

Before Starting the CoC Application

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

The Collaborative Applicant is responsible for reviewing the following:

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

1A. Continuum of Care (CoC) Identification

Instructions:

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

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1A-1. CoC Name and Number: NY-601 - Poughkeepsie/Dutchess County CoC

1A-2. Collaborative Applicant Name: County of Dutchess

1A-3. CoC Designation: CA

1A-4. HMIS Lead: CARES, Inc

1B. Continuum of Care (CoC) Engagement

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1B-1. CoC Meeting Participants.

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

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

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

Youth Advocates	Yes	Yes	No
School Administrators/Homeless Liaisons	Yes	Yes	No
CoC Funded Victim Service Providers	Yes	Yes	Yes
Non-CoC Funded Victim Service Providers	Yes	Yes	Yes
Domestic Violence Advocates	Yes	Yes	No
Street Outreach Team(s)	Yes	No	No
Lesbian, Gay, Bisexual, Transgender (LGBT) Advocates	Yes	No	No
LGBT Service Organizations	Yes	No	No
Agencies that serve survivors of human trafficking	Yes	No	No
Other homeless subpopulation advocates	Yes	Yes	Yes
Homeless or Formerly Homeless Persons	Yes	Yes	No
Mental Illness Advocates	Yes	Yes	Yes
Substance Abuse Advocates	Yes	Yes	Yes
Other:(limit 50 characters)			
N/A			

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

Applicants must describe how the CoC:

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

The Steering Comm. reviews membership annually by category, identifies under-represented populations, and assigns a CoC member to outreach to the organizations involved with that population to ask that they consider CoC participation. At each CoC meeting there is an opportunity for public comment where any attendee may make an announcement or raise an issue. At each CoC meeting there is also 15 min presentation followed by a Q&A on a topic related to homelessness in the CoC. CoC members identify future topics at the end of each meeting. CoC and non-CoC members conduct presentations. In this way, non-CoC members can provide their perspective if unable to commit to regular CoC meetings. The CoC also uses committee membership to include a wider variety of opinions. The CoC staff and members attend in a wide variety of community forums to gather information on needs and new approaches to addressing homelessness. Community forums attended in the past year include the Department of Behavioral and Community Health’s annual

forums on chemical dependency (April 11), Children and Youth (May 6), mental health for adults (May 7) and the youth “Path to Promise” summit (Dec 3). CoC staff also uses community forums and meetings to promote participation in the CoC. The CoC’s website meets the federal accessibility standards. The software includes text to speech functionality, dyslexia software, an interactive dictionary and a translation tool with over 100 languages.

1B-2. Open Invitation for New Members.

Applicants must describe:

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

The CoC has open membership enrollment and solicits new members throughout the year. Any organization or individual interested in the issue of homelessness in the county may join, attend meetings, and vote. The CoC website clearly states that meetings are open to the public and provides contact information for anyone who would like to be added to the CoC’s e-mail list. The CoC maintains an extensive e-mail list of all persons, currently 180 contacts, who have attended CoC meetings or expressed interest. The CoC meeting schedule is released publicly each November for the following year. It is distributed to the CoC e-mail list via e-mail and automatic meeting notices, and is posted on the CoC website. Meetings are held the 3rd Tues. of Feb/May/Sept/Nov at the DC Community and Behavioral Health Training Room. The CoC’s Steering Committee also does specific outreach to organizations or individuals it feels are under-represented in the CoC membership. Last year the CoC reached out to all the CoC agencies to identify a homeless or formerly homeless person to serve on the CoC’s Steering Committee. A staff person from Hudson River Housing volunteered to participate on the Steering Committee. One of the CoC’s goals for next year is to plan additional outreach opportunities for homeless or formerly homeless persons.

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

Applicants must describe:

- 1. how the CoC notifies the public that it is accepting project application proposals, and that it is open to and will consider applications from organizations that have not previously received CoC Program funding, as well as the method in which proposals should be submitted;**
- 2. the process the CoC uses to determine whether the project application will be included in the FY 2019 CoC Program Competition process;**
- 3. the date(s) the CoC publicly announced it was open to proposal;**
- 4. how the CoC ensures effective communication with individuals with**

disabilities, including the availability of accessible electronic formats; and 5. if the CoC does not accept proposals from organizations that have not previously received CoC Program funding or did not announce it was open to proposals from non-CoC Program funded organizations, the applicant must state this fact in the response and provide the reason the CoC does not accept proposals from organizations that have not previously received CoC Program funding. (limit 2,000 characters)

The CoC encourages applications from CoC and non-CoC Program funded organizations for any bonus or reallocated funds. An informal announcement was made at the May 21, 2019 CoC meeting where the possibility of funds via the 2019 NOFA was discussed, and agencies were encouraged to contact CoC staff to have a preliminary discussion. Once the NOFA was released, a formal notice regarding the availability of funds is made available through a public announcement to the e-mail list and on the CoC webpage on July 23, 2019. The notice provided potential applicants basic guidelines and links to the full guidance, as well as explicitly encouraging applications from agencies that do not currently receive CoC funding. The CoC uses an objective ranking criterion modeled on HUD ranking tools to select projects for the NOFA and this criteria was clearly noted in the notice requesting proposals. The new project ranking criteria are based on HUD's model and include the following sections: experience; design of housing and support services; timely implementation; financial/cost effectiveness; and CE participation. Two CoC staff people provide comprehensive technical assistance to applicants who do not currently receive CoC funds. The CoC's website meets the federal accessibility standards. The software includes text to speech functionality, dyslexia software, an interactive dictionary and a translation tool with over 100 languages.

1C. Continuum of Care (CoC) Coordination

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

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

Entities or Organizations the CoC coordinates planning and operation of projects	Coordinates with Planning and Operation of Projects
Housing Opportunities for Persons with AIDS (HOPWA)	Yes
Temporary Assistance for Needy Families (TANF)	Yes
Runaway and Homeless Youth (RHY)	Yes
Head Start Program	Yes
Funding Collaboratives	Yes
Private Foundations	Yes
Housing and services programs funded through U.S. Department of Justice (DOJ) Funded Housing and Service Programs	Yes
Housing and services programs funded through U.S. Health and Human Services (HHS) Funded Housing and Service Programs	Yes
Housing and service programs funded through other Federal resources	Yes
Housing and services programs funded through State Government	Yes
Housing and services programs funded through Local Government	Yes
Housing and service programs funded through private entities, including foundations	Yes
Other:(limit 50 characters)	
	Not Applicable

	Not Applicable
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1C-2. CoC Consultation with ESG Program Recipients.

Applicants must describe how the CoC:

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

(limit 2,000 characters)

The CoC has two ESG recipients, Hudson River Housing (HRH) and Legal Services of the Hudson Valley (LSHV). Both are active CoC members, with HRH having a leadership role on the Steering Committee and as a CoC Co-Chair. The CoC reviews all ESG applications prior to submission and recommends funding adjustments based on CoC guidelines. The CoC's ESG recipients receive their funding through New York State which requires the CoC issue a certification of consistency for each ESG new and renewal application. This process gives the CoC a clear process to influence the planning and allocation of ESG funds as the CoC can withhold the required consistency certification for projects it determines do not support the CoC goals. The CoC's Data Committee also completes an annual review of the ESG programs via their Consolidated Annual Performance and Evaluation Report (CAPER). The ESG CAPERS and HMIS data are compared with CoC goals and recommendations are made where ESG funds are not being effectively deployed to support CoC goals. The Dutchess County Department of Planning and Development (DCDPD) is the lead agency for both the Consolidated Plan and the CoC's annual NOFA. As such, DCDPD has an intimate knowledge of the goals and objectives of the CoC, and access to all the CoC data via the various HUD databases. This includes data from the Homeless Management Information System (HMIS), Point-in-Time Count (PIT), Housing Inventory Count (HIC), Homeless Data Exchange (HDX) and the Annual Homeless Assessment Report (AHAR). This information is used heavily in the Consolidated Plan to establish needs and priorities.

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

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

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

Applicants must indicate whether the CoC

ensured local homelessness information is communicated to Consolidated Plan Jurisdictions within its geographic area so it can be addressed in Consolidated Plan updates.

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

Applicants must describe:

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

The CoC’s Universal Response to Domestic Violence Committee (URDVC), create in 1994, oversees a coordinated community response to domestic violence within the CoC. The Committee, which meets monthly, includes the District Attorney’s Office, Dutchess County (DC) Dept. of Community and Behavioral Health, DC Dept. of Community and Family Services, Legal Services of the Hudson Valley, DC Family Court, Integrated Domestic Violence Court, DC Probation and Community Corrections, City of Poughkeepsie Police Department, DC Sherriff’s Office, New York State Police, City of Beacon Police, Family Services’ Center for Victim Safety and Support, Grace Smith House, and House of Hope. The URDVC Project Coordinator works in the County’s District Attorney Office. The URDVC creates, implements and monitors formal protocol for case management in multiple systems including criminal justice, civil justice, law enforcement and service agencies that work with DV victims. Their most recent projects and protocols have been: the Domestic Abuse Response Team (DART) which coordinates DV cases in the City and Town of Poughkeepsie and the City of Beacon; the High Risk Management Project, an interdisciplinary team that provides case review to DV cases with great risk of lethality; and the Lethality Assessment Program (LAP) where local police departments use a screening tool when responding to a domestic incidents and provide an accompanying referral. All the CoC’s PHA and HCV program have emergency transfer plans for DV victims.

All the protocols developed by the URDVS are victim centered, trauma-based and provide the maximum client choice for housing and services. As an example, under LAP law enforcement officers use a lethality screening tool and give the victim an opportunity to connect with an advocate at the scene via phone. But victims who chose not to talk to an advocate at that time will received referral information in case they want to reach out later.

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

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

- 1. CoC area project staff that addresses safety and best practices (e.g., trauma-informed, victim-centered) on safety and planning protocols in serving survivors of domestic violence; and**

2. Coordinated Entry staff that addresses safety and best practices (e.g., Trauma Informed Care) on safety and planning protocols in serving survivors of domestic violence. (limit 2,000 characters)

The Coordinated Entry System began in January 2018. The CoC's largest DV provider, Grace Smith House (GSH), is part of the Coordinated Entry Comm. which developed and maintains the system. GSH reached out to several coordinated entry systems identified by HUD as having a best practice in serving DV survivors. These best practices for safety and planning were incorporated into our system.

On May 9, 2018 the CoC conducted an in-person training for all CoC members and CE staff on safety planning for DV victims. The training was conducted by Grace Smith Houses' Director of Outreach and Support Services. We are scheduled to have another training in the spring of 2020.

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

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

The CoC uses a variety of data sources to assess the scope of community needs related to domestic violence, dating violence, sexual assault and stalking. The New York State Division of Criminal Justice Services Domestic Violence Victims Report provides the most precise picture of incidence of domestic violence. The 2018 showed 621 incidences, although it is well known that domestic violence is an underreported crime. In 2010 the Dutchess County Legislature appointed a Citizen Advisory Committee on Domestic Violence which created a System-wide Review and Recommendations. The report was updated in 2013 and it is this document which guides the work of the CoC's Universal Response to Domestic Violence Committee. The CoC has a wide variety of additional data available to assess community needs from the following sources: National Network for End Domestic Violence Census, CoC HMIS, comparable DV database discussed below, Center for Victim Safety and Support, and Family Court Domestic Violence Filings.

DV housing providers are required to enter client data into a comparable database and are required to submit a quarterly report, comparable to the regular HMIS quarterly report. This data is compared to HMIS data, and aggregated with HMIS data, to get a full picture of the specific needs of DV victims and the overall homeless population.

In 2019-2020 the CoC will work more closely with the Universal Domestic Response Team, the Department of Community and Family Services and the various DV providers to collate the various data sources and better quantify the need for housing and services in our community.

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

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

geographic area.

Public Housing Agency Name	% New Admissions into Public Housing and Housing Choice Voucher Program during FY 2018 who were experiencing homelessness at entry	PHA has General or Limited Homeless Preference	PHA has a Preference for current PSH program participants no longer needing intensive supportive services, e.g., Moving On
Beacon Housing Authority	8.00%	No	No
Poughkeepsie Housing Authority	17.00%	No	No

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

Applicants must:

- 1. provide the steps the CoC has taken, with the two largest PHAs within the CoC’s geographic area or the two PHAs the CoC has working relationships with, to adopt a homeless admission preference—if the CoC only has one PHA within its geographic area, applicants may respond for one; or**
- 2. state that the CoC does not work with the PHAs in its geographic area. (limit 2,000 characters)**

Each PHA is a CoC member and participates in CoC meetings. PHA’s notify the CoC when their waiting list open and the CoC disseminates information to the CoC members so clients can submit applications and get on wait lists. The CoC was able to get the Poughkeepsie Housing Authority, which has a local preference, to revise its policy related to former Poughkeepsie residents residing at the largest homeless shelter, located in the Town of LaGrange. Former residents had been told they did not meet the city residency requirement if they lived at the LaGrange shelter. Because of CoC advocacy, the PHA revised its policy to consider a household for the residency preference if they document that their residence prior to entering the shelter was the City of Poughkeepsie.

The CoC has met with both PHA’s and the two Housing Choice Vouchers agencies to discuss the possibility of prioritizing homeless persons or creating a “moving up” strategy. All four agencies were receptive to the “moving up” idea and the CoC is currently developing a draft strategy for their review and adoption. We expect this process will be in place for the 2020 NOFA.

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

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

No

1C-5. Protecting Against Discrimination.

Applicants must describe the actions the CoC has taken to address all forms of discrimination, such as discrimination based on any protected

classes under the Fair Housing Act and 24 CFR 5.105(a)(2) – Equal Access to HUD-Assisted or -Insured Housing. (limit 2,000 characters)

The CoC has an anti-discrimination policy which prohibits discrimination based on any protected class under the Fair Housing Act, HUD’s Equal Access to HUD-Assisted or Insured Housing, and relevant New York state laws. New York State has prohibited discrimination of LGBT persons in housing since 2003 with the passage of The Sexual Orientation Non-Discrimination Act. Since then, there has been significant education and training of individuals and agencies throughout NYS regarding discrimination against and the needs of LGBT persons. HUD’s “Equal Access to Housing in HUD Programs Regardless of Sexual Orientation or Gender Identity Rule” builds on existing NYS protections. The CoC distributes its anti-discrimination policy to CoC funded housing programs and agencies on an annual basis and compliance with the rule has been added as a monitoring factor. On May 9, 2018 the CoC conducted an in-person training on the federal rule, New York State laws, and best practices. The training was run by Executive Directors from the Dutchess County Human Rights Commission (DCHRC) and the Hudson Valley LGBTQ Community Center. Both the HRC and the LGBTQ Center have agreed to provide ongoing training and support to the CoC and its members on issues related to specific needs of LGBTQ homeless persons. The CoC is scheduled to conduct another training in spring 2020.

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

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

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

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

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

1. Engaged/educated local policymakers:	<input checked="" type="checkbox"/>
2. Engaged/educated law enforcement:	<input checked="" type="checkbox"/>
3. Engaged/educated local business leaders:	<input type="checkbox"/>
4. Implemented communitywide plans:	<input checked="" type="checkbox"/>

5. No strategies have been implemented:	<input type="checkbox"/>
6. Other:(limit 50 characters)	
	<input type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>

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

Applicants must:

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

The CoC’s CE System covers all Dutchess County. We have a “no wrong door” approach but have focused efforts on agencies identified as the primary access points for most homeless. These agencies include: DC Dept. of Community and Family Services (TANF, Safety Net, Medicaid, Food Stamps...); Hudson River Housing (operates the two largest homeless shelters for individuals and families, and the Project Porchlight outreach team); Mental Health America (operates the largest homeless drop-in center in the CoC and a large care coordination agency); DC Dept. of Community and Behavioral Health (operates the single point of entry list for NYS OMH funded PSH, and the Stabilization Center, a 24 hour, 365 day walk-in center for mental health and substance abuse crises(see attached brochure); Mid-Hudson Addiction Recovery Center; PEOPLE, Inc (peer-run mental health services provider which has a peer advocate at the hospital’s behavioral health unit); and Grace Smith House (the largest provider of domestic violence housing in the county). The CoC has worked with staff at the Behavioral Health Center at Westchester Medical Center (WMC) on how to complete the CE assessment tools. The MHA drop-in-center, HRH Project Porchlight, WMC, and the Stabilization Center are locations likely to connect with people who don’t normally apply for homeless assistance.

The CoC has street outreach programs for youth and veterans which can do referrals to CE. Behavioral Evaluation Action Team (BEAT) which teams Crisis Intervention Trained (CIT) police officers with a county social worker to complete twice weekly, four-hour outreach patrols to connect homeless persons with community services, including CE.

The CoC uses the evidence-based VI-SPDAT which assesses the following vulnerability categories: history of housing and homelessness; risks; socialization and daily functioning; and wellness. CE guidelines set deadlines for agencies to respond to referrals so insure timely assistance.

1D. Continuum of Care (CoC) Discharge Planning

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1D-1. Discharge Planning Coordination.

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

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

1E. Local CoC Competition

Instructions

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

Applicants must indicate whether the CoC:

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

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

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

1. Used objective criteria to review and rank projects for funding (e.g., cost effectiveness of the project, performance data, type of population served);	Yes
2. Included one factor related to improving system performance (e.g., exits to permanent housing (PH) destinations, retention of PH, length of time homeless, returns to homelessness, job/income growth, etc.); and	Yes
3. Included a specific method for evaluating projects submitted by victim services providers that utilized data generated from a comparable database and evaluated these projects on the degree they improve safety for the population served.	No

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

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Applicants must describe:
1. the specific severity of needs and vulnerabilities the CoC considered when reviewing and ranking projects; and
2. how the CoC takes severity of needs and vulnerabilities into account when reviewing and ranking projects.
(limit 2,000 characters)

The CoC’s 2019 ranking tool, modeled on the HUD tool, covers severity of need and vulnerability in two sections of the review and ranking tool. In the first section, the severity of participant needs is assessed using the following measures: percentage of entries with chronic homelessness; percentage of entries with no income; percentage of entries with 2 or more disabling conditions. For each measure, the program’s average is compared to the CoC average, and more points are awarded to programs that have a higher than average percentages. In the second section of the tool, the CoC confirms the “housing first/low barrier to entry” model by awarding points to programs that do not deny clients based on: little or no income, active or history of substance abuse, criminal record, or history of domestic violence. These need and vulnerability criteria make up 33% of the points on the ranking tool, and give a boost to projects that may score lower on traditional performance measures because they are accepting the most needy and vulnerable in our community. The CoC reviews the ranking tool annually and considers adjustments to these factors based on new research and data availability.

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

Applicants must:
1. indicate how the CoC made public the review and ranking process the CoC used for all project applications; or
2. check 6 if the CoC did not make public the review and ranking process; and
3. indicate how the CoC made public the CoC Consolidated Application—including the CoC Application and CoC Priority Listing that includes all project applications accepted and ranked or rejected—which HUD required CoCs to post to their websites, or partners websites, at least 2 days before the FY 2019 CoC Program Competition application submission deadline; or
4. check 6 if the CoC did not make public the CoC Consolidated Application.

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

4. Advertising on Radio or Television	<input type="checkbox"/>	4. Advertising on Radio or Television	<input type="checkbox"/>
5. Social Media (Twitter, Facebook, etc.)	<input checked="" type="checkbox"/>	5. Social Media (Twitter, Facebook, etc.)	<input checked="" type="checkbox"/>
6. Did Not Publicly Post Review and Ranking Process	<input type="checkbox"/>	6. Did Not Publicly Post CoC Consolidated Application	<input type="checkbox"/>

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

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

Reallocation: 1%

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

Applicants must:

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

The CoC’s reallocation guideline defines two processes: involuntary and voluntary reallocation. Under involuntary reallocation the CoC may reallocate funds for the following activities: inadequate financial management; ineligible expenditures; lack of 100% expenditure; consistent low CoC scores; and failure to participate in Coordinated Entry, PIT, HMIS or meet CoC attendance standards. Funds recaptured under involuntary reallocation are reallocated via a public RFP process. Voluntary reallocation allows agencies to reallocate funds from an existing project to new project, which the CoC agree better meets the current CoC needs. This policy was approved by the CoC on March 25, 2018.

The CoC discusses reallocation year-round at the CoC Steering Committee. It is also discussed twice a year at the full CoC meetings. Our focus over the past years has been getting high-performing projects which return funds to HUD to expend 100% of their funds. This happens because lower than expected rents and higher than expected tenant payments (tenants pay of 30% of income towards rent) makes it difficult for agencies to precisely project expenditures, and they are cautious about renting additional units because they don’t have the resources to cover expenses in excess of the grant. To address this issue, the CoC set-up a County funded CoC-reserve account to encourage CoC PH providers to rent additional units and maximize CoC funds. In 2017 the 4 rental assistance projects had an 84% expenditure rate, in 2019 the rate is 91%, with

95% of the unexpended funds with one project (RSS S+C) The CoC will recapture and reallocation funding for the RSS S+C project in 2020 to an agency with the capacity to administer the existing 15 units and expand the program to use all available funding.

DV Bonus

Instructions

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

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

Resources:

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

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

1F-1 DV Bonus Projects.

Applicants must indicate whether the CoC is requesting DV Bonus projects which are included on the CoC Priority Listing: No

Applicant Name	DUNS Number
This list contains no items	

2A. Homeless Management Information System (HMIS) Implementation

Intructions:

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

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

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2A-1. HMIS Vendor Identification. Foothold

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

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

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

Project Type	Total Number of Beds in 2019 HIC	Total Beds Dedicated for DV in 2019 HIC	Total Number of 2019 HIC Beds in HMIS	HMIS Bed Coverage Rate
Emergency Shelter (ES) beds	341	36	305	100.00%
Safe Haven (SH) beds	0	0	0	
Transitional Housing (TH) beds	188	42	146	100.00%
Rapid Re-Housing (RRH) beds	39	0	39	100.00%
Permanent Supportive Housing (PSH) beds	237	0	214	90.30%
Other Permanent Housing (OPH) beds	0	0	0	

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

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

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

All the CoC's bed coverage rates exceed 84.99%.

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

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

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

Applicants must enter the date the CoC submitted the 2019 Housing Inventory Count (HIC) data into the Homelessness Data Exchange (HDX). 04/30/2019
(mm/dd/yyyy)

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

Instructions:

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

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

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2B-1. PIT Count Date. 01/27/2019

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

2B-2. PIT Count Data–HDX Submission Date. 04/30/2019

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

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

Applicants must describe:

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

2. how the changes affected the CoC’s sheltered PIT count results; or
3. state “Not Applicable” if there were no changes.

(limit 2,000 characters)

Not applicable.

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

Applicants must select whether the CoC added or removed emergency shelter, No

transitional housing, or Safe-Haven inventory because of funding specific to a Presidentially-declared disaster, resulting in a change to the CoC’s 2019 sheltered PIT count.

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

Applicants must describe:

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

In 2018 Dutchess County provided funds for a year-round Behavioral Evaluation Action Team (BEAT) which teams Crisis Intervention Trained (CIT) police officers with a county social worker to complete twice weekly, four-hour outreach patrols to connect street homeless persons with community services. In 2019 the CoC was able to coordinate BEAT patrols with the date of the PIT count to insure a more comprehensive street count. This additional outreach did not appear to affect the count results. It seemed to confirm that our existing outreach strategy was identifying the limited number of unsheltered in our community.

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

Applicants must:

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

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

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

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

The PIT committee, which plans the annual PIT count, has strong youth representation. River Haven, the CoC’s youth shelter, is an active participant on the committee, as are local college students. The River Haven Street Outreach team helps the PIT team identify locations where youth are most likely to be identified. For the last few years, students from the local colleges have taken an active role in the PIT count. They participate in the planning process as well as help staff the multiple outreach events conducted as part of the PIT.

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

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

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

(limit 2,000 characters)

Agencies which work directly with the chronically homeless, families with children and Veterans are members of the PIT Committee. The CoC reached out to local police departments to identify locations where chronically homeless people may be living and not interacting with services. The City and Town of Poughkeepsie BEAT patrols coordinated with the PIT count to ensure outreach to the chronically homeless who are the focus of their outreach efforts.

Most of the homeless families with children within the CoC are receiving homeless assistance from the Department of Community and Family Services (DCFS). This is particularly true during the PIT timeframe (the last 10 day of Jan) which coincides with the NYS Code Blue regulation which requires that the County house all homeless persons regardless of eligibility when the temperatures are under 32 degrees. The CoC worked closely with DCSF staff, including on on-site training to help them improve the speed and accuracy of the entries, to insure that all DCFS clients, and particularly code blue clients, are entered into HMIS. Child size socks, hat and gloves, as well as toiletries were made available to homeless families at PIT outreach events.

The Dutchess County Veterans Department of Veteran Affairs is an active member and coordinates with the US Dept of Veterans Affairs. They provide training on how to interview Veterans. A Veteran outreach worker, who is a Vet, conducted outreach in locations know to be frequented by Vets The CoC also provided a backpack of incentives, such a toiletries, socks, water and food, to PIT participants, as well as flu shots from Walgreens.

3A. Continuum of Care (CoC) System Performance

Instructions

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

Applicants must:

Report the Number of First Time Homeless as Reported in HDX.	1,064
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3A-1a. First Time Homeless Risk Factors.

Applicants must:

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

Risk Factors - Under current HMIS programming it isn’t easy to identify the specific characteristics of the first time homeless. In June 2019 our Department of Community and Family Services (DCFS) entered into an agreement with Siena College to provide in-depth analysis of the CoC’s HMIS data. A working group of DCFS and CoC staff has met regularly with Siena researchers to review the project’s progress. This analysis pulls data specifically for first time homeless and will provide us a clear view of their specific characteristics. This analysis will be complete in November 2019. We will then compare them to the general population to identify their unique risk factors.
Strategy – The CoC has 4 homeless prevention programs – HRH STEPH/ESG,

LSHV STEPH/ESG, SSVF, and Catholic Charities (CC). DCFS provides eviction prevention funding on a case-by-case basis. Most programs do eviction prevention as well as rapid-rehousing. Upon receipt of the risk factor analysis identified above, the CoC will review the existing programs and make recommendations for adjustments to better target existing resources or add additional funds to this effort. DCFS is considering putting additional funds to eviction prevention in 2020 and the County has a \$1 million-dollar Agency Partner Grant program, which funds the CC program, and could be a local, readily available source for additional funding. In June 2019 NYS passed significant reforms to its tenant laws, making evictions more difficult. On Sept. 13, 2019 the CoC coordinated a training of over 100 landlords on the new laws. Additional trainings will be held over the next year.

Responsible Party - The Steering Comm., with input from the Data Review Comm., is responsible for overseeing the reduction in first time homeless and reports directly to the CoC Board.

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

Applicants must:

Report Average Length of Time Individuals and Persons in Families Remained Homeless as Reported in HDX.	136
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3A-2a. Strategy to Reduce Length of Time Homeless.

Applicants must:

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

Strategy – HMIS data suggests a primary driver of the number of people in our homeless system is an increase in the average length of stay (ALOS) driven by difficulty locating PH. For this reason, the construction of new PH is our focus. CoC agencies have been aggressively applying for NYS ESSHI funds which provide rental assistance/supports for homeless with disabilities. CoC agencies have been awarded 201 units (15 units were occupied in summer 2019, 39 scheduled to open early 2020). They are applying for 31 units in the round due on Sept. 25, 2019. NYS passed source of income legislation in 2019 and on Sept. 13, 2019 the CoC coordinated a training on the new law for over 100 landlords. The training included presentations from housing providers and created new connections with private landlords. Trainings will continue next year.

Identification and Housing – The length of time homeless (LOTH) is one a factor in the CoC’s CE tool which helps prioritize housing to those with the longest LOTH. The CoC is collaborating with Dutchess County Dept. of Community and Family Services (DCFS) and Siena College to do an in-depth analysis of the CoC’s HMIS data related to LOTH. This analysis, to be completed Nov. 2019,

will provide us a clearer view of their specific characteristics. We will then compare them to the general population to identify their unique risk factors and identify best practices. Data will be used to prioritize RRH assistance. The CoC has 3 groups that review difficult/long term cases. The CoC's Community Solutions Comm., multi-agency case conference led by DC Dept. of Community and Behavioral, meets weekly to strategize about the CoC's most difficult to serve with mental health issues. DCFS has a weekly case conference for longer-term homeless families and the CoC Veteran Subcomm. reviews the CoC's Veteran By-Name List monthly.
 Responsible Party - The Steering Comm. is responsible for this measure and reports to the CoC Board.

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

Applicants must:

	Percentage
1. Report the percentage of individuals and persons in families in emergency shelter, safe havens, transitional housing, and rapid rehousing that exit to permanent housing destinations as reported in HDX.	30%
2. Report the percentage of individuals and persons in families in permanent housing projects, other than rapid rehousing, that retain their permanent housing or exit to permanent housing destinations as reported in HDX.	94%

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

Applicants must:

1. describe the CoC's strategy to increase the rate at which individuals and persons in families in emergency shelter, safe havens, transitional housing and rapid rehousing exit to permanent housing destinations;
2. provide the organization name or position title responsible for overseeing the CoC's strategy to increase the rate at which individuals and persons in families in emergency shelter, safe havens, transitional housing and rapid rehousing exit to permanent housing destinations;
3. describe the CoC's strategy to increase the rate at which individuals and persons in families in permanent housing projects, other than rapid rehousing, retain their permanent housing or exit to permanent housing destinations; and
4. provide the organization name or position title responsible for overseeing the CoC's strategy to increase the rate at which individuals and persons in families in permanent housing projects, other than rapid rehousing, retain their permanent housing or exit to permanent housing destinations.
 (limit 2,000 characters)

PH Destination Strategy – In 2018 Dept. of Community and Family Services (DCFS) applied for and was awarded a NY Safety Net Shelter Supplement for single persons/childless couples. CoC assisted DCFS in preparing the request with HMIS data. This supplement increased the shelter allowance from \$216 to \$779 for a single person and \$251 to \$898 for couples. This supplement gives homeless households a realistic chance to secure PH and provides a 3-year

period to work on income growth. In summer 2019 DCFS, with CoC assistance, applied for a family supplement. The CoC is also focused on PH. CoC agencies have aggressively applied for NYS ESSHI funds which provide funding for rental assistance/supports for homeless persons with disabilities. The CoC has been awarded 201 units (15 units were occupied in summer 2019, 39 scheduled to open in spring 2020). CoC agencies are applying for 31 units in the current round. The CoC has an excel-based, CoC-wide housing inventory that lists the number and type of units, eligibility criteria, and application info. to help case managers identify appropriate PH. NYS passed source of income legislation in 2019 and on Sept. 13, 2019 the CoC coordinated a training on the new law for over 100 landlords. The training included presentations from housing providers and created new connections with landlords. Trainings will continue next year.

PH Retention Strategy – Eviction prevention program can help existing PH tenants experiencing short term financial difficulty. DCFS funds a worker at Hudson River Housing to provide 1 year of case management to families exiting their shelter to PH. Additionally, most CoC agencies provide at least 3 months of case management once a household is place in PH to assist with the transition. The CoC is investigating whether additional resources should be committed to extend this case management period.

Responsible Party - The Steering Comm. is responsible for these measures and reports directly to the CoC Board.

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

Applicants must:

	Percentage
1. Report the percentage of individuals and persons in families returning to homelessness over a 6-month period as reported in HDX.	7%
2. Report the percentage of individuals and persons in families returning to homelessness over a 12-month period as reported in HDX.	4%

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

Applicants must:

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

Identification – Under the current HMIS programming it isn’t easy to identify the specific characteristics of the people who return to homelessness. The CoC is also collaborating with Dutchess County Dept. of Community and Family Services (DCFS) and Siena College to do a more in-depth analysis of the households who return to homelessness to identify their unique risk factors. A CoC working group has been meeting regularly with the researchers at Siena to

guide this project and we expect final data in November 2019.

Strategy – Risk factor information will be distributed to the CoC members and used to identify best practices to address each unique risk factors and identify new resources. The CoC’s homeless/eviction prevention programs, described in 3A.1a, can help existing PH tenants experiencing short term financial difficulty. DCFS continues to fund a worker at Hudson River Housing to provide 1 year of case management to families exiting their shelter to PH to help support their transition to self-sufficiency. Additionally, most CoC agencies provide at least 3 months of case management once a household is place in PH to assist with the transition to self-sufficiency. The CoC is investigating whether additional resources should be committed to extend this case management period as this was an issue raised in the meeting with PHA and HCV agencies related to a move up strategy. The County has a \$1 million-dollar Agency Partner Grant program which could be a local, readily available source for additional funding.

Responsible Party - The Steering Comm. is responsible for this measure and reports directly to the CoC Board.

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

Applicants must:

	Percentage
1. Report the percentage of individuals and persons in families in CoC Program-funded Safe Haven, transitional housing, rapid rehousing, and permanent supportive housing projects that increased their employment income from entry to exit as reported in HDX.	14%
2. Report the percentage of individuals and persons in families in CoC Program-funded Safe Haven, transitional housing, rapid rehousing, and permanent supportive housing projects that increased their non-employment cash income from entry to exit as reported in HDX.	13%

3A-5a. Increasing Employment Income.

Applicants must:

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

Strategy - CoC has made significant investments to increase employment income and access to employment. Employment programs targeted specifically to homeless persons include: Exodus Reentry Work Readiness (formerly incarcerated persons); and Chamber’s Workforce Connections (TANF eligible individuals) and Youth Employment (ages 14-20 from low income households, foster care, and homeless). HRH’s Employment Assistance and Training Station (EATS) operates two employment training programs for the homeless including an 80-hour culinary training program at the Poughkeepsie Underwear

Factory Open Kitchen and Upcycle, a social enterprise that designs, produces, and markets products from reclaimed materials. Two staff at PEOPLE, Inc. are SOAR trained and they have provided basic training on SOAR to CoC members. The CoC is investigating sending CoC staff to the SOAR Academy and partner with SOAR Works to develop a comprehensive SOAR Strategy for the CoC.

Mainstream Employment - The CoC. Clients access mainstream services via Workforce Investment Board (WIB) & ACCES-VR. WIB holds monthly classes, and partners with Taconic Resources for a class on how employment affects benefits. ACCES-VR provides vocational services to individuals with disabilities that interfere with getting/keeping a job. DCFS has created a "Directory of Employment Services" for the CoC and provided a 1/2 day training on Oct. 19, 2018 to educate providers on the variety of mainstream employment services available within the CoC.

Responsible Party - The CoC's Steering Committee is responsible for this measure.

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

Applicants must:

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

Strategy - The CoC's strategy to increase non-employment cash income, as well as access to this income, is to support a coordinated system to streamline access to these resources. The primary local source of these type of income is the Department of Community and Family Services (DCFS) which provides temporary assistance and other cash benefit. DCFS provides regular, on-site training to CoC provider agencies about the eligibility and application process for the various cash assistance programs. This training results in better quality applications from clients and quicker approvals. DCFS also funds a full-time care manager at the largest family homeless shelter who can provide expert assistance on applying for assistance and following up on applications. SSI benefits are another significant source of non-employment cash. The CoC has SOAR trained staff at PEOPLE, Inc. who have provided basic SOAR training to other CoC agencies. DCFS has also funded a full-time position with Legal Services of the Hudson Valley (LSHV) to help people fill out complete an accurate SSI application and submit appeals in the case of denials. LSHV follows a model similar to SOAR in providing assistance with SSI applications and the CoC has had preliminary discussion with LSHV about becoming SOAR certified trainer.

Responsible Party - The CoC's Steering Committee is responsible for this measure.

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

Applicants must describe how the CoC:

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

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

(limit 2,000 characters)

Although the CoC works with the local workforce investment board (WIB) and local education and training organizations, the CoC does not have formal agreements with them. The CoC will work to formalize agreements over the next year. That said, Dutchess County, which staffs the CoC, has agreements with DC WIB and the Chamber of Commerce.

DC WIB, in addition to providing a wide range of employment services, operates a TANF Summer Youth Employment program for youth between 14-20 who are receiving public assistance or are below 200% of the poverty level. The program gives priority to runaway and homeless youth, as well as disabled youth and those in foster care. A copy of this agreement is attached.

The Dutchess County Chamber of Commerce’s Workforce Connections assists income-eligible adults parenting minor children and receiving Temporary Assistance or SNAP benefits to find employment and build the skills necessary to retain a job/career path through education, job readiness training, soft skill enhancement, on-on-one mentoring, and case management. Workforce Connections uses its access to the business community to connect people with appropriate employment. DC Dept of Community and Family Services, an active CoC member who funds the program, has an agreement with the program which is attached. The Chamber also holds an annual job fair for the entire community (held on Sept. 18, 2019) where employers were joined by local Community Action Agency’s Dress for Success program which provides professional attire for low-income women for interviews or their first week of employment.

Hudson River Housing, CoC co-chair, Employment Assistance and Training Station (EATS) operates two employment training programs for the homeless including an 80-hour culinary training program at the Poughkeepsie Underwear Factory Open Kitchen and Upcycle, a social enterprise that designs, produces, and markets products from reclaimed materials.

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

Applicants must select all the steps the CoC has taken to promote employment, volunteerism and community service among people experiencing homelessness in the CoC’s geographic area:

1. The CoC trains provider organization staff on connecting program participants and people experiencing homelessness with education and job training opportunities.	<input type="checkbox"/>
2. The CoC trains provider organization staff on facilitating informal employment opportunities for program participants and people experiencing homelessness (e.g., babysitting, housekeeping, food delivery).	<input type="checkbox"/>
3. The CoC trains provider organization staff on connecting program participants with formal employment opportunities.	<input type="checkbox"/>

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

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

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

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

Instructions

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

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

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

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

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

3B-1. Prioritizing Households with Children.

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

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

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

Applicants must:

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

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

assistance ends; and
3. provide the organization name or position title responsible for overseeing the CoC’s strategy to rapidly rehouse families with children within 30 days of them becoming homeless.
(limit 2,000 characters)

Secure Housing and Services - The CoC has 4 programs that assist with rapid re-housing (RRH). They include HRH ESG/STEPH, LSV ESG/STEPH, SSVF, and Catholic Charities (CDBG and County funded). DCFS provides RRH to eligible households on a case-by-case basis. There are also mainstream resources and PSH. Upon entry, every homeless family is immediately assessed for RRH or PSH when they are first identified as homeless. RRH case managers are co-located at the largest family shelter. The Dept. of Community and Family Services (DCFS) has weekly case conferences for longer term or difficult to serve families with children. The average length of stay (LOS) of families at all emergency shelters (ES) is monitored quarterly by the Data Comm. Data is used to advocate for more RRH funding and prioritize existing resources. It is also used to identify best practices.

Maintain Housing - Since 2018 a DCFS funded a worker at Hudson River Housing provides 1 year of case management to families exiting their shelter to PH to help support their transition to self-sufficiency. This is significantly more than the 3 months provided by most agencies and preliminary HMIS data suggests that this additional support is helping people maintain housing and reduce returns to homelessness. The CoC is looking at this data as part of an investigation as to whether additional resources should be committed to extend this case management period as this was an issue raised in the meeting with PHA and HCV agencies related to a move up strategy. The County has a \$1 million-dollar Agency Partner Grant program which could be a local, readily available source for additional funding. The CoC worked with the APG program to insure that comprehensive home-based case management was listed as a program priority.

Responsible Party - The CoC’s Steer Committee is responsible for overseeing the strategy to rehouse families with children within 30 days.

3B-1b. Antidiscrimination Policies.

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

1. CoC conducts mandatory training for all CoC- and ESG-funded housing and services providers on these topics.	<input checked="" type="checkbox"/>
2. CoC conducts optional training for all CoC- and ESG-funded housing and service providers on these topics.	<input checked="" type="checkbox"/>
3. CoC has worked with ESG recipient(s) to adopt uniform anti-discrimination policies for all subrecipients.	<input checked="" type="checkbox"/>

4. CoC has worked with ESG recipient(s) to identify both CoC- and ESG-funded facilities within the CoC geographic area that might be out of compliance and has taken steps to work directly with those facilities to come into compliance.

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

Applicants must indicate whether the CoC’s strategy to address the unique needs of unaccompanied youth experiencing homelessness who are 24 years of age and younger includes the following:

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

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

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

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

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

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

1. all youth experiencing homelessness, including creating new youth-focused projects or modifying current projects to be more youth-specific or youth-inclusive; and
 2. youth experiencing unsheltered homelessness including creating new youth-focused projects or modifying current projects to be more youth-specific or youth-inclusive.
- (limit 3,000 characters)

The following are among the steps taken within the CoC over the past year to create more youth focused homeless projects:

- In July 2019, Hudson River Housing (HRH), in partnership with a private developer, opened a new PSH program for 7 unaccompanied homeless young adults support by the Empire State Supportive Housing Initiative (ESSHI) funds for rent subsidies and supportive services.
- Dutchess County increased funding to HRH's LEAP Program, which provides job readiness, mentoring, work stipends, and career planning to homeless youth ages 16-24.
- The County's Deputy Commissioner for Special Needs developed recommendations to make the CoC's primary youth shelter even more accessible and more inclusive for homeless youth of all abilities. Among the recommendations are: Autism Spectrum' & Disability Etiquette' training; and creating a library of adaptive equipment that could be loaned to CoC shelters.
- The County is in the second year of Path to Promise, an asset based framework to ensure that all young people (ages 0-19) in the CoC have the assets needed to achieve their full potential. The implementation plan is currently being developed in conjunction with the 2020 budget, and the CoC has advocated for funding to support homeless youth.

The CoC's recent PIT counts did not identified any youth experiencing unsheltered homelessness. Although the CoC does not have highly visible groups of street-homeless youth, local providers report a significant number of older youth, typically 17-24 years old age, who lack stable housing and frequently couch surf with family, friends or acquaintances, often placing themselves in dangerous situations. The CoC works to identify unsheltered youth and CoC service organizations conduct targeted outreach to all segments of the homeless and at risk youth population. In addition to outreach targeted to unsheltered youth, specific outreach focuses on LGBT youth, HT victims and those at risk, and former foster care youth.

While a young adult (YA) specific shelter might attract this population, there are no immediate plans to establish one in the CoC. Most homeless YA's are reluctant to use the congregate, overnight adult shelter or to even recognize themselves as 'homeless'. HRH has incorporated modifications into its new 5-year Solutions To End Homelessness Program grant (STEPH/ESG). The new STEHP will partially fund HRH's new Housing Navigation Station where anyone, in need of housing assistance, regardless can be connected to prevention resources, case management, shelter or rapid re housing resources. The CoC also has a specific YA Care Manager at HRH who is equipped to engage YA's, and knowledgeable of YA resources and the unique aspects of YA homelessness.

