VA, but we have been unable to upload to our data warehouse because the HOMES tool has not been updated to meet the 2024 data standards this is a lower priority for our vendor to adjust our import procedures. Finally, we are uplifting examples in our community of organizations using APIs to reduce data entry burdens and exploring broader implementations of API.

2A-6.	Longitudinal System Analysis (LSA) Submission in HDX 2.0.	
	NOFO Section V.B.3.d.	
	You must upload your CoC's FY 2024 HDX Competition Report to the 4B. Attachments Screen.	
	Did your CoC submit at least two usable LSA data files to HUD in HDX 2.0 by January 24, 2024, 11:59 p.m. EST?	Yes

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

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

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

2B-1.	PIT Count Date.	
	NOFO Section V.B.4.a	

	Enter the date your CoC conducted its 2024 PIT count.	01/23/2024
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2B-2.	PIT Count Data–HDX Submission Date.	
	NOFO Section V.B.4.a	

	Enter the date your CoC submitted its 2024 PIT count data in HDX.	05/31/2024
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2B-3.	PIT Count–Effectively Counting Youth in Your CoC’s Most Recent Unsheltered PIT Count.	
	NOFO Section V.B.4.b.	

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

(limit 2,500 characters)

1. For the past several years the NYC Department of Youth & Community Development (DYCD) has led a youth-specific service-based survey to augment NYC’s unsheltered count. DYCD conducted surveys of youth accessing youth services in the four days following the official date of the Homeless Outreach Population Estimate (HOPE), NYC’s unsheltered PIT. Results of this effort are included in what NYC reports to HUD each year. Youth with lived experience, and in particular the Youth Action Board (YAB), are involved in the planning efforts to define the survey content and methods for the count each year.

2. DYCD met with a broad group of stakeholders including youth programs (DYCD funded community programs, afterschool programs and programs serving runaway and homeless youth specifically), city agencies directly serving young people, youth with lived experience, and elected officials. The stakeholders were invited to meetings to plan and prepare for the NYC Youth Count, including selecting the location of surveyors for the service-based count. As a result of these meetings, DYCD refined the Youth Count locations and recategorized youth drop-in locations as locations where unsheltered young people are counted. This year, due to an influx of young adult migrants to New York City, the Youth Count ensured coverage of young people at Mosques and other places of worship where young adult migrants were accessing services. In addition, DYCD homeless youth programs contributed shelter data for the sheltered HIC PIT. Each year the Young Action Board (YAB) ensures all homeless youth programs are included in the HIC PIT report and is involved in survey design.

3. DYCD funds contracted young adult drop-in centers to hire youth with lived experience to be surveyors.

2B-4.	PIT Count—Methodology Change—CoC Merger Bonus Points. NOFO Section V.B.5.a and V.B.7.c.	
In the field below:		
1.	describe any changes your CoC made to your sheltered PIT count implementation, including methodology or data quality changes between 2023 and 2024, if applicable;	
2.	describe any changes your CoC made to your unsheltered PIT count implementation, including methodology or data quality changes between 2023 and 2024, if applicable;	
3.	describe whether your CoC’s PIT count was affected by people displaced either from a natural disaster or seeking short-term shelter or housing assistance who recently arrived in your CoCs’ geographic; and	
4.	describe how the changes affected your CoC’s PIT count results; or	
5.	state “Not Applicable” if there were no changes or if you did not conduct an unsheltered PIT count in 2024.	

(limit 2,500 characters)

1. In the past we collected all sheltered PIT data via survey reported from a database external to our HMIS system. This year for the first time we used our HMIS system to produce the sheltered PIT for all HMIS participating projects and then added non-participating projects via a separate survey.
2. The unsheltered PIT combines numbers from NYC's Homeless Outreach Population Estimate (HOPE) as well as DYCD's unsheltered Youth count. HOPE has been conducted annually, without exception, since 2005. We were unable to include a Shadow Count for HOPE in 2024 because our contractor withdrew. We therefore adjusted our 2024 HOPE total based on past year's Shadow Count results. DYCD's unsheltered Youth Count included youth drop-in locations as unsheltered this year.
3. NYC experienced a significant influx of asylum seekers from the southern US border, with the City opening many new emergency shelter sites to serve these newcomers. This increase in asylum seekers resulted in a significant increase in the sheltered Point in Time Count for 2024. This increase is somewhat overstated because in 2023 some asylum seekers were being sheltered by agencies outside the Department of Homeless Services (DHS) but NYC did not yet have a systematic asylum-seeker tracking system. The 2024 PIT captures emergency shelter for asylum seekers both outside of DHS and within DHS. In 2024, about 50% of asylum seekers were sheltered by DHS with the remainder sheltered by other NYC agencies.
4. Without the asylum seeker households, the total number of persons experiencing sheltered homelessness in NYC would have increased by 12% from 2023 to 2024, with total NYC sheltered non-asylum seekers below pre-COVID levels. Additionally, DYCD's unsheltered Youth Count's recategorization accounted for 134 (or +63%) of the count's 214 person increase.
5. Not applicable

## 2C. System Performance

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

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

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

**(limit 2,500 characters)**

1. NYC partnered with academic researchers in 2016 to identify risk factors that are predictive of shelter entry and developed a Risk Assessment Questionnaire (RAQ) that is used by the community-based homelessness prevention program across NYC, Homebase. This peer-reviewed research followed 11,000 families and 10,000 individuals who applied for services over six years and identified risk factors including experiencing frequent moves, severe family or landlord discord, involvement with child protective services, and eviction. An additional 2021 evaluation of the RAQ found that the RAQ remains predictive of shelter entry and recommended revisions that were fully implemented in 2024. Additionally, data on neighborhood and building characteristics are used to guide community prevention and resources toward neighborhoods generating high-levels first-time shelter entrants.

2. The CoC has two core strategies to reduce first-time homelessness. The first strategy is to invest in community-based prevention services across the city. The Homebase program is administered in partnership with not-for-profit agencies across the city and this year we connected more than 29,000 households to prevention services. Homebase programs provide financial assistance, links to public benefits, financial counseling, mediation, and assistance with relocation and employment. The outcomes of this program are very strong, with more than 95% of New Yorkers receiving Homebase services remaining in their communities and avoiding shelter entry within 12 months following the service. The second strategy is to invest in legal services to support tenants facing eviction and stabilize households in their homes. NYC provides funds in excess of \$160 million annually for legal services for tenants facing eviction and harassment, including legal representation under a groundbreaking first-in-the-nation Right to Counsel initiative. In the last year alone through this program, the NYC DSS Office of Civil Justice (OCJ) connected 98,000 at-risk New Yorker to legal services. In addition to these core strategies, NYC provides rental arrears grants and rental supplements to support housing stability and avoid shelter entry and has established legally-required protocols for discharge planning to prevent discharges from jails and hospitals into homelessness.

3. HRA Chief Homelessness Prevention Officer Bruce Jordan and HRA General Counsel/Chief Legal Affairs Officer Ann Marie Scalia oversee the strategy.

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

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

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

**(limit 2,500 characters)**

1. Not applicable

2. As a city of immigrants, New York has a long history of welcoming newcomers. Since spring 2022, over 219,700 asylum seekers have come through our NYC intake system for individuals experiencing homelessness, and many more continue to arrive every week. More than 75% of the increase in the main municipal shelter system (DHS) census is attributable to the influx of asylum seekers in need of shelter. Since this humanitarian crisis began, the city has taken fast and urgent action. We are operating 213 sites for asylum seekers, including 15 humanitarian relief centers, as well as standing up navigation centers to connect asylum seekers with critical resources and enrolling thousands of children in public schools.

2C-2.	Reducing Length of Time Homeless—CoC’s Strategy.	
	NOFO Section V.B.5.c.	

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

(limit 2,500 characters)

1. The CoC’s strategy to reduce the length of time individuals and persons in families remain homeless is to allocate new resources and pursue policy changes to streamline and accelerate pathways out of shelter to permanent housing. This includes a DSS focus on accelerating placements into permanent housing through process improvements such as fewer required documents and moving processes online for clients and landlords. The City’s investment in the CityFHEPS program is the largest municipal rental assistance program nationally, with an estimate of over \$600million in funding for City Fiscal Year 2024. Despite historically low housing vacancy rates in NYC, we have increased permanent housing placements from NYC shelter by more than 20% year-over-year, with 18,500 households assisted in moving out of shelter and into permanent housing.

2. Through the CoC Coordinated Entry System (locally known as CAPS) we use homeless chronicity as a threshold for placement into City, State, and CoC-funded Permanent Supportive Housing programs, ensuring that the limited but expanding units of PSH in NYC are going to those experiencing the longest lengths of time homeless. Additionally, using a housing-first approach, all DHS shelters social services develop an individualized housing plan with each client. This plan is updated bi-weekly, demonstrating the client’s progress toward their housing goals and identifies the timeframes and activities both the staff and client will take to progress the client towards the most appropriate housing option.

3. NYC DSS Commissioner Molly Park oversees the strategy.



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

**(limit 2,500 characters)**

- 1.The CoC’s strategy to continue to prioritize transitioning homeless New Yorkers from streets, subways, and homeless shelters into stable, permanent housing focuses on creating more dedicated housing for the homeless and affordable units and partnering with multiple city-agencies to swiftly connect households to permanent housing. In the last year, the city built the highest ever count of supportive housing and homes for the homeless in the city’s history. Through partnership with the NYC Housing Preservation and Development, the CoC connected 4,006 homeless households to permanently affordable homes. DSS had back-to-back record-breaking years connecting New Yorkers to housing using CityFHEPS vouchers.
- 2.The CoC’s strategy is to provide an effective and sustainable policies to improve housing stability so that those exiting to permanent housing are able to remain housed. In April, DSS launched a pilot with a leading local Victim Services agency to provide housing navigation services and subsequent aftercare to 100 families impacted by domestic violence. In February, DSS launched the Affordable Housing Services (AHS) initiative. This is a new effort to create 1,500 permanent affordable homes for New Yorkers in the shelter system with CityFHEPS vouchers. The city announced an emergency declaration to expedite the creation of 1,000 of these 1,500 units. The program provides sustainable funding solutions to help not-for-profit providers secure long-term, building-wide leases for permanent housing sites where they can oversee building operations and maintenance while providing light-touch services to ensure long-term housing stability for tenants. This vital program helps preserve affordability of the units and strengthens tenant protections with a not-for-profit partner who is invested in tenants’ housing stability.
- 3.NYC DSS Commissioner Molly Park oversees the strategy.

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

**(limit 2,500 characters)**

1.NYC has worked with outside researchers and experts in the field to determine which risk factors predict shelter entry, including reentry. Studies confirmed that factors such as having a history of shelter use or recently applying to shelter are the most predictive, along with frequent moves, family or landlord discord, eviction, and institutional discharge. All households applying for community-based prevention services are screened using the risk assessments informed by this research. Additionally, NYC identifies client who may return to shelter who are at risk of eviction in housing court, and assist's them through Human Resources Administration's (HRA) Rental Assistance Unit (RAU). The RAU assists tenants to verify the status of their applications for emergency rental assistance and ongoing rental assistance in housing court, and in some instances are able to assist tenants with initiating applications and providing presumptive determinations of eligibility for emergency and ongoing rental assistance.

2.NYC strategies to reduce returns to shelter aftercare services (including financial assistance and landlord mediation) for households who exit from shelter to permanent housing, on-site public benefits access at prevention programs through co-located HRA staff in the non-profit neighborhood offices, and data analysis to improve prevention targeting. Given the unprecedented demand for rent arrears in NYC, an increasingly important strategy is the large City investment in rental assistance and anti-eviction legal services to keep rent- burdened people housed and proactive prevention outreach to renters with housing issues. Emergency financial assistance and other services that address financial instability are crucial homelessness prevention tools that can help keep people housed.

3.NYC DSS Commissioner Molly Park oversees the strategy.

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

In the field below:

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

**(limit 2,500 characters)**

1.The Human Resources Administration (HRA) Career Services team contracts with community organizations to provide a broad range of workforce development services to cash assistance recipients, including those experiencing or at risk of homelessness. Services begin with a comprehensive, individualized employability assessment and development of a personalized employment plan and tailored job placement (or retention) services. Contracted employment programs encourage human capital development, supporting access to a range of education and training programs (e.g., English as a Second Language (ESL), basic education, vocational trainings, and post-secondary degree programs) as an integral part of services to prepare homeless and other participants for employment and higher-wage jobs. Employment services additionally include job readiness assistance, job search supports, connections to subsidized jobs programs and internships, and a range of pre- and post-job placement wraparound services, such as assistance with obtaining childcare, medical coverage, and reduced public transit fares (among other services). The CoC strategy to increase employment income includes holding CoC-funded PSH, TH, and RRH projects accountable by including the percent of participants who increased or gained employment income as a key metric on the annual CoC Evaluation.

2.Employers are frequently brought on-site at Career Services programming locations to recruit for job opportunities. This includes events held by our contractor providers as well as large-scale recruitment events sponsored by the HRA Business Link program. HRA’s robust efforts to connect individuals with employment opportunities include leveraging the HIRENYC requirement that human services contractors to hire Cash Assistance recipients as a condition of their contracts. HRA furthermore arranges for hiring events for vacant positions within the City and has developed a streamlined hiring process for participants and employers alike. NYC CoC provides support to TH/PH projects working to increase client income via HRA and the Income Access and Performance and Quality Improvement Committees. DSS data management tech assistance includes review of data quality assurance methods, guidance on how to track changes in income, and monitoring of annual assessments within required timeframes.

3.NYC HRA Administrator, Scott French, is responsible for CoC’s strategy to increase income from employment.

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

(limit 2,500 characters)

1.NYC HRA’s Family Independence Administration administers the SNAP and Cash Assistance programs for NYC, providing critical near-cash and cash benefits to low-income New Yorkers, including those experiencing and at risk of homelessness. Importantly, NY’s Cash Assistance program, which is supported by a combination of federal TANF funds and NYC/NYS Safety Net dollars, is available without time limit and without regard for whether a household includes minor children.

In addition, HRA’s Customized Assistance Services (CAS) team contracts with providers who assist disabled Cash Assistance recipients with applying for SSI/SSDI as a strategy to increase non-employment cash income for those eligible for these benefits. Providers have benchmarks and goals for rates of approvals annually. HRA services include first-time application submission and application appeals: Providers utilize the Social Security Administration’s Sequential Evaluation Process in its Wellness, Employment, Comprehensive Assessment and Rehabilitation (WeCARE) division to identify clients with medical and/or mental health barriers to employment that may qualify them for SSI/SSDI and then helps them apply. HRA also contracts with community-based legal providers who appeal denial decisions on behalf of the participant and provide free legal representation for individuals who are scheduled for hearings with the Social Security Administration (SSA).

The CoC community engagement team works to ensure broad awareness and take-up of local, state, and federal cash benefits among the providers and households in our network. This includes announcing SSA training sessions through their Newsletter and sharing resources on how to apply for a range of public benefits including SSI, Cash Assistance, and Medicaid. HRA also shares benefit information with homeless services providers via email correspondence, verbal communications and Access HRA, a web-based public benefits screening and enrollment portal.

2.NYC HRA Administrator, Scott French, is responsible for CoC’s strategy to increase non-employment cash income.

### 3A. Coordination with Housing and Healthcare

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

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

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

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

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

	Is your CoC applying for a new PH-PSH or PH-RRH project that uses healthcare resources to help individuals and families experiencing homelessness?	Yes
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<b>3A-3.</b>	<b>Leveraging Housing/Healthcare Resources–List of Projects.</b>	
	NOFO Sections V.B.6.a. and V.B.6.b.	

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

Project Name	Project Type	Rank Number	Leverage Type
Logan	PH-PSH	169	Housing
Fountain House En...	PH-PSH	166	Healthcare

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

1. What is the name of the new project? Logan

2. Enter the Unique Entity Identifier (UEI): RFXCAHZCLQ49

3. Select the new project type: PH-PSH

4. Enter the rank number of the project on your CoC's Priority Listing: 169

5. Select the type of leverage: Housing

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

1. What is the name of the new project? Fountain House Enhanced Housing

2. Enter the Unique Entity Identifier (UEI): W7CKWXH2BWC5

3. Select the new project type: PH-PSH

4. Enter the rank number of the project on your CoC's Priority Listing: 166

5. Select the type of leverage: Healthcare

### 3B. New Projects With Rehabilitation/New Construction Costs

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

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

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

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

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

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

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

**(limit 2,500 characters)**

Not Applicable

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

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

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

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

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

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

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

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

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

(limit 2,500 characters)

Not Applicable



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

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

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

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

	Did your CoC submit one or more new project applications for DV Bonus Funding?		Yes
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4A-1a.	DV Bonus Project Types.	
	NOFO Section I.B.3.j.	

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

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

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

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

1.	Enter the number of survivors that need housing or services:	7,700
2.	Enter the number of survivors your CoC is currently serving:	2,200
3.	Unmet Need:	5,500

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

**(limit 2,500 characters)**

1. Our CoC calculated the number of DV survivors needing housing or services by adding the number of DV survivor households expected to be sheltered 90+ days over the course of a year in either DHS emergency shelters or HRA DV Shelters. Our CoC calculated the number of survivors our CoC is currently serving by adding our current annual allocations or expected placements into housing programs serving DV survivors across NYC, including local rental assistance dedicated to DV survivors (FHEPS B), NYCHA public housing Need-Based Priority referral placements, Emergency Housing Voucher (EHV) program allocations for DV survivors, as well as CoC-funded PH dedicated to DV survivors.
2. The data sources include HMIS data, comparable databases used by victim services providers, and aggregate counts provided by victim services providers submitted to the CoC for HIC/PIT purposes.
3. NYC provides temporary housing for DV survivors in HRA DV Shelters run by victim services providers and in DHS Emergency Shelter run by homeless services providers. Because these systems provide shelter to all who are eligible with no capacity constraints, there is no unmet need for DV survivors for shelter; the unmet need calculated by the NYC CoC is for permanent housing only – and is equivalent to the number of DV survivor households who are currently in shelter and receiving active assistance in identifying permanent housing from shelter providers. There are limited pathways out of shelter into safe, permanent housing and the primary barrier to permanent housing is the City’s limited affordable housing stock. FHEPS B will continue to be used widely to address the need. NYC Mayor’s Office to End Gender-Based Violence contracted with victim service providers that provide specialized housing navigation services to meet the unique housing barriers experienced by DV survivors. Improvements to CAPS were made to direct those who identify as DV/GBV survivors to the Family Justice Centers, DV hotline, and NYC Hope for assistance with DV/GBV supports like counseling, legal, economic empowerment on their path to finding permanent housing. Adding capacity to DV dedicated RRH housing will meaningfully impact the number of people who are able to exit shelter.

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

Use the list feature icon to enter information on each unique project applicant applying for New PH-RRH and Joint TH and PH-RRH Component DV Bonus projects—only enter project applicant information once, regardless of how many DV Bonus projects that applicant is applying for.

Applicant Name
Sakhi for South A...
Services for the ...
New York Asian Wo...
Metropolitan New ...
Pillars of Peace

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

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

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

1.	Applicant Name	Sakhi for South Asian Survivors
2.	Rate of Housing Placement of DV Survivors–Percentage	85%
3.	Rate of Housing Retention of DV Survivors–Percentage	98%

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

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

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

**(limit 1,500 characters)**

1. The rate of housing placement is calculated from HMIS data submitted for the 2024 NYC CoC Annual Evaluation covering the period October 1, 2022 to September 30, 2023 for grant NY1276. The Placement Rate is measured as the percent of persons served longer than 30 days who were placed in housing.

$$\begin{aligned} \text{Placement Rate} &= \frac{\text{Total persons moved into housing}}{\text{Total persons served} - \text{Total persons with length of participation 0-30 days}} \\ &= \frac{114}{136-2} \\ &= 85\% \end{aligned}$$

2. Yes, the housing placement rate accounts for exits to safe housing destinations and only considers a client’s case successfully resolved if their current housing location meets their safety requirements and will keep them independent from a perpetrator of harm.

3. 100% of survivors (44 clients) who exited to permanent housing retained housing. The choice of permanent housing included rented accommodation, with an on-going subsidy (19 clients); rented accommodation, without an on-going housing subsidy (21 clients); and staying with family, permanently (3 clients)

4. Sakhi’s HUD client data is recorded in the HMIS-compliant AWARDS portal in Foothold Technology by their Housing Justice Program Advocates. Further, detailed case notes of each of their Housing clients are put into Salesforce, Sakhi’s internal database.

4A-3c.	Applicant’s Experience Housing DV Survivors.	
	NOFO Section I.B.3.j.(1)(d)	
	Describe in the field below how the project applicant:	
1.	ensured DV survivors experiencing homelessness were quickly moved into safe affordable housing;	
2.	prioritized survivors—you must address the process the project applicant used, e.g., Coordinated Entry, prioritization list, CoC’s emergency transfer plan;	
3.	determined survivors’ supportive services needs;	
4.	connected survivors to supportive services; and	
5.	moved survivors from assisted housing to housing they could sustain—address housing stability after the housing subsidy ends.	

(limit 2,500 characters)

1. Sakhi advocates assess housing needs to facilitate fast placement and review levels of risk and immediate danger. By expanding their landlord and broker network they have reduced their average placement time to 4-8 weeks.
2. Sakhi works with survivors of gender-based violence, virtually all DV survivors. Last year, their program was at capacity with 11 clients on a waitlist. Clients come through internal referral because the CoC's Coordinated Entry process for DV RRH is under evaluation. Sakhi will join when it is ready. Sakhi prioritizes RRH enrollment based on different factors. An internal matrix scores vulnerability using factors like income, immigration status, and disability. They also consider qualitative factors, like prioritizing cases when survivors have been harmed by multiple people in one home.
3. Sakhi works with all clients to develop survivor-centered supportive service plans. Survivors identify immediate needs (safety, food, shelter) and long-term goals (education, employment, health). For example, one client was financially burdened at enrollment. Sakhi advocates helped her develop an upskilling plan. After moving to new housing, she enrolled in a medical assistant training course and earned a well-paying job.
4. Sakhi provides robust in-house services and connects survivors to external resources. All Sakhi clients work with an Anti-Violence Program (AVP) Advocate who provides comprehensive case management that includes: crisis response, safety planning, emotional support, and navigating social services. AVP Advocates refer survivors externally for services like legal and medical help. Sakhi's Economic Empowerment (EE) Program provides financial education, job preparation, and education navigation. EE Advocates refer survivors to external programs like job training, tax, and financial counseling. Sakhi provides in-house mental health services and makes external referrals for psychiatric support.
5. Sakhi's Housing Advocates proactively plan for the end of subsidies and begin those conversations soon after placement. Planning includes upskilling to increase income, saving for security deposits, applying to other benefits and if necessary, preparing to relocate to cheaper housing. For example, one client's job was not enough for their apartment. Sakhi housing advocates helped her find and move to a cheaper apartment she could afford upon the end of the subsidy.

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

(limit 2,500 characters)

1. During intakes, Sakhi staff check if survivors are in immediate danger and if it is safe to communicate. All intakes are done remotely or at a confidential location. If both members of a couple request services from Sakhi, each is assigned a different advocate and scheduled separately.
2. Placements balance safety with survivor preferences. Sakhi Housing Advocates conduct safety assessments at multiple steps: at intake, during the housing search, and after placement. At the beginning of the program, housing advocates check in weekly or bi-weekly to assess safety. Once safe housing is secured, housing advocates assist in the 'settling in' process. In subsequent check-ins Sakhi housing advocates check if housing remains secure and habitable.
3. Sakhi complies with the confidentiality and privacy provisions of the Violence Against Women Act. Only Sakhi staff, subject to strict confidentiality requirements, have access to client information including addresses. All client information is stored in industry-leading encrypted databases (Foothold Awards, Salesforce, and Google Apps). Regulations and responsibilities around confidentiality are reviewed in their first interactions with clients and those that follow. Sakhi does not make referrals without the permission of clients (unless they present as a suicide risk); Sakhi will not share information to outside agencies without a client release. Sakhi advocates must obtain a survivor's consent to share information and review safety policies with realtors and landlords.
4. All of Sakhi's advocates undergo training about safety and confidentiality policies. This training is part of all new-staff training and reinforced in ongoing program-wide, housing program, and supervisory meetings. Sakhi has detailed housing policies that address confidentiality and safety.
5. Sakhi's Housing team works with clients to implement the following safety measures:
  - 1) Working with landlords on changing and/or adding locks; especially when a survivor has chosen to remain in their home after a perpetrator of harm has left.
  - 2) Keeping cell phones with emergency numbers like family, friends, and/ or social workers on speed dial;
  - 3) Planning escape routes
  - 4) Ensuring a perpetrators of harm do not discover locations,
  - 5) Developing secure communication methods
  - 6) Expediting transfer when safety is compromised. Sakhi asks brokers in their network to help quickly to find an apartment and helps survivors break leases if necessary.

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

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

**(limit 2,500 characters)**

As an organization, Sakhi rigorously collects qualitative and quantitative data for both formative and summative purposes. All data is regularly reviewed by Programs staff to ensure Sakhi has an informed understanding of the issues their community faces. In their Housing program, Sakhi uses Foothold AWARDS (HMIS-compliant) to measure performance and improve the quality of their RRH program. Sakhi participates in quarterly performance reviews using HMIS data. Once safe housing is secured, advocates communicate regularly with clients to monitor survivor safety and ensure that housing remains secure and habitable. In the first few months through the move-in and settling-in process, Sakhi’s housing advocates check in with clients as weekly or more as necessary. Once stabilized, advocates meet with clients in monthly check-in meetings (over 90% of Sakhi housing clients participate) advocates discuss with clients if their housing remains secure and habitable and respond if necessary.

Last year, Sakhi’s safety data revealed a rise in emergency transfers once survivors had been re-housed. In response, Sakhi’s Housing team implemented new internal policies and procedures to quickly relocate survivors such as: informing their clients about the possibility of emergency transfers, reconnecting with brokers in their partner network, setting aside funds to break leases when necessary, and budgeting funds through the VAWA BLI to expedite relocation.

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

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

(limit 2,500 characters)



1. Sakhi has operated a HUD-funded RRH program since March 2021 with great success placing and stabilizing survivors. Sakhi’s Housing Advocates create customized and flexible plans for participants that may reflect varying rental assistance timelines, individual goals and extent of services required. In the 2024 NYC COC local evaluation, Sakhi had an HMIS score of 94/100, third-highest of all local RRH projects (DV and non-DV projects).

Cultural competence is key to Sakhi’s success placing and stabilizing survivors. Sakhi’s staff speak over eight South Asian languages and are familiar with the cultural taboos that many of their clients are breaking, such as leaving marriages, being a single mother, and speaking openly about violence. Sakhi’s Housing team has intentionally cultivated partnerships with brokers and landlords with ties to New York City’s South Asian and Indo-Caribbean communities, enabling them to re-house survivors in culturally familiar communities.

2. Sakhi has a strong record of placing survivors into permanent housing through RRH funds—which provides up to 24 months of rental assistance. In the 2024 HMIS data, Sakhi’s RRH program served more than double the target number of households projected (65 against an E-SNAPS target of 30 households) with an 85% placement rate. 100% of clients exited the program to positive housing destinations.

3. Participants play a leading role in determining their housing search parameters. There is no pressure to move to a place against their will. If a client does not want to be in a certain neighborhood because of geographical proximity to perpetrators of harm or their family/friends, they will be encouraged not to. Many Sakhi clients prefer cultural connections in South Asian or Indo-Caribbean neighborhoods yet do not want to live in the same neighborhood as perpetrators of harm. Last year, Sakhi worked with Urdu-, Hindi- and Bengali-speaking brokers familiar with NYC’s South Asian and Indo-Caribbean communities to place 27 clients into housing that balanced cultural familiarity with safety needs.

4. Each client is encouraged to lead their housing search based on their needs and goals and Sakhi advocates will work with clients to find appropriate housing. For example, one Sakhi housing client entered NYC’s shelter system after fleeing a perpetrator of harm. While in the shelter, this client was accepted into community college. Sakhi worked with her to find housing close to her school.

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

(limit 5,000 characters)

1. Sakhi is organizationally committed to agency and mutual respect. Their four key outcomes are: 1) safety 2) healing 3) power, and 4) liberation. Sakhi does not use punitive interventions and offers all services, including housing assistance, for free and without precondition. Sakhi aims to minimize power differentials and promote mutual respect. For example, their staff are trained to minimize barriers; encourage survivors to use their own words; mirror their language; respect a survivor’s pace; monitor signs of emotional distress; and identify triggers.

2. Sakhi implements trauma-informed care in all operations from staff training, intake protocols, case management guidelines, and program design. Sakhi provides survivors, and when appropriate, support systems, information about the trauma such as the link between trauma, gender-based violence, and mental health; how domestic violence can interfere with processing information, or remembering details; how trauma can disrupt ability to trust, manage feelings, and relationships; and how perpetrators of harm use mental health to control partners.

Survivors also have access to an in-house mental health program that offers culturally and linguistically affirming individual counseling, group programs, and workshops about mental health and trauma. All Sakhi staff, including housing staff, have access to on-demand consultations with a licensed clinical social worker to address personal or professional issues, including the impact of vicarious trauma.

3. All of Sakhi’s programs emphasize participants’ strengths, goals, and personal aspirations. Every Sakhi program advocate, across all services, works with survivors to develop case plans that reflect survivor-defined goals and aspirations. Sakhi’s Economic Empowerment Program intake process asks survivors about both formal education (levels of schooling) and their informal skills and experience —like traditional crafts, cooking, and caregiving. For example, Sakhi’s has helped survivors interested in cooking to find jobs in the culinary sector and helped many survivors (60% of whom are single mothers) become certified as healthcare workers, home health aides, and pre-k teachers.

4. Sakhi was founded in 1989 to center cultural responsiveness and inclusivity. While their services are open to all, their target population is an underserved culturally specific community: survivors of gender-based violence from New York City’s South Asian and Indo-Caribbean diaspora. Sakhi tailors all programs for the broader South Asian and Indo-Caribbean diaspora. Sakhi’s team speaks over eight South Asian languages, includes survivors of gender-based violence, and are knowledgeable about South Asian cultural norms and taboos surrounding religion, gender, sex, and violence. Sakhi translates all of their materials into multiple South Asian languages and subscribes to Language Line. Recognizing that gender-based violence affects everyone, Sakhi works with growing numbers of queer, male, trans, and nonbinary survivors. Sakhi also offers survivors with limited mobility transportation funds, their offices are ADA compliant and offers remote options. Sakhi conducts regular all-staff training on diversity, equity, and inclusion topics.

5. Sakhi offers survivors numerous social activities that reduce isolation, provide space for constituents to confide in each other, build community, and have fun. These include identity or issue-based support groups (such as groups for clients engaging in the legal system, elders experiencing abuse, art therapy), topical workshops, and community-wide events such as an annual client picnic and annual holiday party. Sakhi also offers leadership opportunities and their staff includes survivors hired from their client community who work to raise awareness about gender-based violence in NYC’s South Asian and Indo-Caribbean communities.

6. All Sakhi participants have access to Sakhi’s Youth Empowerment Program, which provides: youth leadership development programs, peer support, and resources addressing health, education, and parenting workshops. Sakhi also provides family mental health counseling with an in-house licensed family counselor. In partnership with Dr. Anindita Rao, a psychology professor at Pace, Sakhi also offers year-round trauma-informed parenting workshops tailored for South Asian and Indo-Caribbean immigrant cultural perspectives. Sakhi also assists survivors with family legal issues through Department of Justice-funded partnerships with Queens Legal Services and The Legal Aid Society, both well-respected nonprofit legal service providers. Sakhi’s Anti-Violence Programs work with these legal partners to host multilingual legal clinics, facilitate support groups for clients navigating the legal system, and refer clients for legal representation.

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

Describe in the field below examples of supportive services the project provided to domestic violence survivors while quickly moving them into permanent housing and addressing their safety needs.
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**(limit 5,000 characters)**

Crisis Helpline Services— Sakhi operated one of New York City’s only gender-based violence helplines staffed by native speakers of South Asian languages. Their helpline staff is trained to provide culturally affirming support to survivors from the South Asian and Indo-Caribbean diaspora. Helpline staff provided callers immediate services including crisis counseling, safety planning, information about emergency shelters and services, and referrals to other community based services. Their helpline was available 10AM-10PM Monday - Saturdays. In 2023, Sakhi’s helpline received over 2,000 calls, texts and emails.

Anti-Violence Program (AVP) — AVP is a survivor’s first and ongoing source of support at Sakhi. In the AVP Program, Sakhi clients work 1:1 with a full-time advocate who provides comprehensive case management that includes: crisis response, safety planning, ongoing emotional support, counseling, and navigating the systems and agencies of a country that is foreign to them. AVP advocates accompany survivors to court hearings and public support agencies, hold multiple legal clinics providing pro-bono immigration and family law assistance, provide interpretation in multiple South Asian languages, and host support groups. Sakhi clients in the AVP Program are internally referred to other Sakhi programs (e.g. counseling, economic empowerment), based on their needs and goals. Sakhi AVP Advocates continue to work directly with clients and coordinate with other Sakhi staff if they are additionally participating in other services. AVP also refers clients to external services when appropriate.

Economic Empowerment—Through the EE Program, Sakhi helps survivors achieve safety and self- sufficiency. EE Advocates help survivors navigate systems including public benefits (including rent assistance, priority housing, health insurance, and child care); credit repair; employment assistance; financial assistance (including opening bank accounts, developing budgeting and savings skills); and educational pursuits (including scholarship applications). Last year, 133 EE clients achieved at least one self-identified goal from their EE individual service plans; 102 were assisted with public benefits; 30 improved or gained new employment; and 30 were admitted to an educational, job training, or vocational program.

Legal Services—Sakhi assisted survivors with family, matrimonial, and immigration legal service issues through partnerships with Queens Legal Services, Legal Aid Society, Sanctuary for Families and the Asian American Legal Defense and Education Fund. Sakhi worked with these partners to provide legal services, organize clinics, and train staff on legal issues. In 2023, Sakhi assisted 110 survivors obtain free consultations with family or immigration lawyers through clinics we hosted in collaboration with legal partners.

Financial Literacy—All Sakhi clients are encouraged to participate in a five-session financial literacy program that they developed with the New York State Coalition Against Domestic Violence and the AllState Foundation. The curriculum culturally adapts financial planning topics for South Asian and Indo-Caribbean American survivors of gender-based violence by covering how to recognize and and recover from financially abusive relationships and how gender, culture, faith and other identities influence one’s relationship to money. Upon successful completion, participants are eligible to participate in a matched-savings program to begin saving for long-term goals (e.g. emergency savings, education, business, home). For some of the participants, it was their first time opening a savings account. This course is offered four times a year. Last year, 33 survivors completed the program.

Other Sakhi Supportive Services: All Sakhi clients, including RRH clients, have access to Sakhi’s full range of programs including culturally and linguistically appropriate mental health counseling for adults, families and youth; help with basic needs through our food pantries and clothing closet, and emergency crisis grants. Families with children had access to support with mental health through peer support groups, leadership programs, enrichment and cultural programs for children and youth, assistance accessing school and public education, and connections to social services for children. All services were optional and case management was available on an as-needed basis.

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

Describe in the field below how the project(s) will:

1.	prioritize placement and stabilization of program participants;
2.	place program participants in permanent housing;
3.	place and stabilize program participants consistent with their preferences; and
4.	place and stabilize program participants consistent with their stated needs.

(limit 2,500 characters)

1. Sakhi is applying to expand its existing HUD-funded RRH project and will continue its existing policies in this new project. Sakhi’s Housing Advocates will work with survivors to create customized and flexible plans for participants that reflect varying rental assistance timelines, individual goals and extent of services required. This year, Sakhi will hire a full-time navigation specialist dedicated to expanding partnerships with local landlords and brokers.

2. Sakhi will place survivors into permanent housing through RRH funds, which provides up to 24 months of rental assistance. Planning for the end of housing subsidies will begin as soon after placement. Sakhi Housing Advocates will offer monthly meetings to prepare to retain housing once housing subsidies have ended. If necessary, Sakhi will work with survivors to apply for extended housing vouchers to avoid returning to homelessness upon the end of subsidies.

3. Participants will be encouraged to lead their housing search. Sakhi will not apply pressure to move to a place against their will. If a client does not want to be in a certain neighborhood because of geographical proximity to the abuser or abuser’s family/friends, they will be encouraged not to. Many Sakhi clients prefer cultural connections in South Asian or Indo-Caribbean neighborhoods yet do not want to live in the same neighborhood as perpetrators of harm. Sakhi will work with multilingual brokers familiar with NYC’s South Asian and Indo-Caribbean communities in order to place clients into housing that balances their cultural preferences and safety needs.

4. This expansion project will continue Sakhi’s practice of basing a housing search based on each survivor’s needs. For example, the majority of Sakhi clients are single mothers. Most need housing close to schools or childcare. One Sakhi client wanted to remain in her apartment after a perpetrator of harm left the home following an order of protection because it was close to her children’s school. However, she couldn’t stay due to thousands of dollars in rental arrears. Sakhi’s housing advocates helped her find a new apartment she could afford with a voucher near her children’s school in a neighborhood she wanted.

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

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

6.	offer support for survivor parenting, e.g., trauma-informed parenting classes, childcare, connections to legal services.
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(limit 5,000 characters)



1. All new staff Sakhi hires with expansion funds will be trained and oriented to the organization's commitment to survivor agency and mutual respect. Sakhi will continue to not use punitive interventions and Sakhi will offer all services, including housing assistance, for free and without precondition. All housing staff hired in this expansion, will receive ongoing supervision and support to ensure their commitment to trauma-informed and survivor-centered practices.
2. All participants in this new project will have access to Sakhi's robust in-house mental health program that offers culturally and linguistically appropriate individual counseling and support groups facilitated by licensed in-house clinical social workers. Sakhi will continue to incorporate trauma-informed care across the organization from intake protocols to practices for case management. All new housing staff who are part of this expansion will have access to individual clinical supervision to address vicarious trauma.
3. All of Sakhi's programs will emphasize participants' strengths, goals, and personal aspirations. Every Sakhi program advocate, across all services, will work with survivors to develop case plans that reflect survivor-defined goals and aspirations. Sakhi's Economic Empowerment Program intake process will ask survivors about both formal education (levels of schooling) and their informal skills and experience —like traditional crafts, cooking, and caregiving.
4. This new project, like all of Sakhi's programs, will center cultural responsiveness and inclusivity. All new staff in this expansion will be multilingual and will participate in regular training on equal access, cultural competence, and nondiscrimination. While services will be open to all, the target population for this expansion will continue to be survivors of gender-based violence from New York City's South Asian and Indo-Caribbean diaspora. Sakhi's team will speak over eight South Asian languages and include survivors of gender-based violence who are knowledgeable about South Asian cultural norms and taboos surrounding religion, gender, sex, and violence. Sakhi will translate all of their materials into multiple South Asian languages and subscribe to Language Line, a telephonic translation service. Sakhi will also work with queer, male, trans, and nonbinary survivors. Sakhi will offer survivors with limited mobility transportation funds, maintain offices that are ADA compliant and offer remote options.
5. All participants in this new project will have access to numerous social activities that reduce isolation, provide space for constituents to confide in each other, build community, and to simply have fun together. These will include identity or issue-based support groups (such as groups for clients engaging in the legal system, elders experiencing abuse, art therapy), topical workshops, and community-wide events such as an annual client picnic and annual holiday party. Sakhi will also offer leadership opportunities and hire survivors hired from their client community to raise awareness about gender-based violence in NYC's diverse South Asian and Indo-Caribbean communities.
6. All participants in this new project will have access to Sakhi's Youth Empowerment Program, which will provide youth ages 6-24 leadership development, peer support, and resources addressing health, education, and parenting workshops. Sakhi will also provide family-based counseling and parenting workshops. In partnership with Dr. Anindita Rao, a psychology professor at Pace, Sakhi will offer year-round parenting workshops tailored for South Asian immigrant cultural perspectives. Through Department of Justice-funded partnerships with Queens Legal Services and Legal Aid Society, Sakhi will also offer parents and families in this expansion project access to family law services.

4A-3j.	Applicant's Plan for Involving Survivors in Policy and Program Development, Operations, and Evaluation in the New DV Bonus Housing Project(s).	
	NOFO Section I.B.3.j.(1)(f)	

Describe in the field below how the new project will involve survivors:

- |    |   |
|----|---|
| 1. | with a range of lived expertise; and                                  |
| 2. | in policy and program development throughout the project's operation. |

**(limit 2,500 characters)**

1. In hiring, Sakhi will prioritize lived experience being unhoused and a survivor of gender-based violence as a criteria for all positions, including in its Housing Justice program. Sakhi's housing team currently includes staff members who identify as survivors and/or have experienced homelessness and that lived experience will continue to be a selection criteria for new positions. Sakhi will also hire and train survivors from their client community to work as community organizers and peer educators. These roles will explicitly require "lived experience" as candidates must have participated in Sakhi's services to be eligible. All participants in this expansion project will be encouraged to apply. In addition, lived experience as survivors of gender-based violence will continue to be prioritized for roles across Sakhi's staff, leadership, and board of directors. Multiple Sakhi staff and board members share that their personal experience as survivors motivates their involvement with Sakhi and with gender justice work.

2. To ensure survivors' voices are involved in the implementation of this expansion project, Sakhi will compensate survivors for participating in surveys and focus groups through gift certificates and stipends. In addition, all survivors will be provided with two-way public transit passes for any visit to a Sakhi office. Sakhi's Housing Program will also gather feedback from clients through 1:1 monthly check-in meetings with Housing Advocates, interviews with clients upon exiting the program, and an annual survey of all Housing clients to gauge satisfaction, needs, and progress. Throughout this project's operation, Sakhi housing team will review client feedback data in their regular team meetings, an annual planning retreat, and in planning and revising its program budget. In response to past client feedback, Sakhi's housing program had adjusted its intake process, added new supportive services (credit repair and financial literacy), and formalized new emergency transfer protocols.

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

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

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

1.	Applicant Name	Services for the UnderServed
2.	Rate of Housing Placement of DV Survivors–Percentage	56%
3.	Rate of Housing Retention of DV Survivors–Percentage	46%

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

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

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

(limit 1,500 characters)

1. To calculate the rate of housing placement rate, S:US determined the number of households in S:US’ DV shelters- Aegis and Athena House between 9/1/23 - 8/31/24 and divided this number by the number of households who had secured permanent housing. Our DV Shelter had an average of 77% of families exit to permanent housing over the past two years.
2. Yes, the rate of housing placements accounts for exits to safe housing destinations, such as moving in with relatives or close friends.
3. To calculate the housing retention rate, S:US divided the number of households who maintained housing by the number of households who secured housing between 9/1/23 - 8/31/24. S:US placement rates are low compared to non-shelter programs because Tier I DV shelters are time limited; many move to Tier II DV shelter for additional time. S:US participants leaving DV situations also have a variety of conflicting needs that can prohibit them from meeting HRA requirements including support with approving an apartment during an inspection, submitting rent payments on time, and/or meeting application deadlines. While these barriers make it increasingly difficult for survivors to secure stable housing, S:US has managed to do so for over half of their program participants.
4. Data sources included S:US’ External System SORTS Report along with S:US’ AWARDS database.

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

Describe in the field below how the project applicant:

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

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

1. For over 30 years, S:US has successfully operated two domestic violence shelters, which provide supportive services to help individuals move quickly to safe housing. S:US’ staff meet weekly with survivors to create a plan and assist in sourcing viewing and submitting applications for apartments and help individuals apply for City FHEPS voucher. S:US has a 56% placement rate due to the time-limit HRA places on individuals in the DV shelter.

2. S:US is an exemplary partner in Coordinated Entry. S:US has a centralized intake department, their seasons Single Point of Access (SPA), works with the CoC’s Coordinated Entry System to conduct outreach, determine program eligibility, and prepare individuals and/or families for housing. S:US’ SPA also works with the NYC Department of Social Services’ (DSS) housing unit. By combining efforts with CoC’s Coordinated Entry System and DSS will ensure there is no duplication of effort with their project.

3. Within 2 days of arrival, participants meet with staff to complete a Housing Ready Assessment, that details their needs, legal history, housing preferences, and financial capabilities. S:US’ staff work with each participant to build a Wellness Plan, where their service needs and goals are tracked. Staff meet with participants at least weekly, to monitor their progress towards their goals, making updates as needed.

4. S:US staff are trained to refer participants to their community partners who can provide the services necessary. S:US partners with other organizations who provide services such as substance use treatment, mental health services, legal services, and education services, including: Care for the Homeless, Association to Benefit the Children, Sun River Health, Brooklyn Defender Services, Damian Family Health Center, Catholic Charities Community Services, and New York City Health and Hospital.

5. S:US is committed to ensuring that individuals and families can successfully maintain their housing after they are no longer enrolled in an S:US program. S:US RRH Program provides employment assistance by supporting participants with resumes, job search, applications and interviews. S:US also supports participants with their housing search, obtaining counseling services for mental health support and/or substance use, and life skills training, to best prepare their participants to successfully maintain a stable household.

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

Describe in the field below examples of how the project applicant ensured the safety and confidentiality of DV survivors experiencing homelessness by:

1.	taking steps to ensure privacy/confidentiality during the intake and interview process to minimize potential coercion of survivors;
2.	making determinations and placements into safe housing;
3.	keeping survivors’ information and locations confidential;
4.	training staff on safety and confidentiality policies and practices; and
5.	taking security measures for units (congregate or scattered site), that support survivors’ physical safety and location confidentiality.

**(limit 2,500 characters)**

1. During the intake and interview process participants are treated with the highest standard of confidentiality, as all of S:US' domestic violence focused programs follow the Violence Against Women Act (VAWA) where all personally identifying information (PII) is kept confidential and private throughout the entire interview process and onboarding process of a survivor. Staff meet with participants one on one and turn on a sound machine to ensure privacy.
2. All of S:US' RRH Programs focus on supporting the program participant in feeling safe while enrolled and long after. S:US ensures that all participants leave with a Safety Plan, that is created together with the case manager. The plan includes a plan for finding safe permanent housing, and enrolling in the Address Confidentiality Program if needed.
3. Once moved into permanent housing, S:US still guarantees to keep a survivor's information and location confidential. All PII is kept confidential and will remain confidential even after a program participant leaves. S:US uses an encrypted electronic database – AWARDS for client records and case files. Any files are stored in a file cabinet kept in a confidential location accessible only to staff, in a locked, password protected location.
4. All S:US staff are trained in safety and confidentiality policies and practices during their onboarding. These trainings are reviewed at least once a year, to ensure that all staff are up to date on any change in policy and, as a revision as well, including HIPPA, VAWA, and Safety Planning. All new Aegis staff are informed of safety/confidentiality policies and practices up start date. Program Director reiterates safety/confidentiality policies and practices quarterly during staff meetings. In addition, compliance with safety/confidentiality policies and practices are monitored daily.
5. For S:US' RRH Program, there is 24/7 on-site security to ensure that survivors feel safe and protected. To be allowed into the facility, IDs must be shown at the door. For this program, S:US will be focused on scattered-site apartments. S:US will be assisting all participants in locating housing that fits their needs and maintenance capabilities. However, any information that S:US has access to about where a participant is living or moving to is kept confidential per the VAWA.

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

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

**(limit 2,500 characters)**

S:US provides all its program participants with a Safety Plan to help survivors protect themselves and be prepared in case they encounter their abuser. The plan helps survivors outline where to leave extra money, keys, copies of important documents, how to get out of their home safely, steps for calling 911, communicating to friends and family for support, and other tools survivors can use. It includes a list of phone numbers of local domestic violence agencies and a list of important items that one may need when leaving one's home. Further, S:US staff are fully trained in recognizing the signs of domestic abuse as well as a policy and procedures outline of steps to take if a program participant makes a statement about domestic violence. Procedures include taking all statements of harm seriously, not discussing the violence in front of the perpetrator, followed by notifying the supervisor, creation of a Safety Plan, notifying all staff that work with the participant and sharing the Safety Plan, calling 911 if the situation escalates and you believe the participant is in immediate danger, contacting the Regional Director, and completing a report for S:US.

Every year S:US updates and releases a consumer feedback survey. This survey includes general program service questions and questions on a metric S:US needs to improve on. For example, the 2023 consumer survey for Aegis Shelter focused on getting feedback on food security and variety. The subject matter was decided for a variety of reasons, from S:US hoping to improve food security within their shelters in general, but for Aegis specifically they wanted to increase variety of food options for their participants during their first few weeks of stay to better support them during their transitional period, and time it takes to apply and acquire government benefits. S:US also submits quarterly reports to our state funders detailing their performance and submitting their data collections to reach their specified metrics. In addition, S:US creates Program Improvement Plans (PIPs) annually using feedback from the HRA and OCFS audits. The PIP outlines concerns found that need to be correct or improvements that need to be made. Program leadership will outline how they will correct the issues, when it was completed, and within the time frame provided by the auditors.

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

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

**(limit 2,500 characters)**

1. Aegis is one of S:US' domestic violence shelter. Aegis is their initial point of entry into the City's domestic violence care system and families come in directly from their crisis and stay for 90 days. Aegis specializes in trauma support, case management and legal assistance, and employment counseling to best support the families they serve to restart their lives. S:US' staff is trained to use a Trauma-Informed Approach (TIA) to best support clients enrolled in their programs. Using TIA, their staff works with these families to create a Wellness Plan, which allows them to holistically build a goal-oriented case management plan to best serve their needs and desires.

2. S:US is an organization that excels in placing and maintaining those who are most vulnerable in permanent housing. Athena house has had an average of a 77% of their families exit and acquire permanent housing within the past two years. This percentage includes those moving out from the shelter and moving into either permanent housing or a safe housing situation. S:US' goal for their domestic violence shelters and any temporary housing is to assist their participants in locating, securing, and maintaining permanent housing. However, they have found that a participant's time in a temporary shelter is often not enough to secure permanent housing. S:US' goal is that their new co-located Aegis Rapid Rehousing program will allow their staff ample time and focus to assist families in securing permanent housing.

3. S:US finds it vital to ensure that survivors feel heard, seen, and safe during their transition into permanent housing. Given this, S:US prioritizes a survivor's preferences during their permanent housing search, selection, and placement. To do this, S:US employees Housing Specialists across all their rapid rehousing programs who work closely with survivors to understand their preferences- whether that be neighborhood, size of the apartment, and transportation services.

4. In addition to prioritizing a survivor's preferences, S:US is adamant about prioritizing a survivor's needs as well. To ensure that their needs are met, an S:US case manager builds a Wellness Plan with the survivor where all their needs are outlined, such as mental health support, childcare, and employment support.

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

**(limit 5,000 characters)**



1.S:US is committed to maintaining an environment of mutual respect and agency for the survivors. S:US' core values include:

- a.Respect: S:US acts on its belief in the essential dignity and value of everyone by treating everyone with compassion, care, and courtesy.
- b.Supportive Culture: S:US stands on the belief that people need each other to achieve their goals and creates supportive environments where people can share ideas and information freely, to foster creativity, communication, and collaboration.
- c.Maximize Individual Potential: S:US works to support individuals in reaching their individual potential.
- d.Not only is agency and mutual respect embedded in the core values of S:US, but they are also focused on hiring people with lived experience (PLE), to foster a deeper relationship of understanding and trust between those they serve and their staff.
- e.All of S:US' staff are trained to remove barriers between staff and the people that they serve by ensuring that their interactions with survivors are based on equality and mutual respect.

All in all, S:US ensures these values translate into action by a) hiring individuals who resonate deeply with our mission and values b) maintaining a culture within the organization that continuously emphasizes these values and rewards exemplary examples of these values through their employee recognition ceremony and monthly employee recognition emails, c) quality training and mentorship opportunities by those who represent these values, d) ensuring their Quality Assurance, Human Resources, and Chief People Officer are aware of any discrepancies and room for improvement, to ensure these values are always exemplified by the organization as a whole. Further, there is a suggestion box where participants are encouraged to leave suggestions and feedback about the program anonymously, and an in-house survey that asks about their satisfaction with the services they are receiving. Program Director reviews them weekly and implements any changes that they deem necessary. In addition, participants fill out an Exit Survey rating the resources and quality of services they received. The Program Director reviews all responses to implement changes in programming.

2.S:US recognizes that a family's experience with trauma is an essential factor when providing services. To provide Trauma Informed Care (TIC), all program staff focus on key principles that include safety, trustworthiness, transparency, collaboration, mutuality, empowerment, voice, choice, and cultural, historical, and gender issues. Additionally, S:US creates safe physical and emotional spaces. Their open-door policy allows all program staff and leadership to be available to provide assistance and support to their participants and helps create a trustworthy and transparent environment for their program participants. TIC improves S:US' engagement in services and promotes recovery and resilience for the people that they serve.

3.S:US uses assessments to best understand a program participant's needs. Once needs and goals are established, they are written up into a Wellness Plan which is utilized in addition to case management tools. This Wellness Plan is person-centered and focuses on a partnership between the survivor and the case manager. It allows the survivor to have a voice and choice in their goals and recovery plan. Wellness Plans are reviewed bi-weekly and at minimum monthly. They can be adjusted easily between the participant and the staff member, which allows for flexibility.

4.All S:US staff members are actively trained in cultural humbleness, equal access, non-discrimination, language access, and trauma informed care. This training occurs during their New Hire Orientation and then yearly using self-

training modules on LITMOS. S:US is mindful about hiring staff from a variety of backgrounds and with a wide range of lived experiences. This allows for S:US to provide a holistic set of individuals to provide support to their program participants.

5.As mentioned, S:US is committed to fostering a safe and productive environment for their survivors. To do so, S:US employees' people with lived experience to build deeper connections with those they serve. To promote this, program staff will provide resources for groups, mentorships, peer-to-peer, and spiritual needs. S:US also maintains focus on hiring those with lived experience to provide a connection to survivors with a member on staff.

6.S:US includes in a welcome kit for participants a list of places of worship, food pantries, grocery stores, health clinics, childcare, and more. In addition, S:US is knowledgeable about peer support groups, mentorship opportunities, and more. They work closely with the program participant and will connect them with resources that they are interested in. S:US also hosts a weekly support group "The Art of Healing" every Tuesday to support survivors in their healing journey.

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

Describe in the field below examples of supportive services the project provided to domestic violence survivors while quickly moving them into permanent housing and addressing their safety needs.
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(limit 5,000 characters)

S:US has over 10 years of successful programs that they have operated throughout the years funded by HUD. S:US currently has approximately a dozen supportive housing program contracts from HUD, many of which have operated for over a decade. In conjunction to this, S:US has successfully operated Aegis, their domestic violence shelter which has served more than 3,700 families to date.

S:US believes in a holistic approach to supporting survivors to addressing their safety needs. Supportive services S:US intends to provide to survivors in their program is including but not limited to:

- Assessment and service needs: S:US' RRH Program Lead conducts interviews with survivors to gage what their needs include, such as, employment support services, mental health counseling, childcare, food pantry services, and more. Once the Program Lead identifies a participant's service needs, they will provide their Case Manager with the summary of the services a participant would benefit from and work to provide them with referrals to organizations that S:US partners with such as Bronx Works for vocational support, Association to Benefit the Children (ABC) for childcare services, S:US Wellness Works Clinics for mental health support, and local food pantries.

- Case management support and counseling services for families in the shelter system preparing them for permanent housing. These services are provided by Housing Specialists and can include things such as applying to childcare vouchers through the HRA, other government services such as applying for FHEPS vouchers, NYCHA/Section 8, SNAP/EBT, and encouraging survivors to attend the weekly domestic violence survivors support group held at the shelter every Tuesday.

- Employment services include employment and educational counseling, job placement assistance, and training. The Program Director (PD) supports participants with resume building, cover letters, job applications if necessary, and interview practice. Once this initial support is conducted, normally, the PD will refer participants to S:US' vocational partners (Bronx Works) for further support.

- Housing placement and support services: The families will be supported throughout the housing search process, including housing applications, viewings, moving, and post-move out transition. This may include Rental Assistance for 12 families, moving costs, utility deposits, emergency groceries, and transportation.

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

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

**(limit 2,500 characters)**

1. One barrier S:US has expressed is that for their Aegis Shelter, a Tier I shelter; survivors are not there long enough to receive full support to transition to permanent housing. Housing Specialists will support participants in securing permanent housing, including helping them to search for housing, view and apply for housing, and apply for necessary subsidies.

2. S:US' new proposed project Aegis Rapid Rehousing (ARRH) will be co-located with their Aegis shelter, operating as its own program, serving 18 families a year. Their new proposed program would allow them to bridge a gap in the services they currently provide to their domestic violence survivors. Although during their time in shelters S:US works closely with survivors for their 90 days to rehabilitate and assist them with securing permanent housing, it is simply not enough time to. Their new proposed program would take survivors referred to anywhere and work closely with them to connect them to stable, permanent housing. This new Rapid Rehousing Program will allow S:US to best serve these families in their healing journey- ensuring their needs are heard and met. S:US is also requesting funding for rental assistance for 12 households, with the assumption that the other 6 would have FHEPS vouchers.

3. During their enrollment in the program, survivors are given the opportunity to share with their S:US Housing Specialist what their preferences for housing are- from location, housing size, and amenities. From there, the Housing Specialist will work closely with the survivors to locate housing that falls under the umbrella of their preferences. By ensuring a survivor's preferences are heard and fulfilled, it brings an element of control back into their lives and expands their ability to heal from their trauma. Housing Specialists support participants in requesting to view units, creating their applicant package, submitting documents to landlords and the HRA, and considering all living options (different neighborhoods, different sized apartments, and even for singles considering shared spaces).

4. In addition to support from a Housing Specialist, all individuals have a case manager assigned to them. The case manager will work closely with survivors to build a Wellness Plan, which outlines a survivor's needs. Survivors will meet with case managers at least biweekly, where they will have an opportunity to modify the Wellness Plan, with the understanding that it needs change.

4A-3i.	Applicant's Plan for Administering Trauma-Informed, Survivor-Centered Practices in the New DV Bonus Housing Project(s).	
	NOFO Section I.B.3.j.(1)(e)	
	Describe in the field below examples of how the new project(s) will:	
1.	establish and maintain an environment of agency and mutual respect, e.g., the project does not use punitive interventions, ensures program participant and staff interactions are based on equality, and minimize power differentials;	
2.	provide program participants access to information on trauma, e.g., training staff on providing program participants with information on the effects of trauma;	
3.	emphasize program participants' strengths—for example, strength-based coaching, questionnaires and assessment tools include strength-based measures, case plans work towards survivor-defined goals and aspirations;	
4.	center on cultural responsiveness and inclusivity, e.g., training on equal access, cultural competence, nondiscrimination, language access, improving services to be culturally responsive, accessible, and trauma-informed;	
5.	provide a variety of opportunities for program participants' connections, e.g., groups, mentorships, peer-to-peer, spiritual needs; and	

6.	offer support for survivor parenting, e.g., trauma-informed parenting classes, childcare, connections to legal services.
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(limit 5,000 characters)

1.S:US maintains an environment and agency of mutual respect throughout the agency and their new Aegis RRH program will reflect this. All of S:US' housing programs abide by a Housing First philosophy ensuring that a participant's primary need for housing is met. There will be no minimum requirements for participation and/or punitive measures taken for those who do not participate. S:US' RRH staff will plan an active role in engaging with participants through welcoming daily interactions.