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

Applicants must:

- 1. provide evidence the CoC uses to measure each of the strategies in question 3B-1d. to increase the availability of housing and services for**

youth experiencing homelessness;

2. describe the measure(s) the CoC uses to calculate the effectiveness of both strategies in question 3B-1d.; and

3. describe why the CoC believes the measure it uses is an appropriate way to determine the effectiveness of both strategies in question 3B-1d. (limit 3,000 characters)

A CoC-wide Runaway and Homeless Youth (RHY) Needs Assessment and Plan is developed annually and incorporated into Dutchess County’s Integrated Children and Family Service Plan, which is then submitted to NYS for approval/revisions. HMIS and the PIT Count data are prime sources of information used to assess prevalence and needs of RHY, but data from other systems and relevant research is analyzed, as well. The RHY Plan identifies specific strategies to be undertaken based on a prioritization of RHY needs, service gaps, best practice data and availability of resources. The strategies include: maintaining an existing program, establishing a new needed service, implementing a cross systems coordination effort, ensuring RHY staff will address an emerging training need, targeted outreach initiatives, increasing youth voice in planning, establishing a timeline for achieving new regulatory requirements and more. Measureable outcomes and benchmarks are established for each strategy in the Plan. Progress toward the outcomes/strategies is reported as part of the following year’s plan and result influence the outcomes/strategies established for subsequent years.

For some of the strategies in 3B-1d, such as the 7 added PSH units of homeless young adults; implementation of STEHP funded Housing Navigation Station with a YA Care Manager, standard HUD outcome measures are used and data is tracked through HMIS. Other measures may include an increase in YA service participation or positive scoring of a program based on satisfaction surveys completed by Young adults. Measurable Outcome benchmarks are set for the LEAP Program and will be established for the programs to be developed under the Path to Promise Initiative. Achievement of outcome measures is monitored by the County Dept administering the Program. Many programs benefit homeless youth/YA, but do not exclusively serve them. Outcome measures may not be specifically tied to homelessness, but providers are asked to track the number of homeless YA’s participating in their service. Such aggregate data is shared with the RHY Planning Group to gauge the impact programs across-systems, are having on RHY and inform planning. The RHY Planning Group meets at least quarterly and on an ad-hoc basis.

3B-1e. Collaboration–Education Services.

Applicants must describe:

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

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

(limit 2,000 characters)

CoC educational services range from Head Start to GED, and alternative programs such as Youthbuild. Youth education providers (YEPs) share information with the CoC and participate in CoC meetings. Some YEPs such as Youth Build and the American Ca give priority to homeless youth or young adults (YA). YEP's are represented on the Runaway and Homeless Youth (RHY) Comm. which creates an annual Runaway and Homeless Youth Plan/Needs Assessment. Homeless housing providers within the CoC have linkage agreements with YEP's and coordinate services.

The NYS Education Dept. is the McKinney-Vento SEA responsible for developing and implementing NYS's Every Student Succeeds Act Plan. NYS maintains data on homeless students by district which informs the CoC planning efforts. Most collaboration within the CoC occurs between its homeless housing and service providers, and the 13 local LEAs.

School districts liaisons (SDL) receive CoC information and are invited to participate in CoC meetings. SDL's participate in an annual countywide training run by the County Coordinated Children's Services Workgroup. SDL's share local data with the CoC and the CoC uses LEA data to target outreach toward the districts with the highest homelessness. SDL's participate on the RHY Committee which conducts the annual Assessment described above.

Hudson River Housing (HRH) has a formal partnership with the City of Poughkeepsie School District for unaccompanied homeless youth residing at HRH's River Haven shelter and the Arlington District for homeless children residing in HRH shelters for families. The agreements establish: roles regarding enrollment of homeless students; annual district needs assessment; a schedule of meetings; schools' responsibility in coordinating services and facilitating post-secondary and workforce success for at risk youth; how the district's Title I funds will be used to provide after school educational support services at HRH's shelters.

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

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

(limit 2,000 characters)

The CoC by-laws require all CoC agencies that serve children and youth to appoint an educational representative to ensure their agency's compliance with the McKinney-Vento Homeless Assistance Act (as reauthorized by Title IX, Part A of the Every Student Succeeds Act, known as ESSA) and oversee the provision of information/assistance to families and unaccompanied youth regarding their eligibility for educational services and supports (including early childhood development assessment and services).

Agency educational representatives maintain up to date knowledge of McKinney Vento protections and ensure their agency's homeless services staff have accurate information needed to assist families/unaccompanied youth in making educational plans. The full McKinney Vento Act is available, along with

a list of appointed school liaisons and other informational resources, through NYS's Technical & Educational Assistance Center for Homeless Students (NYSTEACHS) website. NYSTEACHS also provides free posters and brochures in multiple languages, operates a Toll Free Helpline for questions about school-related issues, provides training and advocacy to ensure the educational rights of homeless youth are interpreted correctly and upheld by school districts and local educational agencies.

The CoC requires the CoC agencies that provide housing for homeless families/unaccompanied youth to have site-specific policies and procedures addressing school transportation, enrollment, responsibilities of relevant educational agency or school liaison, and other provisions that ensure homeless child /youth in their program has immediate access to educational services/supports.

Annually, the CoC distributes to its full membership (including school representatives) a listing of the Homeless Liaisons for each district in the CoC, a summary of McKinney -Vento provisions, and publicizes the services of NYSTEACHS. Training announcements are disseminated to the CoC membership regularly.

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

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

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

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

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

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

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

3B-2b. Housing First for Veterans.

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

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

Applicants must:

- 1. select all that apply to indicate the findings from the CoC’s Racial Disparity Assessment; or**
- 2. select 7 if the CoC did not conduct a Racial Disparity Assessment.**

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

3B-3a. Addressing Racial Disparities.

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

1. The CoC is ensuring that staff at the project level are representative of the persons accessing homeless services in the CoC.	<input type="checkbox"/>
2. The CoC has identified the cause(s) of racial disparities in their homeless system.	<input type="checkbox"/>

3. The CoC has identified strategies to reduce disparities in their homeless system.	<input type="checkbox"/>
4. The CoC has implemented strategies to reduce disparities in their homeless system.	<input type="checkbox"/>
5. The CoC has identified resources available to reduce disparities in their homeless system.	<input type="checkbox"/>
6: The CoC did not conduct a racial disparity assessment.	<input checked="" type="checkbox"/>

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

Instructions:

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

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

Resources:

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

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

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

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

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

4A-1. Healthcare—Enrollment/Effective Utilization

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

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

4A-1a. Mainstream Benefits.

Applicants must:

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

- health insurance;**
4. describe how the CoC provides assistance with the effective utilization of Medicaid and other benefits; and
5. provide the name of the organization or position title that is responsible for overseeing the CoC’s strategy for mainstream benefits.
(limit 2,000 characters)

Mainstream benefit providers are active participants in the CoC. They attend quarterly meetings and serve on the Data and Coordinated Entry Committees. At the quarterly meetings, they regularly make 15 min presentations and make announcements regarding changes to their programs. In mid-2016 the Dept. of Community and Family Services (DCFS), the largest mainstream provider (TANF, Food Stamps, Medicaid), began having semi-annual half-day trainings for agencies entitled “Navigating the System” which provides a detailed review of the requirements for different aspects of DCFS programs. To date, 6 half-day trainings have been held on the following topics – TANF/Safety, Employment (2 trainings), Housing, Child Protective Services and Foster Care. DCFS staff also provide in-service training for multiple agencies throughout the year.

In 2017 PEOPLE, Inc. got a staff person SOAR certified and the CoC actively support the SOAR model.

The CoC Steering Committee, which reports directly to the CoC Board, is responsible to oversee the CoC’s strategy for mainstream benefits.

4A-2. Lowering Barriers to Entry Data:

Applicants must report:

1. Total number of new and renewal CoC Program-funded PSH, RRH, SSO non-coordinated entry, Safe-Haven, and Transitional Housing projects the CoC has ranked in its CoC Priority Listing in FY 2019 CoC Program Competition.	15
2. Total number of new and renewal CoC Program-funded PSH, RRH, SSO non-coordinated entry, Safe-Haven, and Transitional Housing projects the CoC has ranked in its CoC Priority Listing in FY 2019 CoC Program Competition that reported that they are lowering barriers to entry and prioritizing rapid placement and stabilization to permanent housing.	15
Percentage of new and renewal PSH, RRH, Safe-Haven, SSO non-Coordinated Entry projects the CoC has ranked in its CoC Priority Listing in the FY 2019 CoC Program Competition that reported that they are lowering barriers to entry and prioritizing rapid placement and stabilization to permanent housing.	100%

4A-3. Street Outreach.

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

Most of the county’s homeless population engages with the homeless delivery

system at minimum for meals at the soup kitchens, so outreach focuses on finding people who avoid engaging in the system. Street outreach (SO) is ongoing, occurs year-round and covers 100% of Dutchess County (DC), with a focus on the urban area around Poughkeepsie (POK) where the homeless congregate. Due to the suburban nature of the CoC, with even urban areas not very dense, traditional SO can be challenging, so the homeless are targeted where they are known to frequent by one of our partners (below), who outreach independently/jointly as deemed necessary:

- DC Mobile Crisis Intervention Team (MCIT): a 24/7/365 social worker (SW) outreach team that conducts behavioral health (BH) assessments and offers referrals to community-based orgs (CBOs)
- 13 police depts (PD): currently 75% of the CoC's officers, who are often the 1st point of contact with the homeless, are trained in Crisis Intervention Team (CIT). CIT educates officers on recognizing symptoms related to MH, SA or DDs, engagement strategies, de-escalation and available CBOs
- City of POK PD implements a Behavioral Evaluation and Action Team (BEAT) Patrol with 2 officers & 1 MCIT SW doing targeted outreach to engage and build relationships, conduct BH assessments and provide the homeless with linkages to CBOs, with 152 homeless engaged with BEAT from 1/1-8/31/19
- BEAT was expanded to the Town of POK in 2019, with 84 folks engaged with BEAT from 1/1-8/31/19 and in 2020 it will be further expanded to Hyde Park and Beacon
- Hudson River Housing (HRH) has several SO programs targeting the homeless where they frequent in the C of POK with 75 seen 1/1-8/31/19 and expansion to other DC areas in 2020. Project Porchlight offers SO as well as a new daytime drop-in center for care management/food/shower, etc. It's a smaller alternative to the existing Living Room drop-in center.

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

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

	2018	2019	Difference
RRH beds available to serve all populations in the HIC	56	39	-17

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

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

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

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

4B. Attachments

Instructions:

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

Document Type	Required?	Document Description	Date Attached
_ FY 2019 CoC Competition Report (HDX Report)	Yes	NY-601 FY 2019 Co...	07/17/2019
1C-4.PHA Administration Plan–Moving On Multifamily Assisted Housing Owners’ Preference.	No		
1C-4. PHA Administrative Plan Homeless Preference.	No		
1C-7. Centralized or Coordinated Assessment System.	Yes	DC VI-SPDAT Forms	09/23/2019
1E-1.Public Posting–15-Day Notification Outside e-snaps–Projects Accepted.	Yes	Projects Accepted...	09/23/2019
1E-1. Public Posting–15-Day Notification Outside e-snaps–Projects Rejected or Reduced.	Yes	Project Rejected/...	09/23/2019
1E-1.Public Posting–30-Day Local Competition Deadline.	Yes	Local Competition...	09/23/2019
1E-1. Public Posting–Local Competition Announcement.	Yes	Local Competition...	09/23/2019
1E-4.Public Posting–CoC-Approved Consolidated Application	Yes		
3A. Written Agreement with Local Education or Training Organization.	No	Local Education o...	09/27/2019
3A. Written Agreement with State or Local Workforce Development Board.	No	Local Workforce A...	09/27/2019
3B-3. Summary of Racial Disparity Assessment.	Yes	Summary of Racial...	09/16/2019
4A-7a. Project List-Homeless under Other Federal Statutes.	No		
Other	No		
Other	No		

Other	No		
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Attachment Details

Document Description: NY-601 FY 2019 Competition Report (HDX Report)

Attachment Details

Document Description:

Attachment Details

Document Description:

Attachment Details

Document Description: DC VI-SPDAT Forms

Attachment Details

Document Description: Projects Accepted Notification

Attachment Details

Document Description: Project Rejected/Reduced Notification

Attachment Details

Document Description: Local Competition Deadline

Attachment Details

Document Description: Local Competition Public Announcement

Attachment Details

Document Description:

Attachment Details

Document Description: Local Education or Training Organization Agreement

Attachment Details

Document Description: Local Workforce Agreement

Attachment Details

Document Description: Summary of Racial Disparity Assessment

Attachment Details

Document Description:

Submission Summary

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

Page	Last Updated
1A. Identification	09/13/2019
1B. Engagement	09/27/2019
1C. Coordination	09/27/2019
1D. Discharge Planning	No Input Required
1E. Local CoC Competition	09/27/2019
1F. DV Bonus	No Input Required
2A. HMIS Implementation	09/27/2019
2B. PIT Count	09/27/2019
3A. System Performance	09/27/2019
3B. Performance and Strategic Planning	09/27/2019
4A. Mainstream Benefits and Additional Policies	09/27/2019
4B. Attachments	Please Complete

Submission Summary

No Input Required

2019 HDX Competition Report

PIT Count Data for NY-601 - Poughkeepsie/Dutchess County CoC

Total Population PIT Count Data

	2016 PIT	2017 PIT	2018 PIT	2019 PIT
Total Sheltered and Unsheltered Count	385	388	399	533
Emergency Shelter Total	176	206	219	361
Safe Haven Total	0	0	0	0
Transitional Housing Total	187	173	171	162
Total Sheltered Count	363	379	390	523
Total Unsheltered Count	22	9	9	10

Chronically Homeless PIT Counts

	2016 PIT	2017 PIT	2018 PIT	2019 PIT
Total Sheltered and Unsheltered Count of Chronically Homeless Persons	21	6	26	31
Sheltered Count of Chronically Homeless Persons	4	6	22	30
Unsheltered Count of Chronically Homeless Persons	17	0	4	1

2019 HDX Competition Report

PIT Count Data for NY-601 - Poughkeepsie/Dutchess County CoC

Homeless Households with Children PIT Counts

	2016 PIT	2017 PIT	2018 PIT	2019 PIT
Total Sheltered and Unsheltered Count of the Number of Homeless Households with Children	60	58	61	85
Sheltered Count of Homeless Households with Children	59	58	61	85
Unsheltered Count of Homeless Households with Children	1	0	0	0

Homeless Veteran PIT Counts

	2011	2016	2017	2018	2019
Total Sheltered and Unsheltered Count of the Number of Homeless Veterans	14	9	8	5	7
Sheltered Count of Homeless Veterans	14	7	7	5	7
Unsheltered Count of Homeless Veterans	0	2	1	0	0

2019 HDX Competition Report
HIC Data for NY-601 - Poughkeepsie/Dutchess County CoC

HMIS Bed Coverage Rate

Project Type	Total Beds in 2019 HIC	Total Beds in 2019 HIC Dedicated for DV	Total Beds in HMIS	HMIS Bed Coverage Rate
Emergency Shelter (ES) Beds	341	36	305	100.00%
Safe Haven (SH) Beds	0	0	0	NA
Transitional Housing (TH) Beds	188	42	146	100.00%
Rapid Re-Housing (RRH) Beds	39	0	39	100.00%
Permanent Supportive Housing (PSH) Beds	237	0	214	90.30%
Other Permanent Housing (OPH) Beds	0	0	0	NA
Total Beds	805	78	704	96.84%

2019 HDX Competition Report

HIC Data for NY-601 - Poughkeepsie/Dutchess County CoC

PSH Beds Dedicated to Persons Experiencing Chronic Homelessness

Chronically Homeless Bed Counts	2016 HIC	2017 HIC	2018 HIC	2019 HIC
Number of CoC Program and non-CoC Program funded PSH beds dedicated for use by chronically homeless persons identified on the HIC	50	48	52	40

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

Households with Children	2016 HIC	2017 HIC	2018 HIC	2019 HIC
RRH units available to serve families on the HIC	0	0	0	0

Rapid Rehousing Beds Dedicated to All Persons

All Household Types	2016 HIC	2017 HIC	2018 HIC	2019 HIC
RRH beds available to serve all populations on the HIC	36	58	56	39

2019 HDX Competition Report

FY2018 - Performance Measurement Module (Sys PM)

Summary Report for NY-601 - Poughkeepsie/Dutchess County CoC

For each measure enter results in each table from the System Performance Measures report generated out of your CoCs HMIS System. There are seven performance measures. Each measure may have one or more “metrics” used to measure the system performance. Click through each tab above to enter FY2017 data for each measure and associated metrics.

RESUBMITTING FY2018 DATA: If you provided revised FY2018 data, the original FY2018 submissions will be displayed for reference on each of the following screens, but will not be retained for analysis or review by HUD.

ERRORS AND WARNINGS: If data are uploaded that creates selected fatal errors, the HDX will prevent the CoC from submitting the System Performance Measures report. The CoC will need to review and correct the original HMIS data and generate a new HMIS report for submission.

Some validation checks will result in warnings that require explanation, but will not prevent submission. Users should enter a note of explanation for each validation warning received. To enter a note of explanation, move the cursor over the data entry field and click on the note box. Enter a note of explanation and “save” before closing.

Measure 1: Length of Time Persons Remain Homeless

This measures the number of clients active in the report date range across ES, SH (Metric 1.1) and then ES, SH and TH (Metric 1.2) along with their average and median length of time homeless. This includes time homeless during the report date range as well as prior to the report start date, going back no further than October, 1, 2012.

Metric 1.1: Change in the average and median length of time persons are homeless in ES and SH projects.

Metric 1.2: Change in the average and median length of time persons are homeless in ES, SH, and TH projects.

a. This measure is of the client’s entry, exit, and bed night dates strictly as entered in the HMIS system.

2019 HDX Competition Report

FY2018 - Performance Measurement Module (Sys PM)

	Universe (Persons)			Average LOT Homeless (bed nights)				Median LOT Homeless (bed nights)			
	Submitted FY 2017	Revised FY 2017	FY 2018	Submitted FY 2017	Revised FY 2017	FY 2018	Difference	Submitted FY 2017	Revised FY 2017	FY 2018	Difference
1.1 Persons in ES and SH	1069	1050	1441	63	67	69	2	28	30	31	1
1.2 Persons in ES, SH, and TH	1265	1230	1590	154	158	136	-22	48	50	40	-10

b. This measure is based on data element 3.17.

This measure includes data from each client's Living Situation (Data Standards element 3.917) response as well as time spent in permanent housing projects between Project Start and Housing Move-In. This information is added to the client's entry date, effectively extending the client's entry date backward in time. This "adjusted entry date" is then used in the calculations just as if it were the client's actual entry date.

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

	Universe (Persons)			Average LOT Homeless (bed nights)				Median LOT Homeless (bed nights)			
	Submitted FY 2017	Revised FY 2017	FY 2018	Submitted FY 2017	Revised FY 2017	FY 2018	Difference	Submitted FY 2017	Revised FY 2017	FY 2018	Difference
1.1 Persons in ES, SH, and PH (prior to "housing move in")	1105	1070	1454	137	143	158	15	53	60	65	5
1.2 Persons in ES, SH, TH, and PH (prior to "housing move in")	1301	1250	1603	221	230	222	-8	77	83	84	1

2019 HDX Competition Report

FY2018 - Performance Measurement Module (Sys PM)

Measure 2: The Extent to which Persons who Exit Homelessness to Permanent Housing Destinations Return to Homelessness

This measures clients who exited SO, ES, TH, SH or PH to a permanent housing destination in the date range two years prior to the report date range. Of those clients, the measure reports on how many of them returned to homelessness as indicated in the HMIS for up to two years after their initial exit.

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

	Total # of Persons who Exited to a Permanent Housing Destination (2 Years Prior)		Returns to Homelessness in Less than 6 Months			Returns to Homelessness from 6 to 12 Months			Returns to Homelessness from 13 to 24 Months			Number of Returns in 2 Years	
	Revised FY 2017	FY 2018	Revised FY 2017	FY 2018	% of Returns	Revised FY 2017	FY 2018	% of Returns	Revised FY 2017	FY 2018	% of Returns	FY 2018	% of Returns
Exit was from SO	0	0	0	0		0	0		0	0		0	
Exit was from ES	242	238	52	20	8%	10	12	5%	9	8	3%	40	17%
Exit was from TH	103	53	4	1	2%	2	1	2%	4	5	9%	7	13%
Exit was from SH	0	0	0	0		0	0		0	0		0	
Exit was from PH	130	76	18	5	7%	2	3	4%	3	2	3%	10	13%
TOTAL Returns to Homelessness	475	367	74	26	7%	14	16	4%	16	15	4%	57	16%

Measure 3: Number of Homeless Persons

Metric 3.1 – Change in PIT Counts

2019 HDX Competition Report

FY2018 - Performance Measurement Module (Sys PM)

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

	January 2017 PIT Count	January 2018 PIT Count	Difference
Universe: Total PIT Count of sheltered and unsheltered persons	388	399	11
Emergency Shelter Total	206	219	13
Safe Haven Total	0	0	0
Transitional Housing Total	173	171	-2
Total Sheltered Count	379	390	11
Unsheltered Count	9	9	0

Metric 3.2 – Change in Annual Counts

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

	Submitted FY 2017	Revised FY 2017	FY 2018	Difference
Universe: Unduplicated Total sheltered homeless persons	1269	1234	1593	359
Emergency Shelter Total	1074	1055	1443	388
Safe Haven Total	0	0	0	0
Transitional Housing Total	240	239	207	-32

2019 HDX Competition Report

FY2018 - Performance Measurement Module (Sys PM)

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

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

	Submitted FY 2017	Revised FY 2017	FY 2018	Difference
Universe: Number of adults (system stayers)	103	116	120	4
Number of adults with increased earned income	13	14	17	3
Percentage of adults who increased earned income	13%	12%	14%	2%

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

	Submitted FY 2017	Revised FY 2017	FY 2018	Difference
Universe: Number of adults (system stayers)	103	116	120	4
Number of adults with increased non-employment cash income	5	5	16	11
Percentage of adults who increased non-employment cash income	5%	4%	13%	9%

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

	Submitted FY 2017	Revised FY 2017	FY 2018	Difference
Universe: Number of adults (system stayers)	103	116	120	4
Number of adults with increased total income	18	19	31	12
Percentage of adults who increased total income	17%	16%	26%	10%

2019 HDX Competition Report

FY2018 - Performance Measurement Module (Sys PM)

Metric 4.4 – Change in earned income for adult system leavers

	Submitted FY 2017	Revised FY 2017	FY 2018	Difference
Universe: Number of adults who exited (system leavers)	98	99	86	-13
Number of adults who exited with increased earned income	19	21	15	-6
Percentage of adults who increased earned income	19%	21%	17%	-4%

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

	Submitted FY 2017	Revised FY 2017	FY 2018	Difference
Universe: Number of adults who exited (system leavers)	98	99	86	-13
Number of adults who exited with increased non-employment cash income	10	12	13	1
Percentage of adults who increased non-employment cash income	10%	12%	15%	3%

Metric 4.6 – Change in total income for adult system leavers

	Submitted FY 2017	Revised FY 2017	FY 2018	Difference
Universe: Number of adults who exited (system leavers)	98	99	86	-13
Number of adults who exited with increased total income	29	33	26	-7
Percentage of adults who increased total income	30%	33%	30%	-3%

2019 HDX Competition Report

FY2018 - Performance Measurement Module (Sys PM)

Measure 5: Number of persons who become homeless for the 1st time

Metric 5.1 – Change in the number of persons entering ES, SH, and TH projects with no prior enrollments in HMIS

	Submitted FY 2017	Revised FY 2017	FY 2018	Difference
Universe: Person with entries into ES, SH or TH during the reporting period.	1041	1011	1382	371
Of persons above, count those who were in ES, SH, TH or any PH within 24 months prior to their entry during the reporting year.	266	262	318	56
Of persons above, count those who did not have entries in ES, SH, TH or PH in the previous 24 months. (i.e. Number of persons experiencing homelessness for the first time)	775	749	1064	315

Metric 5.2 – Change in the number of persons entering ES, SH, TH, and PH projects with no prior enrollments in HMIS

	Submitted FY 2017	Revised FY 2017	FY 2018	Difference
Universe: Person with entries into ES, SH, TH or PH during the reporting period.	1147	1093	1443	350
Of persons above, count those who were in ES, SH, TH or any PH within 24 months prior to their entry during the reporting year.	272	274	324	50
Of persons above, count those who did not have entries in ES, SH, TH or PH in the previous 24 months. (i.e. Number of persons experiencing homelessness for the first time.)	875	819	1119	300

2019 HDX Competition Report

FY2018 - Performance Measurement Module (Sys PM)

Measure 6: Homeless Prevention and Housing Placement of Persons defined by category 3 of HUD's Homeless Definition in CoC Program-funded Projects

This Measure is not applicable to CoCs in FY2018 (Oct 1, 2017 - Sept 30, 2018) reporting period.

Measure 7: Successful Placement from Street Outreach and Successful Placement in or Retention of Permanent Housing

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

	Submitted FY 2017	Revised FY 2017	FY 2018	Difference
Universe: Persons who exit Street Outreach	0	0	0	0
Of persons above, those who exited to temporary & some institutional destinations	0	0	0	0
Of the persons above, those who exited to permanent housing destinations	0	0	0	0
% Successful exits				

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

2019 HDX Competition Report

FY2018 - Performance Measurement Module (Sys PM)

	Submitted FY 2017	Revised FY 2017	FY 2018	Difference
Universe: Persons in ES, SH, TH and PH-RRH who exited, plus persons in other PH projects who exited without moving into housing	964	955	1160	205
Of the persons above, those who exited to permanent housing destinations	312	308	344	36
% Successful exits	32%	32%	30%	-2%

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

	Submitted FY 2017	Revised FY 2017	FY 2018	Difference
Universe: Persons in all PH projects except PH-RRH	259	259	268	9
Of persons above, those who remained in applicable PH projects and those who exited to permanent housing destinations	242	242	253	11
% Successful exits/retention	93%	93%	94%	1%

2019 HDX Competition Report FY2018 - SysPM Data Quality

NY-601 - Poughkeepsie/Dutchess County CoC

This is a new tab for FY 2016 submissions only. Submission must be performed manually (data cannot be uploaded). Data coverage and quality will allow HUD to better interpret your Sys PM submissions.

Your bed coverage data has been imported from the HIC module. The remainder of the data quality points should be pulled from data quality reports made available by your vendor according to the specifications provided in the HMIS Standard Reporting Terminology Glossary. You may need to run multiple reports in order to get data for each combination of year and project type.

You may enter a note about any field if you wish to provide an explanation about your data quality results. This is not required.

2019 HDX Competition Report FY2018 - SysPM Data Quality

	All ES, SH				All TH				All PSH, OPH				All RRH				All Street Outreach			
	2014-2015	2015-2016	2016-2017	2017-2018	2014-2015	2015-2016	2016-2017	2017-2018	2014-2015	2015-2016	2016-2017	2017-2018	2014-2015	2015-2016	2016-2017	2017-2018	2014-2015	2015-2016	2016-2017	2017-2018
1. Number of non-DV Beds on HIC	187	181	186	199	161	160	156	152	163	204	212	224		36	58	56				
2. Number of HMIS Beds	121	119	185	198	88	157	156	152	7	20	193	179		0	58	56				
3. HMIS Participation Rate from HIC (%)	64.71	65.75	99.46	99.50	54.66	98.13	100.00	100.00	4.29	9.80	91.04	79.91		0.00	100.00	100.00				
4. Unduplicated Persons Served (HMIS)	73	83	1066	1451	331	245	239	207	112	112	269	273	132	108	125	113	3	18	0	0
5. Total Leavers (HMIS)	53	62	897	1179	181	94	105	81	28	38	49	52	96	66	72	29	2	9	0	0
6. Destination of Don't Know, Refused, or Missing (HMIS)	3	6	52	61	9	2	8	0	0	0	2	1	1	0	0	0	0	0	0	0
7. Destination Error Rate (%)	5.66	9.68	5.80	5.17	4.97	2.13	7.62	0.00	0.00	0.00	4.08	1.92	1.04	0.00	0.00	0.00	0.00	0.00		

2019 HDX Competition Report

Submission and Count Dates for NY-601 - Poughkeepsie/Dutchess County CoC

Date of PIT Count

	Date	Received HUD Waiver
Date CoC Conducted 2019 PIT Count	1/27/2019	

Report Submission Date in HDX

	Submitted On	Met Deadline
2019 PIT Count Submittal Date	4/30/2019	Yes
2019 HIC Count Submittal Date	4/30/2019	Yes
2018 System PM Submittal Date	5/31/2019	Yes

**Vulnerability Index -
Service Prioritization Decision Assistance Tool
(VI-SPDAT)**

Prescreen Triage Tool for Single Adults

AMERICAN VERSION 2.0

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Administration

Interviewer's Name _____	Agency _____	<input type="checkbox"/> Team <input type="checkbox"/> Staff <input type="checkbox"/> Volunteer
Survey Date DD/MM/YYYY ___/___/____	Survey Time ___:___	Survey Location _____

Opening Script

Every assessor in your community regardless of organization completing the VI-SPDAT should use the same introductory script. In that script you should highlight the following information:

- the name of the assessor and their affiliation (organization that employs them, volunteer as part of a Point in Time Count, etc.)
- the purpose of the VI-SPDAT being completed
- that it usually takes less than 7 minutes to complete
- that only “Yes,” “No,” or one-word answers are being sought
- that any question can be skipped or refused
- where the information is going to be stored
- that if the participant does not understand a question or the assessor does not understand the question that clarification can be provided
- the importance of relaying accurate information to the assessor and not feeling that there is a correct or preferred answer that they need to provide, nor information they need to conceal

Basic Information

First Name _____	Nickname _____	Last Name _____
In what language do you feel best able to express yourself? _____		
Date of Birth DD/MM/YYYY ___/___/____	Age _____	Social Security Number _____
		Consent to participate <input type="checkbox"/> Yes <input type="checkbox"/> No

IF THE PERSON IS 60 YEARS OF AGE OR OLDER, THEN SCORE 1.

SCORE:

A. History of Housing and Homelessness

1. Where do you sleep most frequently? (check one)

- Shelters
- Transitional Housing
- Safe Haven
- Outdoors**
- Other (specify):**

Refused

IF THE PERSON ANSWERS ANYTHING OTHER THAN "SHELTER", "TRANSITIONAL HOUSING", OR "SAFE HAVEN", THEN SCORE 1.

SCORE:

2. How long has it been since you lived in permanent stable housing? _____

Refused

3. In the last three years, how many times have you been homeless? _____

Refused

IF THE PERSON HAS EXPERIENCED 1 OR MORE CONSECUTIVE YEARS OF HOMELESSNESS, AND/OR 4+ EPISODES OF HOMELESSNESS, THEN SCORE 1.

SCORE:

B. Risks

4. In the past six months, how many times have you...

a) Received health care at an emergency department/room? _____

Refused

b) Taken an ambulance to the hospital? _____

Refused

c) Been hospitalized as an inpatient? _____

Refused

d) Used a crisis service, including sexual assault crisis, mental health crisis, family/intimate violence, distress centers and suicide prevention hotlines? _____

Refused

e) Talked to police because you witnessed a crime, were the victim of a crime, or the alleged perpetrator of a crime or because the police told you that you must move along? _____

Refused

f) Stayed one or more nights in a holding cell, jail or prison, whether that was a short-term stay like the drunk tank, a longer stay for a more serious offence, or anything in between? _____

Refused

IF THE TOTAL NUMBER OF INTERACTIONS EQUALS 4 OR MORE, THEN SCORE 1 FOR EMERGENCY SERVICE USE.

SCORE:

5. Have you been attacked or beaten up since you've become homeless? Y N Refused

6. Have you threatened to or tried to harm yourself or anyone else in the last year? Y N Refused

IF "YES" TO ANY OF THE ABOVE, THEN SCORE 1 FOR RISK OF HARM.

SCORE:

7. Do you have any legal stuff going on right now that may result in you being locked up, having to pay fines, or that make it more difficult to rent a place to live? Y N Refused

IF "YES," THEN SCORE 1 FOR LEGAL ISSUES.

SCORE:

8. Does anybody force or trick you to do things that you do not want to do? Y N Refused

9. Do you ever do things that may be considered to be risky like exchange sex for money, run drugs for someone, have unprotected sex with someone you don't know, share a needle, or anything like that? Y N Refused

IF "YES" TO ANY OF THE ABOVE, THEN SCORE 1 FOR RISK OF EXPLOITATION.

SCORE:

C. Socialization & Daily Functioning

10. Is there any person, past landlord, business, bookie, dealer, or government group like the IRS that thinks you owe them money? Y N Refused

11. Do you get any money from the government, a pension, an inheritance, working under the table, a regular job, or anything like that? Y N Refused

IF "YES" TO QUESTION 10 OR "NO" TO QUESTION 11, THEN SCORE 1 FOR MONEY MANAGEMENT.

SCORE:

12. Do you have planned activities, other than just surviving, that make you feel happy and fulfilled? Y N Refused

IF "NO," THEN SCORE 1 FOR MEANINGFUL DAILY ACTIVITY.

SCORE:

13. Are you currently able to take care of basic needs like bathing, changing clothes, using a restroom, getting food and clean water and other things like that? Y N Refused

IF "NO," THEN SCORE 1 FOR SELF-CARE.

SCORE:

14. Is your current homelessness in any way caused by a relationship that broke down, an unhealthy or abusive relationship, or because family or friends caused you to become evicted? Y N Refused

IF "YES," THEN SCORE 1 FOR SOCIAL RELATIONSHIPS.

SCORE:

D. Wellness

15. Have you ever had to leave an apartment, shelter program, or other place you were staying because of your physical health? Y N Refused
16. Do you have any chronic health issues with your liver, kidneys, stomach, lungs or heart? Y N Refused
17. If there was space available in a program that specifically assists people that live with HIV or AIDS, would that be of interest to you? Y N Refused
18. Do you have any physical disabilities that would limit the type of housing you could access, or would make it hard to live independently because you'd need help? Y N Refused
19. When you are sick or not feeling well, do you avoid getting help? Y N Refused
20. *FOR FEMALE RESPONDENTS ONLY:* Are you currently pregnant? Y N N/A or Refused

IF "YES" TO ANY OF THE ABOVE, THEN SCORE 1 FOR **PHYSICAL HEALTH**.

SCORE:

21. Has your drinking or drug use led you to being kicked out of an apartment or program where you were staying in the past? Y N Refused
22. Will drinking or drug use make it difficult for you to stay housed or afford your housing? Y N Refused

IF "YES" TO ANY OF THE ABOVE, THEN SCORE 1 FOR **SUBSTANCE USE**.

SCORE:

23. Have you ever had trouble maintaining your housing, or been kicked out of an apartment, shelter program or other place you were staying, because of:
- a) A mental health issue or concern? Y N Refused
- b) A past head injury? Y N Refused
- c) A learning disability, developmental disability, or other impairment? Y N Refused
24. Do you have any mental health or brain issues that would make it hard for you to live independently because you'd need help? Y N Refused

IF "YES" TO ANY OF THE ABOVE, THEN SCORE 1 FOR **MENTAL HEALTH**.

SCORE:

IF THE RESPONENT SCORED 1 FOR **PHYSICAL HEALTH** AND 1 FOR **SUBSTANCE USE** AND 1 FOR **MENTAL HEALTH**, SCORE 1 FOR **TRI-MORBIDITY**.

SCORE:

VULNERABILITY INDEX - SERVICE PRIORITIZATION DECISION ASSISTANCE TOOL (VI-SPDAT)

SINGLE ADULTS

AMERICAN VERSION 2.0

25. Are there any medications that a doctor said you should be taking that, for whatever reason, you are not taking? Y N Refused

26. Are there any medications like painkillers that you don't take the way the doctor prescribed or where you sell the medication? Y N Refused

IF "YES" TO ANY OF THE ABOVE, SCORE 1 FOR MEDICATIONS.

SCORE:

27. **YES OR NO:** Has your current period of homelessness been caused by an experience of emotional, physical, psychological, sexual, or other type of abuse, or by any other trauma you have experienced? Y N Refused

IF "YES", SCORE 1 FOR ABUSE AND TRAUMA.

SCORE:

Scoring Summary

DOMAIN	SUBTOTAL	RESULTS
PRE-SURVEY	/1	Score: Recommendation: 0-3: no housing intervention 4-7: an assessment for Rapid Re-Housing 8+: an assessment for Permanent Supportive Housing/Housing First
A. HISTORY OF HOUSING & HOMELESSNESS	/2	
B. RISKS	/4	
C. SOCIALIZATION & DAILY FUNCTIONS	/4	
D. WELLNESS	/6	
GRAND TOTAL:	/17	

Follow-Up Questions

On a regular day, where is it easiest to find you and what time of day is easiest to do so?	place: _____ time: ___ : ___ or _____
Is there a phone number and/or email where someone can safely get in touch with you or leave you a message?	phone: (____) _____ - _____ email: _____
Ok, now I'd like to take your picture so that it is easier to find you and confirm your identity in the future. May I do so?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Refused

Communities are encouraged to think of additional questions that may be relevant to the programs being operated or your specific local context. This may include questions related to:

- military service and nature of discharge
- legal status in country
- children that may reside with the adult at some point in the future
- ageing out of care
- income and source of it
- safety planning
- mobility issues
- current restrictions on where a person can legally reside

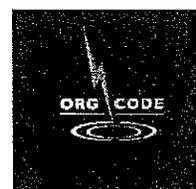
**Vulnerability Index -
Service Prioritization Decision Assistance Tool
(VI-SPDAT)**

Prescreen Triage Tool for Families

AMERICAN VERSION 2.0

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Administration

Interviewer's Name _____	Agency _____	<input type="checkbox"/> Team <input type="checkbox"/> Staff <input type="checkbox"/> Volunteer
Survey Date DD/MM/YYYY ___/___/____	Survey Time ___:___ AM/PM	Survey Location _____

Opening Script

Every assessor in your community regardless of organization completing the VI-SPDAT should use the same introductory script. In that script you should highlight the following information:

- the name of the assessor and their affiliation (organization that employs them, volunteer as part of a Point in Time Count, etc.)
- the purpose of the VI-SPDAT being completed
- that it usually takes less than 7 minutes to complete
- that only "Yes," "No," or one-word answers are being sought
- that any question can be skipped or refused
- where the information is going to be stored
- that if the participant does not understand a question that clarification can be provided
- the importance of relaying accurate information to the assessor and not feeling that there is a correct or preferred answer that they need to provide, nor information they need to conceal

Basic Information

PARENT 1	First Name _____	Nickname _____	Last Name _____
	In what language do you feel best able to express yourself? _____		
	Date of Birth DD/MM/YYYY ___/___/____	Age _____	Social Security Number _____
			Consent to participate <input type="checkbox"/> Yes <input type="checkbox"/> No
PARENT 2	<input type="checkbox"/> No second parent currently part of the household		
	First Name _____	Nickname _____	Last Name _____
	In what language do you feel best able to express yourself? _____		
	Date of Birth DD/MM/YYYY ___/___/____	Age _____	Social Security Number _____
IF EITHER HEAD OF HOUSEHOLD IS 60 YEARS OF AGE OR OLDER, THEN SCORE 1.			SCORE: []

Children

1. How many children under the age of 18 are currently with you? _____ Refused
2. How many children under the age of 18 are not currently with your family, but you have reason to believe they will be joining you when you get housed? _____ Refused
3. IF HOUSEHOLD INCLUDES A FEMALE: Is any member of the family currently pregnant? Y N Refused
4. Please provide a list of children's names and ages:

First Name	Last Name	Age	Date of Birth
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

IF THERE IS A SINGLE PARENT WITH 2+ CHILDREN, AND/OR A CHILD AGED 11 OR YOUNGER, AND/OR A CURRENT PREGNANCY, THEN SCORE 1 FOR FAMILY SIZE. **SCORE:**

IF THERE ARE TWO PARENTS WITH 3+ CHILDREN, AND/OR A CHILD AGED 6 OR YOUNGER, AND/OR A CURRENT PREGNANCY, THEN SCORE 1 FOR FAMILY SIZE.

A. History of Housing and Homelessness

5. Where do you and your family sleep most frequently? (check one)
 - Shelters
 - Transitional Housing
 - Safe Haven
 - Outdoors**
 - Other (specify):** _____
 - Refused

IF THE PERSON ANSWERS ANYTHING OTHER THAN "SHELTER", "TRANSITIONAL HOUSING", OR "SAFE HAVEN", THEN SCORE 1. **SCORE:**

6. How long has it been since you and your family lived in permanent stable housing? _____ Refused
7. In the last three years, how many times have you and your family been homeless? _____ Refused

IF THE FAMILY HAS EXPERIENCED 1 OR MORE CONSECUTIVE YEARS OF HOMELESSNESS, AND/OR 4+ EPISODES OF HOMELESSNESS, THEN SCORE 1. **SCORE:**

B. Risks

8. In the past six months, how many times have you or anyone in your family...

- a) Received health care at an emergency department/room? Refused
- b) Taken an ambulance to the hospital? Refused
- c) Been hospitalized as an inpatient? Refused
- d) Used a crisis service, including sexual assault crisis, mental health crisis, family/intimate violence, distress centers and suicide prevention hotlines? Refused
- e) Talked to police because they witnessed a crime, were the victim of a crime, or the alleged perpetrator of a crime or because the police told them that they must move along? Refused
- f) Stayed one or more nights in a holding cell, jail or prison, whether that was a short-term stay like the drunk tank, a longer stay for a more serious offence, or anything in between? Refused

IF THE TOTAL NUMBER OF INTERACTIONS EQUALS 4 OR MORE, THEN SCORE 1 FOR EMERGENCY SERVICE USE.

SCORE:

- 9. Have you or anyone in your family been attacked or beaten up since they've become homeless? Y N Refused
- 10. Have you or anyone in your family threatened to or tried to harm themselves or anyone else in the last year? Y N Refused

IF "YES" TO ANY OF THE ABOVE, THEN SCORE 1 FOR RISK OF HARM.

SCORE:

- 11. Do you or anyone in your family have any legal stuff going on right now that may result in them being locked up, having to pay fines, or that make it more difficult to rent a place to live? Y N Refused

IF "YES," THEN SCORE 1 FOR LEGAL ISSUES.

SCORE:

- 12. Does anybody force or trick you or anyone in your family to do things that you do not want to do? Y N Refused
- 13. Do you or anyone in your family ever do things that may be considered to be risky like exchange sex for money, run drugs for someone, have unprotected sex with someone they don't know, share a needle, or anything like that? Y N Refused

IF "YES" TO ANY OF THE ABOVE, THEN SCORE 1 FOR RISK OF EXPLOITATION.

SCORE:

C. Socialization & Daily Functioning

14. Is there any person, past landlord, business, bookie, dealer, or government group like the IRS that thinks you or anyone in your family owe them money? Y N Refused

15. Do you or anyone in your family get any money from the government, a pension, an inheritance, working under the table, a regular job, or anything like that? Y N Refused

IF "YES" TO QUESTION 14 OR "NO" TO QUESTION 15, THEN SCORE 1 FOR MONEY MANAGEMENT. **SCORE:**

16. Does everyone in your family have planned activities, other than just surviving, that make them feel happy and fulfilled? Y N Refused

IF "NO," THEN SCORE 1 FOR MEANINGFUL DAILY ACTIVITY. **SCORE:**

17. Is everyone in your family currently able to take care of basic needs like bathing, changing clothes, using a restroom, getting food and clean water and other things like that? Y N Refused

IF "NO," THEN SCORE 1 FOR SELF-CARE. **SCORE:**

18. Is your family's current homelessness in any way caused by a relationship that broke down, an unhealthy or abusive relationship, or because other family or friends caused your family to become evicted? Y N Refused

IF "YES," THEN SCORE 1 FOR SOCIAL RELATIONSHIPS. **SCORE:**

D. Wellness

19. Has your family ever had to leave an apartment, shelter program, or other place you were staying because of the physical health of you or anyone in your family? Y N Refused

20. Do you or anyone in your family have any chronic health issues with your liver, kidneys, stomach, lungs or heart? Y N Refused

21. If there was space available in a program that specifically assists people that live with HIV or AIDS, would that be of interest to you or anyone in your family? Y N Refused

22. Does anyone in your family have any physical disabilities that would limit the type of housing you could access, or would make it hard to live independently because you'd need help? Y N Refused

23. When someone in your family is sick or not feeling well, does your family avoid getting medical help? Y N Refused

IF "YES" TO ANY OF THE ABOVE, THEN SCORE 1 FOR PHYSICAL HEALTH. **SCORE:**

VULNERABILITY INDEX - SERVICE PRIORITIZATION DECISION ASSISTANCE TOOL (VI-SPDAT)

FAMILIES

AMERICAN VERSION 2.0

24. Has drinking or drug use by you or anyone in your family led your family to being kicked out of an apartment or program where you were staying in the past? Y N Refused

25. Will drinking or drug use make it difficult for your family to stay housed or afford your housing? Y N Refused

IF "YES" TO ANY OF THE ABOVE, THEN SCORE 1 FOR SUBSTANCE USE. **SCORE:**
[]

26. Has your family ever had trouble maintaining your housing, or been kicked out of an apartment, shelter program or other place you were staying, because of:

a) A mental health issue or concern? Y N Refused

b) A past head injury? Y N Refused

c) A learning disability, developmental disability, or other impairment? Y N Refused

27. Do you or anyone in your family have any mental health or brain issues that would make it hard for your family to live independently because help would be needed? Y N Refused

IF "YES" TO ANY OF THE ABOVE, THEN SCORE 1 FOR MENTAL HEALTH. **SCORE:**
[]

28. IF THE FAMILY SCORED 1 EACH FOR PHYSICAL HEALTH, SUBSTANCE USE, AND MENTAL HEALTH: Does any single member of your household have a medical condition, mental health concerns, and experience with problematic substance use? Y N N/A or Refused

IF "YES", SCORE 1 FOR TRI-MORBIDITY. **SCORE:**
[]

29. Are there any medications that a doctor said you or anyone in your family should be taking that, for whatever reason, they are not taking? Y N Refused

30. Are there any medications like painkillers that you or anyone in your family don't take the way the doctor prescribed or where they sell the medication? Y N Refused

IF "YES" TO ANY OF THE ABOVE, SCORE 1 FOR MEDICATIONS. **SCORE:**
[]

31. YES OR NO: Has your family's current period of homelessness been caused by an experience of emotional, physical, psychological, sexual, or other type of abuse, or by any other trauma you or anyone in your family have experienced? Y N Refused

IF "YES", SCORE 1 FOR ABUSE AND TRAUMA. **SCORE:**
[]

E. Family Unit

32. Are there any children that have been removed from the family by a child protection service within the last 180 days? Y N Refused

33. Do you have any family legal issues that are being resolved in court or need to be resolved in court that would impact your housing or who may live within your housing? Y N Refused

IF "YES" TO ANY OF THE ABOVE, SCORE 1 FOR FAMILY LEGAL ISSUES. **SCORE:**
[]

34. In the last 180 days have any children lived with family or friends because of your homelessness or housing situation? Y N Refused

35. Has any child in the family experienced abuse or trauma in the last 180 days? Y N Refused

36. IF THERE ARE SCHOOL-AGED CHILDREN: Do your children attend school more often than not each week? Y N N/A or Refused

IF "YES" TO ANY OF QUESTIONS 34 OR 35, OR "NO" TO QUESTION 36, SCORE 1 FOR NEEDS OF CHILDREN. **SCORE:**
[]

37. Have the members of your family changed in the last 180 days, due to things like divorce, your kids coming back to live with you, someone leaving for military service or incarceration, a relative moving in, or anything like that? Y N Refused

38. Do you anticipate any other adults or children coming to live with you within the first 180 days of being housed? Y N Refused

IF "YES" TO ANY OF THE ABOVE, SCORE 1 FOR FAMILY STABILITY. **SCORE:**
[]

39. Do you have two or more planned activities each week as a family such as outings to the park, going to the library, visiting other family, watching a family movie, or anything like that? Y N Refused

40. After school, or on weekends or days when there isn't school, is the total time children spend each day where there is no interaction with you or another responsible adult...

a) 3 or more hours per day for children aged 13 or older? Y N Refused

b) 2 or more hours per day for children aged 12 or younger? Y N Refused

41. IF THERE ARE CHILDREN BOTH 12 AND UNDER & 13 AND OVER: Do your older kids spend 2 or more hours on a typical day helping their younger sibling(s) with things like getting ready for school, helping with homework, making them dinner, bathing them, or anything like that? Y N N/A or Refused

IF "NO" TO QUESTION 39, OR "YES" TO ANY OF QUESTIONS 40 OR 41, SCORE 1 FOR PARENTAL ENGAGEMENT. **SCORE:**
[]

Scoring Summary

DOMAIN	SUBTOTAL	RESULTS
PRE-SURVEY	/2	Score: Recommendation: 0-3 no housing intervention 4-8 an assessment for Rapid Re-Housing 9+ an assessment for Permanent Supportive Housing/Housing First
A. HISTORY OF HOUSING & HOMELESSNESS	/2	
B. RISKS	/4	
C. SOCIALIZATION & DAILY FUNCTIONS	/4	
D. WELLNESS	/6	
E. FAMILY UNIT	/4	
GRAND TOTAL:	/22	

Follow-Up Questions

On a regular day, where is it easiest to find you and what time of day is easiest to do so?	place: _____ time: ____ : ____ or Morning/Afternoon/Evening/Night
Is there a phone number and/or email where someone can safely get in touch with you or leave you a message?	phone: (____) _____ - _____ email: _____
Ok, now I'd like to take your picture so that it is easier to find you and confirm your identity in the future. May I do so?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Refused

Communities are encouraged to think of additional questions that may be relevant to the programs being operated or your specific local context. This may include questions related to:

- military service and nature of discharge
- ageing out of care
- mobility issues
- legal status in country
- income and source of it
- current restrictions on where a person can legally reside
- children that may reside with the adult at some point in the future
- safety planning

**Transition Age Youth -
Vulnerability Index -
Service Prioritization Decision Assistance Tool
(TAY-VI-SPDAT)**

“Next Step Tool for Homeless Youth”

AMERICAN VERSION 1.0

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1 (800) 355-0420 info@orgcode.com www.orgcode.com

**COMMUNITY
SOLUTIONS**



Eric Rice, PhD

USC
SCHOOL OF
SOCIAL WORK



Welcome to the SPDAT Line of Products

The Service Prioritization Decision Assistance Tool (SPDAT) has been around in various incarnations for over a decade, before being released to the public in 2010. Since its initial release, the use of the SPDAT has been expanding exponentially and is now used in over one thousand communities across the United States, Canada, and Australia.

More communities using the tool means there is an unprecedented demand for versions of the SPDAT, customized for specific client groups or types of users. With the release of SPDAT V4, there have been more current versions of SPDAT products than ever before.

VI-SPDAT Series

The Vulnerability Index – Service Prioritization Decision Assistance Tool (VI-SPDAT) was developed as a pre-screening tool for communities that are very busy and do not have the resources to conduct a full SPDAT assessment for every client. It was made in collaboration with Community Solutions, creators of the Vulnerability Index, as a brief survey that can be conducted to quickly determine whether a client has high, moderate, or low acuity. The use of this survey can help prioritize which clients should be given a full SPDAT assessment first. Because it is a self-reported survey, no special training is required to use the VI-SPDAT.

Current versions available:

- VI-SPDAT V 2.0
- Family VI-SPDAT V 2.0
- Next Step Tool for Homeless Youth V 1.0

All versions are available online at

www.orgcode.com/products/vi-spdatt/

SPDAT Series

The Service Prioritization Decision Assistance Tool (SPDAT) was developed as an assessment tool for front-line workers at agencies that work with homeless clients to prioritize which of those clients should receive assistance first. The SPDAT tools are also designed to help guide case management and improve housing stability outcomes. They provide an in-depth assessment that relies on the assessor's ability to interpret responses and corroborate those with evidence. As a result, this tool may only be used by those who have received proper, up-to-date training provided by OrgCode Consulting, Inc. or an OrgCode certified trainer.

Current versions available:

- SPDAT V 4.0 for Individuals
- F-SPDAT V 2.0 for Families
- Y-SPDAT V 1.0 for Youth

Information about all versions is available online at

www.orgcode.com/products/spdat/

SPDAT Training Series

To use the SPDAT assessment product, training by OrgCode or an OrgCode certified trainer is required. We provide training on a wide variety of topics over a variety of mediums.

The full-day in-person SPDAT Level 1 training provides you the opportunity to bring together as many people as you want to be trained for one low fee. The webinar training allows for a maximum of 15 different computers to be logged into the training at one time. We also offer online courses for individuals that you can do at your own speed.

The training gives you the manual, case studies, application to current practice, a review of each component of the tool, conversation guidance with prospective clients – and more!

Current SPDAT training available:

- Level 0 SPDAT Training: VI-SPDAT for Frontline Workers
- Level 1 SPDAT Training: SPDAT for Frontline Workers
- Level 2 SPDAT Training: SPDAT for Supervisors
- Level 3 SPDAT Training: SPDAT for Trainers

Other related training available:

- Excellence in Housing-Based Case Management
- Coordinated Access & Common Assessment
- Motivational Interviewing
- Objective-Based Interactions

More information about SPDAT training, including pricing, is available online at

<http://www.orgcode.com/product-category/training/spdat/>

The TAY-VI-SPDAT – The Next Step Tool for Homeless Youth

OrgCode Consulting, Inc. and Community Solutions joined forces with the Corporation for Supportive Housing (CSH) to combine the best parts of products and expertise to create one streamlined triage tool designed specifically for youth aged 24 or younger.

Administration

Interviewer's Name _____	Agency _____	<input type="checkbox"/> Team <input type="checkbox"/> Staff <input type="checkbox"/> Volunteer
Survey Date DD/MM/YYYY ___/___/____	Survey Time ___ : __ AM/PM	Survey Location _____

Opening Script

Every assessor in your community regardless of organization completing the VI-SPDAT should use the same introductory script. In that script you should highlight the following information:

- the name of the assessor and their affiliation (organization that employs them, volunteer as part of a Point in Time Count, etc.)
- the purpose of the VI-SPDAT being completed
- that it usually takes less than 7 minutes to complete
- that only “Yes,” “No,” or one-word answers are being sought
- that any question can be skipped or refused
- where the information is going to be stored
- that if the participant does not understand a question that clarification can be provided
- the importance of relaying accurate information to the assessor and not feeling that there is a correct or preferred answer that they need to provide, nor information they need to conceal

Basic Information

First Name _____	Nickname _____	Last Name _____
In what language do you feel best able to express yourself? _____		
Date of Birth DD/MM/YYYY ___/___/____	Age _____	Social Security Number _____
		Consent to participate <input type="checkbox"/> Yes <input type="checkbox"/> No

IF THE PERSON IS 17 YEARS OF AGE OR LESS, THEN SCORE 1.

SCORE:

A. History of Housing and Homelessness

1. Where do you sleep most frequently? (check one)

- Shelters **Couch surfing** **Other (specify):**
 Transitional Housing **Outdoors**
 Safe Haven **Refused**

IF THE PERSON ANSWERS ANYTHING OTHER THAN "SHELTER", "TRANSITIONAL HOUSING", OR "SAFE HAVEN", THEN SCORE 1. **SCORE:**

2. How long has it been since you lived in permanent stable housing? _____ Refused

3. In the last three years, how many times have you been homeless? _____ Refused

IF THE PERSON HAS EXPERIENCED 1 OR MORE CONSECUTIVE YEARS OF HOMELESSNESS, AND/OR 4+ EPISODES OF HOMELESSNESS, THEN SCORE 1. **SCORE:**

B. Risks

4. In the past six months, how many times have you...

- a) Received health care at an emergency department/room? _____ Refused
 b) Taken an ambulance to the hospital? _____ Refused
 c) Been hospitalized as an inpatient? _____ Refused
 d) Used a crisis service, including sexual assault crisis, mental health crisis, family/intimate violence, distress centers and suicide prevention hotlines? _____ Refused
 e) Talked to police because you witnessed a crime, were the victim of a crime, or the alleged perpetrator of a crime or because the police told you that you must move along? _____ Refused
 f) Stayed one or more nights in a holding cell, jail, prison or juvenile detention, whether it was a short-term stay like the drunk tank, a longer stay for a more serious offence, or anything in between? _____ Refused

IF THE TOTAL NUMBER OF INTERACTIONS EQUALS 4 OR MORE, THEN SCORE 1 FOR EMERGENCY SERVICE USE. **SCORE:**

5. Have you been attacked or beaten up since you've become homeless? **Y** N Refused

6. Have you threatened to or tried to harm yourself or anyone else in the last year? **Y** N Refused

IF "YES" TO ANY OF THE ABOVE, THEN SCORE 1 FOR RISK OF HARM. **SCORE:**

7. Do you have any legal stuff going on right now that may result in you being locked up, having to pay fines, or that make it more difficult to rent a place to live? **Y** N Refused
8. Were you ever incarcerated when younger than age 18? **Y** N Refused

IF "YES" TO ANY OF THE ABOVE, THEN SCORE 1 FOR LEGAL ISSUES. **SCORE:**

9. Does anybody force or trick you to do things that you do not want to do? **Y** N Refused
10. Do you ever do things that may be considered to be risky like exchange sex for money, food, drugs, or a place to stay, run drugs for someone, have unprotected sex with someone you don't know, share a needle, or anything like that? **Y** N Refused

IF "YES" TO ANY OF THE ABOVE, THEN SCORE 1 FOR RISK OF EXPLOITATION. **SCORE:**

C. Socialization & Daily Functioning

11. Is there any person, past landlord, business, bookie, dealer, or government group like the IRS that thinks you owe them money? **Y** N Refused
12. Do you get any money from the government, an inheritance, an allowance, working under the table, a regular job, or anything like that? Y **N** Refused

IF "YES" TO QUESTION 11 OR "NO" TO QUESTION 12, THEN SCORE 1 FOR MONEY MANAGEMENT. **SCORE:**

13. Do you have planned activities, other than just surviving, that make you feel happy and fulfilled? Y **N** Refused

IF "NO," THEN SCORE 1 FOR MEANINGFUL DAILY ACTIVITY. **SCORE:**

14. Are you currently able to take care of basic needs like bathing, changing clothes, using a restroom, getting food and clean water and other things like that? Y **N** Refused

IF "NO," THEN SCORE 1 FOR SELF-CARE. **SCORE:**

15. Is your current lack of stable housing...

- a) Because you ran away from your family home, a group home or a foster home? **Y** N Refused
- b) Because of a difference in religious or cultural beliefs from your parents, guardians or caregivers? **Y** N Refused
- c) Because your family or friends caused you to become homeless? **Y** N Refused
- d) Because of conflicts around gender identity or sexual orientation? **Y** N Refused

IF "YES" TO ANY OF THE ABOVE, THEN SCORE 1 FOR **SOCIAL RELATIONSHIPS**.

SCORE:

- e) Because of violence at home between family members? **Y** N Refused
- f) Because of an unhealthy or abusive relationship, either at home or elsewhere? **Y** N Refused

IF "YES" TO ANY OF THE ABOVE, THEN SCORE 1 FOR **ABUSE/TRAUMA**.

SCORE:

D. Wellness

- 16. Have you ever had to leave an apartment, shelter program, or other place you were staying because of your physical health? **Y** N Refused
- 17. Do you have any chronic health issues with your liver, kidneys, stomach, lungs or heart? **Y** N Refused
- 18. If there was space available in a program that specifically assists people that live with HIV or AIDS, would that be of interest to you? **Y** N Refused
- 19. Do you have any physical disabilities that would limit the type of housing you could access, or would make it hard to live independently because you'd need help? **Y** N Refused
- 20. When you are sick or not feeling well, do you avoid getting medical help? **Y** N Refused
- 21. Are you currently pregnant, have you ever been pregnant, or have you ever gotten someone pregnant? **Y** N Refused

IF "YES" TO ANY OF THE ABOVE, THEN SCORE 1 FOR **PHYSICAL HEALTH**.

SCORE:

NEXT STEP TOOL FOR HOMELESS YOUTH

SINGLE YOUTH

AMERICAN VERSION 1.0

22. Has your drinking or drug use led you to being kicked out of an apartment or program where you were staying in the past? **Y** N Refused
23. Will drinking or drug use make it difficult for you to stay housed or afford your housing? **Y** N Refused
24. If you've ever used marijuana, did you ever try it at age 12 or younger? **Y** N Refused

IF "YES" TO ANY OF THE ABOVE, THEN SCORE 1 FOR SUBSTANCE USE.

SCORE:

25. Have you ever had trouble maintaining your housing, or been kicked out of an apartment, shelter program or other place you were staying, because of:

- a) A mental health issue or concern? **Y** N Refused
- b) A past head injury? **Y** N Refused
- c) A learning disability, developmental disability, or other impairment? **Y** N Refused

26. Do you have any mental health or brain issues that would make it hard for you to live independently because you'd need help? **Y** N Refused

IF "YES" TO ANY OF THE ABOVE, THEN SCORE 1 FOR MENTAL HEALTH.

SCORE:

IF THE RESPONENT SCORED 1 FOR PHYSICAL HEALTH AND 1 FOR SUBSTANCE USE AND 1 FOR MENTAL HEALTH, SCORE 1 FOR TRI-MORBIDITY.

SCORE:

27. Are there any medications that a doctor said you should be taking that, for whatever reason, you are not taking? **Y** N Refused
28. Are there any medications like painkillers that you don't take the way the doctor prescribed or where you sell the medication? **Y** N Refused

IF "YES" TO ANY OF THE ABOVE, SCORE 1 FOR MEDICATIONS.

SCORE:

Scoring Summary

DOMAIN	SUBTOTAL	RESULTS
PRE-SURVEY	/1	Score: Recommendation: 0-3: no moderate or high intensity services be provided at this time 4-7: assessment for time-limited supports with moderate intensity 8+: assessment for long-term housing with high service intensity
A. HISTORY OF HOUSING & HOMELESSNESS	/2	
B. RISKS	/4	
C. SOCIALIZATION & DAILY FUNCTIONS	/4	
D. WELLNESS	/6	
GRAND TOTAL:	/17	

Follow-Up Questions

On a regular day, where is it easiest to find you and what time of day is easiest to do so?	place: _____ time: __ : __ or Morning/Afternoon/Evening/Night
Is there a phone number and/or email where someone can get in touch with you or leave you a message?	phone: (____) _____ - _____ email: _____
Ok, now I'd like to take your picture so that it is easier to find you and confirm your identity in the future. May I do so?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Refused

Communities are encouraged to think of additional questions that may be relevant to the programs being operated or your specific local context. This may include questions related to:

- military service and nature of discharge
- ageing out of care
- mobility issues
- legal status in country
- income and source of it
- current restrictions on where a person can legally reside
- children that may reside with the youth at some point in the future
- safety planning

Saylor, Anne

From: Saylor, Anne
Sent: Friday, September 13, 2019 2:18 PM
To: branka@gracesmithhouse.org; Casey Crawford (ccrawford@gatewayindustries.org); Hudson River Housing Inc, Nikole Johannesen; Jerry Lesczynski - Rehabilitation Support Services (jerryl@rehab.org); joshuag@projectstoempower.org; Mike Erwin (merwin@marc.us.com); Murphy, Maureen; pkellett@hudsonriverhousing.org; Rose Lewis (rlewis@gatewayindustries.org); Rusko, Monica; Saylor, Anne; Steve Farina (sfarina@marc.us.com); Sue Palmer; Tammy Brennan (tbrennan@rehab.org)
Subject: NY-601 CoC Renewal Project Applications Submission List and Ranking
Attachments: RenewalProjectListing.pdf

Dear CoC Renewal Applicants:

Attached is a list of the renewal submissions for the 2019 CoC NOFA, as well as the ranking of these projects based on our established CoC ranking criteria. All our renewal projects have been recommended for funding. This [list is also posted on the CoC's webpage](#). Please let me know if you have any questions. Anne

Anne Saylor
Community Development Administrator
Dutchess County Planning and Development
85 Civic Center Plaza, Suite 107
Poughkeepsie, NY 12601
Phone: (845) 486-3638 Fax: (845) 486-3610
Email: asaylor@dutchessny.gov

2019 NY-601 (Dutchess County NY) CoC Homesless NOFA Ranking

Grantee Name	Project Name	Project Type	Request	Rank
County of Dutchess	MARC Shelter Plus Care	PH	\$166,578	1
County of Dutchess	HRH Shelter Plus Care	PH	\$122,028	2
PEOPLE, Inc.	PEOPLE Home Project FY2016	PH	\$97,836	3
Hudson River Housing, Inc.	HRH Garden Street Housing	PH	\$54,363	4
Gateway Community Industries	DC MICA FY2018 Renewal	PH	\$46,744	5
Gateway Community Industries	DC VA FY2018 Renewal	PH	\$28,865	6
Hudson River Housing , Inc.	HRH Noxon Street Housing	PH	\$29,033	7
Hudson River Housing, Inc.	HRH COACH	PH	\$152,524	8
County of Dutchess	HRH Home Base I	PH	\$168,738	9
CARES	Homeless Management Information System	HMIS	\$45,120	10
County of Dutchess	RSS MICA Shelter Plus Care	PH	\$201,915	11
Hudson River Housing, Inc.	HRH Hillcrest House	TH	\$141,619	12
Hudson River Housing , Inc.	HRH Riverhaven TL	TH	\$41,079	13
Hudson River Housing, Inc.	HRH Moving ON	PH	\$38,251	14

(<https://www.dutchessny.gov>)

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Continuum of Care

The Continuum of Care (CoC)/Housing Consortium is designed to promote community-wide commitment to the goal of ending homelessness; provide funding to quickly re-house homeless individuals and families; promote access to and effect utilization of mainstream programs by homeless individuals and families; and optimize self-sufficiency among individuals and families experiencing homelessness.

All CoC/Housing Consortium meetings will be held at:
Dutchess County Department of Behavioral and Community Health
230 North Rd., 1st floor - Room 104, Poughkeepsie NY

2019 Meetings: 2:00pm–3:30pm (all meetings are on Tuesdays)

February 26, 2019

May 21, 2019

September 17, 2019

November 19, 2019

Meetings are open to the public and any interested party is welcome to attend.

If you would like to be placed on our e-mail list, send an e-mail to dutchesshousing@gmail.com (<mailto:dutchesshousing@gmail.com>).

Contact

plandev@dutchessny.gov

(<mailto:plandev@dutchessny.gov>)

845-486-3600 (tel:8454863600)

845-486-3610

Planning & Development

85 Civic Center Plaza, Suite 107

Poughkeepsie, NY 12601

(<https://www.google.com/maps/dir//85+Civic+Center+Plaza+%23107,+Poughkeepsie,+NY+12601/@41.7066798,-73.9621396,13z/data=!4m8!4m7!1m0!1m5!1m1!1s0!73.9271204!2d41.7066851>)

DC Coordinated Entry

DC Coordinated Entry

Continuum of Care Application

2019 Continuum of Care (CoC) Application

This is the CoC annual application to the U.S. Department of Housing and Urban Development, which outlines the CoC's strategy for addressing homelessness and the CoC's proposed allocation of federal CoC resources.

- CoC Bonus Funding Availability Notice (<https://www.dutchessny.gov/Departments/Planning/Docs/2019ContinuumofCareBonusFundingAvailable.pdf>) - Applications due Friday, August 23, 2019 at 5:00 p.m.
- Project Ranking Criteria - These are the criteria by which CoC applications will be ranked
 - New Project Review Criteria (<https://www.dutchessny.gov/Departments/Planning/Docs/NewProjectRankingTool.pdf>) (for new projects applying for CoC Bonus funds)
 - Renewal Project Criteria (<https://www.dutchessny.gov/Departments/Planning/Docs/RenewalProjectRankingTool.pdf>) (for existing CoC projects applying for renewal)
- Final Ranked CoC Project Listing (<https://www.dutchessny.gov/Departments/Planning/Docs/RenewalProjectListing.pdf>)
- Final CoC Application (to be posted on Friday, September 27, 2019)

2018 Continuum of Care (CoC) Application

Continuum of Care Rental Assistance Forms

Continuum of Care Rental Assistance Forms

(<https://www.facebook.com/DutchessCoGov/>) (<https://twitter.com/DutchessCoGov>) (<https://www.youtube.com/user/DutchessCountyGov>)
(<http://www.dutchessny.gov/comment-form/feedback.aspx>) (<https://www.dutchessny.gov/County-Government/subscription-services.htm>)

Home (<https://www.dutchessny.gov/>) | Site Map (<https://www.dutchessny.gov/Site-Map.htm>) | Legal Statements (<https://www.dutchessny.gov/terms-and-conditions.htm>) | Report a Website Accessibility Issue (<https://www.dutchessny.gov/website-accessibility/website-access-form.aspx>) | Contact Us (<https://www.dutchessny.gov/comment-form/feedback.aspx>)

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(<https://www.dutchessny.gov/Departments/County-Executive/38913.htm>)

Last Updated: 7/24/2019

Saylor, Anne

From: Saylor, Anne
Sent: Wednesday, September 11, 2019 8:59 AM
To: pkellett@hudsonriverhousing.org; Steve Miccio
Cc: Rhonda Garcia; Fred Levine
Subject: 2019 New CoC Bonus Application Ranking Decision

Good morning all,

Using the CoC New Project Ranking Tool, the CoC's Application Review Team selected ***Hudson River Housing's Mill Street Housing*** as the project to be submitted for this year's CoC bonus funds.

The ranking was close but the HRH won in total and average points, and was selected as the winning project by 3 of the 5 reviewers.

Please let me know if you have any questions. Anne

Anne Saylor
Community Development Administrator
Dutchess County Planning and Development
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\$127,506 in CoC Bonus Funds Available for Homeless Housing - Draft applications due Aug. 23, 2019

Dutchess County Housing Consortium <dutchesshousing@gmail.com>

Tue, Jul 23, 2019 at 1:05 PM

To: Dutchess Housing <dutchesshousing@gmail.com>

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Dear CoC Partner:

The U.S. Department of Housing and Urban Development (HUD) has issued a Notice of Funding Availability (NOFA) for the Continuum of Care (CoC) Homeless Program Competition. These funds support several existing homeless housing and support services programs throughout Dutchess County. The [CoC Program Introductory Guide](#) provides an overview of the program.

Our Continuum of Care (CoC) may apply for the following new, competitive "bonus" funds:

1. Bonus Project - Up to \$66,735 in "bonus" funds which may be used for:
 - a. Permanent housing-permanent supportive housing (PH-PSH) projects.
 - b. Permanent housing-rapid rehousing (PH-RRH) projects.
 - c. Joint TH and PH-RRH component projects.
 - d. Dedicated HMIS project for the costs, including DV database.
2. Domestic Violence Bonus Project \$60,771 for a domestic violence "bonus" project which may be used for:
 - a. Rapid re-housing (RRH) projects that demonstrate trauma-informed, victim-centered approaches, or
 - b. Joint transitional housing (TH) and RRH component projects that demonstrate trauma-informed, victim centered approaches
 - c. SSO project for Coordinated Entry for DV victims

All projects must follow a [housing first model](#). Every project must have a 25% match. Applications will be reviewed and ranked based on [HUD's New Project Ranking Criteria](#).

All CoC agencies are encouraged to apply, particularly those who do not currently received CoC funding. The CoC staff is available to provide technical assistance to help potential applicants understand the program, develop a competitive proposal and access e-snaps. The [application and instructions](#) can at first seem overwhelming but HUD provides very specific instructions and most of the application is check boxes and drop down menus.

9/23/2019

Gmail - \$127,506 in CoC Bonus Funds Available for Homeless Housing - Draft applications due Aug. 23, 2019

Agencies interested in applying for “bonus” funds should submit the full HUD application in [e-snaps](#) (HUD's online application system) by **Friday, August 23, 2019**. Please contact Anne Saylor at asaylor@dutchessny.gov or (845) 486-3600 if you have questions about the funding or accessing e-snaps.

Anne Saylor

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Saylor, Anne

From: Saylor, Anne
Sent: Wednesday, July 24, 2019 11:06 AM
To: pkellett@hudsonriverhousing.org; Fred Levine; Jerry Lesczynski; tbrennan@rehab.org; Mike Erwin (merwin@marc.us.com); Steve Farina (sfarina@marc.us.com)
Cc: Rusko, Monica
Subject: 2019 NOFA Renewals - Due by Friday, August 23rd
Attachments: CoC_GIW_CoC_NY-601-2018_NY_2019_20190403.xlsx

CoC renewal agencies:

As we discussed at Monday's Steering Committee meeting, the CoC NOFA has been released and the renewal applications are available in [esnaps](#). HUD has provided [detailed navigation instructions and guidance](#). Your renewal application must be submitted to the CoC by **Friday, August 23, 2019**.

You will be able to import last year's application which should streamline the process but **make sure you review the document and make necessary updates prior to submitting to the CoC**.

Where the County is the applicant, the renewal applications have already been created and a list of the project numbers is below for your reference.

When reviewing your application(s) remember that the numbers in your application must match the attached GIW. Please reach out to me if you have any questions. Anne

Dutchess County Applicant Project List

Project Name Project Number	Funding Opportunity Name  Step Name
HRH Home Base I 171530	Renewal Project Application FY2019 Renewal Project Application FY2019
HRH Moving On 171531	Renewal Project Application FY2019 Renewal Project Application FY2019
HRH Shelter Plus Care 171532	Renewal Project Application FY2019 Renewal Project Application FY2019
MARC Shelter Plus Care 171533	Renewal Project Application FY2019 Renewal Project Application FY2019
RSS MICA Shelter Plus Care 171534	Renewal Project Application FY2019 Renewal Project Application FY2019

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(<https://www.dutchessny.gov>)

Home (<https://www.dutchessny.gov/index.htm>) Departments (<https://www.dutchessny.gov/county-departments.htm>) Planning & Development (<https://www.dutchessny.gov/Departments/Planning/planning.htm>) Boards & Committees (<https://www.dutchessny.gov/Departments/Planning/boards-committees.htm>) Continuum of Care

Continuum of Care

The Continuum of Care (CoC)/Housing Consortium is designed to promote community-wide commitment to the goal of ending homelessness; provide funding to quickly re-house homeless individuals and families; promote access to and effect utilization of mainstream programs by homeless individuals and families; and optimize self-sufficiency among individuals and families experiencing homelessness.

All CoC/Housing Consortium meetings will be held at:
Dutchess County Department of Behavioral and Community Health
230 North Rd., 1st floor - Room 104, Poughkeepsie NY

2019 Meetings: 2:00pm–3:30pm (all meetings are on Tuesdays)

February 26, 2019

May 21, 2019

September 17, 2019

November 19, 2019

Meetings are open to the public and any interested party is welcome to attend.

If you would like to be placed on our e-mail list, send an e-mail to dutchesshousing@gmail.com (<mailto:dutchesshousing@gmail.com>).

Contact

plandev@dutchessny.gov

(<mailto:plandev@dutchessny.gov>)

845-486-3600 (tel:8454863600)

845-486-3610

Planning & Development

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(<https://www.google.com/maps/dir//85+Civic+Center+Plaza+%23107,+Poughkeepsie,+NY+12601/@41.7066798,-73.9621396,13z/data=!4m8!4m7!1m0!1m5!1m1!1s0!73.9271204!2d41.7066851>)

DC Coordinated Entry

DC Coordinated Entry

Coordinated Entry is a process to ensure that all people experiencing a housing crisis have fair and equal access and are quickly identified, assessed for, referred, and connected to housing and assistance based on their strengths and needs.

- VI-SPDAT - Individuals (.pdf) (<https://www.dutchessny.gov/Departments/Planning/Docs/vulnerability-index-single-adults.pdf>)
- VI-SPDAT - Families (.pdf) (<https://www.dutchessny.gov/Departments/Planning/Docs/vulnerability-index-families.pdf>)
- VI-SPDAT - Youth (.pdf) (<https://www.dutchessny.gov/Departments/Planning/Docs/transition-age-youth.pdf>)
- Client Release Form (.pdf) (<https://www.dutchessny.gov/Departments/Planning/Docs/supportive-housing-eligibility.pdf>)
- Denial Form Provider-Client (.pdf) (<https://www.dutchessny.gov/Departments/Planning/docs/referral-denial-provider-form.pdf>)

Continuum of Care Application

2019 Continuum of Care (CoC) Application

This is the CoC annual application to the U.S. Department of Housing and Urban Development, which outlines the CoC's strategy for addressing homelessness and the CoC's proposed allocation of federal CoC resources.

- CoC Bonus Funding Availability Notice (<https://www.dutchessny.gov/Departments/Planning/Docs/2019ContinuumofCareBonusFundingAvailable.pdf>) - Applications due Friday, August 23, 2019 at 5:00 p.m.
- Project Ranking Criteria - These are the criteria by which CoC applications will be ranked
 - New Project Review Criteria (<https://www.dutchessny.gov/Departments/Planning/Docs/NewProjectRankingTool.pdf>) (for new projects applying for CoC Bonus funds)
 - Renewal Project Criteria (<https://www.dutchessny.gov/Departments/Planning/Docs/RenewalProjectRankingTool.pdf>) (for existing CoC projects applying for renewal)

- Final Ranked CoC Project Listing (to be posted on Thursday, September 12, 2019)
- Final CoC Application (to be posted on Friday, September 27, 2019)

2018 Continuum of Care (CoC) Application

This is the CoC annual application to the U.S Department of Housing and Urban Development which outlines the CoC's strategy for addressing homelessness and the CoC's proposed allocation of federal CoC resources.

- Application (.pdf) (<https://www.dutchessny.gov/Departments/Planning/Docs/continuum-of-care-consolidated-application-2018.pdf>)
- Continuum of Care Project Listing Final (.pdf) (<https://www.dutchessny.gov/Departments/Planning/Docs/continuum-of-care-project-listing-final.pdf>)

Continuum of Care Rental Assistance Forms

Continuum of Care Rental Assistance Forms

These are administrative forms to be used by CoC grant recipients to request grant funds and adjust unit counts.

- Payment Request and Rental Assistance Worksheet (.xls) (<https://www.dutchessny.gov/Departments/Planning/Docs/payment-request.xlsx>)
- Unit Adjustment Form (.pdf) (<https://www.dutchessny.gov/Departments/Planning/Docs/unit-adjustment-request.pdf>)

(<https://www.facebook.com/DutchessCoGov/>) (<https://twitter.com/DutchessCoGov>) (<https://www.youtube.com/user/DutchessCountyGov>)

(<http://www.dutchessny.gov/comment-form/feedback.aspx>) (<https://www.dutchessny.gov/County-Government/subscription-services.htm>)

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(<https://www.dutchessny.gov/Departments/County-Executive/38913.htm>)

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Dear CoC Partner:

The U.S. Department of Housing and Urban Development (HUD) has issued a Notice of Funding Availability (NOFA) for the Continuum of Care (CoC) Homeless Program Competition. These funds support several existing homeless housing and support services programs throughout Dutchess County. The [CoC Program Introductory Guide](#) provides an overview of the program.

Our Continuum of Care (CoC) may apply for the following new, competitive "bonus" funds:

1. Bonus Project - Up to \$66,735 in "bonus" funds which may be used for:
 - a. Permanent housing-permanent supportive housing (PH-PSH) projects.
 - b. Permanent housing-rapid rehousing (PH-RRH) projects.
 - c. Joint TH and PH-RRH component projects.
 - d. Dedicated HMIS project for the costs, including DV database.
2. Domestic Violence Bonus Project \$60,771 for a domestic violence "bonus" project which may be used for:
 - a. Rapid re-housing (RRH) projects that demonstrate trauma-informed, victim-centered approaches, or
 - b. Joint transitional housing (TH) and RRH component projects that demonstrate trauma-informed, victim centered approaches
 - c. SSO project for Coordinated Entry for DV victims

All projects must follow a [housing first model](#). Every project must have a 25% match. Applications will be reviewed and ranked based on [HUD's New Project Ranking Criteria](#).

All CoC agencies are encouraged to apply, particularly those who do not currently received CoC funding. The CoC staff is available to provide technical assistance to help potential applicants understand the program, develop a competitive proposal and access e-snaps. The [application and instructions](#) can at first seem overwhelming but HUD provides very specific instructions and most of the application is check boxes and drop down menus.

Agencies interested in applying for "bonus" funds should submit the full HUD application in [e-snaps](#) (HUD's online application system) by **Friday, August 23, 2019**. Please contact Anne Saylor at asaylor@dutchessny.gov or (845) 486-3600 if you have questions about the funding or accessing e-snaps.

Anne Saylor

Community Development Administrator

Dutchess County Planning and Development

85 Civic Center Plaza, Suite 107

Poughkeepsie, NY 12601

Phone: (845) 486-3638 Fax: (845) 486-3610

Email: asaylor@dutchessny.gov

www.dutchessny.gov

(<https://www.dutchessny.gov>)

Home (<https://www.dutchessny.gov/index.htm>) Departments (<https://www.dutchessny.gov/county-departments.htm>) Planning & Development (<https://www.dutchessny.gov/Departments/Planning/planning.htm>) Boards & Committees (<https://www.dutchessny.gov/Departments/Planning/boards-committees.htm>) Continuum of Care

Continuum of Care

The Continuum of Care (CoC)/Housing Consortium is designed to promote community-wide commitment to the goal of ending homelessness; provide funding to quickly re-house homeless individuals and families; promote access to and effect utilization of mainstream programs by homeless individuals and families; and optimize self-sufficiency among individuals and families experiencing homelessness.

All CoC/Housing Consortium meetings will be held at:
Dutchess County Department of Behavioral and Community Health
230 North Rd., 1st floor - Room 104, Poughkeepsie NY

2019 Meetings: 2:00pm–3:30pm (all meetings are on Tuesdays)

February 26, 2019

May 21, 2019

September 17, 2019

November 19, 2019

Meetings are open to the public and any interested party is welcome to attend.

If you would like to be placed on our e-mail list, send an e-mail to dutchesshousing@gmail.com (<mailto:dutchesshousing@gmail.com>).

Contact

plandev@dutchessny.gov

(<mailto:plandev@dutchessny.gov>)

845-486-3600 (tel:8454863600)

845-486-3610

Planning & Development

85 Civic Center Plaza, Suite 107

Poughkeepsie, NY 12601

(<https://www.google.com/maps/dir//85+Civic+Center+Plaza+%23107,+Poughkeepsie,+NY+12601/@41.7066798,-73.9621396,13z/data=!4m8!4m7!1m0!1m5!1m1!1s0!73.9271204!2d41.7066851>)

DC Coordinated Entry

DC Coordinated Entry

Coordinated Entry is a process to ensure that all people experiencing a housing crisis have fair and equal access and are quickly identified, assessed for, referred, and connected to housing and assistance based on their strengths and needs.

- VI-SPDAT - Individuals (.pdf) (<https://www.dutchessny.gov/Departments/Planning/Docs/vulnerability-index-single-adults.pdf>)
- VI-SPDAT - Families (.pdf) (<https://www.dutchessny.gov/Departments/Planning/Docs/vulnerability-index-families.pdf>)
- VI-SPDAT - Youth (.pdf) (<https://www.dutchessny.gov/Departments/Planning/Docs/transition-age-youth.pdf>)
- Client Release Form (.pdf) (<https://www.dutchessny.gov/Departments/Planning/Docs/supportive-housing-eligibility.pdf>)
- Denial Form Provider-Client (.pdf) (<https://www.dutchessny.gov/Departments/Planning/docs/referral-denial-provider-form.pdf>)

Continuum of Care Application

2019 Continuum of Care (CoC) Application

This is the CoC annual application to the U.S. Department of Housing and Urban Development, which outlines the CoC's strategy for addressing homelessness and the CoC's proposed allocation of federal CoC resources.

- CoC Bonus Funding Availability Notice (<https://www.dutchessny.gov/Departments/Planning/Docs/2019ContinuumofCareBonusFundingAvailable.pdf>) - Applications due Friday, August 23, 2019 at 5:00 p.m.
- Project Ranking Criteria - These are the criteria by which CoC applications will be ranked
 - New Project Review Criteria (<https://www.dutchessny.gov/Departments/Planning/Docs/NewProjectRankingTool.pdf>) (for new projects applying for CoC Bonus funds)
 - Renewal Project Criteria (<https://www.dutchessny.gov/Departments/Planning/Docs/RenewalProjectRankingTool.pdf>) (for existing CoC projects applying for renewal)

- Final Ranked CoC Project Listing (to be posted on Thursday, September 12, 2019)
- Final CoC Application (to be posted on Friday, September 27, 2019)

2018 Continuum of Care (CoC) Application

This is the CoC annual application to the U.S Department of Housing and Urban Development which outlines the CoC's strategy for addressing homelessness and the CoC's proposed allocation of federal CoC resources.