2. All RRH staff will be expected to utilize a Trauma Informed approach to care. S:US provides training on Trauma Informed Care practices to all staff through LITMOS and during their initial staff onboarding. RRH program staff focus on key principles that include safety, trustworthiness, transparency, collaboration, mutuality, empowerment, voice, choice, and cultural, historical, and gender issues. The RRH program will maintain an open-door policy that allows all program staff and leadership to be available to aid and support their participants. TIC improves S:US' engagement in services and promotes recovery and resilience for the people that they serve.

3.S:US' RRH staff will utilize a strengths-based approach to working with clients. Specifically, service plans will be developed by looking at and assessing individuals' strengths and creating goals that capitalize on the strengths of their participants, empowering them to achieve their goals and aspirations. All service plans and goals will be developed in strong collaboration with survivors to ensure they are reflective of individual's strengths and ambitions.

4.The new RRH program will follow the National Standards of Culturally and Linguistically Appropriate Services. Staff will receive training on cultural humility and attentiveness to cultural appropriateness to support the delivery of exemplary services. Their RRH program services will be attentive to the following areas in accordance with class standards: Race/Ethnicity/Culture: S:US staff work to convey respect and support, both at the individual and at the system level for all the people they serve, particularly with respect to their race/ethnicity to deliver services that reflect an individual's cultural background. S:US staff receive training to recognize cultural differences and are equipped to modify or adapt their service delivery as needed. Every evidence-based practice used in their service delivery is flexible enough to allow modification to meet cultural and linguistic differences. They also recognize the diverse cultural beliefs and healing practices (including faith-based practices) of the individuals they serve and incorporate these into service plans. Communication and Language: S:US provides linguistically sensitive services by ensuring that bilingual staff are available to this program and/or through a translation service. Staff also provide materials at a 5th grade literacy level. To ensure comprehension, staff read all documents to participants and assist in filling out forms or reading mail if requested. Sexual Orientation and Gender Expression: Staff work to facilitate a safe environment for LGBTQ+ individuals. Staff are appropriately trained in LGBTQ+ terminology and are respectful of client's identity by asking for an individuals' preferred names and pronouns (rather than assuming) and addressing individuals accordingly. Staff will link participants with LGBTQ+ programs/services in the community to connect individuals to culturally specific care.

5.S:US has a variety of community partners that they work with to meet the needs of the participants. These include childcare service providers, mental health clinics, substance use support services, and even vocational support. All participants receive a comprehensive list during their intake and their case managers will work closely with them for referrals if necessary. In addition, S:US hosts a domestic violence support group every Tuesday, "The Art of Healing" with a full curriculum of topics including; setting boundaries, healing

tools, conflict resolution, forgiving yourself, and the impacts of domestic violence on children. S:US provides at minimum monthly group activities which can include visits to a museum, zoo, pool days (during the summer), holiday themed activities at the shelter, birthday parties, and more to ensure participants feel a sense of community and normalcy.

6.S:US provides on-site childcare when appropriate. Staff will rotate to support the children who are enrolled in the program. This includes an option called "Self-Care Time", where parents can drop off their child for four hours to run errands, attend job interviews, or to just get a break. As for off-site childcare, S:US will help participants apply for childcare vouchers through the HRA, and support in enrolling children in schools if necessary. Staff will also provide support with trauma-informed childcare, and referrals to legal services if necessary.

4A-3j.	Applicant's Plan for Involving Survivors in Policy and Program Development, Operations, and Evaluation in the New DV Bonus Housing Project(s).	
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NOFO Section I.B.3.j.(1)(f)

Describe in the field below how the new project will involve survivors:

1.	with a range of lived expertise; and
2.	in policy and program development throughout the project's operation.

(limit 2,500 characters)

1. S:US recognizes the importance of involving people with lived experience and involving survivors in our program planning. Where possible, S:US hires peer staff with lived experience into programs and/or individuals who have had family experiences with domestic violence. The participation of peer staff is a valued and integral part of their service delivery. Staff with lived experience are crucial to S:US' ability to connect with participants from their new RRH program. They serve as a bridge between survivors enrolled in their programs and the staff and are essential to the program's design.

2. S:US recognizes that hiring peer staff is simply not enough. S:US understands that those who work closely with program participants and who have lived experience are an integral part of their improvement process and they are constantly encouraging their staff to share ideas via check-in with their managers. Further, S:US sends out a yearly consumer feedback survey, where program participants can anonymously provide feedback about their program experience, the staff, and the organization. S:US is committed to quality assurance and improvement, all feedback received is carefully reviewed, discussed, and shared with staff to improve their service delivery.

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

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

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

1.	Applicant Name	New York Asian Women's Center, Inc. DBA Womankind
2.	Rate of Housing Placement of DV Survivors–Percentage	63%
3.	Rate of Housing Retention of DV Survivors–Percentage	60%

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

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

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

**(limit 1,500 characters)**

1. Housing placement was determined by counting survivors placed in any sort of housing (including homeless shelters) by Womankind (WK) and dividing that number by all the survivors WK serves.
2. This rate for housing placement does account for exits to safe housing destinations. Even in cases of transitional housing, WK ensures that all housing placements are exits to safe housing destinations (see response to question 4A-3d for more information on safety and security protocols).
3. The rate of housing retention was calculated by counting survivors placed in permanent housing by WK and dividing that number by all the survivors WK serves. WK defines “permanent housing” as safe, private housing either rented by the survivor (often with rental assistance) or by a survivor’s friend or family member. As an emergency shelter operator without an existing RRH program, WK’s only or best option currently is often to refer survivors to other RRH programs or DV shelters upon their exit from one of WK’s two emergency residences. With the launch of Womankind’s Rapid Re-housing Program, the team plans to increase the types and varieties of units available to survivors and increase rates of housing placement and retention, focusing on quickly moving survivors into safe, permanent housing.
4. WK uses Salesforce to track and house data and will ensure HMIS compliance if awarded this grant.

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

Describe in the field below how the project applicant:



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

(limit 2,500 characters)

1. Womankind (WK) established the first shelter for Asian survivors of DV on the East Coast in 1982. WK now shelters up to 140 clients annually, of all races, ethnicities, and genders, in two confidential emergency residences and assists 50-60 non-residential clients annually to secure housing via EHV. Survivors are generally placed in housing within 2-3 months of first contact.
2. When placing survivors in housing, WK prioritizes based on immediacy and severity of safety concerns, including immediacy and severity of abuse, the presence of children who may be affected by abuse, and current eligibility for programs like FHEPS and EHV.
3. Survivors reach WK via a 24/7 helpline and are assigned an advocate who conducts a needs assessment and creates a service plan in a process that is conversational and collaborative. The service plan may cover housing, health, medical, legal, financial, childcare, education, transportation, cultural, and spiritual needs. Service plans are based on a SMART framework (Specific, Measurable, Achievable, Relevant, and Time-bound) and list tasks the advocate will accomplish, tasks the survivor will accomplish, and tasks they will accomplish together with deadlines. Check-in points are established to monitor progress.
4. WK advocates assist survivors in filling out applications for public benefits (SNAP, TANF, medicaid, WIC) and connect them to supportive services. WK's in-house services include: legal aid, job training, counseling, wellness services, youth programs, and Later in Life programs. WK collaborates with organizations like Able Health Care Services, the Allied Health Care Pipeline Program at Hostos Community College, Hot Bread Kitchen, First Step by the Coalition for Homelessness, and MoneyWise to provide vocational, culinary, computer skills, and financial trainings. Other partners include the Healing Center, Safe Horizons + DHS Path, Day One, Apex for Youth, and the Tahirih Justice Center.
5. From 2022-2023, WK referred 82 survivors to the NYC Mayor's Office to End Domestic and Gender- Based Violence, enabling 57 to move with emergency housing vouchers. In 2024, WK has helped 23 individuals move out of shelters and into permanent housing. After permanent housing placement, advocates continue to work with survivors as long as needs exist, helping them actualize their service plan, referring them to WK services, organizational partners, and community resources, and helping them gain access to government services.

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

(limit 2,500 characters)

1. During Womankind (WK)'s intake process, they utilize Client IDs to protect personally identifiable information. All data is entered into a secure database. Demographic data is always reported in aggregate. Throughout the interview, advocates center survivors' emotional safety. Questions are open-ended and minimally invasive, advocates mirror language that survivors use when referencing lived experiences, and interviews are paced by the survivor, which may mean the process takes more than one session.
2. When survivors are placed into one of WK's shelters, certain safety and security measures are in place (see response to sub-question 5). When placed with family or friends, advocates meet household members beforehand. When placed in private residence via FHEPS, EHV, or an external RRH program, WK works to ensure survivors have the skills they need to assess the safety of residences for themselves. For example, advocates may offer survivors tips on what to look for in a new apartment, including the presence of security cameras and double locks, and advice on how to talk to landlords when addressing the absence of safety features. Other safety and security measures include: legal support in obtaining restraining orders and other forms of legal protection, learning safety skills (like how to turn GPS tracking off, how to navigate a family cellular plan shared by an abuser, and understanding neighborhood safe zones), and assisting in conversations with school officials about who are safe adults that can access a survivor's child for pick up and drop off.
3. During intake, WK assigns client ID numbers to maintain confidentiality within service referrals and internal communications. The locations of WK's 2 shelters and any other addresses where clients live are kept strictly confidential, and all resident mail is sent to WK's main office to protect survivor confidentiality.
4. WK staff and volunteers receive rigorous onboarding and an annual refresher course on supporting clients, including policies on safety and confidentiality. They are required to sign confidentiality waivers before starting work. All residential staff are trained on what to do in the event that a safety incident occurs at one of our shelters and Residential Managers are always available to support.
5. All of WK's sites (emergency residences and community offices) are equipped with a doorbell system, cameras to control access, and staffed 24/7 for security.

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

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

(limit 2,500 characters)

Currently, Womankind’s physical, emotional, technological, and psychological safety measurements are built into its intake process and overall approach to the working relationship with survivors. Staff are trained in our trauma-informed MAP approach (see answer to 4A-3e for more details on this approach) and must follow safety planning procedures during the in-take process. Advocates monitor and assess safety indicators through observations and conversations with survivors at regular check-ins. WK’s database (Salesforce) is used to track these data points, including safety incident dates and level of safety felt by a survivor. Survivors also participate in frequent feedback questionnaires and focus groups that lend insight to programmatic outcomes, which include questions around safety. Womankind’s Evaluation and Monitoring team processes this data which is then used by the organization to adapt and improve services. For example, one of the trends observed in the past year was the request for more support to navigate lease renewal and safety transfers, when clients secured move out options with housing vouchers. WK took this feedback, and now offers monthly office hours to troubleshoot these issues with survivors as well as advocating for more housing support for survivors with City government.

Though Womankind has successfully incorporated frequent evaluation methods to ensure safety, it continues to seek improvements in its data collection methods to make data analysis more efficient. This includes incorporating the regular use of technology when documenting case notes and assessments.

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

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

**(limit 2,500 characters)**

1. All services at Womankind (WK) are rooted in its award-winning model of practice, "Moving Ahead Positively" (see question 4A-3f). Individualized service plans are created using MAP and housing placement of survivors is prioritized based on a variety of factors: forms of survivorship, immediacy and severity of safety concerns, including abuse, presence of children who may be affected by abuse, and survivors' eligibility for programs like FHEPS and EHV.
2. In 2023, WK helped 59 out of 82 applicants successfully obtain emergency housing vouchers, with an average \$2,187 monthly rent subsidy. Of these survivors, 70% moved into higher-opportunity zip codes. From 2010-2017, with funding from the Office of Violence Against Women, WK housed 24 families and helped them find stable housing after their exit from WK's shelters. In all of their housing efforts, WK consistently prioritizes survivors' preferences, needs, and goals.
3. Though WK does not have an existing RRH program, it has been successful in placing and stabilizing survivors in permanent housing based on their needs. Housing options have been limited to what is available via other RRH programs, but have always been vetted according to what the survivor prefers. Some preferences that are reviewed with survivors include: location, proximity to family and friends, housing type, unit size and configuration, dietary restrictions in communal living arrangements, and housing that allows pets.
4. When placing and stabilizing survivors consistent to their stated needs, WK uses a housing placement needs checklist to guide the initial conversation. The checklist can be changed and re-prioritized at any time by the survivor. The checklist includes: housing in neighborhoods with low crime rates and/or limited access to the person(s) that caused harm to the survivor, housing with security features (controlled access, security cameras, on-site security personnel), proximity of housing to schools or educational programs, especially for families with children (if this is not possible, ensuring that busing is available), housing with necessary modifications for individuals with disabilities, housing that offers services and support in the survivor's preferred language, housing in areas with ample job opportunities, and housing with non-smoking options.

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

**(limit 5,000 characters)**

1. In 2015, the National Association of Social Workers awarded Womankind (WK) the Social Work Image Award in Direct Practice for its innovative model of practice, Moving Ahead Positively (MAP). MAP relies on the utilization of 9 guiding precepts: 1) safety first 2) cultural humility 3) trusting and healthy relationships 4) permeable boundaries (building trust between survivors and advocates can help dissolve traditional boundaries, including power differences between 'helper' and 'helped') 5) pathways in healing 6) valuable connections 7) adaptable services 8) holistic wellness practice and 9) community collaborations, education, and awareness. Informed by 40 years of serving Asian survivors of gender-based violence, MAP is an approach that focuses on a survivor's strengths, emphasizing a future-oriented, culturally coherent approach. In following these precepts, WK is able to address multiple barriers to survivors' healing posed by cultural stigma, communication styles, lack of language proficiency, immigration status, financial dependence, and trauma.

2. In their one-on-one work, WK advocates provide survivors with information on gender-based violence and its impacts on individuals and society. Staff and volunteers are trained on these topics via onboarding and annual refresher courses, including a 42-hour core training module that integrates theory and practice in trauma work. In addition, WK hosts informational pages on their website on Domestic Violence, Human Trafficking, Sexual Violence, and Other Forms of Gender-Based Violence. Each page includes a definition of the type of violence discussed, statistics on its prevalence, warning signs, and links to learn more about safety planning and how to help others.

3. WK's guiding philosophy, MAP, is a strength-based system that prioritizes survivors' strengths, assets, and aspirations. All goals defined in a survivor's Service Plan are created and clarified by the survivor.

4. WK staff value best-practice Western approaches and recognize that traditional Western treatments may not be the most effective or appropriate for every person. Services promote healing using both Eastern and Western modalities, enabling multicultural clients to choose what works best for them. WK prioritizes the inclusion of individuals with lived experiences of gender-based violence at multiple levels of their organization. Many staff, including the Executive Team and Board of Directors, have lived experience of gender-based violence. Over 86% of WK's staff identify as Asian American/Pacific Islander and come from diverse cultures including Chinese, Korean, Japanese, Indian, Bangladeshi, Vietnamese, and Filipino. The staff reflects the varied personal experiences of the City's Asian immigrant populations including 1st, 2nd, and 3rd generation immigrants. WK's recruitment strategy actively encourages survivors to apply for program-related positions, including board leadership. Most staff possess a high school diploma and an Associate's, Bachelor's, or Master's degree in Social Work, Education, or related fields. WK has also hired staff from the client community, while maintaining confidentiality. WK provides ESL courses to survivors and their families as well as translation services for trainings, events, and their website. WK continually improves its DEIB and accessibility practices through needs assessments, a regularly-meeting racial equity working group, and company-wide trainings on topics such as implicit bias and conflict resolution.

5. WK provides a variety of opportunities for survivors to connect, including group therapy, youth mentorship programs, holiday parties, arts workshops, as well as skills-building workshops (computer literacy, financial literacy, etc.) that have the added focus of community-building and peer-to-peer connection.

6. WK offers family legal services, assisting with custody cases, uncontested divorces, protection orders, etc. They offer ad hoc childcare support around special events. WK recently received \$347,727 in funding from the Department

of Health and Human Services' Administration for Children and Families to launch a new program aiming to stabilize families in crisis, reinforce non-abusing parents' confidence and competency in their role as caregiver, strengthen children's agency and bond with that parent, and help them find lasting emotional and financial security. This new program will expand capacity for existing caregiver-child pair counseling, enable increased coordination between individual survivor and child case workers, provide financial literacy, job training, parenting courses, and launch a new project called Communication Arts and Play, workshops held twice a year for survivors and their children to bond and heal that will include drawing, music, poetry, movement, and drama. In addition to this new program, WK is in the process of partnering with a local perinatal mental health program to help new parents adjust after birth.

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

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

(limit 5,000 characters)

Since its founding in 1982, Womankind (WK) has gathered 40+ years of experience successfully meeting the service needs of DV and other gender-based violence survivors while quickly moving them into emergency housing and addressing their safety needs. Each survivor who seeks help is paired with an advocate who collaborates with them to construct a service plan and timeline for services based on their unique needs, strengths, and priorities. A comprehensive list of services available to survivors to choose from when crafting this service plan includes:

- Temporary Emergency Housing: WK operates two emergency residences in confidential locations in Brooklyn and Queens, which can house up to 40 survivors at a time for up to 90 days in a comfortable, homelike setting supported by caring staff.
- Permanent Housing Placement: WK employs housing specialists that support clients in finding and retaining permanent housing upon moving out of temporary residences. This support is ongoing and has involved helping clients recertify for the city’s City FHEPS and FHEPS housing programs.
- Home+ Security: WK’s Home+ Security program offers additional physical safety support. In 2023, WK successfully provided safety alarms and lock changes to 369 Home+ cases.
- Legal Services: WK has a long-standing history (since 2011) supporting survivors obtaining immigration relief, including T-visa, U-visa, VAWA self-petition, and battered spouse waivers. WK has helped in the adjustment of status and the obtaining of work authorizations, which increases financial independence for survivors. Last year, WK also began offering Family Law legal services, including support with orders of protection, custody, visitation, child support, and uncontested divorces, which increases the emotional safety of clients as well as their ability to unite and provide for their children and families.
- Counseling and case management: At Womankind, its team of compassionate advocates provides personalized, one-on-one counseling to survivors of gender-based violence, often in their native language and always prioritizing their safety and autonomy. Advocates offer emotional support and build genuine relationships while laying a foundation of trust for the survivor's healing journey. They provide essential information on gender-based violence and its impacts—emotional, spiritual, and physical—both personally and within the broader community and society. Advocates work closely with survivors to create tailored safety plans and collaboratively explore coping strategies, validating the survivor's choices, and supporting them to move forward on their terms. WK's case management approach is holistic, working with the family unit. It offers not only services for adults, but also children and youth and works as a team to ensure it is providing the best support possible for the needs of each family.
- Later-in-life Programming: WK operates a robust later in life program recognizing that survivors over the age of 50 have unique and specialized needs that require not only conversations about accessibility, but also support in building self-sufficiency that is non-traditional.
- Economic Empowerment: WK’s Pathways to Empowerment program aims to build self- sufficiency for survivors that is multi-layered and self-defined. This is done via workshops, trainings, referrals, resources, job placements, and one-on-one support centering on topics such as financial and computer literacy, career readiness, workers’ rights, entrepreneurship, and investment.
- Holistic Healing: Alleviating the physical symptoms of trauma, such as aches, pain, and insomnia, helps survivors of gender-based violence reconnect with their bodies, which is crucial for strengthening their well-being. Recognizing this and the stigma around traditional talk therapy in AAPI (Asian American Pacific Islander) communities, Womankind offers Pathways to Healing (P2H), our



holistic wellness program that reconnects the mind, body, and spirit after trauma through non-talk therapy, including 3 Eastern practices: Qi Gong, trauma-informed yoga, and acupuncture. With quarterly cycles and culturally familiar activities in a group, P2H promotes healing and provides a safe space for participants to foster healthy relationships and friendships. The program also offers additional therapeutic activities, including auricular acupressure (ear beading), expressive arts, and healing with body, breath, and voice. By offering healing modalities that are culturally nuanced and trauma-informed WK is broadening the concept of healing to incorporate multiple forms of mind-body interconnectedness activities, and cultivating spaces for community healing.

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

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

(limit 2,500 characters)

1. Womankind (WK) advocates will conduct a risk/safety assessment. Survivors who are in immediate danger, are currently homeless, at imminent risk of becoming homeless, survivors with young children, and survivors with health issues or disabilities that are exacerbated by their housing situation will be prioritized.
2. Using the NYC coordinated entry process, WK will bring survivors into their rapid rehousing program. Survivors will fill out a Housing Search Checklist modeled after the list in the National Alliance to End Homelessness' Rapid Rehousing Toolkit. Questions will include how much income is available for rent, who will live in the housing, minimum number of bedrooms needed, and whether shared housing is an option. Advocates will help match survivors with potential roommates via questionnaire as needed. WK currently works with 23 brokers. In the new Rapid Rehousing program, WK's Housing Coordinator will develop additional relationships, with a goal of identifying at least as many units of the specific compositions as noted in this program's budget. WK will educate landlords on the benefits of housing survivors, even when traditional rental requirements are not met. WK will assist survivors in lease review and negotiation. When housing is secured, WK will cover moving costs, day-of childcare, security deposit, and first 12 months' rent. WK will offer survivors doorbell systems with cameras and help set survivors up with USPS' location confidentiality program as needed.
3. WK will center the preferences of survivors, such as location, housing type, unit size and configuration, dietary restrictions in communal living arrangements, and housing that allows pets.
4. WK will use a housing placement needs checklist. This checklist can be changed and re-prioritized at any time by the survivor. The list will include: housing in neighborhoods with low crime rates and/or limited access to the person(s) that caused the survivor harm, housing with security features (controlled access, on-site security personnel), proximity of housing to schools, especially for families with children (or ensuring busing is available), housing with modifications for individuals with disabilities, housing that offers services in the survivor's preferred language, housing in areas with ample job opportunities, and housing with non-smoking options.

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

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

**(limit 5,000 characters)**

1. For the new Womankind Rapid Rehousing project, WK will continue using their award-winning, trauma-informed approach, MAP (described in detail in our responses to questions 4A-3f) as they work with survivors in conducting Rapid Rehousing placements. The housing placement process will build upon existing and new relationships with survivors: those within Womankind’s existing residential program, who have been receiving support from advocates since their intake, and those new to the program.

Some survivors may have outlined a service plan already, while others will be forming one for the first time. The goals of these plans are created by the survivor and can include regular sessions with the advocate for support in employment and public assistance, supportive counseling around dealing with the effects of trauma, and regular participation in group wellness activities including yoga, expressive art and movement, breathwork, etc. No healing journey of a survivor is the same, so service plans vary according to the direction of the survivor.

2. Survivors will be informed of the causes and effects of trauma in their advocacy coaching sessions, as appropriate, and offered resources with more information. In addition, Womankind hosts informational pages on their website, providing information on Domestic Violence, Human Trafficking, Sexual Violence, and Other Forms of Gender-Based Violence for anyone who might want more information.

Each page includes a definition of the type of violence discussed, statistics on its prevalence in society, warning signs to look out for, links to more information, and links to learn more about safety planning and how to help others. All staff and volunteers will be trained on these topics via onboarding and annual refresher courses, including a 42-hour core training module that integrates theory and practice in trauma work.

3. Womankind’s guiding philosophy, MAP, is a strength-based system that prioritizes survivors’ strengths, assets, and aspirations in every step of the healing process. All goals defined in a survivor’s Housing Plan will be created and clarified by the survivor, with support from their Womankind advocate.

4. Womankind staff have lived experience of gender-based violence, speak 18+ languages, and personally represent survivors’ home cultures. Womankind provides ESL courses to survivors and their families. Womankind continually improves its DEIB and accessibility practices through needs assessments, a regularly-meeting racial equity working group, and company-wide trainings on topics such as implicit bias, conflict resolution, and microaggressions.

5. Survivors in Womankind’s Rapid Rehousing Program would automatically be eligible for a variety of other opportunities that Womankind provides as a means of peer support and community building, including group therapy, youth mentorship programs, holiday parties, group yoga, music, and dance workshops, as well as skills-building workshops (computer literacy, financial literacy, etc.) that have the added focus of community-building and peer-to-peer connection.

6. Survivors in Womankind’s Rapid Rehousing Program will be provided with childcare for up to 34 weeks after move-in to their new home, as outlined in this program’s budget. They will be able to choose their own childcare specialists and receive funding to cover costs up to a certain budgeted amount. They will also automatically be eligible for a variety of other programs that Womankind offers, including family law legal services, individual and caregiver-child counseling, ad hoc childcare support for special events, parenting courses, youth programs, and arts workshops designed for parent-child dyads to bond.

4A-3j.	Applicant's Plan for Involving Survivors in Policy and Program Development, Operations, and Evaluation in the New DV Bonus Housing Project(s).	
	NOFO Section I.B.3.j.(1)(f)	

Describe in the field below how the new project will involve survivors:

- |    |   |
|----|---|
| 1. | with a range of lived expertise; and                                  |
| 2. | in policy and program development throughout the project's operation. |

**(limit 2,500 characters)**

1. Womankind (WK) will continue to focus its efforts on survivors of gender-based violence from diverse communities, especially within the APIDA (Asian Pacific Islander Desi American) community. The majority of survivors WK serves are women of Asian descent. Many are immigrants with limited working English proficiency. That being said, WK also serves survivors from Europe, Africa, South America, and natural born US citizens. 15% of WK's clients identify as Black or African American. 5% identify as White. Survivors served range in age from 6 to 70. Amongst the APIDA survivors WK serves, survivors hail from a wide range of countries, the most common being Bangladesh, China, the Philippines, Japan, South Korea, Pakistan, and India. Survivors served include those who identify as LGBTQ+, disabled, straight, and abled, demonstrating a wide range of lived experience.

2. Womankind (WK) will continue to focus its efforts on survivors of gender-based violence from diverse communities, especially within the APIDA (Asian Pacific Islander Desi American) community. The majority of survivors WK serves are women of Asian descent. Many are immigrants with limited working English proficiency. That being said, WK also serves survivors from Europe, Africa, South America, and natural born US citizens. 15% of WK's clients identify as Black or African American. 5% identify as White. Survivors served range in age from 6 to 70. Amongst the APIDA survivors WK serves, survivors hail from a wide range of countries, the most common being Bangladesh, China, the Philippines, Japan, South Korea, Pakistan, and India. Survivors served include those who identify as LGBTQ+, disabled, straight, and abled, demonstrating a wide range of lived experience.

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

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

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

1.	Applicant Name	Metropolitan New York Coordinating Council on Jewish Poverty
2.	Rate of Housing Placement of DV Survivors–Percentage	100%
3.	Rate of Housing Retention of DV Survivors–Percentage	90%

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

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

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

(limit 1,500 characters)

1. The housing placement rate is calculated by the percentage of clients who came to Met Council seeking rapid rehousing assistance and successfully secured stable housing. Met Council currently provides this assistance through multiple programs including NYS OTDA STEHP, United Way/FEMA EFSP, and private foundation partners. These services do not exclusively support DV survivors, but they are one of the key vulnerable groups provided with this kind of assistance.
2. The housing placement rate accounts for exits to safe housing destinations and only considers a client’s case successfully resolved if their current housing location meets their safety requirements and will keep them independent from their abuser.
3. The housing retention rate is based on the percentage of clients who reported still being safely housed when Met Council conducted follow-up phone calls to track the long-term impact of service. These follow-up calls are six months or a year after the client’s discharge (depending on the funding source of the assistance provided).
4. Client outcomes are recorded in Met Council’s online Salesforce database, and monthly information on the organization’s STEHP clients is submitted to HMIS. As Met Council currently does not have a housing assistance program specifically dedicated to domestic violence survivors, these figures reflect the organization’s overall success rate in providing housing assistance to DV survivors alongside clients from other high-need groups.

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

Describe in the field below how the project applicant:

1.	ensured DV survivors experiencing homelessness were quickly moved into safe affordable housing;
2.	prioritized survivors—you must address the process the project applicant used, e.g., Coordinated Entry, prioritization list, CoC’s emergency transfer plan;

3.	determined survivors' supportive services needs;
4.	connected survivors to supportive services; and
5.	moved survivors from assisted housing to housing they could sustain—address housing stability after the housing subsidy ends.

(limit 2,500 characters)

1. Met Council's Family Violence Program social workers conduct a comprehensive safety assessment for each client and collaborate with them to create an individualized safety plan. This may involve referring clients to Safe Horizon for emergency shelter or working with partners like the FJC, NYPD, and legal services for orders of protection. Met Council can also assist clients in relocating to a safe location, even out of state, within hours if urgent. The program also provides support for one month's rent and moving expenses to quickly secure safe housing.
2. The program receives referrals through its Family Violence Helpline, which is operated by licensed clinicians 5 days a week, the five NYC FJCs, and a wide network of partner organizations. Thanks to staff capacity, clients receive timely assistance without a wait list. The first priority is to assess the client's safety and resolve immediate needs. This includes determining if it is safe for the client to return home, and if not, helping them immediately access temporary safe shelter. Social workers complete a CAPS application and submit referrals to the DV RRH programs through the FJCs. Clients also work with social workers to assess eligibility for programs such as STEHP which support housing stability.
3. Once the client's immediate safety needs are resolved, case managers consult with them in-depth to evaluate their needs for additional supportive services based on the unique factors of their situation.
4. Safety planning includes a wide range of supportive services to facilitate long-term stability and healing. These services span Met Council's programs, such as food assistance, benefits access, career services, and senior programs. External referrals are provided for mental health services, legal aid, and other comprehensive supports. Referrals for clients with children include children's counseling via FJC and community partner agencies and childcare vouchers through the public assistance office. Met Council also offers summer camp scholarship programs.
5. To support long-term stability, clients are assisted in accessing NYC housing vouchers. Clients are also guided towards educational and vocational training programs that enhance employment prospects and financial independence. Money management services and skills building around tenant responsibilities are also provided. This preparation helps clients transition from subsidized housing to self-sustained housing once the subsidy ends.

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

Describe in the field below examples of how the project applicant ensured the safety and confidentiality of DV survivors experiencing homelessness by:	
1.	taking steps to ensure privacy/confidentiality during the intake and interview process to minimize potential coercion of survivors;
2.	making determinations and placements into safe housing;
3.	keeping survivors' information and locations confidential;
4.	training staff on safety and confidentiality policies and practices; and

5. taking security measures for units (congregate or scattered site), that support survivors' physical safety and location confidentiality.

(limit 2,500 characters)

1. At the initial contact stage, staff review the agency's privacy and confidentiality practices with the client and provide consent forms for review and signature. To maintain the client's confidentiality, intake meetings are conducted in a private room at Met Council's main office or one of the borough-based Family Justice Centers. Clients have the option to meet with their social worker remotely through HIPAA-compliant Zoom, ensuring privacy in virtual consultations. All client documentation is securely stored in the agency's HIPAA-compliant electronic system, Salesforce.
2. Staff works closely with the client to identify safe and suitable housing options. The process includes collaborating with the client to select preferred neighborhoods and specific housing units that enhance the client's safety and match their needs. Once placed in housing, staff monitor and follow up with clients and work to implement any adjustments or additional support required to maintain their safety. This approach ensures that placements are made in environments where clients feel secure.
3. Met Council prioritizes the confidentiality of survivors' information and locations by implementing strict data protection protocols. Client information and housing locations are kept confidential, accessible only to authorized personnel directly involved in the case. This helps prevent any unauthorized access and maintains the safety of the clients.
4. All new staff members in the Family Violence Services program undergo comprehensive orientation, ongoing training and supervision led by the program director and experienced staff. This training covers confidentiality policies and practices. Additionally, staff receive core training from the Family Justice Centers, focusing on best practices for ensuring client safety and confidentiality throughout the process.
5. The program helps clients identify safe housing options using a highly client-centered approach. Case workers collaborate closely with clients to understand their unique safety concerns and preferences. Together, they explore housing options that address these needs, focusing on environments where clients feel secure. This ensures that clients play an active role in choosing housing that aligns with their personal safety requirements. Through these practices, Met Council effectively safeguards DV survivors, maintaining their privacy and ensuring their safety as they transition into stable housing.

4A-3d.1. Applicant's Experience in Evaluating Its Ability to Ensure DV Survivors' Safety.

NOFO Section I.B.3.j.(1)(d)

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

(limit 2,500 characters)

Ensuring the safety of survivors of domestic violence is a top priority for Met Council. With decades of experience in providing comprehensive, trauma-informed care, the organization is committed to securing long-term safety and stability for survivors. Met Council’s Family Violence Services are among the few programs in NYC offering comprehensive clinical case management, trauma-informed psychotherapy, financial assistance, and food all under one roof. Staff members are located in all five NYC borough-based Family Justice Centers, collaborating to ensure best practices. The program has grown significantly in recent years, with a 44% increase in clients from FY 2018 to 2023.

A comprehensive approach is used to evaluate and enhance the program’s effectiveness in safeguarding survivors. To ensure the ongoing safety of clients, the efficacy of interventions is continuously monitored through regular follow-up and client feedback. This ongoing contact allows staff to assess whether the safety measures are working and make necessary adjustments. For example, if clients encounter difficulties accessing safety resources or if new risks emerge, the program refines its protocols and enhances support services accordingly. As a result of client input, additional supportive services have been created, including specific support groups and wellness events throughout the year. Staff feedback is also prioritized and integrated into the program. For instance, it was identified that newer staff struggled with knowing how to develop a comprehensive safety plan with clients in active crisis. To address this, the program director implemented additional meetings to review the process, and staff participated in role-playing exercises to practice and integrate learned skills. In addition to individual supervision with their supervisors, newer staff have the opportunity for continued mentorship and skill development with more senior staff. This initiative has significantly improved newer staff’s comfort and knowledge in supporting clients.

Met Council keeps its staff knowledgeable about best practices in DV safety through ongoing training and professional development. This includes updates on safety protocols, risk assessment tools, and emerging trends in domestic violence support. Through systematic reviews and improvements, the program strives to provide effective and responsive support to DV survivors, ensuring their safety and overall well-being.

4A-3e.	Applicant’s Experience in Placing and Stabilizing Survivors in Permanent Housing Using Trauma-Informed, Survivor-Centered Approaches.	
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	NOFO Section I.B.3.j.(1)(d)	
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	Describe in the field below the project applicant’s experience in:	
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- |    |  |  |
|----|--|--|
| 1. | prioritizing placement and stabilization of survivors;                   |  |
| 2. | placing survivors in permanent housing;                                  |  |
| 3. | placing and stabilizing survivors consistent with their preferences; and |  |
| 4. | placing and stabilizing survivors consistent with their stated needs.    |  |

**(limit 2,500 characters)**



1. Met Council has served DV survivors since its founding in 1972 and has nearly 30 years of experience placing and stabilizing survivors in permanent housing, using a trauma-informed and survivor-centered approach. This is achieved by providing clients with financial assistance to help secure a new safe apartment, as well as providing new beds for clients and children—a significant concern expressed by survivors. In the past 5 years, the program has helped an around 175 survivors a year secure stable housing. The staff are master’s level social workers who receive ongoing training in trauma-informed care, equipping them to support survivors effectively throughout the process. Often, program staff and interns bring personal experiences with IPV to this work. Discussion of these experiences is conducted in a manner that respects staff safety and confidentiality, focusing on how to utilize this knowledge to better support clients.
2. To facilitate the transition to stable housing, the program offers practical support, including covering the first month’s rent. This initial financial assistance alleviates immediate barriers and provides a crucial starting point. Met Council also offers moving assistance and ongoing rental payments via programs like STEHP to help secure housing, and clients are actively engaged in selecting their housing destination. Clients can also be referred to the FJC through the CAPS referral for rapid rehousing.
3. The client-centered approach used emphasizes the importance of aligning housing options with each survivor’s preferences. Social workers engage clients in the decision-making process, ensuring that choices reflect their safety requirements and personal desires. Additionally, comprehensive support is provided to help clients adapt to their new housing, including connecting them with community resources and supportive services to enhance their long-term stability.
4. Met Council ensures that the assistance provided is in line with the stated needs of clients as well as preferences. The case workers confer with clients about the specifics of their situation and particular housing needs pertaining to household size, location, safety measures, and housing type. Staff works closely with FJC partners to ensure that the client’s housing destination is tailored to these needs. Met Council also provides clients with access to emergency food, benefits assistance, legal aid, and other services as they transition to their new home.

4A-3f.	Applicant’s Experience in Trauma-Informed, Survivor-Centered Approaches.	
	NOFO Section I.B.3.j.(1)(d)	
	Describe in the field below examples of the project applicant’s experience using trauma-informed, victim-centered approaches to meet needs of DV survivors by:	
	1. establishing and maintaining an environment of agency and mutual respect, e.g., the project does not use punitive interventions, ensures survivors and staff interactions are based on equality, and minimize power differentials;	
	2. providing survivors access to information on trauma, e.g., training staff on providing survivors with information on the effects of trauma;	
	3. emphasizing survivors’ strengths, e.g., strength-based coaching, questionnaires and assessment tools include strength-based measures, case plans worked towards survivor-defined goals and aspirations;	
	4. centering on cultural responsiveness and inclusivity, e.g., training on equal access, cultural competence, nondiscrimination, language access, improving services to be culturally responsive, accessible, and trauma-informed;	
	5. providing a variety of opportunities for survivors’ connections, e.g., groups, mentorships, peer-to-peer, spiritual needs; and	
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6.	offering support for survivor parenting, e.g., trauma-informed parenting classes, childcare, connections to legal services.
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(limit 5,000 characters)

1. All Met Council staff are trained to provide person-centered, trauma-informed care and foster a warm, nonjudgmental approach which makes clients feel comfortable opening up to their case manager. An environment of agency and client mutual respect is established and maintained by ensuring that all interactions between survivors and staff are based on equality, with no punitive interventions. When issues arise in serving a client, staff collaborates with the client to resolve the issue rather than terminating them from the program. The social workers make clients an active part of the process and ensure that all decisions are made based on their preferences.
2. Staff training is a cornerstone of the program. Met Council provides its staff with ongoing education on trauma and its effects, equipping staff to offer survivors valuable information and support. This includes weekly supervision sessions for case reviews and best practices discussions, bi-weekly clinical and administrative meetings, and bringing outside experts to provide additional staff training and educate staff on the latest techniques several times a year. This included a recent training on Emotional Freedom Technique (EFT), a method that can help clients regulate their emotions. Met Council has also partnered with the Manhattan District Attorney’s Office (DANY) and the NYC Family Justice Centers to keep its staff current with trauma-informed care practices and the most accurate information to provide to clients. This training helps staff understand the complex needs of survivors and ensures that interactions are sensitive and informed by the principles of trauma care.
3. The program focuses on highlighting survivors' strengths through strength-based coaching and tools. Staff works with survivors to set and achieve goals that reflect their own aspirations, empowering them to take control of their healing journey. Once survivors have set their goals, Met Council helps provide them with tools to set them on the path they’ve chosen, such as helping them access educational or career opportunities to work towards their long-term objectives.
4. Cultural responsiveness and inclusivity are integral to the services offered by the organization. Met Council provides staff with training on cultural attunement, nondiscrimination, and language access to ensure that its services are culturally responsive and accessible. The organization has an expertise in reaching out to insular communities that other programs often have difficulty serving, such as Hasidic Orthodox Jewish communities, and has developed tools and materials specifically to meet their needs. Met Council's effectiveness in this area has been recognized by the Manhattan Director Attorney’s Office, which partnered with Met Council to train their staff on understanding the cultural nuances of working with survivors from the Jewish community. Met Council also hires multilingual staff, including speakers of Russian, Spanish, Hebrew, Yiddish, and Haitian-Creole, and provides translation services in any other language a client requires. This approach helps us meet the diverse needs of clients and provides equitable access to all the program’s services.
5. The program offers a range of opportunities for survivors to connect and build supportive networks. These opportunities include various support groups, such as those focused on intimacy and parenting after violence, general support, and groups for male survivors, as well as Spanish and Hebrew-speaking groups. It also facilitates wellness days throughout the year to support clients’ holistic healing.
6. Met Council understands both the significant practical and emotional challenges faced by survivor parents and offers various supports to assist them throughout the process. For several years, Met Council has provided summer camp scholarships for children of domestic violence survivors, allowing them to engage in enriching activities while creating positive experiences that promote

resilience. This support gives parents an opportunity to focus on their healing and recovery without the added stress of childcare. Additionally, the program connects clients with parenting support groups where they can share their experiences with fellow survivors and gain insights on fostering trauma recovery for both them and their children. For clients who need childcare assistance while they work, referrals to Met Council's partner organizations are provided to ensure they receive the necessary support.

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

Describe in the field below examples of supportive services the project provided to domestic violence survivors while quickly moving them into permanent housing and addressing their safety needs.
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(limit 5,000 characters)

Met Council currently provides a robust array of supportive services to domestic violence (DV) survivors, ensuring their swift transition into permanent housing while addressing their safety needs. Each year, the Family Violence program assists approximately 1,000 individual domestic violence survivors in gaining the resources they need for long-term healing and success. The following are some of the supportive services offered to survivor clients to assist with stabilizing their situation:

1. Mental Health Assistance: All of the Family Violence Program staff are licensed social workers who provide clients with counseling and support. Over the course of FY 2024, the team provided a total of 8,167 case management sessions to survivor clients. For additional mental health needs, survivors are referred to specialized licensed mental health services through Met Council's partner organizations, which include the Jewish Board, Ohel Children's Home and Family Services, Amudim, Sephardic Bikor Cholim, and Catholic Charities. Information is provided on the city's 24-hour crisis hotline, 988, and other resources to ensure that survivors have access to immediate support when needed.

2. Legal Support: To assist with legal challenges, such as child custody issues, Met Council collaborates with the Family Justice Centers (FJC) and partnering agencies such as NYLAG to facilitate legal consultations. This partnership helps survivors navigate complex legal processes, ensuring their safety and legal rights are upheld. Met Council staff provide support to clients dealing with legal proceedings, including accompanying clients to court, as necessary. Clients are also provided with in-house help filing orders of protection. Throughout FY 2024, the program provided survivor clients with 655 units of varied legal assistance, both through in-house service and referrals.

3. Financial Guidance: In addressing financial challenges, the program includes referrals to financial coaches through its partner agencies. These coaches assist survivors with credit repair and financial planning, which are crucial for securing and maintaining stable housing.

4. Rental Payments and Other Financial Support: The program provides practical support by covering the first month's rent for survivors and their families, which alleviates initial financial burdens and aids in the successful establishment of new housing. It also assists with purchasing essential items such as beds for survivors and their children, ensuring a comfortable and secure living environment. Eligible clients are also provided with longer-term rental assistance and funds for moving costs and utility bills through programs such as NYS OTDA's Solutions to End Homelessness Program (STEHP), United Way/FEMA Emergency Food and Shelter Program (EFSP), and Met Council's private foundation partners.

5. Benefits Assistance: Met Council has in-house SNAP specialists who provide assistance with eligibility screening, application and enrollment. Health insurance navigation is also provided to assist clients in signing up or getting recertified through NYS of Health (Marketplace), HRA Medicaid, and NYC Care.

6. Food Services: Met Council operates one of the largest food pantry systems in the country, supplying food to over 100 different pantry locations across the New York metro region. It has particular expertise in providing culturally appropriate food, such as kosher and halal, which is often not readily available

in other emergency food programs. For survivors who are often struggling to support themselves and their families after fleeing abuse, food support is vital to ensuring they meet their needs.

7. Education and Career Services: The program’s comprehensive approach includes helping clients explore additional educational opportunities by working with their case managers to identify suitable programs at local community colleges or technical schools. This supports survivors in gaining skills and qualifications that enhance their long-term stability.

Additionally, the program emphasizes the importance of continuous support through various channels. Survivors can participate in support groups, access crisis services, and receive ongoing case management services to address any emerging needs. This holistic approach not only aids in securing and maintaining permanent housing it also supports the survivors' overall well-being and long-term stability. Through these integrated services and strategic partnerships, the agency effectively meets the diverse needs of DV survivors, facilitating their transition into safe, permanent housing and addressing their immediate and ongoing safety concerns.

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

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

(limit 2,500 characters)

1.For this project, Met Council will receive referrals with the CoC’s Coordinated Entry System and follow the CoC emergency transfer plan, which ensures that survivors with the highest risk are given priority for available housing resources. The project will utilize a housing first approach, based on the principle that survivors need the basic necessities - such as food and a safe place to live - before they can begin the healing process and address other needs such as getting a job or other steps toward stability and independence. A client’s housing and related needs will be assessed at the point of intake, which includes gathering information about the participants’ needs, barriers and vulnerability.

2.To facilitate the placement of clients in permanent housing, the Housing Specialist will establish strong partnerships with local landlords and real estate agents. This collaborative effort ensures that survivors have a range of housing options tailored to their needs. The process is client-led; social workers will collaborate with survivors to identify safe boroughs and develop a personalized plan for securing stable and secure housing. This approach involves actively searching for suitable rental properties and coordinating with landlords to finalize housing agreements.

3.Met Council is committed to aligning housing placements with survivors’ preferences by involving them in every step of the housing search process. From selecting neighborhoods to choosing specific units, this client-centered approach ensures that survivors' personal preferences are respected and that they feel empowered in their housing decisions.

4.To ensure that the supports provided are firmly based on the clients’ stated needs, the Housing Specialist will work closely with each client’s case manager to ensure the client receives integrated services that are based on and consistent with the client’s individualized service plan. To address the full range of survivors’ stated needs, the program will assist with initial housing costs, help clients access employment opportunities and educational programs, and assist with applications for city housing vouchers and other financial resources. By focusing on clients’ preferences and needs through these trauma-informed and survivor-centered practices, this project aims not only to place survivors in permanent housing but also equip them with the tools and resources necessary to maintain their new homes and achieve lasting stability.

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

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

6.	offer support for survivor parenting, e.g., trauma-informed parenting classes, childcare, connections to legal services.
----	--

(limit 5,000 characters)



1. Met Council is dedicated to implementing trauma-informed, survivor-centered practices through a respectful and comprehensive approach. The organization's guiding principle, "giving with dignity," ensures that it creates an environment where mutual respect and agency are paramount. This project will ensure that interactions between program participants and staff are based on equality, avoiding punitive measures and minimizing power differentials. An important part of this is fostering a supportive and collaborative atmosphere, empowering clients to actively participate in their housing search and decision-making processes alongside Met Council's staff. Throughout the process, staff will communicate openly with clients, ask them about their needs and preferences, and ensure that the assistance offered is in line with what they want. They will also use a strengths-based approach that understands each client brings unique strengths and knowledge which will help them move forward and find long-term healing.

2. The Housing Specialist hired for this program will be a licensed master's-level social worker or equivalent who has been trained to provide trauma-informed care and will collaborate with the program's other social workers in providing the clients with therapeutic counseling, education and support on trauma. Like all Family Violence Program staff, after being hired the Housing Specialist will undergo the Family Justice Centers' core training program for education on the effects of trauma and the current best practices for effective support strategies. Providing staff with information on the most up-to-date evidence-based approaches and integrated training guarantees that all services are delivered in a trauma-attuned manner, addressing the limitations and needs arising from clients' traumatic experiences.

3. Staff for this project will employ a strength-based approach, working collaboratively with clients to support their journey toward safety and healing. The program's philosophy is that the clients are the experts on their own situation, and staff are simply here to provide guidance and support. In this work, the social workers stress to clients that they have survived and gotten where they are because of their strengths and will use those same strengths to move forward. For this reason, the clinical evaluations offered to clients will focus not just on identifying problems to solve, but also on identifying the clients' strengths and abilities.

4. All staff involved in this project will be trained to provide culturally competent, inclusive service in line with Met Council's current practices. This will include utilizing the knowledge and materials the organization has developed for working with domestic violence survivors from insular populations, such as the Orthodox Jewish community and other religious and cultural minorities. Service will be provided by staff who speak the client's preferred language wherever possible, and translation services will be used to ensure that the project can serve clients with language needs beyond those spoken by the program's staff. Met Council will tailor the service provided to each client to ensure that the housing options and additional support offered are culturally appropriate and in line with their needs.

5. The Family Violence program offers numerous opportunities for program participants to connect and build supportive networks. Throughout the year, clients can engage in therapeutic and wellness groups, mentorship programs, and peer-to-peer support groups, addressing both emotional and practical needs. Additionally, Met Council collaborates with the Family Justice Centers and other community-based providers to offer comprehensive support, including legal services and parenting support. These partnerships expand the resources available to survivors, incorporating trauma-informed parenting classes and childcare services.

6. Met Council will provide comprehensive support to alleviate the challenges often faced by survivors struggling to parent children after escaping abuse. Referrals for childcare services will be provided through the agency's connections at the Family Justice Centers and partner organizations including Sanctuary for Families, the Jewish Board, and Greenwich House. Clients will also be connected to parenting support groups and programs offering guidance and education. Met Council currently offers Parenting Journey training through one of the program's social workers, a specialized strengths-based parenting guidance training for clients.

4A-3j.	Applicant's Plan for Involving Survivors in Policy and Program Development, Operations, and Evaluation in the New DV Bonus Housing Project(s).	
NOFO Section I.B.3.j.(1)(f)		

Describe in the field below how the new project will involve survivors:

- |    |   |
|----|---|
| 1. | with a range of lived expertise; and                                  |
| 2. | in policy and program development throughout the project's operation. |

(limit 2,500 characters)

1. Met Council involves survivors with a range of lived experiences in the development, operation, and evaluation of its programs. The Family Violence program serves survivors from all age groups, races, religions, and backgrounds, and will continue to provide for this diverse clientele through the current project. Staff members understand that experiences such as homelessness, sexual assault, and addiction are not only issues which require sensitive trauma-informed care but also provide unique understanding which can inform the program’s work. Met Council has particular expertise in serving insular immigrant and religious groups, such as the Orthodox Jewish community, which often have significant taboos around domestic violence. Staff includes members of the communities served, and this project will collaborate with other representatives to ensure effective outreach and comfort for clients from all backgrounds.

2. In this project, Met Council will continue to include survivor input to ensure that services are both effective and responsive to their needs. To achieve this, the program will implement a structured framework for survivor involvement in the agency’s governing processes, including policy and program development, operations, and evaluation. Met Council has an established history of including staff with lived IPV experience in its Family Violence Services, and these staff will bring their expertise to the project. The Program Director also participates in advisory committees featuring input from DV survivors and will use similar opportunities for added perspective. Clients will also be encouraged to share their insights, including through regular surveys that allow survivors to express their experiences and suggest additional resources or improvements.

When survivor input indicates a need for policy changes or program adjustments, program heads will carefully review these insights to determine the appropriate course of action. This process has previously led to successful advocacy efforts, such as those related to NYCHA emergency housing transfers and discovery laws. By continuously integrating survivor feedback into policy and program development, Met Council ensures that services are not only aligned with survivors' needs but also enhance the program’s advocacy. This approach empowers survivors and respects their lived experiences, as well as establishes a clear path for their active participation in shaping Met Council’s programs.

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

<b>4A-3b.</b>	<b>Information About Unique Project Applicant Requesting New DV Bonus Housing Project(s).</b> NOFO Section I.B.3.j.(1)	
Enter information in the chart below on the project applicant that applied for one or more New DV Bonus housing projects included on your CoC’s FY 2024 Priority Listing for New Projects:		

1.	Applicant Name	Pillars of Peace
2.	Rate of Housing Placement of DV Survivors–Percentage	0%
3.	Rate of Housing Retention of DV Survivors–Percentage	0%

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

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

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

(limit 1,500 characters)

1. Pillars of Peace is a non profit serving victims and survivors of domestic and gender-based violence throughout all of New York City. Rates cannot be provided at this time as they are creating and expanding services for survivors to include housing options.
2. Pillars of Peace does not yet operate any housing-focused programs and therefore does not have this data.
3. Pillars of Peace does not yet operate any housing-focused programs and therefore does not have this data.
4. Pillars of Peace does not yet have housing-focused data but collect data from existing programs through Apricot, a HUD-approved comparable database.

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

Describe in the field below how the project applicant:

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

(limit 2,500 characters)

1. Pillars of Peace's (PoP) plan is to help remove barriers to safe, affordable housing for their clients and help make the process easy. They will do so by assigning a Case Manager who provides confidential, trauma-informed, client-centered, culturally and linguistically conscious, holistic services to complete a needs assessment. Leaning on the survivor's strengths, they will work closely with clients to identify housing needs, discuss rights and options, assist with housing navigation, build landlord connections and create an individualized plan to support the client in obtaining safe, affordable housing working to ensure no barriers present for the client.
2. PoP partners with the NYC Mayor's Office to End Domestic and Gender-Based Violence (ENDGBV) as well as the NYC CoC and uses the Coordinated Entry (CAPS) process to ensure clients have access to and can apply for Rapid Rehousing support. We have experience using CAPS for the Emergency Housing Voucher Program.
3. Each of their case managers conducts a thorough intake with their survivors to ensure they have a good understanding of the survivor's situation. They determine supportive service needs based on a comprehensive and detailed risk assessment which include lethality factors that could affect the survivor. We also ensure we are following the survivors and what they want as well. We never impose services on them they do not want, we just provide them information on housing, legal services, financial assistance, etc.
4. PoP work with a plethora of partner organizations through the New York City Mayor's Family Justice Centers in Brooklyn, Queens, and the Bronx. We have strong relationships with agencies who handle legal services, rapid housing, mental health counseling, child care, and many other services.
5. PoP does not yet operate any housing-focused programs and therefore does not have this experience. However, our existing services include the discussion of budgets, financial independence and housing sustainability.

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

(limit 2,500 characters)

- 1.To advance PoP’s mission to provide trauma-informed and culturally conscious services to gender-based and dv survivors, they have placed safeguards to ensure survivor confidentiality and safety. When a survivor is onboarded, they ensure the source from which the survivor is coming from has gained the survivors consent in providing them their name and contact information. Once PoP engages with the survivor, the first statement all the case managers say is, “I want to make you aware that anything you say to me in our conversation will remain completely confidential and will not be shared with anyone without your consent unless it involves self-harm or harm to a minor.” If the survivor does not speak English PoP either has a case manager who speaks their language or an on-call translator convey this information. Leading each conversation with this statement creates an environment of openness as the survivor gets to know them. Homelessness and housing security can be hard topics to discuss with a case manager the survivor has just met so ensuring they are aware of such confidentiality is important.
- 2.When survivor intake is conducted PoP sees what their living situation is like now, whether they are comfortable with entering a shelter and if so, what are their requirements for such shelter, and what location within NYC area do they feel most safe in. PoP has done this with many of their clients. PoP wants to put their needs first as best as they can, even in emergency situations.
- 3.When PoP log the survivor’s information as well as their current situation they use an HMIS compliant, secure data system-Apricot which requires various security checks to access and only case managers and the case management supervisor have access to it. If they are making referrals to other agencies, shelters, or providers PoP ensures they have both verbal and written consent from the survivor to relay their information to the third parties.
- 4.All staff goes through confidentiality trainings where they discuss sensitivity of the information they are collecting. Staff are also trained to use Apricot which is a highly secure data collection system. Only through Apricot can client information be collected and stored.
- 5.No experience to date.

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

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

**(limit 2,500 characters)**

PoP uses the Apricot system to track service delivery and client outcomes, which supports ongoing evaluation of their ability to ensure survivor safety. PoP also has employees with lived experience of homelessness in all facets of our program operations, ensuring their insights and perspectives shape our services. Their mechanisms for involvement include employing individuals with lived experience as paid staff and volunteers, where they bring invaluable firsthand knowledge to their roles, enhancing their understanding and responsiveness to client needs. This facilitates continuous evaluation and improvement of our programs to better meet the needs of survivors.

To support continuous improvement of Noora House Next Steps, PoP will form a working group composed of survivors who provide ongoing feedback and guidance on program development and implementation. Additionally, PoP regularly collects participant feedback through surveys, incorporating survivor suggestions and experiences into our service improvements. Survivors will also have the opportunity to engage in group discussions with current survivors living in Noora House to provide a first-hand account of how circumstances can improve and how the Noora House Next Steps process works. This comprehensive involvement will ensure that their voices are not only heard but deeply valued and integrated into PoP's mission of creating communities of care and promoting a more effective and empathetic approach to addressing homelessness.

Pillars of Peace's approach to trauma-informed care is centered on creating a safe, supportive, and empowering environment for all participants, recognizing the pervasive impact of trauma on their lives. Our strategy involves training all staff to understand and recognize the signs of trauma, ensuring that interactions are respectful and sensitive to the needs of trauma survivors. We prioritize safety, trustworthiness, and transparency in our service delivery, fostering an atmosphere where clients feel secure and valued. Our approach emphasizes client empowerment and autonomy, encouraging individuals to take an active role in their healing process. By integrating trauma-informed principles into every aspect of our work, from case management to program design, we aim to provide holistic support that not only addresses immediate needs but also promotes long-term recovery and resilience.

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

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

(limit 2,500 characters)

Pillars of Peace does not have experience placing and stabilizing survivors in permanent housing to date and seeks to build their capacity to place survivors through the addition of Rapid Rehousing.

Nonetheless, Pillars of Peace is deeply committed to providing trauma-informed care and educating both staff and clients on the impact of trauma, vicarious trauma, grounding techniques and culturally and linguistically conscious pathways to recovery. They have recruited staff with competency and education in trauma to our case management positions and regularly work to build up staff familiarity with the neurobiology of trauma and protective factors for recovery throughout their professional development. Education on trauma is part of staff orientation and on-going training. All participants will have access to free trauma-focused therapy that is culturally and linguistically competent that helps them to understand the specific impact of trauma on their own lives and functioning. Clients will have access to regular healing circles that are designed to mitigate the impact of trauma through grounding activities and mindfulness-based practices.

Clients take the lead in of telling them their priorities and needs and work in partnership to achieve them, empowering clients on their road to a life free from harm. PoP's goal is to give clients clear information so they have full autonomy to make the choices that are in their best interest and the best interest of their family. Their intake and assessment materials include open-ended questions and the presentation of choices to ensure that we establish a clear understanding of each survivor's unique needs and preferences.

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

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

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

(limit 5,000 characters)



1. PoP is dedicated to fostering an organizational culture that is deeply rooted in mutual respect and an appreciation for the agency and autonomy of all survivors. They emphasize a survivor-centered approach where the needs, preferences, and goals of survivors are at the forefront of the service delivery. PoP programs are designed to empower survivors through informed choice, ensuring they have all necessary information to make decisions about their lives and the services they receive and amplify survivor voices. PoP practice strengths-based case management, where case managers focus on identifying and building upon the existing strengths and capabilities of each survivor, acknowledging their resilience and resourcefulness. This approach encourages survivors to take an active role in their journey towards stability, fostering a sense of ownership and self-determination. PoP utilize a transformative justice lens which is a holistic approach that aims to create systemic change and foster community-based solutions to prevent future violence while prioritizing the healing and empowerment of survivors.

2. Though PoP follow a survivor-centered approach, during every conversation they stress the importance of trauma-informed decision making and how it can affect survivors' physical and mental health. PoP case managers ensure to connect survivors to resources that will not trigger survivors e.g. finding them a shelter that is not in the area where the person causing harm lives. They also ensure survivors know mental health counseling is very much overlooked but can help them navigate this difficult time with more agency and clarity. Also many of their survivors are immigrants and Muslim which come with their own set of traumas and have ensured to hire staff that have been trained on those cultural pressures and know how to address them in an effective manner. Two of the board members are also prominent Muslim leaders who inform PoP on religious trauma situations.