- Application (.pdf) (<https://www.dutchessny.gov/Departments/Planning/Docs/continuum-of-care-consolidated-application-2018.pdf>)
- Continuum of Care Project Listing Final (.pdf) (<https://www.dutchessny.gov/Departments/Planning/Docs/continuum-of-care-project-listing-final.pdf>)

Continuum of Care Rental Assistance Forms

Continuum of Care Rental Assistance Forms

These are administrative forms to be used by CoC grant recipients to request grant funds and adjust unit counts.

- Payment Request and Rental Assistance Worksheet (.xls) (<https://www.dutchessny.gov/Departments/Planning/Docs/payment-request.xlsx>)
- Unit Adjustment Form (.pdf) (<https://www.dutchessny.gov/Departments/Planning/Docs/unit-adjustment-request.pdf>)

(<https://www.facebook.com/DutchessCoGov/>) (<https://twitter.com/DutchessCoGov>) (<https://www.youtube.com/user/DutchessCountyGov>)

(<http://www.dutchessny.gov/comment-form/feedback.aspx>) (<https://www.dutchessny.gov/County-Government/subscription-services.htm>)

Home (<https://www.dutchessny.gov/>) | Site Map (<https://www.dutchessny.gov/Site-Map.htm>) | Legal Statements (<https://www.dutchessny.gov/terms-and-conditions.htm>) | Report a Website Accessibility Issue (<https://www.dutchessny.gov/website-accessibility/website-access-form.aspx>) | Contact Us (<https://www.dutchessny.gov/comment-form/feedback.aspx>)

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(<https://www.dutchessny.gov/Departments/County-Executive/38913.htm>)

Last Updated: 7/24/2019

AMENDMENT AND EXTENSION AGREEMENT

THIS AGREEMENT, bearing the date set forth on the signature page, by and between the **COUNTY OF DUTCHESS**, a municipal corporation with offices at 22 Market Street, Poughkeepsie, New York 12601 (hereinafter referred to as the "COUNTY"), and the **DUTCHESS COUNTY REGIONAL CHAMBER OF COMMERCE, INC.**, a not-for-profit corporation, whose address is One Civic Center Plaza, Poughkeepsie, New York 12601 (hereinafter referred to as the "CONTRACTOR").

WITNESSETH:

WHEREAS, the parties hereto made and entered into an Agreement dated November 23, 2016 (County Contract No. 16-0500-12/17-SS), for the Contractor to provide employment and training services to TANF and Safety Net (SN) individuals, which Agreement has from time to time been amended and/or extended, and

WHEREAS, the parties desire to extend said Agreement upon the terms and conditions hereinafter set forth, now, therefore, it is mutually agreed by and between the parties hereto that County Contract No. 16-0500-12/17-SS, dated November 23, 2016, is hereby extended and further amended upon the following terms and conditions.

1. Paragraph "1," entitled "Scope of Services," shall be amended to provide as follows:

The Contractor agrees to perform in a manner which is acceptable to the County, consistent with the highest standards of care, and in strict compliance with all applicable Federal, State and local laws, regulations and procedures which may from time to time be adopted or amended, the services set forth in Exhibit "A-4," annexed to and made a part of this Agreement.

2. Paragraph "2," entitled "Term of Agreement," shall be amended to provide as follows:

This Agreement shall be effective January 1, 2019 and shall terminate on December 31, 2019, unless otherwise terminated as set forth herein.

2. Paragraph "3," entitled "Payment," shall be amended to provide as follows:

As full and complete consideration for the services so rendered, the County shall pay a total sum up to, but not to exceed THREE HUNDRED FIVE THOUSAND, SIX HUNDRED SEVENTY-FIVE and 00/100 (\$305,675.00) DOLLARS. The Contractor must submit payment requests using the Dutchess County Payment Request Form available at <http://dutchessny.gov/CountyGov/Contracted-Services-and-Programs.htm> electronically to the Principal Program Assistant, AnnMarie Thomas at annmarie.thomas@dfa.state.ny.us with a copy to Kara Cerilli, Social Welfare Specialist at kara.cerilli@dfa.state.ny.us.

Payment of the above consideration shall be made to the Contractor upon submission of statements in a form satisfactory to the County. No payment shall be made prior to audit and approval by the County.

3. Paragraph "4," entitled "Funding," shall continue to provide as follows:

The Contractor agrees to seek additional sources of funding, i.e., grants, for the program(s) that are the subject of this contract and notify the County, in writing, if it receives additional sources of funding.

The Contractor, through whatever medium it uses to communicate its mission, program or services, shall identify Dutchess County as a funding source. It shall do so by placing on its stationery, brochures, newsletters and other printed materials the following statement: "Paid for in part by Dutchess County." Whenever appropriate the Dutchess County Seal should be displayed along with the statement. Attribution in other media where the above statement would be cumbersome shall appropriately convey the role of Dutchess County as a funding source.

4. Paragraph "28," entitled "Bulk Printing," shall continue to provide as follows:

The County requires that it be the vendor of first choice for all bulk printing and copying associated with this Agreement.

5. Paragraph "34," entitled "Budget," shall be amended in part as follows:

The Contractor agrees to provide services under this Agreement in compliance with the budget which is annexed to and made a part of this Agreement as Exhibit "B-4," and which details all personnel or other costs of services to be rendered by the Contractor under this Agreement. The Contractor may make revisions to the budget in Exhibit "B-4" up to the extent of ten percent (10%) of any direct cost category item without prior approval of the County, except that any budget revisions that affect changes in the work plan or staffing as contained in Exhibit "B-4" shall require written approval of the County. The Contractor agrees to submit any and all revisions made pursuant to this subparagraph to the County Department on a Dutchess County Budget Adjustment Form for informational purposes.

Budget revisions in excess of ten percent (10%) of any category item or which affect changes in the work plan or staffing shall be submitted in writing using the same format as the currently approved budget and must be approved in advance by the County. No more than (3) budget amendments per year will be approved. No budget revision requests made during the final month of the budgeted year will be considered, and no budget adjustments once the program term has expired will be considered without a formal written request.

The Contractor must review its expenses and projected expenditures under this Agreement and submit to the County a 'Budget Review Assurance Certification Form,' annexed to and made a part of this Agreement as Exhibit "D-4," by October 15 of the budget year.

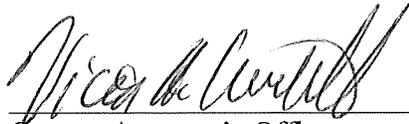
Notwithstanding any other provision of this Agreement, the Contractor agrees that, in the event that its expenditures are less than its total budget and at the termination of this Agreement County funds remain unexpended, it shall return said funds to the County.

6. The paragraph "Policies and Procedures," shall be deleted from the Agreement in its entirety.

7. All other terms and conditions of the underlying agreement, and any amendment thereto not expressly amended or altered by this agreement, shall remain in full force and effect.

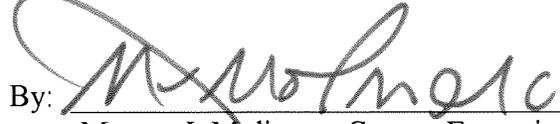
IN WITNESS WHEREOF, the parties hereto have executed this Agreement this 29th day of May, 2019.

APPROVED AS TO FORM:



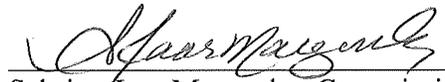
County Attorney's Office

ACCEPTED: COUNTY OF DUTCHESS

By: 

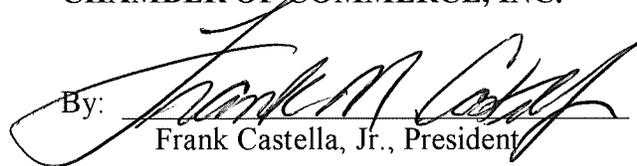
Marcus J. Molinaro, County Executive

APPROVED AS TO CONTENT:



Sabrina Jaar Marzouka, Commissioner
Department of Community and Family Services

**DUTCHESS COUNTY REGIONAL
CHAMBER OF COMMERCE, INC.**

By: 

Frank Castella, Jr., President

16-0500-12/17-SS-A4
5/29/19

DUTCHESS COUNTY REGIONAL CHAMBER OF COMMERCE TANF & SAFETY NET (SN) EMPLOYMENT & TRAINING SERVICES

SCOPE OF SERVICE 2019

Purpose

The Contractor will operate the TANF & SN Employment Program, which provides TANF and Safety Net (SN) eligible individuals with comprehensive job seeking and job retention services.

Target Group/Eligibility

To be eligible for Program, the individual must be a Dutchess County resident in receipt of Federal Temporary Assistance for Needy Families (TANF) or Safety Net assistance and be at least 16 years of age.

Services

The Contractor will provide employment services through its Workforce Development Center (WFD). Services are provided at the Contractor's office as well as meeting centers throughout the county including libraries, DCFS, homeless shelters, participant's home, training providers, and at work.

The Contractor will provide or arrange for the following array of services and activities:

1. Individual Assessment
2. Career Exploration and Planning
3. Case Management/Mentoring
4. Connections/referrals to supportive services
5. Job Readiness Training/Life Skills Training (JRT)
6. Education Training
7. Vocational Education
8. Transitional Job Experience
9. Job Development /Job Placement
10. Post-Employment Services

DCDCFS staff will be responsible for the following:

- Program coordination;
- Overall employability determinations;

Exhibit "A-4"

- Conducting a meeting to determine eligibility for the Program by category, and interest levels;
- Providing referrals to the Contractor – a DCDCFS supervisor will handle the initial identification and decisions concerning referrals to the Program;
- Meeting with the Program mentor;
- Establishing employment and retention goals jointly with the Program mentor;
- Approval and authorization of approved supportive services including transportation; child care, supplies, clothing and other employment related expenses;
- Managing non-compliance issues, including recommendations for sanctions;
- Management of WTWCMS (Welfare to Work Caseload Management System); and
- DCFS Temporary Assistance workers will provide case management to participants that are apart from those that the Employment Mentor provides when required.

The components listed below numbered 1 through 4 are required components for all participants of the Program, while those numbered 5 through 10 will be offered as appropriate for the individuals.

A more detailed description of requirements for each service/activity is provided below.

1. Individual Assessment

An individual who is eligible based on DCFS criteria will be considered eligible for the Workforce Connections Program if they express an interest in the program, complete the Employment Assessment, agree to work with their case manager, create an ISS that aligns with the Workforce Connections Program’s Scope of Service and complete an Employment Plan that is approved by DCFS.

The Senior Vice President of Business Service reviews the case file prior to acceptance in the Workforce Connections Program and meets, when appropriate, with the participant and case manager to review the file and discuss any questions or concerns. This low threshold for eligibility ensures that eligible individuals seeking assistance will be enrolled into open slots in the Workforce Connections Program.

The Program will accept participants on a rolling basis. Individuals may begin the intake process at any time during the month.

For each program participant the Contractor must provide an objective assessment, using the New York State Employment Assessment (form LDSS-4980 found in Appendix A), of the academic level, skill levels, and service needs. The Assessment includes a review of basic skills, occupational skills, prior work experience, employability, interest, aptitudes, (including interest & aptitudes for nontraditional jobs), supportive service needs, and development needs for the purpose of identifying appropriate services and career pathways for the individual. Standardized assessment tests must be used for assessment of basic skills (TABE), career interests and aptitudes (including interests and aptitudes for nontraditional jobs), and work readiness needs.

Exhibit “A-4”

Assessments are accepted from DCFS and partner/referring agencies and will be utilized in the development of the Employment Plan and the Individual Service Strategy and Action Plan. In addition, the Work Motivation and Job Satisfaction scale are used for enrollment in the Contractor's Civicores Initiative.

The Contractor will administer the TABE (Test of Adult Basic Education) to Program participants during the enrollment process. TABE scores will be used to assess an individual's literacy and numeracy levels. Scores will be used to determine eligibility for training, the need for remedial assistance, and an appropriate employment placement. TABE scores will be used to determine if an individual needs a referral to another agency (i.e. Literacy Connections for participants below a 6th grade reading level, Dutchess Community College or BOCES to increase math literacy or the Workforce Development Center for individual or small group tutoring). Individuals who test below a 9th grade reading or math level will be retested after tutoring, referred to a partner or be required to participate in a remedial education program. The goal is to increase one or more EFL level. The TABE test will also be used to assess an individual's academic skills prior to enrollment in HSE (High School Equivalency) classes.

The Contractor's case managers will also administer work readiness and job satisfaction assessments entitled, "Are You Ready to Work?" and "What Makes You Happy at Work?" These assessments are a starting point for both soft-skills training and career pathways development.

2. Career/Exploration and Planning

For each Program participant, the Contractor must develop a Career Plan using New York State Employment Plan (form LDSS-4978 found in Appendix B) that identifies the employment goals and education, training, and job skills needed for the participant's future success. At a minimum, the Career Plan must:

- Be designed in conjunction with the assessment, as described in the previous section, and the employability plan developed with the participant and DCDCFS;
- Identify work skills and skill gaps;
- Address the barriers that have prevented the participant from successfully participating in employment and training activities or obtaining/retaining a job;
- Identify the individual's employment goals and how the services provided will help the individual attain those goals;
- Contain measurable and verifiable long and short-term goals, such as credential achievement, completion of a job readiness program, resolution of personal barriers to employment, vocational training, job placement/retention or job improvement;
- Specify a timeframe for completing Program components and meeting goals;
- Describe an individualized and contextualized course of instruction for all pre and/or post-employment components;
- Describe the type, method, and location of services and instruction; and
- Develop a resume the individual can use to support current and future job applications.

Once developed and approved by DCDCFS, the Career Plan must follow the individual as s/he moves through various training and employment experiences and settings.

Exhibit "A-4"

The Contractor's Career Planning Steps are described below:

1. Participant identifies training/skill required for employment; this may align with the results of their CareerZone Portfolio or an area of expressed interest.
2. Assessment of participant's skills (NYS Employment Assessment).
3. Review of TABE scores and determination if threshold is met. If met- continue to step 4. If not met- consult with tutor to determine estimate of when threshold could be met and a plan established. TABE retest when the individual achieves the desired score move to step 4.
4. Acquire approval from DCFS for training. The Program Career Plan is designed to work with DCFS to determine an individual's eligibility for training and then work with the participant to develop a Career Pathway. Identifying the education, training, and job skills needed for future skills is a key component in the plan.
5. Enrollment in training.
6. Monitoring of participation/attendance.
7. Testing (degree/certificate).
8. Successful completion of all testing, certificate is issued.
9. Participant is ready to seek employment.

Case managers will work directly with employers to locate employment in the field of study. This includes contact prior to training to determine if there is a local need and job openings that warrant the training. Contact includes face to face meetings, phone calls and e-mails, face to face meetings with new employers, and phone or e-mail contact with employers that were used in the past. Participants with training have high priority status to begin work.

The Contractor's Career Plan is designed to assist with DCFS in determining an individual's eligibility for training and then work with the participant to develop a Career Pathway. Identifying the education, training, and job skills needed for future skills is a key component in the plan.

Assessments are accepted from DCFS and partner agencies and will be utilized in the development of the Employment Plan and the Individual Service Strategy and Action Plan. In addition, the Work Motivation and Job Satisfaction scale are used for enrollment in the Civicores Initiative.

3. Case Management/Mentoring

Strong case management must be provided to ensure that participants receive timely coordinated services and that resources are used to maintain an individual's ability to pursue employment goals. Barriers and limitations of the participant are identified and strategies to address these issues are implemented. The key function of the case manager is the coordination of an array of services as defined by both the program participant and the case manager, and to support program participants so they can achieve career plan goals. The case manager is expected to also serve as the mentor/career counselor to help participants problem-solve, plan for future events, and remain focused on program completion.

The Contractor's Case Managers will offer strength-based case management. Case managers will plan, seek, advocate for, and monitor services from different service providers including mental health and rehabilitation. Staff will offer activities aimed at linking the individual to community services, assistance with problem solving skills (e.g. transportation, housing, childcare, and

Exhibit "A-4"

school/community engagement), overcoming system rigidity and ensuring a continuity of services. The program is participant-centered, coordinated, goal oriented, accountable, flexible and cost-effective.

Participants will attend one-on-one sessions with their case manager/mentor based on their goals in their Individual Service Strategy. The Program will support the needs of the family as well. The case manager will work with the families and is available to attend school meetings, legal hearings and other events that are barriers to the individual moving forward. Staff will work with the individual when there is a food or housing emergency. The Contractor's staff will attend DCFS meetings with the individual when scheduled.

The Program case manager will create and maintain professional relationships with DCFS workers to ensure open communication and to aide in the participant's engagement with DCFS. The case manager will help to ensure participants provide DCFS with all documentation and information related to their TANF/SN case to ensure compliance. If an enrolled individual is sanctioned or in danger of being sanctioned, the case manager will work with the individual to identify the barriers that have led to them being noncompliant with DCFS. Common barriers include issues with transportation or childcare, housing concerns, mental health issues, learning disabilities (ADD, ADHD or low IQ), family instability (youth with mental health issues, on PINS, or suffering from an illness), anger issues, legal concerns, lack of time management skills, and/or lack of work history.

In the circumstance of a Program participant who is deemed not work-ready, Case Managers and DCFS may determine that **intensive case management** is needed and develop an Individual Service Strategy and plan for the individual. Some of these individuals may have mental and/or physical work limitations requiring accommodations in the work place, or be individuals who are recovering from substance abuse problems. Additional services may include calling the individual's home, sending contact letters, meeting with the individuals at DCFS if more convenient, participating in DCFS eligibility reviews and/or conciliations, and as a last resort, doing a home visit to reach out to any individuals that cannot be contacted by above means. The Contractor will assist in the development of work-related sites tailored for individuals with special needs and/or limitations and sites that are willing to work with the mentor to encourage participation and develop the skills of the participant. The staff will explore referrals to ACCES-VR (VESID) or other appropriate training and other diagnostic facilities and community agencies for services as needed and assist the clients through the application and service delivery processes. For any individuals who are not fully engaged but working to "capacity," they will explore any community service activities that may be countable to increase participation.

WFD staff will work with mental health care organizations on behalf of the Program participant when appropriate and aligned with employment goals. Working with staff in different organizations coordinates efforts to serve participants through professional teamwork thus expanding the range of needed services offered, limiting fragmentation of services, staff turnover and inadequate coordination among providers.

Exhibit "A-4"

Career Pathways is a workforce development strategy used in the U.S. to support worker's transitions from education into and through the workforce. This can be an ongoing process throughout an individual's life time. Program participants will work with the Contractor's case manager to complete a comprehensive Career Zone Portfolio through NYS Career Zone. Individuals will complete and save at least one Interest Profiler (IP), the Abilities Checklist they have, at least one WIP (Work Importance Profiler), add at least two occupations as favorites, and complete and save at least one budget. The Program will utilize Career Pathways when working with program participants on deciding on the best work experience opportunity. Working with the individual to establish career goals and to create an action plan will facilitate the conversations surrounding work and training.

During soft-skills training the Program case manager and participant will create an open dialogue that will be beneficial when the individual is working. The Program will offer support for budgeting, time management, conflict resolution, and getting along with others in the workplace and at home (and others that arise) on an on-going basis through the WFD or a partner agency.

The Program will assist a participant who has been approved for training, which counts towards participation rates, to enroll in a training program as well as individuals who need to maintain their work efforts while attending a training program. The Contractor will offer the following services:

Supportive Services Assessment Review

Prior to entering a training program, a Supportive Services Assessment Review will be performed. This is designed to be an update determining the supports needed for successful completion of a training program. Questions include the ability to get to and from the program on time, adequate childcare, budgeting of income coming into the household, secure housing and ability to study outside the training. Case managers will offer full wrap around services for both the individual and family members.

Pre-test

All participants will take the TABE test as part of the enrollment process. Low scoring individuals will be offered tutoring to improve scores. Individuals without a high school diploma will be TABE tested and then enrolled in high school equivalency classes. Participants may require supportive services such as transportation to and from the test site, assistance setting up childcare, and/or assistance in changing scheduled appointments or obligations.

Enrollment paperwork

Case manager's will assist participants in completing paperwork required by the program they are enrolling in, and for funding and scholarships. Staff will monitor enrollment deadlines and encourage participants to file paperwork on time.

Monitoring attendance

Case managers will check on participant's attendance in the program on the following schedule:

Week 1- daily

Week 2- every other day

Week 3 and on- weekly, unless there is an attendance problem during weeks 1 or 2

Exhibit "A-4"

Attendance will be reported monthly to DCFS

Studying for written/practical exams

Participants will be offered use of the computers in the WFD and quiet places to study. Tutoring will be available. When sample online exams are offered, case managers will encourage participants to use these practice materials and assist individuals in the sign-up process.

Re-test

In the event that an individual fails one or more parts of an exam, the Contractor's WFD will support the participant efforts to retake the exam(s). This may include offering additional instruction, short term tutoring and/or paying exam fees. The number of retests available will depend on the participants ISS, the need and willingness for further instruction, and the availability of program funds.

Maintaining Employment While Training

Case managers will assist individuals in notifying employers and work to adjust work schedules if possible to support an individuals' need for training. The Contractor's staff recognizes that participation in an education program or training program can add additional stress to the individual and family and will be proactive in offering supportive services. Additional focus will be placed on work attendance and employer satisfaction and the case manager will work with the participant to retain employment.

Participants will receive mentoring services throughout their enrollment in the Program. Establishing a strong, respectful relationship upfront is important. Through mutual trust and understanding and working towards a series of common goals, the WFD mentor will solidify a professional bond with the participant. The WFD staff has identified the first 30 days and the fourth month of employment as critical for job retention. It is during this time that individuals often face barriers to retention. A strong mentor/mentee relationship makes it easier for the mentor to be upfront about the issues the individual is facing at work and work on realistic solutions.

The WFD mentors will enroll, advise, track and encourage participants to achieve and to retain permanent, full-time employment. The mentors will develop and implement employment and life skills workshops. They will be actively engaged with the individual and work to help them improve their self-esteem, build better relationships with co-workers and peers, have greater community connectedness, improve work performance and reduce risky behaviors (e.g. substance use, violence).

The Contractor will hold quarterly recognition events publicly to celebrate the achievement of goals in their Individual Service Strategy. Family nights will be held monthly where Program participants bring their children to the WFD center to participate in a family-centered activity. While the youth work on a project, discussions will be held on the importance of balancing individual life with work. Program staff members will witness the family interaction and the developmental level of the children and make appropriate referrals. This is an opportunity to discuss and model proper parenting techniques.

Exhibit "A-4"

The Program staff will work with individuals to remain compliant with DCDCFS through assessment, employment planning, participating/completing activities in the individual's Employment/Self-Sufficiency plan including treatment/rehabilitation programs and other work activities. Through the Individual Service Strategy, participants will set goals and the Program case manager will endeavor to engage the individual in reaching their full potential while assisting them in the ultimate goal, self-sufficiency.

The Contractor must keep client-specific typed Progress Notes that include notations for each meeting with or phone calls to employer/s and to the client. The Contractor's Job Mentors will participate in case conferences as needed. There will be a minimum of two case conferences in each six-month period. The Temporary Assistance worker and any other DCFS case managers will also be invited.

4. Connections/Referrals to Supportive Services

The Contractor must facilitate connections that introduce participants to programs and services that minimize barriers to employment. Some effective connections to services in the community include workforce resources, financial education, housing support, mental health and substance abuse treatment, domestic violence prevention, criminal background bonding, and legal assistance. Supportive services include, but are not limited to, referrals to child care, career counseling, referrals to other services and assistance with transportation. The Contractor must document all service needs and efforts made in the participant file. Supportive services may be provided to individuals participating in the Program in authorized activities and who are unable to obtain such support services through other programs providing such services.

In the Program, individuals will be offered support based on their needs expressed in the ISS and the approved NYS Employment Plan. Utilizing available community resources, the Program staff will assist participants in locating supportive services. The Program will offer a similar level of service throughout a participant's enrollment. While a newly enrolled person may require more attention initially, participants often encounter situations that require immediate attention at any phase of enrollment.

The following steps will occur at initial enrollment and are re-visited during a participant's times in the Program.

Step 1- Identifying Immediate Needs

The case manager will work with the individual to determine what immediate needs the individual or the family has.

Step 2- Setting up childcare if appropriate

In order to focus on Job Readiness Training (JRT) appropriate childcare must be set up. The case manager will assist the participant with the call to the Childcare Council to identify a licensed childcare provider. After the participant has several childcare providers' names, the case manager will work with the participant to set up childcare. The individual must make the call, but the case manager will stand-by to offer help and support as needed. The WFD staff will dissuade individuals from relying solely on family members (unless it is the child's parent) for childcare. If

Exhibit "A-4"

an individual insists on using a relative, the case manager can help with the approval form for the relative/friend. A back up childcare plan will be required for all program participants.

Step 3- Mental Health/Substance Abuse Treatment

When appropriate, case managers will work with the individual to set up mental health counseling and/or substance abuse treatment for themselves or a member of their family. If the individual is in mental health counseling and/or substance abuse treatment, the case managers will work with the individual to maintain their appointment schedule. Attendance will be collected monthly and provided to DCFS.

Step 4- Transportation

Transportation can be a challenge in Dutchess County. Public transportation is often the preferred means of transportation for program participants. Utilizing the bus schedule, case managers will work with individuals on scheduling appointments, going to job interviews and work. At times a taxi may be arranged, such as for late night shifts or rapid interviews, if a case manager is not available. If an individual has a driver's license, case managers will work with DCFS on the possibility of a procuring a car when the participant is working full time and has a proven track record. The Program will assist with transportation to and from job interviews and drug/background checks as necessary for work, and to and from work until the individual receives their first paycheck.

Step 5- Driver's License

An individual with a valid NYS permit or the ability to get one will be referred to the DC BOCES Community Solutions for Transportation for driving instruction. An individual who knows how to drive and needs a refresher and car for the road test may be eligible for instruction through a local training provider.

5. Job Readiness/Life Skills Training (JRT)

JRT must include the following activities: resume preparation, training in interviewing skills, instruction in workplace expectations, training in effective job seeking, life skills essential to workplace success, time management, goal setting, budgeting, basic math and literacy skills, household management, interpersonal skills, decision making skills, anger management, and/or parenting skills when it has been determined that such training could help reduce unplanned work leave or apprehension toward entering employment.

Upon approval of the Employment Plan by the DCFS worker, the individual will begin job readiness training (JRT). The number of hours and the duration/type of the JRT will depend on the individual. The following is a sample schedule of activities:

Weeks 1-4:	3 times per week, minimum 90 minutes
Weeks 5-until employment:	2 times per week, minimum 90 minutes
Upon employment:	1 time per week, minimum 45 minutes

Through workshop series and activities and intensive one-on-one mentoring, Program participants will receive extensive soft-skills training and support to reduce the barriers that inhibit employment

Exhibit "A-4"

retention. Case Managers will work directly with the employer and the participant to work through issues as they arise, such as transportation problems or dress code violations, etc.

6. Education Training

The Contractor must provide these services directly or by subcontract with local education providers or through the Dutchess One Stop Career Center. Education/training must be complementary to the participant’s experience and consistent with their individual plan.

Education directly related to employment for an individual who has not received a high school diploma or equivalency must be related to a specific occupation, job or job offer or otherwise determined based on a client assessment as necessary to improve the participant’s employability to support job entry, retention, or advancement. This may include courses designed to provide knowledge and skills for general or specific occupations or work settings to ensure clients have the basic skills competencies required by employers and may also include adult basic education, ESL instruction and education leading to a high school equivalency diploma as determined necessary to improve the participant’s job opportunities and potential occupations. Where identified as needed such training may include the development of basic workplace skills including professional workplace behaviors and decision-making skills.

Remedial programs needed for those who lack the basic qualifications for entry level training and employment in the proposed industry sector will be addressed as described in the chart below:

REMEDIAL PROGRAM	NEEDS ADDRESSED	SERVICE OFFERED
Literacy Connections	Literacy Tutoring for Adults	Provides tutoring to increase an individual’s literacy level
	English as a Second Language Learners (ESL)	
Dutchess Community College	High School Equivalency Class	Attain HSE
	Reclaim My Math	A review of math skills through computer-assisted and classroom instruction
BOCES	High School Equivalency Class	Attain HSE
DCRCOC	One-to-one tutoring	Literacy, numeracy and subject tutoring

Program participants who do not have a high school diploma or high school equivalency diploma may benefit from enrollment in HSE classes. Participants who like classroom-style teaching will be enrolled in DCC, while individuals who like to work independently utilizing hand out packets will attend class at BOCES.

7. Vocational Education

The Contractor may provide these services directly or by subcontract with local training providers or through the Dutchess One Stop Career Center. Education/training should be complementary to the participant’s experience and consistent with their individual employment plan. Education and Training pursued by a program participant is not eligible for transitional employment wage subsidy.

Exhibit “A-4”

The trainings offered will only be considered for occupations that are determined by the New York State Department of Labor to be a Mid-Hudson regional area priority. The program must enable participants to make gains and increase job skills in manageable increments and be linked to industry skill standards, certifications or licensing requirements. Traditional classroom instruction should be combined with other activities, such contextualized learning as work experience and internships. Job skills training can include training courses that are listed on the New York State Workforce Eligible Training Provider List (ETPL). This list can be found at <https://applications.labor.ny.gov/ETPL>. Training providers should complete an on-line application provided at the same website to have their courses listed, if it is not already listed on the ETPL website. If the jobs skills training is not on the list, but the Contractor gains approval of the LWIB that the training is in high demand, it may be included as part of an approved career pathway.

Prior to acceptance in a vocational training program, an individual must have a literacy and numeracy assessment. By directly administering the TABE test, Program staff members are better able to assess the literacy and numeracy levels of the individual.

When a Program participant identifies a career interest they wish to pursue and meets eligibility requirements (academically and with DCFS approval) the case manager will assist with enrollment, transportation, setting up childcare, and working through barriers to completion that arise during the training. Upon completion of the approved training, the individual will be assisted with tutoring if necessary to pass the certification, transportation to the site, and assistance with the fees attached.

Comprehensive educational and vocational training will utilize where possible the training funds available in Dutchess County through the Workforce Investment Board. Utilizing training funds, the Program case managers' will assist participants in qualifying for and participating in training programs funded through the Dutchess One Stop Career Center. An Individual Training Award offers a participant the opportunity to train and attain a degree or certificate in an in-demand occupation that leads to self-sufficiency or higher wages.

8. Transitional Job Experience

The goals of a transitional job experience are to stabilize individuals with earned income while learning workplace expectations, establish a work history and professional references, address barriers to employment and develop employable skills in order to secure unsubsidized employment. Not every participant will require this experience.

9. Job Development/Job Placement

This must focus on sectors of the economy experiencing employment and wage growth. The Contractor is encouraged to seek jobs which provide advancement opportunities, pay more than minimum wage, and are likely to promote economic independence. The Contractor must work closely with participating employers to refer suitable participants to fill identified job openings.

The Contractor must inform participating employers of the various State and Federal tax credits and incentives available to them, including the Work Opportunity Tax Credit, the Federal Bonding Program and the Workers with Disabilities Employment Tax Credit. Further information on these programs found at www.labor.state.ny.us. Proposers must also alert participating employers to the potential unemployment insurance costs they may incur for layoffs after the subsidy period.

The Contractor must develop a job placement strategy that matches the skills and abilities of participants with local labor market openings within the selected job sectors. Job placement must be the goal for all participants in the Program and the Contractor will have clear strategies to help each program participant achieve this goal, including relationships with employers engaged in efforts to support job retention and advancement for program participants. While the goal for all participants is to find above minimum wage employment with benefits and advancement opportunities with priority placed on jobs with high wages and/or wage advancement opportunities, job placement efforts must be focused on securing placements in jobs that are consistent with the occupational training.

The Program takes a team approach to assisting participants to gain employment. Staff works together to identify businesses that are interviewing and hiring new employees. The Contractor's Civicores Initiative (BLI) is a workforce to business partnership program offering Perfect Fit Job Matching, On-the-Job Training, internships, shadow days and the Business Speaker Series. BLI assists new and expanding businesses by providing assistance to recruit and retain a skilled workforce. Staff connects the employer to workplace training and education, provides job readiness training to program participants at no cost to the employer, and provides information about tax incentives, business demographics and occupational wages. Staff offers education on career pathways for employee growth and retention and provides information about apprenticeships and internships.

The Program case manager will utilize relationships with local business members both Chamber members and non- members to identify opportunities for program participants. The main strategy utilized is job matching through the BLI. The Contractor will permit employers to utilize the *WFD Perfect Fit Database*, through its Director of Workforce Connections. The database is maintained by WFD staff and includes current and former clients. The database includes past job history, list of participant skills, certificates held, as well as education levels. When a request comes in, WFD staff will be trained to look at all current TANF program participants. Using the Civicores database, case managers have a full list of program participants. After a search of the database, the best candidates will be selected. WFD staff will submit resumes and set up interviews and/or calls individuals in to fill out paper or online applications.

The Program will target occupations on the published "Dutchess County Workforce Investment Board Demand Occupation List." The Contractor's staff will work one-on-one with employers to locate employment opportunities for Program participants and work to identify employers with immediate needs to fill open positions. The case manager will work with the individual and the

Exhibit "A-4"

employer to make the appropriate connection. The following is an active list of employers that the Workforce Connections case managers can call to set up interviews for program participants:

- Hardee's- all positions
- Community Family Development Center- Teacher's Assistants and Office Assistants
- DC Healthy Families- Community Health Workers
- Royal Smiles- Dental Assistant
- Burlington- cashier and customer service supervisors
- Salvation Army- sorters
- River Valley Care Center- CNAs
- LCS- housekeepers/dishwashers
- Vassar College- dishwashers
- Grace Home Care Services- PCA
- Greystone- PCA's/CNA's
- Abilities First- Direct Care Workers
- Wingate- CNA's
- The Pines- CNA's, Dietary, Housekeepers
- The Hampton Inn, Super 8 Motel- housekeepers
- The Poughkeepsie Grand- servers
- Anytime Home Care- HHA's and CNA's
- Brooklyn Bottling of Milton NY- warehouse
- McGuinness Top to Bottom Cleaning Service- housekeeper
- McDonald's- managers
- Burger King & Taco Bell- crew staff
- Mid-Hudson Regional Hospital Home Care- Hospital Sitters
- The Baptist Home at Brookmeade- CNAs
- Atria Senior Living- CNAs and PCAs
- Dunkin Donuts- crew and supervisors
- Poughkeepsie Galleria- Security Guards
- The Melting Pot- Cooks
- On the Spot Taxi- Drivers
- Hobby Lobby- cashiers and management
- Thrifty Check Cashing- teller
- Dutchess Outreach- cooks
- Walmart, TJ Maxx, Harbour Freight Tools, Forever 21- cashiers
- 5 Guys- shift supervisors

Currently the businesses accept referrals for job openings for those clients with reliable transportation, extend interview opportunities for program participants, when appropriate, communicate current job openings to the Program staff and offer shadow days and work experience opportunities when appropriate, to enhance pre-employment learning for the industry.

Program participants will begin job preparation activities after completion of the NYS Employment Assessment. Individuals will complete a resume, receive one-on-one or small group instruction on

Exhibit "A-4"

how to execute a successful job search and learn how to write a compelling cover letter. The Contractor's staff will use a team approach to assisting participants to gain employment. Staff will work together to identify businesses that are interviewing and hiring new employees. Using the Civicores database, case managers have a full list of program participants. After a search of the database, the best candidates are selected. WFD staff submits resumes and sets up interviews and/or calls individuals in to fill out paper or online applications.

The participant and the Program case manager are responsible for the individual gaining employment. They must work together to set realistic expectations, create employment action steps (resume development, cover letter writing, interviewing techniques, filling out applications, attending interviews, accepting an offer) and follow through with their Individual Service Strategies.

WFD staff will work with individuals and identify potential job sectors. The case manager will make phone calls and set up meetings for WFD staff to meet with employers within the sector(s) to discuss current and future hiring. Staff will then "match" the participant to the employer by submitting a resume, assisting with the cover letter and application, setting up the interview and following up after the interview. WFD will utilize other community resources including registering participants at Dutchess One Stop to ensure they are part of NYS DOL Jobs Express and NY Talent database.

The Contractor will offer, through the partnership with Dutchess One Stop, candidates for employment that are eligible for government funding including wage subsidy, Earned Income Tax Credit (EITC) and On-The-Job Training (OJT), and assistance in navigating Dutchess County's OJT program. The OJT program offers a wage subsidy to "bridge the skills gap" and to provide access to resources that will support employee training by connecting the business with available government funding.

Utilizing OJT funds allocated to Dutchess County through the Workforce Investment Board (policy adopted 10-22-15), Program participants will have the opportunity to bridge the skills gap. Local employers, in in-demand occupations, will be recruited to interview and hire individuals who are not currently earning a self-sufficient wage and who have the ability to learn new skills. OJT is a "hire first" program. The OJT participant must be certified eligible before being hired in the position. Using the OJT Training Plan, the individual, case manager and supervisor can map out the additional skills, workplace literacy and other skills required for success on the job. Participating in an OJT contract can put an individual on track for self-sufficiency; the minimum hourly wage for an OJT is \$12 an hour and the position must be full time. The employer may be reimbursed for up to 75% of the wages for up to six months.

A strong mentoring relationship between the participant and the case manager is important to facilitate the transition from one education level to another or along the "Career Pathway". Upon receipt of a credential an individual will be marketed to appropriate employers within the field of training. Depending on the person's skill level this may start with a job shadow, internship or subsidized employment (when available). The goal is for the participant to attain a job in the field they were trained and/or certified in.

Exhibit "A-4"

When employment is successfully maintained the Individual Service Strategy (ISS) will be reviewed and the Action Plan updated. During this process (enrollment-training-employment) long term SMART goals (Specific, Measurable, Attainable, Realistic and defined by Time) will be set and reviewed. The participant will be encouraged to seek additional training in order to increase his or her wage. This may be in the form of a short add-on certificate training that increases the wage by several dollars and / or a longer-term certificate-based training curriculum that will bring to them the next level within their profession or a post-secondary degree.

10. Post-Employment Services

The Contractor must maintain regular contact with participants once they start working to foster their successful transition to the world of work. Newly employed participants benefit from job coaches or case managers who provide support, advocacy, motivation and training in areas such as life skills and workplace survival skills. The Contractor must design a systematic case management process for case managers or job coaches to assess client needs and ensure client access to needed services. All barriers, service needs, and services provided must be clearly documented in the participant file. Post-employment services include, but are not limited to:

- Tracking and monitoring the progress of the employee which includes observing the participant on the job and meeting with the site supervisor at a minimum once a month;
- Providing a written evaluation of the participant's job knowledge, skills and abilities;
- Coordinating the receipt of transitional benefits and/or other available programs with the DCDCFS;
- Developing a plan that moves the participant from transitional or subsidized to unsubsidized work;
- Developing linkages with education and training providers who provide services that complement the work schedule, so Program participants may improve job performance and reach advancement.

All participants must receive some form of post-employment follow-up services for a minimum of four (4) months.

Some local employers may provide short-term or moderate on the job training in an effort to increase the technical skills of an employee and have requested in some cases a short internship during which a potential employee can show the employer their "value". Additionally, some businesses expect a job candidate to agree to attend and complete additional trainings in order to keep the position or advance. The Program staff members will work together with the participant to identify training opportunities that would assist participants in developing their skillsets and work to improve their chances and opportunities for advancement.

Utilizing community resources, the Program case manager will assist the participant and their family to overcome barriers to maintaining employment while they are seeking additional training. Supportive services will be offered to individuals enrolled in training. The case manager will work directly with the employer to maintain employer satisfaction. The case manager will address issues that could lead to termination. Through open communication, the case manager, participant and employer work together to ensure retention of employment.

Exhibit "A-4"

The Program's case manager will speak with the employer a minimum of two times per month. This may be in person or over the phone. A WFD Evaluation Form will be completed and submitted to DCFS quarterly.

11. Partnership Plan

The Contractor must establish a plan that clearly identifies what organizations are providing services for Program participants, including how participants are referred to the Program, the educational and occupational skills training provided, the provision of case management/support services, job placement services and job retention services.

A cross section of agencies, including DCDCFS, employers, the workforce development agency, educational institutions, and other community organizations, with expertise in serving the target population must be formed to support individuals in career learning, actively collaborate to provide training resources and wrap-around support services to the participants including efforts to support advancement after initial job placement. The Dutchess County Workforce Investment Board and the Dutchess One Stop Career Center at 191 Main Street, Poughkeepsie, must be program partners. Each partner's role and responsibility must be clearly defined.

Participation Tracking and Documentation

The Contractor will track and document Program participation utilizing the following:

NYS EMPLOYMENT ASSESSMENT-LDSS-4980: The Case Manager/Mentor will complete the NYS Employment Evaluation with the participant and submit the evaluation with the monthly progress notes.

NYS EMPLOYMENT PLAN-LDSS-4978: The Case Manager/Mentor will complete the NYS Employment Plan with the participant, review it with the SVP of Business Services, and set up an appointment with DCFS staff for approval.

PROGRESS NOTES - The Case Manager/Mentor will provide typed Progress Notes regarding each participant's progress every month. Employer contact will be highlighted and required.

CUSTOMER INFORMATION REPORT FORM - The Case Manager/Mentor will maintain the Customer Information Form that is submitted with the monthly progress notes.

THERAPY ATTENDANCE FORM-SSPA-58 - The Case Manager/Mentor will work with participants to provide attendance on all activities in the individual's NYS Employment plan including activities that occur with a partner agency (for example, HSE attendance). This information will be collected in the APRICOT Database and be available each month.

JOB PLACEMENT AND RETENTION FORM - The Case Manager/Mentor will complete the form upon initial employment and then when the participant is employed 90 days, 120 days, 150

Exhibit "A-4"

days and 180 days. The Contractor’s Director of Workforce Connections will submit this form with the monthly Progress Notes.

PAYSTUBS - The Case Manager will work with the participant on the timely submission of paystubs. The Program will maintain a copy of the paystub in the individual’s program file after submitting to DCFS. In addition, the paystub will be uploaded in the APRICOT Database system.

CIVICORES DATA BASE - The Case Manager/Mentor will collect information from the participant and enter into the BLI data base to be used for work experience and employment opportunities.

QUARTERLY EMPLOYMENT EVALUATION - The Case Manager/Mentor will complete a quarterly employment evaluation for the participant for the first six months of employment. The contractor’s Director of Workforce Connections will submit this form by the 15th of month, following the quarter (January 15, April 15, July 15, and October 15).

QUARTERLY PROGRAM SUMMARY - The Contractor’s Director of Workforce Connections will submit this form by the 15th of month, following the quarter (January 15, April 15, July 15, and October 15).

Data will be reviewed with all Program staff and shared within the WFD Center. All data will also be reviewed by DCFS.

Staffing Requirements

The Contractor will assign at least two (2) full time Case Managers and a Program Data Manager to perform the duties of case managers.

Outcome Measurements - Performance Payments

The outcomes measures and minimum level of performance specified in the RFP are listed below. Up to five percent (5%) of the annual budget amount will be based upon the Contractor’s achievement of these specified Program Performance Outcomes. The level of performance will be determined by DC DCFS upon review of claim and reporting data from the Contractor. If the Annual Performance Outcome target is not met, 1% of the annual budget amount will be withheld for each one of the specified performance targets not achieved.

The Contractor expects to serve 80 unduplicated clients during the year

Specific Program Outcome Measures and the minimum level of performance are:

Outcome Statement Should be based on the Client and Process Outcomes stated on Logic Model	% of <u>unduplicated</u> customers that should
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Exhibit “A-4”

	achieve the outcome
Program participants remain in program for at least 90 days.	75%
Individuals who are required to participate in work related activities by DCFS, who are referred to the program will be participating in an accepted/approved activity within one month of their enrollment in the program.	90%
Individuals referred for employment services are employed within six (6) months at a minimum of 20 hours per week.	30%
Participants will enter employment by the end of month 12 in the program.	60%
Individuals referred who have obtained employment through the program maintained it through the course of their enrollment.	75%
Employed participants achieve a wage of \$12.00 per hour.	50%
Additional Performance Measures <u>Not</u> Subject to Withholding	
Program candidates participate in an information interview, receive information on community resources, employment opportunities, and personal budgeting.	75
Employers of participants are contacted every two weeks for first three months of a participant's employment, then once per month for 9 months.	60%
Unemployed participants receive Intensive Case Management for up to 3 months.	15%
Establish relationships with a minimum of six local businesses to increase employment opportunities for participants.	6 Businesses

Billing/Program Reporting

Billing Forms

The Contractor must submit payment requests using the Dutchess County Payment Request Form available at <http://dutchessny.gov/CountyGov/Contracted-Services-and-Programs.htm> electronically to the Principal Program Assistant, AnnMarie Thomas at annmarie.thomas@dfa.state.ny.us, with a copy to Kara Cerilli, Social Welfare Specialist at kara.cerilli@dfa.state.ny.us.

Program Forms/Data Reports

The Program must provide DC DCFS with a copy of each participant's completed New York State Employment Assessment Form LDSS-4980 (Attachment A) and proposed New York State Employment Plan Form LDSS-4978 (Attachment B) within 60 days of program enrollment. Before implementing the Plan, the Contractor must obtain DCFS written approval of it. DCFS will provide the Contractor with an approved copy of the Plan for its files.

Exhibit "A-4"

The Contractor must keep client specific case notes which include notations for each meeting with or phone calls to employer/s and to the client. The Contractor must send the typed Client Progress Notes for each client in the program to the Temporary Assistance Director by the 5th day of the month following the report month.

The Contractor must provide client information monthly on a Dutchess County Department of Social Services Customer Information Form (Attachment C).

The Contractor must provide an Employment Mentoring Job Placement and Retention Form (Attachment D) for each individual initially placed in employment and each client who reaches retention milestones of 90, 120, 150 and 180 days. Employment Mentoring Job Placement and Retention Forms must be sent to the Temporary Assistance Director by the 5th day of the month following the initial placement or the date of achieving the retention milestone.

The Contractor must provide the DCFS with an evaluation of each client’s progress on an Employment Evaluation Form (Attachment E) at the end of every three months of continuous employment during the first six (6) months. Evaluation forms may be completed by either the employer’s representative or the Proposer’s Mentor after consulting with the employer.

The Contractor must provide the County with a quarterly Employment Program Summary Report (Attachment F).

Outcome and Agency Reports

The Contractor must provide DC DCFS with reports on the outcomes of the program using the Dutchess County Outcome Progress Report Form attached hereto and made a part hereof as Attachment G.

The Contractor must also provide an electronic copy of its annual report and financial audit. The Contractor must provide an updated listing of its Board of Directors, which includes addresses on the County Board List Form or its equivalent available at <http://dutchessny.gov/CountyGov/Contracted-Services-and-Programs.htm>.

Payment Requests and Reports must be submitted electronically to the Principal Program Assistant, AnnMarie Thomas at annmarie.thomas@dfa.state.ny.us with copy to Kara Cerilli, Social Welfare Specialist at kara.cerilli@dfa.state.ny.us.

Billing and Reporting Schedule

Payment Requests and Reports must be submitted together on the following schedule:

Period Covered	Report Type	Due Date	Submit To
Monthly	Detailed Attendance Report, Enrollment/Completion Report	5 th of the month	Sandy Favata

Exhibit “A-4”

	Client Progress Notes, Customer Information Form, Job Placement and Retention Forms, and Employment Evaluation Forms		
First Quarter (January 1, 2019– March 31, 2019)	Payment Request, Employment Program Summary Report and Outcome Report	April 25, 2019	AnnMarie Thomas, Kara Cerilli
Second Quarter (April 1, 2019 – June 30, 2019)	Payment Request, Employment Program Summary Report and Outcome Report	July 25, 2019	AnnMarie Thomas, Kara Cerilli
Third Quarter (July 1, 2019-September 30, 2019)	Payment Request, Employment Program Summary Report and Outcome Report	October 25, 2019	AnnMarie Thomas, Kara Cerilli
Fourth Quarter (October 1, 2019 - December 31, 2019)	Payment Request, Employment Program Summary Report and Outcome Report	January 25, 2020	AnnMarie Thomas, Kara Cerilli
January 1, 2019 – December 31, 2019	Agency Annual Report, Financial Audit, Board of Directors Listing and Annual Outcome Report	January 25, 2020	AnnMarie Thomas, Kara Cerilli

If the Contractor fails to submit Program Reports as required the County may withhold payment for claims.

Quality Assurance/Monitoring

The Contractor shall cooperate in the collection and exchange of data to facilitate service planning. Program and fiscal monitoring will occur regularly throughout the length of the contract by local and possibly state staff. Programmatic and financial oversight activities will include announced and unannounced site visits, desk reviews and analyses of program and fiscal activities, administrative activities, records and reports. Further, the Contractor will be subject to random sampling of case file materials (closed and open), phone and written surveys with consumers, and any other practice initiated by DCFS to ensure compliance and the delivery of quality services. Any subcontractors or collaborators of services with the Contractor will also be subject to the same practices.

Attachment A New York State Employment Assessment

Client Name: _____

Date: _____

- ➡ Arrows: These questions may require attention and/or follow up.
- ◆ Diamonds: Questions that are denoted with a diamond indicate potential strengths, resources, abilities or experience that should be considered when developing the employability plan and self-sufficiency goals.

Introduction: This is your Employment Assessment. We are asking these questions so that we can work together with you to find out what services, programs and activities are most able to help you to obtain and maintain employment. You are required to answer most of the questions you will be asked; however, some questions are voluntary. We will tell you when you do not have to answer a question and why. If you do not answer the questions you are required to answer, or otherwise cooperate with this Assessment, your Temporary Assistance benefits may be reduced or terminated. If you have any questions now or as we are going through this assessment, please ask. We will ask you questions about your health, but if you need any reasonable accommodations to complete this interview, please let me know at this time. Do you have any questions before we begin?

Section I: Abilities, Experience and Training

English/Language Proficiency

1. What is your primary language? _____

◆ 2. Identify fluency in any other languages. _____

3. Have you taken English for Speakers of Other Languages (ESOL) classes in the past?

Completed: *(describe where and when)* _____ Program Name: _____

Attended but did not complete: *(describe where and when)* _____ Dates attended: _____ to _____

Completed: Yes No

I need to learn English but have never enrolled in ESOL class Program Name: _____

N/A not applicable Dates attended: _____ to _____

other Completed: Yes No

4. Describe your comfort level with your ability to do the following in English:

- | | | | |
|------------|---|---|---|
| Read | <input type="checkbox"/> very comfortable | <input type="checkbox"/> somewhat comfortable | <input type="checkbox"/> not at all comfortable |
| Write | <input type="checkbox"/> very comfortable | <input type="checkbox"/> somewhat comfortable | <input type="checkbox"/> not at all comfortable |
| Speak | <input type="checkbox"/> very comfortable | <input type="checkbox"/> somewhat comfortable | <input type="checkbox"/> not at all comfortable |
| Understand | <input type="checkbox"/> very comfortable | <input type="checkbox"/> somewhat comfortable | <input type="checkbox"/> not at all comfortable |

➡ 5. Do you need language interpretation services to complete this Employment assessment interview? Yes No

Client Name: _____

Date: _____

Education and Training

6. What is the highest level of education you completed? _____

7. What is the last school you attended/years of attendance? _____

◆ 8. Are you a High School graduate? Yes No

If No, Do you have a General Equivalency Diploma (GED)? Yes No

Do you have an Individual Education Plan (IEP) diploma? Yes No

9. If you do not have a High School diploma/do not have a GED, are you:

currently attending secondary school

interested in enrolling in a GED or ABE program

currently attending GED or Adult Basic Education (ABE) program

not interested in participating in education

interested in enrolling in secondary school (if applicable)

other

10. Are you currently attending an education or training activity? If yes, describe where attending, when program completion is expected, course of study, and funding source (including grants or loans) if applicable:

Apprenticeship program Provider Name, address and phone: _____

Enrollment date: _____

College _____

Expected completion date: _____

GED/ABE Program Course of Study: _____

High School Funding Source: _____

Training Provider Name, address and phone: _____

Enrollment date: _____

Other _____

Expected completion date: _____

None _____

Course of Study: _____

Funding Source: _____

◆ 11. Have you received any of the following? If yes, describe:

Apprenticeship training Date received: _____

College degree Status: _____

Military training Describe if applicable: _____

Professional license or certification Date received: _____

Vocational certificate or diploma Status: _____

Vocational training Describe if applicable: _____

Other _____

None _____

Client Name: _____

Date: _____

12. Basic Literacy and Math Proficiency Levels if applicable: N/A- Individual has not had or does not need testing

Test Name	Subject Area	Score	Test Date	Grade Level/Test Results
<input type="checkbox"/> TABE	_____	_____	_____	_____
<input type="checkbox"/> TABE language	_____	_____	_____	_____
<input type="checkbox"/> TABE language mechanics	_____	_____	_____	_____
<input type="checkbox"/> TABE reading	_____	_____	_____	_____
<input type="checkbox"/> TABE applied mathematics	_____	_____	_____	_____
<input type="checkbox"/> TABE math computation	_____	_____	_____	_____
<input type="checkbox"/> TABE spelling	_____	_____	_____	_____
<input type="checkbox"/> TABE vocabulary	_____	_____	_____	_____
<input type="checkbox"/> BEST Plus	_____	_____	_____	_____
<input type="checkbox"/> BEST Literacy	_____	_____	_____	_____
<input type="checkbox"/> WRAT	_____	_____	_____	_____
<input type="checkbox"/> Other	_____	_____	_____	_____

Current Employment/Volunteer Status

◆ 13. Are you currently working? Full time Part time unemployed no recent attachment to labor force

If you are currently working, what kind of work do you do? _____

◆ 14. Do you currently spend time helping out in the community (child's school, hospital, church, community agency, food pantry, library etc)?

Full time Part time not currently volunteering

15. If you are not currently working or volunteering, what do you believe is preventing you from doing so?

n/a currently working or volunteering

- | | | |
|---|---|---|
| <input type="checkbox"/> Criminal record | <input type="checkbox"/> Needs more education | <input type="checkbox"/> Religious restrictions |
| <input type="checkbox"/> Family member objections | <input type="checkbox"/> No adequate jobs available | <input type="checkbox"/> Scheduling conflicts |
| <input type="checkbox"/> Health problems - family | <input type="checkbox"/> No child care | <input type="checkbox"/> Wants to stay home with children |
| <input type="checkbox"/> Health problems-individual | <input type="checkbox"/> No jobs available | <input type="checkbox"/> Other |
| <input type="checkbox"/> Lack of transportation | <input type="checkbox"/> No references | <input type="checkbox"/> No reason given |
| <input type="checkbox"/> Lack of work experience | <input type="checkbox"/> Past work history | |

16. Are you a union member? Yes No

If yes, are you subject to recall rights? Yes No Union name if applicable: _____

Client Name: _____

Date: _____

17. Are you currently receiving unemployment insurance benefits (UIB)?

Yes No Describe start date if applicable, including when they are expected to end: _____

18. Have you completed UIB job seeker registration, if applicable? Yes No

Employment/Volunteer Experience
(Includes Military experience if applicable)

19. Have you ever been employed, served in the military, or volunteered in your community? Yes No

Employer/Site Name and address	Dates of Participation	Type of work	Hours/week And Hourly rate	Benefits	Reason for Leaving (if applicable)	Type of Experience
	___/___ to ___/___			<input type="checkbox"/> Health insurance <input type="checkbox"/> Paid sick/vacation <input type="checkbox"/> Retirement <input type="checkbox"/> Other		<input type="checkbox"/> Employment <input type="checkbox"/> Volunteer <input type="checkbox"/> Military
	___/___ to ___/___			<input type="checkbox"/> Health insurance <input type="checkbox"/> Paid sick/vacation <input type="checkbox"/> Retirement <input type="checkbox"/> Other		<input type="checkbox"/> Employment <input type="checkbox"/> Volunteer <input type="checkbox"/> Military
	___/___ to ___/___			<input type="checkbox"/> Health insurance <input type="checkbox"/> Paid sick/vacation <input type="checkbox"/> Retirement <input type="checkbox"/> Other		<input type="checkbox"/> Employment <input type="checkbox"/> Volunteer <input type="checkbox"/> Military
	___/___ to ___/___			<input type="checkbox"/> Health insurance <input type="checkbox"/> Paid sick/vacation <input type="checkbox"/> Retirement <input type="checkbox"/> Other		<input type="checkbox"/> Employment <input type="checkbox"/> Volunteer <input type="checkbox"/> Military

◆ 20. Describe the best job you ever had and what you liked about it. _____

21. Describe the worst job you ever had and what you did not like about it. _____

Job Skills

◆ **22. What job skills have you gained through training, education, employment, volunteer or life experience? Check all that apply:**

- | | | | | |
|---|---|---|--|---|
| <input type="checkbox"/> Accounting | <input type="checkbox"/> Assembly | <input type="checkbox"/> Bartending | <input type="checkbox"/> Bookkeeping | <input type="checkbox"/> Building Maintenance |
| <input type="checkbox"/> Carpentry | <input type="checkbox"/> Cashier | <input type="checkbox"/> Certified Nurse's Aide | <input type="checkbox"/> Child Care | <input type="checkbox"/> Cleaning |
| <input type="checkbox"/> Computer Programming | <input type="checkbox"/> Computer Repair | <input type="checkbox"/> Construction | <input type="checkbox"/> Cooking/Baking | <input type="checkbox"/> Customer Service |
| <input type="checkbox"/> Data Entry | <input type="checkbox"/> Delivering Goods | <input type="checkbox"/> Dietary Aide | <input type="checkbox"/> Dishwashing | <input type="checkbox"/> Drafting/Drawing |
| <input type="checkbox"/> Driving | <input type="checkbox"/> Electrical Repair | <input type="checkbox"/> Equipment Operator | <input type="checkbox"/> Farming | <input type="checkbox"/> Food Service |
| <input type="checkbox"/> Foreign Language Translation | <input type="checkbox"/> Fork Truck Operator | <input type="checkbox"/> Fundraising | <input type="checkbox"/> HVAC | <input type="checkbox"/> Health Care |
| <input type="checkbox"/> Heavy Equipment Operator Landscaping | <input type="checkbox"/> Housekeeper | <input type="checkbox"/> Janitorial | <input type="checkbox"/> Lab Technician | <input type="checkbox"/> Lawn Care/ |
| <input type="checkbox"/> Loading Unloading | <input type="checkbox"/> Machine Operator-CNC | <input type="checkbox"/> Machine Operator-non CNC | <input type="checkbox"/> Machine Repair | <input type="checkbox"/> Management |
| <input type="checkbox"/> Mechanic/Car Repairs | <input type="checkbox"/> Painting | <input type="checkbox"/> Paralegal | <input type="checkbox"/> Photography | <input type="checkbox"/> Plumbing |
| <input type="checkbox"/> Record Keeping | <input type="checkbox"/> Retail Sales | <input type="checkbox"/> Roofer | <input type="checkbox"/> Sales | <input type="checkbox"/> Secretarial/Paraprofessional |
| <input type="checkbox"/> Security | <input type="checkbox"/> Sewing | <input type="checkbox"/> Taking Inventory | <input type="checkbox"/> Teacher | <input type="checkbox"/> Telephone Operator |
| <input type="checkbox"/> Telephone Sales | <input type="checkbox"/> Telephone Work | <input type="checkbox"/> Training Others | <input type="checkbox"/> Typing | <input type="checkbox"/> Waiter/Waitress |
| <input type="checkbox"/> Warehouse Worker | <input type="checkbox"/> Welding | <input type="checkbox"/> None | <input type="checkbox"/> Other – Describe: _____ | |

◆ **23. Describe personal strengths you have that would be valuable to an employer.**

- | | | | | |
|---|--|--|---|--|
| <input type="checkbox"/> Dependable | <input type="checkbox"/> Get along well with others | <input type="checkbox"/> Good attendance | <input type="checkbox"/> Hard working | <input type="checkbox"/> On time, punctual |
| <input type="checkbox"/> Pay attention to details | <input type="checkbox"/> Polite, work well with public | <input type="checkbox"/> Responsible | <input type="checkbox"/> Well organized | <input type="checkbox"/> Other, Describe - _____ |

Employment Preferences and Goals

◆ **24. Based on your interests (including hobbies), abilities, experience and skills, what kinds of jobs interest you and what are your employment goals?**

Job Readiness

25. Are you authorized to work in the United States? Yes No, Describe _____

◆ 26. Will any previous employers/supervisors provide a good reference for you? Yes No, If No, why? _____

◆ 27. Do you have a current resume? Yes No

◆ 28. Will you be able to get positive personal references from a good source? Yes No

29. Do you have a phone or contact number to arrange job interviews and work? Yes No

30. Do you have an email address and access to the Internet? Yes No Describe if applicable: _____

◆ 31. Does your preferred employment field (e.g. cosmetology, carpentry) require that you provide your own tools? Yes No
If yes, do you own or have access to the necessary tools? Yes No

(Note: If tools are required, see Section II, Other Support Services)

Occupational Skills Testing Results

32.

Subject/Test Name	Test Date	Test Results	Grade/Level

Worker Notes:

Section II: Supportive Services and Resources

Note: This section includes questions asking if you need help with things such as child care or transportation in order to participate in work activities, including employment. Supportive services are provided consistent with the applicable requirements and district policies. Not all of the specific services and programs listed below may be available in your district. If you indicate that you need help with any work activity related expenses, your worker will explain what services are available to you.

Child Care

➤ 1. Please list all your children, their ages, if they have any special needs (including problems in school or day care or frequently missing school or day care), and their child care arrangements: no children

Child's Name	Age	Special Need(s) Describe	Child care arrangements	Child care provider information
		<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Needed <input type="checkbox"/> Made <input type="checkbox"/> n/a	Name: _____ Address: _____ Phone: _____ Type: _____ Start date: _____
		<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Needed <input type="checkbox"/> Made <input type="checkbox"/> n/a	Name: _____ Address: _____ Phone: _____ Type: _____ Start date: _____
		<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Needed <input type="checkbox"/> Made <input type="checkbox"/> n/a	Name: _____ Address: _____ Phone: _____ Type: _____ Start date: _____
		<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Needed <input type="checkbox"/> Made <input type="checkbox"/> n/a	Name: _____ Address: _____ Phone: _____ Type: _____ Start date: _____

- ➡ 2. Are there any problems with current child care arrangements? Yes No If yes, describe problems with child care: _____
3. What are the child care arrangements if your children are sick or school is closed? _____

Transportation

- ➡ 4. Do you have reliable transportation to attend work activities and/or employment? Yes No n/a
- If yes, describe mode of transportation:
- bicycle drive own vehicle get rides from other people public transportation taxi walk other
- ◆ 5. Are you legally able to operate a motor vehicle? Yes No Describe why not if applicable:
- License Type: Permit License License Status: Active Suspended Revoked Other
- Issuing State: _____ License Class: _____
- Restrictions/Endorsements: _____ Expiration Date: _____
- ◆ 6. Do you have access to public transportation? Yes No n/a
- Nearest bus/public transit stop? _____
- ➡ 7. Describe any transportation related supportive services that you need in order to work:
- carpool or vanpool program driver education program public transportation allowance (e.g. bus pass, taxi fare, subway card)
- vehicle insurance vehicle inspection vehicle fuel allowance (e.g. gas card or voucher, mileage reimbursement)
- vehicle registration vehicle repairs other (Describe) _____
- none

Other Supportive Services

- ➡ 8. Describe anything you need besides child care and transportation assistance to enable you to work.
- Clothing License renewal Tools
- Uniform None Other/describe

Family/Community Resources

- ◆ 9. Do you have reliable friends or family in the area on whom you can depend to help with emergencies (e.g. back up child care if child or provider is sick, back up transportation, help when food/money runs short)? Yes No Describe if applicable _____

- ◆ 10. Do your family and friends support your efforts to get a job/go to school? Yes No

- ◆ 11. Are you working with other programs or agencies now? Yes No If yes, Describe _____

- 12. Have you received help from community agencies in the past? Yes No
Describe, including the type of assistance received and what made it helpful: _____

Worker Notes:

Client Name: _____

Date: _____

Section III: Health Review

Note: You are not required to answer the questions in this section if you do not want to tell us about your disability and you can participate in work activities without accommodations. If you need accommodations, or you want us to know how your disability affects your ability to participate in work activities, you must answer these questions. If you choose not to disclose a disability and answer these questions, you will be assigned to work activities without accommodations for any undisclosed disabilities (disabilities that you have not told us about).

worker discussed note above with individual and individual has chosen not to complete this section and/or disclose a disability. The individual also understands that he/she will be required to participate in work activities without accommodations for any undisclosed disabilities (if applicable).

Medical Conditions

➡ **1. Do you have a physical or mental condition that greatly limits what you are able to do or that requires treatment?** Yes No
Describe if applicable.

- | | |
|--|--|
| <input type="checkbox"/> Arthritis/Rheumatism | <input type="checkbox"/> Epilepsy |
| <input type="checkbox"/> Asthma | <input type="checkbox"/> Gynecological Disorder |
| <input type="checkbox"/> Back/Arm/Leg | <input type="checkbox"/> Hearing |
| <input type="checkbox"/> Blood Pressure | <input type="checkbox"/> Hepatitis |
| <input type="checkbox"/> Brain/Head Injury | <input type="checkbox"/> Mental/Emotional/Nerves |
| <input type="checkbox"/> Cancer | <input type="checkbox"/> Respiratory |
| <input type="checkbox"/> Circulatory/Blood Disease | <input type="checkbox"/> Stroke/Heart |
| <input type="checkbox"/> Cerebral Palsy | <input type="checkbox"/> Substance Use Disorder |
| <input type="checkbox"/> Diabetes | <input type="checkbox"/> Vision |
| <input type="checkbox"/> Digestive | <input type="checkbox"/> Other |

Medical Limitations

➡ **2. How does your health affect your ability to work and how long is the limitation expected to last (if applicable)? Describe:**

➡ **3. Do you need accommodations to enable you to work (e.g. shortened work hours, refrigeration and/or time for taking medications, regularly scheduled breaks, assistive technology)?** Yes No **If yes, describe:** _____

Current Medical Care/Treatment/Rehabilitation

4. Are you currently being treated for or are you taking medication for any health related issues or problems (including pregnancy)? Yes No

If yes, describe. _____

If pregnant include due date: _____

Client Name: _____

Date: _____

5. How often do you see doctor(s)/attend treatment? Describe medical care/treatment, frequency and anticipated end date (including date last seen):

Provider name: _____

Treatment: _____

Frequency: _____

Date last seen: _____

Anticipated end date: _____

Provider name: _____

Treatment: _____

Frequency: _____

Date last seen: _____

Anticipated end date: _____

6. Do you have health insurance? Yes No If yes, describe: _____

Treatment History

7. Have you ever received treatment for health-related problems, including have you ever been hospitalized? Describe if applicable.

received treatment/hospitalized for physical health problem

no history of treatment for health problems

received treatment/hospitalized for mental health problem

other

8. Have you ever received alcohol or substance use treatment? Yes No If yes, describe: _____

Learning Disabilities

9. Do you have a learning disability? Yes No Unknown If yes, describe: _____

➡ 10. If you have a learning disability, does it affect your ability to work? Yes No n/a If yes, describe: _____

Caretaker Status

➡ 11. Are you caring for an ill household member or a household member with special needs? Yes No If yes, describe: _____

12. Does the household member who requires your assistance attend school, day program, rehabilitation or other program during the day?

Yes No Describe if applicable: _____

➡ 13. If answered yes to #11, how does caretaker status affect ability to work? _____

Client Name: _____

Date: _____

Disability Benefits/Rehabilitation Services

➡ 14 Have you ever applied for any of the following:

Benefit

Application date

Outcome

SSI/SSD

VA disability benefits

NYS disability benefits

worker's compensation benefits

rehabilitation services (e.g. VESID services)

other

none

Worker Notes:

Section IV: Housing

➡ 1. What is your current living arrangement? (check all that apply)

Drug/alcohol facility

Homeless

Hotel/motel

Live with family/not tenant of

Live with others (not related)/
not tenant of record

Medical facility

Own home

Rent-private

Rent-public

Roomer/boarder

Section 8

Shelter

Other/describe

2. If you live in public housing, are you required to participate in community service activities? Yes No n/a

Describe if applicable: _____

3. In the past 12 months, describe how many places you have lived? _____

4. How long have you lived at your current address? _____

➡ 5. Are you behind in rent/mortgage or are you facing the loss of your current housing? Yes No If yes, describe: _____

➡ 6. Is your current housing unsuitable, unstable or in an unsafe environment? Yes No Describe: _____

7. If yes to #6, have you thought about what you can do to change your housing situation? Yes No Describe

Worker Notes: _____

Client Name: _____

Date: _____

Section V: Financial Management

1. Do you have any bank accounts or credit cards?

- Certificate of Deposit (CD)
 Checking
 Credit cards
 IRA
 Money market account
 Savings account
 none
 Other/descri _____
be

2. Are you responsible for paying child support?
 Yes, court ordered
 Yes, I pay informally
 No
 N/A
 Other

3. If yes, are you:
 up to date
 in arrears
 other

Worker Notes:

Section VI: Legal Barriers

1. Will any of the following affect your ability to work? Describe if applicable.

- felony conviction
 misdemeanor conviction
 violation
 sex offender registry
 none
 Other/describe

2. Please describe your involvement with any of the following if applicable:
 none

Requirement	Contact name, phone #, address	Frequency of required contact	Describe (including end date) requirement(s)/restrictions(s)
<input type="checkbox"/> Adult protective services	_____	_____	_____
<input type="checkbox"/> Child protective services	_____	_____	_____
<input type="checkbox"/> Community service	_____	_____	_____
<input type="checkbox"/> Court ordered treatment	_____	_____	_____
<input type="checkbox"/> Foster care	_____	_____	_____
<input type="checkbox"/> Parole	_____	_____	_____
<input type="checkbox"/> Probation	_____	_____	_____
<input type="checkbox"/> Work release	_____	_____	_____
<input type="checkbox"/> Other	_____	_____	_____

Worker Notes:

Client Name: _____

Date: _____

Section VII: Military Service

1. Are you a veteran? Yes No If yes, describe below.

Branch of service _____

Combat zone? _____

Service dates _____

Type of discharge _____

Military title _____

Selective service registration number _____

Registered with Veteran's Placement? _____

2. Are you receiving or eligible for any of the following veteran's benefits?

disability benefits disability services employment services none don't know other

Worker Notes:

Attachment B New York State Employment Plan

Client Name: _____

Date: _____

Based on the information collected in the **New York State Employment Assessment** (Assessment), complete the following:

A. Goals and preferences

Describe the individual's employment goals and preferences, and any additional goals if applicable (e.g. educational, personal, family)

1. **Employment goal(s):** *(see Assessment Section I, question #24)* _____

2. **Additional goal(s):** _____

B. Challenges/barriers to client's ability to attain goals (describe):

1. Based on the Assessment, indicate challenges/barriers to the individual's ability to attain goals:

- | | | |
|--|--|--|
| <input type="checkbox"/> language barrier | <input type="checkbox"/> lacks necessary license | <input type="checkbox"/> lacks necessary job skills |
| <input type="checkbox"/> literacy levels | <input type="checkbox"/> lacks necessary credential | <input type="checkbox"/> health related barrier/disability |
| <input type="checkbox"/> lacks necessary education | <input type="checkbox"/> criminal history/restrictions | <input type="checkbox"/> other (Describe) _____ |
| <input type="checkbox"/> lacks necessary training | <input type="checkbox"/> lacks necessary work experience | <input type="checkbox"/> none |

2. Describe how barriers are to be addressed, including any reasonable accommodations that are needed:

C. Supportive Services

1. **Child Care Services:** Is client in need of district supported child care services? *(See Section II, questions 1-3)*

Yes If yes, then is district providing child care services?

Yes

No If client has been unable to secure needed child care in order to participate in required activities, has the client satisfactorily tried to arrange needed child care:

Yes, however client unable to secure appropriate childcare within a reasonable distance from home or work site

Yes, however informal child care unavailable or unsuitable

Yes, however appropriate, affordable formal child care unavailable

No, client has not tried to arrange needed child care

No Reason child care is not needed:

In receipt of child care not provided through district

Child care not required

2. **Transportation Services:** Indicate any transportation related support services that the district is providing. (See Section II, questions 4-7)

- | | |
|--|--|
| <input type="checkbox"/> public transportation pass/tokens | <input type="checkbox"/> car repairs or tires |
| <input type="checkbox"/> mileage reimbursement | <input type="checkbox"/> driving permit/license fees/renewal |
| <input type="checkbox"/> taxi fare | <input type="checkbox"/> driving lessons |
| <input type="checkbox"/> county provided transportation | <input type="checkbox"/> other (Describe) _____ |
| <input type="checkbox"/> car insurance | <input type="checkbox"/> none |

3. **Other Supportive Services:** Indicate any support services besides child care and transportation that the district is providing. (See Section II, question 8)

- | | |
|--|---|
| <input type="checkbox"/> work related clothing/shoes | <input type="checkbox"/> professional licensing fee |
| <input type="checkbox"/> license renewal | <input type="checkbox"/> tools |
| <input type="checkbox"/> fingerprinting fee | <input type="checkbox"/> other (Describe) _____ |
| <input type="checkbox"/> books | <input type="checkbox"/> none |

D. Outcomes

- Enrolled in/referred to applicable education/training activity
- Enrolled in/referred to applicable work activity
- Currently unable to participate in work activities, become exempt or in the process of employability determination review
- Preferences/goals cannot be accommodated; do not reflect local employment opportunities; describe
- Preferences/goals cannot be accommodated; are inconsistent with assessment results; describe
- Preferences/goals cannot be accommodated; will adversely impact the district's ability to meet participation rates;
- Other (Describe) _____

E. Client Activity Assignment(s)

<u>Activity Assignment</u>	<u>Activity start date</u>	<u>Anticipated end date</u>

F. Worker Notes

Client Signature: _____

Date: _____

Worker Signature: _____

Reviewed and Approved by DCFS: _____

Date: _____

Signature

Attachment D
DUTCHESS COUNTY DEPARTMENT OF COMMUNITY AND FAMILY SERVICES
EMPLOYMENT PROGRAM
JOB PLACEMENT AND RETENTION FORM

Participant's Name (Last): _____ (First): _____
Case Number: _____ SSN: _____

Initial Job Placement

Job Title: _____

Employer Name and Address: _____

Employer Contact: _____ Telephone: (____) _____

Start Date: _____ Starting Salary/Hourly Wages: \$ _____

Hours per Week: _____ Wage Subsidy Hourly Rate: \$ _____

Retention Milestone

Retention Date: _____ Retention Period: 90 120 150 180

- *This form must be submitted to DCDCFS by the 5th of the month following the initial placement or the month the milestone is reached, as soon as the Employment Mentoring participant enters verified employment.*
- *This form must be re-submitted to DCDCFS as soon as the provider verifies that the Employment Mentoring participant has retained the job for the 90, 120, 150 or 180-day retention period. It is the responsibility of the provider to maintain the verification materials. The three acceptable forms of retention verification are:*
 1. *signed and dated letter from the employer which identifies, at least, the date of hire, job title, wage, hours per week, whether the person is still employed and the employer's telephone number;*
 2. *client pay stubs covering the period of retained employment, employer name, address, and wage;*
or
 3. *Welfare Management Subsystem (WMS) information which identified the date of case closure or date of budgeted earned income. Please note, the WMS information may only be used after attempts at verification by the employer and client have been made.*

I hereby certify that these Job Placements and Retentions are accurate.

Signature: _____ Date: _____

Submitted By (print name): _____

Agency: _____ Telephone Number: (____) _____

Attachment E
DUTCHESS COUNTY DEPARTMENT OF COMMUNITY AND FAMILY SERVICES
EMPLOYMENT PROGRAM
EMPLOYMENT EVALUATION FORM

PARTICIPANT NAME:	EVALUATION PERIOD: FROM _____ TO _____	
EMPLOYER:	JOB TITLE:	SUPERVISOR:

1: UNSATISFACTORY 2. NEEDS IMPROVEMENT 3. SATISFACTORY 4. ABOVE AVERAGE 5. EXCELLENT

EMPLOYEE	1	2	3	4	5	COMMENTS / EXAMPLES
Understands job responsibilities						
Appearance						
Arrives on time for work						
Attitude						
Behavior						
Able to take direction well						
Able to work independently						
Motivation / Initiative						
Communication skills w/co-workers						
Communication skills w/supervisor						
Meets job goals / requirements						
Appropriately solves problems						
Works well under stress						
Shows improvement in job performance						
Team work / player						

EMPLOYER / SUPERVISOR SIGNATURE: _____ **DATE:** _____
EMPLOYEE SIGNATURE: _____ **DATE:** _____

Attachment F
DUTCHESS COUNTY DEPARTMENT OF COMMUNITY AND FAMILY SERVICES
EMPLOYMENT for TANF & SAFETY NET INDIVIDUALS
PROGRAM SUMMARY REPORT

<i>Agency Name:</i>	<i>Quarter:</i>
	<i># of Unduplicated Participants ⁽¹⁾:</i>

EMPLOYMENT PROGRAM ACTIVITIES	# of Participants
New Assessments/Employment Plans Completed	
Program New Enrollments	
Readiness/Life Skills Training (JRT)	
Education Training	
Vocational Education	
Transitional Job Experience	
Job Placement	
Post-Employment Mentoring	
Program Completions	

(1) Unduplicated participants is the count of individuals enrolled during the period, or prior periods, and still participating at the end of the report period.

Certification and Signature

I hereby certify that data presented in this report is accurate and is substantiated by documents in possession of this _____ program.

Signature

Title

Date

Dutchess County Program Outcome Progress Report

Organization: DC Regional Chamber
 Program Name: Employment & Training
 Program Year: 2019

Reporting Period:	Specify Quarter Covered (xx/xx/xx - xx/xx/xx)	# of Unduplicated Individuals Served Each Quarter.	Reporting Period:	Unduplicated # of Individuals Served the Entire Year.	Specify Period Covered from month/year to month/year
First quarter			Annual		
Second quarter					
Third Quarter					
Fourth quarter					

Outcomes As written in the Scope of Services in the Contract		Actual, <u>Unduplicated</u> # of Participants Achieving Outcome or Process Measures Item #'s Accomplished				# and Percent of Unduplicated Participants who achieved the outcome - End of Year. Only complete this column at the end of the year.	
<i>Outcome Statement</i> <small>Outcomes should be specific, measurable, realistic, and include a measurement tool to measure outcome achievement (Outcomes listed here must be those listed in the Contract Scope of Services).</small>	Total Target # or % of individuals who are expected to achieve outcome or total # of items to be accomplished	1st Quarter <i>Include Period Covered above</i>	2nd Quarter <i>Include Period Covered above</i>	3rd Quarter <i>Include Period Covered above</i>	4th Quarter <i>Include Period Covered above</i>	# Served	% for Each Outcome <small>% obtained by dividing the Total # of Annual Unduplicated Individuals who Achieved each Outcome by the Total # of Annual Unduplicated Individuals Served.</small>
Program participants remain in program for at least 90 days.	75%						
Individuals who are required to participate in work related activities by DCFS, who are referred to the program will be participating in an accepted/approved activity within one month of their enrollment in the program.	90%						
Individuals referred for employment services are employed within six (6) months at a minimum of 20 hours per week.	30%						
Participants will enter employment by the end of month 12 in the program.	60%						
Individuals referred who have obtained employment through the program maintained it through the course of their enrollment.	75%						
Employed participants achieve a wage of \$12.00 per hour.	50%						

Program candidates participate in an information interview, receive information on community resources, employment opportunities, and personal budgeting.	75						
Employers of participants are contacted every two weeks for first three months of a participant's employment, then once per month for 9 months.	60%						
Unemployed participants receive Intensive Case Management for up to 3 months.	15%						
Establish relationships with a minimum of six local businesses to increase employment opportunities for participants.	6 Businesses						

Required Narrative: In the space below, provide an analysis of your outcomes during the reporting period making note of any unanticipated accomplishments or obstacles.

**Dutchess County DCFS Program Application
Program Project Budget**

Contractor Name : DC Regional Chamber of Commerce, Inc.

Program/Project Name: Workforce Connections

Program/ Project period: 2019 Calendar Year

Add Budget amounts to peach-shaded cells Do not make

A. Personnel Costs (Direct)									
Title	Last Name, First Initial	Part or Full Time	12 Month Annual Salary	Percent of Time on this Activity/Program/Project	Activity or program/project Total	DCFS Funding Request	Agency Discretionary Money	In Kind Contributions	Total Funding
Case Manager	Flores, J.	Full	\$46,410	100%	\$46,410	\$46,410			\$46,410
Case Manager	Watkins, D.	Full	\$44,803	100%	\$44,803	\$44,803			\$44,803
Program Data Coordinator	Madden, M.	Full	\$46,115	100%	\$46,115	\$46,115			\$46,115
Workforce Program Manager	De Muro, A.	Full	\$68,959	35%	\$24,135	\$24,135			\$24,135
Exec VP & CFO	Gerty, A.	Part	\$122,051	15%	\$18,308	\$18,308			\$18,308
			\$0		\$0				
			\$0		\$0				
Personnel					\$179,771	\$179,771	\$0	\$0	\$179,771
Estimated Fringe Benefit Rate (percent):		25%		Total Fringe	\$44,942.81	\$44,942.81			
TOTAL					\$224,714	\$224,714	\$0	\$0	\$179,771
B. Other Than Personnel Costs -OTPS									
Contractual/Consulting					\$3,300	\$3,300			\$3,300
Staff Travel					\$2,500	\$2,500			\$2,500
Furniture/Equipment					\$5,800	\$5,800	\$6,000		\$11,800
Supplies					\$5,152	\$5,152			\$5,152
Printing					\$1,050	\$1,050			\$1,050
Occupancy/Lease					\$21,950	\$21,950			\$21,950
Insurance					\$4,200	\$4,200			\$4,200
Client Costs & Incentives					\$3,900	\$3,900		\$5,000	\$8,900
Staff Training					\$1,700	\$1,700			\$1,700
Meals					\$120	\$120			\$120
Participant Training					\$1,700	\$1,700			\$1,700
Dues to National or State Affiliates					\$0	\$0			\$0
Communications					\$1,800	\$1,800			\$1,800
TOTAL OTHER THAN PERSONNEL					\$53,172	\$53,172	\$6,000	\$5,000	\$64,172
TOTAL DIRECT					\$277,886	\$277,886	\$6,000	\$5,000	\$288,886
C. Indirect Costs									
Indirect Cost Rate (percent):		10%		INDIRECT	\$27,788.61	\$27,788.61	\$600.00	\$500.00	\$28,888.61
TOTAL BUDGET					\$305,675	\$305,675	\$6,600	\$5,500	\$317,775

Exhibit "B-4"

Dutchess County DCFS Program Application

Activity/Program/Project Staff

Explain the qualifications and duties for program staff. Be sure to list all vacant positions, and positions that you will create during the contract period. Include information on the Executive Director if applicable. Add more lines if needed.