3. PoPs intake and assessment materials frame questions in terms of strengths and challenges, resources and barriers. Survivors understand that they respect their experiences, knowledge, and skills, and that PoP is just as interested in knowing about these as we are in their needs and traumas. Staff are explicitly trained to support survivors in identifying skills, experiences, and knowledge that is often dismissed in other settings. Through PoPs collective experiences working with survivors, they have witnessed the ways in which survivor expertise is left unexplored by common intake procedures & have used these experiences to inform the design of the intake procedures & programs. It is PoP policy to engage all survivors both in their areas of need and their areas of strength. PoP do this not only as a matter of principle, but because they have seen that it is a necessary part of helping survivors to rebuild their sense of selfworth after abuse.

4. PoP stands strictly against racism, colorism, classism, segregation, homophobia, xenophobia, sectarianism, sexism, ableism, ageism and all other forms of oppression. They are committed to standing in solidarity and collective action with all those experiencing discrimination and inequity and creating opportunities for advancement internally. They work diligently to identify and dismantle inequitable systems. They also use a racial-justice lens in our data collection efforts. PoP understands the unique experiences of South Asian, Central Asian, Middle Eastern and North African community members and know that these community members are not counted in traditional surveys like the Census. Cultural and linguistic competence render staff's work particularly impactful to Muslim survivors during an already challenging, emotional, and vulnerable time. The staff speak Arabic, Urdu, Bangla, Spanish, Dari, and are continuously expanding. If they feel they cannot effectively communicate with a survivor PoP has many agencies who assist us and provide linguistic support.

5. PoP makes it an priority to cultivate healthy relationships between survivors and case managers as well as any third party resources survivors utilize. While their doors are open to all, they have expertise serving the Muslim population. PoP has started a healthy relationships discussion series where they invite survivors and the larger Muslim community to discuss issues in interpersonal relationships. PoP hope to continue this and allow survivors to create strong bonds in the community they are a part of but have been isolated from. If PoP cannot provide a service they also have many South Asian-specific and Muslim-specific agencies that hold support groups, book clubs, mentoring, and religious classes for survivors to attend.

6. PoP has strong partnerships with various agencies throughout the NYC area that provide parenting classes, childcare, and legal services and they are always happy to help.

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

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

**(limit 5,000 characters)**

Pillars of Peace's mission is dedicated to creating communities of care. They provide culturally and linguistically conscious services to survivors of domestic and gender-based violence, with expertise serving the diverse Muslim community, using a holistic, trauma-informed approach. Through their empowerment and support model, they aim to reduce and eliminate harm within the vulnerable populations they serve.

PoP provide culturally and linguistically conscious case management services through our Resilience and Stability Program. Rooted in trauma-informed care, our program provides a holistic support system encompassing safety planning, crisis intervention, and emotional support. Their dedicated team excels in guiding survivors through the intricate process of drafting and filing Orders of Protection. Moreover, they actively engage with the criminal justice system, collaborating with the NYPD and District Attorney's Offices to advocate for survivors, ensuring their voices are heard and their rights protected. PoP have provided various holistic services to survivors including but not limited to procuring orders of protection, Section 8 Housing vouchers, employment interviews, emergency housing accommodations, and subsidized child care services. This comprehensive approach reflects the unwavering dedication to empowering survivors on their journey to resilience and stability.

PoP also have a Financial Relief Program where they empower victims and survivors of domestic and gender-based violence on their path to independence. In collaboration with the Zakat Fund, PoP offer one-time microgrants as a strategic intervention to address immediate financial needs. This program recognizes the economic barriers survivors often face and strives to provide tangible support, fostering financial autonomy. Through personalized assistance and a commitment to cultural sensitivity, they aim to alleviate financial stressors, enabling survivors to rebuild their lives with dignity and resilience. This innovative partnership underscores their dedication to addressing the multifaceted challenges survivors encounter, promoting lasting financial stability as a key component of their journey towards healing and independence.

4A-3h.	Applicant's Plan for Placing and Stabilizing Survivors in Permanent Housing Using Trauma-Informed, Survivor-Centered Approaches in the New DV Bonus Housing Project(s).	
	NOFO Section I.B.3.j.(1)(e)	
	Describe in the field below how the project(s) will:	
1.	prioritize placement and stabilization of program participants;	
2.	place program participants in permanent housing;	
3.	place and stabilize program participants consistent with their preferences; and	
4.	place and stabilize program participants consistent with their stated needs.	

(limit 2,500 characters)

1. Pillars of Peace's (PoP) current approach to Housing First aligns with HUD's definition, which prioritizes providing immediate access to permanent housing without preconditions, such as sobriety, employment, or participation in treatment programs. Pillars of Peace emphasizes rapid placement into stable housing while simultaneously offering supportive services tailored to the needs of individuals and families.

PoP will ensure that housing is prioritized to achieve stability and we will immediately address survivor needs such as health, employment, and social integration in order to do so.

2. In the proposed project, they envision implementing Housing First by rapidly placing survivors into permanent housing without preconditions. Their goal is to transition them to permanent and sustainable housing. PoP's strategy includes the following key components: immediate access to safe permanent housing, case management, culturally conscious support services, focus on housing retention, transportation assistance, benefit enrollment assistance, education on survivor rights and options, and employment and income support.

3. PoP is open to all but a large number of survivors are women from the immigrant and Muslim communities. A lack of culturally appropriate services for these communities creates obstacles for survivors to access the services and support they need. Our proposed RRH program seeks to fill this gap. Once enrolled in RRH, survivors will be provided with culturally and linguistically conscious, trauma-informed, comprehensive, survivor-centered, individually tailored support services that promote self-sufficiency and long-term stability. Our Housing Navigators will work closely with survivors to develop individualized service plans, with benchmarks and goals, helping them access necessary resources and navigate challenges.

4. Noora House will be a safe space for women who choose not to cohabitate with men. However, that does not encompass all the issues our survivors face. We also uphold principles of harm reduction, recognizing that survivors may continue to struggle with issues such as substance use or mental health conditions. Our approach is non-judgmental and focused on reducing barriers to housing access and retention. We maintain strong partnerships with local healthcare providers, mental health services, substance abuse treatment centers, and employment programs to ensure holistic support.

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

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

(limit 5,000 characters)

1. Pillars of Peace is rooted in community and provides culturally and linguistically conscious services that are trauma-informed, strengths based and use a transformative justice lens. They recognize not everyone wants to use a criminal justice approach to seek the justice they envision. We work with survivors to help them prioritize their goals in a way that is safe and comfortable for them. While our doors are open to all, we have expertise serving the Muslim population. Cultural and linguistic competence render our staff's work particularly impactful to Muslim survivors during an already challenging, emotional, and vulnerable time. staff speak Arabic, Urdu, Bangla, Spanish, Dari, and we are continuously expanding. And if we feel we cannot effectively communicate with a survivor we have many agencies who assist us and provide linguistic support.

In the proposed Noora House Next Steps Project, we will further implement a survivor-driven, strengths-based approach by continuing to prioritize the voices and choices of survivors. Each survivor will be actively involved in developing their individualized service plan, ensuring that their unique needs and goals are addressed. Our Housing Navigators will work collaboratively with survivors, emphasizing their strengths and providing support that enhances their existing skills and resources. We will also incorporate regular feedback mechanisms, allowing survivors to share their experiences and suggestions, which will be used to continually improve our services. By maintaining a focus on mutual respect and survivor autonomy, Pillars of Peace aims to create a supportive environment where survivors feel valued, empowered, and capable of achieving long-term stability and independence.

2. As we have done with our case managers and other staff, we will provide our Noora House staff with thorough trauma-informed training that will equip them with the tools to handle conversations with our survivors on various topics. We will also educate our staff on immigrant-specific and Muslim-specific trauma given that will be the majority of the population at the shelter. We are also planning on having religious leaders, mental health counselors, and trauma-specialists come to the shelter and have roundtable discussions with our survivors on what trauma is and how it can manifest in their daily lives.

3. In the proposed Noora House Next Steps Project, we will further implement a survivor-driven, strengths-based approach by continuing to prioritize the voices and choices of survivors. Each survivor will be actively involved in developing their individualized service plan, ensuring that their unique needs and goals are addressed. Our Housing Navigators will work collaboratively with survivors, emphasizing their strengths and providing support that enhances their existing skills and resources. We will also incorporate regular feedback mechanisms, allowing survivors to share their experiences and suggestions, which will be used to continually improve our services. By maintaining a focus on mutual respect and survivor autonomy, Pillars of Peace aims to create a supportive environment where survivors feel valued, empowered, and capable of achieving long-term stability and independence.

4. With a deeply rooted cultural and spiritual understanding in mind, we are equipped to support Muslim survivors at Noora House by providing halal food options, clean areas for ablution, quiet areas to pray with clear markings facing the holy city of Makkah, mindfulness of people who are fasting and/or breaking their fast, and a connection to one of our Islamic leaders when survivors have any spiritual needs, worries, questions or general guidance that is rooted in Islam. One of the most critical elements of our work is community trust and we are proud of our trusted reputation in the community.

5. In preparation for Noora House's opening, we have already bought supplies and acquired instructors for activity-based drop-in groups where survivors can

engage in relaxing crafts like knitting, beading, and painting. We have also engaged professionals to assist with parenting classes, legal services, and career support. These professionals will either engage with survivors at the shelter or via video call and provide specialized support.

6.Pillars of Peace prioritizes the needs of parenting survivors by recognizing that parenting is a critical component of their clients' lives, and ensure that their programs and services are designed to support both the survivor and their children by adopting a family-based approach. They intend to share information on parenting education. They plan to connect parents with childcare vouchers through the Human Resources Administration in NYC. PoP will connect clients with attorneys specialized in housing support to provide sound guidance. Lastly, it's important to be flexible with families and survivor-based head of households as part of PoP's culturally conscious ethos.

4A-3j.	Applicant's Plan for Involving Survivors in Policy and Program Development, Operations, and Evaluation in the New DV Bonus Housing Project(s).	
NOFO Section I.B.3.j.(1)(f)		

Describe in the field below how the new project will involve survivors:

- |    |   |
|----|---|
| 1. | with a range of lived expertise; and                                  |
| 2. | in policy and program development throughout the project's operation. |

(limit 2,500 characters)

1. Though Pillars of Peace has a specialized ability to handle Muslim-related survivor issues, it provides services to all survivors regardless of their background. We have a presence in the Brooklyn, Queens, Bronx Family Justice Centers through the NYC Mayor’s Office. PoP believe diversity is not achieved based merely on one factor, diverse lived experiences come from a variety of socioeconomic factors. They have had clients with current or lived experience of homelessness, financial instability, survivors of abuse, and new immigrants from all over the world. If they believe one of their survivors needs additional assistance one of the staff cannot provide they seek help from other agencies and also improve their own operations to ensure they never turn a survivor from any background away.

2. PoP has employees with lived experience of homelessness in all facets of our program operations, ensuring their insights and perspectives shape our services. Their mechanisms for involvement include employing individuals with lived experience as paid staff and volunteers, where they bring invaluable firsthand knowledge to their roles, enhancing their understanding and responsiveness to client needs. The staff have diverse lived experiences in areas such as homelessness, financial insecurity, religious, and racial discrimination. When hiring staff they hope to hire empathetic individuals who can meet survivors where they are at and support them based on their individual needs.

In efforts to continue to improve Noora House Next Steps, they will form a working group composed of former program survivors who provide ongoing feedback and guidance on program development and implementation. Additionally, PoP regularly collect participant feedback through surveys, incorporating their suggestions and experiences into our service improvements. Also, if former survivors choose to, they will ask them to engage in group discussions with current survivors living in Noora House to provide a first-hand account of how circumstances can improve and how the Noora House Next Steps process works. This comprehensive involvement ensures that their voices are not only heard but deeply valued and integrated into PoP’s mission of creating communities of care and promoting a more effective and empathetic approach to addressing homelessness.

## 4B. Attachments Screen For All Application Questions

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

1. You must include a Document Description for each attachment you upload; if you do not, the Submission Summary screen will display a red X indicating the submission is incomplete.
2. You must upload an attachment for each document listed where 'Required?' is 'Yes'.
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Document Type	Required?	Document Description	Date Attached
1C-7. PHA Homeless Preference	No	PHA Homeless Pref...	10/25/2024
1C-7. PHA Moving On Preference	No	PHA Moving On Pre...	10/24/2024
1D-10a. Lived Experience Support Letter	Yes	Lived Experience ...	10/24/2024
1D-2a. Housing First Evaluation	Yes	Housing First Eva...	10/24/2024
1E-2. Local Competition Scoring Tool	Yes	Local Competition...	10/24/2024
1E-2a. Scored Forms for One Project	Yes	Scored Forms for ...	10/24/2024
1E-5. Notification of Projects Rejected-Reduced	Yes	Notification of P...	10/24/2024
1E-5a. Notification of Projects Accepted	Yes	Notification of P...	10/25/2024
1E-5b. Local Competition Selection Results	Yes	Local Competition...	10/24/2024
1E-5c. Web Posting—CoC-Approved Consolidated Application	Yes		
1E-5d. Notification of CoC-Approved Consolidated Application	Yes		



2A-6. HUD's Homeless Data Exchange (HDX) Competition Report	Yes	2024 HDX Competit...	10/24/2024
3A-1a. Housing Leveraging Commitments	No	Housing Leveragin...	10/17/2024
3A-2a. Healthcare Formal Agreements	No	Healthcare Formal...	10/17/2024
3C-2. Project List for Other Federal Statutes	No		
Other	No		

## **Attachment Details**

**Document Description:** PHA Homeless Preference

## **Attachment Details**

**Document Description:** PHA Moving On Preference

## **Attachment Details**

**Document Description:** Lived Experience Support Letter

## **Attachment Details**

**Document Description:** Housing First Evaluation

## **Attachment Details**

**Document Description:** Local Competition Scoring Tool

## **Attachment Details**

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

## **Attachment Details**

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

## **Attachment Details**

**Document Description:** Notification of Projects Accepted

## **Attachment Details**

**Document Description:** Local Competition Selection Results

## **Attachment Details**

**Document Description:**

## **Attachment Details**

**Document Description:**

## **Attachment Details**

**Document Description:** 2024 HDX Competition Report

## **Attachment Details**

**Document Description:** Housing Leveraging Commitments

## **Attachment Details**

**Document Description:** Healthcare Formal Agreements

## **Attachment Details**

**Document Description:**

## **Attachment Details**

**Document Description:**

## Submission Summary

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

Page	Last Updated
1A. CoC Identification	09/12/2024
1B. Inclusive Structure	10/24/2024
1C. Coordination and Engagement	10/25/2024
1D. Coordination and Engagement Cont'd	10/25/2024
1E. Project Review/Ranking	Please Complete
2A. HMIS Implementation	10/24/2024
2B. Point-in-Time (PIT) Count	10/24/2024
2C. System Performance	10/24/2024
3A. Coordination with Housing and Healthcare	10/23/2024
3B. Rehabilitation/New Construction Costs	10/23/2024
3C. Serving Homeless Under Other Federal Statutes	10/23/2024

<b>4A. DV Bonus Project Applicants</b>	10/24/2024
<b>4B. Attachments Screen</b>	Please Complete
<b>Submission Summary</b>	No Input Required



**Attachment 1C-7 PHA Homeless Preference- Table of Contents**

<b>Figure</b>	<b>Description</b>	<b>Page Number</b>
1	PHA Homeless Preference This extraction comes from Section 3 of the NYC Department of Housing Preservation and Development, Housing Choice Voucher Program’s Administrative Plan. Published April 15, 2023.	2-15
2	NYC Housing Authority: Housing Choice Voucher Program Administrative Plan Effective October 1, 2023	11-14

There is no updated HPD Administrative Plan. A new plan will be voted on and approved in 2025 to include some large regulatory changes. The moving on preference in the April 15, 2023 Administrative Plan is still current.



**Department of  
Housing Preservation  
& Development**

**Department of Housing Preservation and Development  
Housing Choice Voucher Program**

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**Administrative Plan**

**April 15, 2023**

*This plan was updated April 25, 2023*



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### 3 LOCAL PREFERENCES AND SPECIAL ADMISSIONS

#### 3.1 Local Preferences

Federal regulations permit a Public Housing Authority (PHA) to establish a system of preferences for the selection of families admitted to the program. The system must be based on local housing needs and priorities as determined by the PHA. HPD's Division of Tenant Resources only accepts applications from HPD Offices of Development and Asset and Property Management that meet the preference categories as outlined below, except for Special Admissions Programs and enhanced vouchers. Preference category eligibility is determined by the above Offices or other third party government agencies and HPD's Division of Tenant Resources determines eligibility for the rent subsidy.

HPD may change these preferences to respond to changes in local housing needs or emergency housing situations. When changes are made, HPD will offer an opportunity for public comment as part of the Agency Plan approval process.

HPD will verify all preference claims at the time the application is reviewed. Staff may re-verify a preference claim at the time of selection from the waiting list if they believe the family's circumstances have changed.

HPD's preference categories are summarized below:

- Homeless Households and Programs for Near Homeless, including SRO Re-Rentals and Special Needs Housing;
- HPD Building Renovation Households – Relocation;
- HPD Building Renovation Households – Rent Restructuring;
- In Place Households with Rent Burdens - Homeless Housing and Special Needs Housing;
- In Place Households with Rent Burdens - Homeless Prevention Strategies;
- Households in Special Circumstances;
- HPD Pilot Programs for the Expansion of Affordable Housing;
- Households with Non-elderly Members with Disabilities – Homeless, at Risk of Homelessness, Institutionalized or at Risk of Institutionalization; and
- Violence Against Women Act (VAWA) - Preference is limited to a household member whose family met eligibility under the Local Preferences above and also meets the VAWA eligibility set forth below.

#### **Homeless Households and Programs for Near Homeless, including SRO Re-Rentals and Special Needs Housing:**

Households that have a primary nighttime residence that is either:

- A publicly or privately-operated homeless shelter in HPD's jurisdiction designed to provide temporary living accommodation, including shelters operated by DHS and designated by HPD to receive HCV assistance for its clients; or
- The home of another household in HPD's jurisdiction that is allowing the applicant to reside temporarily, provided that the applicant has been classified as homeless by HPD's Emergency Housing Services Bureau.

In order to qualify for this preference, a household must maintain their eligibility for homeless assistance as certified by the responsible government agency administering the shelter assistance.

This preference includes households that maintain a precarious permanent housing situation, as certified by a government agency including HPD and New York City's Human Resources Administration (HRA), which puts them at risk of becoming homeless. Examples include families whose short-term subsidy will end imminently.

**HPD Building Renovation Households – Relocation:**

Households that reside in a building that is in need of substantial renovation and is either owned by the City of New York or an entity designated by the City to achieve its housing goals or is part of the City's housing preservation efforts. The voucher will be issued to allow the applicant to locate alternate housing.

**HPD Building Renovation Households – Rent Restructuring:**

Households that reside in buildings that have been or will be renovated with financial assistance from HPD (generally within 24 months from the date of application) which result in rent increases that cause rent hardship to the applicant. Rent hardship is defined as paying more than 30% of gross income toward rent, plus utilities not included in the rent.

**In Place Households with Rent Burdens - Homeless Housing and Special Needs Housing:**

Households from HPD homeless and special needs housing programs that maintain a rent burden of more than 30% of annual household income toward rent plus utilities not included in the rent; or households who would have a rent burden without rental assistance that no longer need supportive services in special needs housing programs.

Applications received under this preference must be referred by HPD program staff, or a designated program sponsor, and represent a household that has relocated from a homeless shelter within 24 months preceding the date of the application.

**In Place Households with Rent Burdens - Homeless Prevention Strategies:**

Households that maintain a rent burden of more than 30% of annual household income toward rent plus utilities not included in the rent, and reside in buildings that were developed in the past with financial assistance from HPD, or buildings for which HPD maintains a regulatory agreement governing the operation of the building, or City or State supervised Mitchell Lama projects where residents are eligible for the Senior Citizens Rent Increase Exemption (SCRIE) or Disability Rent Increase Exemption (DRIE), but opt out to apply for an HCV.

Applications received under this preference must be referred by HPD program staff, or a designated program sponsor, and represent a building that has been identified by the agency to receive Housing Choice Voucher assistance for its eligible residents.

**Households in Special Circumstances:**

Households are in circumstances that present an imminent risk to their life, health or safety, and where Housing Choice Voucher assistance is the primary mechanism for remedying the emergency situation and/or households in other housing emergency circumstances. Only a very limited number of admissions each year will be made under this preference category, based on voucher availability. Special circumstance cases require submission of a written petition by the applicant or advocate along with documentation of the special circumstance and must have the written approval of the Executive/First Deputy Commissioner, and/or the Assistant Commissioner of the Division of Tenant Resources.

**HPD Pilot Programs for the Expansion of Affordable Housing:**

Households participating in pilot programs developed by the agency to increase the supply of affordable housing or housing designated for special needs populations through the provision of Housing Choice Voucher rental assistance. The pilot will also be used to expand housing opportunities to families on HPD’s waiting list with at least one child under 14 living in a census tract with a family poverty rate of 30% or higher. HPD may expand eligibility to include families with children under 18 on HPD’s waiting list if there are not enough qualifying households. The Community Choice Demonstration is a program designed to address barriers to accessing “low-poverty neighborhoods with high-performing schools and other strong community resources”<sup>1</sup>.

Youth who receive rental assistance under HPD’s Family Unification Program (FUP), as described in Section 3.2.5, are limited to 36 months of FUP assistance under HUD rules (or an extended period, if eligible under the Fostering Stable Housing Opportunities Act). Under HPD’s pilot program, at the end of 36 months of FUP assistance, rental assistance for these voucher holders will be converted to HCV assistance with participant consent.

Subject to voucher availability, HPD may pilot additional initiatives to expand access to affordable housing.

**Households with Non-elderly Members with Disabilities – Homeless, at Risk of Homelessness, Institutionalized or at Risk of Institutionalization:**

Households that include a non-elderly family member aged 18-61 with a disability as defined by HUD, who is transitioning out of institutional or other segregated settings, is at serious risk of institutionalization, is homeless or is at risk of becoming homeless. A limited number of vouchers will be made available under this preference category, based on voucher and funding availability.

**Violence Against Women Act (VAWA):**

Applicants and Participants – Eligibility under this preference is only available to members of households that initially met HPD’s Local Preference requirements, and who additionally request an accommodation under VAWA from HPD as outlined below.

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<sup>1</sup>[https://www.hud.gov/program\\_offices/public\\_indian\\_housing/programs/hcv/communitychoicedemo](https://www.hud.gov/program_offices/public_indian_housing/programs/hcv/communitychoicedemo)

Applicants – Heads of Household (HOH) and Non-HOH (household members listed on the application) who:

- Are listed as a household member on an application for admission to HPD’s Housing Choice Voucher, Mod-Rehab, Continuum of Care, Mod SRO, or NYC 15/15 rental subsidy programs that has been accepted by the Division of Tenant Resources (DTR) and:
  - Is a Non-HOH who has been removed from an active applicant household within the past 180 days; or
  - Whose application has not subsequently been denied, and
- Are determined by HPD to be eligible for this preference based on a referral to HPD by a New York City Family Justice Center (FJC) on the basis of the applicant’s status as a victim of domestic violence, dating violence, sexual assault, or stalking.

Application requirements may be streamlined for Violence Against Women Act (VAWA)-eligible applicants.

Participants – HOHs and Non-HOHs who:

- Are current or former participants/household members who have been assisted within the last 180 days, under HPD’s Housing Choice Voucher, Mod-Rehab, Continuum of Care, Mod SRO, or NYC 15/15 rental subsidy programs; and
- Are determined by HPD to be eligible for this preference based on a referral to HPD by a New York City Family Justice Center on the basis of the participant’s (or former participant’s) status as a victim of domestic violence, dating violence, sexual assault, or stalking.

Participants under this category will be treated as continually assisted and therefore application requirements may be streamlined.

The table below presents some examples of government-administered programs that correspond to each local preference.

<b>Preference</b>	<b>HPD/Example Agency Programs</b>
Homeless Households and Programs for Near Homeless	Client and Housing Services SRO Human Resources Administration Domestic Violence Homeless Placement Services
HPD Building Renovation – Relocation	Third Party Transfer Multi-family Preservation Loan Program Affordable Neighborhood Cooperative Program
HPD Building Renovation – Rent Restructuring	Affordable Neighborhood Cooperative Program Housing Rehabilitation Program Third Party Transfer Year 15 Participation Loan Program Multi-family Preservation Loan Program
In Place – Homeless and Special Needs Housing	SRO Moving On

<b>Preference</b>	<b>HPD/Example Agency Programs</b>
In Place – Homeless Prevention Strategies – Households with Rent Burden	Mitchell Lama Rent Burden; Coop and Rental Asset Management Year 15 Third Party Transfer Participation Loan Program
Special Circumstances	As described in more detail above
HPD Pilot Programs	Community Choice Demonstration Program Conversion of Family Unification Program (FUP) voucher to HCV voucher upon mandated 36 month (or an extended period, if eligible under the Fostering Stable Housing Opportunities Act) expiration of FUP rental assistance
Households with Non-elderly Members with Disabilities – Homeless, at Risk of Homelessness, Institutionalized or at Risk of Institutionalization	NYC Mayor’s Office for Persons with Disabilities and the Center for Independence of the Disabled, NY referred applicants
Violence Against Women Act (VAWA)	Family Justice Center referred applicants and participants who meet HPD’s eligibility criteria for this preference

Per HUD regulations, a Project Based Voucher program participant who is eligible to move with continued assistance will receive absolute preference for the next available Housing Choice Voucher.

### **3.2 Special Housing Initiatives and Special Admissions**

HPD may develop special housing initiatives that receive limited local preference. These special initiatives are targeted for specifically named households and may be based on HPD priorities or HUD targeted funding. In addition, Special Housing Initiatives or Special Admissions may include a defined number of Housing Choice Vouchers that will be allocated to households meeting specific described criteria. Examples of Special Housing Initiatives and Special Admissions vouchers are detailed in Sections 3.2.1 through 3.2.6, below.

#### **3.2.1 Enhanced Vouchers**

HPD uses enhanced vouchers to preserve housing units that might otherwise be lost due to housing conversion actions such as mortgage prepayments, project-based opt-outs, some HUD enforcement actions, and HUD property disposition. Enhanced vouchers are a type of Tenant Protection Voucher also known as “sticky” vouchers because the enhanced assistance only applies if the voucher holder stays in the conversion project. If the family moves outside the development, the voucher reverts to a regular housing choice voucher and the regular HCV program rules apply. (See Chapter 19: Enhanced Vouchers for more information).

#### **3.2.2 Rental Assistance Demonstration (RAD) Tenant Protection Vouchers**

Through the Fiscal Year 2013 (FY13) Appropriation, Congress created RAD to enable certain eligible projects to convert Tenant Protection Vouchers into Project Based Vouchers or project-based rental assistance through an authorized process. Project eligibility criteria are determined by the RAD Final Implementation Notice Revision 4



issued by HUD on September 5, 2019, or in any subsequent revisions. The program will be administered consistently with the Project Based Voucher program unless HUD provides explicit guidance indicating variance from PBV regulations, including but not limited to guidance within the FY13 Appropriation Act, the FY18 Appropriation Act and the Housing Opportunity Through Modernization Act of 2016. If the family moves outside the development after one year of receipt of the PBV voucher, the voucher reverts to a regular housing choice voucher and regular HCV program rules apply.

Projects that convert to PBV through the RAD process must meet applicable service-based preference requirements described in Section 21.21.

### **3.2.2.1 Rental Assistance Demonstration (RAD) for Mod SRO conversions**

Mod SRO projects converting their assistance to PBV through the RAD process will maintain an admissions preference for homeless families (including homeless individuals – see Section 5.1.1). This homeless preference does not apply to residents currently living in developments undergoing conversions, because by definition, by being currently housed, these residents are not homeless and will continue to be housed with assistance after conversion.

### **3.2.3 Welfare-to-Work**

HPD no longer accepts new applicants in the Welfare-to-Work program, but families already utilizing welfare-to-work vouchers remain in the program. Welfare-to-work voucher families were those who, upon admission were:

- Residing in a city-owned building or a homeless shelter operated by HPD or HRA;
- Receiving TANF assistance or were eligible to receive TANF assistance within the previous two years from the date of application for Housing Choice Vouchers; and
- Able to demonstrate that Housing Choice Voucher assistance was critical to the success of an adult household member obtaining or retaining employment.

### **3.2.4 HUD Veterans Administration Supportive Housing (VASH) Program**

HUD VASH vouchers are available for eligible veterans who are homeless as defined by the McKinney Vento Homeless Assistance Act. The Veterans Administration (VA) Medical centers in New York City will determine program eligibility for households and refer eligible households to HPD. Turn-over vouchers are dedicated to house other VA referred eligible households. Unless waived by HUD regulations, the program will operate with similar procedures as the HCV program. HPD administers a HUD VASH Project Based Voucher program (PBV-VASH), as described in Chapter 21 of this Plan (except for differences outlined in the Federal Register as published on March 23, 2012).

HCV regulatory requirements modified for VASH program participants include, but are not limited to:

- Waiver of screening requirements for criminal background (except for Sex Offender Registration) or debts owed to PHAs;
- Addition of VA case management compliance for continued eligibility in the program;

- Ability to port (transfer) outside of HPD's jurisdiction to another PHA where VA case management services are available per Section 14.3.5 (Porting with Special Purpose Vouchers);
- Voucher search time of at least 120 days;
- Extension of voucher term may require consent of HUD VASH Coordinators;
- In the case of a family break-up at any time during program participation and application, the VASH voucher will remain with the Veteran;
- In the case of a family break-up where the Veteran is no longer in the program, the VASH voucher will transfer to the remaining household members; and
- Qualifying veterans in PBV-VASH assisted units will be given a tenant-based VASH voucher (when available) if they would like to move out of the project with continued rental assistance. At HPD's discretion, if tenant-based VASH vouchers are not available, the household may receive a regular tenant-based HCV voucher.

In addition to these modifications, HPD will coordinate closely with HUD VASH case managers as a means of providing Reasonable Accommodation in cases where there is a risk of termination from the program. HPD may accept new applicants for the VASH program based on VASH funding and voucher availability. In accordance with program requirements and with HUD and VA approval, HPD may convert its allocation of VASH tenant-based vouchers to Project Based Vouchers.

### **3.2.5 Family Unification Program (FUP) Vouchers**

HPD has been allocated a limited number of Family Unification Program vouchers for families and youth who meet eligibility criteria. Per HUD program requirements, applications for the Family Unification Program vouchers will be referred to HPD through the New York City Administration for Children's Services (ACS) and the New York City Coalition on the Continuum of Care and will depend on voucher and funding availability. Referring agencies will determine into which category eligible households fall. This includes:

- Families with current involvement in the child welfare system, for whom the lack of adequate housing is either a primary factor in the imminent placement of the family's child(ren) in out-of-home care, or a delay in reunification with their child(ren) from out-of-home care; and
- Youth ages 18-24, who have either left foster care or will leave foster care with a transition plan within 90 days, and who are homeless or at risk of becoming homeless.

Youth who receive rental assistance under HPD's Family Unification Program (FUP), as described in this section, are limited to 36 months of FUP assistance under HUD rules (or an extended period, if eligible under the Fostering Stable Housing Opportunities Act). Under HPD's pilot program, at the end of 36 months (or an extended period, as applicable) of FUP assistance, rental assistance for these voucher holders will be converted to HCV assistance with participant consent. HPD will provide a waiting list under our Pilot Programs preference for the HCV program for FUP youth nearing the end of the applicable program limit.

Turn-over vouchers are dedicated to house other FUP-eligible households. Unless waived by HUD regulations, the program will operate with similar procedures to the HCV program.

### **3.2.6 Mainstream Vouchers**

HPD has been allocated a limited number of Mainstream vouchers for eligible households to lease affordable private housing of their choice. Eligible households must include a non-elderly family member aged 18-61 with a disability as defined by HUD, and who is transitioning out of institutional or other segregated settings, is at serious risk of institutionalization, is homeless or is at risk of becoming homeless. HPD may accept new applicants directly for the Mainstream voucher program based on voucher and funding availability or from partnering referral sources, including the New York City Mayor's Office for People with Disabilities and the Center for Independence of the Disabled, NY's New York Connects Program (CIDNY).

Turn-over vouchers are dedicated to house other Mainstream-eligible households. HPD will notify applicants on its waitlist of the availability of vouchers. Unless waived by HUD regulations, the program will operate with similar procedures to the HCV program.

### **3.2.7 HUD Housing Choice Voucher Community Choice Demonstration**

Through HUD's Housing Choice Voucher Community Choice Demonstration (Community Choice) Notice of Funding Opportunity competition, HPD was awarded vouchers to assist 1,950 households. Community Choice is a mobility counseling program to help families with children access "low-poverty neighborhoods with high-performing schools and other strong community resources"<sup>2</sup>. Although the program primarily serves current HCV program participants who are interested in moving, approximately 111 families will be new applicants to the HCV program. These 111 vouchers will be available to families with children under the age of 13 who are living in census tracts with a family poverty rate of 30% or higher and currently on the waiting list at the New York City Housing Authority (NYCHA). HPD may expand eligibility to include families with children under 18 if there are not enough qualifying households. HPD will accept new applicants on NYCHA's waitlist list who choose to enroll in the Community Choice Demonstration based on voucher and funding availability.

Key features of Community Choice include tenant support, owner support, and Exception Payment Standards. Tenant and owner support can include workshops, financial counseling, transportation costs, security deposits, owner bonuses, brokers' fees, moving costs, and case management. This program is part of a randomized control trial study with program design and evaluation that has been determined and finalized by HUD.

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<sup>2</sup> [https://www.hud.gov/program\\_offices/public\\_indian\\_housing/programs/hcv/communitychoicedemo](https://www.hud.gov/program_offices/public_indian_housing/programs/hcv/communitychoicedemo)

### **3.2.8 Emergency Housing Voucher (EHV) Program**

#### Background

The American Rescue Plan (ARP), enacted on 3/11/2021 (P.L. 117-2m Section 3203) allocates \$5B for a ten-year Emergency Housing Voucher (EHV) program to be distributed across the country based on need and geographic diversity. HPD was preliminarily awarded \$28M to support 2,050 vouchers. The program is designed to operate like the Housing Choice Voucher program with waivers to streamline operations, with additional housing search assistance and allows for referrals from partnering agencies and organizations. EHV target four categories of households (homeless, at risk of homeless, households who fit into the VAWA eligibility criteria, and those who were recently homeless and are at high risk of housing instability). Determining qualifying eligibility is the responsibility of the local Coalition on the Continuum of Care (CoC) followed by direct referrals to PHAs.

Under the EHV program, HPD is required to enter into a Memorandum of Understanding (MOU) with the CoC. The MOU lays out the roles and responsibilities for the CoC and housing authorities, including HPD. HPD has executed an MOU with the CoC, the Human Resources Administration (HRA) and the New York City Housing Authority (NYCHA) describing each entity's roles and responsibilities under the EHV program. Assistance is for 10 years and turnover vouchers cannot be issued after September 2023.

In the EHV program, HUD implemented significant changes to the admission process and to general operations of the Section 8 Housing Choice Voucher (HCV) program, as laid out in Public and Indian Housing Notice 2021-15 (Notice PIH 2021-15). Except as addressed by this chapter, Appendix A of this Plan, and as required under federal statute and HUD requirements, the general requirements of the HCV program apply to EHV's.

#### Partnering Agencies

Through the Coordinated Assessment and Placement System (CAPS), the CoC will identify EHV-eligible households. Referring Agencies working through CAPS will, with consent from the applicant, refer EHV-eligible households to the Public Housing Authorities (PHAs), which consist of HPD and NYCHA, and assist these household to submit an EHV program application through NYCHA's online application portal. In partnership with NYCHA, HPD, and HRA, the Referring Agencies<sup>3</sup> will provide assistance, resources, and information to increase the share of applicants who enter into a lease ("leasing up").

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<sup>3</sup> The Referring Agencies include: NYC Department of Homeless Services (DHS), NYC Human Resources Administration (HIV/AIDS Service Administration [HASA], Emergency Intervention Services [EIS], Coordinated Assessment and Placement System [CAPS], HOMEBASE), NYC Department of Housing Preservation and Development (HPD), NYC Mayor's Office on Criminal Justice (MOCJ), NYC Health + Hospitals (H+H), NYC Mayor's Office to End Domestic and Gender-Based Violence (ENDGBV), NYC Department of Youth and Community Development (DYCD), NYC Agency for Children's Services (ACS)

HPD's Division of Tenant Resources (DTR) and NYCHA's Leased Housing Department will receive applications through the NYCHA online portal. The PHAs will work together with Referring Agencies to successfully lease up voucher holders, and will track and monitor their EHV programs and evaluate progress along the way to ensure full voucher utilization and compliance with the fair housing obligations and other applicable legal requirements. All Referring Agencies and PHAs may adjust the outreach, referral and leasing processes for eligible households as needed in response to early implementation to the program.

As in past similar initiatives, the PHAs, along with the Referring Agencies, will regularly conduct coordination phone calls and distribute reports to ensure that the process is running smoothly. HPD and NYCHA will endeavor to expedite the leasing process to ensure no voucher holder misses out on an apartment due to inspection delays.

Referring Agencies and the PHAs will cooperate to facilitate the completion and submission of EHV applications and provide housing search and other assistance. In order to monitor progress towards meeting program goals, NYCHA, HPD, and HRA will regularly share aggregate information or upload information into an EHV portal that will provide status updates to Referring Agencies to ensure they have the information and status of applicants they identify.

Households who are determined eligible for EHV vouchers will receive support from the point of eligibility determination from Referring Agencies through successful lease-up from Housing Search Support Agencies<sup>4</sup>.

### **Eligibility**

In order to be eligible for an EHV, an individual or family must meet one of four eligibility criteria:

1. Homeless as defined in 24 CFR § 578.3;
2. At risk of homelessness as defined in 24 CFR § 578.3;
3. Fleeing, or attempting to flee, domestic violence, dating violence, sexual assault, stalking (as defined in Notice PIH 2021-15), or human trafficking (as defined in the 22 U.S.C. § 7102); or
4. Recently homeless and for whom providing rental assistance will prevent the family's homelessness or having high risk of housing instability as determined by the CoC or its designee in accordance with the definition in Notice PIH 2021-15.

HPD will determine income eligibility in accordance with the regulations at 24 CFR § 982.201 and as outlined in Chapter 5 of this Plan. The income eligibility limit for the EHV program is 50% of the Area Median Income (AMI). This income limit applies to all households in the EHV program except for those who qualify under the at risk of

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<sup>4</sup> HPD's Housing Ambassador Program, HRA's Public Engagement Unit (PEU)

homelessness category. For those who are at risk of homelessness, the income eligibility limit is 30% AMI. Households who are considered continually assisted may have income up to 80% AMI.

At the time of application, a Referring Agency must complete and submit the *Emergency Housing Voucher Program Referral Form and Consent for the Release of Information* to establish eligibility under the above criteria. Failure to provide this document will result in denial of assistance for failure to meet program eligibility criteria. HPD staff will confirm that this document is collected and filed and will rely on it as verification of meeting one of the four eligibility criteria above.

When the number of applicants referred by Referring Agencies exceeds the EHV's available at HPD, HPD will maintain a separate waiting list for EHV referrals, both at initial leasing and for any turnover vouchers that may be issued prior to September 30, 2023.

The EHV waiting list is not subject to HCV policies regarding opening and closing the HCV waiting list. HPD will work directly with the CoC and other Referring Agency partners to manage the number of referrals and the size of the EHV waiting list. HPD may also pull EHV applicants from NYCHA's waitlist.

HPD will refer any applicant on the waiting list who indicates they qualify for HPD's VAWA preference to a NYC Family Justice Center (which is part of the NYC Mayor's Office to End Domestic and Gender-Based Violence), the CoC or the applicable Referring Agency. The Referring Agency will determine if the family is eligible (based on the qualifying definition for EHV assistance for those fleeing, or attempting to flee, domestic violence, dating violence, sexual assault, stalking, or human trafficking or another eligible category as applicable) for an EHV.

HPD will refer any applicant on the waiting list that indicates they qualify for the homeless preference to the CoC. The CoC will determine whether the family is eligible for an EHV (based on the qualifying definition for EHV assistance for homelessness or another eligible category as applicable). The CoC will also determine if the family is eligible for other homeless assistance.

Up to date information and resources on the EHV program are available at <http://nyc.gov/ehv>.



**NEW YORK CITY HOUSING AUTHORITY**

## **Housing Choice Voucher Program Administrative Plan**

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Effective: October 1, 2023

**Housing Choice Voucher Program  
2023 Administrative Plan**

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## **I. INTRODUCTION**

The purpose of this Administrative Plan is to establish local policies for the administration of the Section 8 Housing Choice Voucher Program (HCVP) in accordance with United States Department of Housing and Urban Development (HUD) requirements. Definitions not otherwise defined herein or in the U.S. Housing Act of 1937 as amended (“1937 Housing Act”) and its associated regulations shall have the meaning set forth in the Glossary attached herein.

### **A. Covered Programs**

The New York City Housing Authority (NYCHA) administers the HCVP, including project-based vouchers (PBV), Rental Assistance Demonstration (RAD) and several special assistance programs. The policies described herein apply to the HCVP, except in specified cases which are described later for which special rules pertain.

### **B. Changes to the Administrative Plan**

On an ongoing basis, NYCHA may make minor, non-substantive modifications to the Administrative Plan to clarify existing policies and procedures and/or to correct editing errors. The NYCHA Board will approve proposed substantive changes to the Administrative Plan. The Administrative Plan is a supporting document to NYCHA’s Annual Plan and is available for public review.

## **II. FAIR HOUSING AND EQUAL OPPORTUNITY**

### **A. Non-Discrimination**

NYCHA must comply with applicable federal, state, and local non-discrimination and fair housing laws ensuring equal access to housing in HUD programs regardless of race, color, religion, national origin, sex, disability, sexual orientation, age, familial status, marital status, partnership status, lawful occupation, lawful source of income, military status, alienage or citizenship status, or on the grounds that a person is a victim of domestic violence, dating violence, sexual assault or stalking.

During the family briefing session, NYCHA will provide information to applicants and participants about the program; family and owner responsibilities; and leasing options. NYCHA will also include information that will assist them in pursuing housing discrimination complaints with local, state, or federal entities, including the Fair Housing Information and Discrimination Complaint Forms, as part of the voucher holder’s briefing packet. NYCHA also displays fair housing posters in its offices.

### **B. Discrimination Complaints**

In the event a person alleges discrimination in their housing search, the case will be forwarded to NYCHA’s Department of Equal Opportunity for further action, as appropriate. Additionally, NYCHA will provide a list of outside agencies with which the voucher holder can file claims.

### **C. Access for Persons with Limited English Proficiency**

NYCHA provides language assistance to persons with Limited English Proficiency (LEP) to promote their meaningful access to NYCHA's programs and activities, in accordance with the HUD notice entitled "Final Guidance to Federal Financial Assistance Recipients Regarding Title VI Prohibition Against National Origin Discrimination Affecting Limited English Proficient (LEP) Persons," published in the Federal Register at 72 Fed. Reg. 2732 (Jan. 22, 2007). NYCHA has a standard procedure implementing the HUD Guidance regarding language assistance, which applies to the HCVP. Available services include oral interpretation, written translation and sign language interpretation at no cost to LEP persons. NYCHA also utilizes Google translate for its website to maintain meaningful access for LEP persons.

### **D. Policies Related to Persons with Disabilities**

NYCHA will make reasonable accommodation to persons with disabilities to ensure that they may fully access and use the HCVP and related services. NYCHA will provide an opportunity for an applicant or participant to request an accommodation on the application and other forms. This policy is intended to afford persons with disabilities equal opportunity to obtain the same results and gain the same benefits as those who do not have disabilities and is applicable to all situations described in this Plan. The individual making the request must meet requirements outlined in the Fair Housing Amendments Act of 1988, Section 504 of the 1973 Rehabilitation Act, the Americans with Disabilities Act, and the New York State and New York City Human Rights Laws as such may be amended or any successor legislation thereto.

NYCHA will review all requests and make a determination based on the information provided. In accordance with Section 504 of the 1973 Rehabilitation Act, if the need for the accommodation is not readily apparent, the household must explain the relationship between the requested accommodation and the disability. In order for NYCHA to approve a request for reasonable accommodation, the applicant or participant may be required to submit documentation from a medical professional to support the request.

NYCHA may deny the request if, among other reasons, it will cause an undue financial or administrative burden or will change the fundamental nature of the program. NYCHA will notify applicants and participants in writing if it denies the request.

Under Section 504, a housing provider is required to provide and pay for the structural modification as a reasonable accommodation unless it amounts to an undue financial and administrative burden or a fundamental alteration of the program. If an undue burden or fundamental alteration exists, the housing provider is still required to provide any other reasonable accommodation up to the point that would not result in an undue financial and administrative burden on the particular housing provider and/or constitute a fundamental alteration of the program.

### **E. Violence Against Women Act**

The Violence Against Women Act (VAWA) is a federal law providing protections for applicants, tenants, and families assisted in the Section 8, public housing, and other HUD-funded programs. Under VAWA, victims of domestic violence, dating violence, sexual assault, and stalking may not be denied admission

to, denied assistance under, terminated from participation in, or evicted from Section 8-assisted housing on the basis of or as a direct result of the fact that the applicant or participant is or has been a VAWA victim.

Under the regulations, NYCHA can terminate HCVP assistance to those who commit acts of domestic violence, dating violence, sexual assault, or stalking against household members. VAWA also enables owners to evict abusers by “bifurcating” a lease to remove a person who has committed the abuse.

The regulations also permit NYCHA to terminate HCVP assistance to VAWA victims, or owners to evict VAWA victims, on independent grounds unrelated to their status as VAWA victims.

#### **F. Promoting Deconcentration**

NYCHA encourages participation in the HCVP by owners of units located outside areas of low income or minority concentration. NYCHA provides a Housing Opportunities Map which provides information about schools, transportation, and other services in low poverty neighborhoods. NYCHA engages in outreach to owners by hosting owner forums and participating in speaking events and conferences.

NYCHA obtains owner apartment referrals through an established network of public sector and private sector contacts. Interested owners are invited to participate by listing their available vacant units online via the NYCHA Owner Extranet. All owner listed units are posted on the NYCHA Self-Service Portal for voucher holders to view and schedule appointments with owners.

### **III. SPECIAL ADMISSION PROGRAMS**

NYCHA receives HCVP funding for special purposes that entail program-specific administration requirements. Examples of such special purposes are: Mainstream Vouchers, Veterans Affairs Supportive Housing (VASH), Family Unification Program (FUP), Non-Elderly Disabled (NED), Foster Youth to Independence Initiative (FYI), Stability Vouchers (SV) and Tenant Protection Vouchers.

In the event of a funding shortfall in a given calendar year, NYCHA may have to stop issuing vouchers. Should the funding shortfall result in the termination of households, special purpose voucher families will be the last families to be terminated. When NYCHA is able to resume issuing vouchers, special purpose voucher families will be issued first.

#### **A. Mainstream**

Mainstream vouchers are designed to assist non-elderly persons with disabilities to rent affordable private housing. Eligible families include any family with a person with disabilities who is at least 18 years old and not yet 62 years old at the effective date of initial Section 8 assistance. As applicants are selected from the waitlist, NYCHA will ensure that the appropriate designation is assigned to maximize use of the Mainstream vouchers allotted.



## **B. Veterans Affairs Supportive Housing**

Veterans Affairs Supportive Housing (VASH) vouchers are designed to assist homeless veterans and their families in locating stable affordable housing. NYCHA accepts referrals of eligible veterans from the Department of Veterans Affairs (VA). As turnover vouchers become available, NYCHA will accept referrals from the VA. NYCHA could also accept project based VASH vouchers with approval from the VA.

NYCHA was approved to sponsor a VASH Continuum program. Under this program, NYCHA and the VA may designate up to 15% of the total VASH allocation to provide housing assistance to veterans with an "Other Than Dishonorable" discharge status. NYCHA is partnering with the New York City Department of Veterans' Services to refer homeless veterans for the VASH Continuum program and ensure they receive services and case management.

## **C. Family Unification Program**

Family Unification Program (FUP) vouchers are designed for eligible families with a child(ren) at risk of entering foster care or currently living in foster care due to the lack of adequate housing, and for eligible youth aged 18-24 years old who recently left foster care and lack adequate housing. NYCHA accepts referrals of eligible families and/or youth from the New York City Administration for Children's Services (ACS). As turnover vouchers become available, NYCHA will accept referrals from ACS. FUP youth may receive assistance through a FUP voucher for 36 months, after which they may receive assistance through a regular Housing Choice Voucher.

Eligible FUP youth may receive a two-year extension of their FUP voucher, for a total term of five years, if they participate in NYCHA's Family Self Sufficiency (FSS) Program. Extensions of FUP vouchers are also available for youth who are parents or otherwise responsible for the care of a dependent child under the age of 6 or an incapacitated person; regularly and actively participating in a drug addiction or alcohol treatment and rehabilitation program; or incapable of participating in the FSS program due to a documented medical condition.

Note: NYCHA also participates in HUD's FUP/FSS Demonstration Program. NYCHA and ACS have designated 40 vouchers for this purpose.

## **D. Non-Elderly Disabled**

Non-Elderly Disabled (NED) vouchers are designed to enable non-elderly disabled persons to rent affordable housing. To qualify the head of household or spouse/domestic partner must be non-elderly (under age 62) and disabled. As applicants are selected from the waitlist, NYCHA will assure that the appropriate designation is assigned to maximize use of the NED vouchers allotted.

## **E. Foster Youth to Independence Initiative**

The Foster Youth to Independence (FYI) initiative makes HCV assistance available to youth at least 18 years and not more than 24 years of age (have not reached their 25th birthday), who (1) left foster care, or will leave foster care within 90 days, in accordance with a transition plan described in Section

475(5)(H) of the Social Security Act, and (2) are homeless or are at risk of becoming homeless at age 16 or older. NYCHA accepts referrals for FYI assistance from ACS.

#### **F. Stability Vouchers**

Stability vouchers (SVs) assist (1) individuals and families who are currently experiencing homelessness; (2) individuals and families at risk of homelessness; (3) individuals and families fleeing or attempting to flee domestic violence, dating violence, stalking, sexual assault; and (4) veterans and families that include a veteran family that meet one of the preceding criteria (1-3). NYCHA accepts referrals for SV assistance from the New York City Continuum of Care and their referring providers.

#### **G. Tenant Protection Vouchers**

Tenant protection vouchers (TPV) were designed to subsidize rents for tenants facing certain housing conversion actions such as mortgage prepayments, contract expirations and the sale or foreclosure of HUD-owned property. To qualify for a tenant protection voucher, the household must be an existing resident of the property being converted.

### **IV. WAITING LIST, APPLICATIONS, AND TENANT SELECTION**

This section describes NYCHA’s policies for its waiting list, applications, eligibility, and tenant selection processes for the HCVP Program for tenant-based vouchers. Policies for project-based vouchers can be found in Section XXVII.

#### **A. Waiting List**

##### 1. Opening and Closing the Waiting List

NYCHA will determine whether the waiting list should be open or closed, in whole or in part, based on available program funding and an assessment of local housing needs and priorities. NYCHA will advertise the opening or closing of the waiting list, in whole or in part, in accordance with 24 CFR § 982.206. Public notice will be provided on NYCHA’s website and appropriate notifications will be placed in English language publications within NYCHA’s jurisdiction and in publications in its jurisdiction in other frequently encountered languages, including but not limited to Spanish-language publications. NYCHA will also notify appropriate city agencies, non-profit and for-profit housing providers, and community-based organizations regarding waitlist outreach.

NYCHA’s waiting list is open for four categories of referrals: (1) Homeless referrals from a New York City (NYC) agency, which may include the New York City Administration for Children’s Services (ACS) for youth in the Family Unification Program (FUP) whose assistance is expiring as a result of the term limit on their voucher without subsequent adequate housing, and the New York City Continuum of Care; (2) referrals from ACS for Foster Youth to Independence (FYI) assistance for youth leaving foster care who are homeless or at risk of homelessness; (3) referrals by a prosecutorial or law enforcement agency for victims of domestic violence and intimidated witnesses; and (4) referrals from NYCHA’s Public Housing Operations Department for public housing

residents because their unit is not habitable, they are at risk of displacement, they are extremely under occupied or extremely over crowded, or they have been on the public housing transfer waitlist for three years or longer as a domestic violence (VDV), dating violence, sexual assault or stalking victim. NYCHA will work collaboratively with the appropriate agencies to obtain the required referral information. For example, for FUP youth whose assistance is expiring because of the term limit on their voucher without subsequent adequate housing, NYCHA will work with its Public Child Welfare Agency (PCWA) to obtain the necessary referral for continued assistance under the HCVP.

## 2. Updating and Purging the Waiting List

NYCHA will periodically update its HCVP waiting list to ensure that all applicant information is current and timely. Nonresponsive applicants will be removed from the waitlist. The update process is as follows:

- NYCHA will send an initial notice to applicants, via United States Postal Service (USPS) mail, requesting that they: 1) update their application information; or 2) confirm their application is up to date. The notice will indicate the deadline and method for the application update.
- Notices that are returned with an endorsement from the USPS that the notice was undeliverable as addressed will be closed. Staff will update the applicant's electronic file to indicate the reason the notice was returned and will close the case.
- If the notice was not returned by USPS but the applicant did not respond, a final notice will be sent. The application must respond to notice by 1) updating their application information; or 2) confirming their application is up to date. The application will be closed if the applicant does not respond by the final deadline indicated on the notice.

## 3. Removal from the Waiting List

An applicant may be removed from the waiting list for the following reasons:

- Failure to respond to requests by NYCHA to provide information or updates.
- Failure to complete the online application by the final notification (NYCHA will make two notification attempts).
- Returned application update notice with a USPS endorsement indicating the mail was returned as undeliverable.
- Failure or refusal to appear for eligibility interviews or briefings after two scheduled appointments.
- Denial of admission.
- Failure to rent an apartment before the voucher expired.
- In the event of death of a sole applicant.
- Upon written request from the applicant.

Applicants failing to provide requested information or updates because of a disability may request a reasonable accommodation. If the applicant did not respond timely to NYCHA's request for information or updates because of the household member's disability, NYCHA will reinstate the

applicant in the household's former position on the waiting list. The applicant may need to provide supporting documentation as part of this reasonable accommodation request.

## B. Tenant Selection

### 1. Preferences

NYCHA’s established preferences for its tenant-based HCVP program, as set forth in NYCHA’s Annual Plan, are prioritized in accordance with the following HCVP Priority Codes (1= highest ranking; 6 = lowest ranking):

Preferences	Description
1	Homeless referrals from New York City (NYC) agencies and New York City Continuum of Care. New York City agencies may include referrals from ACS for FUP Youth voucher holders at risk for homelessness due to the expiration of FUP Youth assistance and families where there is a lack of adequate housing. NYC Referrals may also include ACS for FYI vouchers for foster youth who are homeless or at risk of homelessness.
2	Victim of Domestic Violence Intimidated Witness - referred by prosecutorial or law enforcement agency
3	NYCHA public housing residents required to move because: (a) their unit is not habitable; (b) they are at risk of displacement; (c) they are extremely under occupied or extremely over crowded in their current apartment; or (d) have been on the public housing transfer waitlist for three years or longer as a domestic violence (VDV), dating violence, sexual assault or stalking victim
4	Mobility impaired and residing in inaccessible housing
5	Elderly persons and persons with disabilities
6	All other applicants

Preferences for Project Based Vouchers may vary by property or program requirements.

### 2. Income Targeting Requirement

In accordance with the Quality Housing and Work Responsibility Act of 1998, each fiscal year NYCHA will reserve a minimum of 75% of its new admissions for households whose income does not exceed the higher of 30% of the area median income (AMI) or the federal poverty guidelines established by the Department of Health and Human Services. HUD refers to these households as “extremely low-income households.” HUD will treat multiple PHAs serving one jurisdiction as a single PHA for income targeting purposes. NYCHA will ensure that aggregate admissions comply with the 75% requirement for the jurisdiction. Tenant Protection Vouchers, households that are continuously assisted under the 1937 Housing Act as described at 24 CFR § 982.201, in-place

families as described in 24 CFR § 983.251(b), and VASH participants are exempt from this requirement.

### 3. Selection of Households from Waitlist

Applicants are selected from the HCVP waiting list in order of 1) preference and 2) initial application date on file.

HUD awarded 450 incremental vouchers to NYCHA, effective October 1, 2022. Per Notice PIH 2022-29, incremental vouchers are not special purpose vouchers. In the notice, HUD states that “...PHAs, particularly those that have not received an allocation of Emergency Housing Vouchers, are encouraged to establish local preferences consistent with HCV regulations and statute to reach survivors of domestic violence, or individuals and families who are homeless, as defined in section 103(a) of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11302(a)), or at risk of homelessness, as defined in section 401(1) of such Act (42 U.S.C. 11360(1)).”

NYCHA will utilize the incremental vouchers to support New York City’s homelessness prevention initiatives. Referrals will be considered in accordance with Preference Categories 1 and 2.

### 4. Screening of Applicants

With the exception of VASH applicants, NYCHA will conduct criminal background checks for all HCVP applicants 16 years of age or older. NYCHA will conduct sex offender checks using a nationwide database for all HCVP applicants 16 years of age and over. Public information is accessed as part of application processing.

## **V. ELIGIBILITY**

NYCHA may only admit eligible households to the program. To be eligible, the applicant must be a “family”, must be income-eligible, and at least one member of the family must be a citizen or a noncitizen with eligible immigration status.

### **A. Definitions of Family and Household Members**

A family may consist of a single person and/or additional persons, who occupy the assisted unit in accordance with NYCHA’s HCVP Occupancy Policy.

**Table 1. Definitions of Family and Household Members**

Family	<p>A single person or group of two or more persons with or without children who maintain an interdependent relationship and whose income and resources are available to meet the household’s needs.</p> <p>A family includes an eligible foster youth who is at least 18 years of age and not more than 24 years of age and who has left foster care, or will leave foster care within 90 days, in accordance with a transition plan described in section 475(5)(H) of the Social Security Act and is homeless or at risk of becoming homeless at age 16 or older.</p> <p>For the purpose of this document a “family” will be referred to as a “household.”</p>
Head of Household	<p>The head of household is the voucher holder. The head of household is responsible for ensuring that the household fulfills all of its responsibilities under the program.</p>
Spouse	<p>Spouse refers to the partner of the head of household in a marriage or domestic partnership recognized within or outside of this jurisdiction. The term “spouse” does not apply to boyfriends, girlfriends, or significant others.</p>
Elderly Family	<p>A household whose head, spouse, or sole member is at least 62 years of age. It may include two or more persons, each of whom is at least 62, living together; or one or more persons who are at least 62 living with one or more live-in aides.</p>
Disabled Family	<p>A household whose head, spouse, or sole member is a person with disabilities; two or more persons with disabilities; or one or more persons with disabilities with one or more live-in aides.</p>
Displaced Family	<p>A household in which each member or the sole member is a person displaced by governmental action (including actions related to compliance with applicable health, safety or environmental laws), or whose dwelling has been extensively damaged or destroyed as a result of a disaster, declared or otherwise formally recognized by federal disaster relief laws.</p>
Remaining Member	<p>For purposes of continued occupancy: the term household also includes the remaining member of a resident household with the capacity to execute a lease. Foster Children, Foster Adults, and Live-in Aides may be members of a household, but they have no rights as remaining family members.</p>

Succession rights to the Section 8 subsidy are determined pursuant to NYCHA's Occupancy and Succession Policy.