Position Title	Outline Job Responsibilities	Outline Minimum Qualifications and Credentials Required for this Position	Title of Supervisor
Case Manager	Case manager with active case load, interaction and marketing with employers	Bachelor's degree, two years experience with human services	Workforce Program Manager
If the position above is filled, the staff person: <input type="checkbox"/> Has these credentials <input checked="" type="checkbox"/> Has these credentials, and significant other credentials as well <input type="checkbox"/> Is working to obtain credentials			
Position Title	Outline Job Responsibilities	Outline Minimum Qualifications and Credentials Required for this Position	Title of Supervisor
Case Manager	Case manager with active case load, interaction and marketing with employers	Bachelor's degree, two years experience with human services	Workforce Program Manager
If the position above is filled, the staff person: <input checked="" type="checkbox"/> Has these credentials <input type="checkbox"/> Has these credentials, and significant other credentials as well <input type="checkbox"/> Is working to obtain credentials			
Position Title	Outline Job Responsibilities	Outline Minimum Qualifications and Credentials Required for this Position	Title of Supervisor
Program Data Coordinator	Administrative support and maintenance of client database; support staff for client resource room; provides case management if needed	Associate's Degree, two years administrative support	Workforce Program Manager
If the position above is filled, the staff person: <input checked="" type="checkbox"/> Has these credentials <input type="checkbox"/> Has these credentials, and significant other credentials as well <input type="checkbox"/> Is working to obtain credentials			
Position Title	Outline Job Responsibilities	Outline Minimum Qualifications and Credentials Required for this Position	Title of Supervisor
Workforce Program Manager	Administrative support and maintenance of client database; support staff for client resource room	Bachelor's Degree, five years experience with human services and personnel management	Exec VP & CFO
If the position above is filled, the staff person: <input type="checkbox"/> Has these credentials <input checked="" type="checkbox"/> Has these credentials, and significant other credentials as well <input type="checkbox"/> Is working to obtain credentials			
Position Title	Outline Job Responsibilities	Outline Minimum Qualifications and Credentials Required for this Position	Title of Supervisor
Exec VP & CFO	Chief financial officer, programs manager, human resource management, contract and grant administrator	Master's Degree and five years non-profit experience	President & CEO
If the position above is filled, the staff person: <input type="checkbox"/> Has these credentials <input checked="" type="checkbox"/> Has these credentials, and significant other credentials as well <input type="checkbox"/> Is working to obtain credentials			
Position Title	Outline Job Responsibilities	Outline Minimum Qualifications and Credentials Required for this Position	Title of Supervisor
If the position above is filled, the staff person: <input type="checkbox"/> Has these credentials <input type="checkbox"/> Has these credentials, and significant other credentials as well <input type="checkbox"/> Is working to obtain credentials			
Position Title	Outline Job Responsibilities	Outline Minimum Qualifications and Credentials Required for this Position	Title of Supervisor
If the position above is filled, the staff person: <input type="checkbox"/> Has these credentials <input type="checkbox"/> Has these credentials, and significant other credentials as well <input type="checkbox"/> Is working to obtain credentials			
Position Title	Outline Job Responsibilities	Outline Minimum Qualifications and Credentials Required for this Position	Title of Supervisor
If the position above is filled, the staff person: <input type="checkbox"/> Has these credentials <input type="checkbox"/> Has these credentials, and significant other credentials as well <input type="checkbox"/> Is working to obtain credentials			

AGREEMENT

THIS AGREEMENT, bearing the date set forth on the signature page, by and between the COUNTY OF DUTCHESS, a municipal corporation with offices at 22 Market Street, Poughkeepsie, New York 12601 (hereinafter referred to as the "COUNTY") and THE CHAMBER FOUNDATION, INC., a not for profit corporation, whose address is 1 Civic Center Plaza, Suite 400, Poughkeepsie, New York 12601 (hereinafter referred to as the "CONTRACTOR").

WITNESSETH:

WHEREAS, the County desires the services of the contractor to provide the services for the program entitled "Youth One Stop", including to administer title 1 WIOA youth program funds, and

WHEREAS, the Contractor is qualified and is willing and able to perform such services in a timely manner, and

WHEREAS, the funds necessary to pay for such services are appropriated in the Adopted County Budget, now, therefore, it is mutually agreed by and between the parties hereto as follows:

1. **SCOPE OF SERVICES.** The Contractor agrees to perform in a manner which is acceptable to the County, consistent with the highest standards of care, and in strict compliance with all applicable federal, state and local laws, regulations and procedures, the services set forth in Exhibit "A" annexed hereto and made a part of this Agreement. If any term, provision, clause or covenant of Exhibit "A" contradicts or creates an ambiguity with any term, provision, clause or covenant of this Agreement, paragraphs "1" through "37" inclusive of this Agreement shall govern. The performance of this scope of services will necessitate working with all agencies, including but not limited to The Art Effect and Dutchess One Stop, providing WIOA Youth Work Experience and Framework services.

2. **PROJECT AND DOCUMENTS FORMING THIS AGREEMENT.** This Agreement shall be deemed to include (if applicable): the advertisement for proposals; the Instructions to Bidders; the Information for Bidders; the Contractor's proposal; the technical and contract specifications dated April 15, 2019, the plans or drawings; any addenda to specifications if the same are issued prior to the date of receipt of proposal; insurance contacts and certificates of insurance; and all provisions required by law to be inserted in the contract, whether actually inserted or not. The project is described as follows: the "WIOA Youth Program".

3. **TERM OF AGREEMENT.** This Agreement shall be effective July 1, 2019, and shall terminate on June 30, 2020, unless otherwise terminated as set forth herein.

4. **EXTENSION.** This contract may be extended for additional periods of one year each, not exceeding in total four (4) years, upon such terms and conditions as may be agreed between the parties, as follow: July 1, 2021-June 30, 2022; July 1, 2022-June 30, 2023; July 1,

2022-June 30, 2023 (based on satisfactory performance, levels of funding and DCWDB approval).

5. **PAYMENT.** As full and complete consideration for the services so rendered, the County shall pay a total sum not to exceed FOUR HUNDRED THIRTY-SIX THOUSAND EIGHT HUNDRED NINETY-SIX and 00/100 (\$436,896.00) DOLLARS. Contractor may opt to receive payments electronically by submitting an authorization form to the Dutchess County Comptroller's Office.

Payment of the above consideration shall be made to the Contractor upon submission of monthly statements in a form satisfactory to the County. No payment shall be made prior to audit and approval by the County.

6. **INDEPENDENT CONTRACTOR STATUS.** The Contractor agrees that he is an independent contractor and that he shall not hold himself out to be an employee or officer of the County, and that therefore, neither federal, state nor local income tax nor payroll tax of any kind shall be withheld or paid by the County on behalf of the Contractor or his employees; that the Contractor shall not be eligible for, and shall not be entitled to participate in, any employee pension, health, retirement or other fringe benefit plan of the County; that the Contractor shall have no workers' compensation or disability coverage through the County for the Contractor or his employees, and that the Contractor shall not be entitled to make any claim against the County for these or any other rights or privileges of an officer or employee of the County.

7. **DEFENSE AND INDEMNIFICATION:**

PROFESSIONAL SERVICES: For all matters arising out of the Contractor's professional services, the Contractor agrees, to the fullest extent permitted by law, to indemnify and hold harmless the County, its officers, and employees against damages, liabilities and costs, including reasonable attorney's fees, to the extent caused by the negligent performance of the Contractor, or third parties under the direction or control of the Contractor, in the performance of professional services under this Agreement.

GENERAL LIABILITY: For all matters other than those arising out of the Contractor's professional services (such other matters commonly referred to as "General Liability Claims"), the Contractor agrees to the fullest extent permitted by law to defend, indemnify and hold the County and its employees harmless from any and all such losses, claims, liens, demands and causes for action, including but not limited to, judgments, penalties, interest, court costs, and legal fees incurred by the County on behalf of any party, in connection with or arising directly or indirectly from this Agreement. The contractor shall investigate, handle, respond to and defend any such claims, demands or suits at his sole expense, and shall bear all other related costs and expenses even if such claims, demands or suits are groundless, false or fraudulent. This indemnification section shall survive the expiration or termination of this Agreement.

In any matter in which indemnification hereunder for either professional or non-professional services would violate Section 5-322.1 of the New York General Obligations Law or any other applicable legal prohibition, the foregoing provisions shall not be construed to indemnify the County for damage arising out of bodily injury to persons or to property caused by or resulting

from the sole negligence of Dutchess County employees. The term “employee” shall include all officers, advisory board members and/or volunteers serving the County.

8. INSURANCE REQUIREMENTS. At all times during the term of this Agreement, the Contractor and his sub contractors, if any, shall maintain at his own cost the following insurance and shall provide proof thereof to the County, in the form of a Certificate of Insurance, prior to commencing work under this Agreement:

Worker’s Compensation Employer’s Liability (statutory limits). In compliance with the Workers’ Compensation Law of the State of New York, each contractor shall provide:

- a. a certificate of insurance on an Acord form indicating proof of coverage for Worker’s Compensation, Employer’s Liability, **OR**
- b. a New York State Workers Compensation Notice of Compliance (Form C-105, Form U-26.3, Form SI-12 or Form SI-105.2P).
- c. In the event that the Contractor is exempt from providing coverage, he must provide a properly executed copy of the Certificate of Attestation of Exemption from NYS Workers’ Compensation Board, Form CE-200.
- d. A certificate of participation in a self-insurance program. The department responsible for the implementation of the Agreement will obtain verification from the Director of Risk Management for those municipalities participating in the Dutchess County Self-Insured Plan.

Commercial General Liability Insurance coverage including blanket contractual coverage for the operation of the program under this Agreement with limits not less than \$1,000,000 per occurrence and \$2,000,000 in the aggregate. This insurance shall be written on an occurrence coverage form and include bodily injury and property damage liability, sexual abuse and molestation and medical coverage for the participants in the program. The County must be listed as additional insured. The additional insured endorsement for the Commercial General Liability insurance required above shall not contain any exclusion for bodily injury or property damage arising from completed operations.

Excess/Umbrella Liability, if required, with limits not less than \$5,000,000 per occurrence with a \$5,000,000 aggregate. The County must be included as additional insured.

The Acord form certificate of insurance must contain the following provisions:

(A) The County of Dutchess must be listed as certificate holder and additional insured on the commercial general, umbrella/excess, and automobile liability policies. In addition, the commercial general liability policy must include the additional insured endorsement forms cg 2037 July 2004 edition and the cg 2010 April 2013 edition or their equivalent.

(B) The commercial general and automobile policies are primary and noncontributory.

- (C) The commercial general liability, auto liability and workers compensation policies must contain a waiver of subrogation in favor of the County of Dutchess.
- (D) The umbrella/excess policy is primary and noncontributory and must contain a waiver of subrogation in favor of the County of Dutchess.
- (E) If the workers compensation Notice of Compliance is used instead of the Acord certificate of insurance, the Notice of Compliance must indicate that a waiver of subrogation in favor of the County of Dutchess is provided.

All policies of insurance referred to above shall be underwritten by companies authorized to do business in the State of New York with an A.M. Best financial strength rating of A- or better. In the alternative, the policies of insurance referred to above may be underwritten by Non-Admitted companies with an A.M. Best financial strength rating of A+ or higher. In addition, every policy required above shall be primary and noncontributory. Any insurance carried by the County, its officers, or its employees shall be excess and noncontributory insurance to that provided by the Contractor. The Contractor and his sub-contractor(s), if any, shall be solely responsible for any deductible losses under each of the policies required above.

Payment(s) to the Contractor may be suspended in the event the Contractor and his sub-contractor(s), if any, fails to provide the required insurance documentation in a timely manner.

Prior to cancellation or material change in any policy, a thirty (30) day notice shall be given to the County Attorney at the address listed below:

Dutchess County Attorney
County Office Building
22 Market Street
Poughkeepsie, New York 12601

On receipt of such notice, the County shall have the option to cancel this Agreement without further expense or liability to the County, or to require the Contractor to replace the cancelled insurance policy, or rectify any material change in the policy, so that the insurance coverage required by this paragraph is maintained continuously throughout the term of this Agreement in form and substance acceptable to the County. Failure of the Contractor to take out or to maintain, or the taking out or the maintenance of any required insurance, shall not relieve the Contractor from any liability under this Agreement nor shall the insurance requirements be construed to conflict with or to limit the obligations of the Contractor concerning indemnification.

All losses of County property shall be adjusted with and made payable directly to the County.

All Certificates of Insurance shall be approved by the County's Director of Risk Management or designee prior to commencement of any work under this Agreement.

In the event that claims in excess of these amounts are filed in connection with this Agreement, the excess amount or any portion thereof may be withheld from payment due or to become due the Contractor until the Contractor furnishes such additional security as is determined necessary by the County.

9. QUALIFICATIONS OF CONTRACTOR. The Contractor specifically represents that he and his members, officers, employees, agents, servants, consultants and subcontractors have the experience, knowledge and character necessary to perform their particular duties under this Agreement.

10. PERMITS AND COMPLIANCE. The Contractor shall obtain, maintain and pay for any and all permits and licenses legally required. Contractor shall give all notices, pay all fees, and arrange for all inspections and approvals required by any governmental agencies. Contractor shall comply with all laws, rules and regulations applicable to the work to be performed hereunder. All of the above shall be done at no additional cost to the County. Questions relating to any applicable permits, rules or regulations shall be referred to our appropriate representative. If Contractor performs any work which is contrary to any laws, ordinances, rules, regulations, permit conditions, building codes, orders or directive, Contractor shall assume full responsibility therefore and shall bear all costs and expenses thereto. Contractor shall comply with the Federal Occupational Safety and Health act and the American Disabilities Act.

11. NON-DISCRIMINATION. Contractor shall neither discriminate against an employee or applicant for employment nor refuse services pursuant to or in connection with this Agreement because of age, race, creed, color, sex, sexual orientation, national origin, disability or marital status.

Contractor shall take all affirmative steps necessary to ensure equal employment opportunities without discrimination because of age, race, creed, color, sex, sexual orientation, national origin, disability or marital status and to comply with all federal, state and local civil rights laws including, but not limited to, the Americans with Disabilities Act.

12. RETENTION OF RECORDS. The Contractor agrees to maintain and have available for audit such records as may be required by the County, New York State or United States governmental agencies. These records shall be available for inspection by properly identified personnel of the above governmental agencies upon reasonable notice, and shall be maintained for a minimum of ten (10) years after termination of this Agreement.

13. NON-ASSIGNMENT. This Agreement may not be assigned by the Contractor without prior written consent of the County, and the County shall be relieved of all liability and obligations consistent with the New York State General Municipal law Section 109 in the event of such unauthorized assignment.

14. TERMINATION. (a) *Without cause*. The County may terminate this Agreement upon ten (10) days' prior written notice to the Contractor of its intent to terminate without cause.

(b) *With cause.* The County may terminate this Agreement effective immediately, with subsequent written notice to be given to the Contractor of termination with cause.

In the event of termination with or without cause, the Contractor shall deliver to the County any or all drawings, specifications, reports and other data, records, materials and equipment in his custody or control pertaining to the Agreement and the County shall pay to the Contractor all amounts due to the time of termination in accordance with the terms of this Agreement. Such termination shall not give rise to any cause of action against the County for damages, loss of profits, expenses or other remuneration of any kind. Notwithstanding any other provision of this Agreement, if, in the judgment of the County, termination is made necessary or desirable because of the Contractor's failure to fulfill his obligations under this Agreement, or any other fault of the Contractor, the County may withhold payment of all or any part of moneys which otherwise may be payable to the Contractor under this Agreement and apply such moneys toward any damages or expenses sustained by the County as a result of such failure including, without limitation, any excess costs incurred by the County in completing the services under this Agreement by the use or employment of other contractors or otherwise. Notwithstanding the foregoing, the Contractor shall be liable to the County for all such damages and expenses without limitation to any such moneys being withheld by the County, and the failure of the County to withhold moneys from the Contractor shall not be construed as an acknowledgement by the County that no such damages or expenses exist and shall not prevent the County from thereafter making any claim against the Contractor therefore.

15. EXECUTORY. The Dutchess County fiscal year begins on January 1st and ends on December 31st of any given year. Notwithstanding anything to the contrary contained herein, it is understood and agreed that this Agreement shall be deemed executory only to the extent of the monies available to the County for the performance of the terms hereof and that, in the event that the Dutchess County Legislature fails to appropriate the necessary funds to affect payment in any calendar year beyond the initial year herein, this Agreement shall automatically cease and terminate on the last day of the year in which funds have been appropriated for said Agreement and no liability on account thereof shall be incurred by the County beyond the funds available for the performance of this Agreement. It is further understood and agreed that neither this Agreement nor any representation by any public employee or officer creates any legal or moral obligation to request, appropriate or make available monies for the purpose of this Agreement.

16. NOTICE. Except as otherwise provided in this Agreement, notice required to be given pursuant to this Agreement shall be made in writing and addressed to the following or such other person as the parties may designate:

Dutchess County Workforce Investment Board
3 Neptune Road, Suite A21
Poughkeepsie, NY 12601

The Chamber Foundation
1 Civic Center Plaza, Suite 400
Poughkeepsie, NY 12601

17. NON-WAIVER. Failure of either party to exercise any rights under this Agreement for a breach thereof shall not be deemed a waiver thereof or a waiver of any subsequent breach.

18. SEVERABILITY. If any provision of this Agreement shall be held unenforceable, the rest of the Agreement shall nevertheless remain in full force and effect.

19. CHOICE OF LAW, VENUE. Any dispute arising directly or indirectly out of this Agreement shall be determined pursuant to the laws of the State of New York. The parties hereby choose the New York State Supreme Court, Dutchess County as the forum for any such dispute.

20. NO ARBITRATION. Disputes involving this contract, including the breach or alleged breach thereof, may not be submitted to binding arbitration but must instead be heard in accordance with the Paragraph above entitled "Choice of Law, Venue".

21. SERVICE OF PROCESS. In addition to the methods of service allowed by the New York State Civil Practice Law & Rules ("CPLR"), Contractor hereby consents to service of process on it by registered or certified mail, return receipt requested or by facsimile (fax) transmission. Service hereunder shall be complete when deposited in the United States mail, duly addressed and with proper postage or when the fax has connected. Contractor must promptly notify the County, in writing, of each and every change of address to which service of process can be made. Service by the County to the last known address shall be sufficient. Contractor will have thirty (30) calendar days after service is complete in which to respond.

22. CAPTIONS. The captions are inserted only as a matter of convenience and reference, and in no way define, limit or describe the scope or intent of this Agreement nor in any way affect the terms hereof.

23. COUNTERPARTS. This Agreement may be executed in any number of counterparts, each of which shall be an original and shall constitute the same Agreement.

24. GENDER. Words of the masculine or feminine gender in this Agreement, unless the meaning of the sentence indicates otherwise, shall be deemed to refer to either male or female persons.

25. LABOR LAW. Contractor shall, at your own cost and expense, comply with all applicable provisions of the Labor Law, including, without limitation, Articles 8, 8-A and 9.

26. NOTICE OF INTENT TO SUE. (a) Contractor agrees that at least ninety (90) days prior to commencing suit against the County for any matter arising directly or indirectly out of this agreement, Contractor shall provide to the County a sworn document listing the time, place, and manner of any breach of this agreement, together with an itemized list of any damages to which you believe you are entitled. (b) We shall have the right to conduct a deposition upon oral questions of an officer, employee or agent of the contractor, of the County's choice, as to

any matter arising under this agreement within the 90 day period described above. (c) Strict compliance with this paragraph shall be a condition precedent to maintenance or institution of any action or proceeding, whether legal or administrative. This paragraph shall not be construed to toll any applicable statute of limitation. (d) Any action against the county must be commenced within one year of the event which gives rise to liability.

27. REQUIRED PROVISIONS OF LAW. Each and every provision of federal, state or local law, rule or regulation required by law to be inserted in this Agreement shall be deemed to have been inserted herein. If any such provision is not inserted, through mistake or otherwise, then upon the application of either party, this Agreement shall be physically amended to make such insertion.

28. BINDING. This Agreement shall be valid and binding once it has been approved by the Dutchess County Attorney's Office, executed by the County Executive and delivered to the Contractor at the address indicated in the introductory paragraph of this Agreement.

29. ENFORCEMENT EXPENSES. Contractor shall pay all costs and expenses, including reasonable attorney's fees (in-house or retained counsel), that the County incurs in enforcing any of the terms of this Agreement.

30. SET-OFF RIGHTS. The County shall have all of its common law, equitable and statutory rights of set-off. These rights shall include, but not be limited to, the County's option to withhold for the purpose of set-off any moneys due to Contractor under this Agreement up to any amounts due and owing to the County with regard to this Agreement, any other agreement with the County or any of its departments or agencies. This right of set-off includes any agreement for a term commencing prior to or subsequent to the term of this Agreement. The right of set-off shall include any amounts due to the County for any reason including, without limitation, tax delinquencies, fee delinquencies or monetary penalties relative thereto.

31. RULES OF CONSTRUCTION. This contract shall be deemed to have been mutually prepared by the parties hereto and shall not be construed against any of them solely by reason of authorship.

32. AUDIT. Contractor shall maintain an accounting system that enables the County to readily identify assets, liabilities, revenues, expenses and disposition of County funds. Records should include, but not be limited to, those kept by the Contractor, its employees, agents, assigns, and subcontractors.

All vouchers or invoices presented for payment to be made hereunder, and the books, records and accounts upon which the vouchers or invoices are based are subject to review by the responsible department and audit by the County Comptroller. Contractor shall submit any and all documentation and justification in support of expenditures or fees under this Agreement as may be required by the County.

The audits may include examination and review of the source and application of all funds from the county, state, or federal governments. Contractor shall not be entitled to any interim or final payment under this Agreement, and any overpayment may be recouped, if any audit requirements and/or requests have not been satisfactorily met or if any expenditures or fees by the Contractor are determined to be irregular by the auditor. This paragraph shall survive the termination of the Agreement.

33. SEVERANCE PAY: The County Shall Not Be Charged for Severance Pay Incentives. The County is aware that from time to time contract agencies engage in programs such as early retirement plans which reward employees with a severance payment as an incentive toward voluntary resignation. The County of Dutchess is prohibited by the New York State Constitution from making a gift of public funds and such severance pay incentives amount to such a gift. Therefore, notice is hereby given that County funds shall not be used for the purpose of a severance pay or any such incentive. If an audit of payments made under this contract reveals that such payments have been made, the Contractor shall immediately reimburse the County for the full amount with interest upon receipt of a written demand from the County. In addition, the County may declare this agreement null and void.

34. CONTRACTORS OBLIGATIONS POST TERMINATION WITH OR WITHOUT CAUSE. Upon termination of this Agreement, Contractor shall: (1) cooperate with the County to develop a transition plan and assist in affecting an orderly transfer of services and obligations to any successor Contractor(s) so as to prevent any disruption in services; (2) provide County with access to and a copy of, all books, records and other non-proprietary documents including, but not limited to digital records, relating to the performance of services under this Agreement that are required or requested, at no charge; and if so directed by the County, (3) continue to perform such services prior to actual termination at the agreed upon contractual rate for up to an additional one hundred twenty (120) days following the notice of termination. The obligations of this paragraph shall survive the termination of this Agreement whether the agreement is terminated for cause or terminated for convenience.

35. CONFIDENTIALITY. The Contractor shall comply with applicable federal and state requirements for confidentiality of records and information, and agrees not to allow examination of records nor disclosures of information, except as required by the County under the terms of this Agreement.

36. BUDGET. The Contractor agrees to provide services under this Agreement in strict compliance with the budget which is annexed to and made a part of this Agreement as Exhibit "B" and which details all personnel or other costs of services to be rendered by the Contractor under this Agreement. Any change or modification of the budget must be in writing and must be approved in advance by the County. Notwithstanding any other provision of this Agreement, the Contractor agrees that, in the event that his expenditures are less than his total budget and at the termination of this Agreement County funds remain unexpended, he shall return said funds to the County. Contingent upon continued availability of WIOA programming, the amount of \$35,000 may be available for the Direct Client Expenses.

37. ENTIRE AGREEMENT. The terms of this Agreement, including its attachments and exhibits, represent the final intent of the parties. Any modification, rescission or waiver of the terms of this Agreement must be in writing and executed and acknowledged by the parties with the same formalities accorded this basic Agreement.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement made this ____ day of _____, 2019.

APPROVED AS TO FORM:

ACCEPTED: COUNTY OF DUTCHESS

County Attorney's Office

BY: _____
Marcus J. Molinaro
County Executive

APPROVED AS TO CONTENT:

THE CHAMBER FOUNDATION, INC.

Workforce Investment Board

BY: _____
Frank M. Castella, Jr.
President and CEO

EXHIBIT A

Application Components

1. Cover sheet (UP TO 10 POINTS)

- a) A customer flow chart depicting how the in-school or out-of-school youth will move through the system.

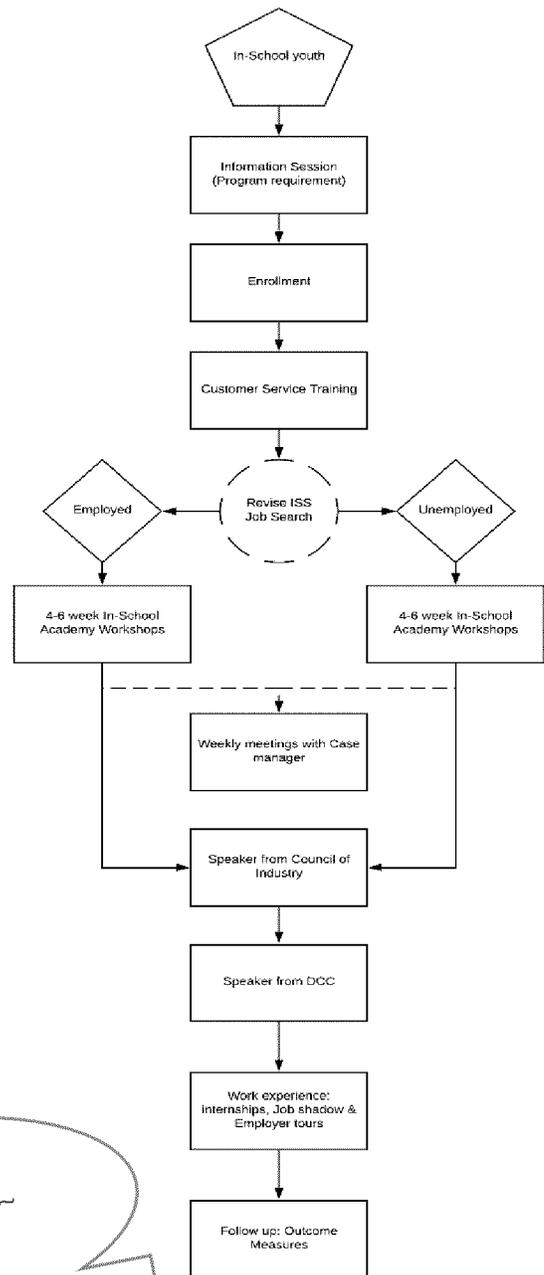
In-School Youth Flow Chart

Our In-School Youth service strategy is an exciting opportunity for high school youth throughout the county to experience the benefits of the Youth One Stop program right at their school or in their own community.

Case managers will meet with each youth, develop a youth-driven service strategy, set goals and work together to accomplish those goals.

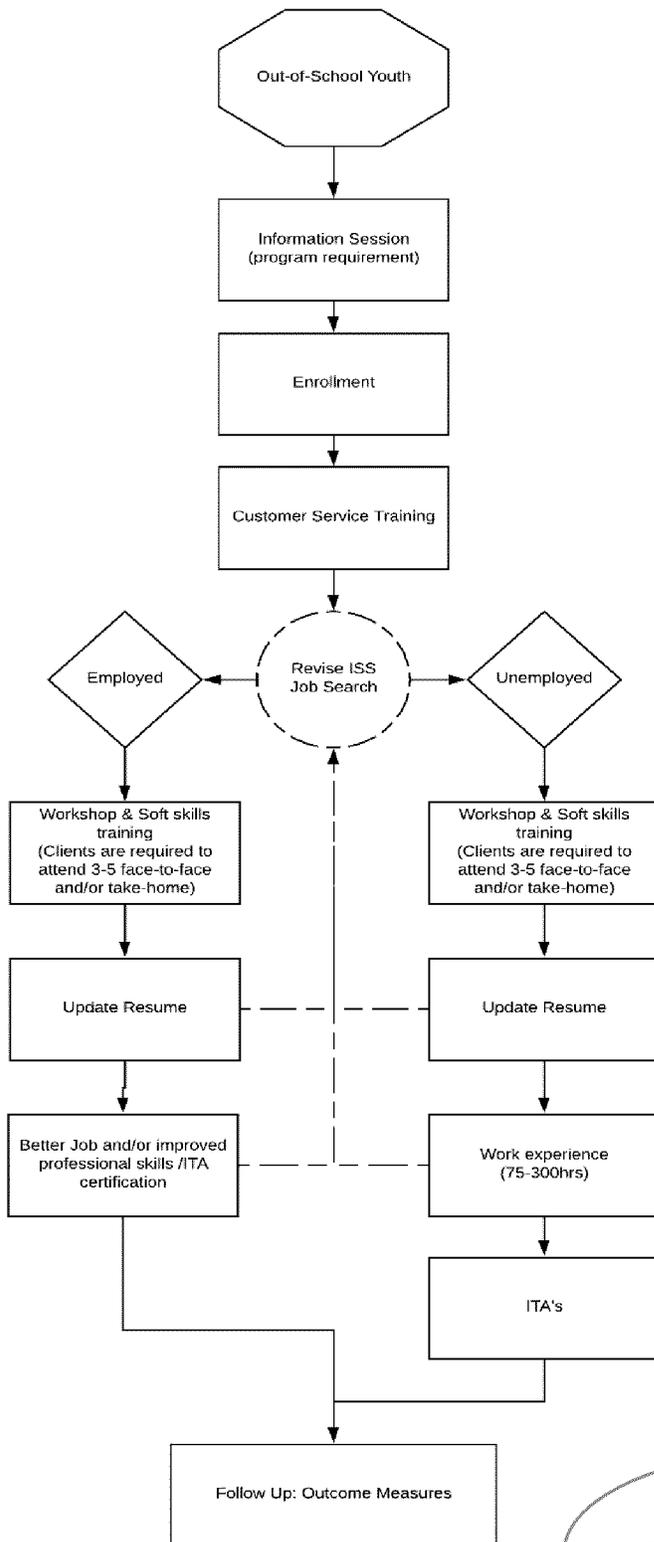
We offer:

- ✓ Weekly meetings
- ✓ Customer Service Training certification
- ✓ Group activities
- ✓ Referrals and coordination with partner agencies
- ✓ Project-based learning workshops
- ✓ Technology-based learning
- ✓ Business speaker series
- ✓ Resume writing
- ✓ Job Search
- ✓ Work experience
- ✓ Follow-up services
- And much more!



"Thank you for believing in me!" ~ Franklyn

Out-of-School Youth Flow Chart



Our Out-of-School service strategy empowers youth who may not have been successful in a traditional educational setting. Through frequent meetings with our Case Managers, each youth will develop individualized academic, training and employment goals. With the support of program staff members, each youth will accomplish his or her own goals, develop the skills to be self-sufficient and to achieve further success after completing the program.

We offer:

- ✓ Weekly meetings
 - ✓ Customer Service Training certification
 - ✓ Referrals and coordination with partner agencies
 - ✓ HSE support
 - ✓ Group activities
 - ✓ Project based learning workshops
 - ✓ Technology based learning
 - ✓ Workshops
 - ✓ Business speaker series
 - ✓ Job club
 - ✓ Resume writing
 - ✓ Job Search
 - ✓ Work experience
 - ✓ Follow-up services
- And much more!

"You saved my life from the streets." ~ Malik

b) *The staff member(s) by name responsible for OSOS database data management and their familiarity with OSOS.*

Name/Title	Narrative
Jessica Vitolano Youth One Stop Program Coordinator	Jessica oversees the day-to-day operations of the program and maintains her own caseload of clients. Her knowledge of the database is superior and she utilizes it daily.
Danica Pierre-Louis Youth One Stop Case Manager	Danica has been working in the program over 3 years and maintains a caseload of clients. She has an excellent working knowledge of the database and she utilizes it daily to enter case notes.
John Pierre-Louis Youth One Stop Case Manager	John been a case manager in the program for 1.5 years with a caseload of clients. He has an excellent working knowledge of the database and he utilizes it daily to enter case notes.
Antonella Cutello Youth One Stop Case Manager	Antonella is our newest case manager and she is bi-lingual. She maintains a caseload of clients and has gained a good working knowledge of the database, which she utilizes daily to enter case notes.
Ashley Adorno Program Data and Technology Coordinator	Ashley has been employed in the program for 3 months with her primary function being database management. Her knowledge of the database is excellent and she will also provide technology based workshops to youth. She enters Services, Outcome Attainment, Demographic information and starts / maintains Youth profiles.
Anne De Muro Workforce Development Program Manager	Anne oversees all program staff with OSOS access. She has a good working knowledge of the database and will utilize it as needed to verify / audit data entry.

Note: All program staff complete the mandatory New York State Department of Labor OSOS Cornerstones of Confidentiality training prior to gaining access to the OSOS database. All staff members recertify annually.

c) Attach both completed WIOA Program Elements Charts (grantee and provider)

SEE ATTACHMENT A FOR WIOA PROGRAM ELEMENTS CHART

d) Strategies for meeting the common measures in year 1 and year 2.

A myriad of strategies are used to meet the required program measures. The Dutchess County Youth One Stop program staff members employ an intensive case management approach with all program participants, with the knowledge that focusing on the common measures ultimately benefits the youth in the short and long term. Case managers work daily to establish a good relationship with each individual and recognize that an open line of communication will build trust and an understanding of mutual expectations.

The development of a meaningful and long-term relationship between the case manager and the youth becomes the framework to move forward and is our primary strategy to help the youth meet his or her own goals, and as a result, become a positive outcome for the program. Youth understand that enrolling in the Dutchess County Youth One Stop requires commitment and hard work. By accessing and utilizing all available services, program participants will realize success and transition more easily to independence, understand the value of life-long learning, and be able to navigate through life and ask for services in the future.

At the core of our case management relationship and service strategy, the Individual Service Strategy (ISS) is viewed as a living document. The ISS is therefore revisited often by the case managers and youth. As the youth becomes more engaged in employment, training, workshops, and program activities, the ISS is revised to reflect changes in the youth's goals, priorities, and life needs. The activities and workshops provided by the Youth One Stop and partner agencies are varied and frequent.

Working with our local employers is another important strategy. Our employers are critical partners and support program youth by providing presentations and work experiences such as Job

Shadow Days and worksite tours. Our businesses host work crews, provide internships, and transitional job opportunities that help participants gain a better understanding of career paths, training choices and wage information.

By participating in multiple program elements provided by the Dutchess County Youth One Stop or its partner agencies, youth will accomplish and meet established goals and thereby realize positive outcomes in the Common Measures. Additional examples of specific strategies to meet the Common Measures in year 1 and year 2 include, but are not limited to:

Placement in Employment or Education (2nd quarter after exit):

Each In-school (ISY) and Out-of-School Youth (OSY) will be assessed regarding his or her past educational and employment achievements, and will then work with his or her case manager to determine academic, training, and employment goals that will provide positive current and future outcomes for the youth.

Placement in Employment or Education (4th quarter after exit)

Case managers vigorously follow up with every youth, both during Follow-up Services and after youth exits from the program. Case manager work with the youth to document relevant common measure achievement. While it can be difficult to engage with youth after program exit, case managers use the phone, texting, social media, and other means to keep in communication with former program participants.

Median Earnings

With a clear focus on helping each youth understand career pathways, related educational, and training needs, youth are encouraged to engage in high demand occupations with potential for improved median earnings. A Dutchess County Youth One Stop youth understands that work experience, training, and education are fundamental to wage growth and, upon program exit, are typically entering employment at above minimum wage.

Attainment of a Degree or Certificate

Youth One Stop youth will be provided various options to achieve or participate in the attainment of a post-secondary credential, a secondary school diploma or High School Equivalency (H.S.E.) while enrolled in the One Stop. Case managers will follow-up with every youth at least one year after program exit to track and to record attainment of such credentials.

Skills Gains

Youth One Stop youth can also / or concurrently enroll and complete a variety of other programs that lead to an industry-recognized credential and / or employment. Customer service training, vocational training, health care training such as P.C.A., C.N.A. or Dental Technician, are popular and locally available. Some employers also support these accomplishments and youth are encouraged to take advantage of employer-based training as well.

Serving Employers

The Chamber Foundation, Inc., through its affiliation with the DC Regional Chamber of Commerce is uniquely positioned to engage with employers for the benefit of enrolled program participants. The program will serve employers by providing qualified job applicants, referrals to other employer services, and other such outreach to benefit the businesses and organizations throughout Dutchess County.

Following please find a summary of Youth outcomes from the Local Workforce Development Area WIOA PRIMARY INDICATORS REPORTS¹, now available on the NYS Department of Labor Website. The outcomes achieved by our enrolled youth, with the guidance of our Youth One Stop staff members, far exceed the Satisfactory Performance goal of 80% of the LWDA goal. These outcomes are also exceptional when considering the demographics of our population served.

¹ <https://www.labor.ny.gov/workforcenypartners/wioa/wioa-performance.shtm>

WIOA PRIMARY INDICATORS PERFORMANCE SUMMARY
DUTCHESS COUNTY YOUTH REPORT

	PY 2017 (July 2017 – June 2018)	PY 2017 LWDA Goal	PY 2017 % of LWDA Goal	PY 2018 (July 2018 – Dec 2018)	PY 2018 LWDA Goal	PY 2018 % of LWDA Goal
Participants Received Services other than Occ. Skills Training	46	-	-	33		
Participants Received Occ. Skills Training	34	-	-	14		
Exiters Received Services other than Occ. Skills Training	17	-	-	9		
Exiters Received Occ. Skills Training	26	-	-	8		
Employment, Education or Training Placement Rate (Q2)	83.3%	72%	112.0%	80.6%	72%	112%
Median Earnings	\$5,400	Baseline*	n/a	\$4,053	Baseline	n/a
Employment, Education or Training Placement Rate (Q4)	75%	62%	121%	68.1%	62%	109.8%
Credential Attainment	54.5%	Baseline	n/a	55.9%	Baseline	n/a

*Baseline goals indicate that data is being collected as a basis for establishing future levels of performance.

SEE ATTACHMENT B FOR COMPLETE COPIES OF THE WIOA PRIMARY INDICATOR PERFORMANCE REPORTS

2. Proposal Summary (Maximum 1 page) - UP TO 5 POINTS

Present a brief, concise summary of the proposed program. Identify the number of youth to be served, the types of activities and services to be provided, the length of training, the training methods and the anticipated outcomes.

The Chamber Foundation, Inc. is the current Youth One Stop program provider. We will continue to meet or exceed the standards set forth in the negotiated Common and launch the new Dutchess County Youth One. We will do this by:

- Implementing a strong partnership with The Art Effect to offer innovative work experience programming options for youth interested in visual, film, and other types of media platforms
- Integrating additional technology focused training, including 3D printing, Computer Numerical Control (CNC) training, computer-building workshops using Raspberry Pi, and other hands-on learning opportunities facilitated by staff members, employers, and outside instructors
- Expanding services to ISY and OSY eligible youth throughout the county by partnering with school districts and community based organizations to offer services outside of the City of Poughkeepsie, and
- Coordinate with the Dutchess County Workforce Investment Board in order to serve City of Poughkeepsie youth through funding provided by the NYS Office of Children and Family Services to both the DC WIB and to The Chamber Foundation, Inc.

Each program year, we will enroll:

- 100 out-of-school, and up to 40 in-school youth.

The program will provide an objective assessment of the academic level, skills level, and service needs of each participant, develop service strategies for each participant, give each participant access to the 14 program elements, provide activities leading to the attainment of a secondary school diploma or its recognized equivalent or a recognized postsecondary credential, engage youth in work experience activities, prepare and place youth in unsubsidized employment, and connect youth with employers in high-demand industry sectors.

Youth self-select from a variety of credentialed and non-credentialed training programs available on the approved NYS Eligible Training Provider List (ETPL). Training availability, length and outcomes vary by youth.

SEE ATTACHMENT C FOR ACTIVITY CALENDARS, SAMPLE EVENT FLYERS, AND WORKSHOPS BROCHRE

3. A Description of the Organization’s Experience Serving the target Population (UP TO 10 POINTS)

The Chamber Foundation, Inc., together with the DC Regional Chamber of Commerce, offer programs to a diverse group of youth throughout Dutchess County. Our programs include:

- Dutchess County Youth One Stop
- Youth Leadership Program
- Career Action Center at Poughkeepsie High School
- Leadership Connections Mentorship Program
- Summer Youth Employment Program, and
- My Brother’s Keeper

DUTCHESS COUNTY YOUTH ONE STOP

In August of 2013, the DC Regional Chamber of Commerce, Inc. became the operator of the then Workforce Investment Act (WIA) funded Youth One Stop Program through a competitive RFP and bid process. In cooperation with the Dutchess County Workforce Investment Board, operation of the program was transferred to The Chamber Foundation, Inc. in November of 2015. The Youth One Stop is housed in office space contiguous to, but separate from, the administrative space of The Chamber Foundation.

The Youth One Stop office is located in the central area of downtown City of Poughkeepsie and is next to the main bus station and transportation hub in Dutchess County. At this time, the Dutchess County Youth One Stop is the only remaining independently operated Youth One Stop Program site in New York State, with all other regions opting to fold youth and young adult services into the One Stop

Career Centers, community colleges or county BOCES agencies, which have historically served adults seeking training and employment supports.

By maintaining an accessible and well branded service model completely focused on WIOA Youth, the Youth One Stop has a total enrollment of 144 youth; 117 are Out-of-School youth and 27 are In-School youth. Youth and young adults are served by three full-time Case Managers, the Program Data and Technology Coordinator in charge of data management and Technology Training, and a Program Coordinator who also maintains an active caseload. Certain supportive services available to youth and young adults are funded by private, corporate, and individual donations of cash and goods.

YOUTH LEADERSHIP PROGRAM

The Youth Leadership Program, founded in 1990, serves eighty five (85) local high school sophomores and juniors each year from 8 public school districts, several private schools and also home-school youth. Students enroll in their sophomore year and complete the program in two years. High school sophomores complete the Junior Achievement Company program track and perform five hours of community service. High school juniors participate in a career exploration and employment track and complete a twenty hour internship. In 2017-2018, seventy-five youth successfully completed the Youth Leadership Program and 95 percent completed the internship or community service requirement. Youth Leadership is funded by grants from private foundations, corporate sponsorships and program donations. This program is made possible through the volunteerism of eighteen adults from a wide range of professions who volunteer their time to support youth as they participate in monthly after-school sessions.

LEADERSHIP CONNECTIONS MENTORSHIP PROGRAM

The Leadership Connections Mentorship program began in 2015 and is a collaborative effort between The Chamber Foundation, Inc. and the Poughkeepsie High School Career Action Center program operated by the Chamber of Commerce. Leadership Connections pairs up to 40 participating

students with a mentor from the business community. High School juniors and seniors enroll in the program to gain real-world career knowledge, goal setting tips, solutions to academic challenges, and organizational and leadership skills from his or her business mentor. Youth complete a 25 hour business internship and receive a stipend upon completion of the internship. For the 2017-18 school year, the program served 71 youth from the Poughkeepsie City School District, 94% of whom were minorities. 87% of the youth reported improved confidence and caring, and 85% of whom reported satisfaction with the program. Leadership Connections is funded by a grant from the Dutchess County Department of Community and Family services, with funds from the NYS Office of Children and Family Services.

CAREER ACTION CENTER

The Career Action Center and Career Explorations Mentoring Program at the Poughkeepsie City School District is a one-of-a-kind partnership between the school district and the Chamber of Commerce. The Career Action Center provides all high school students with access to a drop-in center where two full-time Mentors provide personalized job placement services, workshops and case management. The Mentors also assist with facilitating two classroom-based vocational awareness classes serving 50 students across the academic year. The program has been noticed for its success in connecting urban disadvantage youth with employment and internship opportunities. In 2016, the actor, venture capitalist, and philanthropist Damon John donated \$10,000 to provide stipends to program youth completing business internships. The Career Explorations Program had the following accomplishments during the 2017-2018 academic year:

- 36 of 45 youth completed a 25-hour internship at an area business
- 62% of youth were employed by June, 2018 with 8 youth working at the start of the program year and 28 youth working at the end of the program year

The Career Action Drop-in Center operates during school hours Monday – Friday and realized:

- 1,709 visits to the Center across all grade levels
- 565 visits for job search assistance

- 242 visits for resume development
- 275 career exploration visits
- 404 visits for college readiness
- 150 case management visits, and
- 73 visits for homework and school project assistance

SUMMER YOUTH EMPLOYMENT PROGRAM

The Summer Youth Employment Program has proven to be an invaluable extension of the Career Action Center by providing paid summer employment opportunities to Poughkeepsie High School students. The youth further benefited by receiving ongoing support from the Career Action Center program, after the SYEP ended. Through the partnership with the Poughkeepsie City School District and the Chamber of Commerce, additional program supports were available to operate the Summer Youth Employment Program, with the majority of funding benefiting the students through wages, fringes, and other direct program expenses focused on assisting the youth. The DC Regional Chamber of Commerce has been awarded funding for this program numerous times.

In 2018, eleven City of Poughkeepsie youth were placed with a local business based on their individual interests and available transportation. Youth worked approximately 22 hours a week with a goal of each youth completing about 160 total hours. Days and hours are varied based on the business's active hours and needs, as well as adhering to NYS labor laws. Youth also attended job readiness trainings once a week for approximately 2 hours each workshop. Topics covered were:

- Essential computer skills using Microsoft Word
- Sharing documents via Google Drive
- Resume and cover letter development
- Job search techniques and filling out job applications
- Positive workplace habits and etiquette

- Interviewing skills, and
- Open discussion/peer mentoring on current problems they are experiencing at their placement.

In addition to job readiness training, youth participated in a variety of career exploration activities and completed a career assessment (New York State's CareerZone). The result of the assessments were used to help youth pick their top career choices and prepare a PowerPoint presentation on that career including, projected growth, average, salary, educational requirements, and explore post-secondary institutions. Youth were then able to participate in a job shadow day visiting various businesses in Dutchess County to get a more in depth understanding of various careers and employment in the county. After completing the County tour day, youth completed a college tour to connect careers to their educational requirements.

MY BROTHER'S KEEPER

In 2016, the Poughkeepsie City School District received a grant for the My Brother's Keeper program. This initiative was launched by President Obama to address persistent opportunity gaps faced by boys and young men of color, and to ensure that all young people can reach their full potential. The school district partnered with the City of Poughkeepsie and the DC Regional Chamber of Commerce to support the initiative by helping boys and young men of color in our community. The staff members of the Chamber and the Foundation created a Family Community Engagement Program Series for the City of Poughkeepsie School District in connection with the My Brother's Keeper initiative. The series was designed to strengthen student and family engagement by connecting them with the community, as well as create awareness of college and career readiness.

SEE ATTACHMENT D FOR PROGRAM BROCHURES, SAMPLE MARKETING MATERIALS

a. The level of expertise and working knowledge the organization has of the Workforce Innovation & Opportunity Act of 2014 (WIOA)

All program staff embrace the WIOA premise that program services are intended to equip participants with the resources necessary to achieve educational and employment success. This is evident in the manner in which they approach their relationship with the participants and by ensuring that all are provided with the opportunities to benefit from WIOA resources. Program staff members exhibit a high level of expertise in their working knowledge of the Workforce Innovation & Opportunity Act of 2014 (WIOA) and how the Fourteen Required Program Elements relate to the Outcome Measures. As such, the Youth One Stop has consistently met all program measures established under WIOA.

The Youth One Stop staff members operate as a team to seamlessly work with youth and frequently consult with one another to ensure that all resources and community partnerships are accessed to best meet the needs of the participant. Weekly meetings are utilized to review each youth's progress, discuss challenges, celebrate successes, and to review existing Department of Labor Training and Employment Guide Letters (TEGL) or Technical Advisories (TA), as well as learn new TEGLs or TAs as they are issued.

b. A list of the demographics of youth recently served in similar programs and the experience your agency has working with low income, troubled, disadvantaged or special populations such as youth, youth with disabilities or youth that are also veterans? What types of services do/have you provided to them? What was your success rate in delivering those services?

For almost six years, the Foundation as the operator of the Dutchess County Youth One Stop staff members have enrolled all WIOA eligible and interested youth. Due to the eligibility standards set forth by WIOA, a youth eligible for WIOA funded services is challenged by lack of family support, lives below the poverty level, can be experiencing homelessness may suffer from food insecurity on a regular basis. Many youth have not successfully completed high school, any type of academic or

training program, and may lack a fundamental level of confidence in order to do so. Often youth suffer from a variety of other medical and intellectual challenges.

Our staff members are trained to meet each young person at his or her level of ability. Case managers work with individuals with all levels and types of disabilities: diagnosed, undiagnosed, disclosed, undisclosed, apparent, and not-so-apparent. Accommodations are made based on the information we have and the struggles we might witness. Case managers do so with the understanding that we are all differently-abled and have different styles of learning, communicating, and adapting. They ensure that the program provides a safe and affirming environment for everyone. We recently had the privilege of working with two brothers – both with a diagnosis of Autism. The two young men have worked with their case manager for over two years. Each of them honing their interview and workplace skills, after coming into the program saying that they liked “gems.” However they didn’t know what type of job they wanted. It was trial and error for quite some time. Both are now working outdoors in landscaping. They are happy, thriving and delighted to have found their niche while earning \$12.50 / hour.

In addition to our relationship-focused service strategy, our strong knowledge of available resources available and established working relationships with community partners allows us to connect the participant to the appropriate supportive services to address the many, and sometimes urgent, needs of program participants. For example, we had an individual come to our program late on a Friday afternoon after he was told to leave his home. Faced with no place to sleep that night, no food, and frightened, he turned to his YOS case manager. The entire team made calls until we found him a place to sleep for the next few days, got him some food, and made arrangements for a Monday morning meeting to devise a long term plan.

Our program is available to Veterans age 24 and younger seeking assistance with education and employment opportunities. We work closely with Dutchess County Division of Veteran Services to ensure that eligible Veterans are aware of the services our program has to offer. About two years ago young Veteran came to our program seeking assistance with a training opportunity. He has since successfully completed the program after having obtained his Certified Nursing Assistant certification and gaining full time employment. He was also provided with the opportunity to serve as an Associate Board member for The Chamber Foundation. While not a voting member, he was often called upon to give input from his perspective as it related to the topics at hand and learned about non-profit operations, community service and other Foundation initiatives.

Another barrier that we are pleased to alleviate is that of language. The Dutchess County Youth One Stop, Workforce Connections Program, and the Career Action Center Program have bi-lingual staff members able to provide bi-lingual programming. Our program literature is being made available in Spanish to better the Hispanic community in Dutchess County.

Staff members are also well versed in providing a gender-neutral environment. Our Workforce Program Manager is a former Board Member of GLSEN Hudson Valley and staff has been trained and embraces that we value and respect all individuals regardless of sexual orientation or gender identity/expression.

SEE ATTACHMENT E FOR CURRENT PROGRAM DEMOGRAPHICS

c. The allocation process amongst your various funding sources (include a copy of your cost allocation plan)

As part of the DC Regional Chamber of Commerce, The Chamber Foundation, Inc. uses a well-defined allocation process to allocate shared services in an equitable and timely manner. The Cost Allocation calculations are updated annually if there are no substantial changes to program operations.

If a substantial program is added or discontinued, the calculations are updated for the month the program either starts or ends. Shared services include administrative personnel, equipment, office space, insurance, and other operating overhead. Shared expenses are allocated based on square footage, number of units, or program to total operating expenses as outlined in the attached Cost Allocation Plan.

For expenses *directly* related to operating the Youth Stop Program, every expense is tracked by line item and class codes are used to separate and to report on Administrative, Program and Work Experience expenditures. Because the bulk of expenditures are for salaries, fringes, and general operating costs, total classified expenses are further separated using the percentage of ISY to OSY youth.

SEE ATTACHMENT F FOR COST ALLOCATION PLAN

d) Include a copy of at least the last years' performance and monitoring reports from your primary and/or most relevant funding sources.

SEE ATTACHMENT G FOR PERFORMANCE MONITORING REPORTS & RESPONSES

4. A Description of the Organization's Capacity to run this program (UP TO 20 POINTS)

The Chamber Foundation, Inc., was established in 2002 to promote education and training programs for area youth and professionals with the goal of enhancing the future of economic growth in the Hudson Valley region. The Foundation has been successful in its mission to provide educational opportunities for youth and the workforce, to build and strengthen personal and business capacity, develop leadership skills and foster a commitment to community service. It has the full support of and access to the resources of the DC Regional Chamber of Commerce including Membership, Communications, and Events professional staff members. Program staff members work together to establish best practices, provide resources, and support one another to aid in successful program completion and ensure that program participants across the organization benefit from the combined

expertise. Staff members across the organization are cross trained in order to fill gaps in staffing, as well to work collaboratively to contribute to the successful delivery of programming as it benefits any program participants. Each are called upon to share expertise across program platforms.

a. Complete organizational chart representing all titles, and number of each, employed by the agency; and indicate the number of years in business.

The Chamber Foundation, Inc. Est. 2002	Number of Each
President	1
Vice President	1
Executive Director	1
Workforce Program Manager	1
Youth One Stop Coordinator	1
Case Manager	3
Program Data & Technology Coordinator (currently Assistant Case Manager)	1
Programming Coordinator	1
Business Manager	1

b. Complete program chart for all employees assigned and billed to this program and number of years employed at your agency.

DC Youth One Stop Program Chart	Year Employed at Agency
Audra B. Gerty Vice President	17
Anne De Muro Workforce Program Manager	2
Jessica Vitolano Youth One Stop Coordinator	5
Danica Pierre-Louis Case Manager	3
John Pierre – Louis Case Manager	1.5
Antonella Cutello Case Manager	.3
Ashley Adorno Program Data & Technology Coordinator	.3
Lisa Niosi Business Manager	.5

c. *Resumes or Curriculum Vitae for each employee assigned to this program. Where human resource or financial responsibilities are outsourced to a third party a company description and statement of capacity are required.*

The Chamber Foundation, Inc. through the work of the Business Manager and the Vice President provide the financial work required to support the operation of the Youth One Stop Program. The Chamber Foundation, Inc. utilizes the services of Staff-line, Inc., a local company that provides Professional Employer Services which encompass payroll, employer and mandated benefits, payroll tax filings, workers compensation insurance, as well as legal and human resource support for our employees. The Foundation has utilized the PEO service model since hiring our first staff member in 2011. Staff-Line undergoes quarterly, independent CPA audits to ensure that required payroll, benefit, and tax reports are up-to-date and accurate. These items are reviewed independently by our CPA firm.

SEE ATTACHMENT H FOR PROGRAM STAFF RESUMES

d. *A list of the office locations that will be used in delivering WIOA Youth services.*

Primary office location:

Dutchess County Youth One Stop
1 Civic Center Plaza, Suite 407
Poughkeepsie, NY 12601.

Hours of operation:

DAY	TIME
Monday	8:30 – 5:00
Tuesday	8:30 – 5:00
Wednesday	8:30 – 5:00
Thursday	8:30 – 7:00
Friday	8:30 – 5:00
First Saturday of each month	9:00 – 1:00

Local businesses are committed to opening their doors and providing opportunities for our program participants to get hands-on experiences. Additional programming will take place at businesses based on the interests of the participants. Programming will take place high schools located throughout Dutchess County.

SEE ATTACHMENT A FOR WIOA PROGRAM ELEMENTS CHARTS

e. Proof that those employees in direct contact with youth are cleared by the NY State Child Abuse Registry and have received fingerprinting clearance or NYS verifiable equivalent.

The Chamber Foundation, Inc. conducts background checks on every employee. The background check include a driver license verification and driving record, criminal history check, sex offender registry check, and work history check going back seven (7) years in any state the person lived, worked, or attended school. Note: The Chamber is not legally permitted to use the NYS Central Register Online Clearance System to clear our current or future employees. This registry is only open to agencies that have a legal duty of care for youth, such as a foster care, schools, day care centers or other such licensed or regulated agencies.

SEE ATTACHMENT I FOR BACKGROUND CHECK INFORMATION

f. Highlight your organization's longevity and how this proposal will connect to your mission and organizational goals as well as the Dutchess County Workforce Development Board NY Local Plan.

The Chamber Foundation, Inc. has worked since 2002 to promote education and training programs for local youth and professionals with the goal of enhancing the Hudson Valley region's future of economic growth. The Foundation continues to successfully operate numerous youth programming such as the Youth One Stop, Youth Leadership, and Leadership Connections. Most recently, The Foundation applied for the Workforce Development Demonstration Project through the NYS Office of Children and Family Services and was notified that it was selected to receive funding, along with the

Dutchess County Workforce Investment Board. This innovative program model will allow us to provide an effective community-based intervention program for high-risk youth and young adults between the ages of 16 and 24 in the City of Poughkeepsie. It is funding targeted to serve youth and youth adults in high crime communities with concentrated distress and hot spots of crime and high institutional placement rates of adjudicated/sentenced youth. The Foundation will establish a collaborative partnership with the DC WIB program staff members to offer services through our new program, called *Project Forward*.

Also, in collaboration with Project FORWARD, Youth One Stop participants will have access to and jointly participate in the modularized training curriculum provided this cohort-based program.

Training modules will include:

- Essential Life Skills
- Workplace Skills
- Confidence with Computers

Continued funding for the Youth One Stop Program will allow the Foundation to enhance our delivery of case management support to youth throughout Dutchess County. The Youth One Stop will provide the appropriate guidance and skills training needed to better prepare our youth for gainful employment within our county. The mission and future vision of the Chamber Foundation, Inc. aligns very closely with the DC WIB NY Local Plan (which goals are to prepare and educate a skilled workforce). The Youth One Stop Program will work collaboratively to ensure these goals are being met to create a more successful and skilled workforce for our County. These goals include:

- To offer services to eligible youth throughout the County by creating satellite service locations in outer-lying areas
- To identify the training needs of local and regional employers and facilitate skill based workshops to assist with meeting these needs.

- To work conjunctively with staff from the DC WIB to ensure a seamless, functional coordination of services.
- To increase the HSE Degree attainment by providing the appropriate case management and academic supports, and
- To work closely with our business community to support and to improve the rate of economic development in our region by preparing our youth for projected job openings in high-demand occupations.

5. Program Narrative (UP TO 40 POINTS) - A Description of the Youth One Stop Center System (Not to exceed 10 pages)

- a. Detail the target population that you propose to serve including the number of OSY and ISY to be enrolled each year.*

The Dutchess County Youth One Stop will enroll a minimum of 100 Out-of-School (OSY) and 40 In-School (ISY) youth per program year. All participants must be residents of the Dutchess County Workforce Development Area (DC WDA) or receive full-time residential services in the DC WDA. Youth must be eligible to work in the United States and, if applicable, a male who meets the requirements of Section 3 of the US Military Selective Services Act, and age 16 – 24 at the time of enrollment.

For this program’s purposes:

- Out-of-School youth is defined as an individual not attending any school at the time of enrollment (as defined under New York State law).
- In-School youth is defined as an individual attending school (as defined by New York State law).

The individual must also have one or more of the other qualifiers under the WIOA regulations. In prior years, the Youth One Stop Program youth have the following demographic information:

Year	City of Poughkeepsie	Outlying Areas of the County	Male	Female	% with Disability*
2016	69%	31%	43%	57%	28%
2017	67%	33%	45%	55%	21%
2018	73%	27%	41%	59%	18%
2019	67%	33%	57%	43%	27%

*Documented and / or self-attestation thereof.

SEE ATTACHMENT E FOR COMPLETE PROGRAM DEMOGRAPHICS

While the Youth One Stop Program may initially appear to exclusively serve youth residing in the City of Poughkeepsie that is not the case. While the Program may be critiqued for serving many youth from the City of Poughkeepsie, these youth arguably have the highest need for services because they face so many grave challenges directly affecting their futures. According to the Dutchess County Consolidated Plan 2013-2017, 22.5% of total households in the City of Poughkeepsie live below the Federal Poverty Guideline, with a rate of 56.5% for its minority population.

The Poughkeepsie City School District struggles to engage its student and their families. This is starkly reflected in a dropout rate of 21% for 2017, according to nysed.gov, and a graduation rate of just 48% in June of 2018, well below the state average of 81%. The need to serve the youth in the City of Poughkeepsie has been and will continue to be at a critical level for the foreseeable future.

Due to the receipt of funding from the NYS Office of Children and Family Services, The Chamber Foundation will deliver services to City Youth utilizing this funding source, allowing the new Dutchess County Youth One Stop to increase the number of OSY and ISY youth served outside of the City of Poughkeepsie.

Throughout the past year, program staff members and managers have researching other areas of high need and identifying other youth-specific programs in such areas. By meeting with school

administrators (Red Hook Central School District, Webatuck School District, Beacon School District, Hyde Park Central School District), speaking with youth, speaking with employers and following employment trends, the Youth One Stop will align needed services to youth. The goal for Program Year 2019/2020 is to expand services so that more than 50% of enrolled youth are outside of the City of Poughkeepsie. Some of this will be accomplished by bringing the In-School program to youth at their high schools during after-school hours.

b. Transition - how currently enrolled youth will be incorporated into your program (number and status i.e. active vs. follow-up to be provided at bidder's conference).

The Chamber Foundation, Inc. is the currently the primary provider of Youth One Stop services. Currently enrolled youth will encounter consistent case management personnel and will realize uninterrupted engagement in activities, soft skills training and workshops, as well as all services offered through WIOA. As the Youth One Stop begins implementing its new Active Learning Space and associated project based learning opportunities, currently enrolled youth will have access to additional innovative programming.

c. Program design and service locations

The Youth One Stop Program is designed to provide education, training, employment opportunities, work experiences and apprenticeships to eligible ISY and OSY who are experiencing barriers to success in employment and / or education. We propose to retain the Youth One Stop program in its existing space, rather than co-locating services with another service provider or educational institution. The Dutchess County Youth One Stop is well known, well regarded and is regularly accessed for past, current and future participants. Additionally, numerous studies highlight the beneficial aspects of having Youth services in a youth-dedicated space². The safe, exclusive space facilitates positive adult and peer interactions and:

² <http://mypeer.org.au/design-implementation/creating-a-safe-space/>

- Provides opportunities to learn and practice new skills and receive constructive feedback
- Provides a refuge from bullying, abuse, harassment or negative influences
- Helps youth avoid risky behavior³
- Offers (non-mainstream) support services, without fear of judgment, disclosure or past and inaccurate perceptions.

The Youth One Stop will continue to strengthen our community by creating connections for young people, giving youth a sense of belonging and ownership of the local area, a place of physical safety, celebrate differences and cultural identities, and build confidence and skills of youth⁴.

Participants will have access to new active learning tools, including 3D printers, C.N.C. training, and frequent technology-based workshops, all with goal of engaging and enhancing interest in future education and training opportunities. Project based learning projects will follow tools, learning rubrics and document learning as outlined on the US. Department of Education website “You for Youth” which details the implementation of a 21st Century Community Learning Center⁵. WIOA funded services will be further extended to outlying areas of Dutchess County.

Our program uses intensive one-to-one case management, resources from the community, and connects youth to partner agencies who offer separate but beneficial services to the participant. Case managers work one-to-one with youth on identifying and delivering services to help achieve the goals set in the Achievement Objectives (AO’s). The Individual Service Strategy (ISS) is completed by the youth with guidance from the case manager regarding how to best execute the goals identified in the AO’s. Once goals and AO’s are accomplished, updates are made to the ISS to reflect attainment thereof.

³ <https://www.psychologytoday.com/us/blog/media-spotlight/201309/storming-adulthood>

⁴ <https://londonyouth.org/a-space-of-our-own-role-value-youth-organisations-strengthening-communities/>

⁵ <https://y4y.ed.gov/get-started/start#collapseFive>

Following is the office location and list of satellite sites that the Youth One Stop Program utilizes to offer and / or to deliver WIOA youth services:

The Chamber Foundation, Inc. One Civic Center Plaza, Suite 407, Poughkeepsie NY 12601

Other current and future service locations include:

Dutchess Community College, 53 Pendell Rd, Poughkeepsie, NY 12601

Beacon High School, 101 Matteawan Rd, Beacon, NY 12508

Poughkeepsie High School, 70 Forbus St, Poughkeepsie, NY 12603

Webatuck High School, 194 Haight Avenue, Amenia, NY 12501

Red Hook High School, 103 W. Market Street, Red Hook, NY 12571

Northeast Community Center, 51 S. Center Street, Millerton, NY 12546

Pawling High School, 30 Wagner Drive, Pawling, NY 12564

Wappingers Central School District High Schools (John Jay and Ketcham)

FDR High School, 156 S Cross Rd, Staatsburg, NY 12580

Dutchess BOCES Alternative High School BETA, 5 Boces Rd, Poughkeepsie, NY 12601

Poughkeepsie Academic and Career Excellence Academy (PACE), 18 South Perry Street

Poughkeepsie, NY 12601

Dutchess BOCES Adult Learning Institute, 1 Civic Center Plaza, Suite 300

Poughkeepsie, New York 12601

Adriance Memorial Library, 93 Market St, Poughkeepsie, NY 12601

Poughkeepsie Underwear Factory, 8 N Cherry St, Poughkeepsie, NY 12601

d. How your design framework will provide intake, eligibility, assessment, development of the ISS and follow-up services.

The Youth One Stop team (YOS Coordinator, YOS case managers and YOS assistant case manager) will deliver bi-weekly orientations to interested youth. The orientation will include an overview and details about Youth One Stop program services and the Workforce Investment Opportunity Award (WIOA). The interested youth will be made aware of eligibility requirements, expectations for participation including follow up plan, and the various requirements of program enrollment (selective service - male 18 and over). The initial enrollment forms, NYSDOL Career Center Registration forms, and YOS Intake forms Part 1, are given to youth to complete if they are interested in accessing program services. Upon completion of the forms and determination of eligibility, an initial appointment with a case manager is scheduled.

Youth are asked to provide supporting data element verification (DEV) documentation when returning for the initial meeting with their case manager. Time is allotted for locating and / or gathering DEV documents and, in some cases, youth are assisted with obtaining such documents. Although a client's supporting documentation may not readily be available, the attestations on the Customer Supplemental Questionnaire are acceptable. Attempts are made to obtain all qualifying documentation to prove eligibility. Any youth requiring additional assistance to complete the program application forms are assisted one-to-one and provisions will be made for future appointments. A youth who does not meet the eligibility requirements of the Youth One Stop is referred to other program so that available services can be rendered based on the needs of the youth.

During the initial appointment, case managers speak one-to-one with the youth to begin identifying prior barriers the youth may have experienced, barriers which may have impacted his or her success in education and/or employment. The Career Center Supplemental Questionnaire and YOS intake forms Part 2 are given to the client to complete.

The case manager then schedules a second appointment, at which time the youth will complete the Career Zone portfolio. The Career Zone portfolio is an on-line, self-assessment tool to help youth develop an understanding of their interests and skills, with the goal of identifying a career pathway. Case managers refer to the portfolio to determine and outline employment goals, which are then incorporated into the youth's ISS. Job Zone offers some of the same self-assessments as Career Zone, but it is designed to engage older youth.

Upon completion of Career Zone or Job Zone, the youth is enrolled in the Youth One Stop program. YOS Coordinator or a YOS case manager then enters the client into OSOS. Following enrollment in Youth One Stop, the case manager and youth set goals for the client's Achievement Objectives (AO's). The AO's specifically pertain to meeting the common measures of Youth One Stop and are incorporated into the youth's ISS. These goals also count as measurable skills gains as defined by WIOA (attainment of a high school diploma or high school equivalency diploma, attainment of an industry recognized certificate, attainment of full time employment, placement in education or employment). At this time, the Individual Service Strategy (ISS) is completed.

The ISS is an ongoing document that the youth and case manager develop which outlines how the youth plans on meeting the goals stated on the AO's. The client's ISS identifies specific activities that will enable the youth to reach their goals of employment, including educational goals to prepare for employment, and securing the services needed to help assist in the attainment process. As each goal achievement is met, ISS services are revised and updated. YOS participants are also offered the opportunity to choose among various incentives. The assistance of small cash incentives helps to engage, encourage, and motivate each youth to stay on track with meeting their ISS goals and to link successful outcomes with rewards.

After completion of the goals stated in the ISS, the case manager and youth meet to determine the youth if should graduate from the program, at which time the youth is eligible for Follow Up

services. The follow up plan includes supportive services the youth may need, a plan for attendance for activities and workshops as needed, and addresses additional assistance the youth may need. The follow up plan is also flexible. If a client is in need of services beyond what the Youth One Stop may provide, the youth will be referred to other agencies. Every effort is made to the help the client remain successful in follow up. If the client is in need of further assistance, the case manager will meet with program management to discuss the option of re-enrollment in the YOS program as an active participant prior to follow up services ending.

e. How your service delivery model, including innovative methods of managing and implementing the changes required by federal legislation and state policy.

The varied methods of case management previously described and continual engagement of the youth in activities are the foundation of the Youth One Stop. It is the responsibility of program management and case managers to remain attuned to any required program changes. However, innovative programming, including the introduction of new and exciting technology and customer service training, are now available to established and new participants alike. Our philosophy of strength-based case management and the inclusion of the youth in all aspects of programming is very important to our participants.

A modern, welcoming environment and youth-focused office space helps youth feel comfortable to have an open dialogue with any member of the YOS team. The job of the YOS team is to help clients achieve the goals they have set for themselves through active participation in hands-on activities, workshops, and services. These resources all aid in keeping youth engaged in the program.

As an integral part of The Chamber Foundation, Inc., which operates in cooperation with the DC Regional Chamber of Commerce, youth participants also have the benefit of access to over 1,400 local businesses, non-profits and other organizations. Youth can meet with and learn from business professionals and adults to whom they would not otherwise have access.

Volunteer opportunities in the community are also available for youth to participate in giving back to the community. These opportunities provide a sense of pride in the city and a greater understanding of the Dutchess County community, and highlight the capabilities and contributions that Youth One Stop participants can make.

As in prior years, our service model and philosophy has and will continue to meet and to exceed the negotiated rates for our Primary Performance Indicators. We are aware of the LWDA and state policy as noted below and will work to maximize outcomes for our youth, abide by changing Federal and State policies, while ensuring that services are delivered in a timely and cost effective manner.

Dutchess – Youth Proposed and Negotiated Goals PY18⁶		
TARGET OUTCOME	Proposed	Negotiated
Employment Rate 2nd Qtr After Exit	84.0%	72.0%
Employment Rate 4th Qtr After Exit	79.3%	62.0%
Median Earnings 2nd Qtr After Exit	N/A	Baseline

*Note: PY 2019 adds an additional 1% to negotiated rates.

f. How your service delivery model and the specific services you plan to provide including the requirement to spend at least 20% on Work Experience.

The service delivery model proposed by The Chamber Foundation highlights our focus on utilizing the Work Experience program element to help enrolled youth understand that work and service learning are vital to achieving individual self-worth. In addition to many Work Experience benefits, such as Job Shadowing, Work Site tours, paid and unpaid internships and access to Transitional Jobs, ISY and OSY

⁶ <https://www.labor.ny.gov/workforcenypartners/wioa/wioa-performance.shtm>

youth will now be offered the opportunity to participate with The Art Effect’s proposed Work Experience programming, and those offered by the Youth Navigator or other WIOA youth-funded partners. Our proposed operating budget meets the requirement of 20% of funding to be spent on Work Experience, not including other funds as may be awarded to other organizations.

g. How your service delivery strategy includes the required WIOA program elements.

The YOS case manager will explain in depth the fourteen available WIOA program elements and services during the initial client appointment. Program elements and related services are discussed on an ongoing basis while the youth is enrolled and during follow-up. While working on the ISS after enrollment in YOS, clients begin to select the program elements that are necessary to achieve their goals. Goals are set based on the individual needs of the participant. The needs and services are identified based on the WIOA Program Elements selected, the client and case manager. In addition to Program Elements offered by the Youth One Stop, youth can access Program Elements provided by mandated partners and other local service organizations. Such agencies and providers regularly refer youth to the Youth One Stop and the Youth One Stop makes regular referrals back to them as well.

SEE ATTACHMENT A FOR WIOA PROGRAM ELEMENTS CHART

g. The method of case management you propose to use in this program.

“Organizations providing workforce development services to youth must employ strategies to assist youth in developing the skills required for success in the current workplace and beyond. Youth service providers must understand the needs of youth, particularly those with barriers to employment, in order to increase program and participant success.”

*~ The Case Management Toolkit ~
Employment and Training Administration
United States Department of Labor*

Our Youth One Stop case managers will continue to employ a combination of strategies when establishing a relationship with a youth. One would think that our ‘product’ was the program but that ia

nor the case. Our product is their future. We help youth to realize possibilities that they haven't even imagined... yet. We believe every youth has an unlimited capacity for change and to achieve their desired success. We invest time, energy and hope in every youth, even though the youth may not believe in themselves. Needless to say, the case manager / participant relationship is a delicate balance – a balance of trust, encouragement, celebration and at times, consolation when there is a setback. We work daily to enable each person to achieve change by teaching self-sufficiency and resilience, without becoming enablers ourselves.

The two most common case-management techniques we employ are a strength-based practice and motivational interviewing. Both are viewed as techniques to facilitate behavior change. In a strength-based approach, case managers and their clients together explore and focus on the clients' strengths and resources in order to help them achieve their goals and dreams. Motivational interviewing focuses more on collaboration, evocation, and autonomy. Motivational interviewing is focused on the exploration of goals and values and presumes that the resources and motivation for change reside within the individual. A combination of both approaches have proven to best meet the needs of the individuals we serve.

Staff members are trained regarding case management skills. The Case Management Toolkit, *Preparing Youth for a Lifetime of Success*, issued by the US Department of Labor Division of Youth Services, has proven to be an invaluable resource as it is directed to workforce development professionals and reflects WIOA available resources⁷.

In the time that youth are in our program, we often deal with other personal challenges the youth may face—an unexpected birth, an unexpected death, homelessness, food insecurities, mental health troubles, gang related violence, drug dependency, and poverty. Youth One Stop staff members contribute great care and develop mutual trust with at-risk and disabled youth by honing their focus on

⁷ <https://youth.workforcegps.org/resources/2017/04/05/10/52/CaseManagementToolkit>

more centralized and attainable goals and offer possibilities in circumstances where they have often only seen barriers to success. These challenges are addressed in order for youth to successfully move into employment, education or training programs.

h. Your plans to coordinate with other local organizations/service agencies to co-enroll, increase performance, maximize the use of available funds, and avoid duplication and enhance the delivery of services.

Youth One Stop's plan to maximize available funds, avoid the duplication of services and enhance the delivery of services relies on the partnership between local organizations and other servicing agencies. Relying on the youth's ISS to determine services and needs, the client's case manager will assist in identifying organizations/agencies that offer services to better benefit the client. In addition to already established partnering agencies that provide services, the Youth One Stop will continue to identify and formulate new partner agreements, such as with The Art Effect, to provide access to art and film focused Work Experience programming that is appealing to youth interested in these career opportunities.

The Youth One Stop staff members have established dozens of partnerships with agencies that provide additional services to youth, minimize WIOA expenditures, and enhance the delivery of services. Program such as Dress for Success for assistance with interview clothing free of charge for youth with scheduled employment interviews, Planned Parenthood who host informational workshops, the Center for the Prevention of Child Abuse for parenting classes, and many organizations for clients in need of food and housing assistance, such as The Salvation Army, Dutchess Outreach, Catholic Charities, and Community Action Partnership of Dutchess. Youth at risk of homelessness are referred to Hudson River Housing sites such as Hillcrest House, River Haven and The Lodge at Manchester Road.

Youth One Stop case managers and the case managers from partnering agencies such as DC Department of Family & Community Services, Nubian Directions II Inc., Grace Smith House, The

Center for the Prevention of Child Abuse, Community Housing Innovations - Vanderbilt (for women and families) have met to manage the coordination of services so that co-enrolled participants are not receiving duplicate services. YOS staff members maintain consistent communication with servicing agencies including Quarterly Service Strategy Plan meetings with other case managers to coordinate planned services. WIOA Service providers will remain in contact throughout the duration of program if necessary to discuss service strategies so the youth can benefit from the services of all programs.

The Youth One Stop continues to foster educational partnerships with guidance counselors, teachers, and administrators from local high schools across the county to identify at-risk youth and offer YOS services to aid in dropout prevention, dropout recovery or enrollment in H.S.E. classes or other training, if appropriate.

i. How is this program equipped/prepared to be accessible to youth from around the county with disabilities?

The Workforce Innovation and Opportunity Act expands services to better support students and youth with disabilities in career development and transition planning. This includes connecting youth to disability-related programs and services, activities, information, and support to help maximize their success. Youth One Stop helps disabled youth become aware of their options and make informed choices about integrated employment programs, benefits, and work incentives by providing information on career options and exposure to the world of work. The Work Experience program element, information and training provided by Youth One Stop provide all youth with opportunities to develop social, civic, and leadership skills, as well as build strong rapport with caring adults.

Youth One Stop's staff consists of highly qualified youth service professionals that assist all youth to attain skills and knowledge through training, work experience, one-on-one tutoring assistance, and career coaching. Each youth service professional contributes his/her own care and core competencies to equip disabled youth with the necessary skills to take charge of and manage their own transition plan

that is individualized and person-centered. The YOS staff includes two members who are trained in mental health first-aid. Case managers also do therapy and psychiatric check-ins with clients who require such services.

Youth service professionals provide reading and scribing assistance and assistance with transportation to stabilization centers, employment locations and WIOA funded activities through the distribution of public transportation vouchers to take accessible buses. Youth are referred to available outside agencies as well: Taconic Resources for Independent Living, Dutchess County Mental Health, Abilities First, Adult Career and Continuing Education Services Vocational Rehabilitation (Access-VR).

Additionally this past semester, The Foundation was fortunate enough to have interviewed and provide an internship for student from the Dutchess Community College's Think Ahead program. Their program is designed for young adults with intellectual disabilities over the age of 18 with long term goals and a desire for work experience. Andrew was able to hone his job skills while providing an invaluable service to The Foundation. This is another example of the way in which we create an inclusive environment for all.

To improve on these services, Youth One Stop will rely on the Guideposts for Success and tools that the NCWD / Youth has developed to implement into case management and youth service practices. In terms of environment, Youth One Stop provides safe and accessible office and workshop space, so that disabled youth can interact with their peers and work efficiently during trainings. The space consists of accessible restrooms, elevators, desks and mobile equipment, and sound blocking headphones for focusing purposes. To improve on this environment, Youth One Stop plans on further designing an Active Learning Space and offering new equipment, resources, and media that is inclusive of all types of learning styles for youth.

j. How is this program equipped/prepared to serve youth from around the county?

The Youth One Stop staff members recognize the need to establish additional partnerships to provide services to ISY and OSY around the county. To accomplish this, we have established remote locations to include and service ISY as noted above in our service location list. Case managers will also work with employers from around the county, who will host Work Experience opportunities, including Job Shadow Days, Worksite Tours, Internships, and Transitional Jobs for youth.

Program personnel will collaborate with other service partners, including The Art Effect, Cornell Cooperative Extension and Dutchess Community College to provide workshops, access to training and project based learning opportunities. Enrolled youth will have access to bus tickets in order to attend program activities wherever they may be scheduled. Our central location next to the County Bus Depot helps facilitate public transportation for our students. As well as servicing OSY by bringing the intense case management, program elements and services to youth who live in the outlying areas via a mobile-equipped Youth One Stop staff member.

A Description of the Work Experience component:

a) Your knowledge, experience and expertise in working within the business community as it pertains to development of work experiences for youth.

The Chamber Foundation is committed to connecting our youth with businesses. This strengthens the youth and helps the business community grow its workforce. Due to the partnership between the DC Regional Chamber of Commerce and The Chamber Foundation, YOS participants have a unique access to a pool of local businesses that support this idea as well.

Through this connection, we know first-hand the skills that employers often look for in potential hires. Youth One Stop case managers are able to pinpoint specific skills identified by the employer and match appropriate youth, who have the skills and interests outlined by the employer.

Businesses understand that the Work Experience activities and paid work experience are an opportunity to teach, train and potentially employ a Youth One Stop candidate. Business professionals are also encouraged to mentor youth about additional knowledge and skills that the candidate could use outside of the work. Ideally, as many of our businesses understand helping a youth successfully complete a Work Experience opportunity can lead to a future employee. Youth One Stop staff members conduct an Employer Orientation to improve the outcome of the Work Experience for the Employer and for the Youth.

SEE ATTACHMENT J FOR YOS EMPLOYER ORIENTATION AGENDA

For youth without a prior work experience, these opportunities build additional skills and confidence. A Youth One Stop candidate who successfully completes a Work Experience program appreciates the opportunity to gain necessary, transferrable skills to add to their resume. Youth benefit from the paid Work Experience in many other ways, gaining a professional reference for their resume and an appreciation that work can lead to a new lifestyle, with all of the additional benefits of having an income.

b) Estimated number of OSY and ISY to participate in a work experience in year 1 and year 2 (assuming similar level of funding in year 2).

As outlined by WIOA, twenty percent of program year allocations must be expended for youth on Work Experience initiatives. Work Experience opportunities include Work Crews, Apprenticeships, Job Shadows, Internships, Transitional Jobs, and Employer Tours. Given that many program youth enter training, education or unsubsidized work, not all youth participate in subsidized Work Experience.

The goal of the Work Experience program is to engage youth with paid and unpaid work experiences for the benefit of gaining transferrable skills for their resumes. It also serves as a work readiness tool and a way for the youth to gauge career interest. Eligible OSY may utilize up to three hundred hours as part of the Transitional Jobs program. Youth not eligible for Transitional Jobs and

ISY are afforded the opportunity to participate in up to fifty hours of a paid internship. Both paid opportunities are at current minimum wage levels. The youth and case manager together decide on placement in a work experience that will meet the needs identified in the ISS by the youth. The ISS is updated upon completion of the Work Experience. Based on the number of youth and wages earned in prior years as shown below, we estimate that we will serve Youth as follows in the next two years:

Time Period	Internships (typically ISY)	Transitional Jobs (typically OSY)	Work Crews (ISY or OSY)	Job Shadows / Employer Tours (ISY or OSY)	Youth Gross Wages Earned
PY 2020	10	20	10	20	\$30,000.00
PY 2019	8	18	8	15	\$30,000.00
PY 2018-present	3	15		3	\$26,087.27
PY 2017-2018	4	8		4	\$21,069.65
PY 2016-2017	10	12		5	\$19,575.51
PY 2015-2016	3	6		0	\$5,143.50

c) Attach a copy of the worksite agreement template to be used.

SEE ATTACHMENT J FOR WORKSITE AGREEMENT

d) Demonstrate your agency’s capacity and experience in creating work experience opportunities for youth in demand occupations, industry sectors or that lead to self-sufficiency.

Youth One Stop case managers are in continuous conversations with clients who are eligible to obtain an internship or transitional job work experience. If the client is an ISY or an employed OSY, they are able to complete up to 75 hours of an internship work experience. If the client is an unemployed OSY and has a barrier prohibiting them from retaining and/or obtaining steady employment in the last year, the client is eligible to complete up to 300 hours of a transitional job work experience. The client and the case manager decide upon the work experience in partnership with the business that the client may be interested with for their placement. This is an opportunity for the client to use the basic soft skills learned through workshops, and possibly some on-the-job training skills to add to their resume. The work experience also provides an opportunity for a business to train a candidate on the roles and responsibilities for a particular position. The client gains experience that can later be used to obtain

employment through the business, although not guaranteed, or through another employer offering a position where the skills learned can be utilized.

Youth One Stop collaborates with a multitude of businesses and employers in high demand occupations fields to help clients through offering guidance and training, to increase transferable and marketable skills, which are attainable goals as set for on the youth's ISS.

The following Dutchess County employers have recently hosted Work Experience Youth, either for an Internship or Transitional Job: Omar's Electrical Construction, The Ugly Mug, Walgreens in Wappingers, Wingate at Beacon, Barnes & Noble, Poughkeepsie High School, The Center for the Prevention of Child Abuse, Dutchess One Stop, Crunch Fitness, The Pines of Poughkeepsie, Koshii Maxelum America, Fox Air Corp., Essie's Poughkeepsie, Dutchess Outreach, Royal Smiles Dentistry, Wee Play Children's Center, A & A Dental, The Cocoon Theatre, Valvoline and Arlington Auto & Tire. We also hosted job shadows days for youth at The Culinary Institute of America, Service Master, and Central Hudson Gas & Electric Corp.

Given that using technology platforms has become a fundamental workforce skill, the Youth One Stop will incorporate additional technology and project based learning into the training and workshop schedule already provided.

e) *Program design and numbers and types of employment locations.*

Youth One Stop makes it a priority to invest in area youth by providing them the tools to succeed in the workforce so that they can obtain and retain employment. Case managers understand the youth's "need" for immediate employment. Program participants frequently come with a sense of urgency to work for many reasons: they are a main contributor to the upkeep of the house and bills, they are sleeping on a friend's couch and the friend is looking for payment for the favor, they are living in a

shelter or on the streets. The hardships our youth are facing are major barriers that impede them from obtaining and retaining employment and cause struggles every day.