## **B. Family Break-Up**

Waiting list – When a household on the wait list breaks up into two otherwise eligible households, only one of the new households may retain the original application date. Other former household members may apply for assistance (with a new application date) if the wait list is open.

Program participant – NYCHA shall determine, on a case-by-case basis, which household member(s) remain in the assisted household, and whether the resulting assisted household may remain in the housing unit that it occupies at the time such decision is made. Any such decision must comply with NYCHA's subsidy standards, NYCHA's HCVP succession policy, and NYCHA's compliance with VAWA.

## **C. General Occupancy Standards**

Only the head of household and authorized household members who are listed on the Affidavit of Income (AOI) as part of the household composition are authorized household members permitted to reside in the subsidized apartment, provided they remain in continuous occupancy. Except for births, adoption, and/or court awarded custody of minors no person may join a HCVP household unless NYCHA grants written approval.

Live-in aides and their family members will not be classified as household members and cannot succeed to the Section 8 subsidy. A household that has been approved for a live-in aide by NYCHA is permitted one additional bedroom.

## **D. Income**

### **1. Income Limits at Admission**

Household income at the time of initial eligibility determination and admission shall not exceed HUD's very-low income threshold, which is defined as 50% of the AMI. Exceptions include households that receive enhanced vouchers, low-income households that are continuously assisted under the 1937 Housing Act as described at 24 CFR § 982.201, low-income in-place families as described in 24 CFR § 983.251(b), and low-income households referred to NYCHA as part of the VASH program.

Annual income will be determined in accordance with 24 CFR § 5.609 and includes all amounts, monetary or not, that go to or are on behalf of, the household head or spouse (even if temporarily absent) or to any other household member, or all amounts anticipated to be received from a source outside the household, and assisting the household, during the 12 month period following admission or annual reexamination date. Households must provide verification of income at any time prior to certification, as requested by NYCHA. Except that in accordance with Section 102 of the Housing Opportunities through Modernization Act, NYCHA, after the initial determination of annual income at admission, may use family income from the preceding year for the annual income review.

## 2. Adjustments to Income

### a) *Medical Expenses*

Deductions from income for medical expenses are allowed for all household members in households whose head or spouse is elderly or disabled. Households who claim medical expenses will be required to submit proof of the expense. The allowable medical expense is that portion of total medical expenses that exceeds ten percent of annual income.

### b) *Childcare Expenses*

A childcare expense may be deducted from income only when it allows an adult household member to be employed, to actively seek employment, or to further their education. Childcare expenses deducted to permit employment must be reasonable and may not exceed the amount of employment income that is included in annual income. Childcare deductions are applicable to children 12 years old or younger.

### c) *Income from Full-Time Students*

NYCHA will not include in annual income calculations the earnings in excess of \$480 for each full-time student 18 years and older. However, financial aid amounts exceeding tuition must be included in annual income with the exception of aid for mandatory education fees or financial aid paid to a student over 23 with dependent children, or to a full-time student residing with their parents.

### d) *Income of Temporarily Absent Household Members*

Generally, an individual who is, or is expected to be, absent from the assisted unit for 180 consecutive calendar days or less and is expected to return is considered temporarily absent and continues to be considered a household member.

Income of household members who are temporarily absent is counted except for full-time students who have documented their absence from the household. This includes the income (pay and allowances) of household members serving in the military except for hazardous duty pay when exposed to hostile fire.

### e) *Calculating Income*

NYCHA will generally determine the income of the household for the previous 12-month period and use this amount as the household's annual income. reexaminations. Assets *Disposed of for Less than Fair Market Value*

At initial eligibility and annual recertification, NYCHA will determine whether an applicant or participant household has disposed of an asset for less than fair market value within the past two years. As permitted by regulation, NYCHA may adopt a minimum threshold to ignore small amounts that would not be counted toward income.

### f) *Earned Income Disallowance*

Pursuant to 24 CFR § 5.617, NYCHA will disallow the increase in annual income provided by the regulations covering the self-sufficiency incentive for eligible disabled families. The disallowance of increases in income as a result of employment of persons with disabilities will not apply, for purposes of admission to the program.



## E. Citizenship/Eligible Immigration Status

In order to receive assistance, at least one household member must be a U.S. citizen or non-citizen with eligible immigration status. Persons with eligible immigration status must fall within one of the immigrant categories as specified by HUD in 24 CFR Part 5. Households that include eligible and ineligible individuals are called “mixed.” Such applicant households will be given notice that their assistance will be pro-rated. Eligible statuses according to the U.S. Citizenship and Immigration Services (USCIS) include:

- U.S. Citizen
- Lawful Permanent Resident
- Asylum/Refugee under Section 207 or 208
- Cuban/Haitian Entrant paroled into the United States
- Conditional Entrant, A Refugee-Section 203(a) 7 of INS in effect prior to April 1, 1980
- Individuals self-petitioning under VAWA

Verification of citizenship will be determined by NYCHA staff accessing the U.S. Systematic Alien Verification for Entitlements Program. No verification is required for live-in aides.

Individuals who NYCHA finds are neither citizens nor eligible immigrants may elect to contest NYCHA’s determination of their status through an impartial hearing.

## F. Mandatory Social Security Numbers

All household members with eligible immigration status are required to submit proof of their social security number. When existing households are adding new members, they will be given 30 days to provide the required documentation.

Applicant households, adding a household member under the age of six years old, will be given a 90-day period to provide documentation necessary to verify the member’s Social Security Number (SSN). If it is determined that failure to comply with the documentation requirement was due to circumstances beyond the applicant’s control, then NYCHA may use discretion to provide an extension of one additional 90-day period. NYCHA will follow 24 CFR § 5.218 for any applicant household who does not comply with the documentation requirements.

## VI. VERIFICATION

NYCHA must verify all information that is used to establish the household’s eligibility and level of assistance and is required to obtain the household’s consent to collect the information. All adult applicants and participants 18 years of age and over will be required to sign a *Third-Party Verification— Consent to Release form*, NYCHA’s version of HUD’s Authorization for Release of Information (HUD9886). If any household member who is required to sign a consent form fails to do so, NYCHA will deny admission to applicants and terminate assistance of participants. Applicants and

program participants must cooperate with the verification process as a condition of receiving assistance. NYCHA will not pass on the cost of verification to the household.

All information provided by the participant regarding amount and source of income, deductions from income, admission preferences and household composition will be verified in accordance with HUD program regulations. Upfront Income Verifications (UIV), i.e. HUD’s Enterprise Income Verification (EIV) system, the Welfare Management System (WMS) or Veterans Affairs hotline, and third-party verifications obtained directly from the household (check stubs, award letters, etc.) are preferred for verification in the order referenced. If a written third-party form or oral third-party verification cannot be obtained, NYCHA may review participant (household) declared information. NYCHA will document its reasons for utilizing a method other than UIV, written third party, third party written form, or oral verification. NYCHA will verify income from sources not available in EIV, using the same time period for both wage and non-wage income. For income that is completely excluded pursuant to 24 CFR § 5.609(c), NYCHA will rely on self-certified information for verification.

Level	Verification Type <i>(also referred to as Verification Technique by HUD)</i>	HUD Ranking	Description
6	Upfront Income Verification (UIV) using HUD’s Enterprise Income Verification (EIV) system*  *EIV is not available for new admissions	Highest <i>(Mandatory)</i>	EIV can be utilized to confirm employment; however, other verification levels must be used for calculation purposes. (PHAs are no longer permitted to use actual past income from the EIV system to calculate employment income).
5	Upfront Income Verification (UIV) using non-HUD system	Highest	Annual Income can be determined based on income received or as reported in a non-HUD UIV system. <i>(e.g., WMS, Veterans Affairs Hotline)</i>
4	Written Third-Party Verification	High	An original document provided by the participant that is generated by a third party source, dated within 60 days prior to the Annual Recertification or NYCHA request date. <i>(e.g., a pay stub, an award letter, a printout of benefits)</i>
3	Written Third-Party Verification Form	Medium-Low	A standardized form used to collect income information from a third-party source. <i>(e.g., NYCHA MD-34 form)</i>

2	Oral Third-Party Verification	Low	NYCHA staff calls a third-party source to follow up on a written third-party verification form submitted.
1	Tenant Declaration	Low	A statement of reported income and/or expense signed by the participant. This verification level is used if no other documentation is provided.

## VII. DENIAL OF ASSISTANCE

### A. Mandatory Denial of Assistance

Pursuant to HUD regulations, NYCHA must deny HCVP assistance to an applicant under any of the following circumstances:

1. The household does not meet program eligibility criteria (e.g., preference category, income eligibility, enhanced voucher conversion residence requirements).
2. Any household member has ever been convicted of manufacturing or producing methamphetamine on the premises of federally assisted housing.
3. Any household member is subject to a lifetime registration requirement under a state sex offender registration program.
4. Any member of the household fails to sign and submit consent forms for obtaining information in accordance with 24 CFR Part 5.
5. No household member can establish either citizenship or eligible immigration status (i.e., at least one member of the household must establish either citizenship or eligible immigration status).

### B. Other Permissible Grounds for Denial

1. NYCHA has previously terminated HCVP assistance for any member of the household.
2. Any member of the household on the HCVP application was evicted from federally assisted housing in the last five years.
3. A HUD EIV search for an existing participant indicates that a participant or a member of the participant's household is receiving a subsidy in another housing program.
4. The household or a guest of the household has engaged in or threatened abusive or violent behavior toward NYCHA personnel.
5. Any household member owes a debt to NYCHA or another PHA.

6. A household member has been evicted from federally assisted housing for drug-related criminal activity. Any member of the household has committed fraud, bribery, or any other corrupt or criminal act in connection with any federal housing program.
7. The head of household violates a repayment agreement with NYCHA.
8. A household member has engaged in criminal activity, including drug-related criminal activity.

## **C. Screening**

### **1. Screening for Eligibility and Suitability as a Tenant**

Listing a household on NYCHA's waiting list or selecting a household for participation in the HCVP, is not a representation by NYCHA to the owner about the household's suitability for tenancy. Owners are encouraged to screen households on the basis of their tenant application standards.

In an effort to prevent future criminal activity, as well as other patterns of behavior that pose a threat to the health, safety or right to peaceful enjoyment of the premises by other residents, and as required by federal regulations, NYCHA will perform the required criminal background check and sex offender check for all heads of household and household members who are 16 years of age or older. NYCHA's uses a nationwide database to perform its sex offender check.

Persons evicted from federally assisted housing because of drug-related criminal activity are ineligible for admission to the HCVP for a three-year period beginning on the date of such eviction. However, NYCHA may admit the household if, after considering the individual circumstances of the household, NYCHA determines:

- a. The evicted household member who engaged in drug-related criminal activity has successfully completed a supervised drug rehabilitation program, the documentation of which has been approved by NYCHA; or
- b. The circumstances leading to eviction no longer exist because the evicted household member is no longer a member of the household (e.g., death or another permanent situation).

## **D. Ineligibility Determinations**

### **1. Notice of Denial of Assistance**

If an applicant is denied HCVP assistance, NYCHA will give the applicant an Ineligibility Notice at the time of the eligibility interview, which states the basis of that ineligibility determination. The Ineligibility Notice will explain the applicant's right to an informal review and how to obtain the review. NYCHA will enclose copies of its procedure and the Request for an Informal Review form with the Ineligibility Notice.

## 2. Where and When such Informal Reviews are Available

An applicant is eligible to request an informal review in person, using mail, electronic mail, telephonically or via video call. NYCHA will ensure that electronic information stored or transmitted is secure and meets the requirements for accessibility for persons with disabilities and persons with LEP.

If an applicant has an informal review, NYCHA will give the written notification of the determination to the applicant at the time of the informal review. If the applicant claims a disability, NYCHA will supply a copy of the NYCHA ADA/Section 504 Grievance Procedure.

NYCHA conducts informal reviews for the denial of assistance (24 CFR 982.554) remotely either via a video conference platform or over the telephone. If an applicant is unable to participate in an informal review via video conference or telephone, then the informal review will be postponed to a later date when the informal review can be conducted in-person. NYCHA will ensure that electronic information stored or transmitted is secure and meets the requirements for accessibility for persons with disabilities and persons with LEP.

### **E. NYCHA Discretion**

In deciding whether to deny program admission (or terminate assistance as described below) because of criminal activity by members of the household, NYCHA has discretion to consider all of the circumstances in each case, including the seriousness of the activity, the extent of participation or culpability of individual household members, the length of time since the criminal activity occurred, the household's more recent history, the household's record of compliance with program requirements, and the effects that denial of program admission (or termination of assistance) may have on other household members who were not involved in the action or failure to act.

## **VIII. PAYMENT STANDARDS**

### **A. Establishing Payment Standards**

In general, the payment standard will be between 90% and 110% of the most recently published HUD fair market rent (FMR) for the assisted unit.

### **B. Modifying Payment Standards**

NYCHA will review its payment standard annually upon HUD's publication of FMR. NYCHA may request HUD approval of payment standard adjustments outside the basic 90-110% range when circumstances warrant.

NYCHA's annual review of its payment standard will consider:

1. Percentage of annual income households pay for rent under the voucher program (rent burdens);
2. Program utilization rates;
3. Rents for units currently leased;
4. Size and quality of units leased under the program;
5. Rental vacancy rates and rents in the market area; 6. Success rates of voucher holders in finding units; and
7. Annual federal appropriations.

If NYCHA determines that the existing payment standard presents an obstacle to finding an affordable rental unit or that households are generally renting low-quality units, NYCHA may adopt a revised payment standard within the 90-110% basic range. NYCHA may approve an exception payment standard up to 120% of the applicable fair market rent without HUD approval if requested by a qualifying household as a reasonable accommodation.

NYCHA may also reduce a payment standard for a specific bedroom size or for all bedroom sizes if a significant percentage of leased units, of moderate to high quality, have rents substantially below NYCHA's existing payment standard.

Before revising the payment standard, NYCHA will conduct a financial feasibility analysis to ensure that adequate funds will be available to assist households in the program utilizing the proposed payment standard.

If the HUD FMR decreases from the prior year, NYCHA may choose not to reduce the payment standard for households under a current Housing Assistance Payments (HAP) contract until they move from that unit.

### **C. Exception Payment Standards**

Per 24 CFR § 982.503(b)(1)(iii), PHAs "may establish exception payment standards for a ZIP code area above the basic range for the metropolitan FMR based on the HUD published Small Area FMRs". NYCHA has adopted exception payment standards for high opportunity neighborhoods to increase housing opportunities for voucher holders in the search process and reduce potential rent burden for voucher holders residing in these neighborhoods. The exception payment standards will be updated annually in partnership with the New York City Department of Housing & Preservation Development.

## **IX. FAMILY SHARE**

### **A. Calculating Family Share**

Households will pay the highest of the following amounts:

1. 30% of the household's monthly adjusted income;
2. 10% of the household's monthly income;
3. If the household is receiving payments for welfare assistance from a public agency and a part of those payments, adjusted in accordance with the household's actual housing costs, is specifically designated by such agency to meet their housing costs (including tenant-paid utilities), the portion of those payments which is so designated;

**Note:** If the household's welfare assistance is ratably reduced from the standard of need by applying a percentage, the payment amount is the amount resulting from one application of the percentage.

4. NYCHA's minimum rent for the HCVP (\$50.00); or
5. Enhanced voucher minimum rent (see description below).

For participants who are responsible for paying for their own utilities, their share is first applied to the utility expense, up to the amount of the utility allowance in effect, and the remainder goes to the owner as rent. If the utility allowance exceeds the family share, NYCHA will pay the difference in the form of a monthly or annual utility reimbursement payment. NYCHA may choose to adopt HUD's change to the Utility Reimbursements Policy, which permits PHAs to make utility reimbursement payments quarterly, rather than monthly, if the total quarterly reimbursement payment due to a household is equal to or less than \$45 per quarter. PHAs may make reimbursement payments retroactively or prospectively. Under this policy, NYCHA will permit a household to request a hardship exemption, in accordance with 24 CFR § 5.630(b)(2). If a household receives a hardship exemption, then NYCHA may either reimburse the household on a monthly basis or it may make prospective payments to the household, on a quarterly basis.

The payment standard that applies to a household when their initial lease is approved will be the payment standard in effect when the lease is approved and executed by the participant and owner. The payment standard that applies for a household when a scheduled recertification occurs will be the payment standard in effect on the effective date of their annual review. The payment standard that applies to a household during an interim recertification will be the same payment standard which was in effect at the last regular recertification, restoration or lease up .

If the household is unable to pay the minimum rent requirement because of financial hardship, NYCHA will grant an exception to the minimum rent requirement. Examples of financial hardship include:

1. When the household has lost eligibility for or is awaiting an eligibility determination for a federal, state, or local assistance program, including a household that includes a member who is a non-citizen lawfully admitted for permanent residence under the Immigration and Nationality Act who would be entitled to public benefits but for Title IV of the Personal Responsibility and Work Opportunity Act of 1996;
2. When the household would be evicted because it is unable to pay the minimum rent;

3. When the income of the household has decreased because of changed circumstances, including loss of employment;
4. When a death of an income earner in the household has occurred; or
5. Other circumstances determined by NYCHA or HUD on a case-by-case basis.

**Note:** Households receiving enhanced voucher HCVP assistance have a special statutory minimum rent requirement.

#### **B. Increase in Payment Standard Amount during Contract Term**

If the payment standard amount is increased during the term of the HAP contract, the increased payment standard will be used to calculate the monthly housing assistance payment for the household beginning at the effective date of the household's first regular recertification on or after the effective date of the increase in the payment standard, or if the participant moves to a new unit.

#### **C. Change in Family Voucher Size**

If the family voucher size increases or decreases during the HAP contract term, the new family voucher size must be used to determine the payment standard amount for the household beginning at the household's first annual reexamination following verification of the change in the family voucher size. If the household is residing in a unit larger than that approved according to their household size, the household will be required to pay any additional cost that is over and above their payment standard.

#### **D. Contract Rent over the Payment Standard**

A household may select a unit with a contract rent that is over their applicable payment standard. However, the household's share at the time of rental cannot exceed 40% of the household's monthly adjusted income.

There are instances where a rent increase results in the participant's gross contract rent being over the payment standard. In such instances, a participant may pay more than 30% of their income for rent. There is no restriction on percentage of rent contribution after the initial rental. A participant may request a transfer if their rent share becomes burdensome as a result of their gross contract rent going over the payment standard.

#### **E. Applying Utility Allowance**

The utility allowance that applies to a household when their initial lease is approved will be the utility allowance in effect when the lease is executed by the tenant and owner. As per 24 CFR § 982.517, the utility allowance for a household shall be the lower of: 1) the utility allowance amount for the family unit size; or 2) the utility allowance amount for the size of the unit rented by the household. In cases where the unit size leased exceeds the family unit size due to a reasonable



accommodation, NYCHA will use the appropriate utility allowance for the actual size of the dwelling unit leased by the household.

The utility allowance that applies to a household when a scheduled recertification occurs will be the utility allowance in effect at completion of the annual recertification. When utility allowances have been changed, the new allowances will be applied to the household's rent and subsidy calculations at the first regular recertification, after the allowance is adopted. For example, during an interim recertification, if the utility allowance was revised since the last regular recertification, NYCHA will not apply the new utility allowance until the next regular recertification.

## **X. THE VOUCHER**

### **A. Voucher Issuance**

When funding is available, NYCHA issues a tenant-based voucher to the household after the household has been determined eligible and briefed on program requirements. The voucher represents an agreement between NYCHA and the household, specifying the rights and responsibilities of each party, and is the household's authorization to search for an eligible unit. A voucher does not constitute admission to the program, and a voucher-holder is not considered a program participant until a lease and HAP contract are executed.

### **B. Voucher Term**

In accordance with 24 CFR § 982.303, NYCHA has established an initial voucher term of 120 days for applicants. If a voucher has expired and the household has not submitted a rental package for NYCHA's approval, the household will be removed from the waiting list and required to reapply when NYCHA is accepting applications.

### **C. Good Cause Extensions**

NYCHA, at its discretion, may extend a voucher beyond 120 days for good cause. Good cause may include, but is not limited to, approving a request for a reasonable accommodation to make the program accessible to a household member with a disability.

### **D. Suspension of the Term of the Voucher**

During the initial or extended term of the voucher, the household is required to submit a Request for Tenancy Approval (Form HUD-52517) (RFTA). See section XV, below. The term of the voucher is suspended starting when the RFTA is submitted to NYCHA until NYCHA notifies the household in writing whether the assisted tenancy has been approved or denied. This provision applies to all households who are leasing a unit (not just to households under portability). Suspension applies even if a household that submits a Request for Tenancy Approval decides to cancel such request. In such cases, the suspension ends when NYCHA learns of the cancellation. Under portability procedures, the requirement to suspend the term of the voucher applies to the receiving PHA only.

## XI. OCCUPANCY STANDARDS

Voucher bedroom sizes are based on NYCHA’s occupancy standards below.

**Table 2: HCVP OCCUPANCY STANDARDS CHART**

# of People	Household Composition	Certified Bedroom Size
1	Single Person	1
2	Head of Household & Spouse/Domestic Partner	1
	2 Persons of the Same Sex	1
	2 Persons of Different Sexes	2
3	Head of Household & Spouse/Domestic Partner <u>and</u> 1 Person (any sex)	2
	3 Persons of the Same Sex	2
	2 Persons of the Same Sex <u>and</u> 1 Person of a Different Sex	2
	3 Persons of Different Sexes	3
4	Head of Household & Spouse/Domestic Partner <u>and</u> 2 Persons of the Same Sex	2
	Head of Household & Spouse/Domestic Partner <u>and</u> 2 Persons of Different Sexes	3
	4 Persons of the Same Sex	2
	2 Persons of the Same Sex and 2 Persons of a Different Sex	2
	2 Persons of the Same Sex <u>and</u> 2 Persons of Different Sexes	3
	3 Persons of the Same Sex and 1 Person of a Different Sex	3
5	Any 5 Person Combination	3
6	Any 6 Person Combination	3
7	Any 7 Person Combination	4
8	Any 8 Person Combination	4

Applicants and participants with pregnant household members may be eligible for an increased voucher size dependent upon total household composition as stated in the HCVP Occupancy Chart.

Exceptions to the Occupancy Standards may be applied in the following circumstances:

- PBV and LLC II conversion units in regard to household composition and approved voucher size (e.g., senior properties with one-bedroom units, single occupant residing in a one-bedroom unit)

where there are no studios, inclusion of the living room as a sleeping room, HUD approved Part 200 waivers).

- RAD and HUD approved LLC II units where in-place tenants are converting to Section 8 (e.g., occupancy standards for the Public Housing program are applied).
- HUD approved waivers for the above occupancy standards (e.g., LLC II units).
- PBV units may also exercise the flexibility of renting an apartment with fewer bedrooms than their voucher size indicates, provided that the occupancy standards meet the requirements of 24 C.F.R. § 982.401(d)(2)(ii).

Applicants and participants may rent a unit with more bedrooms if the apartment's rent is equal to or lower than the payment standard for their approved voucher size. Applicants and participants may also rent an apartment with fewer bedrooms than their voucher size indicates, provided that the occupancy standards meet the requirements of 24 C.F.R. § 982.401(d)(2)(ii). If an applicant or participant rents an apartment smaller than their voucher size, NYCHA will pay subsidy based on the payment standard for the smaller apartment size.

A household that has been approved for a live-in aide by NYCHA is permitted one additional bedroom.

## **XII. HOUSING QUALITY STANDARDS (HQS)**

Housing Quality Standards (HQS) are minimum standards established by HUD for all units receiving assistance under HCVP. NYCHA is required by federal regulations to ensure that each unit occupied by a subsidized household is "decent, safe and sanitary." To meet this requirement, NYCHA conducts a HQS inspection (in-person or remotely) prior to providing assistance on behalf of a participant and biennially throughout the term of assisted tenancy. However, if the unit fails its biennial inspection, it will be automatically scheduled the following year for a regular HQS inspection, until a satisfactory inspection is recorded in HUD's Public and Income Housing Inventory Center (PIC) Information system. NYCHA also reserves the right to schedule an HQS inspection at any time for quality assurance purposes or if requested by the tenant or a third party.

### **A. Remote Visual Inspections (RVI)**

Remote inspections are referred to as remote visual inspection (RVI). RVI is an HQS inspection performed with the property owner or owner's representative ("proxy") at the physical subject location and an HQS inspector directing the inspection remotely. RVI adheres to current HQS requirements, including lead-based paint requirements. Units eligible for RVI are determined pursuant to NYCHA's RVI Policy.

### **B. Inspection Types**

Irrespective of how an HQS inspection is performed, either remotely or in-person, HQS inspections fall into one of the following six categories:

1. Initial

This inspection is conducted after NYCHA receives an approved Request for Tenancy Approval form for new admissions and transfers to ensure the unit passes HQS before rental assistance can begin.

For all project-based units, the initial inspection results of “pass” are valid for any Request for Tenancy Approval form for new admissions and transfers received for the inspected unit received within six months. If a unit is not rented within six months, a new inspection is required.

2. Alternative

In accordance with PIH Notice 2017-20 (HA) (January 18, 2017 Notice), at NYCHA’s discretion, alternative inspections may be used to: (i) allow initial occupancy; and (ii) to enter into a HAP agreement as long as the HQS inspection is completed within 15 calendar days of receipt of the approved Request for Tenancy Approval.

HUD allows the use of alternative inspections conducted for the HOME program, the Low Income Housing Tax Credit program, any inspection conducted by HUD’s Real Estate Assessment Center, and other programs subject to HUD approval.

3. Biennial

This inspection must be conducted within 24 months of the last completed inspection to determine if the unit continues to meet HQS. Units that fail HQS must be scheduled for inspection on an annual basis until a satisfactory inspection result is recorded in HUD’s PIC system.

4. Special

This inspection is requested by a participant or a third party, for any reason, before their next regularly scheduled inspection.

5. Restoration

This inspection is requested by a former HCVP participant seeking restoration of Section 8 subsidy.

6. Quality Control

For quality assurance purposes, NYCHA will randomly re-inspect units as required by the Section Eight Management Assessment Program (SEMAP).

**C. HQS Violations**

NYCHA has adopted HUD’s definition of non-life-threatening (NLT) as well as life-threatening (LT) HQS deficiencies for all unit inspections in accordance with PIH Notice 2017-20 (HA) (January 18, 2017 Notice) found at 82 FR 5458. See Section F below for suspension timeframes.

1. Life-Threatening Violations

HUD’s definition of LT conditions includes specific conditions as described in the January 18, 2017 Notice, including:

- (i) Gas (natural or liquid petroleum) leak or fumes;
- (ii) Electrical hazards that could result in shock or fire;
- (iii) Inoperable, improperly installed, or missing smoke detector;
- (iv) Interior air quality (missing, improperly installed, or non-functioning carbon monoxide detector);
- (v) Gas/oil fired water heater or a heating, ventilation, or cooling system with missing, damaged, improper, or misaligned chimney or venting;
- (vi) Lack of alternative means of exit in case of fire or blocked egress;
- (vii) Deteriorated paint surfaces as defined by 24 CFR § 35.110 in a unit built before 1978 that is to be occupied by a household with a child under six years of age;
- (viii) Any other condition subsequently identified by HUD as LT in a notice published in the Federal Register; and
- (ix) Any other condition identified by the administering PHA as LT in the PHA's administrative plan prior to April 18, 2017. These conditions include:
  - 1. Building in imminent danger of collapse.
  - 2. Illegal window gates on fire escapes.

Life Threatening conditions requiring owner correction within 24 hours (also known as 24-hour violations) include:

- (i) Smoking/sparking/exposed wiring that could result in shock or fire
- (ii) Severe fire damage
- (iii) Missing fuses or knockouts in electrical breaker boxes
- (iv) No secondary means of egress
- (v) Gas/oil fired water heater or heating, ventilation, or cooling system with missing, damaged, improper, or misaligned chimney or venting
- (vi) Missing or inoperable smoke alarms
- (vii) Smoke and carbon monoxide detectors are required in every unit. Building owners are responsible for installing the detectors in accordance with the law, while participants are responsible for maintaining them in working order. The detectors are to be located in the hall of the unit not more than 15 feet from the bedrooms and on every floor, if the dwelling has multiple floors. The detectors may be battery or hardwire operated.
  - a. If the detectors are present but are inoperable (due to the need for a battery, or if the participant has removed or damaged them), the failure will be considered a tenant-caused violation. The tenant has no more than 24 hours to correct the

violation. If the violation is not corrected within 30 days, NYCHA will commence termination action against the tenant.

- b. If a hearing-impaired person is occupying the dwelling unit, the detectors must have an alarm system designed for hearing-impaired persons, as specified in the National Fire Protection Association Standards 74.

For initial HQS inspections, NYCHA will not approve of the tenancy, execute the HAP contract or in case of PBV, approve occupancy and execution of a lease or make subsidy payments until the LT conditions are cured.

If a 24 hour LT condition is discovered during a regular or special inspection, the owner must cure the LT condition within 24-hours or subsidy payments will be withheld.

## 2. Window Guard Violations

All Section 8 property owners with buildings that have three or more units and occupied by a child 10 years old or younger, must ensure window guards are properly installed in the unit in which the child resides and in any public areas. Owners must install or repair window guards within 21 calendar days from the date of failed inspection to avoid withholding of subsidy.

## 3. Lead Based Paint Violations

During an initial, regular, or special HQS inspection of buildings constructed before 1978, peeling, curled, cracked, scaled, flaked, blistered, or chipped paint observed in the unit or public space will be cited by the inspector, resulting in a failed inspection. The inspector will cite the deficiency on their handheld device accordingly.

For units with tenant-based vouchers, lead-based paint violations are applicable to units where there is a child six years old or younger. However, for PBV buildings, the violations are applicable to all units.

### a. *Initial (Move In) Inspections*

Until the condition is remedied, NYCHA will not approve the tenancy, execute the HAP contract (or in the case of PBV, approve occupancy and the execution of a lease), or make assistance payments.

### b. *Regular or Special HQS Inspections*

For violations found in the unit, the owner will be informed via the *Letter to Owner - Hazardous Conditions NE-1 Inspection*. The owner will also receive two certifications, the *NE-2 Certification* and the *Owner Lead-Based Paint Certification*. If the HQS violations are cited in public space areas, the owner will receive two certifications, the *Certification of Completed Building Repairs* and the *Owner Lead-Based Paint Certification*. All NYCHA certifications will be sent to the owner via regular mail and made available on the Owner Extranet.

The owner will have 30 calendar days to make the required repairs to avoid the withholding of subsidy. The owner can provide proof of repairs by submitting a signed NE2 certification signed by both the tenant and owner, work order tickets or a satisfactory re-inspection by a Section 8 inspector. The Owner Lead-Based Paint Certification must be returned and approved by NYCHA for the owner to avoid suspension. If HQS suspension already exists, the subsidy will only be reinstated upon signature approval of both the NE2 certification and the Owner Lead Based Paint Certification. The tenant is entitled to an emergency transfer voucher upon suspension of subsidy.

c. *Elevated Blood Lead Level (EBLL)*

NYCHA will adhere to the requirements of 24 CFR § 35.730 and § 35.1225 when notified of a child with an environmental intervention blood lead level.

i. Department of Health and Mental Hygiene Data Matches

On a monthly basis, NYCHA's Leased Housing Landlord Outreach Unit shall send the Department of Health and Mental Hygiene (DOHMH) a master building file list of Section 8 addresses through a secured DOHMH website, in accordance with the Memorandum of Understanding (MOU) between NYCHA's Leased Housing Department and the DOHMH. DOHMH will perform a building data match of their records to identify units with children with confirmed EBLL registering five micrograms per deciliter ( $\mu\text{g}/\text{dL}$ ) or greater. The NYCHA master building list includes unit addresses; tenant/vendor contact information and Building Identification Numbers (BINs). If DOHMH confirms a Section 8 address match, DOHMH staff will contact the Leased Housing Landlord Outreach Unit (LOU) manager via a secure email.

ii. EBLL Notifications other than DOHMH and Medical Professionals

If NYCHA receives information from another source (i.e., tenant informed, nonmedical professional) regarding a child in the household with an EBLL, NYCHA will make two attempts to verify the information with DOHMH or other medical health care provider.

If the two attempts are not successful, NYCHA will notify the HUD field office representative and/or Office of Lead Hazard Control and Healthy Homes (OLHCHH) at [LeadRegulations@hud.gov](mailto:LeadRegulations@hud.gov).

iii. Verification of EBLL Status

Upon verification from DOHMH or other medical professional, NYCHA will collaborate with the owner on their obligation to notify the HUD field office representative and OLHCHH at [LeadRegulations@hud.gov](mailto:LeadRegulations@hud.gov).

iv. Investigation of EBLL Status

NYCHA will retrieve any applicable DOHMH Commissioner of Health Orders to Abate Nuisance for verified EBLL cases. Attached to the Order will be the assessment, Lead Hazard Report, performed on the subject unit. For units where DOHMH is unable to

produce an Order, NYCHA will collaborate with the owner to obtain a lead hazard assessment and/or report of the unit.

Upon receipt of the Commissioner of Health Order to Abate Nuisance or other lead hazard report for the unit, NYCHA will issue notice to the owner and tenant via the *Notice of Child with an Elevated Blood Lead Level Residing in Apartment with DOHMH Violation*.

The owner will have 30 calendar days to make the required repairs to avoid suspension of subsidy. The owner must submit an Environmental Protection Agency (EPA) certified contractor's work order, also known as a clearance report, as proof of the repairs.

NYCHA will collaborate with the owner to assure that DOHMH is notified of the clearance report. Once confirmed by the DOHMH, NYCHA will collaborate with the owner to assure that the HUD field office is notified of the repairs and subsequent clearance. Additionally, NYCHA will consider the hazard cleared, reinstating and paying retroactive subsidy as necessary.

v. Other Assisted Units

For all confirmed EBLL cases received from the DOHMH, NYCHA will collaborate with the owner to assure that assessments are performed on all other Section 8 units in the building where children under the age of six reside (including units designated as housing for the elderly and/or persons with disabilities where a child under six years old resides or is expected to reside).

In buildings where there are 20 or fewer assisted units, the assessments must be completed within 30 calendar days with repairs completed within 30 calendar days of the results. For more than 20 assisted units, the assessments must be completed within 60 calendar days with repairs completed within 90 calendar days of the results.

NYCHA will collaborate with the owner to assure that DOHMH is notified of the clearance report. Once confirmed by the DOHMH, NYCHA will collaborate with the owner to assure that the HUD field office is notified of the repairs and subsequent clearance. Additionally, NYCHA will consider the hazard cleared, reinstating and paying retroactive subsidy as necessary.

vi. Monitoring and Enforcement

NYCHA will collaborate with the owner as necessary to assure compliance with the Lead Safe Housing Rule as codified at 24 CFR Part 35. This includes the owner's ongoing compliance during the regular inspection. For PBV properties, NYCHA will monitor the owner's HAP contract for the resident's return to full occupancy of their housing unit if applicable.

If the owner fails to abate the lead condition(s) within the required timeframes in this section, the tenant is entitled to an emergency transfer voucher. NYCHA will apply HQS enforcement actions for any owner who does not comply with the



evaluation and lead hazard control work for the index unit or other covered units within the established timeframes.

NYCHA will inform all Section 8 owners of the new HUD lead paint reporting requirements through various communications (e.g. LHD owner newsletter, email blasts, Owner Extranet, forums).

#### 4. Non-Life-Threatening (NLT) Violations

A NLT condition is defined as any condition that would fail to meet HQS and is not a LT condition as defined by HUD.

### **D. No Access**

#### 1. At Time of Scheduled Inspection

Participants are required to allow access to their apartments for a Section 8 inspector to conduct an HQS inspection. If a participant fails to provide access either to a specific room or the entire unit, on two separate attempts, the household has breached its program obligations and may be terminated from the program.

#### 2. At time of repair and/or verification of repair

If the participant fails to provide access to a Section 8 inspector to verify that HQS violations have been corrected by the owner or if the participant fails to provide access for the owner to make the required repairs, NYCHA may terminate the participant's Section 8 subsidy.

If the participant fails to allow access to an owner to make repairs to violations, the owner must document attempts to gain access. NYCHA requires that owners send written notices via certified mail to the participant to document attempts to gain access to the unit. NYCHA will require written proof of such attempts prior to commencement of termination action against the participant.

Once an owner submits valid documentation that attempts were made to make repairs and the participant did not provide access for repairs, NYCHA will send the participant a termination warning letter regarding their failure to fulfill household obligations. Once the repairs are made and verified by NYCHA, a determination will be made by NYCHA when payments to the owner will resume, including retroactive payments, if any. Submission of certified notices sent to the tenant to gain access does not prevent suspension of subsidy payments or trigger reinstatement. In order for subsidy payments to be restored, NYCHA must confirm all repairs in the unit.

### **E. Participant's Cancellation of an HQS Inspections**

A participant may only reschedule a regularly scheduled inspection (e.g., Annual, Biennial, and Quality Control) one time. Unless there is an emergency situation, NYCHA will not approve a

tenant's request to cancel an inspection with less than 48-hours' notice or if the inspection is overdue in the HUD PIC system and will deem it a missed appointment.

## **F. Suspension/Termination of the HAP Contract for HQS Failure**

If an owner fails to correct HQS deficiencies within the timeframes outlined below, HUD requires suspension of the HAP contract. The suspension will take effect the first of the calendar month following the correction period and will continue until the owner corrects and NYCHA verifies the repairs. NYCHA will withhold subsidy payments during this time. If subsidy payment is made to an owner beyond the correction period, NYCHA is required to recoup the subsidy payments. The recoupment amount is deducted from the owner's next regularly scheduled HAP subsidy payment.

### **1. Owner-Caused 24-hour LT Failures**

For units with owner-caused 24-hour LT failures, the owner must notify NYCHA that the failed items have been corrected. Failure to correct outstanding violations within 24 hours will cause the subsidy to be withheld for regular/biennial, alternative, special and quality control inspections.

For an initial, or restoration inspection, the rental or reinstatement will not be completed until the correction is made. The owner must notify the NYCHA Customer Contact Center (CCC) in order for a re-inspection to be scheduled. If the unit passes re-inspection, the rental will be completed, or payments will be reinstated as of the date the repairs were documented as repaired.

All corrections of 24-hour LT failures must be verified by NYCHA staff before the subsidy can be reinstated. For an initial failed inspection of a vacant unit, it is the owner's responsibility to notify NYCHA that all the LT failures have been corrected before a reinspection can be scheduled.

### **2. Owner-caused NLT HQS Violations**

For owner-caused, NLT HQS violations, owners may certify in writing that the HQS violations have been corrected or may request to have the unit re-inspected by a Section 8 inspector. A NYCHA form, Certification of Completed Repairs (NE-2 Certification), may be completed and signed by both participant and owner, and submitted in its entirety to NYCHA by regular mail or by online submissions via the Owner Extranet, within 30 calendar days of the failed inspection (21 calendar days for window guards) to avoid suspension of subsidy. The owner may receive retroactive subsidy payments if the NE-2 certification of completed repairs is received and approved within 60 calendar days of the failed inspection as further explained in subparagraph 4 of this Section below.

- a. If the owner has made repairs but is unable to obtain the signature of the participant on the NE-2 Certification, the owner may submit other documentation to support proof of repair of all the HQS violations. Acceptable documentation includes a completed work order that matches all violations on NYCHA's NE-2 Certification of Completed

Repairs form. A re-inspection can also be requested in lieu of a Certification. NYCHA will make reasonable attempts to re-inspect the unit within 21 business days.

For an initial failed inspection of a vacant unit, it is the owner's responsibility to notify NYCHA that all the violations have been corrected before a reinspection can be scheduled.

### 3. Tenant-Caused Failures

NYCHA distinguishes between tenant-caused and owner-caused HQS violations on the inspection failure report provided to both the tenant and owner. Unless provided for in the lease agreement, owners are not responsible for the correction of HQS violations that NYCHA determines were tenant-caused. Damages to the apartment in excess of normal wear and tear by a household member will be considered a tenant-caused violation. If NYCHA determines the HQS violations are tenant-caused, NYCHA may commence termination of subsidy proceedings against the tenant.

Examples of tenant-caused violations include but are not limited to:

- (i) No electricity or gas when the tenant is responsible for paying utilities;
- (ii) No heat in the unit, in conformance with local code, when the tenant is responsible for this utility per the lease agreement;
- (iii) Evidence of poor housekeeping, including heavy accumulation of refuse or debris in the unit;
- (iv) No working battery in the smoke/carbon monoxide detector or the smoke/carbon monoxide detector is missing or damaged after initial rental.
- (v) Installation of illegal wall partitions
- (vi) Removal of window guards for units with children ten years old or younger

### 4. Withheld HAP Payments

NYCHA will suspend HAP payments as referenced in Section XII.F for failure to correct any LT and NLT HQS violations. Once the unit meets HQS, NYCHA may use any payments withheld to make assistance payments relating to the period during which payments were withheld (not to exceed six months).

#### a. Inspections with LT only or a combination of LT and NLT violations

##### i. Initial or Restoration Inspection

NYCHA will notify the owner and the voucher holder of the inspection results. The rental or reinstatement will not be completed until the unit successfully passes the HQS inspection.

##### ii. Regular/biennial, Alternative, Special and Quality Control Inspection

Owners will be granted an additional 60 days to confirm correction of all NLT violations before payments are abated (i.e., no repayment of subsidy) and before the HAP contract terminates. Subsidy payments will be withheld for any LT violations requiring correction within 24 hours that are not corrected within such timeframe.

b. Inspections with NLT violations only

i. Initial Inspection

NYCHA will notify the owner and the voucher holder of the inspection results. The voucher holder will be given the choice to accept or decline the unit and continue their housing search, except as may otherwise be permitted by HUD.

- Accepted: The owner will be notified of the approval and correction requirements in Section XII.F. If the NLT conditions are not corrected within 30 days of NYCHA notifying the owner of the unit's failure of HQS, NYCHA must withhold any further HAP subsidy payments until those conditions are addressed and the unit complies with HQS.

NYCHA will withhold payments for any NLT violations that remain outstanding 30 days after notice to Owner and may reimburse Owners for such payments. Confirmation of correction of all NLT violations must be received by the below timeframes.

- Between Day 31 and Day 60 for new rental inspections.
- Between Day 31 after notice to Owner and Day 180 after the HAP Contract effective date for units approved to convert from one housing program to the HCV (Section 8) program.

Confirmations received after the above timeframes will result in the subsidy being abated (i.e., no repayment of the suspended subsidy). Any reinstated payments will only be prospective.

- Declined: The voucher holder will be notified of the remaining search time. NYCHA will consider reasonable accommodation requests for additional search time from voucher holders with disabilities.

ii. Regular/biennial, Alternative, Special and Quality Control Inspection

Owners will be granted an additional 60 days to confirm correction of all NLT violations before payments are abated (i.e., no repayment of subsidy) and before the HAP contract terminates.

If a unit is suspended for failed inspection for 60 consecutive days for a regular, special or quality control inspection, or up to 180 days from the effective date of the HAP contract for

an initial inspection as may be permitted by NYCHA in accordance with paragraph b(i) above, NYCHA will issue a transfer voucher and rental packet to the participant, allowing the participant to move to another unit approved by NYCHA. The owner will be notified that the HAP contract will terminate, and the tenant will be issued a voucher to move. If the unit becomes HQS compliant before the transfer voucher expires, the participant can remain in the unit and NYCHA will reinstate subsidy payments to the current owner prospectively.

### **G. Quality Control Inspection**

For quality assurance purposes, NYCHA will randomly re-inspect units. If a random quality assurance re-inspection reveals that HQS violations were not corrected, the unit will fail inspection and the owner will be required to make the repairs to avoid suspension of subsidy. If the owner submitted a Certification that was approved by NYCHA and the unit subsequently fails a quality assurance re-inspection for the same HQS violations, NYCHA reserves the right to suspend the subsidy, recoup the HAP payments and charge a nominal fee. Any fraudulent owner activity confirmed by NYCHA with regard to the HQS self-certification process may lead to criminal prosecution. The owner will also be prohibited from submitting self-certification of completed repairs in the future.

## **XIII. RENT REASONABLENESS**

NYCHA determines whether rent is reasonable to ensure that subsidized rents do not exceed rental values in the private market for similar unassisted units. The term “reasonable” means the owner’s proposed rent is consistent with that for unassisted units. NYCHA determines whether rent is reasonable by comparing the proposed rent to rent charged for other comparable unassisted units. Among the factors used in determining reasonable rent are the location, unit size and amenities in accordance with 24 CFR § 982.507. NYCHA utilizes an independent third-party vendor to collect data for rent comparables.

NYCHA will not approve or execute a HAP contract until it determines that the initial rent to the owner is reasonable as compared with similar unassisted units in the area within a ¼ mile radius. If there are not enough qualified rent comparables within the ¼ mile radius, NYCHA can choose to use valid comparables outside this range for rent approval.

During the initial term of the lease, the owner may not raise the rent. In all cases, the rent to owner may not exceed the rent charged by the owner for similar unassisted units on the premises, or in the surrounding area.

### **A. Rent Reasonableness Determinations**

Rent reasonableness determinations are made:

1. when units are placed under HAP contract for the first time;
2. when owners request annual or special contract rent adjustments;

3. when there is a 10 percent decrease in the FMR in effect 60 days before the contract anniversary (for the unit size rented by the household) as compared with the FMR in effect one year before the contract anniversary; or
4. when directed by HUD.

Each participant file will contain documentation that a rent reasonableness review has been conducted for the assisted tenancy, except in cases such as project based and conversion projects where rent reasonableness studies are conducted for entire developments and documentation is kept separately.

#### **B. Units Receiving Low-Income Housing Tax Credits (LIHTC) or HOME funding**

For a unit receiving low-income housing tax credits (LIHTCs) pursuant to section 42 of the Internal Revenue Code of 1986 or receiving assistance under HUD's HOME Program (for which the regulations are found in 24 CFR part 92), a rent comparison with unassisted units is not required if the voucher rent does not exceed the rent for other LIHTC- or HOME-assisted units in the project that are not occupied by households with tenant-based assistance.

If the rent requested by the owner exceeds the LIHTC rent for non-voucher households, NYCHA will perform a rent comparability study and the rent shall not exceed the lesser of the:

1. Reasonable rent as determined pursuant to a rent comparability study; or
2. The payment established by NYCHA for the size of unit in question.

#### **C. Annual Adjustments to Rent**

After the initial term of the lease, an owner may request an increase in the approved rent once per year or in accordance with the terms of the lease. The owner must provide NYCHA with a copy of the new lease agreement executed by both parties at least 60 calendar days before the proposed effective date of the rent increase. All rent increases are subject to funding availability.

For all requested annual adjustments, NYCHA will perform a rent reasonableness analysis using the same methodology as for approving initial rents. The adjusted rent to the owner will equal the lesser of:

1. The reasonable rent as determined by NYCHA; or
2. The amount requested by the owner.

NYCHA will notify the owner and the participant in writing when NYCHA has reached a final decision on a rent increase request. All rent increases are subject to funding availability.

#### **D. Other Contract Rent Changes**

In addition to the standard annual adjustments in rent, landlords are permitted to apply for other specialized types of contract rent changes through the New York State Division of

Housing and Community Renewal (DHCR), the New York City Department of Housing Preservation and Development (HPD), and HUD. The owner must provide NYCHA with a copy of the approval letter within 30 days after issuance. NYCHA will review the contract rent change and determine if the new contract rent is reasonable. All rent increases are subject to funding availability.

Note: There are instances where an owner will be mandated to reduce their contract rent by HCR or HPD. NYCHA will review and process these reductions in contract rent as required.

## **XIV. GENERAL LEASING POLICIES**

### **A. Initial Screening**

NYCHA has no liability or responsibility to the owner or other persons for the household's behavior or suitability for tenancy. Screening and selection of a household are the owner's responsibility.

NYCHA does not screen HCVP applicants for suitability for tenancy. NYCHA will provide the owner with the household's current and prior addresses, as shown in NYCHA's records, and with the name and address of the owner at the household's current and prior addresses, if known.

Under applicable federal and state privacy laws and regulations, including N.Y. Public Housing Law § 159, NYCHA may not disclose to owners other information provided by a HCVP applicant or participant, or by a third party regarding the applicant or participant, except as provided under applicable law.

### **B. Housing Types**

NYCHA participates in the HCVP with respect to the following special housing types enumerated in 24 CFR § 982.601(a): Single Room Occupancy, Shared Housing, and Cooperative Housing.

### **C. Lease and Tenancy Addendum**

All private leases submitted for HCVP assistance must comply with state and local law and must be reviewed and approved by NYCHA staff.

### **D. HAP Contract Renewal**

Once an owner has accepted a participant's voucher and signed a HAP contract that establishes a HCVP tenancy in a rent regulated unit, NYCHA considers that the owner has agreed to the acceptance of the participant's voucher for subsequent lease renewals, or month to month tenancy, so long as the participant remains in the HCVP.

### **E. Overcrowded Unit**

If the addition of a household member(s) would create an overcrowded situation in the household's current unit, the household may request a transfer voucher for the bedroom size appropriate for the household in accordance with NYCHA's transfer policies and procedures. Reference Section XXVII.S.4 for requirements for overcrowding in a project-based Section 8 unit.

### **F. Absence from Unit**

In accordance with 24 CFR § 982.312(a), the household may not be absent from the unit for a period of more than 180 consecutive calendar days, in any circumstance or for any reason. If the household is absent from the unit for more than 180 consecutive calendar days, the HAP contract automatically terminates.

### **G. Continuously Assisted Family**

A family is "continuously assisted" under the 1937 Housing Act if the household is already receiving, or has received, assistance under any 1937 Housing Act program, such as public housing or assistance under the former Section 236 housing program and FUP youth with expiring FUP vouchers, when the household is admitted NYCHA's HCVP and continues to receive assistance thereafter. Pursuant to 24 C.F.R. Section 982.201(d)(2), the PHA must establish policies concerning whether and to what extent a brief interruption between assistance under the 1937 Housing Act and admission to the voucher program will be considered a break in continuity of assistance. For low income public housing households continuously residing in units in developments that convert from Section 9 to Section 8 under the 1937 Housing Act, any brief interruption of assistance under Section 9 to Section 8 of the 1937 Housing Act cannot exceed (1) the thirty-six (36)-month period following the effective date such units were removed from Section 9; or (2) for over income tenants who opt off the project-based HAP contract at conversion, the term of the HAP contract, inclusive of any renewal period ("Brief Interruption Period"). For public housing households that are to be converted to non-RAD Section 8 assistance in connection with a RAD project, such public housing households retain the same waivers and alternative requirements as households converting under RAD as set forth in Rad Rev. 4 Notice H 2019-09 PIH 2019-23 (September 5, 2019), as may be amended. Thus, NYCHA will admit such non-RAD households whose break in assistance between Section 9 and Section 8 does not exceed the Brief Interruption Period to the voucher program even if such households are not low-income.

### **H. Changes in Lease Agreement**

If a tenant and owner agree to alter the current lease agreement, changes must be in writing, dated, and signed by both parties. The owner must provide a copy of the updated lease to NYCHA. NYCHA will approve any mutually agreed-upon modifications to the lease agreement, as long as the lease still complies with HUD requirements. A new lease and HAP contract are required for changes in tenant/owner supplied utilities. A new lease and HAP contract are not



required when the household composition changes, subsidy to the owner changes and for ownership changes while the tenant occupies the apartment.

### **I. Separate Agreements**

Owners and tenants may execute separate agreements for services, appliances and other items, or amenities outside those that are provided under the lease, if the agreement is in writing and approved by NYCHA. If the tenant and owner agree on charges for an additional item, as long as those charges are reasonable and not a substitute for a higher rent, NYCHA will permit them. All agreements for special items or services must be attached to the lease approved by NYCHA. If agreements are executed at a later date, they must be approved by NYCHA and attached to the lease.

Any appliance, service, or other item that is routinely provided to unassisted tenants on the premises or permanently installed in the unit may not be placed under a separate agreement and must be included in the lease. To qualify for a separate agreement, the service, appliance, or item must be an optional amenity.

### **J. Security Deposits**

The owner may collect a security deposit from the tenant in accordance with local law. Security deposits charged by owners may not exceed those charged to unassisted tenants or the maximum amount indicated on the lease. NYCHA does not pay or provide assistance for security deposits and/or moving fees. NYCHA will pay broker fees only in the case where the tenant or a family member requires a reasonable accommodation for a disability.

### **K. Termination of the Lease**

The owner may terminate the lease with the tenant; however, non-payment of the housing assistance payments by NYCHA is not grounds for termination of the lease because the family is not responsible for the subsidy portion under an active HAP contract.

If the owner intends not to renew a lease or not to accept a renewal HAP contract, the owner must give NYCHA 60 days' notice prior to the end of the current lease term, so that NYCHA can offer the participant a voucher to move. However, under rent stabilization guidelines, owners must offer tenants in good standing a renewal lease that includes the material terms of the previous lease. The acceptance of HCVP subsidies is a material term of the lease; therefore, owners of rent-stabilized units are obligated to accept HCVP in their renewal leases.

In addition, Local Law 10 of 2008 prohibits owners from discriminating against participants based on "lawful sources" of income. Lawful sources of income include social security, and any federal, state, or local public assistance or housing assistance such as HCVP subsidy.

## **XV. REQUEST FOR TENANCY APPROVAL FOR INITIAL RENTAL OR TRANSFER**

### **A. Approval of the Request for Tenancy Approval (RFTA)**

During the term of the voucher, the household must submit the RFTA signed by the owner and tenant, and a copy of the proposed lease, including the HUD-mandated tenancy addendum. The household must submit the RFTA in the form and manner required by NYCHA. NYCHA will not permit the household to submit more than one RFTA at a time.

NYCHA will not approve a unit if the owner (including a principal or other interested party) is the parent, child, grandparent, grandchild, sister, or brother of any member of the household, unless NYCHA determines approving the unit would provide a reasonable accommodation for a household member who is a person with disabilities.

Owners must provide an employer identification number or SSN with the W-9. Ownership will be verified through assessor's office records or a review of the grant deed. NYCHA will request a copy of the management agreement for owners represented by a management company. NYCHA may request documentation of ownership such as a grant deed, copy of the current tax bill, or other documentation.

NYCHA will review the proposed lease and the RFTA documents and will approve the RFTA if the below conditions are met. NYCHA will promptly notify the household and owner whether the assisted tenancy is approved.

1. The unit is an eligible type of housing;
2. The unit meets federal HQS requirements, and any additional inspection criteria identified in this Plan;
3. The rent is reasonable (NYCHA will certify the rent charged to the housing choice voucher participant is not more than the rent charged for other unassisted comparable units);
4. The household's share of the rent does not exceed 40% of the household's adjusted income;
5. The proposed lease complies with HUD requirements;
6. There is no owner conflict of interest;
7. The owner has not been debarred by HUD or NYCHA;
8. There are no shared utilities, with the exception of some special housing types, "flat rate" apartment complexes, and mobile home parks;
9. The household is not leasing a unit owned by a parent, child, grandparent, grandchild, sister or brother of any household member, except if NYCHA waives this restriction as a reasonable accommodation for a household member with disabilities under appropriate circumstances; and
10. The owner's address unit is not the same as the assisted unit.

## **B. Disapproval of the RFTA**

If NYCHA does not approve the RFTA, it will 1) notify the owner and the household; and 2) provide the household with another RFTA form to permit the household to continue to locate eligible housing.

## **XVI. HOUSING ASSISTANCE PAYMENT CONTRACTS**

The HAP contract must be in the form required by HUD. The terms of the HAP contract are described in 24 CFR §§ 982.451-455. A copy of the HUD-mandated HAP contract may be found at HUD's website.

Note: For Project Based Voucher (PBV) HAP contracts, see Section XXVII.P.

### **A. Termination of HAP Contract and Payment**

The HAP contract and the housing assistance payments will terminate if:

1. The lease is terminated by the owner in accordance with the terms of the lease;
2. The HAP contract terminates;
3. NYCHA terminates assistance for the household;
4. When 180 calendar days have elapsed since the last housing assistance payment to the owner; or
5. Owner breaches terms of the HAP contract.

If NYCHA determines that available program funding is not sufficient to support continued assistance for households in the program, NYCHA may terminate the HAP contract.

If an owner has commenced the process to evict the tenant and the household continues to reside in the unit, NYCHA must continue to make housing assistance payments to the owner in accordance with the HAP contract until the owner has obtained a judicial determination allowing the owner to evict the tenant. NYCHA will continue such payments until the household is evicted from the unit or moves out.

### **B. Family Move-out**

If a Section 8 participant dies and there are no eligible remaining family members in the unit, NYCHA will end the housing assistance payments to the owner at the end of the month in which the Section 8 participant died.

If a household moves to a new unit with continued Section 8 assistance, NYCHA will end the housing assistance payments to the owner of the former unit at the end of the month in which the HAP contract terminates. Pursuant to 24 C.F.R. § 982.311(d)(2), NYCHA may on a case by case basis make an additional HAP payment.

Any overpayments of HAP will be recouped with or without notice to the landlord.

## **XVII. OWNERS**

### **A. Definition of Owner**

Any person or entity with the legal right to lease or sublease a unit to a participant.

### **B. Disapproval of Owner**

Pursuant to 24 CFR § 982.306(a), NYCHA must not approve a unit if it has been informed by HUD or other government agency with relevant jurisdiction that the owner is debarred, suspended, or subject to a limited denial of participation under 24 CFR Part 2424. Pursuant to 24 CFR § 982.306(b), when directed by HUD, NYCHA will not approve a unit if:

1. The federal government has instituted an administrative or judicial action against the owner for violation of the Fair Housing Act or other federal equal opportunity requirements, and such action is pending; or
2. A court or administrative agency has determined that the owner violated the Fair Housing Act or other federal equal opportunity requirements.

NYCHA will also disapprove a unit if NYCHA determines:

1. The owner has engaged in drug-trafficking, as defined in 24 CFR § 982.4; or
2. There exists a conflict of interest due to the owner's status as:
  - a. A NYCHA employee or a member of the household of any such employee, unless the owner obtains NYCHA's written approval; or
  - b. A relative of the prospective assisted household, as defined in 24 CFR § 982.306(d), unless such tenancy is expressly permitted by that subsection.
3. The owner has violated obligations under a housing assistance payments contract under Section 8 of the 1937 Act, 42 U.S.C. § 1437f;
4. The owner has committed fraud, bribery, or any other corrupt or criminal act in connection with any federal housing program;
5. The owner has a history or practice of non-compliance with HQS for units leased under the tenant-based HCVP, or with applicable housing standards for units leased with project based HCVP assistance, or leased under any other federal housing program;
6. The owner has a history or practice of renting units that fail to meet state, or local housing codes;
7. NYCHA has been advised by another government agency that the prospective owner has outstanding arrears in the payment of a state or local real estate tax, fine or assessment; or

8. In accordance with 42 U.S.C. § 1437f(o)(6)©, the owner refuses, or has a history of refusing, to take action to terminate tenancy for activity engaged in by the participant, any member of the participant's household, any guest, or any other person under the control of any member of the household that:
  - a. Threatens the health, safety, or right to peaceful enjoyment of the premises by other tenants, NYCHA employees, the owner, or other manager of the housing;
  - b. Threatens the health or safety of, or right to peaceful enjoyment of the residences by, persons residing in the immediate vicinity of the premises; or
  - c. Engages in drug related or violent criminal activity

### **C. Change in Ownership**

Where ownership is to be transferred, NYCHA may approve the assignment of a HAP contract to the new owner at the prior owner's request. NYCHA may also disapprove the assignment of the contract for any of the reasons listed in section XVII (B). Prior owners must request assignment of their HAP contract(s) in writing and receive NYCHA's written consent before the HAP contract can be assigned and subsidies can be paid to the new owner.

NYCHA will process a change in ownership only if the request is accompanied by the executed documents required for a change in ownership. A list of the required documents can be found on NYCHA's website.

### **D. New Owners to the Section 8 Program**

New owners will have 60 days to submit documents before NYCHA cancels the request for change in ownership and issues a transfer voucher to the Section 8 participant to enable them to move to another unit. NYCHA will begin making payments prospectively to the new owner once it has reviewed and approved the documents submitted. NYCHA must receive a separate written request from the new owner in order to change the payee and/or the address to which payment is to be sent.

### **E. Payment Method**

NYCHA will make all HAP payments via electronic fund transfer (EFT). Each owner will be required to enroll online in NYCHA's Owner Extranet portal to complete the EFT enrollment registration. Failure to enroll in direct deposit will result in a delay of housing assistance payments.

## **XVIII. ANNUAL RECERTIFICATIONS**

NYCHA conducts recertifications of income and household composition annually. Participants in the HCVP are required to complete annual recertifications. To ensure timely completion of annual recertifications, participants will receive notification to submit the required information for the recertification 150 days in advance of their annual recertification due date. Participants will submit

income and household composition information through NYCHA's online Self-Service Portal. The Self-Service Portal is NYCHA's primary access point for submission of annual recertification documents. NYCHA will make arrangements as necessary for participants that cannot complete the annual recertification online, including submitting the recertification documents by mail.

NYCHA opts to conduct triennial, streamlined reexaminations of income for fixed sources of income per 24 CFR § 982.516, known as Fast Act. In a streamlined reexamination, NYCHA will recalculate household incomes by applying any published cost of living adjustment (COLAs) or current rate of interest to the previously verified or adjusted income amount.

Fixed income includes income from Social Security benefits, Supplemental Security Income (SSI), and Supplemental Security Disability Insurance (SSDI); federal, state, local, and private pension plans; and other periodic payments received from annuities, insurance policies, retirement funds, disability or death benefits, and other similar types of periodic receipts; or income sources subject to adjustment by a verifiable COLA or current rate of interest.

NYCHA will obtain third-party verification of all household assets. During the annual reexaminations, NYCHA has the discretion under 24 CFR § 982.516 to obtain third-party verification every three years after the initial verification.

The participant must submit their completed recertification, including all required third-party verifications, to NYCHA on or before the return date printed on the Annual Recertification Notification or in Section A.4 of the Affidavit of Income. If NYCHA does not receive the recertification within this time frame, it will commence termination of subsidy proceedings against the participant.

NYCHA uses all available resources (HUD EIV and Income Validation Tool (IVT)) to obtain an accurate representation of a participant's annual income and will analyze and verify all information included in the recertification (including income discrepancies such as unreported and underreported income). NYCHA will contact the participant to address any income discrepancies. If NYCHA does not receive the participant's response to the inquiry regarding the income discrepancy within ten days of the request for additional information, it will commence termination of subsidy proceedings against the participant.

Upon completion of the analysis and verification NYCHA will recalculate the household share of the rent and notify the participant and the owner in writing of the new rent amount to be paid by the participant and new housing assistance payment to be paid by NYCHA. The notices will include effective dates of the new housing assistance payment amount, household share, and new rent to owner.

## **XIX. INTERIM RECERTIFICATIONS**

In addition to regular annual reporting requirements, participants may request an interim recertification. NYCHA will initiate an interim recertification upon receipt of a complete electronic or written notification of a change in household income or household composition, or when NYCHA otherwise deems it appropriate.

Households are required to report with supporting documentation all changes in income and household composition within 30 days of the date of such change. Households that report a change in income or household composition that is incomplete will be advised to forward written documentation as appropriate. NYCHA uses all available resources (HUD EIV and IVT) to obtain an accurate representation of a participant's income and will analyze and verify all information included in the recertification (including income discrepancies such as unreported and underreported income). NYCHA will contact the participant to address any income discrepancies. If NYCHA does not receive the participant's response to the inquiry, regarding the income discrepancy within ten days of the request for additional information, NYCHA may commence termination of subsidy proceedings against the participant.

Upon receiving the interim request and supporting documentation from the household, NYCHA will process an interim recertification in the following circumstances only:

1. Recertification requests by a participant which result in a decrease in the monthly tenant rent;
2. Recertification due to an increase in yearly household income which would result in an increase in the monthly tenant rent; or
3. Recertification that is a result of a change in household composition and result in either an increase or decrease in the monthly tenant rent as described above.

NYCHA will not reduce the household share of rent when the household reports a loss of welfare benefits due to fraud or a failure to participate in self-sufficiency or work activity.

NYCHA will conduct an interim recertification whenever there is an addition of a new household member. If the new member added is six years of age or younger, an interim reexamination of income will be performed to assure that the required dependent deduction is provided.

Note: All new members will be subject to other aspects of program eligibility (e.g., SSN, criminal history, etc.).

### **A. Effective Date of Changes**

Increases in the tenant share of rent will become effective the first of the month after the household receives a Voucher Payment Change Notification providing 30-days' notice.

Decreases in the tenant share of rent will become effective the first day of the month following the date the change occurs, provided the participant reported the change within 30 days of the change and timely supplied all requested documentation. If the household does not report the

change within 30 days, the rent change will be effective the first day of the following month after receipt of supporting documentation for the change.

NYCHA will issue written notification to the participant and the owner of any changes in the household share of the rent and the housing assistance payment.

## **XX. GENERAL REQUIREMENTS FOR ADDING PERSONS TO THE HCVP HOUSEHOLD**

Participants must request permission to add individuals to the household except for children born to or adopted by the participant and the authorized occupants of the household during the subsidized tenancy. All the requirements below must be met for NYCHA to approve the addition of any person to a HCVP-subsidized unit:

1. The request must be made by the Head of Household;
2. The Head of Household must reside in the unit on the date of the request;
3. The request must be made in writing;
4. The household must be in good standing when the request is made, meaning there is no administrative action pending against the household to terminate the subsidy;
5. The proposed additional person must meet the standards for admission; and
6. The proposed additional person must fall within familial relationship categories specified by NYCHA at its discretion.

## **XXI. PORTABILITY**

Portability is a feature of the HCVP under which voucher holders may use their vouchers in jurisdictions other than the jurisdiction issuing the voucher. Voucher holders may live anywhere in the U.S., Puerto Rico, or the U.S. Virgin Islands as long as there is a HCVP administered in that area.

Voucher holders may request a transfer to another jurisdiction by submitting a signed portability request form by mail, personally to any NYCHA walk in center, online via the NYCHA Self-Service Portal or by email (noted on NYCHA's website). In order to be approved for a transfer outside NYC, the tenant must be in good standing with no pending subsidy termination or eviction proceedings from the landlord.

NYCHA is currently absorbing all incoming portability cases but reserves the right to start billing PHAs at its discretion and with proper notice. NYCHA will automatically add 30 calendar days to the initial PHA's voucher expiration date upon receipt of the sending PHA's approved port in package or voucher extension and has the discretion to extend the voucher beyond the HUD required 30 calendar days for the voucher holder as part of a reasonable accommodation.



NYCHA performs criminal background and sex offender checks for incoming portability applicants in line with screening policies, including all household members 16 years old or older. The tenant of record must sign the consent form on behalf of any household members 16 or 17 years of age to authorize the criminal background review.

## XXII. TRANSFERS

HCVP participants seeking to move to a different unit must submit a completed and signed transfer request form. NYCHA then determines if the participant is eligible to receive a transfer voucher. Transfer requests are reviewed and prioritized as an “emergency” or “non-emergency”.

### A. Non-Emergency Transfers

A participant will receive a non-emergency transfer for any voluntary move. The transfer voucher is valid for 120 days. Voucher extensions require NYCHA approval.

### B. Emergency Transfers

A participant will receive an emergency transfer for a move. The emergency transfer voucher is valid for 120 days. Voucher extensions require NYCHA approval. A transfer is prioritized as an “emergency” if it falls into one of the following categories:

1. 24-hour failed HQS inspection – such as a gas leak or fire.
2. Natural Disaster – such as a hurricane or earthquake.
3. Court Action – Holdover proceeding in Housing Court based on a landlord’s choice not to renew a lease.
4. Foreclosure Action and Order to Vacate – owner fails to be financially responsible for the property.
5. Reasonable Accommodation – participant or household member qualifies as disabled, and the disability requires a change in housing. A reasonable accommodation form and a letter from a health provider are needed.
6. VAWA– a Section 8 participant, including the head of household, a household member, or an affiliated individual<sup>1</sup>, meets the definition of a VAWA victim, as described below.
  - a. *Victim of Domestic Violence (VDV)* – A victim of a felony or misdemeanor crime of violence committed by: a household member, a current or former spouse or intimate partner, a person with whom the victim has a child in common, a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, a person similarly situated to a spouse of the victim under New York’s domestic or

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<sup>1</sup> An Affiliated Individual is defined as a spouse; parent; brother; sister; child; or a person to whom the tenant stands in the place of a parent or guardian, i.e., a person in the tenant’s care, custody, or control.

family violence laws in the jurisdiction, or any other person against a victim protected under New York's domestic or family violence laws.

- b. *Dating Violence Victim* – A victim of violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship shall be determined based on a consideration of the following factors: the length of the relationship; the type of relationship; and the frequency of interaction between the persons involved in the relationship (24 C.F.R. § 5.2003). The U.S. Office on Violence Against Women (OVW) further clarifies that dating violence covers a variety of actions and can include physical abuse, physiological and emotional abuse, and sexual abuse. It can also include “digital abuse,” the use of technology, such as smartphones, the internet, or social media, to intimate, harass, threaten, or isolate a victim.
  - c. *Sexual Assault Victim* – A victim of any nonconsensual sexual act proscribed by Federal, tribal, or State law, including when the victim lacks capacity to consent (24 C.F.R. § 5.2003). OVW further clarifies that the definition includes sexual activity such as forced sexual intercourse, sodomy, molestation, incest, fondling, and attempted rape. It includes sexual acts against people who are unable to consent either due to age or lack of capacity.
  - d. *Stalking Victim* – A victim of a course of conduct directed at a specific person that would cause a reasonable person to fear for the person's individual safety or the safety of others; or suffer substantial emotional distress (24 C.F.R. § 5.2003). OVW further clarifies that this course of conduct can be repetitive, and may include frightening communications, direct or indirect threats, and harassing a victim through the internet. Additionally, it is not limited to situations where the perpetrator is someone with whom the victim was in any specific type of relationship.
- 7. Intimidated Victim (IV) – To qualify as an IV, the participant is the victim of a violent crime or a threat of a violent crime and such crime was committed in a non-random manner as a result of a relationship between the victim and the perpetrator and the participant or their immediate household has suffered actual physical injury or threat of injury and will continue to suffer by continuing to live in current residence.
  - 8. Intimidated Witness (IW) – Participant cooperates with a law enforcement agency in the arrest and prosecution of an individual who committed a crime and then the participant or their immediate family suffered actual physical injury or threat of injury.

## **XXIII. EMERGENCY TRANSFER POLICIES**

NYCHA will provide an emergency transfer to Section 8 participants who meet any of the categories listed in Section XXII.B. Active Section 8 participants (i.e., not terminated) who are not in good standing may request an emergency transfer.

### **A. VAWA Victims**

- 1. Victims Other Than the Voucher Holder

If the perpetrator of the abuse is the voucher holder (sole signatory of the lease) and the victim is an authorized occupant of the voucher household, the victim may seek an emergency transfer under VAWA. When a victim who is an authorized occupant of the voucher household seeks an emergency transfer under VAWA, the authorized occupant must first establish eligibility to become the voucher holder and staff must initiate proceedings to terminate the subsidy of the perpetrator. Authorized occupants have 90 calendar days from the date of the perpetrator's subsidy termination to establish eligibility to succeed to the voucher or to find alternative housing.

2. VAWA Victims without Eligible Immigration Status (Only Applicable to Section 8 Participants Eligible under the VAWA Victim Category)

Under VAWA, if the perpetrator is the sole voucher holder and the victim is an authorized household member without eligible immigration status, the victim can self-petition for eligible status if they are the spouse, parent or child of an abusive U.S. citizen or permanent resident and have been subjected to "battery or extreme cruelty."

3. VAWA Victims in PBV Units

If a household has been living in a PBV unit for less than a year and must move to protect the health and safety of a household member who is a VAWA victim, the household is not required to give advanced written notice of intent to vacate and will receive priority to receive the next available opportunity for tenant-based assistance. If tenant-based assistance is not available at the time the household must move, the household has priority to receive the next available opportunity for tenant-based assistance.

4. VASH Vouchers and VAWA

If the VASH voucher holder is the perpetrator and the VASH voucher is terminated due to the perpetrator's VAWA acts, the victim will be given a regular HCV voucher if one is available, and the perpetrator's VASH voucher should be used to assist another eligible veteran household. If a regular HCV voucher is not available for the victim, NYCHA must terminate the perpetrator's assistance and allow the victim to continue to utilize the VASH voucher. If the victim leaves the Section 8 program, the VASH voucher must be issued to another eligible veteran household upon turnover.

5. Household Move for Health and Safety

NYCHA will not terminate assistance to a household if the household moves out of an assisted unit in violation of a lease, with or without prior notice to NYCHA, if (i) the household moved to protect the health or safety of a household member who is a VAWA victim; (ii) the VAWA victim reasonably believed they were imminently threatened by harm from further violence if they remained in the unit; or (iii) if any household member was the victim of sexual assault on the premises during the 90 calendar day period preceding the household's move or request to move.

## **B. Required Forms & Documentation**

1. NYCHA Forms

Section 8 participants that meet the definition of one of the categories in Section XXII.B above and wish to request an emergency transfer must submit either a *Voucher Holder Request for Transfer* form or a *Voucher Holder's Request for Portability* form. Reasonable accommodations will be provided for individuals with disabilities that are requesting an emergency transfer.

For VAWA-related emergency transfer requests, the form requires Section 8 participants to certify that:

- a. The victim reasonably believes that there is a threat of imminent harm from further violence if they remain within the same dwelling unit that they currently occupy; or
- b. For victims of sexual assault, the sexual assault incident occurred on the premises during the 90-calendar day period preceding the date of the request for emergency transfer.

## 2. VAWA Form

Section 8 participants who meet one of the VAWA victim definitions may opt to submit the Certification of Domestic Violence, Dating Violence, Sexual Assault, or Stalking (HUD-5382). NYCHA will accept this form in lieu of the Voucher Holder Request for Transfer and/or Voucher Holder's Request for Portability.

## 3. Additional Documentation

VAWA victims are not required to submit third-party documentation to verify they are VAWA victims, except in two circumstances:

- a. If a participant submits an emergency transfer request and certification with conflicting information; or
- b. If NYCHA receives cross-complaints: requests from two or more members of a household, each claiming to be a victim and naming one or more of the other petitioning household members as the perpetrator.

Section 8 participants eligible for an emergency transfer in any other category under Section XXII.B are required to submit additional documentation as described in the *Tenant Transfer Fact Sheet*.

## C. Approval of Emergency Transfer Requests

### 1. Timing of Approval

Emergency transfer requests receive priority over regular non-emergency transfer requests. NYCHA cannot guarantee that an emergency transfer request will be approved or how long it will take to process a transfer request. NYCHA also cannot guarantee the safety or security of individuals and households who choose to apply and/or who are transferred under this program. Pending the review and/or processing of the participant's emergency transfer request, the participant is urged to take reasonable precautions to be safe.

### 2. Conflicting Information & Cross-Complaints

NYCHA may request additional documentation if an emergency transfer request includes conflicting information or if a cross-complaint is received.

- a. If a VAWA-related emergency transfer request has documentation that identifies a victim and perpetrator, NYCHA will process the transfer for the victim and commence termination proceedings against the perpetrator.
- b. If a VAWA-related emergency transfer request has documentation that does not identify a victim and a perpetrator, NYCHA will deny both of the conflicting or cross-complaint emergency transfer requests. NYCHA will not take any adverse action against the tenancy based on the emergency transfer requests.
- c. NYCHA is not permitted to bifurcate a voucher.

### 3. No Discrimination in Approval/Disapproval Determination

In making its determinations regarding emergency transfers, NYCHA does not discriminate on the basis of any protected characteristic, including race, color, religion, national origin, sex, disability, sexual orientation, age, familial status, marital status, partnership status, lawful occupation, lawful source of income, military status, alienage or citizenship status, or on the grounds that a person is a victim of domestic violence, dating violence, sexual assault or stalking. NYCHA makes assistance available to all otherwise eligible individuals regardless of actual or perceived protected status.

### **D. Moving to A New Unit with an Emergency Transfer**

Section 8 participants who are found eligible for an emergency transfer must move to the new apartment along with other authorized household members in order to receive continued Section 8 assistance. The transfer must result in only one subsidized apartment for the household. For VAWA victims, the perpetrator may remain in the previous apartment, resulting in two subsidized apartments until the termination is complete.

If a transferring tenant seeks to apply for housing in a different NYCHA program or seeks to apply for housing with a different housing provider, NYCHA will provide the tenant with information on Alternative Housing Resources, which identifies other programs and housing providers the tenant may contact for assistance.

### **E. Confidentiality**

NYCHA will keep confidential any information and documentation that the participant submits in requesting an emergency transfer, including their new location and status as a victim, unless 1) the participant signs the VAWA: Consent to Release Documents form and provides permission to release information, 2) disclosure of the information is required by law, or 3) disclosure is required for use in a termination.

## XXIV. TERMINATION OF ASSISTANCE

### A. General Procedures

If NYCHA decides to terminate assistance, NYCHA must give the participant written notice of the intent to terminate, with reasons, and must notify the household of their right to an informal conference or an impartial hearing prior to the proposed date of termination in accordance with federal regulations, the Williams consent judgment, and the Section 8 Existing Housing Program – Termination of Subsidy Procedures.

In addition, a participant may decide to stop receiving HCVP assistance at any time by notifying NYCHA in writing. In the event a participant chooses to stop receiving assistance, there is no need for NYCHA to terminate the subsidy as set forth in this section.

NYCHA must terminate program assistance or the HAP contract under any of the following circumstances:

1. The household is under a HAP contract and 180 days have elapsed since NYCHA's last housing assistance payment. NYCHA reserves the right to terminate the HAP contract prior to this timeframe.
2. The household 1) fails to submit required documentation concerning any household member's citizenship or immigration status; 2) submits evidence of citizenship and eligible immigration status in a timely manner, but USCIS primary and secondary verification does not verify eligible immigration status of the household; or 3) has knowingly permitted another individual who is not eligible for assistance to reside (on a permanent basis) in the unit.
3. The household fails to disclose the complete and accurate social security numbers of each household member and the documentation necessary to verify each SSN. For households otherwise eligible for continued program assistance, NYCHA will determine if the household's failure to meet the SSN disclosure and documentation requirements was due to circumstances that could not have been foreseen and were outside of the household's control. The termination of these households will be deferred to provide an opportunity to comply with the requirement within a period not to exceed 90 calendar days from the date of the notice of noncompliance.
4. The household fails to meet ongoing eligibility requirements for students as specified in 24 CFR § 5.612.
5. The household is evicted from the assisted unit for serious or repeated violation of the lease.
6. Any member of the household fails to sign and submit consent forms for obtaining information in accordance with 24 CFR part 5, subpart B.
7. Any household member has ever been convicted of manufacturing or producing methamphetamine on the premises of federally assisted housing.

8. Any member of a household is subject to a lifetime registration requirement under a state sex offender registration program.

NYCHA may terminate program assistance for a participant under any of the following circumstances:

1. The violations discovered during annual inspection are tenant-caused and corrections are not made by the re-inspection date.
2. Any household member or guest engages in illegal use of a drug in the assisted unit.
3. Any member of the household commits drug-related criminal activity; violent criminal activity; criminal activity directly relating to domestic violence, sexual violence, dating violence, sexual assault or stalking; or other criminal activity.
4. NYCHA has reasonable cause to believe that a household member's alcohol or illegal drug use, or a pattern of alcohol or illegal drug, use may threaten the health, safety, or right to peaceful enjoyment of the premises by other residents.
5. The household currently owes rent or other amounts to NYCHA or another PHA in connection with the HCVP or public housing assistance under the 1937 Housing Act.
6. The household has breached a repayment agreement with NYCHA or another PHA.
7. The household has committed serious or repeated violations of the lease.
8. The household failed to promptly provide NYCHA with a copy of any owner eviction notice.
9. The household failed to disclose ownership or interest in the assisted unit.
10. The household received duplicate subsidy through another federal, State or local housing assistance program.
11. The household, or a guest of the household, has engaged in or threatened abusive or violent behavior toward NYCHA personnel.
12. The household has misrepresented income, household members, or any other reported information on, or accompanying, the HCVP application or annual recertification.
13. The household has violated one of the household's obligations listed on the voucher, NYCHA's briefing booklet, or NYCHA's Administrative Plan.
14. The household has failed to provide information requested by NYCHA or keep an appointment.
15. The household has not reimbursed any PHA for amounts paid to an owner under a HAP contract for rent, damages to a unit, or any other amounts owed under the lease.
16. A household member has engaged in activity that may threaten the health or safety of the owner, property management staff, or persons performing the contract administration function or responsibility on behalf of NYCHA, including a NYCHA employee, contractor or agent.
17. The household fails to occupy the unit as its sole residence.
18. The household leaves the assisted unit without prior written approval to move by NYCHA.

19. Any member of the household has committed fraud, bribery, or any other corrupt or criminal act in connection with any federal housing program.

A Section 8 participant may not be terminated from participation in, or evicted from, Section 8 assisted housing on the basis of or as a direct result of the fact that the participant is or has been a VAWA victim, an Intimidated Victim, or an Intimidated Witness.

## **B. NYCHA Discretion**

In deciding whether to terminate assistance because of criminal activity by members of the household, NYCHA has discretion to consider all the circumstances in each case. NYCHA may impose, as a condition of continued assistance for other household members, a requirement that household members who participated in or were culpable for the action or failure to act, will not reside in the unit. NYCHA may permit the other members of a household to continue in the program.

## **C. Informal Conferences and Impartial Hearings for Participants**

NYCHA will afford an informal conference and an impartial hearing to a participant who may be terminated from the HCVP based on their failure or refusal to meet program obligations or requirements, and who makes a timely request for a conference or a hearing. NYCHA will also afford an informal conference and/or an impartial hearing to a participant who makes a timely request to dispute NYCHA's determination regarding the household's share of the rent. Refer to 24 CFR § 982.555 for circumstances under which a participant is not entitled to a hearing.

If the participant requests an impartial hearing in order to resolve a termination or rent grievance issue, a conference will be scheduled.

NYCHA conducts informal conferences to resolve a termination or rent grievance issue remotely via telephone. If a participant is unable to participate in an informal conference via telephone, then the informal conference will be postponed to a later date when the informal conference can be conducted in-person. NYCHA will ensure that electronic information stored or transmitted is secure and meets the requirements for accessibility for persons with disabilities and persons with LEP.

If the participant is not satisfied after the informal conference, NYCHA will schedule an impartial hearing. If the informal conference resolves the issue, NYCHA will not schedule an impartial hearing.

NYCHA will send written notice to the participant of the hearing date, along with a copy of the hearing procedures. NYCHA conducts impartial hearings in-person and remotely via video conference. Please see the Office of Impartial Hearings ("OIH") Remote Hearings Procedure for additional information on remote hearings. If the participant makes a timely request for a



hearing, then NYCHA will continue to make housing assistance payments while the hearing is pending.

The Hearing Officer may make the following dispositions:

1. Termination of subsidy;
2. Termination of subsidy on a certain date unless specified conditions have been corrected or fulfilled; or
3. Continuation of subsidy.

NYCHA will notify the participant and their representative if the NYCHA Board conducts a review. The Board will issue a written statement if its determination is less favorable to the participant than the Hearing Officer's determination.

## **XXV. PROGRAM INTEGRITY**

### **A. Preventing, Detecting, and Investigating Errors and Program Abuse**

NYCHA seeks to ensure the integrity of its HCVP by taking action against applicants, participants, and owners who commit fraud, bribery, or other corrupt or criminal acts. In appropriate circumstances, NYCHA may work in conjunction with the New York City Department of Investigation, Office of the Inspector General (OIG) and HUD with respect to these matters or may refer these matters to the OIG for further action.

### **B. Corrective Measures and Penalties**

If an error has been made in determining household income, household share of the rent or household composition, NYCHA will correct the tenant record and notify the household and the owner.

For subsidy corrections, the notice will include an amendment to the HAP contract via a Voucher Change Notice (VCN). For changes in household size, the correction may require the household to move to a new unit. Unless the owner requires a new lease, execution of a new HAP contract is not required. The specific corrective action NYCHA takes depends upon the fault of the party in causing the error.

### **C. Managing Access to Sensitive Personally Identifiable Information (PII)**

NYCHA is committed to safeguarding the confidentiality of personally identifying information (PII) maintained in electronic and/or paper form. NYCHA's Privacy Policy (Standard Procedure 002:12:1) promotes the privacy best practices and policy directives established by HUD in PIH Notice 2015-06 and establishes written standards to be used by all NYCHA employees, consultants, and vendors

with respect to handling PII. NYCHA will periodically review HCVP operations to ensure business processes align with the requirements of NYCHA's Privacy Policy.

Under NYCHA's Privacy Policy, NYCHA employees, consultants, and vendors are responsible for maintaining the confidentiality of PII and are prohibited from accessing PII of NYCHA residents, applicants, and employees unless required as part of their NYCHA job duties. Further, NYCHA employees, consultants, and vendors are required to only collect the minimum necessary PII needed to accomplish the intended business purpose and must secure PII from unauthorized disclosure both in transit and in storage. Additionally, the policy requires that NYCHA's Law Department be consulted before PII is released to external parties.

HCVP personnel are instructed to take steps to avoid improper internal and external disclosure of sensitive PII. HCVP personnel are expected to take the following precautions:

- (1) Avoid leaving sensitive PII displayed on your computer screen when unattended;
- (2) Avoid leaving voicemails containing sensitive PII;
- (3) Avoid discussing sensitive PII if there are unauthorized staff or guests who may overhear;
- (4) Avoid including both Section 8 participants/applicants and Section 8 participating owners on the same email communication unless necessary, and if necessary, confirm no sensitive PII of either party is disclosed;
- (5) Avoid disclosing sensitive PII to other employees unless the release is authorized, proper and necessary;
- (6) Only use PII for the business purpose for which it was collected and never access or use PII for personal reasons; and
- (7) Report any suspected or confirmed privacy incidents to a supervisor who must then promptly report the incident to the Chief Privacy Officer via email to [privacy@nycha.nyc.gov](mailto:privacy@nycha.nyc.gov).

HCVP Management will take disciplinary action, up to and including termination of employment, in response to any failure of the above guidelines.

## **XXVI. REPAYMENT AGREEMENTS**

Pursuant to 24 CFR § 982.552(c)(1)(v), if the household owes any amount to NYCHA or to another housing agency in connection with any program administered pursuant to the 1937 Housing Act, NYCHA may deny eligibility or terminate participation. If a current participant in NYCHA's HCVP owes less than \$15,000, NYCHA may permit the household to enter into a written agreement to repay the debt, either in whole or in monthly installments not to exceed 40% of the household's adjusted gross income.

However, as per NYCHA's Office of Inspector General (IG), in no event will NYCHA enter into a repayment agreement if the debtor is also an employee of any federal, state, county or local

government department or agency. These cases will be referred to the IG to investigate the feasibility of criminal prosecution.

Pursuant to 24 CFR § 982.552(c)(1)(vii), the failure to make payments under the agreement will result in proceedings against the household to terminate its participation in the HCVP.

If a household leaves the program without having satisfied a debt, NYCHA will refer the matter for collection. NYCHA will also maintain a record of unsatisfied debt to NYCHA's public housing or HCVP, so that if the household reapplies to NYCHA for public housing or HCVP assistance, NYCHA will require payment of any unsatisfied balance before considering the household's eligibility for readmission to assisted housing. Debts owed will also be reported to HUD as required.

## **XXVII. PROJECT BASED VOUCHERS**

This section of the Administrative Plan describes NYCHA's policies related to implementation of the PBV program pursuant HUD regulations at 24 CFR Part 983.

### **A. Applicability of Tenant-Based Voucher Program Policies to Project Based Voucher Program**

Except as otherwise noted in this section, or unless specifically prohibited by PBV Program regulations, NYCHA's policies for the tenant-based voucher program described in the HCV Administrative Plan will also apply to the PBV program administered by NYCHA.

### **B. Program Size**

The total number of PBV units will not exceed 20% of NYCHA's authorized units. NYCHA may project-base an additional ten percent of its authorized units (above the 20% limit) for units that meet specific requirements as described in HUD PIH Notice 2017-21 (Oct. 30, 2017). These include units for homeless households, veterans, persons with disabilities, seniors, and units located in a census tract with a poverty rate below 20%.

Units that previously received a long-term housing subsidy from HUD or were subject to certain federal rent restrictions do not count toward the 20% limit when PBV assistance is attached to them, as long as the unit is covered under a PBV HAP contract that was effective on or after April 18, 2017 and received the subsidy or was subject to the rent restriction in the 5 years prior to the date the PHA selected the project or issued the RFP under which the project was selected. The specific housing subsidies and rent restrictions for which this applies are described in HUD PIH Notice 2017-21 (Oct. 30, 2017).

VASH PBV set-aside vouchers and RAD awards also do not count toward the 20% limit.

### **C. Eligible Unit Types**

PBV assistance may be attached to existing housing, newly constructed or rehabilitated housing. A housing unit is considered an existing unit for purposes of the PBV program, if, at the time of notice of NYCHA selection, the building is occupied with units that substantially comply with HQS.

### **D. Limits on Number of PBV Units in a Project or Building**

Pursuant to HUD regulations, NYCHA will not provide PBV assistance for units in a project if the total number of dwelling units in the building that will receive PBV assistance during the term of the PBV HAP contract is the greater of 25 units in the project or 25% of the units in a project. Exceptions to this requirement are described below in part E.

Owners under HAP contracts that were in effect before April 18, 2017 are still obligated by the terms of those HAP contracts with respect to the requirements that apply to the number of excepted units in a multifamily project. The owner must continue to designate the same number of contract units and assist the same number of excepted households as provided under the HAP contract during the remaining term of the HAP contract, unless the owner and the PHA mutually agree to change those requirements.

### **E. Exceptions to PBV Unit Cap in a Project or Building**

The following are units that are exempt from the cap on the number of PBV units in a project.

1. Units are in a single-family building (with four or fewer units).
2. Units exclusively serving elderly families. The term elderly families (defined in 24 CFR § 5.403) means a household whose head, spouse, or sole member is a person who is at least 62 years of age. It may include two or more persons who are at least 62 years of age living together, or one or more persons who are at least 62 years of age living with one or more live-in aides.
3. Units in projects with supportive services available to all households receiving PBV assistance in the project. The project must make supportive services available to all assisted households in the project (but the household does not have to accept and receive the supportive service for the exception to apply to the unit). Households eligible for supportive services under this exception to the project cap would include households with a member with a disability, among other populations. Such supportive services need not be provided by the owner or on-site but must be reasonably available to the households receiving PBV assistance in the project and designed to help the households in the project achieve self-sufficiency or live in the community as independently as possible.
4. Projects that are in a census tract with a poverty rate of 20% or less, as determined in the most recent American Community Survey 5-Year Estimates, are subject to a higher 40% cap.

## **F. Projects Not Subject to a Project or Building Cap**

PBV units that were previously subject to certain federal rent restrictions or receiving another type of long-term housing subsidy provided by HUD are not subject to the 25% or 25 unit cap, as long as the unit is covered under a PBV HAP contract that was effective on or after April 18, 2017 and received the subsidy or was subject to the rent restriction in the five years prior to the date the PHA selected the project or issued the RFP under which the project was selected. The specific housing subsidies and rent restrictions for which this applies are described in HUD PIH Notice 2017-21 (Oct. 30, 2017). Units that were previously receiving PBV assistance are not covered by this exception.

## **G. Selection of Project Based Owner Proposals**

### **1. Competitive Application**

NYCHA may advertise the release of a competitive application soliciting proposals from owners/developers of affordable rental housing developments who are interested in receiving project-based voucher program assistance. This application will be announced via NYCHA's website and in publications of general circulation.

NYCHA's criteria in reviewing project-based applications will be included in public notices or applications. Project-based vouchers will be allocated in accordance with all current and applicable guidelines and program regulations.

### **2. Non-competitive Application**

In accordance with HUD regulations at 24 CFR Part 983.51, NYCHA may also engage in noncompetitive selection of proposals for project-based vouchers for projects selected to receive assistance under a competitively awarded federal, state, or local government housing assistance, community development, or supportive services program within three years of NYCHA's project-based voucher proposal selection date. In addition, the project will be ineligible for NYCHA's project-based program if the prior competitive selection proposal included any consideration that the project would receive a project-based voucher allocation.

In accordance with HUD PIH Notice 2017-21 (Oct. 30, 2017), NYCHA may attach PBV assistance to projects where the PHA has ownership interest or control, without following a competitive process, in cases where the PHA is engaged in an initiative to improve, develop, or replace a public housing property or site. If NYCHA plans to replace public housing by attaching PBV assistance to existing housing in which NYCHA has an ownership interest or over which NYCHA has control, NYCHA may do so long as: 1) if the PHA plans rehabilitation or new construction, the work will meet a minimum threshold of \$25,000 in hard costs per unit; or 2) the existing housing substantially complies with HUD's housing quality standards. For purposes of the preceding sentence, "substantially complies with HUD's housing quality standards" means that the housing does not have any LT violations as described above.

For each of these projects, the project partner will undertake a comprehensive rehabilitation program pursuant to a NYCHA-approved scope of work.

## **H. Notification of Owner Selection**

NYCHA will notify selected owners in writing within 60 calendar days of its final decision to select the owner's proposal for PBV. NYCHA will maintain records of its evaluation and selection process which will be available upon request to the public. Such records will be maintained for a one-year period. NYCHA will perform a site inspection prior to owner selection to confirm site selection standards.

## **I. Subsidy Layering**

NYCHA will only provide PBV assistance in accordance with HUD's subsidy layering requirements under 24 CFR § 4.13 in accordance with PIH Notice 2013-11. NYCHA will submit the necessary documentation to HUD or an independent entity approved by HUD, for a subsidy layering review. NYCHA will not enter into an Agreement to enter into a Housing Assistance Payment Contract (AHAP) until HUD (or an independent entity approved by HUD) has conducted the subsidy layering review and determined that the PBV assistance is in accordance with HUD subsidy layering requirements.

## **J. Site and Neighborhood Standards**

NYCHA will select units or sites for PBV assistance only where NYCHA has determined that housing on the site:

1. Is consistent with the goal of deconcentrating poverty and expanding housing and economic opportunities consistent with regulations and NYCHA's Administrative Plan; will facilitate and further comply with the applicable provisions of Title VI of the Civil Rights Act and other relevant provisions as cited at 24 CFR § 983.57;
2. Meets the site selection requirements described in 24 CFR § 8.4(b)(5); and
3. Meets the HQS site standards at 24 CFR § 982.401(I). NYCHA will limit approval of sites for PBV assistance with census tracts that have poverty concentrations greater than 20%, except where NYCHA determines that the PBV assistance will complement other local redevelopment activities designed to deconcentrate poverty and expand housing and economic opportunities in census tracts with poverty concentrations greater than 20%. NYCHA has determined that PBV assistance issued to complement RAD, Part 200, or Section 18 of 1937 Housing Action conversions of existing public housing will expand housing and economic opportunities in census tracts with poverty concentrations greater than 20%.

## **K. Existing Housing**

NYCHA will not provide PBV assistance for existing housing until it has determined that the site complies with the:

1. Lead-based paint risk assessment requirements at 24 CFR § 35.715 for any building constructed prior to 1978.
2. HUD required site and neighborhood standards. The site must:

- a. Be adequate in size, exposure, and contour to accommodate the number and type of units proposed;
- b. Have adequate utilities and streets available to service the site;
- c. Promote a greater choice of housing opportunities and avoid undue concentration of assisted persons in areas containing a high proportion of low-income persons; and
- d. Be accessible to social, recreational, educational, commercial, health facilities and services, and other municipal facilities and services equivalent to those found in neighborhoods consisting largely of unassisted similar units; and be located so that travel time and cost via public transportation or private automobile from the neighborhood to places of employment is not excessive.
- e. Full compliance with Housing Quality Standards (HQS)

#### **L. New Construction / Rehabilitated Housing**

In order to be selected for PBV assistance, a site for newly constructed housing or rehabilitated housing must meet the following HUD required site and neighborhood standards:

1. The site must be adequate in size, exposure, and contour to accommodate the number and type of units proposed;
2. The site must have adequate utilities and streets available to service the site;
3. The site must not be located in an area of minority concentration unless NYCHA determines that sufficient, comparable opportunities exist for housing for minority families in the income range to be served by the proposed project outside areas of minority concentration or that the project is necessary to meet overriding housing needs that cannot be met in that housing market area;
4. The site must promote a greater choice of housing opportunities and avoid undue concentration of assisted persons in areas containing a high proportion of low-income persons;
5. The neighborhood must not be one that is seriously detrimental to family life or in which substandard dwellings or other undesirable conditions predominate;
6. The housing must be accessible to social, recreational, educational, commercial, and health facilities and services and other municipal facilities and services equivalent to those found in neighborhoods consisting largely of unassisted similar units; and
7. Except for new construction, housing designed for elderly persons, the housing must be located so that travel time and cost via public transportation or private automobile from the neighborhood to places of employment is not excessive.

#### **M. Environmental Review**

NYCHA activities under the PBV program will be conducted in conformance with HUD environmental regulations at 24 CFR Part 50, 24 CFR Part 58, and 24 CFR § 983.58. The responsible entity is responsible for performing the federal environmental review under the National Environmental Policy Act of 1969.

## **N. HQS Inspections**

### **1. Pre-Selection Inspections**

Inspection of site. NYCHA must examine the proposed site before the proposed selection date. NYCHA may not enter into an agreement if commencement of construction, prep work for construction or rehabilitation has commenced after developer proposal submission.

### **2. Pre-Lease-Up HQS Inspections**

NYCHA will inspect each contract unit and public space areas before execution of the HAP contract. NYCHA will not enter into a HAP contract until all the units and public space areas fully comply with the HQS requirements. NYCHA may enter into a PBV HAP contract if the units and public space areas have passed an alternative inspection method approved by HUD within the previous 24 months. In these cases, the units/public space must have a satisfactory HQS inspection within 15 business days of the effective date of the HAP contract. If a unit or public space area fails HQS, the subsidy will be suspended until the repairs have been confirmed by NYCHA. HUD allows the use of inspections conducted for the HOME program or Low-Income Housing Tax Credit program, any inspection conducted by HUD's Real Estate Assessment Center, and other methods subject to HUD approval.

### **3. Biennial Inspections**

NYCHA will inspect units biennially consisting of at least 20% of the contract units in each building to determine if the contract units and the premises are maintained in accordance with the HQS requirements in Section XII. Units that fail HQS will be inspected annually until the unit passes inspection. Turnover inspections are not counted toward meeting this annual inspection requirement. If more than 20% of the annual sample of inspected contract units in a building fails the initial inspection, NYCHA will reinspect 100% of the contract units in the building.

## **O. Special Requirements for Newly Constructed or Rehabilitated Housing**

This section describes specific requirements that apply to PBV assistance for newly constructed or rehabilitated housing that do not apply to PBV assistance in existing housing.

### **1. Agreement to Enter into HAP (AHAP)**

NYCHA will enter into an AHAP contract with the owner/developer after receiving confirmation from HUD or a Housing Credit Agency (HCA) approved by HUD that subsidy layering review and environmental review requirements have been met, and before construction or rehabilitation work has started. The AHAP contract will be in the form required by HUD.



## 2. Labor Standards

If an AHAP contract covers the development of nine or more contract units (whether or not completed in stages), the owner and the owner's contractors and subcontractors must pay Davis-Bacon wages to laborers and mechanics employed in the development of housing. The HUD-prescribed form of the AHAP will include the labor standards clauses required by HUD, such as those involving Davis-Bacon wage rates. The owner, contractors, and subcontractors must also comply with the Contract Work Hours and Safety Standards Act, Department of Labor regulations in 29 CFR § 5.8, and other applicable federal labor relations laws and regulations.

## 3. Owner Disclosure

The AHAP and the HAP contract will include a certification by the owner that the owner and other project principals are not on the U.S. General Services Administration list of parties excluded from federal procurement and non-procurement programs. The owner must also disclose any possible conflict of interest that would be a violation of the AHAP, the HAP contract, or HUD regulations.

## **P. Housing Assistance Payment (HAP) Contract**

NYCHA will enter into a HAP contract for each PBV project for a maximum initial term of 20 years. NYCHA may extend the term of the contract for an additional term of up to 20 years if NYCHA determines an extension is appropriate to continue providing affordable housing for low-income households.

Subsequent extensions are subject to the same limitations. All extensions must be on the form and subject to the conditions prescribed by HUD at the time of the extension.

The HAP contract must provide that the contractual commitment is subject to the availability of sufficient appropriated funding as determined by HUD or by NYCHA in accordance with HUD instructions. For these purposes, sufficient funding means the availability of appropriations, and of funding under the Annual Contributions Contract (ACC) from such appropriations, to make full payment of housing assistance payments payable to the owner for any contract year in accordance with the terms of the HAP contract. If it is determined that there may not be sufficient funding to continue housing assistance payments for all contract units and for the full term of the HAP contract, NYCHA may terminate the HAP contract by notice to the owner. The termination must be implemented in accordance with HUD instructions.

If, in accordance with program requirements, the amount of rent to an owner for any contract unit is reduced below the amount of the rent to owner at the beginning of the HAP contract term, NYCHA shall establish the initial rent as the rent floor for all HAP contracts with this election. For HAP contracts without a rent floor election, the owner may terminate the HAP contract by giving notice to NYCHA. In this case, households living in the contract units will be offered tenant-based assistance.

NYCHA will abate and terminate PBV HAP contracts for non-compliance with HQS in accordance with the policies applicable to the HCV voucher program.

The HAP contract year is the period of 12 calendar months preceding each annual anniversary of the HAP contract during the HAP contract term. The initial contract year is calculated from the first day of the first calendar month of the HAP contract term.

The annual anniversary of the HAP contract is the first day of the first calendar month after the end of the preceding contract year. There is a single annual anniversary and expiration date for all units under a particular HAP contract, even in cases where contract units are placed under the HAP contract in stages (on different dates) or units are added by amendment. The anniversary and expiration dates for all units coincide with the dates for the contract units that were originally placed under HAP contract.

#### **Q. Changes to HAP Contract to Substitute, Add or Subtract PBV Units**

At NYCHA's discretion and subject to all PBV requirements, the HAP contract may be amended to substitute a different unit with the same number of bedrooms in the same PBV project for a previously covered contract unit. Before any such substitution can take place, NYCHA must inspect the proposed unit/public space areas. At NYCHA's discretion and subject to the restrictions on the number of dwelling units that can receive PBV assistance per project, a HAP contract may be amended to add additional PBV units in the same project. This type of amendment is subject to all PBV program requirements except that a new PBV proposal is not required. If any PBV units have been vacant for 120 calendar days, NYCHA may give notice to the owner that the HAP contract will be amended to reduce the number of contract units that have been vacant for this period. The amendment to the HAP contract will be effective the first day of the month following the date of NYCHA's notice.

#### **R. Vacancy Payments**

Project-based voucher contracts have vacancy loss provisions.

##### **1. Payment for Move-Out Month**

If an assisted household moves out of the unit, the owner may keep the housing assistance payment payable for the calendar month when the household moves out or passes away. However, the owner may not keep the payment if NYCHA determines the vacancy is the owner's fault or an erroneous overpayment.

##### **2. Vacancy Payment**

At its discretion, NYCHA will make a vacancy payment to an owner not to exceed two-full months contract rent following the move-out month. In order to claim vacancy loss, the unit must be available for lease and the owner must:

- a. Notify NYCHA of the vacancy: Notification of PBV vacancy must be sent to the LHD Project Based Unit within five calendar days to ensure timely completion of the HQS

inspection and applicant referrals to the owner by the NYCHA Leased Housing Department (LHD).

- b. Make a written request to NYCHA for a vacancy payment.

Within ten calendar days of re-rental, the owner must submit the *Project Based Vacancy Request* form to LHD for review. LHD will provide a vacancy payment, for qualifying PBV vacancies, for a maximum of two months. If the unit was vacant for more than 120 days prior to re-rental, LHD will not approve the vacancy payment.

Note: Any approved vacancy payment amount will be minus any portion of the rental payment received by the owner (including any amounts available from the tenant's security deposit).

*Example A:* Unit 1A was vacated on 4/19/2022. Based on this:

- Notification of Vacancy is due by 4/24/2022.
- HQS inspection is scheduled within ten calendar days.
- LHD will provide applicants for interview from PBV waiting list.
- Re-rental is completed by 6/1/2022.
- Vacancy Payment Request form is due to LHD by 6/11/2022.

*Example B:* Unit 1B was vacated on 1/19/2022. Based on this:

- Notification of Vacancy is due by 1/24/2022.
- HQS inspection is scheduled within ten calendar days.
- LHD will provide applicants for interview from PBV waiting list.
- Re-rental is completed by 6/9/2022.
- No vacancy payment will be paid as the vacancy period extended beyond 120 calendar days.

## **S. Waiting List and Occupancy of PBV Housing**

### **1. Site-Based Waiting Lists**

NYCHA will create and utilize separate site-based waiting lists for admission to projects selected to receive PBV assistance.

Once a project is selected for PBV assistance, applicants listed on NYCHA's waiting list for tenant-based assistance will be offered the opportunity to apply for placement on the NYCHA site-based PBV waiting list. Placement on a site-based PBV waiting list has no effect on the applicant's standing on the tenant-based waiting list. NYCHA will also accept referrals from the owner to populate site-based waiting lists and fill units with applicants meeting agreed upon preferences at initial rental.

If units are designated for the homeless, NYCHA will accept referrals directly from NYC Agencies for such units and the site-based PBV waiting list.

All applicants who wish to be placed on site-based PBV waiting lists must meet income and eligibility criteria for the Project.

Applicants on NYCHA's tenant-based waiting list will be placed on the PBV site-based waiting list according to the date and time of their Section 8 application to the tenant-based waiting list. Referrals from the owner will be placed on the site-based waiting list according to the date and time NYCHA receives the Section 8 application from the owner. For Existing and Rehab units, the current resident must be added to the PBV site-based waiting list and must be given absolute preference for selection as long as the PBV eligibility criteria are met.

NYCHA will replenish the existing PBV site-based waiting lists by canvassing the tenant-based waiting list.

## 2. Preferences

NYCHA will announce preferences for PBV site-based waiting lists on a development by development basis via the self-service portal and/or the developer's advertisement, or via other appropriate method. These preferences may include:

- A preference for applicants with a demonstrated need for specialized services offered by the particular project;
- A preference for homeless referrals from the Department of Homeless Services or the owner;
- A preference for public housing residents\*;
- [A preference for elderly households 62 years old and older;](#) and/or
- A borough residency preference.

Applicants with the same preference will be selected according to the date and time of their application. Applicants with multiple preferences for a project (i.e., a public housing preference and a borough preference) will be selected ahead of those with a single preference; then ordered by the date and time of their application.

Subject to NYCHA's approval, owners may request to establish preferences for supportive housing different than those listed in NYCHA's priority code list. All such owner requests for preferences must meet federal and local Fair Housing standards.

\*Public housing resident preferences will be applied to the entire household. Splitting of the household is not an option under this preference.

## 3. Vacancies

The owner must promptly fill vacancies utilizing the NYCHA PBV site-based waiting list. The owner must lease vacant units in a project to eligible households on NYCHA's PBV site-based waiting list for that project. Selection from the PBV site-based waiting list will be based on

date and time of application submission, particular eligibility requirements (for example, senior only), and available unit size.

#### 4. Occupancy Standards

In determining family unit size, NYCHA will apply its Section 8 occupancy standards. In certain circumstances, and upon the request of the financing agency, NYCHA will apply the financing agency's occupancy standards as long as they are in compliance with Section 8 regulations. Where NYCHA's Section 8 occupancy standards are applied, NYCHA may grant an exception to its established subsidy standards if it determines that the exception is justified by the age, sex, health, disability, or relationship of household members or other personal circumstances. For a single person other than a disabled or elderly person or a remaining family member, such exception may not override the requirement of providing only a zero (studio) or one-bedroom unit to a single person.

In accordance with 24 CFR § 983.260, if a household is occupying either (i) a wrong-size unit based on NYCHA's occupancy standards, or (ii) a unit with accessibility features that the household does not require, and the unit is needed by a household that requires the accessibility features, NYCHA must notify the owner and the household of such determination and offer the household continued housing assistance in the form of:

- a) Project-based voucher assistance in an appropriate-sized unit in the same project or in another project; or
- b) Tenant-based voucher assistance.

If NYCHA offers the household the opportunity to receive tenant-based rental assistance under the voucher program, NYCHA must terminate the housing assistance payments for a wrong-sized or accessible unit at the earlier of the expiration of the term of the household's voucher (including any extension granted by NYCHA) or the date upon which the household vacates the unit. If the household does not move out of the wrong-sized unit or accessible unit by the expiration date of the term of the household's voucher, NYCHA must remove the unit from the HAP contract.

If NYCHA offers the household project-based voucher assistance in an appropriate-sized unit and the household does not accept such offer for continued housing assistance or does not move out of the wrong-sized PBV unit within a reasonable time as determined by NYCHA, or both, NYCHA must terminate the housing assistance payments for the wrong-sized or accessible unit, at the expiration of a reasonable period determined by NYCHA and remove the unit from the PBV HAP contract.

#### **T. Leasing of Project-Based unit**

NYCHA will make housing assistance payments to the owner in accordance with the HAP contract for contract units leased and occupied by eligible project-based voucher households

during the HAP contract term. Per HUD regulations, payments will not begin on behalf of a PBV participant until:

1. Participant submits all required documents to confirm income and program eligibility;
2. All units and building public space areas pass HQS Inspection or an approved alternative inspection method; and
3. Owner has submitted all required PBV forms and lease agreements to NYCHA.

#### **U. Contract Rent to Owner**

The contract rent to owner must not exceed the lowest of the following amounts:

1. An amount determined by NYCHA, not to exceed 110% of the applicable fair market rent (or any HUD-approved exception payment standard) for the unit bedroom size minus any utility allowance;
2. The reasonable rent determined by NYCHA; and
3. The rent requested by the owner.

#### **V. Rent Reasonableness**

NYCHA will redetermine rent reasonableness:

1. Whenever there is a five percent or greater decrease in the published FMR in effect 60 calendar days before the contract anniversary for the unit sizes specified in the HAP contract as compared with the FMR in effect one year before the contract anniversary.
2. Whenever NYCHA approves a change in the allocation of responsibility for utilities between the owner and the participant.

The reasonable rent of a unit receiving PBV assistance will be determined by comparison to rent for other comparable unassisted units within a quarter mile radius (or more if comps are not available within this range). At any time, NYCHA may require the owner to submit information on rents charged by the owner for other unassisted units in the premises or elsewhere. For a unit receiving LIHTCs pursuant to Section 42 of the Internal Revenue Code of 1986 or receiving assistance under HUD's HOME Program (for which the regulations are found in 24 CFR Part 92), a rent comparison with unassisted units is not required if the voucher rent does not exceed the rent for other LIHTC- or HOME-assisted units in the project that are not occupied by households with tenant-based assistance.

#### **W. Contract Rent Increases**

Requests for a rent increase for PBV assisted units must be made in writing by the owner prior to the HAP anniversary date. If the request is received after the HAP anniversary date, the rent increase will be processed prospectively to the first of the following month with no retroactive payment to the HAP anniversary date. The contract rent to owner must not exceed 110% of FMR. In accordance with 24 CFR § 983.302(c)(2) and 983.303(a), NYCHA elects not to reduce

rents below the initial rents to owner listed on exhibit A of the initial PBV HAP contract, except as required by law and regulations as further described in 24 CFR § 983.302(c)(2)(i)-(iii).

#### **X. Supportive Services**

The type of services that would meet the supportive service requirements for developments with PBV assisted units include but are not limited to:

- Meal service adequate to meet nutritional need;
- Housekeeping aid;
- Personal assistance;
- Childcare;
- Transportation services;
- Health-related services;
- Case management;
- Job training;
- Educational and employment counseling services;
- Substance/alcohol abuse treatment or counseling;
- Household skill training;
- Homeownership counseling;
- Youth development;
- Recreation; or
- Other services designed to help the recipient live in the community as independently as possible.

#### **XXVIII. ENHANCED VOUCHERS**

NYCHA receives enhanced vouchers to preserve housing units that might otherwise be lost due to housing conversion actions such as mortgage prepayments or owner opt-outs. In a housing conversion action, HUD provides vouchers to assist those households affected by a housing conversion or “decoupling,” as set forth in section 236(e)(2) of the National Housing Act. Only households residing in the project at the time of conversion are eligible for enhanced voucher assistance. For eligibility purposes, the time of conversion or decoupling is the effective date of prepayment or voluntary termination of mortgage or refinancing insurance. For eligible households remaining in the conversion project, the enhanced voucher payment standard equals the approved gross rent of the occupied unit (subject to rent reasonableness determinations). The gross rent is equal to the rent the tenant pays to the owner plus any tenant-paid utility allowance where tenants are responsible for payment of utilities. The regular NYCHA payment standard does not apply.

Enhanced assistance only applies if the household remains in the conversion project. According to Notice PIH 2001-41 (HA), “a family that receives an enhanced voucher has the right to remain in the

project as long as the units are used for rental housing and are otherwise eligible for HCV assistance. The owner may not terminate the tenancy of a family that exercises its right to remain, except for a serious or repeated lease violation or other good cause. If an owner refuses to honor the family's right to remain, the family may exercise any judicial remedy that is available under state and/or local law." If the household moves outside the project, the voucher reverts to a regular tenant-based voucher and the regular program rules and payment standards apply.

#### **A. Over-housed Enhanced Voucher Families**

1. If the bedroom size of the household's unit exceeds the number of bedrooms for which the household qualifies under NYCHA subsidy standards, the household is an over-housed family unless the household qualifies for a reasonable accommodation because one or more household member(s) need an additional bedroom.
2. If an over-housed family chooses to move from the project at any time, the tenant-based voucher program rules apply to the subsidy calculation for the new unit. In such a case, the payment standard is the lower of the payment standard for the family unit size under the applicable subsidy standards or the payment standard for the actual size of the unit rented by the household (see 24 CFR § 982.402(c)).
3. If an over-housed family wishes to remain at the project, the enhanced voucher payment standards are not applicable, and the provisions of HUD Notice 2016-02 apply.
4. Once NYCHA determines the household is over-housed, the Agency will inform the household and explain the requirements as per HUD rules.
5. If the household indicates it wishes to remain at the project with enhanced voucher assistance, NYCHA will inform the owner of the project that the household is in an over-sized unit.
6. NYCHA will provide the owner with the bedroom size for which the household qualifies under NYCHA's subsidy standards (i.e., the appropriate size unit). The owner must then identify all appropriate size units that are available in the project.
7. If an appropriate-sized unit is available in the project, the over-housed family must move to the appropriate size unit within thirty days to continue to receive enhanced voucher assistance.
8. If an over-housed enhanced voucher family refuses to move to the appropriate size unit, and one exists and is available for occupancy, the PHA will calculate the household's housing assistance payment for the over-sized unit based on the normally applicable voucher subsidy formula using the applicable payment standard.
9. The household will be responsible for any amount of the gross rent not covered by the housing assistance payment.

## **XXIX. RENTAL ASSISTANCE DEMONSTRATION (RAD)**

The RAD is a HUD tool created for housing authorities to make necessary improvements and ensure the long-term affordability of their housing. Under this program, major repairs are made to a specific development, and the federal subsidy supporting the development shifts from the public housing



program to Section 8 rental assistance contracts. PHAs may choose between two forms of Section 8 HAP Contracts: PBV or project-based rental assistance (PBRA). As of the date of this Administrative Plan, NYCHA has chosen to convert certain public housing developments to PBV assistance pursuant to RAD.

NYCHA’s policies as described below are consistent HUD’s rules governing the RAD program, as set forth in H-2019-09 PIH-2019-23 (HA), REV-4 issued on September 5, 2019, and as may be further amended or superseded (“RAD Notice”). Terms not otherwise defined in this Section, shall have the meaning set forth in the RAD Notice. The RAD program is also referred by NYCHA as “PACT” (Permanent Affordability Commitment Together)

**A. PBV Contract Terms**

**1. Length of Contract**

RAD projects shall have an initial HAP Contract term of 20 years. Project Owners are required to make available for occupancy by eligible tenants the number of assisted units under the terms of the contract and may not reduce the number of assisted units without HUD approval.

**2. Mandatory Contract Renewal**

In accordance with the RAD Statute, upon expiration of the initial contract and each renewal contract, NYCHA must offer, and the Project Owner must accept, renewal of the contract subject to the terms and conditions applicable at the time of renewal and the availability of appropriations each year for such renewal.

**3. RAD Use Agreement**

Pursuant to the RAD Statute, a “Covered Project” (the Project that converted under RAD) shall have an initial RAD Use Agreement that will:

- i. Be recorded in a superior position to all liens on the property. The Use Agreement shall be recorded prior to the Security Instrument or any other mortgage or security instrument relating to an FHA-insured loan or a Risk-share loan;
- ii. Run until the conclusion of the initial term of the HAP Contract, automatically renew upon extension or renewal of the HAP Contract for a term that coincides with the renewal term of the HAP Contract, and remain in effect even in the case of abatement or termination of the HAP Contract (for the term the HAP Contract would have run, absent the abatement or termination), unless the Secretary approves termination of the RAD Use Agreement in the case of a transfer of assistance;
- iii. Provide that in the event that the HAP Contract is removed due to breach, noncompliance or insufficiency of Appropriations, for all units previously covered under the HAP Contract new tenants must have incomes at or below 80% of the AMI at the time of admission and rents may not exceed 30% of 80% of AMI for an appropriate size unit for the remainder of the term of the RAD Use Agreement; and

require compliance with all applicable fair housing and civil rights requirements, including the obligation to affirmatively further fair housing.

#### 4. Initial Contract Rent Setting

HUD has calculated initial contract rents for every public housing project based on each project's subsidy under the public housing program. Notwithstanding HUD's calculation, initial PBV contract rents are subject to the statutory and regulatory PBV requirements governing contract rents (see 24 CFR § 983.301). To this effect, initial contract rents cannot exceed the lower of: 1) the reasonable rent (as defined under 24 CFR § 983.303); 2) an amount determined by the PHA, not to exceed 110% of the applicable FMR (or applicable exception payment standard), minus any utility allowance; or 3) the rent requested by the owner.

#### 5. Method of Adjusting Contract Rents

Contract rents will be adjusted only by HUD's OCAF at each anniversary of the HAP Contract, subject to the availability of appropriations for each year of the contract term.<sup>2</sup> The rent to owner may at no time exceed the reasonable rent charged for comparable unassisted units in the private market, in accordance with 24 CFR § 983.303.<sup>3</sup> However, the rent to owner shall not be reduced below the initial rent to owner for dwelling units under the initial HAP Contract.

#### 6. Agreement Waiver and RAD Rehab Assistance Payments

For conversions of existing public housing units to PBV an AHAP contract is not required. Instead, the PHA and Project Owner typically will enter into a HAP Contract before construction begins. Until the work is complete, standard HAP Contract funding procedures will be used for occupied units. Units that are not occupied at any point during the period of work identified in the approved Financing Plan and RAD Conversion Commitment may be eligible for Rehab Assistance Payments equal to the Public Housing Operating Fund and the Capital Fund amounts that formed the basis for the calculation of initial contract rents.

#### 7. HQS Inspections

When work is occurring under RAD, HUD requires that all units (both RAD PBV units and non-RAD PBV units) undergo an inspection for HQS no later than the date of completion of the work as indicated in the RAD Conversion Commitment (the contract executed by HUD, the PHA and, as applicable, the post-conversion Owner and describes the terms and conditions of the conversion).

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<sup>2</sup> OCAFs are calculated and published each year by HUD in the Federal Register and are applied to the portion of a contract rent that is not committed to debt service payment in order to calculate the contract rent for the project in the following fiscal year. For the most recent guidance on OCAF, please see: <http://www.gpo.gov/fdsys/pkg/FR-2011-1026/pdf/2011-27816.pdf>.

<sup>3</sup> If the Covered Project is deemed to be PHA-owned pursuant to HUD guidance, an independent entity will need to perform the rent-setting and inspection functions set out in 24 CFR § 983.59.

## **B. RAD Resident Rights, Participation, Waiting List and Grievance Procedures**

### **Section 1.6(C) of RAD Notice**

#### **1. No Re-screening of Tenants Upon Conversion**

Pursuant to the RAD Statute, at conversion, current authorized households cannot be excluded from occupancy at the Covered Project based on any rescreening, income eligibility, or income targeting. With respect to occupancy in the Covered Project, current authorized households in the Converting Project will be grandfathered for application of any eligibility criteria to conditions that occurred prior to conversion but will be subject to any ongoing eligibility requirements for actions that occur after conversion.<sup>4</sup> Post-conversion, the tenure of all residents of the Covered Project is protected pursuant to PBV requirements regarding continued occupancy unless explicitly modified in this Notice (e.g., rent phase-in provisions). Once the grandfathered household moves out, the unit must be leased to an eligible household from the NYCHA waiting list. Further, so as to facilitate the right to return to the assisted property, this provision shall apply to current public housing residents of the Converting Project that will reside in non-RAD PBV units or non-RAD PBRA units placed in a project that contain RAD PBV units or RAD PBRA units. Such households and such contract units will otherwise be subject to all requirements of the applicable program, specifically 24 CFR Part 983 for non-RAD PBV units and the PBRA requirements governing the applicable contract for non-RAD PBRA units.<sup>5</sup>

#### **2. Right to Return**

Any residents that may need to be temporarily relocated to facilitate rehabilitation or construction will have a right to return to an assisted unit at the development once rehabilitation or construction is completed. Where the transfer of assistance to a new site is warranted and approved, residents of the converting development will have the right to reside in an assisted unit at the new site once rehabilitation or construction is complete. Residents of a development undergoing conversion of assistance may voluntarily accept an offer to permanently relocate to another assisted unit, and thereby waive their right to return to the development after rehabilitation or construction is completed. Permanent involuntary displacement of residents may not occur as a result of a project's conversion of assistance. See section 1.4.A.5(ii) of the RAD Notice and the RAD Fair Housing, Civil Rights, and Relocation Notice PIH 2016-17, issued on November 10, 2016, regarding a resident's right to return.

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<sup>4</sup> These protections (as well as all protections in this Notice for current households) also apply when a household is relocated to facilitate new construction or repairs following conversion and subsequently returns to the Covered Project.

<sup>5</sup> For non-RAD PBV households, applicable program requirements include the requirement that any admission to the project must be initially eligible for a HAP payment at admission to the program, which means their TTP may not exceed the gross rent for the unit at that time.

### 3. Renewal of Lease

Under RAD, the owner must renew all leases upon lease expiration, unless good cause exists not to renew. This provision must be incorporated into the tenant lease or tenancy addendum, as appropriate.

### 4. Phase-in of Tenant Rent Increases

If a tenant's monthly rent increases by more than the greater of ten percent or \$25 purely as a result of a PACT conversion, the rent increase will be phased in over five years. For purposes of this section "standard TTP" refers to the Total Tenant Payment (TTP) calculated in accordance with regulations at 24 CFR § 5.628 and the "most recently paid TTP" refers to the TTP recorded on line 9j of the household's most recent HUD Form 50058. If a household in a development was paying a flat rent immediately prior to conversion, NYCHA shall use the flat rent amount to calculate the phase-in amount for Year 1, as illustrated below. Households will not pay more than 30% of their adjusted gross household income for rent.

Five Year Phase in:

- Year 1: Any recertification (interim or annual) performed prior to the second annual recertification after conversion – 20% of difference between most recently paid TTP or flat rent and the standard TTP
- Year 2: Year 2 AR and any IR prior to Year 3 AR – 25% of difference between most recently paid TTP and the standard TTP
- Year 3: Year 3 AR and any IR prior to Year 4 AR – 33% of difference between most recently paid TTP and the standard TTP
- Year 4: Year 4 AR and any IR prior to Year 5 AR – 50% of difference between most recently paid TTP and the standard TTP
- Year 5 AR and all subsequent recertifications – 100% (Full standard TTP)

Once the calculated PBV TTP is equal to or less than the previous TTP, the phase-in ends, and tenants will pay full TTP from that point forward.

### 5. Public Housing Family Self Sufficiency (PH-FSS) and Resident Opportunities and Self Sufficiency Service Coordinator (ROSS-SC) Programs

NYCHA does not have PH-FSS participants but residents will be able to enter into the Housing Choice Voucher (HCV) FSS program after conversion. Current ROSS-SC grantees will be able to finish out their current ROSS-SC grants once their housing is converted under RAD. However, once the property is converted, it will no longer be eligible to be counted towards the unit count for future public housing ROSS-SC grants, nor will its residents be eligible to be served by future public housing ROSS-SC grants.

## 6. Resident Participation and Funding

Residents will have the right to establish and operate a resident organization for the purpose of addressing issues related to their living environment and be eligible for resident participation funding in accordance with the Notice. The owner must provide \$25 per occupied unit annually for resident participation, of which at least \$15 per occupied unit shall be provided to a legitimate tenant organization at the covered property. These funds must be used for resident education, organizing around tenancy issues and training activities.

## 7. Resident Procedural Rights

At a minimum, residents will have the following procedural rights, which NYCHA has expanded by incorporating the RAD Guiding Principles for the benefit of residents.

### a. Termination Notification

HUD has incorporated additional termination notification requirements to comply with section 6 of the U.S. Housing Act of 1937 as may be amended (Act) for public housing projects that convert assistance under RAD. In addition to the regulations at 24 CFR § 983.257, related to owner termination of tenancy and eviction, the termination procedure at a minimum for RAD conversions to PBV will require that the owner provide adequate written notice of termination of the lease which shall be:

- i. A reasonable period of time, but not to exceed 30 days:
  - If the health or safety of other tenants, Project Owner employees, or persons residing in the immediate vicinity of the premises is threatened; or
  - In the event of any drug-related or violent criminal activity or any felony conviction;
- ii. Not less than 14 days in the case of nonpayment of rent; and
- iii. Not less than 30 days in any other case, except that if a State or local law provides for a shorter period of time, such shorter period shall apply.

### b. Grievance Process

HUD is incorporating additional resident procedural rights to comply with the requirements of Section 6 of the Act.

For issues related to tenancy and termination of assistance, PBV program rules require the owner to provide an opportunity for an informal hearing, as outlined in 24 CFR § 982.555. RAD will specify alternative requirements for 24 CFR § 982.555(b) in part, which outlines when informal hearings are not required, and require that:

- i. In addition to reasons that require an opportunity for an informal hearing given in 24 CFR § 982.555(a)(1)(i)-(vi), an opportunity for an informal hearing must be given to residents for any dispute that a resident may have with respect to an owner action in accordance with the individual's lease or the contract administrator in accordance

with RAD PBV requirements that adversely affect the resident's rights, obligations, welfare, or status.

- For any hearing required under 24 CFR § 982.555(a) (1) (i)-(vi), NYCHA as the contract administrator will perform the hearing, as is the current standard in the program. The hearing officer must be selected in accordance with 24 CFR § 982.555(e) (4) (i).
  - For any additional hearings required under RAD, the owner will perform the hearing.
- ii. An informal hearing will not be required for class grievances or for disputes between residents not involving the owner or contract administrator.
  - iii. The owner gives residents notice of their ability to request an informal hearing as outlined in 24 CFR § 982.555(c)(1) for informal hearings that will address circumstances that fall outside of the scope of 24 CFR § 982.555(a)(1)(i)-(vi).
  - iv. The owner provides opportunity for an informal hearing before an eviction.

#### 8. Earned Income Disregard (EID)

Tenants who are employed and are currently receiving the Earned Income Disregard (EID) exclusion at the time of conversion will continue to receive the EID after conversion, in accordance with regulations at 24 CFR § 5.617. Upon the expiration of the EID for such households, the rent adjustment shall not be subject to rent phase-in, as described in Section 1.6.C.4 of the RAD Notice; instead, the rent will automatically rise to the appropriate rent level based upon tenant income at that time.

Under the HCVP, the EID exclusion is limited to only persons with disabilities (24 CFR §5.617(b)). In order to allow all tenants (including non-disabled persons) who are employed and currently receiving the EID at the time of conversion to continue to benefit from this exclusion in the PBV project, the provision in 24 CFR § 5.617(b) limiting EID to only disabled persons is waived. The waiver and resulting alternative requirement only apply to tenants receiving the EID at the time of conversion. No other tenant (e.g., tenants that move into the property following conversion or tenants who at one time received the EID but are not receiving the EID exclusion at the time of conversion due to loss of employment) is covered by this waiver.

#### 9. Jobs Plus

Jobs Plus grantees awarded FY 2014 and future funds that convert the Jobs Plus target projects(s) under RAD will be able to finish out their Jobs Plus period of performance at that site unless significant relocation and/or change in building occupancy is planned. If either is planned at the Jobs Plus target project(s), HUD may allow for a modification of the Jobs Plus work plan or may, at the HUD Secretary's discretion, choose to end the Jobs Plus program at that project.

#### 10. When Total Tenant Payment Exceeds Gross Rent (Section V, PIH Notice 2023-19)

Under normal PBV rules, NYCHA may only select an occupied unit to be included under the PBV HAP Contract if the unit's occupants are eligible for housing assistance payments (24 CFR § 983.53(c)). Also, NYCHA must remove a unit from the contract when no assistance has been paid for 180 days because the household's TTP has risen to a level that is equal to or greater than the contract rent, plus any utility allowance, for the unit (i.e., the Gross Rent) (24 CFR § 983.258).

**Pre-Conversion Residents.** Since the rent limitation under the Notice may result in current residents having TTPs that exceed the Gross Rent, 24 CFR §983.53(c) does not apply in order to provide RAD PBV assistance to residents who were living in the converting development prior to conversion. As necessary to further implement the alternative requirements described below, HUD is waiving 24 CFR §983.258 and §983.211, as well as the provisions of Section 8(o)(13)(H) of the Act and the implementing regulations at 24 CFR § 983.301 as modified by Section 1.6.B.5 of the Notice.

HUD is establishing an alternative requirement that the unit for a family with a TTP that equals or exceeds Gross Rent must be placed on the PBV HAP Contract and the family shall be admitted to the PBV program. In such cases the resident is considered a participant under the PBV program and all the family obligations and protections under RAD and PBV apply to the resident. During any period when the family's TTP is equal to or above the Gross Rent, the zero-HAP family will pay an alternate rent to owner that is the lower of:

- a. the family's TTP less the Utility Allowance, subject to any required phase-in pursuant to Section 1.6.C.3 of the Notice; or
- b. the Zero-HAP Rent Cap, which is the lower of either:
  - i. 110% of the applicable FMR less the Utility Allowance; or
  - ii. In the event the units are subject to more restrictive rent setting requirements under the LIHTC or HOME programs, or other programs approved by HUD on a project-specific basis, the rent to owner set to comply with such requirements.

During any period that the family's TTP falls below the Gross Rent, the normal PBV requirements apply and the family would pay 30% of adjusted income, less utility allowance.

After a family has paid the Zero-HAP Rent Cap for a period of 180 days, NYCHA will remove the unit from the HAP Contract and the family's participation in the PBV program ends. If the unit is located in a development that is fully assisted and the family subsequently leaves the property, NYCHA will reinstate the unit back onto the HAP Contract and admit an eligible family. If the development is partially assisted and the family subsequently leaves the property, the unit must be reinstated back onto the HAP Contract unless NYCHA previously substituted a different

unit on the HAP Contract in accordance with 24 CFR § 983.207 or, where “floating units” have been permitted.

Additionally, if the family continues to reside in the development after the family’s unit was removed from the HAP Contract, the family may request to return to the PBV program if the family’s income subsequently decreases to the extent that the family’s TTP is less than the Zero-HAP Rent Cap set by this section and the family is otherwise eligible for PBV assistance. NYCHA will, at the earliest opportunity, reinstate the family’s unit back onto the HAP Contract to provide rental assistance to the family. All PBV requirements with respect to the unit, such as compliance with HQS, apply while the unit is under the HAP Contract or added back to the HAP Contract.

**New Admission Families.** Unless NYCHA requests and receives the required waiver, any new admission to the converted development must meet the eligibility requirements at 24 CFR § 982.201 and require a subsidy payment at admission to the PBV program, which means the family’s TTP may not equal or exceed the Gross Rent for the unit at that time. Furthermore, NYCHA must remove a new admission family’s unit from the PBV HAP Contract when no assistance has been paid for 180 days because a new admission family’s TTP subsequently increased to equal or exceed the Gross Rent. However, HUD is imposing an alternative requirement in such cases. If the development is fully assisted and the family subsequently leaves the property, NYCHA must reinstate the unit on the HAP Contract and admit an eligible family. If the development is partially assisted, NYCHA may substitute a different unit for the unit on the HAP Contract in accordance with 24 CFR § 983.207 or, where “floating units” have been permitted.

#### 11. Under-Occupied Unit

If a household is in an under-occupied unit under 24 CFR § 983.260 at the time of conversion, the household may remain in this unit until an appropriate-sized unit becomes available. When an appropriate-sized unit becomes available, the household living in the under-occupied unit must move to the appropriate-sized unit within the development in a reasonable period of time, as determined by NYCHA. In order to allow the household to remain in the underoccupied unit until an appropriate-sized unit becomes available, HUD has waived 24 CFR § 983.2602.

#### 12. Establishment of Waiting List

HUD allows NYCHA to consider the best means to transition applicants from the current public housing waiting list, including:

- i. Transferring an existing site-based waiting list to a new site-based waiting list.
- ii. Transferring an existing site-based waiting list to a PBV program-wide or HCV program wide waiting list.



- iii. Transferring an existing community-wide public housing waiting list to a PBV program wide or HCV program-wide waiting list, an option particularly relevant for PHAs converting their entire portfolio under RAD.
- iv. Informing applicants on a community-wide public housing waiting list how to transfer their application to one or more newly created site-based waiting lists.

NYCHA will utilize the project-specific waiting list that exists at the time of conversion. The waiting list must be established and maintained in accordance with PBV program requirements.

If a project-specific waiting list for the project does not exist, NYCHA will establish a waiting list in accordance with 24 CFR § 903.7(b)(2)(ii)-(iv) to ensure that applicants on NYCHA's public housing community-wide waiting list have been offered placement on the converted project's initial waiting list. For the purpose of establishing the initial waiting list, NYCHA will determine the most appropriate means of informing applicants on the public housing waiting list given the number of applicants, NYCHA's resources, and community characteristics of the proposed conversion under RAD. Such activities should be pursuant to NYCHA's policies for waiting list management, including the obligation to affirmatively further fair housing.

## **C. Other Miscellaneous Provisions**

### **1. Choice Mobility**

One of the key features of the PBV program is the mobility component, which provides that if the household has elected to terminate the assisted lease at any time after the first year of occupancy in accordance with program requirements, NYCHA must offer the household the opportunity for continued tenant-based rental assistance, in the form of either assistance under the voucher program or other comparable tenant-based rental assistance.

If as a result of participation in RAD a significant percentage of NYCHA's HCV program becomes PBV assistance, it is possible for most or all of NYCHA's turnover vouchers to be used to assist those RAD PBV households who wish to exercise mobility. While HUD is committed to ensuring mobility remains a cornerstone of RAD policy, HUD recognizes that it remains important for NYCHA to still be able to use tenant-based vouchers to address the specific housing needs and priorities of the community. Therefore, HUD is establishing an alternative requirement for PHAs where, as a result of RAD, the total number of PBV units (including RAD PBV units) under HAP contract administered by NYCHA exceeds 20% of the PHA's authorized units under its HCV ACC with HUD.

The alternative mobility policy provides that an eligible voucher agency would not be required to provide more than three-quarters of its turnover vouchers in any single year to the residents of covered projects. While a voucher agency is not required to establish a voucher inventory turnover cap, if such a cap is implemented, the voucher agency must create and maintain a waiting list in the order in which the requests from eligible households were received. In order

to adopt this provision, this alternative mobility policy must be included in NYCHA's administrative plan.

## 2. Pilot Programs

NYCHA, at its discretion, may implement pilot programs to address additional needs related to PACT conversions, including but not limited to adding eligible "in-place" families to the project based HAP contract pursuant to 24 C.F.R. § 983.251(b).

## **XXX. LLC DEVELOPMENTS**

In March 2010, NYCHA entered into a mixed-finance transaction with NYCHA Public Housing Preservation I, LLC (LLC I) and NYCHA Public Housing Preservation II, LLC (LLC II), transferring ownership of 13 of its 21 city or state-built developments to LLC I, and transferring ownership of the remaining eight of its city or state-built developments to LLC II.

As of March 2020 NYCHA, as the managing partner of LLC I and LLC II, entered into a private partnership for the day-to-day management of the eight LLC II developments. Currently, NYCHA continues to manage 13 LLC I developments. The 13 LLC I developments contain public housing units as well as units assisted under the Section 8 program.

On an ongoing basis, NYCHA is converting units in the 13 LLC developments to HCVP up to a maximum of 8,400 units. Upon turnover, vacant units can be filled from the waiting list and will be assisted under the project-based voucher program or tenant-based vouchers. All HCVP assisted tenancies in the 13 LLC developments must meet applicable income and other requirements under the HCVP.

## **XXXI. FAMILY SELF-SUFFICIENCY PROGRAM (FSS)**

Under the FSS program, low-income households are provided opportunities for education, job training, counseling and other forms of social service assistance, while living in assisted housing, so they can obtain skills necessary to achieve self-sufficiency. In accordance with HUD 24 CFR Part 984, NYCHA facilitates its FSS program for HCVP residents through the Office of Resident Economic Empowerment and Sustainability (REES). REES offers a variety of job-training, workforce development, and financial management programs designed to encourage, assist, train, and facilitate the economic independence of NYCHA households. NYCHA has been approved to participate in a FUP-FSS demonstration program to better serve youth aging out of foster care.

## **XXXII. HUD WAIVERS**

To the extent that HUD issues to NYCHA any waivers of the Section 8 requirements, those waivers and any changes to this Plan necessary to implement such waivers will be deemed incorporated into this Plan as of the date of issuance of the waiver(s).

Optional waivers permitted by Notice PIH 2020-05, which was superseded by Notice PIH 2020-13, Notice PIH 2020-33, and Notice PIH 2021-14, have been rescinded via Notice PIH 2021-34 except to grant PHAs the discretion to continue using the income verification hierarchy, remote video HQS inspections, and PHA oral briefing waivers without prior HUD approval.

## Glossary

***Affiliated Individual under VAWA.*** A spouse; parent; brother; sister; child; or a person to whom the tenant stands in the place of a parent or guardian, i.e., a person in the tenant's care, custody, or control.

***Applicant (Applicant Family).*** A household that has applied for admission to a program but is not yet a participant in the program.

***Authorized Occupant.*** An authorized occupant is a member of the voucher household approved by NYCHA under either permanent, conditional, court appointed guardian, or temporary status.

***Dependent.*** A member of the household (except foster children and foster adults) other than the household head or spouse or live-in aide who is under 18 years of age, or is a person with a disability, or is a full-time student.

***Disabled Person.*** Any person who has a physical or mental impairment that substantially limits one or more major life activities; has a record of such impairment; or is regarded as having such an impairment.

***Elderly Person.*** An individual who is at least 62 years of age.

***Eligible Family.*** A household that is income eligible and meets the other requirements of the 1937 Act and Part 5 of 24 CFR.

***Existing Housing.*** Housing units that already exist on the proposal selection date and that substantially comply with the HQS on that date (24 CFR § 983.3). Substantially complies means that the unit does not have LT violations as described herein.

***Extremely Under Occupied.*** Households in apartments with two or more extra bedrooms.

***Extremely Overcrowded.*** Households in apartments that have two or more bedrooms less than the applicable occupancy standard.

***Fair Housing Act.*** Title VIII of the Civil Rights Act of 1968, as amended by the Fair Housing Amendments Act of 1988.

***Fair Market Rent (FMR).*** The rent, including the cost of utilities (except telephone), as established by HUD for units of varying sizes (by number of bedrooms), that must be paid in the housing market area to rent privately owned, existing, decent, safe and sanitary rental housing of modest (non-luxury) nature with suitable amenities. See periodic publications in the Federal Register in accordance with 24 CFR Part 888.

***HAP Contract.*** Housing Assistance Payments Contract (HAP Contract). A written contract between the PHA and an owner for the purpose of providing housing assistance payments to the owner on behalf of an eligible household.

**Head of Household.** The adult member of the household who is the head of the household for purposes of determining income eligibility and rent.

**Housing Assistance Payment.** The monthly assistance payment by a PHA, which includes: 1) a payment to the owner for rent to the owner under the household's lease; and 2) an additional payment to the household if the total assistance payment exceeds the rent to owner.

**Housing Agency (HA).** A state, county, municipality or other governmental entity or public body (or agency or instrumentality thereof) authorized to engage in or assist in the development or operation of low-income housing. (“PHA” and “HA” mean the same thing.)

**Housing Authority ADA/Section 504 Grievance Procedure.** The procedure outlined in the Referral to PHRAC or SERAC Reasonable Accommodation Coordinator section of the NYCHA Standard Procedure Manual SP040:12:1

**Housing Quality Standards (HQS).** The HUD minimum quality standards a unit must meet to be housing assisted under the voucher program.

**HUD.** The United States Department of Housing and Urban Development.

**Lease.** A written agreement between an owner or an owner’s agent and a tenant for the leasing of a dwelling unit to the tenant. The lease establishes the conditions for occupancy of the dwelling unit by a household with housing assistance payments under a HAP contract between the owner and the PHA.

**Minor.** A member of the household other than the household head or spouse, who is under 18 years of age.

**New Construction Housing.** Housing units that do not exist on the proposal selection date and are developed after the date of selection pursuant to an Agreement between the PHA and owner for use under the PBV program (24 CFR § 983.3).

**Occupancy Standards.** Standards established by a PHA to determine the appropriate number of bedrooms and amount of subsidy for households of different sizes and compositions.

**Owner/Property Manager.** The agent assigned to manage the unit or property. This may be either the owner of the property or the owner’s representative or managing agent or the management agent’s representative, as designated by the owner.

**Pact Principles.** Principles for the Rental Assistance Demonstration: Supplemental Resident Rights and Protections Under RAD Conversion dated as of June 13, 2016.

**Participant (Participant Family).** A household that is currently receiving assistance under HVCP.

**Payment Standard.** An amount established by the PHA that represents the maximum monthly assistance payment for a household assisted in the voucher program (before deducting the total tenant payment by the household). Payment standards are based on the HUD published established FMRs for the voucher program.

**Portability.** Renting a dwelling unit with a Section 8 housing choice voucher outside the jurisdiction of the initial PHA.

**Project.** Multiple buildings on contiguous parcels of land.

**Public Assistance.** Welfare or other payments to households or individuals, based on need, which are made under programs funded, separately or jointly, by federal, state, or local governments.

**Reasonable Rent.** A rent to owner that is not more than rent charged for: 1) comparable units in the private unassisted market; and 2) comparable unassisted units in the premises.

**Recertification.** Sometimes called reexamination. The process of securing documentation of total household income used to determine the rent the participant will pay for the next 12 months.

**Remote Visual Inspection (RVI).** RVI is a Housing Quality Standards (HQS) inspection performed with the property owner or owner's representative ("proxy") at the physical subject location and an HQS inspector directing the inspection remotely.

**Security Deposit.** A dollar amount (maximum set according to the regulations) which can be used by the owner or the owner's agent for unpaid rent or damages to the owner upon termination of the lease.

**Social Security Number (SSN).** The nine-digit number that is assigned to a person by the Social Security Administration and that identifies the record of the person's earnings reported to the Social Security Administration. The term does not include a number with a letter as a suffix that is used to identify an auxiliary beneficiary.

**Tenant.** The person or persons (other than a live-in aide) who execute the lease as lessee of the dwelling unit.

**Tenant Share.** The portion of rent and utilities paid by the household. For calculation of household share, see 24 CFR § 982.515(a).

**Third Party Verification – Consent to Release form.** Consent form, approved by HUD, to be signed by assistance applicants and participants to obtain income information from employers and State Wage Information Collection Agencies (SWICAs); return information from the Social Security Administration (including wages, net earnings from self-employment, and retirement income); and return information for unearned income from the IRS. Consent forms expire after a certain time and may authorize the collection of other information to determine eligibility or level of benefits.

**Unit.** Residential space for the private use of a household. The size of a unit is based on the number of bedrooms contained within the unit and generally ranges from zero bedrooms to six bedrooms.

**Utility Allowance.** If the cost of utilities (except telephone) and other housing services for an assisted unit is not included in the tenant rent but is the responsibility of the household occupying the unit, an amount equal to the estimate made or approved by a PHA or HUD of the monthly cost of a reasonable consumption of such utilities and other services for the unit by an energy-conservative household of modest circumstances consistent with the requirements of a safe, sanitary, and healthful living environment.

**Veteran.** A veteran is an individual who has served in the United States armed forces. This includes veterans who are assisted through the New York City Department of Veterans Services with any other than dishonorable discharge status and are ineligible for healthcare provided through the Veterans Health Administration.

**Violent Criminal Activity.** Any illegal criminal activity that has as one of its elements: the use, attempted use, or threatened use of physical force against the person or property of another.

**Voucher (Housing Choice Voucher).** A document issued by a PHA to a household selected for admission to the housing choice voucher program, or to a current participant household approved for a transfer. This document describes the program and the procedures for PHA approval of a unit selected by the household. The voucher also states obligations of the household under the program.

**Voucher Holder.** A household who has been issued a voucher with an unexpired term (search time). This applies to transfers and certified applicants.

**Voucher Program.** The Housing Choice Voucher Program.

## Appendix: EMERGENCY HOUSING VOUCHER PROGRAM

Under the Emergency Housing Voucher Program (EHV), and pursuant to Notice PIH 2021-15 (HA): Emergency Housing Vouchers – Operating Requirements, dated May 5, 2021 (EHV PIH Notice), emergency housing vouchers (EHVs) are tenant-based rental assistance under Section 8(o) of the United States Housing Act of 1937 (42 U.S.C. 1437f(o)).

NYCHA administers its EHV Program in accordance with 24 CFR § 982 and NYCHA’s HCV tenant-based Section 8 policies and procedures detailed in this HCV Administrative Plan, including HCV policies with regards to annual and interim recertifications, HQS inspections, and termination of assistance. Limited exceptions to 24 CFR § 982 and NYCHA’s HCV tenant-based Section 8 policies and procedures that apply to the EHV Program only are detailed below.

### A. Eligibility Categories and Direct Referrals for EHV Assistance

The Continuum of Care for New York City (the “NYC CoC”), through its coordinated entry (CE) system, determines which households are potentially eligible for EHV assistance and refers them to NYCHA. To be eligible to be referred by the “NYC CoC” for EHV assistance, an individual or family must meet one of four eligibility categories, as defined in the EHV PIH Notice:

- Homeless
- At risk of homelessness
- Fleeing, or attempting to flee, domestic violence, dating violence, sexual assault, stalking, or human trafficking
- Recently homeless and for whom providing rental assistance will prevent the family’s homelessness or having high risk of housing instability

In general, verification that an individual or family being referred to NYCHA for EHV assistance is within one of the four eligible categories is conducted by the NYC CoC or other partnering agencies. NYCHA is required to accept referrals for EHV assistance directly from the NYC CoC’s CE system, which is called the Coordinate Assessment and Placement System (CAPS) in NYC.

### B. EHV Waiting List

Pursuant to the EHV PIH Notice, NYCHA has a separate waiting list for EHV referrals/applicants.

EHV referrals/applicants will be selected from the EHV waiting list in accordance with the application date.

NYCHA works directly with the NYC CoC and other partnering agencies to manage the number of referrals and the size of the EHV waiting list.



### **C. Denial of EHV Assistance**

Pursuant to the EHV PIH Notice, HUD has established alternative requirements with respect to mandatory and permissive prohibitions of admissions for EHV applicants. In accordance with the EHV PIH Notice, NYCHA will only deny assistance based on the mandatory denials of assistance detailed above in Section VII(A). The mandatory denials of EHV assistance are the same as NYCHA's HCV program.

### **D. Verification of Income, Assets, and Expenses**

Pursuant to the EHV PIH Notice, HUD has granted discretion for PHA's to utilize self-certification of income, assets, and expenses as the highest form of verification at admission. NYCHA will accept an affidavit certifying the EHV household's income, assets, and expenses at admission only. Follow up verification of income via the EIV Income and Income Validation Tool (IVT) is still required within 90 days of admission to the program.

### **E. Pre-inspection of Units**

Upon request from the owner, NYCHA will pre-inspect available units that an EHV family may be interested in leasing in order to maintain a pool of eligible units.

A unit that passes a pre-inspection for HQS may be rented by an EHV applicant if the family selects the unit within 45 days of the passed inspection date and there is not an intervening period of occupancy of the unit.

All other NYCHA HCV HQS policies and procedures as detailed in Section XII, above, apply to the EHV program.

### **F. Initial Search Term of EHV**

Pursuant to EHV PIH Notice, the initial search term of an EHV is 120 days. Effective September 1, 2022, extensions will be provided in 60-day increments for a maximum search term of 300 days. All extensions beyond 300 days are in accordance with NYCHA's HCV voucher extension policy in Section X, above.

### **G. Initial Lease Term**

The initial lease term for an EHV applicant may be less than 12 months in order to facilitate a greater range of housing options.

## **H. Exception Payment Standards**

NYCHA has adopted exception payment standards (EPS) for its EHV Program. The EPS values are set at the ZIP code level and use HUD's Small Area Fair Market Rents (SAFMR) for certain ZIP codes in New York City. The EPS is intended to expand housing opportunities in zip codes that have lower rates of poverty and crime and have well-resourced schools.

## **I. Portability**

The standard HCV portability federal regulations and NYCHA policies, as detailed in Section XXI, above, apply to EHV's with limited exceptions which are found in the EHV PIH Notice under Section 9(o).

## **J. EHV Service Fee Uses**

### **a. Housing Search Assistance**

All EHV voucher holders will be entitled to the following housing search assistance, if needed, to lease-up in unit under the EHV program:

- Broker's fee (up to 15% of annual rent)
- Support of the NYC Mayor's Public Engagement unit (PEU) in outreach to owners and brokers to identify available units through the HOME system and support through to lease-up/move in
- Scheduling apartment viewings through PEU
- Moving cost assistance
- One month's security voucher
- Support of a Housing Navigator for housing location services
- Hold fee equivalent to one month's contract rent. Effective January 1, 2023, all owners executing a new EHV rental will be entitled to a hold fee upon execution of the Housing Assistance Payments (HAP) contract.



**Attachment 1C-7 PHA Moving On Preference – Table of Contents**

Figure	Description	Page Number
1	PHA Moving on Preference This extraction comes from Section 3-4 of the NYC Department of Housing Preservation and Development, Housing Choice Voucher Program’s Administrative Plan. Published April 15, 2023.	8

There is no updated Administrative Plan. A new plan will be voted on and approved in 2025 to include some large regulatory changes. The moving on preference in the April 15, 2023 Administrative Plan is still current.



**Department of  
Housing Preservation  
& Development**

**Department of Housing Preservation and Development  
Housing Choice Voucher Program**

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**Administrative Plan**

**April 15, 2023**

*This plan was updated April 25, 2023*

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### **3 LOCAL PREFERENCES AND SPECIAL ADMISSIONS**

#### **3.1 Local Preferences**

Federal regulations permit a Public Housing Authority (PHA) to establish a system of preferences for the selection of families admitted to the program. The system must be based on local housing needs and priorities as determined by the PHA. HPD's Division of Tenant Resources only accepts applications from HPD Offices of Development and Asset and Property Management that meet the preference categories as outlined below, except for Special Admissions Programs and enhanced vouchers. Preference category eligibility is determined by the above Offices or other third party government agencies and HPD's Division of Tenant Resources determines eligibility for the rent subsidy.

HPD may change these preferences to respond to changes in local housing needs or emergency housing situations. When changes are made, HPD will offer an opportunity for public comment as part of the Agency Plan approval process.

HPD will verify all preference claims at the time the application is reviewed. Staff may re-verify a preference claim at the time of selection from the waiting list if they believe the family's circumstances have changed.

HPD's preference categories are summarized below:

- Homeless Households and Programs for Near Homeless, including SRO Re-Rentals and Special Needs Housing;
- HPD Building Renovation Households – Relocation;
- HPD Building Renovation Households – Rent Restructuring;
- In Place Households with Rent Burdens - Homeless Housing and Special Needs Housing;
- In Place Households with Rent Burdens - Homeless Prevention Strategies;
- Households in Special Circumstances;
- HPD Pilot Programs for the Expansion of Affordable Housing;
- Households with Non-elderly Members with Disabilities – Homeless, at Risk of Homelessness, Institutionalized or at Risk of Institutionalization; and
- Violence Against Women Act (VAWA) - Preference is limited to a household member whose family met eligibility under the Local Preferences above and also meets the VAWA eligibility set forth below.

#### **Homeless Households and Programs for Near Homeless, including SRO Re-Rentals and Special Needs Housing:**

Households that have a primary nighttime residence that is either:

- A publicly or privately-operated homeless shelter in HPD's jurisdiction designed to provide temporary living accommodation, including shelters operated by DHS and designated by HPD to receive HCV assistance for its clients; or
- The home of another household in HPD's jurisdiction that is allowing the applicant to reside temporarily, provided that the applicant has been classified as homeless by HPD's Emergency Housing Services Bureau.

In order to qualify for this preference, a household must maintain their eligibility for homeless assistance as certified by the responsible government agency administering the shelter assistance.

This preference includes households that maintain a precarious permanent housing situation, as certified by a government agency including HPD and New York City's Human Resources Administration (HRA), which puts them at risk of becoming homeless. Examples include families whose short-term subsidy will end imminently.

**HPD Building Renovation Households – Relocation:**

Households that reside in a building that is in need of substantial renovation and is either owned by the City of New York or an entity designated by the City to achieve its housing goals or is part of the City's housing preservation efforts. The voucher will be issued to allow the applicant to locate alternate housing.

**HPD Building Renovation Households – Rent Restructuring:**

Households that reside in buildings that have been or will be renovated with financial assistance from HPD (generally within 24 months from the date of application) which result in rent increases that cause rent hardship to the applicant. Rent hardship is defined as paying more than 30% of gross income toward rent, plus utilities not included in the rent.

**In Place Households with Rent Burdens - Homeless Housing and Special Needs Housing:**

Households from HPD homeless and special needs housing programs that maintain a rent burden of more than 30% of annual household income toward rent plus utilities not included in the rent; or households who would have a rent burden without rental assistance that no longer need supportive services in special needs housing programs.

Applications received under this preference must be referred by HPD program staff, or a designated program sponsor, and represent a household that has relocated from a homeless shelter within 24 months preceding the date of the application.

**In Place Households with Rent Burdens - Homeless Prevention Strategies:**

Households that maintain a rent burden of more than 30% of annual household income toward rent plus utilities not included in the rent, and reside in buildings that were developed in the past with financial assistance from HPD, or buildings for which HPD maintains a regulatory agreement governing the operation of the building, or City or State supervised Mitchell Lama projects where residents are eligible for the Senior Citizens Rent Increase Exemption (SCRIE) or Disability Rent Increase Exemption (DRIE), but opt out to apply for an HCV.

Applications received under this preference must be referred by HPD program staff, or a designated program sponsor, and represent a building that has been identified by the agency to receive Housing Choice Voucher assistance for its eligible residents.



**Households in Special Circumstances:**

Households are in circumstances that present an imminent risk to their life, health or safety, and where Housing Choice Voucher assistance is the primary mechanism for remedying the emergency situation and/or households in other housing emergency circumstances. Only a very limited number of admissions each year will be made under this preference category, based on voucher availability. Special circumstance cases require submission of a written petition by the applicant or advocate along with documentation of the special circumstance and must have the written approval of the Executive/First Deputy Commissioner, and/or the Assistant Commissioner of the Division of Tenant Resources.

**HPD Pilot Programs for the Expansion of Affordable Housing:**

Households participating in pilot programs developed by the agency to increase the supply of affordable housing or housing designated for special needs populations through the provision of Housing Choice Voucher rental assistance. The pilot will also be used to expand housing opportunities to families on HPD's waiting list with at least one child under 14 living in a census tract with a family poverty rate of 30% or higher. HPD may expand eligibility to include families with children under 18 on HPD's waiting list if there are not enough qualifying households. The Community Choice Demonstration is a program designed to address barriers to accessing "low-poverty neighborhoods with high-performing schools and other strong community resources"<sup>1</sup>.

Youth who receive rental assistance under HPD's Family Unification Program (FUP), as described in Section 3.2.5, are limited to 36 months of FUP assistance under HUD rules (or an extended period, if eligible under the Fostering Stable Housing Opportunities Act). Under HPD's pilot program, at the end of 36 months of FUP assistance, rental assistance for these voucher holders will be converted to HCV assistance with participant consent.

Subject to voucher availability, HPD may pilot additional initiatives to expand access to affordable housing.

**Households with Non-elderly Members with Disabilities – Homeless, at Risk of Homelessness, Institutionalized or at Risk of Institutionalization:**

Households that include a non-elderly family member aged 18-61 with a disability as defined by HUD, who is transitioning out of institutional or other segregated settings, is at serious risk of institutionalization, is homeless or is at risk of becoming homeless. A limited number of vouchers will be made available under this preference category, based on voucher and funding availability.

**Violence Against Women Act (VAWA):**

Applicants and Participants – Eligibility under this preference is only available to members of households that initially met HPD's Local Preference requirements, and who additionally request an accommodation under VAWA from HPD as outlined below.

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<sup>1</sup>[https://www.hud.gov/program\\_offices/public\\_indian\\_housing/programs/hcv/communitychoicedemo](https://www.hud.gov/program_offices/public_indian_housing/programs/hcv/communitychoicedemo)

Applicants – Heads of Household (HOH) and Non-HOH (household members listed on the application) who:

- Are listed as a household member on an application for admission to HPD’s Housing Choice Voucher, Mod-Rehab, Continuum of Care, Mod SRO, or NYC 15/15 rental subsidy programs that has been accepted by the Division of Tenant Resources (DTR) and:
  - Is a Non-HOH who has been removed from an active applicant household within the past 180 days; or
  - Whose application has not subsequently been denied, and
- Are determined by HPD to be eligible for this preference based on a referral to HPD by a New York City Family Justice Center (FJC) on the basis of the applicant’s status as a victim of domestic violence, dating violence, sexual assault, or stalking.

Application requirements may be streamlined for Violence Against Women Act (VAWA)-eligible applicants.

Participants – HOHs and Non-HOHs who:

- Are current or former participants/household members who have been assisted within the last 180 days, under HPD’s Housing Choice Voucher, Mod-Rehab, Continuum of Care, Mod SRO, or NYC 15/15 rental subsidy programs; and
- Are determined by HPD to be eligible for this preference based on a referral to HPD by a New York City Family Justice Center on the basis of the participant’s (or former participant’s) status as a victim of domestic violence, dating violence, sexual assault, or stalking.

Participants under this category will be treated as continually assisted and therefore application requirements may be streamlined.

The table below presents some examples of government-administered programs that correspond to each local preference.

<b>Preference</b>	<b>HPD/Example Agency Programs</b>
Homeless Households and Programs for Near Homeless	Client and Housing Services SRO Human Resources Administration Domestic Violence Homeless Placement Services
HPD Building Renovation – Relocation	Third Party Transfer Multi-family Preservation Loan Program Affordable Neighborhood Cooperative Program
HPD Building Renovation – Rent Restructuring	Affordable Neighborhood Cooperative Program Housing Rehabilitation Program Third Party Transfer Year 15 Participation Loan Program Multi-family Preservation Loan Program
In Place – Homeless and Special Needs Housing	SRO <b>Moving On</b>

<b>Preference</b>	<b>HPD/Example Agency Programs</b>
In Place – Homeless Prevention Strategies – Households with Rent Burden	Mitchell Lama Rent Burden; Coop and Rental Asset Management Year 15 Third Party Transfer Participation Loan Program
Special Circumstances	As described in more detail above
HPD Pilot Programs	Community Choice Demonstration Program Conversion of Family Unification Program (FUP) voucher to HCV voucher upon mandated 36 month (or an extended period, if eligible under the Fostering Stable Housing Opportunities Act) expiration of FUP rental assistance
Households with Non-elderly Members with Disabilities – Homeless, at Risk of Homelessness, Institutionalized or at Risk of Institutionalization	NYC Mayor’s Office for Persons with Disabilities and the Center for Independence of the Disabled, NY referred applicants
Violence Against Women Act (VAWA)	Family Justice Center referred applicants and participants who meet HPD’s eligibility criteria for this preference

Per HUD regulations, a Project Based Voucher program participant who is eligible to move with continued assistance will receive absolute preference for the next available Housing Choice Voucher.

### **3.2 Special Housing Initiatives and Special Admissions**

HPD may develop special housing initiatives that receive limited local preference. These special initiatives are targeted for specifically named households and may be based on HPD priorities or HUD targeted funding. In addition, Special Housing Initiatives or Special Admissions may include a defined number of Housing Choice Vouchers that will be allocated to households meeting specific described criteria. Examples of Special Housing Initiatives and Special Admissions vouchers are detailed in Sections 3.2.1 through 3.2.6, below.

#### **3.2.1 Enhanced Vouchers**

HPD uses enhanced vouchers to preserve housing units that might otherwise be lost due to housing conversion actions such as mortgage prepayments, project-based opt-outs, some HUD enforcement actions, and HUD property disposition. Enhanced vouchers are a type of Tenant Protection Voucher also known as “sticky” vouchers because the enhanced assistance only applies if the voucher holder stays in the conversion project. If the family moves outside the development, the voucher reverts to a regular housing choice voucher and the regular HCV program rules apply. (See Chapter 19: Enhanced Vouchers for more information).

#### **3.2.2 Rental Assistance Demonstration (RAD) Tenant Protection Vouchers**

Through the Fiscal Year 2013 (FY13) Appropriation, Congress created RAD to enable certain eligible projects to convert Tenant Protection Vouchers into Project Based Vouchers or project-based rental assistance through an authorized process. Project eligibility criteria are determined by the RAD Final Implementation Notice Revision 4

issued by HUD on September 5, 2019, or in any subsequent revisions. The program will be administered consistently with the Project Based Voucher program unless HUD provides explicit guidance indicating variance from PBV regulations, including but not limited to guidance within the FY13 Appropriation Act, the FY18 Appropriation Act and the Housing Opportunity Through Modernization Act of 2016. If the family moves outside the development after one year of receipt of the PBV voucher, the voucher reverts to a regular housing choice voucher and regular HCV program rules apply.

Projects that convert to PBV through the RAD process must meet applicable service-based preference requirements described in Section 21.21.

### **3.2.2.1 Rental Assistance Demonstration (RAD) for Mod SRO conversions**

Mod SRO projects converting their assistance to PBV through the RAD process will maintain an admissions preference for homeless families (including homeless individuals – see Section 5.1.1). This homeless preference does not apply to residents currently living in developments undergoing conversions, because by definition, by being currently housed, these residents are not homeless and will continue to be housed with assistance after conversion.

### **3.2.3 Welfare-to-Work**

HPD no longer accepts new applicants in the Welfare-to-Work program, but families already utilizing welfare-to-work vouchers remain in the program. Welfare-to-work voucher families were those who, upon admission were:

- Residing in a city-owned building or a homeless shelter operated by HPD or HRA;
- Receiving TANF assistance or were eligible to receive TANF assistance within the previous two years from the date of application for Housing Choice Vouchers; and
- Able to demonstrate that Housing Choice Voucher assistance was critical to the success of an adult household member obtaining or retaining employment.

### **3.2.4 HUD Veterans Administration Supportive Housing (VASH) Program**

HUD VASH vouchers are available for eligible veterans who are homeless as defined by the McKinney Vento Homeless Assistance Act. The Veterans Administration (VA) Medical centers in New York City will determine program eligibility for households and refer eligible households to HPD. Turn-over vouchers are dedicated to house other VA referred eligible households. Unless waived by HUD regulations, the program will operate with similar procedures as the HCV program. HPD administers a HUD VASH Project Based Voucher program (PBV-VASH), as described in Chapter 21 of this Plan (except for differences outlined in the Federal Register as published on March 23, 2012).

HCV regulatory requirements modified for VASH program participants include, but are not limited to:

- Waiver of screening requirements for criminal background (except for Sex Offender Registration) or debts owed to PHAs;
- Addition of VA case management compliance for continued eligibility in the program;

- Ability to port (transfer) outside of HPD’s jurisdiction to another PHA where VA case management services are available per Section 14.3.5 (Porting with Special Purpose Vouchers);
- Voucher search time of at least 120 days;
- Extension of voucher term may require consent of HUD VASH Coordinators;
- In the case of a family break-up at any time during program participation and application, the VASH voucher will remain with the Veteran;
- In the case of a family break-up where the Veteran is no longer in the program, the VASH voucher will transfer to the remaining household members; and
- Qualifying veterans in PBV-VASH assisted units will be given a tenant-based VASH voucher (when available) if they would like to move out of the project with continued rental assistance. At HPD’s discretion, if tenant-based VASH vouchers are not available, the household may receive a regular tenant-based HCV voucher.

In addition to these modifications, HPD will coordinate closely with HUD VASH case managers as a means of providing Reasonable Accommodation in cases where there is a risk of termination from the program. HPD may accept new applicants for the VASH program based on VASH funding and voucher availability. In accordance with program requirements and with HUD and VA approval, HPD may convert its allocation of VASH tenant-based vouchers to Project Based Vouchers.

### **3.2.5 Family Unification Program (FUP) Vouchers**

HPD has been allocated a limited number of Family Unification Program vouchers for families and youth who meet eligibility criteria. Per HUD program requirements, applications for the Family Unification Program vouchers will be referred to HPD through the New York City Administration for Children’s Services (ACS) and the New York City Coalition on the Continuum of Care and will depend on voucher and funding availability. Referring agencies will determine into which category eligible households fall. This includes:

- Families with current involvement in the child welfare system, for whom the lack of adequate housing is either a primary factor in the imminent placement of the family’s child(ren) in out-of-home care, or a delay in reunification with their child(ren) from out-of-home care; and
- Youth ages 18-24, who have either left foster care or will leave foster care with a transition plan within 90 days, and who are homeless or at risk of becoming homeless.

Youth who receive rental assistance under HPD’s Family Unification Program (FUP), as described in this section, are limited to 36 months of FUP assistance under HUD rules (or an extended period, if eligible under the Fostering Stable Housing Opportunities Act). Under HPD’s pilot program, at the end of 36 months (or an extended period, as applicable) of FUP assistance, rental assistance for these voucher holders will be converted to HCV assistance with participant consent. HPD will provide a waiting list under our Pilot Programs preference for the HCV program for FUP youth nearing the end of the applicable program limit.

Turn-over vouchers are dedicated to house other FUP-eligible households. Unless waived by HUD regulations, the program will operate with similar procedures to the HCV program.

### **3.2.6 Mainstream Vouchers**

HPD has been allocated a limited number of Mainstream vouchers for eligible households to lease affordable private housing of their choice. Eligible households must include a non-elderly family member aged 18-61 with a disability as defined by HUD, and who is transitioning out of institutional or other segregated settings, is at serious risk of institutionalization, is homeless or is at risk of becoming homeless. HPD may accept new applicants directly for the Mainstream voucher program based on voucher and funding availability or from partnering referral sources, including the New York City Mayor's Office for People with Disabilities and the Center for Independence of the Disabled, NY's New York Connects Program (CIDNY).

Turn-over vouchers are dedicated to house other Mainstream-eligible households. HPD will notify applicants on its waitlist of the availability of vouchers. Unless waived by HUD regulations, the program will operate with similar procedures to the HCV program.

### **3.2.7 HUD Housing Choice Voucher Community Choice Demonstration**

Through HUD's Housing Choice Voucher Community Choice Demonstration (Community Choice) Notice of Funding Opportunity competition, HPD was awarded vouchers to assist 1,950 households. Community Choice is a mobility counseling program to help families with children access "low-poverty neighborhoods with high-performing schools and other strong community resources"<sup>2</sup>. Although the program primarily serves current HCV program participants who are interested in moving, approximately 111 families will be new applicants to the HCV program. These 111 vouchers will be available to families with children under the age of 13 who are living in census tracts with a family poverty rate of 30% or higher and currently on the waiting list at the New York City Housing Authority (NYCHA). HPD may expand eligibility to include families with children under 18 if there are not enough qualifying households. HPD will accept new applicants on NYCHA's waitlist list who choose to enroll in the Community Choice Demonstration based on voucher and funding availability.

Key features of Community Choice include tenant support, owner support, and Exception Payment Standards. Tenant and owner support can include workshops, financial counseling, transportation costs, security deposits, owner bonuses, brokers' fees, moving costs, and case management. This program is part of a randomized control trial study with program design and evaluation that has been determined and finalized by HUD.

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<sup>2</sup> [https://www.hud.gov/program\\_offices/public\\_indian\\_housing/programs/hcv/communitychoicedemo](https://www.hud.gov/program_offices/public_indian_housing/programs/hcv/communitychoicedemo)

### **3.2.8 Emergency Housing Voucher (EHV) Program**

#### Background

The American Rescue Plan (ARP), enacted on 3/11/2021 (P.L. 117-2m Section 3203) allocates \$5B for a ten-year Emergency Housing Voucher (EHV) program to be distributed across the country based on need and geographic diversity. HPD was preliminarily awarded \$28M to support 2,050 vouchers. The program is designed to operate like the Housing Choice Voucher program with waivers to streamline operations, with additional housing search assistance and allows for referrals from partnering agencies and organizations. EHV target four categories of households (homeless, at risk of homeless, households who fit into the VAWA eligibility criteria, and those who were recently homeless and are at high risk of housing instability). Determining qualifying eligibility is the responsibility of the local Coalition on the Continuum of Care (CoC) followed by direct referrals to PHAs.

Under the EHV program, HPD is required to enter into a Memorandum of Understanding (MOU) with the CoC. The MOU lays out the roles and responsibilities for the CoC and housing authorities, including HPD. HPD has executed an MOU with the CoC, the Human Resources Administration (HRA) and the New York City Housing Authority (NYCHA) describing each entity's roles and responsibilities under the EHV program. Assistance is for 10 years and turnover vouchers cannot be issued after September 2023.

In the EHV program, HUD implemented significant changes to the admission process and to general operations of the Section 8 Housing Choice Voucher (HCV) program, as laid out in Public and Indian Housing Notice 2021-15 (Notice PIH 2021-15). Except as addressed by this chapter, Appendix A of this Plan, and as required under federal statute and HUD requirements, the general requirements of the HCV program apply to EHV's.

#### Partnering Agencies

Through the Coordinated Assessment and Placement System (CAPS), the CoC will identify EHV-eligible households. Referring Agencies working through CAPS will, with consent from the applicant, refer EHV-eligible households to the Public Housing Authorities (PHAs), which consist of HPD and NYCHA, and assist these household to submit an EHV program application through NYCHA's online application portal. In partnership with NYCHA, HPD, and HRA, the Referring Agencies<sup>3</sup> will provide assistance, resources, and information to increase the share of applicants who enter into a lease ("leasing up").

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<sup>3</sup> The Referring Agencies include: NYC Department of Homeless Services (DHS), NYC Human Resources Administration (HIV/AIDS Service Administration [HASA], Emergency Intervention Services [EIS], Coordinated Assessment and Placement System [CAPS], HOMEBASE), NYC Department of Housing Preservation and Development (HPD), NYC Mayor's Office on Criminal Justice (MOCJ), NYC Health + Hospitals (H+H), NYC Mayor's Office to End Domestic and Gender-Based Violence (ENDGBV), NYC Department of Youth and Community Development (DYCD), NYC Agency for Children's Services (ACS)

HPD's Division of Tenant Resources (DTR) and NYCHA's Leased Housing Department will receive applications through the NYCHA online portal. The PHAs will work together with Referring Agencies to successfully lease up voucher holders, and will track and monitor their EHV programs and evaluate progress along the way to ensure full voucher utilization and compliance with the fair housing obligations and other applicable legal requirements. All Referring Agencies and PHAs may adjust the outreach, referral and leasing processes for eligible households as needed in response to early implementation to the program.

As in past similar initiatives, the PHAs, along with the Referring Agencies, will regularly conduct coordination phone calls and distribute reports to ensure that the process is running smoothly. HPD and NYCHA will endeavor to expedite the leasing process to ensure no voucher holder misses out on an apartment due to inspection delays.

Referring Agencies and the PHAs will cooperate to facilitate the completion and submission of EHV applications and provide housing search and other assistance. In order to monitor progress towards meeting program goals, NYCHA, HPD, and HRA will regularly share aggregate information or upload information into an EHV portal that will provide status updates to Referring Agencies to ensure they have the information and status of applicants they identify.

Households who are determined eligible for EHV vouchers will receive support from the point of eligibility determination from Referring Agencies through successful lease-up from Housing Search Support Agencies<sup>4</sup>.

### **Eligibility**

In order to be eligible for an EHV, an individual or family must meet one of four eligibility criteria:

1. Homeless as defined in 24 CFR § 578.3;
2. At risk of homelessness as defined in 24 CFR § 578.3;
3. Fleeing, or attempting to flee, domestic violence, dating violence, sexual assault, stalking (as defined in Notice PIH 2021-15), or human trafficking (as defined in the 22 U.S.C. § 7102); or
4. Recently homeless and for whom providing rental assistance will prevent the family's homelessness or having high risk of housing instability as determined by the CoC or its designee in accordance with the definition in Notice PIH 2021-15.

HPD will determine income eligibility in accordance with the regulations at 24 CFR § 982.201 and as outlined in Chapter 5 of this Plan. The income eligibility limit for the EHV program is 50% of the Area Median Income (AMI). This income limit applies to all households in the EHV program except for those who qualify under the at risk of

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<sup>4</sup> HPD's Housing Ambassador Program, HRA's Public Engagement Unit (PEU)



homelessness category. For those who are at risk of homelessness, the income eligibility limit is 30% AMI. Households who are considered continually assisted may have income up to 80% AMI.

At the time of application, a Referring Agency must complete and submit the *Emergency Housing Voucher Program Referral Form and Consent for the Release of Information* to establish eligibility under the above criteria. Failure to provide this document will result in denial of assistance for failure to meet program eligibility criteria. HPD staff will confirm that this document is collected and filed and will rely on it as verification of meeting one of the four eligibility criteria above.

When the number of applicants referred by Referring Agencies exceeds the EHV's available at HPD, HPD will maintain a separate waiting list for EHV referrals, both at initial leasing and for any turnover vouchers that may be issued prior to September 30, 2023.

The EHV waiting list is not subject to HCV policies regarding opening and closing the HCV waiting list. HPD will work directly with the CoC and other Referring Agency partners to manage the number of referrals and the size of the EHV waiting list. HPD may also pull EHV applicants from NYCHA's waitlist.

HPD will refer any applicant on the waiting list who indicates they qualify for HPD's VAWA preference to a NYC Family Justice Center (which is part of the NYC Mayor's Office to End Domestic and Gender-Based Violence), the CoC or the applicable Referring Agency. The Referring Agency will determine if the family is eligible (based on the qualifying definition for EHV assistance for those fleeing, or attempting to flee, domestic violence, dating violence, sexual assault, stalking, or human trafficking or another eligible category as applicable) for an EHV.

HPD will refer any applicant on the waiting list that indicates they qualify for the homeless preference to the CoC. The CoC will determine whether the family is eligible for an EHV (based on the qualifying definition for EHV assistance for homelessness or another eligible category as applicable). The CoC will also determine if the family is eligible for other homeless assistance.

Up to date information and resources on the EHV program are available at <http://nyc.gov/ehv>.



**Attachment 1D-10a Lived Experience Support Letter- Table of Contents**

<b>Figure</b>	<b>Description</b>	<b>Page Number</b>
1	PWLEX 2024 NOFO-Letter of Support	2
2	Approval Email of support Letter	3

Kristen Mitchell and Tierra LaBrada, Co-Chairs

NYC Continuum of Care (NY-600)

150 Greenwich St., New York, NY 10007

September 11, 2024

Dear Steering Committee Co-Chairs:

The Persons with Lived Experience Committee (PWLEx) and the NYC Youth Action Board (YAB) are writing in support of the NYC Continuum of Care for the purpose of the FY24 NOFO. We support the CoC's priorities for serving individuals and families experiencing homelessness with severe services needs in our CoC geographic area. Our committees continue to help inform the CoC's work through discussion and action.

The mission of persons with lived experience involved in the NYC CoC is to serve as the voice of representation and advocacy on behalf of the currently or formerly homeless population in New York City. Our vision is to serve as a liaison between the NYC CoC and currently, formerly, and at-risk homeless persons of all ages, to participate in the decision-making process of the NYC CoC's Steering Committee, and to participate in the selection and evaluation of the NYC CoC's new and renewal projects.

To more fully integrate the voices of the PWLEx we would first like to discuss opportunities for collecting client feedback from agencies in a way that goes beyond the data collected in HMIS. By collecting more narrative information, we feel we can better inform the review and ranking process. Secondly, we want to encourage a better integration of ESG funds with the CoC to allow for an increased emphasis on prevention of homelessness. Lastly, we would like to have a continued conversation on furthering opportunities to leverage funds to be used to support the efforts of the PWLEx throughout the year.

We look forward to continued collaboration with the NYC CoC and to working towards the goals listed above.

Sincerely,

Cameron Craig

Peter Malvan

Zaqanah Stephens

Shandra Rogers

## Bannerman, Chantal

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**From:** Libeson, Marie <Libesonm@dss.nyc.gov>  
**Sent:** Wednesday, October 16, 2024 9:57 AM  
**To:** Zaqanah Stephens; Rogers, Shandra; Peter Malvan; Y! Mail Service Inc ©; Onyx Walker  
**Subject:** Approval of the NOFO Letter of support from the PWLEX and YAB

Hello,

Thank you so much for responding to my message about the letter of support for the FY24 NOFO from the PWLEX and YAB. This email will serve as the acknowledgment that the letter has been approved. Thank you for your hard work on this issue.

All the best,  
Marie

**Marie Libeson** | (*she/her*)

*NYC COC Community Coordinator*

Federal Homeless Policy & Reporting Unit, Office of Research & Policy Innovation

New York City Continuum of Care (CoC) | [nychomeless.com](https://nychomeless.com)

4 World Trade Center- 31<sup>st</sup> Floor – New York City, NY 10007-2355

T: (929) 221-5975 | E: Libesonm@dss.nyc.gov





**Attachment 1D-2a Housing First Evaluation- Table of Contents**

Figure	Description	Page Number
1	NYC CoC 2024 Evaluation Local Priorities (Q11 Housing First)	Page 5 highlighted area
2	Housing First Evaluation- Bowery Residents Committee, Inc. (BRC)	Page 8

# NYC CoC 2024 Annual Project Evaluation Local Priorities Survey (LPS)

## *Instructions*

Since *SurveyMonkey* entries cannot be saved, we highly recommend that you complete this LPS in a single sitting for each of your HUD McKinney-Vento CoC-funded projects. Completing the LPS will take approximately 15-30 minutes. We also suggest that you print out a copy of this LPS, which is posted on the CoC website, and review it before recording your responses in *SurveyMonkey*. You may also want to record your responses for each project on that hard copy for your records.

## Part 1: Program Overview

### A. Organization Name and Contact Person

Organization Name \_\_\_\_\_

Project Application Name \_\_\_\_\_

Contract Identification/Grant Award Number (First 6 digits only. e.g., NY8675) \_\_\_\_\_

Contact Name \_\_\_\_\_

Contact Email Address for person completing the LPS \_\_\_\_\_

Contact Phone Number for person completing the LPS \_\_\_\_\_

Project Type

- Permanent Supportive Housing (PSH)
- Rapid ReHousing (RRH)
- Joint Transitional to Rapid ReHousing (TH-RRH)
- Transitional Housing (TH)

## Part 2: Policy Section

*It is a priority for HUD and the NYC CoC to ensure that agencies are responsive to the inquiries and concerns of project participants, that their perspective is incorporated in decision-making by organizational leadership, and that participants, are actively engaged in activities and initiatives.*

1. Does your project or organization agency conduct annual participant Satisfaction Surveys, or focus groups to collect feedback? [1 point]

- Yes
- No

2. Does your project or organization provide monthly opportunities for program participants to provide feedback via Community Meetings, or Public Meetings, or smaller meetings with staff members (especially for scatter-site and RRH projects) where participants have an opportunity to express their views and comment on topics of relevance to them? [1 point]

- Yes
- No

3. Does your program provide activities and initiatives (beyond HUD minimum requirements) for participants to connect with others, engage in recreational activities, or develop skills and abilities? (The CoC is leaving “activity” and “Initiative” open-ended and not defining it at this time, and it can be in-person or virtual. Examples include, but are not limited to: birthday parties, holiday dinners, gift cards to eateries, picnics in the park, sessions promoting self-care...) [1 point]

- Yes
- No

4. Our organization has a Grievance Policy for participants/clients. [1 point]

- Yes
- No

*The NYC CoC strongly encourages roles with a lived experience requirement at multiple levels of your organization to ensure successful program design and implementation.*

5. Our organization employs persons with lived experience (PWLE) [1 point]

- Yes
- No

6. Our CoC-funded project employs persons with lived experience (PWLE) [1 point]

- Yes
- No

Board of Directors' awareness of the NYC CoC and an understanding of the importance of the role and experience of PWLE is necessary to inform organizational and program decisions, and is a national and local priority for organizations receiving HUD McKinney-Vento CoC funding.

7. Does your agency have PWLE on its Board of Directors, or another Policy-Making Body/Consumer Advisory Board? [2 points]

- Yes
- No

8. Do your Board members represent the religious, racial, ethnic, gender, or other cultural makeup of the program participants? [1 point]

- Yes
- No

9. Did your project or organization conduct and/or implement/provide access to training for staff and participants on cultural responsiveness, non-discrimination (especially for all persons and families), language access, religious/spiritual needs, and accessibility by January 2024? [1 point]

- Yes
- No

### Part 3: Program Details Section

10. HUD-funded projects are required to participate in NYC's coordinated entry system (CAPS). Do you participate in CAPS? Please check one response below only. [1 point]

- Our project receives referrals from CAPS to fill units.
- As needed, our project completes the Coordinated Assessment Survey on behalf of participants.
- No – we do not participate in CAPS.
- Unknown/Not Sure
- Not Applicable for RRH and TH projects



**NYC CoC funded programs are required to adhere to Housing First. Recall, Housing First is an evidenced-based, consumer-driven approach for people experiencing a housing crisis that seeks to provide immediate access to permanent housing with flexible, individualized service supports and few to no preconditions, behavioral contingencies, or barriers.**

**11. Housing First for your organization/program... (mark all that apply):**

- We accept participants into this program regardless of their “readiness.” [1 point]
- We accept participants into this program regardless of their level of service needs, and, we seek out additional services for those in need. [1 point]
- We accept participants regardless of income. [1 point]
- We do not or only partially practice *Housing First*.

**12. NYC CoC funded programs are expected to participate in at least one committee/sub-committee/workgroup to maximize their engagement with the NYC CoC, stay abreast of CoC initiatives, trainings, and news, and to round out their experience, all of which contribute to best serving participants. Which committee/sub-committee/workgroup do member(s) of your organization regularly attend? Select all that Apply. [1 point – regardless of # of selections]**

- Steering Committee
- CAPS Committee
  - Systems Workgroup
  - Continuous Systems Improvement Workgroup (CSI)
  - Diversity, Equity, and Inclusion (DEI) Workgroup
  - Policy and Procedures Review Workgroup
- Domestic Violence Committee
- Income Access Committee
- Opportunity Starts with a Home (OSH)/Youth Committee
- Persons with Lived Experience (PWLE) Committee
- Performance Management Committee
- Veterans Committee
- Performance and Quality Improvement (PQI) Sub-Committee
- Data Management Sub-Committee
- DV RRH Workgroup
- Youth Action Board (YAB)
- YYA RRH Workgroup
- Other – please specify \_\_\_\_\_
- None of the above

#### Part 4: NYC DSS Verification Section

13. & 14. The NYC DSS Federal Homeless Policy & Reporting Unit (a/k/a the CoC) will verify your contract period. (For purposes of this Annual Evaluation, all projects will have end dates in 2023.) The Unit will also verify your project's Total Spend Down [on a sliding scale, up to 9 points] and Quarterly Draw-Down. [1 point]

15. The NYC DSS Federal Homeless Policy & Reporting Unit (a/k/a the CoC) will verify that your organization completed and submitted the updated 2023 HMIS Policies & Procedures on time. (i.e., the Participating Organization Agreement; HMIS Compliance Checklist; NYC HMIS Warehouse End User Agreement) [1 point]

16. The NYC DSS Federal Homeless Policy & Reporting Unit (a/k/a the CoC) will verify that your organization submitted their APR to HUD in SAGE on time between October 2022-September 2023. Projects that did not do so will have **5 points** deducted from their score on this Local Priorities Survey.

17. Did your organization participate in the 2024 HOPE Survey conducted in January? (The NYC DSS Federal Homeless Policy & Reporting Unit (a/k/a the CoC) will verify through its registration list that your organization took part.) [1 point]

Yes

No

#### Part 5: RRH-Specific Questions

*TH-RRH projects should only answer for the RRH portion of their project.*

1. Did your organization participate in one (1) of the two-day RRH trainings? [Un-Scored]

Yes

No

2. Has your organization been an active participant in the RRH Workgroups? (The NYC DSS Federal Homeless Policy & Reporting Unit (a/k/a the CoC) will verify through its attendance list your organization's participation. [Un-Scored])

Yes

No

3. Has your organization requested a re-allocation of un-spent Rental Assistance funds? **[Un-Scored]**

Yes

No

For the next question, refer to the HMIS Metric 3: “% Moved-In is between 8 and 90 days.” If this question does not apply based on your results for Metric 3, write “N/A”.

4. If less than 50% of your clients were moved-in between 8 and 90 days after enrollment (Metric 3), please explain why. **[Un-Scored]**

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5. Use the space below to provide any additional information as to why your project was challenged in achieving optimal performance. **Projects that do not wish to comment should write "No Comment" [Un-Scored]**

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## Part 6: Attestation & Monitoring

### Annual Evaluation Submission acknowledgements

1. By submitting this LPS, you certify that the information contained herein is true and accurate and may be included in project monitoring. You acknowledge that the LPS, and all responses within, is complete. Any false and/or inaccurate statements will result in a reduction in points for the germane question and the overall project Evaluation score for this Evaluation Period.

✓ I agree.



### Housing First Standards Assessment Tool

**Overview:** This tool aims to assess and document how closely your organization adheres to the recommended best practice standards of the Housing First model. It evaluates project-level fidelity to Housing First, which directly impacts the NYC CoC's overall fidelity to Housing First. In addition to the universal best practice standards identified in this tool, you should also review the NYC CoC's Written Standards [https://www.nyc.gov/assets/nycococ/downloads/pdf/Written%20Standards\\_Final.pdf](https://www.nyc.gov/assets/nycococ/downloads/pdf/Written%20Standards_Final.pdf) pertaining to Housing First when assessing projects. The NYC CoC uses this tool to make recommendations for improvement to projects that find it challenging to meet the Housing First requirements, and recommends that CoC-funded organizations use it on a quarterly basis as a self-assessment.

**Provider Info tab:** The NYC CoC will complete as much of this tab as possible prior to the assessment. The Provider may be required to fill in some information. This tab should be completed *prior* to beginning the assessment. Specifically, the **Project Name, Project Type, Target Sub-Population served, and Date of Assessment** fields need to be completed in order to populate the assessment standards and report summary with questions that are specific to the project type and population. Please complete this section prior to printing any standards for assessment.

**Standards:** The standards have been arranged into the following categories: *Access, Evaluation, Services, Housing, Leases, and Project-Specific*. The "Tab" chart at the bottom of this page describes each of the categories in more detail. Some of the categories are not applicable for all project types, and those standards do not need to be completed,

Project Type	Applicable Standards
Permanent Supportive Housing	Access & Evaluation; Service & Housing; Leases; Project-specific

**Safeguards:** Providers and the NYC CoC as Assessor should safeguard concerns when assessing projects, in particular, projects with survivors of domestic violence.

**Assessment:** For each standard, there are three criteria: "Say It", "Document It", and "Do It" (as explained further below). To show that a project is in full compliance with each standard, the Assessor should mark "Always" for each criteria. Once an answer is chosen, the Report Summary tab will automatically update to reflect the answers.

- "Say It" means that project and agency staff can describe verbally what they do concerning each standard. The Assessor should be able to identify that the organizational culture supports the standard by how staff talks about what is done.
- "Document It" means that there is written documentation that supports the project's compliance with each standard. Written documentation could include Policies and Procedures, Personnel Handbooks, Professional Development Plans, Project Rules, etc.
- "Do It" means that the Assessor was able to find evidence that supports the project's compliance with each standard. Evidence could include information contained in client or other administrative files, client acknowledgement that something is being done, staff can point to documentation that supports implementation of the standard, etc.

**Assessor Notes:** A cell below each individual standard allows the Assessor to add optional notes about the information collected for that particular standard. The notes can include where information was found, what questions were asked, who answered the questions, what additional information is needed to be able to mark that standard as

Tab	Description	Purpose
Instructions	Tool overview and aim	Offers instruction to users on the assessment tool
Provider Info	Input provider, project, and general assessment information	Determines project-specific standards for consideration

Standards – Access & Evaluation	Input compliance with standards concerning participant access to the project, and, input project evaluation and performance management	Assesses whether access and evaluation are compliant with Housing First principles
Standards – Leases	Input compliance with standards concerning the lease and occupancy agreements, where applicable	Assesses whether leases and occupancy agreements are compliant with Housing First principles
Standards – Services & Housing	Input compliance with standards concerning the service and housing models and structure, where applicable	Assesses whether services and housing are compliant with Housing First principles
Standards – Project-Specific	Prompts assessment standards based on project type and targeted sub-populations served by the project, where applicable	Assesses whether specific project standards are compliant with Housing First principles
Report Summary	Displays assessment scores and conclusions, and highlights non-compliant standards	Printable summary of the assessment



**Provider Information**

Please complete the information below on the organization being assessed.

Provider Information	
<b>Provider's Legal Name</b>	<b>Bowery Residents Committee, Inc.</b>
Acronym (If Applicable)	BRC
Year Incorporated	1973
EIN	13-2736659
Street Address	131 West 25th Street, 12th Floor, New York, New York
Zip Code	10001

Project Information	
Project Name	Palace Hotel SRO
Project Budget	\$530,240
Grant Number	NY0332
Name of Project Director	Leroy Perkins
Project Director Email Address	<a href="mailto:lperkins@brc.org">lperkins@brc.org</a>
Project Director Phone Number	646-300-7792
<b>Which best describes the project *</b>	<b>Permanent Supportive Housing</b>
<i>If project is a Safe Haven, please choose project type that it most operates like, e.g. shelter, transitional housing, or permanent housing</i>	
<p><b>Are your services targeted to any of the following populations specifically? Please select one if so, as this impacts your assessment questions.</b></p> <p style="text-align: right;"><b>None of the above</b></p>	

\*Please note that when you select a project type, particular standards may not be relevant.

Management Information	
Name of CEO	Mr. Lawrence Rosenblatt
CEO Email Address	<a href="mailto:muzzy@brc.org">muzzy@brc.org</a>
CEO Phone Number	212-803-5701
Name of Staff Member Guiding Assessment	Celine Yip
Staff Email Address	<a href="mailto:cyip@brc.org">cyip@brc.org</a>
Staff Phone Number	646-771-5594

Assessment Information	
Name of Assessor	Charles M. Winkler
Organizational Affiliation of Assessor	New York City Department of Social Services (NYC DSS) on behalf of NYC Continuum of Care (NYC CoC)

Assessor Email Address	<a href="mailto:winklerc@dss.nyc.gov">winklerc@dss.nyc.gov</a>
Assessor Phone Number	929-221-6187
<b>Date of Assessment</b>	<b>05/08/2024 (for contract year 05/01/2023 - 04/30/2024)</b>



## Housing First Standards

For each standard, please use the drop down boxes in the three columns to the right to select "Not at all" or "Sometimes" or "Always". Marking "Always" signifies full compliance for the standard.

No.	Standard	Access Definition / Evidence	Say It	Document it	Do it
Access 1	Projects are low-barrier	Admission to projects is not contingent on pre-requisites such as abstinence of substances, minimum income requirements, health or mental health history, medication adherence, age, criminal justice history, financial history, completion of treatment, participation in services, "housing readiness," history or occurrence of victimization, survivor of sexual assault or an affiliated person of such a survivor or other unnecessary conditions unless required by law or funding source.  <i>Optional notes here</i>	Always	Always	Always
Access 2	Projects do not deny assistance for unnecessary reasons	Procedures and oversight demonstrate that staff do everything possible to avoid denying assistance or rejecting an individual or family for the reasons listed in Access Standard #1.  <i>Optional notes here</i>	Always	Always	Always
Access 3	Access regardless of sexual orientation, gender identity, or marital status	Equal access is provided in accordance with the 2012 and 2016 Equal Access Rules, meaning that any project funded by HUD must ensure equal access for persons regardless of one's sexual orientation or marital status, and in accordance with one's gender identity. Adult only households, regardless of marital status, should have equal access to projects (if these project types are not available within a CoC, the CoC should conduct an assessment to determine if these project types are needed and work with providers to accommodate the need). Please see Equal Access Rules here: <a href="https://www.hudexchange.info/resource/1991/equal-access-to-housing-final-rule/">https://www.hudexchange.info/resource/1991/equal-access-to-housing-final-rule/</a>  <i>Optional notes here</i>	Always	Always	Always
Access 4	Admission process is expedited with speed and efficiency	Projects have expedited admission processes, to the greatest extent possible, including helping participants obtain documentation required by funding sources, as well as processes to admit participants regardless of the status of their eligibility documentation whenever applicable.  <i>Optional notes here</i>	Always	Always	Always



Access 5	Intake processes are person-centered and flexible	Intake and assessment procedures are focused on the individual's or family's strengths, needs, and preferences. Projects do not require specific appointment times, but have flexible intake schedules that ensure access to all households. Assessments are focused on identifying household strengths, resources, as well as identifying barriers to housing that can inform the basis of a housing plan as soon as a person is enrolled in the project.	Always	Always	Always
		<i>Optional notes here</i>			
Access 6	The provider/project accepts and makes referrals directly through Coordinated Entry	Projects actively participate in the CoC-designated Coordinated Entry processes as part of streamlined community-wide system access and triage. If these processes are not yet implemented, projects follow communities' existing referral processes. Referrals from Coordinated Entry are rarely rejected, and only if there is a history of violence, the participant does not want to be in the project, there are legally valid grounds (such as restrictions regarding sex offenders) or some other exceptional circumstance that is well documented.	Always	Always	Always
		<i>Optional notes here</i>			
Access 7	Exits to homelessness are avoided	Projects that can no longer serve particular households utilize the coordinated entry process, or the communities' existing referral processes if coordinated entry processes are not yet implemented, to ensure that those individuals and families have access to other housing and services as desired, and do not become disconnected from services and housing. Households encounter these exits under certain circumstances, such as if they demonstrate violent or harassing behaviors, which are described within agencies' regulation-adherent policies.	Always	Always	Always
		<i>Optional notes here</i>			
Name		Participant Input Definition / Evidence	Say It	Document it	Do it
Participant Input 1	Participant education is ongoing	Project participants receive ongoing education on Housing First principles as well as other service models employed in the project. In the beginning of and throughout tenancy, participants are informed about their full rights and responsibilities as lease holders, including the potential causes for eviction.  <i>Tenants are informed of their full rights and responsibilities as lease holders, but do not receive education on the Housing First model during their tenancy. But much of our service model adheres to Housing First principles and the program staff receive training on Housing First.</i>	Somewhat	Somewhat	Somewhat
Participant Input 2	Projects create regular, formal opportunities for participants to offer input	Input is welcomed regarding the project's policies, processes, procedures, and practices. Opportunities include involvement in: quality assurance and evaluation processes, a participant leadership/advisory board, processes to formally communicate with landlords, the design of and participation in surveys and focus groups, planning social gatherings, integrating peer specialists and peer-facilitated support groups to compliment professional services.	Always	Always	Always
		<i>Optional notes here</i>			



**Housing First Standards**

For each standard, please use the drop down boxes in the three columns to the right to select “Not at all” or “Sometimes” or “Always”. Marking “Always” signifies full compliance for the standard.

	Standard	Lease and Occupancy Definition / Evidence	Say It	Document It	Do It
Leases 1	Housing is considered permanent (not applicable for Transitional Housing)	Housing is not time-limited (though rent assistance may be) and leases are automatically renewable upon expiration, except with prior notice by either party.  <i>Optional notes here</i>	Always	Always	Always
Leases 2	Participant choice is fundamental	A participant has, at minimum, choices in deciding the location and type of housing based on preferences from a range of housing types and among multiple units, as available and as practical. In project-based settings, participants should be offered choice of units within a particular building, or within the portfolio of single site properties. In projects that use shared housing, i.e. housing with unrelated roommates, participants should be offered choice of roommates, as available and as practical. Additionally, as applicable, participants are able to choose their roommates when sharing a room or unit.  <i>When multiple units are available, prospective tenants are given the option to choose.</i>	Always	Always	Always
Leases 3	Leases are the same for participants as for other tenants	Leases do not have any provisions that would not be found in leases held by any other tenant in the property or building and is renewable per the participants’ and owner’s choice. People experiencing homelessness who receive help moving into permanent housing should have leases that confer the full rights, responsibilities, and legal protections under Federal, state, and local housing laws. For transitional housing, there may be limitations on length of stay, but a lease/occupancy agreement should look like a lease that a person would have in the normal rental market.  <i>Optional notes here</i>	Always	Always	Always
Leases 4	Participants receive education about their lease or occupancy agreement terms	Participants are also given access to legal assistance and encouraged to exercise their full legal rights and responsibilities. Landlords and providers abide by their legally-defined roles and responsibilities.  <i>Tenants are encouraged to exercise their full legal rights and both the landlord and provider fulfill the expectations within their roles and responsibilities. If needed by the tenant, the provider will connect the tenant to legal assistance.</i>	Always	Always	Always

Leases 5	Measures are used to prevent eviction	<p>In order to provide clear roles of staff for participants in terms of lease and rules enforcement as well as tenant advocacy, property management and service provider staff should be separate roles. However, they should work together on a regular basis through regular communications and meetings regarding Participants to address tenancy issues in order to preserve tenancy.</p> <p><i>For a small program like the Palace Hotel SRO, we do not have the funding to hire staff who are dedicated to each role listed. But BRC's approach to rent payment and lease enforcement is always based on a clinical approach, as we understand income for our residents can be unstable.</i></p>	Not at all	Not at all	Not at all
Leases 6	Providing stable housing is a priority	<p>Providers engage in a continued effort to hold housing for participants, even if they leave their housing for short periods due to treatment, illness, or any other temporary stay outside of the unit.</p> <p><i>Optional notes here</i></p>	Always	Always	Always
Leases 7	Rent payment policies respond to tenants' needs (as applicable)	<p>While tenants are accountable to the rental agreement, adjustments may be needed on a case by case basis. As necessary, participants are given special payment arrangements for rent arrears and/or assistance with financial management, including representative payee arrangements.</p> <p><i>Optional notes here</i></p>	Always	Always	Always



## Housing First Standards

For each standard, please use the drop down boxes in the three columns to the right to select “Not at all” or “Sometimes” or “Always”. Marking “Always” signifies full compliance for the standard.

Standard	Services Definition / Evidence	Say it	Document it	Do it
Services 1 Projects promote participant choice in services	Participants are able to choose from an array of services. Services offered are housing focused and include the following areas of support: employment and income, childhood and education, community connection, and stabilization to maintain housing. These should be provided by linking to community-based services.  <i>Optional notes here</i>	Always	Always	Always
Services 2 Person Centered Planning is a guiding principle of the service planning process	Person-centered Planning is a guiding principle of the service planning process  <i>Optional notes here</i>	Always	Always	Always
Services 3 Service support is as permanent as the housing	Service connections are permanently available and accessible for participants in Permanent Supportive Housing. Rapid Re-Housing projects should, at a minimum, be prepared to offer services for up to 6 months after the rental assistance ends. In emergency shelter and transitional housing, services are available as long as the participant resides in the unit or bed – and up to 6 months following exit from transitional housing.  <i>Optional notes here</i>	Always	Always	Always
Services 4 Services are continued despite change in housing status or placement	Wherever possible, participants continue to be offered services even if they lose their housing unit or bed (for congregate projects), or if they are placed in a short-term inpatient treatment. Ideally, the service relationship should continue, despite a service hiatus during some institutional stays.  <i>Tenants are not discharged from the program if they are hospitalized. And our team works to maintain continuity of care for clients who have been discharged from the program by encouraging clients to maintain any services they received from external providers. In addition, we will assist them in finding appropriate resources for their new living environment.</i>	Somewhat	Somewhat	Somewhat

Services 5	Participant engagement is a core component of service delivery	Staff provide effective services by developing relationships with participants that provide immediate needs and safety, develop trust and common ground, making warm hand-offs to other mainstream service providers, and clearly explain staff roles. Engagement is regular and relationships are developed over time.	Always	Always	Always
		<i>Optional notes here</i>			
Services 6	Services are culturally appropriate with translation services available, as needed	Project staff are sensitive to and support the cultural aspects of diverse households. Wherever possible, staff demographics reflect the participant population they serve in order to provide appropriate, culturally-specific services. Translation services are provided when needed to ensure full comprehension of the project. Projects that serve families with children should have family-friendly rules that allow for different schedules based on work and school hours and have services that allow parents to participate in activities without having to constantly supervise their children themselves (i.e. can use the bathroom or take a shower without their children being in the bathroom with them).	Always	Always	Always
		<i>Optional notes here</i>			
Services 7	Staff are trained in clinical and non-clinical strategies (including harm reduction, motivational interviewing, trauma-informed approaches, strength-based)	Services support a participant's ability to obtain and retain housing regardless of changes in behavior. Services are informed by a harm-reduction philosophy, such as recognizing that substance use and addiction are a part of some participants' lives. Participants are engaged in non-judgmental communication regarding their behavior and are offered education regarding how to avoid risky behaviors and engage in safer practices.	Always	Always	Always
		<i>Optional notes here</i>			
	<b>Standard</b>	<b>Housing Definition / Evidence</b>	<b>Say It</b>	<b>Document It</b>	<b>Do It</b>
Housing 1	Housing is not dependent on participation in services	Participation in permanent and temporary housing settings, as well as crisis settings such as emergency shelter, is not contingent on participating in supportive services or demonstration of progress made on a service plan. Services must be offered by staff, but are voluntary for participants.	Always	Always	Always
		<i>Optional notes here</i>			
Housing 2	Substance use is not a reason for termination	Participants are only terminated from the project for violations in the lease or occupancy agreements, as applicable. Occupancy agreements or an addendum to the lease do not include conditions around substance use or participation in services. If the project is a recovery housing model focused on people who are in early recovery from drugs or alcohol (as outlined in HUD's Recovery Housing Brief), different standards related to use and subsequent offer of treatment may apply. See HUD's Recovery Housing brief here: <a href="https://www.hudexchange.info/resource/4852/recovery-housing-policy-brief/">https://www.hudexchange.info/resource/4852/recovery-housing-policy-brief/</a>	Always	Always	Always

*Optional notes here*

Housing 3	The rules and regulations of the project are centered on participants' rights	Project staff have realistic expectations and policies. Rules and regulations are designed to support safe and stable communities and should never interfere with a life in the community. Participants have access to the project at all hours (except for nightly in and out shelter) and accommodation is made for pets.	Always	Always	Always
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*Optional notes here*

Housing 4	Participants have the option to transfer to another project	Transfers should be accommodated for tenants who reasonably believe that they are threatened with imminent harm from further violence if the tenant remains in the same unit. Whenever possible, transfers occur before a participant experiences homelessness.	Always	Always	Always
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*Optional notes here*



## Housing First Standards

For each standard, please use the drop down boxes in the three columns to the right to select "Not at all" or "Sometimes" or "Always". Marking "Always" signifies full compliance for the standard.

Standard	Project -Specific Standards	Say It	Document it	Do it
Project 1	<p>PSH is focused on ending homelessness for those with the most severe barriers to maintaining housing</p> <p>Participants and staff understand that a primary goal of permanent supportive housing is to end homelessness for people with the most severe service needs and help participants stay housed, regardless of other perceived barriers.</p> <p style="text-align: center;"><i>Optional notes here</i></p>	Always	Always	Always
Project 2	<p>Property Management duties are separate and distinct from services/case management</p> <p>In order to provide clear roles of staff for participants in terms of lease and rules enforcement as well as tenant advocacy, property management and service provider staff should be separate roles. However, they should work together on a regular basis through regular communications and meetings regarding Participants to address tenancy issues in order to preserve tenancy.</p> <p style="text-align: center;"><i>Optional notes here</i></p>	Not at all	Not at all	Not at all

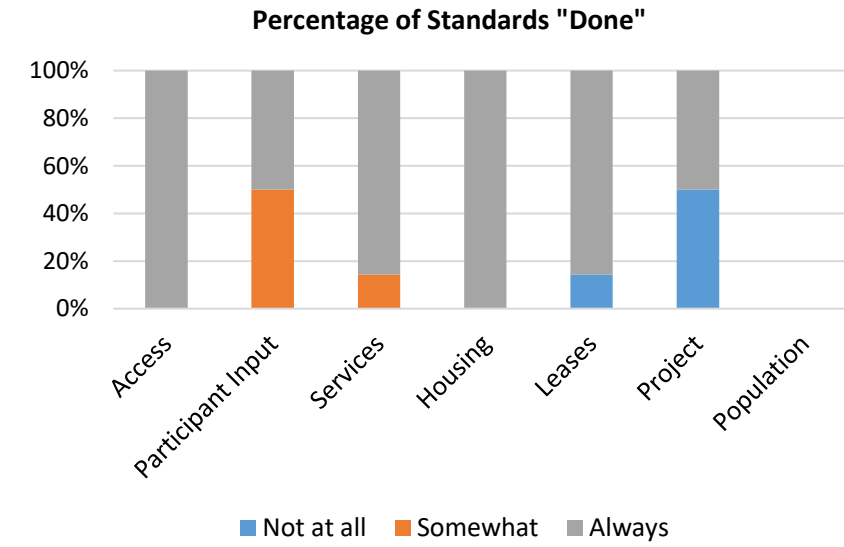
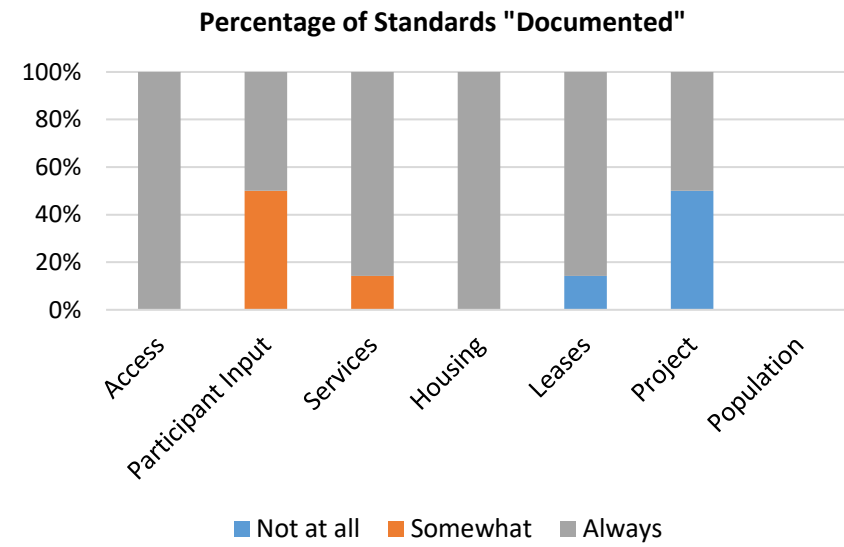
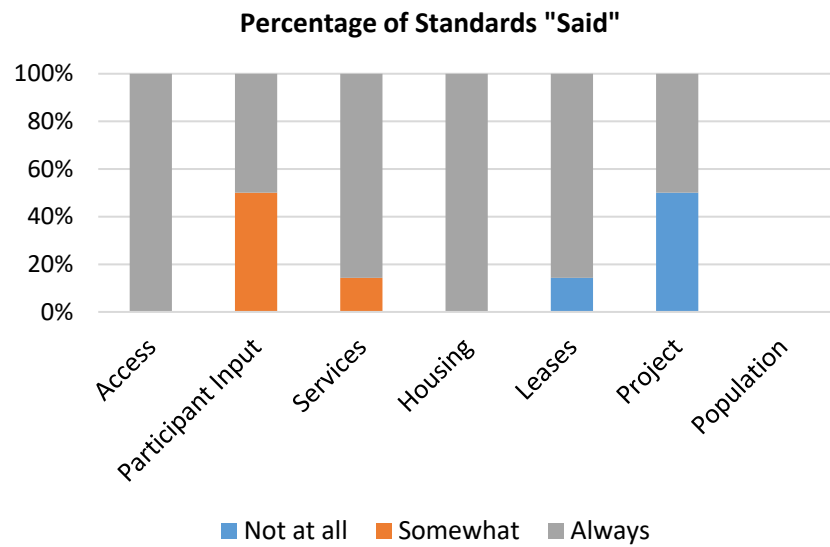


# Housing First Standards: Assessment Summary

**Bowery Residents Committee, Inc.**  
05/08/2024 (for contract year 05/01/2023 - 04/30/2024)

**Your score: 156**  
Max potential score: 174

Score is calculated by awarding 1 point for standards answered 'sometimes' and 2 points for standards answered 'always'. Categories that are not applicable for your project are not included in the maximum potential score.







**Attachment 1E-2 Local Competition Scoring Tool- Table of Contents**

<b>Figure</b>	<b>Description</b>	<b>Page Number</b>
1	Guidance by Question for New Project Scoring Tool	2-8
2	New Project Scoring Tool- Expansions	9-11
3	New Project Scoring Tool FY2024	12-14

Category 1: Organization Capacity and Experience			
Survey Monkey: Q32	Describe your organization's (and subrecipient(s) if applicable) experience effectively utilizing federal funds. If no experience with federal funds, describe your organizational experience utilizing state, local or private sector funding.	5	Applicants are not required to have experience leveraging all funding types, however strong applicants should generally have experience with a variety of funding types.
Survey Monkey: Q33	Briefly describe your organization's (and subrecipient(s) if applicable) financial management structure.	5	Strong responses should list staff positions dedicated to financial management, including descriptions of the responsibilities and activities associated with each. Strong responses may also include descriptions of regular review/reporting processes used to ensure effective financial management and accountability.
Survey Monkey: Q34	Please explain your organization's approach to	2.5	Strong responses will demonstrate an organizational commitment

	Continuous Quality Improvement (CQI).		to CQI and established practices that support quality improvement on an ongoing basis. Strong responses will speak to both quantitative measures of success (ex. participant housing outcomes) as well as qualitative (ex. participant feedback).
Long Answers: L2	Describe experience relevant to operating the project type (PSH/RRH) you are applying for and the population you intend to serve. If you have never operated a project of this type before or have never served the intended population, explain your motivation for applying and why you feel prepared to do so successfully.	12.5	Strong responses may list existing projects operated by the organization of the same type they are applying for. Responses should outline organizational capacity and motivation that aligns with NYC CoC local priorities. Applicants without experience operating the project type should address their motivation for applying and clearly explain any other organizational experience that is relevant to the application.

Long Answers: L5	CoC grantees are expected to foster an organizational culture based in mutual respect and an appreciation for the agency and autonomy of all clients/participants. Describe your organization's current approach to these values and how you will implement a participant-driven, strengths-based approach in the proposed project.	5	Strong responses will demonstrate an organizational commitment to these values and also describe a plan for enacting them in the context of the proposed project.
Category 2: Alignment with HUD and Local Priorities			
Long Answers: L3	Describe your organization's current approach to Housing First as defined by HUD. How do you envision implementation of Housing First in the proposed project?	6	Responses must show strong commitment to Housing First. Strong responses will give clear examples of Housing First practices that are already implemented in the organization and a well-articulated vision for implementing Housing First.
Long Answers: L4	How does your organization center cultural responsiveness, non-discrimination, language access, religious/spiritual needs and accessibility? How do you plan to practice these values in the context of the proposed project?	4	Strong responses will demonstrate an organizational commitment to these values and also describe a plan for practicing them in the context of the proposed project.

<p>Long Answers: L6</p>	<p>Describe your organization's current approach to trauma-informed care and how it will be integrated into the proposed project. Please note that all projects should have the capacity to support survivors of domestic and gender-based violence, including projects focused on serving other populations (i.e. youth, families, chronically homeless, etc.).</p>	<p>4</p>	<p>Strong responses will demonstrate an organizational commitment to these values and also describe a plan for practicing them in the context of the proposed project.</p>
<p>Long Answers: L7</p>	<p>a. Describe your organization's existing mechanism(s) for involvement from persons with lived experience of homelessness in any and all facets of program operations (i.e. paid staff, advisory committee, participant feedback, participation on the organization's board, etc.) and how their involvement is valued and applied.</p>	<p>6 (composite score)</p>	<p>Responses may include descriptions of a variety of ways that they support involvement from persons with lived experience within their organizations. While no particular form of involvement is required, strong responses should demonstrate that the organization/agency values the involvement of persons with lived experience and has created structures to support their involvement, including through financial compensation. Furthermore, strong responses will demonstrate ways in which that involvement has had a</p>

			<p>tangible impact on existing programs.</p>
	<p>b. The NYC CoC strongly encourages roles with a lived experience requirement at multiple levels of your organization to ensure successful program design and implementation. This may involve accepting lived experience in lieu of degree requirements and creating opportunities for professional development and advancement for employees with lived experience. Please describe your organization’s current approach to this priority.</p>		<p>Strong responses will describe specific roles requiring lived experience within their organization (ex. peer navigator, peer advocate), as well as the ways in which they have supported the advancement of pwlex broadly speaking. Applicants may also highlight anyone with lived experience in leadership or policy roles within their organization. Priority should be placed on lived experience of homelessness but other types of lived experience may also be relevant depending on the specific range of programming that an organization offers (ex. domestic violence, serious mental illness, substance use disorder, etc.).</p>

	c. Describe how you envision the role of persons with lived experience in designing and implementing this new project		Applicants should describe a clear and tangible vision. Strong responses will go beyond just feedback surveys, participant advisory boards, or other similar examples and should describe compensated contributions from pwlex that impact program design and implementation.
<b>Category 3: Project Design and Purpose</b>			
Long Answers: L1	a. Provide a description that addresses the entire scope of the proposed project, including: <ul style="list-style-type: none"> <li>• the target population(s) to be served</li> <li>• project plan for addressing the identified housing and supportive service needs</li> <li>• anticipated project outcome(s)</li> <li>• coordination with other organizations (e.g., federal, state, nonprofit)</li> <li>• how the CoC Program funding will be used</li> <li>• a general outline of your staffing plan</li> </ul>	40 (composite score)	Responses should demonstrate a deep understanding of the proposed target population and the challenges they face in obtaining and retaining permanent housing. Strong responses will clearly describe the staffing structure and services for the proposed project and how they will support participants in overcoming those challenges, including use of the Housing First approach. Staffing plan must account for livable

	<p>b. Outline your specific plan to coordinate and integrate with other mainstream health, social services, and employment programs for which project participants may be eligible. Describe how participants will be assisted to both increase their employment and/or income and to maximize their ability to live independently.</p> <p>c. Describe your project's current need and how the additional resources will be used to further the project's impact.</p>		<p>wages and be sufficient to support the scope of the project. Strong proposals will outline a clear plan for coordination with other entities to provide participants with a comprehensive menu of services. Expansion proposals must clearly describe the existing project and justify the request for additional resources by explaining their intended impact.</p>
<p>Budget Appendix</p>	<p>(complete the attached Budget Appendix in accordance with eligible costs for your project type)</p>	<p>10</p>	<p>Strong budgets will clearly align with the narrative description of the project and also with eligible costs according to the specific project type for which they are applying. All budget line items should include a short but clear description of the request, in line with the instructions provided in the Budget Appendix.</p>



Local Competition Scoring Tool

<b>Organization:</b> <b>Project Name:</b> <b>Project Type:</b>		
Category 1: Organization Capacity and Experience		
Number	Question/Instructions in Application	Max Points
Survey Monkey: Q32	Describe your organization’s (and subrecipient(s) if applicable) experience effectively utilizing federal funds. If no experience with federal funds, describe your organizational experience utilizing state, local or private sector funding.	5
Survey Monkey: Q33	Briefly describe your organization’s (and subrecipient(s) if applicable) financial management structure.	5
Survey Monkey: Q34	Please explain your organization's approach to Continuous Quality Improvement (CQI).	2.5
Long Answers: L2	Describe experience relevant to operating the project type (PSH/RRH) you are applying for and the population you intend to serve. If you have never operated a project of this type before or have never served the intended population, explain your motivation for applying and why you feel prepared to do so successfully.	12.5
Long Answers: L5	CoC grantees are expected to foster an organizational culture based in mutual respect and an appreciation for the agency and autonomy of all clients/participants. Describe your organization's current approach to these values and how you will implement a participant-driven, strengths-based approach in the proposed project.	5
		30
Category 2: Alignment with HUD and Local Priorities		
Number	Question/Instructions in Application	Max Points

Long Answers: L3	Describe your organization’s current approach to Housing First as defined by HUD. How do you envision implementation of Housing First in the proposed project?	6
Long Answers: L4	How does your organization center cultural responsiveness, non-discrimination, language access, religious/spiritual needs and accessibility? How do you plan to practice these values in the context of the proposed project?	4
Long Answers: L6	Describe your organization's current approach to trauma-informed care and how it will be integrated into the proposed project. Please note that all projects should have the capacity to support survivors of domestic and gender-based violence, including projects focused on serving other populations (i.e. youth, families, chronically homeless, etc.).	4
Long Answers: L7	a. Describe your organization’s existing mechanism(s) for involvement from persons with lived experience of homelessness in any and all facets of program operations (i.e. paid staff, advisory committee, participant feedback, participation on the organization’s board, etc.) and how their involvement is valued and applied.	6
	b. The NYC CoC strongly encourages roles with a lived experience requirement at multiple levels of your organization to ensure successful program design and implementation. This may involve accepting lived experience in lieu of degree requirements and creating opportunities for professional development and advancement for employees with lived experience. Please describe your organization’s current approach to this priority.	
	c. Describe how you envision the role of persons with lived experience in designing and implementing this new project	
		20
<b>Category 3: Project Design and Purpose</b>		
<b>Number</b>	<b>Question/Instructions in Application</b>	<b>Max Points</b>

Long Answers: L1	a. Provide a description that addresses the entire scope of the proposed project, including: <ul style="list-style-type: none"> <li>• the target population(s) to be served</li> <li>• project plan for addressing the identified housing and supportive service needs</li> <li>• anticipated project outcome(s)</li> <li>• coordination with other organizations (e.g., federal, state, nonprofit)</li> <li>• how the CoC Program funding will be used</li> <li>• a general outline of your staffing plan</li> </ul>	40
	b. Outline your specific plan to coordinate and integrate with other mainstream health, social services, and employment programs for which project participants may be eligible. Describe how participants will be assisted to both increase their employment and/or income and to maximize their ability to live independently.	
	c. Describe your project's current need and how the additional resources will be used to further the project's impact.	
Budget Appendix	(complete the attached Budget Appendix in accordance with eligible costs for your project type)	10
		50
<b>Total Points Awarded</b>		<b>100</b>

NEW PROJECT SCORING TOOL FY2024

<b>Organization:</b> <b>Project Name:</b> <b>Project Type:</b>		
Category 1: Organization Capacity and Experience		
Number	Question/Instructions in Application	Max Points
Survey Monkey: Q32	Describe your organization’s (and subrecipient(s) if applicable) experience effectively utilizing federal funds. If no experience with federal funds, describe your organizational experience utilizing state, local or private sector funding.	5
Survey Monkey: Q33	Briefly describe your organization’s (and subrecipient(s) if applicable) financial management structure.	5
Survey Monkey: Q34	Please explain your organization's approach to Continuous Quality Improvement (CQI).	2.5
Long Answers: L2	Describe experience relevant to operating the project type (PSH/RRH) you are applying for and the population you intend to serve. If you have never operated a project of this type before or have never served the intended population, explain your motivation for applying and why you feel prepared to do so successfully.	12.5
Long Answers: L5	CoC grantees are expected to foster an organizational culture based in mutual respect and an appreciation for the agency and autonomy of all clients/participants. Describe your organization's current approach to these values and how you will implement a participant-driven, strengths-based approach in the proposed project.	5
		30
Category 2: Alignment with HUD and Local Priorities		
Number	Question/Instructions in Application	Max Points
Long Answers: L3	Describe your organization’s current approach to Housing First as defined by HUD. How do you envision implementation of Housing First in the proposed project?	6

Long Answers: L4	How does your organization center cultural responsiveness, non-discrimination, language access, religious/spiritual needs and accessibility? How do you plan to practice these values in the context of the proposed project?	4
Long Answers: L6	Describe your organization's current approach to trauma-informed care and how it will be integrated into the proposed project. Please note that all projects should have the capacity to support survivors of domestic and gender-based violence, including projects focused on serving other populations (i.e. youth, families, chronically homeless, etc.).	4
Long Answers: L7	a. Describe your organization's existing mechanism(s) for involvement from persons with lived experience of homelessness in any and all facets of program operations (i.e. paid staff, advisory committee, participant feedback, participation on the organization's board, etc.) and how their involvement is valued and applied.	6
	b. The NYC CoC strongly encourages roles with a lived experience requirement at multiple levels of your organization to ensure successful program design and implementation. This may involve accepting lived experience in lieu of degree requirements and creating opportunities for professional development and advancement for employees with lived experience. Please describe your organization's current approach to this priority.	
	c. Describe how you envision the role of persons with lived experience in designing and implementing this new project	
		20
<b>Category 3: Project Design and Purpose</b>		
<b>Number</b>	<b>Question/Instructions in Application</b>	<b>Max Points</b>

Long Answers: L1	a. Provide a description that addresses the entire scope of the proposed project, including: <ul style="list-style-type: none"> <li>• the target population(s) to be served</li> <li>• project plan for addressing the identified housing and supportive service needs</li> <li>• anticipated project outcome(s)</li> <li>• coordination with other organizations (e.g., federal, state, nonprofit)</li> <li>• how the CoC Program funding will be used</li> <li>• a general outline of your staffing plan</li> </ul>	40
	b. Outline your specific plan to coordinate and integrate with other mainstream health, social services, and employment programs for which project participants may be eligible. Describe how participants will be assisted to both increase their employment and/or income and to maximize their ability to live independently.	
Budget Appendix	(complete the attached Budget Appendix in accordance with eligible costs for your project type)	10
		50
<b>Total Points Awarded</b>		<b>100</b>

Question Number	Question/Instructions in Application	Max Points	Scoring Guidance
Category 1: Organization Capacity and Experience			
Survey Monkey: Q32	Describe your organization's (and subrecipient(s) if applicable) experience effectively utilizing federal funds. If no experience with federal funds, describe your organizational experience utilizing state, local or private sector funding.	5	Applicants are not required to have experience leveraging all funding types, however strong applicants should generally have experience with a variety of funding types.
Survey Monkey: Q33	Briefly describe your organization's (and subrecipient(s) if applicable) financial management structure.	5	Strong responses should list staff positions dedicated to financial management, including descriptions of the responsibilities and activities associated with each. Strong responses may also include descriptions of regular review/reporting processes used to ensure effective financial management and accountability.
Survey Monkey: Q34	Please explain your organization's approach to Continuous Quality Improvement (CQI).	2.5	Strong responses will demonstrate an organizational commitment to CQI and established practices that support quality improvement on an ongoing basis. Strong responses will speak to both quantitative measures of success (ex. participant housing outcomes) as well as qualitative (ex. participant feedback).

<p>Long Answers: L2</p>	<p>Describe experience relevant to operating the project type (PSH/RRH) you are applying for and the population you intend to serve. If you have never operated a project of this type before or have never served the intended population, explain your motivation for applying and why you feel prepared to do so successfully.</p>	<p>12.5</p>	<p>Strong responses may list existing projects operated by the organization of the same type they are applying for. Responses should outline organizational capacity and motivation that aligns with NYC CoC local priorities. Applicants without experience operating the project type should address their motivation for applying and clearly explain any other organizational experience that is relevant to the application.</p>
<p>Long Answers: L5</p>	<p>CoC grantees are expected to foster an organizational culture based in mutual respect and an appreciation for the agency and autonomy of all clients/participants. Describe your organization's current approach to these values and how you will implement a participant-driven, strengths-based approach in the proposed project.</p>	<p>5</p>	<p>Strong responses will demonstrate an organizational commitment to these values and also describe a plan for enacting them in the context of the proposed project.</p>
<p><b>Category 2: Alignment with HUD and Local Priorities</b></p>			
<p>Long Answers: L3</p>	<p>Describe your organization's current approach to Housing First as defined by HUD. How do you envision implementation of Housing First in the proposed project?</p>	<p>6</p>	<p>Responses must show strong commitment to Housing First. Strong responses will give clear examples of Housing First practices that are already implemented in the organization and a well-articulated vision for implementing Housing First.</p>



Long Answers: L4	How does your organization center cultural responsiveness, non-discrimination, language access, religious/spiritual needs and accessibility? How do you plan to practice these values in the context of the proposed project?	4	Strong responses will demonstrate an organizational commitment to these values and also describe a plan for practicing them in the context of the proposed project.
Long Answers: L6	Describe your organization's current approach to trauma-informed care and how it will be integrated into the proposed project. Please note that all projects should have the capacity to support survivors of domestic and gender-based violence, including projects focused on serving other populations (i.e. youth, families, chronically homeless, etc.).	4	Strong responses will demonstrate an organizational commitment to these values and also describe a plan for practicing them in the context of the proposed project.
Long Answers: L7	a. Describe your organization's existing mechanism(s) for involvement from persons with lived experience of homelessness in any and all facets of program operations (i.e. paid staff, advisory committee, participant feedback, participation on the organization's board, etc.) and how their involvement is valued and applied.	6 (composite score)	Responses may include descriptions of a variety of ways that they support involvement from persons with lived experience within their organizations. While no particular form of involvement is required, strong responses should demonstrate that the organization/agency values the involvement of persons with lived experience and has created structures to support their involvement, including through financial compensation. Furthermore, strong responses will demonstrate ways in which that involvement has had a

			<p>tangible impact on existing programs.</p>
	<p>b. The NYC CoC strongly encourages roles with a lived experience requirement at multiple levels of your organization to ensure successful program design and implementation. This may involve accepting lived experience in lieu of degree requirements and creating opportunities for professional development and advancement for employees with lived experience. Please describe your organization’s current approach to this priority.</p>		<p>Strong responses will describe specific roles requiring lived experience within their organization (ex. peer navigator, peer advocate), as well as the ways in which they have supported the advancement of pwlex broadly speaking. Applicants may also highlight anyone with lived experience in leadership or policy roles within their organization. Priority should be placed on lived experience of homelessness but other types of lived experience may also be relevant depending on the specific range of programming that an organization offers (ex. domestic violence, serious mental illness, substance use disorder, etc.).</p>
	<p>c. Describe how you envision the role of persons with lived experience in designing and implementing this new project</p>		<p>Applicants should describe a clear and tangible vision. Strong responses will go beyond just feedback surveys, participant advisory boards, or other similar examples and should describe compensated contributions from pwlex that</p>

			impact program design and implementation.
Category 3: Project Design and Purpose			
Long Answers: L1	<p>a. Provide a description that addresses the entire scope of the proposed project, including:</p> <ul style="list-style-type: none"> <li>• the target population(s) to be served</li> <li>• project plan for addressing the identified housing and supportive service needs</li> <li>• anticipated project outcome(s)</li> <li>• coordination with other organizations (e.g., federal, state, nonprofit)</li> <li>• how the CoC Program funding will be used</li> <li>• a general outline of your staffing plan</li> </ul> <p>b. Outline your specific plan to coordinate and integrate with other mainstream health, social services, and employment programs for which project participants may be eligible. Describe how participants will be assisted to both increase their employment and/or income and to maximize their ability to live independently.</p> <p>c. Describe your project's current need and how the additional resources will be used to further the project's impact.</p>	40 (composite score)	Responses should demonstrate a deep understanding of the proposed target population and the challenges they face in obtaining and retaining permanent housing. Strong responses will clearly describe the staffing structure and services for the proposed project and how they will support participants in overcoming those challenges, including use of the Housing First approach. Staffing plan must account for livable wages and be sufficient to support the scope of the project. Strong proposals will outline a clear plan for coordination with other entities to provide participants with a comprehensive menu of services. Expansion proposals must clearly describe the existing project and justify the request for additional resources by explaining their intended impact.
Budget Appendix	(complete the attached Budget Appendix in accordance with eligible costs for your project type)	10	Strong budgets will clearly align with the narrative description of the project and also with eligible costs

		according to the specific project type for which they are applying. All budget line items should include a short but clear description of the request, in line with the instructions provided in the Budget Appendix.
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**Organization:**  
**Project Name:**  
**Project Type:**

**Category 1: Organization Capacity and Experience**

<b>Number</b>	<b>Question/Instructions in Application</b>	<b>Max Points</b>
Survey Monkey: Q32	Describe your organization’s (and subrecipient(s) if applicable) experience effectively utilizing federal funds. If no experience with federal funds, describe your organizational experience utilizing state, local or private sector funding.	5
Survey Monkey: Q33	Briefly describe your organization’s (and subrecipient(s) if applicable) financial management structure.	5
Survey Monkey: Q34	<b>Please explain your organization's approach to Continuous Quality Improvement (CQI).</b>	2.5
Long Answers: L2	Describe experience relevant to operating the project type (PSH/RRH) you are applying for and the population you intend to serve. If you have never operated a project of this type before or have never served the intended population, explain your motivation for applying and why you feel prepared to do so successfully.	12.5
Long Answers: L5	CoC grantees are expected to foster an organizational culture based in mutual respect and an appreciation for the agency and autonomy of all clients/participants. Describe your organization's current approach to these values and how you will implement a participant-driven, strengths-based approach in the proposed project.	5
		30

**Category 2: Alignment with HUD and Local Priorities**

<b>Number</b>	<b>Question/Instructions in Application</b>	<b>Max Points</b>
Long Answers: L3	Describe your organization’s current approach to Housing First as defined by HUD. How do you envision implementation of Housing First in the proposed project?	6
Long Answers: L4	<b>How does your organization center cultural responsiveness, non-discrimination, language access, religious/spiritual needs and accessibility? How do you plan to practice these values in the context of the proposed project?</b>	4

Long Answers: L6	Describe your organization's current approach to trauma-informed care and how it will be integrated into the proposed project. Please note that all projects should have the capacity to support survivors of domestic and gender-based violence, including projects focused on serving other populations (i.e. youth, families, chronically homeless, etc.).	4
Long Answers: L7	a. Describe your organization's existing mechanism(s) for involvement from persons with lived experience of homelessness in any and all facets of program operations (i.e. paid staff, advisory committee, participant feedback, participation on the organization's board, etc.) and how their involvement is valued and applied.	6
	b. The NYC CoC strongly encourages roles with a lived experience requirement at multiple levels of your organization to ensure successful program design and implementation. This may involve accepting lived experience in lieu of degree requirements and creating opportunities for professional development and advancement for employees with lived experience. Please describe your organization's current approach to this priority.	
	c. Describe how you envision the role of persons with lived experience in designing and implementing this new project	
		20
<b>Category 3: Project Design and Purpose</b>		
<b>Number</b>	<b>Question/Instructions in Application</b>	<b>Max Points</b>
Long Answers: L1	a. Provide a description that addresses the entire scope of the proposed project, including: <ul style="list-style-type: none"> <li>• the target population(s) to be served</li> <li>• project plan for addressing the identified housing and supportive service needs</li> <li>• anticipated project outcome(s)</li> <li>• coordination with other organizations (e.g., federal, state, nonprofit)</li> <li>• how the CoC Program funding will be used</li> <li>• a general outline of your staffing plan</li> </ul>	40

	b. Outline your specific plan to coordinate and integrate with other mainstream health, social services, and employment programs for which project participants may be eligible. Describe how participants will be assisted to both increase their employment and/or income and to maximize their ability to live independently.	
	c. Describe your project's current need and how the additional resources will be used to further the project's impact.	
Budget Appendix	(complete the attached Budget Appendix in accordance with eligible costs for your project type)	10
		50
<b>Total Points Awarded</b>		<b>100</b>

NEW PROJECT SCORING TOOL FY2024

<b>Organization:</b> <b>Project Name:</b> <b>Project Type:</b>		
<b>Category 1: Organization Capacity and Experience</b>		
<b>Number</b>	<b>Question/Instructions in Application</b>	<b>Max Points</b>
Survey Monkey: Q32	Describe your organization’s (and subrecipient(s) if applicable) experience effectively utilizing federal funds. If no experience with federal funds, describe your organizational experience utilizing state, local or private sector funding.	5
Survey Monkey: Q33	Briefly describe your organization’s (and subrecipient(s) if applicable) financial management structure.	5
Survey Monkey: Q34	Please explain your organization's approach to Continuous Quality Improvement (CQI).	2.5
Long Answers: L2	Describe experience relevant to operating the project type (PSH/RRH) you are applying for and the population you intend to serve. If you have never operated a project of this type before or have never served the intended population, explain your motivation for applying and why you feel prepared to do so successfully.	12.5
Long Answers: L5	CoC grantees are expected to foster an organizational culture based in mutual respect and an appreciation for the agency and autonomy of all clients/participants. Describe your organization's current approach to these values and how you will implement a participant-driven, strengths-based approach in the proposed project.	5
		30
<b>Category 2: Alignment with HUD and Local Priorities</b>		
<b>Number</b>	<b>Question/Instructions in Application</b>	<b>Max Points</b>
Long Answers: L3	Describe your organization’s current approach to Housing First as defined by HUD. How do you envision implementation of Housing First in the proposed project?	6



Long Answers: L4	How does your organization center cultural responsiveness, non-discrimination, language access, religious/spiritual needs and accessibility? How do you plan to practice these values in the context of the proposed project?	4
Long Answers: L6	Describe your organization's current approach to trauma-informed care and how it will be integrated into the proposed project. Please note that all projects should have the capacity to support survivors of domestic and gender-based violence, including projects focused on serving other populations (i.e. youth, families, chronically homeless, etc.).	4
Long Answers: L7	a. Describe your organization's existing mechanism(s) for involvement from persons with lived experience of homelessness in any and all facets of program operations (i.e. paid staff, advisory committee, participant feedback, participation on the organization's board, etc.) and how their involvement is valued and applied.	6
	b. The NYC CoC strongly encourages roles with a lived experience requirement at multiple levels of your organization to ensure successful program design and implementation. This may involve accepting lived experience in lieu of degree requirements and creating opportunities for professional development and advancement for employees with lived experience. Please describe your organization's current approach to this priority.	
	c. Describe how you envision the role of persons with lived experience in designing and implementing this new project	
		20
<b>Category 3: Project Design and Purpose</b>		
<b>Number</b>	<b>Question/Instructions in Application</b>	<b>Max Points</b>
Long Answers: L1	a. Provide a description that addresses the entire scope of the proposed project, including: <ul style="list-style-type: none"> <li>• the target population(s) to be served</li> <li>• project plan for addressing the identified housing and supportive service needs</li> <li>• anticipated project outcome(s)</li> <li>• coordination with other organizations (e.g., federal, state, nonprofit)</li> <li>• how the CoC Program funding will be used</li> <li>• a general outline of your staffing plan</li> </ul>	40

	b. Outline your specific plan to coordinate and integrate with other mainstream health, social services, and employment programs for which project participants may be eligible. Describe how participants will be assisted to both increase their employment and/or income and to maximize their ability to live independently.	
Budget Appendix	(complete the attached Budget Appendix in accordance with eligible costs for your project type)	10
		50
<b>Total Points Awarded</b>		<b>100</b>



**Attachment 1E-2a Scored Forms One Project- Table of Contents**

<b>Figure</b>	<b>Description</b>	<b>Page Number</b>
1	2024 CoC Evaluation Results GMHC-RRH	2

Applicant Name	Project Name	Project Type	Grant Number	<b><u>FINAL</u></b> <b><u>SCORE:</u></b> (to calculate take LPS percent x <u>35% + HMIS</u> percent x 65%)
Gay Men's Health Crisis (GMHC)	GMHC CoC RRH Project 1	NY1225	NY1225	<b><u>94.81%</u></b>

<p style="text-align: center;"><b><u>LPS</u></b> <b><u>Survey</u></b> <b><u>Points</u></b> <b>(divide by 27 to</b> <b><u>get percent)</u></b></p>	<p style="text-align: center;"><b><u>Total HMIS</u></b> <b><u>Points</u></b> <b>(divide by 84</b> <b>for PSH; 79 for</b> <b>TH; and 100 for</b> <b><u>RRH/TH-RRH to</u></b> <b><u>get percent)</u></b></p>	<p style="text-align: center;"><b>Local</b> <b>Priorities</b> <b>Survey</b> <b>Spend Down:</b> <i>Specify the total HUD</i> <i>funds expended during</i> <i>the most recently</i> <i>completed HUD contract</i> <i>(ending in 2023) using</i> <i>SAGE or Field Office</i> <i>Reports</i></p>	<p style="text-align: center;"><b>Local</b> <b>Priorities</b> <b>Survey</b> <b>Spend Down:</b> <i>See Guidance for point</i> <i>allocation based on %</i> <i>spent</i></p>	<p style="text-align: center;"><b>Local</b> <b>Priorities</b> <b>Survey</b> <b>Quarterly Draw</b> <b>Down:</b> <i>If Project spent down</i> <i>at least 90% of its</i> <i>grant</i></p>
25.00	96.00	99.06%	8.0	1.0

<p style="text-align: center;"><b>Local Priorities Survey</b> HMIS Policies &amp; Procedures</p>	<p style="text-align: center;"><b>Local Priorities Survey</b> APR submitted in SAGE bet. Oct. 2022-Sept. 2023 on time <i>5 points deducted if late</i></p>	<p style="text-align: center;"><b>Local Priorities Survey</b> Policy Section: Q.6 <i>Satisfaction Surveys or focus groups</i></p>	<p style="text-align: center;"><b>Local Priorities Survey</b> Policy Section: Q.7 <i>Community Meetings, Public Meetings, or smaller meetings</i></p>	<p style="text-align: center;"><b>Local Priorities Survey</b> Policy Section: Q.8 <i>Activities &amp; Initiatives</i></p>	<p style="text-align: center;"><b>Local Priorities Survey</b> Policy Section: Q.9 <i>Grievance Policy</i></p>
1	0	1	1	1	1

<p><b>Local Priorities Survey Policy</b> Section: Q.10 <i>Organization employs PWLE</i></p>	<p><b>Local Priorities Survey Policy</b> Section: Q.11 <i>Project employs PWLE</i></p>	<p><b>Local Priorities Survey Policy</b> Section: Q.12 <i>Board of Directors or Policy-Making Body/Consumer Advisory Board</i></p>	<p><b>Local Priorities Survey Policy</b> Section: Q.13 <i>Board represents religious, racial, ethnic, gender or, other cultural makeup of participants</i></p>	<p><b>Local Priorities Survey Policy</b> Section: Q.14 <i>Cultural responsiveness, non-discrimination, language access, religioug/spirucal needs, accessibiolity training</i></p>	<p><b>Local Priorities Survey Program Details: Q.15</b> CAPS</p>
1	1	2	1	1	1

<p><b>Local Priorities Survey</b> Program Details: <b>Q.16</b> <i>Housing First</i></p>	<p><b>Local Priorities Survey</b> Program Details: <b>Q.17</b> <i>Committee Participation</i></p>	<p><b>Local Priorities Survey</b> Program Details: <b>Q.18</b> <i>HOPE Participation</i></p>	<p><b>HMIS</b> Total Persons Served</p>	<p><b>HMIS</b> Total Household s Served</p>	<p><b>HMIS</b> Total Persons Exiting</p>	<p><b>HMIS</b> Metric 1 - % exiting to permanent housing</p>
3	1	0	122	53	46	98%



<p><b>HMIS</b> Metric 2 - % moved in of those served &gt;30 days</p>	<p><b>HMIS</b> Metric 3 - % moved in between 8 and 90 days</p>	<p><b>HMIS</b> Metric 4 - % exiting to non- homeless destination s</p>	<p><b>HMIS</b> Metric 5 - % Increasing or Maintaining Any Income</p>	<p><b>HMIS</b> Metric 6 - % Data Quality</p>	<p><b>HMIS</b> Metric 7 - % ESNAPS target number served</p>	<p><b>TOTAL HMIS score</b></p>
97%	54%	100%	98%	99%	100%	<b>96.01%</b>



**Attachment 1E-5Projects Rejected/Reduced- Notification Outside of e-snaps**

Figure	Description	Page Number
1	Email notification to NYC HPD concerning project SoBro Consolidated (NY0604) <b>RANK #176</b>	2
2	Email notification to Banana Kelly Improvement Assoc, Inc. concerning project Rental Assistance Program (NY0361) <b>RANK #63</b>	3

**Durrant, Mark**

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**From:** New York City CCoC  
**Sent:** Tuesday, October 15, 2024 5:54 PM  
**To:** Warren, Alexandra (HPD); Seymour, Nakeia (HPD)  
**Cc:** New York City CCoC  
**Subject:** NYC Continuum of Care (NY600) – 2024 NOFO – Notification of Projects Reduced

Dear CoC Applicant,

Thank you for informing us on August 22<sup>nd</sup>, 2024 of the NYC Dept. of Housing Preservation and Development’s decision to partially reallocate **\$269,040** in project funds from **SoBro Consolidated** back to the New York City Continuum of Care. Funding for this project will be reduced to “right-size” the project grant and improve spending. This program will be permanently reduced at the expiration date of the current contract.

Organization	Project Name	HUD Contract #	Reallocation Amount
NYC HPD	SoBro Consolidated	NY06042T002416	\$269,040

Regards,

New York City Continuum of Care (CoC) / [nychomeless.com](http://nychomeless.com)  
4 World Trade Center- 31<sup>st</sup> Floor – New York City, NY 10007-2355



**Durrant, Mark**

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**From:** New York City CCoC  
**Sent:** Tuesday, October 15, 2024 6:25 PM  
**To:** Hope Burgess  
**Cc:** New York City CCoC  
**Subject:** NYC Continuum of Care (NY600) – 2024 NOFO – Notification of Projects Reduced (Corrected)

Dear CoC Applicant,

Thank you for partially reallocating **\$3,668** in project funds from **Rental Assistance Program** back to the New York City Continuum of Care. Funding for this project will be reduced to “right-size” the project grant and improve spending. This program will be permanently reduced at the expiration date of the current contract.

Organization	Project Name	HUD Contract #	Reallocation Amount	Renewal Budget
Banana Kelly Improvement Assoc Inc	Rental Assistance Program	NY0361	\$3,668	\$582,008

Regards,

New York City Continuum of Care (CoC) | [nyhomeless.com](http://nyhomeless.com)  
4 World Trade Center- 31<sup>st</sup> Floor – New York City, NY 10007-2355



**Jonathan R. Martinez, MPH, MSW** | (he/him/his)  
*Deputy Director of Community Engagement & Partnerships*  
Federal Homeless Policy & Reporting Unit, Office of Research & Policy Innovation  
New York City Continuum of Care (CoC) | [nyhomeless.com](http://nyhomeless.com)  
4 World Trade Center- 31<sup>st</sup> Floor – New York City, NY 10007-2355  
T: (929) 221-5223 | E: [Martinezjo@dss.nyc.gov](mailto:Martinezjo@dss.nyc.gov) | [LinkedIn](#)



**U.S. Department of Housing  
and Urban Development**

**Certification of Consistency  
with the Consolidated Plan  
for the Continuum of Care  
Program Competition**

I certify the proposed activities included in the Continuum of Care (CoC) project application(s) is consistent with the jurisdiction's currently approved Consolidated Plan.

Applicant Name: New York Continuum of Care (NY - 600)

Project Name: NY - 600 New York Continuum of Care FY2024

Location of the Project: Kings County, Queens County, New York County, Bronx County, Richmond County (Staten Island)

Name of  
Certifying Jurisdiction: New York City

Certifying Official  
of the Jurisdiction Name: Molly W. Park

Title: Commissioner, New York City Department of Social Services

Signature: 

Date: 10/24/24

**Public reporting burden** for this collection of information is estimated to average 3.0 hours per response, including the time for reviewing instructions, completing the form, attaching a list of projects if submitting one form per jurisdiction, obtaining local jurisdiction's signature, and uploading to the electronic e-snaps CoC Consolidated Application. This agency may not conduct or sponsor, and a person is not required to respond to, a collection information unless that collection displays a valid OMB control number.

**Privacy Act Statement.** This form does not collect SSN information. The Department of Housing and Urban Development (HUD) is authorized to collect all the information required by this form under 24 CFR part 91, 24 CFR Part 578, and is authorized by the McKinney-Vento Act, as amended by S. 896 The Homeless Emergency Assistance and Rapid Transition to Housing (HEARTH) Act of 2009 (42 U.S.C. 11371 et seq.). HUD considers the completion of this form, including the local jurisdiction(s) authorizing official's signature, as confirmation the project application(s) proposed activities submitted to HUD in the CoC Program Competition are consistent with the jurisdiction's Consolidated Plan and, if the project applicant is a state or unit of local government, that the jurisdiction is following its Consolidated Plan per the requirement of 24 CFR part 91. Failure to either submit one form per project or one form with a listing of project information for each field (i.e., name of applicant, name of project, location of project) will result in a technical deficiency notification that must be corrected within the number of days designated by HUD, and further failure to

**OMB Approval No. 2506-0112 (Expires 12/31/2024)**



October 15, 2024

Re: FY24 NOFO Application – NYC Continuum of Care (NY600)

Dear CoC Applicant,

**Thank you to all the providers who participated in the FY24 NOFO Competition!**

This letter serves as notification of the NYC Continuum of Care’s decision to include your new and/or renewal project application in the FY24 Priority Listing as a part of the NYC Continuum of Care’s FY24 NOFO Application to the U.S. Department of Housing and Urban Development (HUD). The NYC Continuum of Care will submit the Consolidated Application to HUD by the October 30, 2024 deadline.

The list of all new and renewal projects is included below. For more information on the project selection and ranking process, please visit the [NYC Continuum of Care website](#).

Sincerely,

NYC CoC Co-Chairs:

*Kristen Mitchell*

*Tierra Labrada*

Projects Accepted in the NYC Continuum of Care FY24 NOFO Competition				
Applicant Name	Project Name	Rank	Score	Funding Amount
Anthos Home Inc	Anthos Home Rapid Rehousing Program Renewal FY2024	14	Exempt	\$1,001,284
Association to Benefit Children	ABC Permanent Supportive Housing Project Renewal FY2024	96	81.06%	\$169,501
Bailey House Inc.	Schafer Hall FY '24	75	83.75%	\$454,480
Bailey House Inc.	SHIP FY '24	29	91.35%	\$2,527,251
Bailey House Inc.	STARS II FY '24	101	80.23%	\$1,071,845
Banana Kelly Improvement Assoc Inc	Rental Assistance Program	63	85.36%	\$582,008



<b>Projects Accepted in the NYC Continuum of Care FY24 NOFO Competition</b>				
<b>Applicant Name</b>	<b>Project Name</b>	<b>Rank</b>	<b>Score</b>	<b>Funding Amount</b>
Black Veterans for Social Justice, Inc.	BVSJ RRH Support Services Only	8	Exempt	\$454,423
Bowery Residents' Committee, Inc.	Liberty Avenue	28	92.32%	\$368,664
Bowery Residents' Committee, Inc.	Palace Hotel SRO	88	82.51%	\$424,192
BronxWorks Inc.	BronxWorks HUD Scattered Site	57	86.04%	\$1,806,414
City of New York Acting by and through its Department of Housing Preservation and Development	290 East 3rd Street Residence	141	73.80%	\$816,624
City of New York Acting by and through its Department of Housing Preservation and Development	Boston Road	108	78.85%	\$710,633
City of New York Acting by and through its Department of Housing Preservation and Development	Breaking Ground Consolidated	92	81.84%	\$5,130,055
City of New York Acting by and through its Department of Housing Preservation and Development	Bronx Park East Residence	110	78.21%	\$855,398
City of New York Acting by and through its Department of Housing Preservation and Development	CAMBA Consolidated	144	73.07%	\$1,653,769



Projects Accepted in the NYC Continuum of Care FY24 NOFO Competition				
Applicant Name	Project Name	Rank	Score	Funding Amount
City of New York Acting by and through its Department of Housing Preservation and Development	Camba Gardens II	155	69.97%	\$2,856,882
City of New York Acting by and through its Department of Housing Preservation and Development	CAMBA Hegeman	135	74.91%	\$975,240
City of New York Acting by and through its Department of Housing Preservation and Development	Casa Renacer	105	79.30%	\$862,969
City of New York Acting by and through its Department of Housing Preservation and Development	CCM Consolidated	147	72.66%	\$889,385
City of New York Acting by and through its Department of Housing Preservation and Development	Chelsea Leaf North	134	75.00%	\$319,472
City of New York Acting by and through its Department of Housing Preservation and Development	Clinton Housing W. 42nd Street	175	64.63%	\$293,746
City of New York Acting by and through its Department of Housing Preservation and Development	Community Access Consolidated	160	67.99%	\$2,332,725





<b>Projects Accepted in the NYC Continuum of Care FY24 NOFO Competition</b>				
<b>Applicant Name</b>	<b>Project Name</b>	<b>Rank</b>	<b>Score</b>	<b>Funding Amount</b>
City of New York Acting by and through its Department of Housing Preservation and Development	Community Access Consolidated Expansion FY24	172	90.30%	\$528,408.00
City of New York Acting by and through its Department of Housing Preservation and Development	Diversity Works	67	85.05%	\$748,465
City of New York Acting by and through its Department of Housing Preservation and Development	Dorothy McGowan	122	76.61%	\$587,366
City of New York Acting by and through its Department of Housing Preservation and Development	Edith MacGuire Residence	114	77.91%	\$1,045,054
City of New York Acting by and through its Department of Housing Preservation and Development	Ehrlich Residence	148	72.14%	\$695,073
City of New York Acting by and through its Department of Housing Preservation and Development	El Rio	83	82.92%	\$843,327
City of New York Acting by and through its Department of Housing Preservation and Development	Geel Consolidated	56	86.04%	\$1,743,113



Projects Accepted in the NYC Continuum of Care FY24 NOFO Competition				
Applicant Name	Project Name	Rank	Score	Funding Amount
City of New York Acting by and through its Department of Housing Preservation and Development	Gibb Mansion	112	78.08%	\$742,767
City of New York Acting by and through its Department of Housing Preservation and Development	Gramercy Leaf	158	69.80%	\$860,520
City of New York Acting by and through its Department of Housing Preservation and Development	Ilene R. Smith Residence	119	77.02%	\$468,288
City of New York Acting by and through its Department of Housing Preservation and Development	JHB Housing	127	75.88%	\$595,587
City of New York Acting by and through its Department of Housing Preservation and Development	Kingsbridge Heights	27	92.76%	\$650,227
City of New York Acting by and through its Department of Housing Preservation and Development	Kingsbridge Terrace	150	71.70%	\$487,557
City of New York Acting by and through its Department of Housing Preservation and Development	Lantern Consolidated	94	81.15%	\$7,496,883



<b>Projects Accepted in the NYC Continuum of Care FY24 NOFO Competition</b>				
<b>Applicant Name</b>	<b>Project Name</b>	<b>Rank</b>	<b>Score</b>	<b>Funding Amount</b>
City of New York Acting by and through its Department of Housing Preservation and Development	Lenniger	82	82.94%	\$1,271,879
City of New York Acting by and through its Department of Housing Preservation and Development	NCS Consolidated	125	76.18%	\$633,179
City of New York Acting by and through its Department of Housing Preservation and Development	North Core Studios	23	94.60%	\$589,111
City of New York Acting by and through its Department of Housing Preservation and Development	Odyssey House Haven	87	82.61%	\$1,158,826
City of New York Acting by and through its Department of Housing Preservation and Development	Palladia Consolidated	84	82.89%	\$1,842,904
City of New York Acting by and through its Department of Housing Preservation and Development	Project Renewal Consolidated	138	74.72%	\$2,605,217
City of New York Acting by and through its Department of Housing Preservation and Development	Ruby's Place	91	81.87%	\$470,059



<b>Projects Accepted in the NYC Continuum of Care FY24 NOFO Competition</b>				
<b>Applicant Name</b>	<b>Project Name</b>	<b>Rank</b>	<b>Score</b>	<b>Funding Amount</b>
City of New York Acting by and through its Department of Housing Preservation and Development	Rustin Lindenguild Consolidated	120	76.73%	\$1,960,308
City of New York Acting by and through its Department of Housing Preservation and Development	Sobro Consolidated	176	62.37%	\$1,612,230
City of New York Acting by and through its Department of Housing Preservation and Development	St. John's House II	86	82.74%	\$440,874
City of New York Acting by and through its Department of Housing Preservation and Development	St. Joseph Consolidated	33	90.45%	\$2,376,885
City of New York Acting by and through its Department of Housing Preservation and Development	Stardom Hall	163	65.82%	\$691,657
City of New York Acting by and through its Department of Housing Preservation and Development	SUS Consolidated	97	80.58%	\$1,319,168
City of New York Acting by and through its Department of Housing Preservation and Development	Truxton	71	84.11%	\$713,249



Projects Accepted in the NYC Continuum of Care FY24 NOFO Competition				
Applicant Name	Project Name	Rank	Score	Funding Amount
City of New York Acting by and through its Department of Housing Preservation and Development	Villa Ave	68	84.48%	\$551,094
City of New York Acting by and through its Department of Housing Preservation and Development	VIP Consolidated	100	80.38%	\$1,230,462
City of New York Acting by and through its Department of Housing Preservation and Development	Warren Street Residence	111	78.10%	\$633,975
City of New York Acting by and through its Department of Housing Preservation and Development	Wazobia House	152	71.23%	\$474,574
City of New York Acting by and through its Department of Housing Preservation and Development	WSFSSH Consolidated	131	75.24%	\$825,688
City of New York Human Resources Administration/Department of Social Services	DV Coordinated Entry FY'24 Renewal	3	Exempt	\$779,017
City of New York Human Resources Administration/Department of Social Services	SSO CAPS FY'24 Renewal	2	Exempt	\$2,190,536
Columba Kavanagh House, Inc.	Columba Kavanagh House, Inc. FY2024	151	71.68%	\$459,154



Projects Accepted in the NYC Continuum of Care FY24 NOFO Competition				
Applicant Name	Project Name	Rank	Score	Funding Amount
Community Access, Inc	Warren Street SRO	47	87.35%	\$536,870
COMMUNITY ACTION FOR HUMAN SERVICES, INC.	JHB HDFC (NY0295) FY2024	62	85.61%	\$140,964
Community Counseling & Mediation	Georgia's Place 2024b	73	83.77%	\$236,604
Community Counseling & Mediation	Rico's Place 2024	54	86.61%	\$243,503
Concern for Independent Living, Inc.	Concern Pitkin Apartments	13	Exempt	\$147,620
Concern for Independent Living, Inc.	Logan	169	88.70%	\$221,020
Covenant House New York/Under 21, Inc.	CHNY FY24 Housing Nav Program Renewal (NY1381)	5	Exempt	\$154,000
Covenant House New York/Under 21, Inc.	CHNY FY24 TH/RRH Expansion	167	92.20%	\$644,778
Covenant House New York/Under 21, Inc.	CHNY FY24 THRRH Renewal (NY1166)	116	77.29%	\$2,888,871
CUCS, Inc.	Dorothy Day	24	94.20%	\$247,436
CUCS, Inc.	The Christopher	22	94.78%	\$120,138
CUCS, Inc.	The Prince George	38	89.55%	\$345,250
FACES NY	FACES NY CSH 2024	36	90.08%	\$136,464
FACES NY	FACES NY HOPE 24	173	88.80%	\$745,793
FACES NY	FACES NY NSP 2024	31	91.11%	\$404,953
FACES NY, Inc.	FACES NY WWC 2024	104	79.90%	\$232,990
Foundation for Research on Sexually Transmitted Diseases	FROST'D	70	84.12%	\$1,237,570
Fountain House, Inc.	Fountain House Enhanced Housing	166	96.80%	\$970,343



<b>Projects Accepted in the NYC Continuum of Care FY24 NOFO Competition</b>				
<b>Applicant Name</b>	<b>Project Name</b>	<b>Rank</b>	<b>Score</b>	<b>Funding Amount</b>
Gay Men's Health Crisis, Inc.	GMHC CoC RRH Project FY2024	21	94.81%	\$1,773,721
Gay Men's Health Crisis, Inc.	Health and Housing Connect	12	Exempt	\$1,527,616
Goddard Riverside Community Center	Corner House (NY0239L2T002215)	72	84.06%	\$219,634
Goddard Riverside Community Center	Havens (NY1039L2T002207)	85	82.82%	\$258,397
Goddard Riverside Community Center	Housing Options (NY0286L2T002216)	106	79.22%	\$316,318
Good Shepherd Services	Chelsea Foyer	76	83.63%	\$379,697
Good Shepherd Services	Safe Homes DV RRH	17	Exempt	\$938,099
Harlem United Community AIDS Center	124th St. Residence	89	82.20%	\$232,174
Harlem United Community AIDS Center	Harlem United Family Program	126	76.11%	\$578,184
HELP Social Service Corporation	Genesis Homes Supportive Housing Program I	132	75.20%	\$1,165,715
Housing + Solutions	Grace House Consolidated	19	95.96%	\$3,163,140
Housing + Solutions	Housing+Solutions S+C	20	95.61%	\$360,069
Housing + Solutions	SHERO (NY1382L2T002201)	6	Exempt	\$970,934
Housing Works, Inc.	Housing Works Consolidated Congregate Housing FY 24	39	89.51%	\$2,178,579
Institute for Community Living, Inc.	Cathedral Condos FY24	153	70.71%	\$38,600
Institute for Community Living, Inc.	Emerson Family Development FY24	164	64.96%	\$412,952



<b>Projects Accepted in the NYC Continuum of Care FY24 NOFO Competition</b>				
<b>Applicant Name</b>	<b>Project Name</b>	<b>Rank</b>	<b>Score</b>	<b>Funding Amount</b>
Institute for Community Living, Inc.	Emerson Family Supported FY24	118	77.15%	\$1,034,888
Institute for Community Living, Inc.	Flatbush Ave FY24	149	71.72%	\$152,670
Institute for Community Living, Inc.	Integrated Permanent Housing Support Services Employment Program FY24	143	73.17%	\$226,098
Institute for Community Living, Inc.	Lawton Street FY24	156	69.88%	\$296,056
Institute for Community Living, Inc.	Lewis Avenue FY24	159	69.30%	\$152,671
Institute for Community Living, Inc.	Shelter Plus Care 94 and 95 FY24	146	72.82%	\$1,472,901
Jericho Project	Loring Place Supportive Services Expansion	171	91.20%	\$512,667
Jericho Project	Loring Place Vocational Education	64	85.30%	\$50,618
Jericho Project	Rapid Rehousing 2	35	90.26%	\$4,829,448
Jewish Board of Family and Children's Services, Inc.	124th Street	48	87.21%	\$846,723
Jewish Board of Family and Children's Services, Inc.	Bronx Permanent Housing	130	75.41%	\$983,505
Jewish Board of Family and Children's Services, Inc.	Burnside Community Residence	115	77.78%	\$594,066
Jewish Board of Family and Children's Services, Inc.	Jewish Board DV RRH	69	N/A	\$1,033,585
Jewish Board of Family and Children's Services, Inc.	Kingsbridge	30	91.16%	\$411,873
Jewish Board of Family and Children's Services, Inc.	Maple House	51	87.02%	\$626,800





Projects Accepted in the NYC Continuum of Care FY24 NOFO Competition				
Applicant Name	Project Name	Rank	Score	Funding Amount
Jewish Board of Family and Children's Services, Inc.	White Plains Rd CR/SRO	40	88.91%	\$861,422
Kenmore Housing Development Fund Corp.	Kenmore Hall	50	87.04%	\$1,020,124
Lantern Community Services	Schafer Hall SHP	52	87.02%	\$370,169
Lower Eastside Service Center, Inc	Diversity Works	77	83.50%	\$305,715
Lower Eastside Service Center, Inc	LESC House FY2024	145	72.84%	\$501,474
Lutheran Social Services of New York	Community House FY2024	79	83.21%	\$406,357
Lutheran Social Services of New York	Muhlenberg Residence FY2024	49	87.09%	\$231,029
Metropolitan New York Coordinating Council on Jewish Poverty	Met Council Rapid Rehousing for DV Survivors	179	91.70%	\$869,393
New Destiny Housing Corporation	Housing and Retention Services 2024	9	Exempt	\$1,803,897
New Destiny Housing Corporation	HousingLink 2024	107	79.15%	\$1,495,393
New York Asian Women's Center, Inc. DBA Womankind	Womankind Rapid Rehousing Program	181	90.50%	\$1,050,000
NYC HRA Department of Social Services	FY'24 SSO CAPS Expansion 1	168	Unscored	\$706,652
NYC HRA Department of Social Services	SSO CAPS FY'24 Expansion 2	174	Unscored	\$858,000
Palladia, Inc.	FY24 Renewal Cedar Treemont	45	88.02%	\$666,100



<b>Projects Accepted in the NYC Continuum of Care FY24 NOFO Competition</b>				
<b>Applicant Name</b>	<b>Project Name</b>	<b>Rank</b>	<b>Score</b>	<b>Funding Amount</b>
Palladia, Inc.	FY24 Renewal Chelsea Court	41	88.90%	\$182,262
Palladia, Inc.	FY24 Renewal Community Housing Program	137	74.85%	\$831,644
Palladia, Inc.	FY24 Renewal Flora Vista	25	93.23%	\$289,525
Palladia, Inc.	FY24 Renewal Fox Point	26	93.23%	\$143,549
Palladia, Inc.	FY24 Renewal Hill House	93	81.75%	\$280,235
Palladia, Inc.	FY24 Renewal Scattered Sites	157	69.82%	\$295,424
Palladia, Inc.	FY24 Renewal Stratford	124	76.47%	\$766,439
Pibly Residential Programs Inc.	Pibly 2024	128	75.58%	\$540,604
Pillars of Peace	Noora House: Next Steps	180	91%	\$856,873
POSTGRADUATE CENTER FOR MENTAL HEALTH	PCMH City Wide Homes FY2024	139	74.47%	\$2,991,036
Praxis Housing Initiatives, Inc	Riverside Place	53	86.73%	\$1,198,905
Project Hospitality, Inc.	Project Hospitality Permanent Housing	43	88.38%	\$4,988,232
Project Renewal, Inc.	Home (NY0982)	95	81.13%	\$564,097
Project Renewal, Inc.	In Homes Now Consolidated (NY0730)	133	75.04%	\$2,261,082
Project Renewal, Inc.	PRI Transitions (NY1046)	90	81.98%	\$841,569
Project Renewal, Inc.	Shelter Plus Care (NY0357)	102	80.18%	\$622,162
Promesa, Inc.	Promesa RENEWAL FY2024 NY0218	121	76.72%	\$1,473,763
Restore NYC, Inc.	Restore Rapid Rehousing for Survivors of Trafficking	16	Exempt	\$934,820
Rising Ground, Inc.	New Home	34	90.26%	\$2,657,895



Projects Accepted in the NYC Continuum of Care FY24 NOFO Competition				
Applicant Name	Project Name	Rank	Score	Funding Amount
Sakhi for South Asian Survivors	Sakhi RRH Program Expansion FY24 NOFO	177	94.40%	\$717,235
Sakhi for South Asian Women	Sakhi RRH Program FY2024 NOFO	99	80.54%	\$1,084,724
Sakhi for South Asian Women	Sakhi RRH Supportive Service Program FY2024 NOFO	10	Exempt	\$399,103
Sanctuary for Families, Inc.	Sanctuary for Families Rapid Re-Housing Project	129	75.83%	\$822,500
Services for the UnderServed	Aegis RRH	178	92.60%	\$882,892
Services for the UnderServed, Inc.	FY24 Renewal Broadway	142	73.50%	\$370,985
Services for the UnderServed, Inc.	FY24 Renewal Brooklyn Supported Housing	58	85.99%	\$1,492,764
Services for the UnderServed, Inc.	FY24 Renewal Decatur/Rock	154	70.40%	\$338,669
Services for the UnderServed, Inc.	FY24 Renewal OASAS S+C	113	78.03%	\$3,063,587
Services for the UnderServed, Inc.	FY24 Renewal OMH 12	80	83.21%	\$281,799
Services for the UnderServed, Inc.	FY24 Renewal OMH 40	123	76.59%	\$949,611
Services for the UnderServed, Inc.	FY24 Renewal OMH Knick/Beach	136	74.85%	\$590,379
Services for the UnderServed, Inc.	FY24 Renewal Briarwood SRO	42	88.44%	\$894,792
St. Marks Church in the Bowery	The Welcome Center Housing Initiative	165	90.40%	\$919,967
The Ali Forney Center	The Ali Forney Center FY24	78	83.34%	\$984,843



<b>Projects Accepted in the NYC Continuum of Care FY24 NOFO Competition</b>				
<b>Applicant Name</b>	<b>Project Name</b>	<b>Rank</b>	<b>Score</b>	<b>Funding Amount</b>
The Bridge Inc.	Iyana	162	66.67%	\$542,912
The Bridge Inc.	Park West House Project	140	74.10%	\$1,149,852
The Bridge Inc.	The Bridge S+C	59	85.72%	\$213,344
The Bronx Parent Housing Network, Inc.	BPHN AHSAPP	18	Exempt	\$1,387,756
The City of New York Department of Homeless Services	HMIS Renewal Project FY2024 (NY0317)	1	Exempt	\$2,100,672
The Fortune Society, Inc.	Fortune Academy Residence	46	87.41%	\$465,648
The Fortune Society, Inc.	Fortune Academy S+C	74	83.75%	\$2,017,348
The Ladies of Hope Ministries	Ladies of Hope Ministries - DV RRH NYC 2024	7	Exempt	\$688,902
The Partnership To End Homelessness	Safe Future	4	Exempt	\$715,102
United Bronx Parents, Inc	UBP Renewal Application 2023	32	90.71%	\$505,860
University Consultation & Treatment Center for Mental Hygiene	The Ehrlich Residence	98	80.57%	\$346,189
Urban Justice Center	New Project Application FY2024	170	92.20%	\$1,047,827
Urban Pathways, Inc.	Cluster House	55	86.28%	\$258,743
Urban Pathways, Inc.	Ivan Shapiro House	60	85.67%	\$431,051
Urban Resource Institute	Harmony House FY2024	117	77.26%	\$1,222,644
Urban Resource Institute	Urban Center for Change FY2024	44	88.17%	\$250,294
Violence Intervention Program, Inc.	Casa Sandra TH Renewal Application FY2024	61	85.64%	\$331,109



<b>Projects Accepted in the NYC Continuum of Care FY24 NOFO Competition</b>				
<b>Applicant Name</b>	<b>Project Name</b>	<b>Rank</b>	<b>Score</b>	<b>Funding Amount</b>
Violence Intervention Program, Inc.	RRH Renewal Application FY2024	66	85.09%	\$852,800
Vocational Instruction Project Community Services, Inc	Abraham Apartments NOFO FY2024	37	89.67%	\$109,507
Vocational Instruction Project Community Services, Inc	Crotona SRO NOFO FY2024	65	85.10%	\$247,689
Volunteers of America - Greater New York, Inc.	Paloma Project	15	Exempt	\$785,011
Volunteers of America - Greater New York, Inc.	Victory Commons	11	Exempt	\$384,509
West Side Federation for Senior and Supportive Housing, Inc.	129th Street Residence	81	83.13%	\$776,090
Women In Need, Inc.	SHINE Families FY2024	109	78.53%	\$2,313,412
Women In Need, Inc.	SPC Triangle House FY2024	103	80.07%	\$1,255,677
Women In Need, Inc.	WISH Families FY2024	161	66.72%	\$1,179,235
HEARTSHARE ST VINCENTS SERVICES	HeartShare St. Vincents YHDP	Unranked	N/A	\$2,069,861
RISING GROUND, INC	New Home YHDP	Unranked	N/A	\$2,072,585
GOOD SHEPHERD SERVICES	YHDP Street Outreach Program	Unranked	N/A	\$800,000
GOOD SHEPHERD SERVICES	YHDP Rental Assistance Program (TLRA RRH)	Unranked	N/A	\$2,047,085
The Hetrick-Martin Institute, Inc.	HMI Youth Homelessness Demonstration Program	Unranked	N/A	\$800,000
New York City Department of Social Services (DHS)	FY2024 CoC Planning Grant (NY-600)	Unranked	N/A	\$1,500,000



**Attachment 1E-5b Local Competition Selection Results**

<b>Figure</b>	<b>Description</b>	<b>Page Number</b>
1	Local Competition Selection Results Chart	2

Project Name	Score	Status	Rank	Amount Requested	
				from HUD	Reallocated Funds
FY2024 CoC Planning Grant (NY-600)	Exempt	Accepted Fully	not ranked	\$ 1,500,000.00	
Bryce House TH	N/A	reallocated	N/A	0	\$ (1,033,585.00)
HMIS Renewal Project FY2024 (NY0317)	Exempt	Accepted	1	\$2,100,672	
SSO CAPS FY 24 Renewal Updated	Exempt	Accepted	2	\$2,190,536	
DV Coordinated Entry FY 24 Renewal	Exempt	Accepted	3	\$779,017	
Safe Future	Exempt	Accepted	4	\$715,102	
CHNY FY24 Housing Nav Program Renewal (NY1381L2T002201)	Exempt	Accepted	5	\$154,000	
SHERO (NY1382L2T002201)	Exempt	Accepted	6	\$970,934	
Ladies of Hope Ministries-DV RRH NYC 2024	Exempt	Accepted	7	\$688,902	
BVSJ RRH Support Services Only	Exempt	Accepted	8	\$454,423	
Housing and Retention Services 2024	Exempt	Accepted	9	\$1,803,897	
Sakhi RRH Supportive Service Program FY2024 NOFO	Exempt	Accepted	10	\$399,103	
Victory Commons	Exempt	Accepted	11	\$384,509	
Health and Housing Connect	Exempt	Accepted	12	\$1,527,616	
Concern Pitkin Apartments	Exempt	Accepted	13	\$147,620	
Anthos   Home Rapid Rehousing Program	Exempt	Accepted	14	\$1,001,284	
Paloma Project	Exempt	Accepted	15	\$785,011	
Restore Rapid Rehousing for Survivors of Trafficking	Exempt	Accepted	16	\$934,820	
Safe Homes DV RRH	Exempt	Accepted	17	\$938,099	
BPHN AHSAPP	Exempt	Accepted	18	\$1,387,756	
Grace House Consolidated	95.96%	Accepted	19	\$3,163,140	
Housing+Solutions S+C	95.61%	Accepted	20	\$360,069	
GMHC CoC RRH Project FY2024	94.81%	Accepted	21	\$1,773,721	
The Christopher	94.78%	Accepted	22	\$120,138	
North Core Studios	94.60%	Accepted	23	\$589,111	
Dorothy Day	94.20%	Accepted	24	\$247,436	
FY24 Renewal Flora Vista	93.23%	Accepted	25	\$289,525	
FY24 Renewal Fox Point	93.23%	Accepted	26	\$143,549	
Kingsbridge Heights	92.76%	Accepted	27	\$650,227	
Liberty Avenue	92.32%	Accepted	28	\$368,664	
SHIP FY '24	91.35%	Accepted	29	\$2,527,251	

Kingsbridge	91.16%	Accepted	30	\$411,873	
FACES NSP 2024	91.11%	Accepted	31	\$404,953	
UBP Renewal Application 2023	90.71%	Accepted	32	\$505,860	
St. Joseph Consolidated	90.45%	Accepted	33	\$2,376,885	
New Home	90.26%	Accepted	34	\$2,657,895	
Rapid Rehousing 2	90.26%	Accepted	35	\$4,829,448	
FACES NY CSH 2024	90.08%	Accepted	36	\$136,464	
Abraham Apartments NOFO FY2024	89.67%	Accepted	37	\$109,507	
The Prince George	89.55%	Accepted	38	\$345,250	
Housing Works Consolidated Congregate Housing FY 24	89.51%	Accepted	39	\$2,178,579	
White Plains Rd CR/SRO	88.91%	Accepted	40	\$861,422	
FY 24 Renewal Chelsea Court	88.90%	Accepted	41	\$182,262	
FY24 Renewal Briarwood SRO	88.44%	Accepted	42	\$894,792	
Project Hospitality Permanent Housing	88.38%	Accepted	43	\$4,988,232	
Urban Center for Change FY2024	88.17%	Accepted	44	\$250,294	
FY24 Renewal Cedar Treemont	88.02%	Accepted	45	\$666,100	
Fortune Academy Residence	87.41%	Accepted	46	\$465,648	
Warren Street SRO	87.35%	Accepted	47	\$536,870	
124th Street	87.21%	Accepted	48	\$846,723	
Muhlenberg Residence FY2024	87.09%	Accepted	49	\$231,029	
Kenmore Hall	87.04%	Accepted	50	\$1,020,124	
Maple House	87.02%	Accepted	51	\$626,800	
Schafer Hall SHP	87.02%	Accepted	52	\$370,169	
Riverside Place	86.73%	Accepted	53	\$1,198,905	
Rico's Place 2024	86.61%	Accepted	54	\$243,503	
Cluster House	86.28%	Accepted	55	\$258,743	
Geel Consolidated	86.04%	Accepted	56	\$1,743,113	
HUD Scattered Site Renewal Project Application FY2024	86.04%	Accepted	57	\$1,806,414	
FY24 Renewal Brooklyn Supported Housing	85.99%	Accepted	58	\$1,492,764	
The Bridge S+C	85.72%	Accepted	59	\$213,344	
Ivan Shapiro House	85.67%	Accepted	60	\$431,051	
Casa Sandra TH Renewal Application FY2024	85.64%	Accepted	61	\$331,109	
JHB HDFC (NY0295) FY2024	85.61%	Accepted	62	\$140,964	
Rental Assistance Program	85.36%	Partial Reall	63	\$582,008	\$ (3,668.00)



Loring Place Vocational Education	85.30%	Accepted	64	\$50,618	
Crotona SRO NOFO FY2024	85.10%	Accepted	65	\$247,689	
RRH Renewal Application FY24	85.09%	Accepted	66	\$852,800	
Diversity Works	85.05%	Accepted	67	\$748,465	
Villa Ave	84.48%	Accepted	68	\$551,094	
Jewish Board DV RRH	N/A	Accepted	69	\$1,033,585	\$ 1,033,585.00
FROST'D	84.12%	Accepted	70	\$1,237,570	
Truxton	84.11%	Accepted	71	\$713,249	
Corner House (NY0239L2T002215)	84.06%	Accepted	72	\$219,634	
Georgia's Place 2024b	83.77%	Accepted	73	\$236,604	
Fortune Academy S+C	83.75%	Accepted	74	\$2,017,348	
Schafer Hall FY '24	83.75%	Accepted	75	\$454,480	
Chelsea Foyer	83.63%	Accepted	76	\$379,697	
Diversity Works	83.50%	Accepted	77	\$305,715	
The Ali Forney Center FY2024	83.34%	Accepted	78	\$984,843	
Community House FY2024	83.21%	Accepted	79	\$406,357	
FY24 Renewal OMH 12	83.21%	Accepted	80	\$281,799	
129th Street Residence	83.13%	Accepted	81	\$776,090	
Lenniger	82.94%	Accepted	82	\$1,271,879	
El Rio	82.92%	Accepted	83	\$843,327	
Palladia Consolidated	82.89%	Accepted	84	\$1,842,904	
Havens (NY1039L2T002207)	82.82%	Accepted	85	\$258,397	
St. John's House II	82.74%	Accepted	86	\$440,874	
Odyssey House Haven	82.61%	Accepted	87	\$1,158,826	
Palace Hotel SRO	82.51%	Accepted	88	\$424,192	
124th St. Residence	82.20%	Accepted	89	\$232,174	
PRI Transitions (NY1046)	81.98%	Accepted	90	\$841,569	
Ruby's Place	81.87%	Accepted	91	\$470,059	
Breaking Ground Consolidated	81.84%	Accepted	92	\$5,130,055	
FY24 Renewal Hill House	81.75%	Accepted	93	\$280,235	
Lantern Consolidated	81.15%	Accepted	94	\$7,496,883	
Home (NY0982)	81.13%	Accepted	95	\$564,097	
ABC Permanent Supportive Housing Project Renewal FY2024	81.06%	Accepted	96	\$169,501	
SUS Consolidated	80.58%	Accepted	97	\$1,319,168	

The Ehrlich Residence	80.57%	Accepted	98	\$346,189
Sakhi RRH Program FY2024 NOFO	80.54%	Accepted	99	\$1,084,724
VIP Consolidated	80.38%	Accepted	100	\$1,230,462
STARS II FY '24	80.23%	Accepted	101	\$1,071,845
Shelter Plus Care (NY0357)	80.18%	Accepted	102	\$622,162
SPC Triangle House	80.07%	Accepted	103	\$1,255,677
FACES NY WWC 2024	79.90%	Accepted	104	\$232,990
Casa Renacer	79.30%	Accepted	105	\$862,969
Housing Options (NY0286L2T002216)	79.22%	Accepted	106	\$316,318
HousingLink 2024	79.15%	Accepted	107	\$1,495,393
Boston Road	78.85%	Accepted	108	\$710,633
SHINE Families FY2024	78.53%	Accepted	109	\$2,313,412
Bronx Park East Residence	78.21%	Accepted	110	\$855,398
Warren Street Residence	78.10%	Accepted	111	\$633,975
Gibb Mansion	78.08%	Accepted	112	\$742,767
FY24 Renewal OASAS S+C	78.03%	Accepted	113	\$3,063,587
Edith MacGuire Residence	77.91%	Accepted	114	\$1,045,054
Burnside Community Residence	77.78%	Accepted	115	\$594,066
CHNY FY24 THRRH Renewal (NY1166)	77.29%	Accepted	116	\$2,888,871
Harmony House FY2024	77.26%	Accepted	117	\$1,222,644
Emerson Family Supported FY24	77.15%	Accepted	118	\$1,034,888
Ilene R. Smith Residence	77.02%	Accepted	119	\$468,288
Rustin Lindenguild Consolidated	76.73%	Accepted	120	\$1,960,308
Promesa RENEWAL FY2024 NY0218	76.72%	Accepted	121	\$1,473,763
Dorothy McGowan	76.61%	Accepted	122	\$587,366
FY24 Renewal OMH 40	76.59%	Accepted	123	\$949,611
FY Renewal Stratford House	76.47%	Accepted	124	\$766,439
NCS Consolidated	76.18%	Accepted	125	\$633,179
Harlem United Family Program	76.11%	Accepted	126	\$578,184
JHB Housing	75.88%	Accepted	127	\$595,587
Pibly 2024	75.58%	Accepted	128	\$540,604
Sanctuary for Families Rapid Re-Housing Project	75.83%	Accepted	129	\$822,500
Bronx PH	75.41%	Accepted	130	\$983,505
WSFSSH Consolidated	75.24%	Accepted	131	\$825,688

Genesis Homes Supportive Housing Program I	75.20%	Accepted	132	\$1,165,715	
In Homes Now Consolidated (NY0730)	75.04%	Accepted	133	\$2,261,082	
Chelsea Leaf North	75.00%	Accepted	134	\$319,472	
CAMBA Hegeman	74.91%	Accepted	135	\$975,240	
FY24 Renewal OMH Knick/Beach	74.85%	Accepted	136	\$590,379	
FY24 Renewal Community Housing Program	74.85%	Accepted	137	\$831,644	
Project Renewal Consolidated	74.72%	Accepted	138	\$2,605,217	
PCMH City Wide Homes FY2024	74.47%	Accepted	139	\$2,991,036	
Park West House Project	74.10%	Accepted	140	\$1,149,852	
290 East 3rd Street Residence	73.80%	Accepted	141	\$816,624	
FY24 Renewal Broadway	73.50%	Accepted	142	\$370,985	
Integrated Permanent Housing Support Services Employment Progra	73.17%	Accepted	143	\$226,098	
CAMBA Consolidated	73.07%	Accepted	144	\$1,653,769	
LESC House FY2024	72.84%	Accepted	145	\$501,474	
Shelter Plus Care 94 and 95 FY24	72.82%	Accepted	146	\$1,472,901	
CCM Consolidated	72.66%	Accepted	147	\$889,385	
Ehrlich Residence	72.14%	Accepted	148	\$695,073	
Flatbush Ave FY24	71.72%	Accepted	149	\$152,670	
Kingsbridge Terrace	71.70%	Accepted	150	\$487,557	
Columba Kavanagh House, Inc. FY2024	71.68%	Accepted	151	\$459,154	
Wazobia House	71.23%	Accepted	152	\$474,574	
Cathedral Condos FY24	70.71%	Accepted	153	\$38,600	
FY24 Renewal Decatur/Rock	70.40%	Accepted	154	\$338,669	
Camba Gardens II	69.97%	Accepted	155	\$2,856,882	
Lawton Street FY24	69.88%	Accepted	156	\$296,056	
FY24 Renewal Scattered Sites	69.82%	Accepted	157	\$295,424	
Gramercy Leaf	69.80%	Accepted	158	\$860,520	
Lewis Avenue FY24	69.30%	Accepted	159	\$152,671	
Community Access Consolidated	67.99%	Accepted	160	\$2,332,725	
WISH Families FY2024	66.72%	Accepted	161	\$1,179,235	
Ilyana	66.67%	Accepted	162	\$542,912	
Stardom Hall	65.82%	Accepted	163	\$691,657	
Emerson Family Development FY24	64.96%	Accepted	164	\$412,952	
The Welcome Center Housing Initiative	90.40%	Accepted	165	\$919,967	\$ 272,708.00

Fountain House Enhanced Housing	96.80%	Accepted	166	\$970,343	
CHNY FY24 TH/RRH Expansion	92.20%	Accepted	167	\$644,778.00	
FY'24 SSO CAPS Expansion 1	Unscored	Accepted	168	\$706,652	
Logan	88.70%	Accepted	169	\$221,020	
Mental Health Project Rapid Rehousing Program	92.20%	Accepted	170	\$1,047,827	
Loring Place Supportive Services Expansion	91.20%	Accepted	171	\$512,667	
Community Access Consolidated Expansion FY24	90.30%	Accepted	172	\$528,408	
FACES NY HOPE 24	88.80%	Accepted	173	\$745,793	
SSO CAPS FY'24 Expansion 2	Unscored	Accepted	174	\$858,000	
Clinton Housing W. 42nd Street	64.63%	Accepted	175	\$293,746	
Sobro Consolidated	62.37%	Accepted	176	\$1,612,230	\$ (269,040.00)
Sakhi RRH Program	94.40%	Accepted	177	\$717,235	
Aegis RRH	92.60%	Accepted	178	\$882,892	
Met Council Rapid Rehousing for DV Survivors	91.70%	Accepted	179	\$869,393	
Noora House - Next Steps	91%	Accepted	180	\$856,873	
Womankind Rapid Rehousing	90.50%	Accepted	181	\$1,050,000	
HeartShare St. Vincents YHDP	Exempt	Accepted		\$2,069,861	
New Home YHDP	Exempt	Accepted		\$2,072,585	
YHDP Street Outreach Program	Exempt	Accepted		\$800,000	
YHDP Rental Assistance Program (TLRA RRH)	Exempt	Accepted		\$2,047,085	
HMI Youth Homelessness Demonstration Program	Exempt	Accepted		\$800,000	
				\$ 184,801,611.00	\$ -



**Attachment 2A-6 Hud’s Homeless Data Exchange (HDX) Competition Report- Table of Contents**

<b>Figure</b>	<b>Description</b>	<b>Page Number</b>
1	NY-600- 2024 Competition Report Summary Page	2

# 2024 HDX Competition Report

## 2024 Competition Report - Summary

NY-600 - New York City CoC

### HDX Data Submission Participation Information

Government FY and HDX Module Abbreviation	Met Module Deadline*	Data From	Data Collection Period in HDX 2.0
2023 LSA	Yes	Government FY 2023 (10/1/22 - 9/30/23).	November 2023 to January of 2024
2023 SPM	Yes	Government FY 2023 (10/1/22 - 9/30/23).**	February 2024 to March 2024
2024 HIC	Yes	Government FY 2024. Exact HIC and PIT dates will vary by CoC. For most CoCs, it will be last Wednesday in January of 2024.	March 2024 to May 2024
2024 PIT	Yes	Government FY 2024. Exact HIC and PIT dates will vary by CoC. For most CoCs, it will be last Wednesday in January of 2024.	March 2024 to May 2024

1) FY = Fiscal Year

2) \*This considers all extensions where they were provided.

2) \*\*"Met Deadline" in this context refers to FY23 SPM submissions. Resubmissions from FY 2022 (10/1/21 - 9/30/22) were also accepted during the data collection period, but these previous year's submissions are voluntarily and are not required.



**Attachment 3A-1a Housing Leveraging Commitments- Table of Contents**

<b>Figure</b>	<b>Description</b>	<b>Page Number</b>
1	ESSHI Comfort Letter to Concern Logan	2
2	ESSHI Commitment Letter (Lock in Letter) to Concern Logan	4



**Office of  
Mental Health**

**KATHY HOCHUL**  
Governor

**ANN MARIE T. SULLIVAN, M.D.**  
Commissioner

**MOIRA TASHJIAN, MPA**  
Executive Deputy Commissioner

March 31, 2023

Christine Velia  
Coordinator of Development  
Concern for Independent Living, Inc.  
PO Box 358  
Medford, New York 11763

Re: Development at 2602 Pitkin Avenue, Brooklyn, New York (the “Project”)  
State of New York – Empire State Supportive Housing Initiative (“ESSHI”)

Dear Ms. Velia:

This letter provides final confirmation of the New York State Office of Mental Health’s (the “State Contracting Agency”) commitment to provide funding for support services and operating expenses (including rent subsidies) under an ESSHI Grant Contract to Concern for Independent Living, Inc. (the “Grantee”) in support of the Project, being developed by Concern Logan LLC (the “Project Owner”), and the continuation of those funds subject to the terms of the New York State ESSHI Master Grant Contract (the “ESSHI Contract”) and the availability of State funds thereunder. OMH is designated as the State Contracting Agency for the ESSHI Contract with Grantee for this Project. The Contract is subject to review and approval by the New York State Attorney General and the New York State Office of the Comptroller.

The State Contracting Agency understands that the Project involves the development of a 66-unit building, with forty (40) of the units being allocated to Grantee’s ESSHI eligible recipients. Specifically, the units will be for adults recovering from a serious mental illness.

The State Contracting Agency confirms the following ESSHI Contract funding:

1. Operating support per unit at a rate of \$ 25,000.00 per unit, or \$ 1,000,000.00 total annually (the “Operating Funds”). There will be a two (2) percent annual increase in the Operating Funds reflected in the ESSHI Contract.
2. A one-time Program Development Grant (“PDG”) in the amount of \$361,920.00 to be used for furnishings and equipment, and other start-up costs, which funds are anticipated to be advanced on or about ninety (90) days prior to the anticipated substantial completion of the Project. State Contracting Agency will provide the PDG to the Grantee for the Project. The PDG is subject to a separate grant contract between the Grantee and the State Contracting



Agency and is not included in the ESSHI Contract. These funds are subject to the availability of state funding.

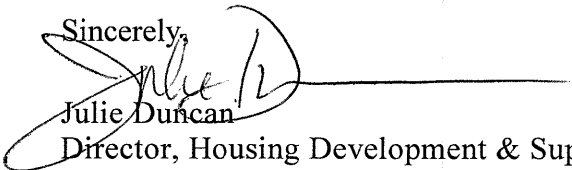
3. The State Contracting Agency agrees that it will provide notice to any government entity/ies providing financing to the Project, or having regulatory authority over such Project (whether through statute or contract), which government entity/ies shall be listed in the ESSHI Contract, of any default by Grantee under the ESSHI Contract or any other agreements relating thereto between the Contracting State Agency and Grantee. In the event that Grantee fails to perform under the Contract and/or fails to comply with its terms and conditions, and a cure is not provided, the State Contracting Agency confirms that it will make every effort to cure any such performance deficiency with the Grantee or replace Grantee with another service provider acceptable to both the State Contracting Agency and the Project Owner, in order to continue to make funding available for the Project.
4. Further, the State Contracting Agency agrees that a change in the Project Owner, or its managing member/partner, whether by reason of foreclosure, transfer in lieu of foreclosure, or otherwise, will not affect the terms and obligations of the ESSHI Contract. Notice of a change in the Project Owner should be given to the Contracting State Agency and Grantee within ten (10) business days.

All ESSHI Contract funding, including any increases thereto, including but not limited to the increase to the Operating Funds set forth above, is subject to the availability of State funding. The ESSHI Contract is for an initial five-year term and is renewable for further five-year terms, subject to the availability of State funding.

The Contracting Agency understands that the lenders to the Project, including JPMorgan Chase Bank, N.A., Leviticus 25:23 Alternative Fund, Inc., the New York State Homeless Housing Assistance Corporation and the New York State Housing Trust Fund Corporation, as well as the tax credit investor, Wincopin Circle LLLP, are relying upon this commitment as a condition of the financing to be provided by it for the Project.

Please contact me at with any additional questions.

Sincerely,



Julie Duncan

Director, Housing Development & Support

November 29, 2022

Ralph Fasano  
Concern for Independent Living  
312 Expressway Drive South  
Medford, NY 11763-0358  
RFASANO@CONCERNHOUSING.ORG

RE: Empire State Supportive Housing Initiative (ESSHI) Award

Dear ESSHI Awardee:

On behalf of the Empire State Supportive Housing Initiative (ESSHI) Interagency Workgroup, I am pleased to inform you that your agency has met the requirement of the conditional ESSHI award by demonstrating that the capital funds necessary to develop the proposed supportive housing project have been secured.

Therefore, this letter will serve as notification of the commitment of ESSHI funds in support of the forty (40) units to be developed as described in application #2021-00168. The project site will be located in Brooklyn, NY (Kings County). The approved award provides \$25,000 per unit or \$1,000,000 annually. The ESSHI award will increase by a two (2) percent escalation factor, subject to the availability of State funds.

Please note that your assigned ESSHI State Contracting Agency (SCA) is the Office of Mental Health (OMH). You should continue to maintain frequent communication with the SCA in order to keep the Interagency Workgroup apprised of the status of the project in development and to develop the services and operating contract. The projected funding need of the project is 12/01/2024. Note that this commitment may be rescinded if any of the committed capital funds are withdrawn.

Note that the specifics of a resulting ESSHI contract, including but not limited to the work plan, staffing plan and budget, are subject to the review, modification and approval of the State Contracting Agency. The contract is further subject to review and approval by the Division of Budget, Office of the Attorney General, and Office of the State Comptroller, as well as the availability of State funds.

As a reminder, the ESSHI contract is designed to be a multi-year contract with an initial 5-year term, intended to be renewable for additional 5-year terms.

Congratulations and we wish you well in your endeavors in developing and providing needed supportive housing for homeless New Yorkers.

Sincerely,



Moira Tashjian, MPA  
Executive Deputy Commissioner  
Office of Mental Health

Chair, Interagency Workgroup

cc: Julie Duncan, OMH  
Joe Maynard, OMH



**Attachment 3A-2 (a) Healthcare Formal Agreements- Table of Contents**

<b>Figure</b>	<b>Description</b>	<b>Page Number</b>
1	Fountain House Enhanced Housing PSH partnership with Ryan Health letter. October 2, 2024	2

October 2, 2024

Ken Zimmerman, CEO  
Fountain House  
425 West 47th Street  
New York, NY 10036

Dear Ken Zimmerman,

I am pleased to submit this partnership letter for Fountain House (FH) for the NYC Continuum of Care (CoC) grant application. The William F. Ryan Community Health Center, d/b/a Ryan Health, and Fountain House have a long-standing partnership in which Ryan Health, a Federally Qualified Healthcare Center and provider of primary care and behavioral health services to New Yorkers, some of whom are impacted by serious mental illness (SMI), has worked with FH to seamlessly execute psychiatric support services integral to support FH members/participants living with serious mental illness including FH's housing residents.

Fountain House is a national mental health nonprofit fighting to improve health, increase opportunity, and end social and economic isolation for people most impacted by mental illness. Ryan Health has served the community for over 57 years by providing a full range of high-quality, culturally- and linguistically-competent, patient-centered primary and preventive health care to very low-income populations. All patients are treated equally with dignity, respect, courtesy, confidentiality, and concern for safety. The organization's mission is guided by the founding principle that "Health care is a right, not a privilege."

Ryan Health's partnership with FH, established in 2021, provides members with rapid access to high-quality medical and behavioral healthcare. This includes ongoing and emergency psychiatric medication management, individual therapy, group therapy, substance use disorder treatment and primary and specialized healthcare to address comorbidities in a patient-centered approach, regardless of their ability to pay, which reduces unnecessary hospitalizations. This continued partnership will be extended to all participants in the proposed permanent supportive housing project, *Fountain House Enhanced Housing*. This will provide increased access to mental health for these underserved communities experiencing social drivers of health (SDOH).

At a time when the City and our communities have recognized the crisis of providing humane services for individuals with serious mental illness, we cannot think of an organization with a better proven, evidenced-based model to receive funding to address these complex issues, especially as it relates to providing support services for SMI housing populations to increase the likelihood that they will remain in permanent housing.

Sincerely,

  
Daniel Pichinson, MBA  
President & CEO