The program assists youth with gaining an understanding of how to navigate “life being thrown at them.” Barriers can be addressed while maintaining steady and stable employment. Case managers meet one-to-one with youth to assess their immediate needs and career interests. It is determined if there is a need for additional support such as the services of a Youth Navigator at the Career Center. A referral will be made if established as a need by youth and case manager. Career Zone is utilized as a guide to career interest. Youth participate in “Are You Ready for the Workplace” workshops. These workshops are intended to give youth the basic skills to deal with life’s struggles and instill a greater work ethic in them, which is needed to be successful in maintaining employment. The following employers, among others, have recently hired Youth into unsubsidized employment positions, following the conclusion of his or her Work Experience:

- Walgreens Pharmacy (Wappingers Falls)
- Wingate at Beacon
- The Pines of Poughkeepsie (3 youth)
- Essie's Restaurant

Our recent unique Reverse Job Fair resulted in employment for a youth at:

- Archcare at Ferncliff, who is also providing paid time for credentialed training

f) Familiarity with placing individuals with disabilities in employment

The Youth One Stop staff members have experience working with youth who face challenges created by a variety of disabilities that can impact social skills, behaviors, speech, and non-verbal communication. Disabilities commonly encountered among YOS clientele are learning disabilities, such as ADHD, ADD and Dyslexia, neurodevelopment disorders such as the autism spectrum disorder (ASD), and mental health conditions such as bipolar, anxiety, depression and schizophrenia. The program does not separate these youths from neuro-typical or abled students, as all youth are treated

equally, but the acknowledgment that some youth may specific needs and accommodations. As an example, Youth One Stop has worked with individuals who are classified under the autism spectrum by placing them in successful transitional jobs, internships, work crew, job coaching and job shadowing in positions like IT technician through Poughkeepsie High School and librarian assistant with Barnes & Noble. These services, trainings, and work experiences are equally available for ALL youth.

When placing disabled and at-risk youth into employment opportunities, their needs and accommodations are appropriately addressed. With our strength-based model of case management, youth's strengths are highlighted and what is seen as an obstacle due to certain disadvantages are transformed into opportunities for further growth and development. This is illustrated through the program's work with Basic Skills Deficient (BSD) youth in which the program offers one-to-one instruction and small group instruction tailored to increase literacy or numeracy.

g) Attach executed or planned MOU's OR letters of support.

SEE ATTACHMENT K FOR MEMORANDUMS OF AGREEMENT, LETTERS OF SUPPORT

h) How you will work collaboratively with the WIOA Youth Navigator at the Career Center who is responsible:

i. To work with all WIOA funded youth with ITA's (Individual Training Awards) to assist WIOA youth funded program staff with placing youth in a subsidized internship and then unsubsidized employment.

The Youth One Stop case managers work collaboratively with the Youth Navigator, to identify enroll youth that would benefit from additional training, which may be funded through an Individual Training Award (ITA). An ITA is an award of funding to youth to attain an industry-recognized certificate of a high demand occupational skills training granted by WIOA. In our experience, the greatest achievements of youth enrolled in Youth One Stop are accompanied by the completion of an

ITA. While youth enrolled in an ITA tend to be enrolled in the YOS program for a longer period of time, this can allow us the time to assist the youth with accomplishing more goals, ultimately leading to success in many Outcome Measures.

Prior to starting an ITA funded training, youth may be placed in a Work Experience program element such as a Job Shadow, internship or transitional job. In most cases, the Work Experience a youth is placed will provide direct or indirect career knowledge, skills, and trainings that relate to the ITA. For example, a youth who want to become a Certified Nursing Assistance would typically be placed in a position as an Activity Aid in a health care facility where they gain experience in the health care industry.

Approval of the ITA is provided through the Dutchess County Workforce Investment Board (DCWIB). The youth and the case manager complete all steps of the application. Signatures of the youth, the Providing Trainer of the occupational skills training, the Program Manager of Youth One Stop are needed prior to being signed by the Executive Director of the Workforce Investment Board. Upon successful completion of the ITA, the youth is awarded a nationally recognized certificate. Upon completion of an ITA, the youth and case manager work via all available resources to obtain unsubsidized employment for the youth in the chosen career field. The assistance of the Youth Navigator is sought if needed, and the Youth Navigator is kept informed regarding job placement outcomes.

ii. To refer and follow up on youth referred to the Youth One Stop from the Career Center. Youth One Stop is competent in accepting and giving youth referrals to partnering agencies.

Youth One Stop case managers and the Youth Navigator refer eligible youth to each other. Some WIOA eligible youth are very driven to only access funding training available through WIOA and are more suited to access the Adult Career Center, so they are referred to the Youth Navigator. Youth who need or want access to the full case management and other service elements offered by the Youth

One Stop are referred there by the Youth Navigator. Once enrolled, the Youth One Stop case managers and the Career Center Youth Navigator utilize OSOS as a constant communication tool in making sure the needs of the youth are best met. Communication is also made via email, phone calls and occasionally job site visits by the case manager. The collaboration of YOS and the Career Center is because we are able to jointly evaluate and support youth and make changes if needed, to successfully meet the needs of the youth to produce a responsible, mature, skilled and better employee.

iii. To run Work Crews (Work Crews are short term work experiences that are set up and staffed by the Youth Navigator – the funds paid to the youth will be paid from the 20% work requirement in the contract).

Work Crews began last year and during its pilot year, Youth One Stop staff members have collaborated with the Youth Navigator to place participants in Work Crews. Work Crews are short-term work experiences with the Youth Navigator on site to assist youth as needed in completing and / or facilitating the tasks assigned to support the operation of a business. Work Crews are typically two days per week for three-week intervals. Based on the identified needs by the YN, and communicated to the YOS case manager, they can be extended into another interval.

Program Referrals to Work Crew assignments are administrated in-person or connected via email, phone or fax. Once a referral is given, the case manager will then meet with the Youth Navigator Career Center to establish and clarify the potential client's eligibility, interest and availability. The specific information regarding the Work Crew experience is also discussed, including the location, dates, times, and the duration of the experience, as well as other relevant information or job related needs. A successful youth will feel accomplished in meeting his/her goal of completing the Work Crew, gaining valuable skills to continue into unsubsidized employment.

iv. To assist provider with meeting the 20% WIOA requirement for youth work experience.

The assistance of the Youth Navigator will be welcome to help Youth One Stop staff members diversify the number, types and locations of Work Experience opportunities, with a particular focus on

serving youth from around Dutchess County. While the DC Youth One Stop has typically not had an issue expending the 20% requirement for youth work experience, Work Crews are a welcome addition to the subsidized Work Experience element.

While we have included a budget to fund youth who will participate in the Work Experience element, we have established a strong partnership with The Art Effect to help youth engage and access their proposed Work Experience opportunities. In this way, the total expenditure of WIOA funds will exceed the 20% expenditure requirement.

v. To meet with all Dutchess County enrolled WIOA youth with an ISS goal to find employment.

The Chamber Foundation, Inc. is applying to be the primary operator of the Dutchess County Youth One Stop and is equipped to work quickly and with mobility to ensure that any enrolled WIOA youth is equipped with a comprehensive ISS, which is the foundation of services provided to each youth. Working with the Youth Navigator, community partners, service providers, trainer and educators is fundamental to ensuring that youth can fulfill his or her goal of finding employment anywhere in the county.

vi. To assist WIOA enrolled WIOA in their transition to adult WIOA or other services.

Case managers continue to work closely with all program participants as the participant's status changes from active to follow-up prior to exiting the program. All youth enrolled in WIOA funded youth programs must be provided with follow-up services for no less than 12 months after the completion of WIOA Youth Program participation. (Dutchess County Workforce Investment Board Youth Follow-Up Policy Adopted 06-23-16). During that time, the program participant is entitled to a myriad of services including supportive services that supports placement in employment or education, even if it is not WIOA funded training, or when it supports the individual's attainment of a degree or certificate. Supportive services include: linkages to community services; assistance with transportation;

assistance with child care and dependent care; assistance with housing; referrals to medical services, and assistance with uniforms and other appropriate work attire.

The case manager and participant continue to identify any additional resources needed and work collaboratively to make the connections to such. Conversations include: services that may be helpful; services utilized in the past and the outcome; and identifying agencies to meet the individual's needs going forward. The case manager will ensure that appropriate signed authorization is on file (WIOA Interagency Release of Information Form or YOS Interagency Release of Information). A referral for services is then made to the other agency on behalf of the participant. Typically, the case manager will make a phone call with the participant present, provide introductions, and help arrange for the initial appointment. In some instances, the case manager will accompany the participant to the first appointment in order to make introductions in an attempt to help ease any anxiety the individual may have given the new situation. Referrals are commonly made to Hudson River Housing, child care agencies, food banks etc. to support life needs and also to training providers and employers.

6. Program Narrative * *If applying to run the Work Experience Component Only - UP TO 40 POINTS*

Not applicable

7. A description of the recruitment plan. - UP TO 10 POINTS

a. Outreach plan to recruit eligible out-of-school youth from multiple locations in the county.

A multi-faceted approach is used when identifying and recruiting both program-eligible participants and employers. Program staff members are well-versed in developing and implementing a comprehensive outreach and recruitment plan, as well as engagement activities designed to attract at-risk youth and young adults to the program. Through its connection with the DC Regional Chamber of Commerce, Inc., the Youth One Stop Program has full access to and support from the Communications

Department of The Chamber. Marketing materials are contemporary and designed to reflect a youth- and young adult-friendly program. Separate marketing materials are developed for employer outreach.

The Outreach Plan to publicize the program to eligible youth and young adults includes:

- Distribution of bi-lingual brochures and posters throughout the City of Poughkeepsie, at places where youth and young adults congregate
- Distribution of bi-lingual brochures and posters directed at adults who come in contact with eligible youth and young adults
- One-on-one meetings with area School District officials, school principals, teachers and guidance counselors to identify youth and young adults at risk of dropping out or who already dropped out
- One-on-one meetings with staff members at homeless shelters, The Children's Home of Poughkeepsie, workers at the Dutchess County Department of Community and Family Services, Dutchess County Probation and other appropriate agencies to discuss the benefits of the Program
- Social media sites including Facebook, Instagram, and Twitter to promote program benefits to area youth and young adults
- Scheduled open houses for interested youth and young adults conducted by youth and young adult volunteers and assisted by staff members.

SEE ATTACHMENT D FOR SAMPLE MARKETING MATERIALS

b. Outreach plan to recruit eligible youth with disabilities.

Many youth enter the Youth One Stop with disabilities, which may or may not be diagnosed or apparent. To specifically recruit Youth with disabilities, we conduct regular in-service trainings or meetings with Case management staff member at organizations like Abilities First, Mental Health America, Hudson River Housing, and school guidance counselors. We also participate at the Abilities First Showcase for Enrichment and Inclusion held on March 9 this year.

c. Partner agencies from which referrals are received

Referrals come in to the Youth One Stop from dozens of sources, and most notably, former graduates of the Youth One Stop. Case managers confirm receipt and the individual is contacted. The referral partner is informed of received referral and thanked. Once contact is made with the referred participant, an initial meeting is set up and the Youth One Stop intake process begins. Youth One Stop again reaches out to partnering agency upon completion of enrollment to inform them of such.

As a result of our outreach efforts, the Youth One Stop receives referrals from Dutchess Outreach, Dutchess County Mental Health, Dutchess County BOCES, Lexington Center for Recovery, Dunkin Donuts, Hudson Valley Mental Health, Hudson River Housing, DC DCFS, Planned Parenthood, Healthy Families, Dutchess County Women and Children Services, Nubian Directions, Dutchess Community College, The Salvation Army, Catholic Charities, PACE, Dutchess County Office of Veteran's Services, US Armed Forces Recruitment Center, Beacon High School, Poughkeepsie High School, Franklin D Roosevelt High School, BOCES Alternative Learning Center, The Children's Home of Poughkeepsie, Dutchess Probation, Hudson River Housing, Beacon High School, and Catholic Charities.

8. Budget – (All applicants) - UP TO 40 POINTS

a) Please see ATTACHMENT L for a full copy of the Proposed Budget for 7/1/19-6/30/19.

Total funding in the amount of \$473,627 is requested to operate the program, including \$100,754 to directly provide Work Experience opportunities. This not does include Work Experience funds as may be awarded to other providers.

b) Please see ATTACHMENT M for Budget Narrative

c) Demonstrate agency's working knowledge of OMB Omni circular.

The OMB Omni Circular (Uniform Guidance) outlines uniform administrative requirements, federal cost principles and audit requirements. The Super Circular's administrative requirements and cost

AGREEMENT

THIS AGREEMENT, bearing the date set forth on the signature page, by and between the COUNTY OF DUTCHESS, a municipal corporation with offices at 22 Market Street, Poughkeepsie, New York 12601 (hereinafter referred to as the "COUNTY") and the DUTCHESS COUNTY WORKFORCE INVESTMENT BOARD, INC., a not-for-profit corporation, whose address is 3 Neptune Road, Poughkeepsie, New York 12601 (hereinafter referred to as the "CONTRACTOR").

WITNESSETH:

WHEREAS, the County's Department of Community and Family Services desires the services of the Contractor to operate a summer Youth Employment program for TANF-eligible Dutchess County youth; and

WHEREAS, the Contractor is qualified and is willing and able to perform such services in a timely manner, and

WHEREAS, the funds necessary to pay for such services are appropriated in the 2019 Adopted County Budget, now, therefore, it is mutually agreed by and between the parties hereto as follows:

1. SCOPE OF SERVICES. The Contractor shall perform, using standards of care acceptable to the County and in strict compliance with all applicable Federal, State and local laws, regulations and procedures, the services set forth in Exhibit "A" annexed hereto and made a part of this Agreement.

If any term of the Scope of Services contradicts or creates an ambiguity with any term of this Agreement, this Agreement shall govern.

2. TERM OF AGREEMENT. This Agreement shall be effective May 1, 2019 and shall terminate on December 31, 2019 unless otherwise terminated as set forth herein.

3. EXTENSION. This Agreement may be extended for additional periods of one (1) year each, not exceeding in total five (5) years, upon such terms and conditions as may be agreed between the parties.

4. As full and complete consideration for the services so rendered, the County shall pay a total sum not to exceed FIVE HUNDRED FIFTEEN THOUSAND EIGHTY-NINE and 00/100 (\$515,089.00) DOLLARS, which shall be paid as follows:

- a. The sum of \$128,772.25 upon execution of this agreement, and the balance of \$386,316.75 to be paid in three (3) installments (\$128,772.25 each) on July 1, 2019, August 1, 2019, and October 1, 2019. Notwithstanding the foregoing, the Contractor shall submit a final reconciliation statement certifying expenditures for the entire contract

period, in such form and substance as the Comptroller may reasonably require, on or before January 31 of the succeeding year. This provision shall survive termination of this Contract.

- b. Notwithstanding anything to the contrary contained in this Agreement, if the Workforce Investment Board (WIB), 3 Neptune Road, Poughkeepsie, New York 12601, provides funds to the Contractor, the Contractor shall return to the County an amount equal to the funds it receives from the WIB up to \$5,000.00. The funds shall be returned to the County promptly upon receipt of funds by the Contractor from the WIB. Upon the return of funds, the Budget (Exhibit "B") shall be amended appropriately.
- c. In the event any of the monies from the first three payments remain unexpended or unencumbered on October 1, 2019, then said sum shall be returned to the County. If the Contractor has any funds remaining unexpended or unencumbered at the end of the contract term, then it shall return to the County, the percentage of said funds that equal the percentage of County funds to all funds available to the Contractor.

Payment of the above consideration shall be made to the Contractor upon submission of written statements in a form satisfactory to the County. No payment shall be made prior to audit and approval by the County.

5. FUNDING. The Contractor agrees to seek additional sources of funding, i.e., grants, for the program(s) that are the subject of this contract and notify the County, in writing, if it receives additional sources of funding.

The Contractor, through whatever medium it uses to communicate its mission, program or services, shall identify Dutchess County as a funding source. It shall do so by placing on its stationery, brochures, newsletters and other printed materials the following statement: "Paid for in part by Dutchess County." Whenever appropriate the Dutchess County Seal should be displayed along with the statement. Attribution in other media where the above statement would be cumbersome shall appropriately convey the role of Dutchess County as a funding source.

6. INDEPENDENT CONTRACTOR STATUS. The Contractor agrees that it is an independent contractor and that it shall not hold itself out to be an employee or officer of the County, and that therefore, neither Federal, State, nor local income tax nor payroll tax of any kind shall be withheld or paid by the County on behalf of the Contractor or its employees; that the Contractor shall not be eligible for, and shall not be entitled to participate in, any employee pension, health, retirement or other fringe benefit plan of the County; that the Contractor shall have no Workers' Compensation or disability coverage through the County for the Contractor or its employees, and that the Contractor shall not be entitled to make any claim against the County for these or any other rights or privileges of an officer or employee of the County.

7. DEFENSE AND INDEMNIFICATION.

PROFESSIONAL SERVICES: For all matters arising out of the Contractor's professional services, the Contractor agrees, to the fullest extent permitted by law, to indemnify

and hold harmless the County, its officers, and employees against damages, liabilities and costs, including reasonable attorney's fees, to the extent caused by the negligent performance of the Contractor, or third parties under the direction or control of the Contractor, in the performance of professional services under this Agreement.

GENERAL LIABILITY: For all matters other than those arising out of the Contractor's professional services (such other matters commonly referred to as "General Liability Claims"), the Contractor agrees to the fullest extent permitted by law to defend, indemnify and hold the County and its employees harmless from any and all such losses, claims, liens, demands and causes for action, including but not limited to, judgments, penalties, interest, court costs, and legal fees incurred by the County on behalf of any party, in connection with or arising directly or indirectly from this Agreement. The Contractor shall investigate, handle, respond to and defend any such claims, demands or suits at its sole expense, and shall bear all other related costs and expenses even if such claims, demands or suits are groundless, false or fraudulent. This indemnification section shall survive the expiration or termination of this Agreement.

In any matter in which indemnification hereunder for either professional or non-professional services would violate Section 5-322.1 of the New York General Obligations Law or any other applicable legal prohibition, the foregoing provisions shall not be construed to indemnify the County for damage arising out of bodily injury to persons or to property caused by or resulting from the sole negligence of Dutchess County employees. The term "employee" shall include all officers, advisory board members and/or volunteers serving the County.

8. **INSURANCE REQUIREMENTS.** At all times during the term of this Agreement, the Contractor and its sub-contractor(s), if any, shall maintain at its own cost the following insurance and shall provide proof thereof to the County, in the form of a Certificate of Insurance, prior to commencing work under this Agreement:

Workers' Compensation Employer's Liability (statutory limits). In compliance with the Workers' Compensation Law of the State of New York, each contractor shall provide:

- a. a certificate of insurance on an Acord form indicating proof of coverage for Workers' Compensation, Employer's Liability, **OR**
- b. a New York State Workers' Compensation Notice of Compliance (Form C-105, Form U-26.3, Form SI-12 or Form SI-105.2P).
- c. In the event that the Contractor is exempt from providing coverage, it must provide a properly executed copy of the Certificate of Attestation of Exemption from the NYS Workers' Compensation Board, Form CE-200.
- d. A certificate of participation in a self-insurance program. The department responsible for the implementation of the Agreement will obtain verification from the Director of Risk Management for those municipalities participating in the Dutchess County Self-Insured Plan.

Commercial General Liability Insurance coverage including blanket contractual coverage for the operation of the program under this Agreement with limits not less than \$1,000,000 per occurrence and \$2,000,000 in the aggregate. This insurance shall be written on an occurrence coverage form and include coverage for bodily injury, property damage liability, and sexual abuse and molestation and medical coverage for the participants in the program. The County must be listed as additional insured. The additional insured endorsement for the Commercial General Liability insurance required above shall not contain any exclusion for bodily injury or property damage arising from completed operations.

Automobile Liability Insurance coverage for all owned, scheduled, hired, and non-owned vehicles with a combined single limit of liability of not less than \$1,000,000. This insurance shall include coverage for bodily injury and property damage. The County must be listed as additional insured.

Excess/Umbrella Liability, with limits not less than \$5,000,000 per occurrence with a \$5,000,000 aggregate. The County must be included as additional insured.

The Acord form certificate of insurance must contain the following provisions:

- (A) The County of Dutchess must be listed as certificate holder and additional insured on the commercial general, umbrella/excess, and automobile liability policies. In addition, the commercial general liability policy must include the additional insured endorsement forms cg 2037 July 2004 edition and the cg 2010 April 2013 edition or their equivalent.
- (B) The commercial general and automobile liability policies are primary and noncontributory.
- (C) The commercial general liability, automobile liability and Workers' Compensation policies must contain a waiver of subrogation in favor of the County of Dutchess.
- (D) The umbrella/excess policy is primary and noncontributory and must contain a waiver of subrogation in favor of the County of Dutchess.
- (E) If the Workers' Compensation Notice of Compliance is used instead of the Acord certificate of insurance, the Notice of Compliance must indicate that a waiver of subrogation in favor of the County of Dutchess is provided.

All policies of insurance referred to above shall be underwritten by companies authorized to do business in the State of New York with an A.M. Best financial strength rating of A- or better. In the alternative, the policies of insurance referred to above may be underwritten by Non-Admitted companies with an A.M. Best financial strength rating of A+ or higher. In addition, every policy required above shall be primary and noncontributory. Any insurance carried by the County, its officers, or its employees shall be excess and noncontributory insurance to that provided by the Contractor. The Contractor and its sub-contractor(s), if any, shall be solely responsible for any deductible losses under each of the policies required above.

Payment(s) to the Contractor may be suspended in the event the Contractor and its sub-contractor(s), if any, fails to provide the required insurance documentation in a timely manner.

Prior to cancellation or material change in any policy, a thirty (30) day notice shall be given to the County Attorney at the address listed below:

Dutchess County Attorney
County Office Building
22 Market Street
Poughkeepsie, New York 12601

On receipt of such notice, the County shall have the option to cancel this Agreement without further expense or liability to the County, or to require the Contractor to replace the cancelled insurance policy, or rectify any material change in the policy, so that the insurance coverage required by this paragraph is maintained continuously throughout the term of this Agreement in form and substance acceptable to the County. Failure of the Contractor to take out or to maintain, or the taking out or the maintenance of any required insurance, shall not relieve the Contractor from any liability under this Agreement nor shall the insurance requirements be construed to conflict with or to limit the obligations of the Contractor concerning indemnification.

All losses of County property shall be adjusted with and made payable directly to the County.

All Certificates of Insurance shall be approved by the County's Director of Risk Management or designee prior to commencement of any work under this Agreement.

In the event that claims in excess of these amounts are filed in connection with this Agreement, the excess amount or any portion thereof may be withheld from payment due or to become due the Contractor until the Contractor furnishes such additional security as is determined necessary by the County.

9. QUALIFICATIONS OF CONTRACTOR. The Contractor specifically represents that it and its members, officers, employees, agents, servants, consultants and subcontractors have the experience, knowledge and character necessary to perform their particular duties under this Agreement.

10. DECLARATION BY CONTRACTOR. The Contractor declares that it has complied with all Federal, State, and local laws regarding business permits, certificates and licenses that may be required to carry out the work to be performed under this Agreement.

11. NON-DISCRIMINATION. No services to be rendered pursuant to, or in connection with, this Agreement may be refused to any person because of age, race, color, creed, sex, sexual orientation, national origin, disability or marital status.

The Contractor shall take all affirmative steps necessary to ensure equal employment opportunities without discrimination because of age, race, creed, color, sex, sexual orientation,

national origin, disability or marital status and to comply with all Federal, State, and local civil rights laws including, but not limited to, the Americans with Disabilities Act.

12. RETENTION OF RECORDS. The Contractor agrees to maintain and have available for audit such records as may be required by the County, New York State or United States governmental agencies. These records shall be available for inspection by properly identified personnel of the above governmental agencies upon reasonable notice and shall be maintained for a minimum of ten (10) years after termination of this Agreement.

13. NON-ASSIGNMENT. This Agreement may not be assigned by the Contractor without prior written consent of the County, and the County shall be relieved of all liability and obligations consistent with the New York State General Municipal Law §109 in the event of such unauthorized assignment.

14. TERMINATION. (a) *Without cause.* The County may terminate this Agreement upon ten (10) days' prior written notice to the Contractor of its intent to terminate without cause.

(b) *With cause.* The County may terminate this Agreement effective immediately, with subsequent written notice to be given to the Contractor of termination with cause.

In the event of termination with or without cause, the Contractor shall deliver to the County any or all drawings, specifications, reports and other data, records, materials and equipment in its custody or control pertaining to the Agreement and the County shall pay to the Contractor all amounts due to the time of termination in accordance with the terms of this Agreement. Such termination shall not give rise to any cause of action against the County for damages, loss of profits, expenses or other remuneration of any kind. Notwithstanding any other provision of this Agreement, if, in the judgment of the County, termination is made necessary or desirable because of the Contractor's failure to fulfill its obligations under this Agreement, or any other fault of the Contractor, the County may withhold payment of all or any part of monies which otherwise may be payable to the Contractor under this Agreement and apply such monies toward any damages or expenses sustained by the County as a result of such failure including, without limitation, any excess costs incurred by the County in completing the services under this Agreement by the use or employment of other contractors or otherwise. Notwithstanding the foregoing, the Contractor shall be liable to the County for all such damages and expenses without limitation to any such monies being withheld by the County, and the failure of the County to withhold monies from the Contractor shall not be construed as an acknowledgement by the County that no such damages or expenses exist and shall not prevent the County from thereafter making any claim against the Contractor therefore.

15. EXECUTORY. The Dutchess County fiscal year begins on January 1st and ends on December 31st of any given year. Notwithstanding anything to the contrary contained herein, it is understood and agreed that this Agreement shall be deemed executory only to the extent of the funds, irrespective of their source, available to the County for the performance of the terms hereof. In the event the necessary funds to effect payment during the term of this Agreement

become unavailable for whatever reason, then this Agreement shall cease and terminate at the option of either of the parties.

Notice of the exercise of this option by either party shall be in writing and delivered by Certified mail, return receipt requested. Upon receipt of the notice of termination from the County, any advance payment received and not expended, shall immediately be returned to the County.

No liability on account thereof shall be incurred by the County beyond the funds available for the performance of the terms of this Agreement. It is further understood and agreed that neither this Agreement nor any representation by any public employee or officer creates any legal or moral obligation to request, appropriate, or make available monies for the purpose of this Agreement.

16. NOTICE. Except as otherwise provided in this Agreement, notice required to be given pursuant to this Agreement shall be made in writing and addressed to the following or such other person as the parties may designate:

Dutchess County Department of Community & Family Services

Attn.: Office of the Commissioner
60 Market Street
Poughkeepsie, NY 12601

Dutchess County Workforce Investment Board, Inc.

Attn.: Office of the Executive Director
3 Neptune Road
Poughkeepsie, NY 12601

17. NON-WAIVER. Failure of either party to exercise any rights under this Agreement for a breach thereof shall not be deemed a waiver thereof or a waiver of any subsequent breach.

18. SEVERABILITY. If any provision of this Agreement shall be held unenforceable, the rest of the Agreement shall nevertheless remain in full force and effect.

19. CHOICE OF LAW, VENUE. Any dispute arising directly or indirectly out of this Agreement shall be determined pursuant to the laws of the State of New York. The parties hereby choose the New York State Supreme Court, Dutchess County as the forum for any such dispute.

20. NO ARBITRATION. Disputes involving this contract, including the breach or alleged breach thereof, may not be submitted to binding arbitration but must instead be heard in accordance with the Paragraph above entitled "Choice of Law, Venue."

21. SERVICE OF PROCESS. In addition to the methods of service allowed by the New York State Civil Practice Law & Rules ("CPLR"), the Contractor hereby consents to

service of process on it by Registered or Certified mail, return receipt requested, or by Facsimile (fax) transmission. Service hereunder shall be complete when deposited in the United States mail, duly addressed and with proper postage, or when the fax has connected. The Contractor must promptly notify the County, in writing, of each and every change of address to which service of process can be made. Service by the County to the last known address shall be sufficient. The Contractor will have thirty (30) calendar days after service is complete in which to respond.

22. CAPTIONS. The captions are inserted only as a matter of convenience and reference, and in no way define, limit or describe the scope or intent of this Agreement nor in any way affect the terms hereof.

23. COUNTERPARTS. This Agreement may be executed in any number of counterparts, each of which shall be an original and shall constitute the same Agreement.

24. GENDER. Words of the masculine or feminine gender in this Agreement, unless the meaning of the sentence indicates otherwise, shall be deemed to refer to either male or female persons.

25. BINDING. This Agreement shall be valid and binding once it has been approved by the Dutchess County Attorney's Office, executed by the County Executive and delivered to the Contractor at the address indicated in the introductory paragraph of this Agreement.

26. ENFORCEMENT EXPENSES. The Contractor shall pay all costs and expenses, including reasonable attorney's fees (in-house or retained counsel), that the County incurs in enforcing any of the terms of this Agreement.

27. SET-OFF RIGHTS. The County shall have all of its common law, equitable and statutory rights of set-off. These rights shall include, but not be limited to, the County's option to withhold for the purpose of set-off any monies due to the Contractor under this Agreement up to any amounts due and owing to the County with regard to this Agreement, any other agreement with the County, or any of its departments or agencies. This right of set-off includes any agreement for a term commencing prior to or subsequent to the term of this Agreement. The right of set-off shall include any amounts due to the County for any reason including, without limitation, tax delinquencies, fee delinquencies, or monetary penalties relative thereto.

28. BULK PRINTING. The County requires that it be the vendor of first choice for all bulk printing and copying associated with this contract.

29. AUDIT. The Contractor shall maintain an accounting system that enables the County to readily identify assets, liabilities, revenues, expenses and disposition of County funds. Records should include, but not be limited to, those kept by the Contractor, its employees, agents, assigns, and subcontractors.

All vouchers or invoices presented for payment to be made hereunder, and the books, records and accounts upon which the vouchers or invoices are based are subject to review by the responsible department and audit by the County Comptroller. The Contractor shall submit any and all documentation and justification in support of expenditures or fees under this Agreement as may be required by the County.

The audits may include examination and review of the source and application of all funds from the County, State, or Federal governments. The Contractor shall not be entitled to any interim or final payment under this Agreement, and any overpayment may be recouped, if any audit requirements and/or requests have not been satisfactorily met or if any expenditures or fees by the Contractor are determined to be irregular by the auditor. This paragraph shall survive the termination of the Agreement.

30. SEVERANCE PAY. The County Shall Not Be Charged for Severance Pay Incentives. The County is aware that from time to time, contract agencies engage in programs such as early retirement plans which reward employees with a severance payment as an incentive toward voluntary resignation. The County of Dutchess is prohibited by the New York State Constitution from making a gift of public funds and such severance pay incentives amount to such a gift. Therefore, notice is hereby given that County funds shall not be used for the purpose of a severance pay or any such incentive. If an audit of payments made under this contract reveals that such payments have been made, the Contractor shall immediately reimburse the County for the full amount with interest upon receipt of a written demand from the County. In addition, the County may declare this agreement null and void.

31. CONTRACTOR'S OBLIGATIONS POST-TERMINATION WITH OR WITHOUT CAUSE. Upon termination of this Agreement, the Contractor shall: (1) cooperate with the County to develop a transition plan and assist in affecting an orderly transfer of services and obligations to any successor Contractor(s) so as to prevent any disruption in services; (2) provide County with access to and a copy of, all books, records and other non-proprietary documents including but not limited to digital records, relating to the performance of services under this Agreement that are required or requested, at no charge, and if so directed by the County; (3) continue to perform such services prior to actual termination at the agreed upon contractual rate for up to an additional one hundred twenty (120) days following the notice of termination. The obligations of this paragraph shall survive the termination of this Agreement whether the agreement is terminated for cause or terminated for convenience.

32. REQUIRED PROVISIONS OF LAW. Each and every provision of Federal, State, or local law, rule or regulation required by law to be inserted in this Agreement shall be deemed to have been inserted herein. If any such provision is not inserted, through mistake or otherwise, then upon the application of either party, this Agreement shall be physically amended to make such insertion.

33. CONFIDENTIALITY. The Contractor shall comply with applicable Federal and State requirements for confidentiality of records and information and agrees not to allow examination of records nor disclosures of information, except as required by the County under the terms of this Agreement.

34. BUDGET. The Contractor agrees to provide services under this Agreement in strict compliance with the budget which is annexed to and made a part of this Agreement as Exhibit “B” and which details all personnel or other costs of services to be rendered by the Contractor under this Agreement. Any change or modification of the budget must be in writing and must be approved in advance by the County. Notwithstanding any other provision of this Agreement, the Contractor agrees that, in the event that its expenditures are less than its total budget and at the termination of this Agreement County funds remain unexpended, it shall return said funds to the County.

35. SUB-RECIPIENT PROGRAM INFORMATION AND REQUIREMENTS.

a. Definition. The Contractor has been identified as a “sub-recipient”, a non-Federal entity that expends Federal awards received from a pass-through entity (DCDCFS) to carry out a Federal program.

b. Program Information. The Catalog of Federal Domestic Assistance (CFDA) Program Title is Temporary Assistance for Needy Families. The CFDA Number is 93.558. The Award Name is TANF. The Name of the Federal agency making the award is Department of Health and Human Services.

c. Compliance Requirements. The Contractor shall, in accordance with Federal requirements, comply with all terms and conditions contained in all applicable Federal Office of Management and Budget (OMB) Circulars, including Circular A-133, and other laws, regulations, and grant agreements.

All sub-recipients expending more than \$500,000 per their fiscal year shall fully comply with requirements in Circular A-133. Those requirements include having an independent audit and the reporting of audit results to the OMB and to the pass-through entities. The Contractor shall provide one copy of such audit report to the DCDCFS within nine (9) months of the end of its fiscal year.

d. Monitoring Requirements. The Contractor agrees that its program and financial records shall be available to DCDCFS and to auditors upon reasonable notice during normal business hours in order to ensure compliance with Federal award requirements. The Contractor further agrees to cooperate with other sub-recipient monitoring by DCDCFS including, but not limited to, site visits, intended to provide assurance that the sub-recipient is administering Federal awards in compliance with laws, regulations, and the provisions of contracts or grant agreements and that performance goals are achieved.

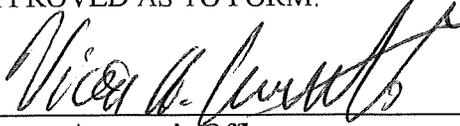
36. CERTIFICATE REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY AND VOLUNTARY EXCLUSION. The Contractor shall execute the “Certificate Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion” which is attached hereto and made apart hereof as Exhibit “C.”

37. ENTIRE AGREEMENT. The terms of this Agreement, including its attachments and exhibits, represent the final intent of the parties. Any modification, rescission or waiver of

the terms of this Agreement must be in writing and executed and acknowledged by the parties with the same formalities accorded this basic Agreement.

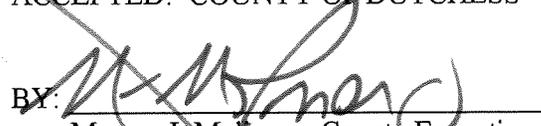
IN WITNESS WHEREOF, the parties hereto have executed this Agreement this 12th day of June, 2019.

APPROVED AS TO FORM:

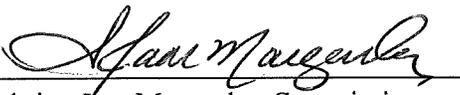


County Attorney's Office

ACCEPTED: COUNTY OF DUTCHESS


BY: _____
Marcus J. Molinaro, County Executive

APPROVED AS TO CONTENT:



Sabrina Jaar Marzouka, Commissioner

DUTCHESS COUNTY WORKFORCE
INVESTMENT BOARD, INC.


BY: _____
Louise McLoughlin, Executive Director

19-0225-12/19-SS
6/12/19

DC WIB TANF Summer Youth Employment Program

SCOPE OF SERVICE 2019

Purpose

The purpose of this agreement is to provide funding for summer youth employment for TANF eligible youth. Programs will be funded to employ youth in positions that will give them the opportunity to be challenged and productive, enhance their self-esteem, increase workforce readiness skills, explore career options and improve their understanding of work day world expectations.

Target Group/Eligibility

Eligible participants include youth who are United States citizens or TANF-qualified alien residents of Dutchess County, between the ages of 14 to 20 and who are:

- ◆ Family Assistance (FA) Recipients - in receipt of cash assistance under the FA category, or
- ◆ Former FA Recipients – who have reached their 60-month limit on TANF and have transitioned to Safety Net (SN) assistance, or
- ◆ 200% of Poverty Participants – be a member of a household with income up to 200% of the federal poverty level but not in receipt of FA or SN. Gross income of the participant’s family must not exceed 200% of the federal poverty level. Annual poverty standards are outlined below:

◆ 200% of Federal Poverty Guidelines Chart				
◆ TANF Program Year June 1, 2019 through May 31, 2020				
Family Size	Annual Income	Monthly Income	Bi-Weekly Income	Weekly Income
1	\$24,980	\$2,082	\$961	\$480
2	\$33,820	\$2,818	\$1,301	\$650
3	\$42,660	\$3,555	\$1,641	\$820
4	\$51,500	\$4,292	\$1,981	\$990
5	\$60,340	\$5,028	\$2,321	\$1,160
6	\$69,180	\$5,765	\$2,661	\$1,330
7	\$78,020	\$6,502	\$3,001	\$1,500
8	\$86,860	\$7,238	\$3,341	\$1,670
For family units with more than eight members, add				
	\$8,840	\$737	\$340	\$170

The Contractor is encouraged to make special efforts to ensure participation of high need youth, including disabled youth, youth in foster care, and runaway and homeless youth, among others. The Contractor must give priority to youth referred by the County.

Documentation

File #: 14597

Exhibit “A”

Self-attestation is acceptable documentation to support each TANF certification requirement except non-citizen status, which requires additional documentation as specified below. Self-attestation is provided through an individual completing and signing the application. As noted on the application, an individual who signs the application attests under penalty of perjury to the validity of the information provided. When the applicant for services is a child under the age of 18, or under the age of 19 and in secondary school, a parent or guardian must sign and attest to the information provided on the application. The social services commissioner or his or her designee should attest to the information provided by a foster care child in those instances where parental signature is not practicable.

Non-Citizen Status

The applicant, and in certain instances his or her family members, must be a United States citizen or a TANF qualified non-citizen. Individuals who are United States citizens may self-attest to this fact. To be eligible for TANF-funded services, a non-citizen must be a TANF qualified non-citizen as identified in the TANF Youth Services Application form (LDSS-4770). An individual may be a legal immigrant, but not be eligible for a TANF-funded service. An individual who is a non-citizen and who indicates that his or her non-citizen status is one of the qualifying statuses must provide documentation to verify such status. An individual's case file must indicate what documents were reviewed, the alien registration number and any other numerical codes on the alien registration card. Common documentation for each qualified non-citizen status is included on pages five and six of the Application Form.

Only family members who are applying for TANF Services must be either United States citizens or qualified non-citizens. Citizenship information does not need to be obtained for family members who are not applying for services. For example, **when the service provided is a job skills training program, only the applicant must be a United States citizen or qualified non-citizen.** However, when a service is provided for all family members, such as family counseling, all members of the family must be citizens or qualified non-citizens.

Programs are responsible for providing additional proof of eligibility as outlined below for each youth in the program before reimbursement will be made. All copies of eligibility documentation must be kept in individual participant files and be made available for monitoring.

Qualifying Criteria	Eligibility Documentation
Participant must be resident of New York State	<ul style="list-style-type: none"> ▶ Home address on the LDSS-4770 Or ▶ Working Papers
Participant must be a United States citizen or TANF Qualified Alien	<ul style="list-style-type: none"> ▶ citizen self- attestation on LDSS-4770 ▶ TANF Qualified alien - alien registration number and any other numerical codes on the alien registration card (Common documentation for each qualified non-citizen status is included on pages five and six of the Application Form).
Participant must have working papers appropriate to their age (must be updated if	<ul style="list-style-type: none"> ▶ Working papers for 14-15 year old or

youth turns 16 during SYEP)	▶ Working papers for 16-17 year old
Gross monthly income of the participant's family must not exceed 200% of the federal poverty level	▶ Self-attestation on the LDSS 4770 – Documentation to substantiate income not required unless there is reason to believe the information provided is not accurate. Provider may confirm receipt of assistance with DCFS

Forms

The TANF Youth Services Application/Certification and TANF Youth Services Application Review Form LDSS-4770 (Rev. 2/16) included in this Agreement and made a part hereof as Attachment A will be used to establish participant eligibility for SYEP. The Contractor will be responsible for reviewing all SYEP Youth Applications, ensuring that they are completed in full and making the Certification Decisions as the Certifying Provider.

The Contractor must keep certifications for each individual/family who applies for 200% services in order by month of certification, and in alphabetical order within the month. Certification forms for those who are not certified for services must also be maintained. Copies of the certification forms should also be kept in the individual/family case file, if applicable. Certifications must be stored in a locked location.

The Contractor will complete 2019 NYS SYEP Performance Goals/Planned Program Detail Form and provide it to the County. The number of the worksite types planned and the number breakout on the Final Program Summary should not greatly change.

Services

The Dutchess County Workforce Investment Board (DCWIB) will solicit competitive proposals for summer employment and workforce readiness training for TANF eligible youth residing in Dutchess County with one Request for Proposal (RFP).

Employment Services

Employment will be funded to employ youth in positions that will give them the opportunity to be challenged and productive, enhance their self-esteem, and develop transferable skills applicable to entry level jobs participants may apply for in the future.

The 2019 Summer Youth Employment Program can run through September 2019, which means youth employees may continue work until September 30, 2019.

The Contractor will require that programs receiving funding through the RFP:

- pay youth an hourly wage or stipend no higher than the New York State minimum wage of \$11.10 per hour, and

- not pay a youth for any hours that the youth is not working or participating in the components.

Worksite Information, Job Descriptions and Employer Evaluations

Job descriptions will be collected for review by the Contractor as well as for use during the on-the-job training component. All participating youth should receive a copy of their job description at the time of being hired and a signed copy should be submitted to the Contractor in accordance with the reporting schedule. Providers shall use the form provided by the Workforce Investment Board.

The Contractor will require that the staff working with this summer program will have no familial ties to the youth they supervise or mentor and are under no circumstances to be paid with TANF funds.

All programs that receive funding through this RFP will be required to have worksite agreements with each work site where the youth work and/or are employed. Providers will use the form provided by the Workforce Investment Board. This worksite agreement must include:

- An estimate of the number of participants assigned to the worksite, including names and ages of specific participants.
- Description of activities or job description and work hours
- Assurance of adequate supervision for each participant, accountability for time and attendance
- Assurances that in case of inclement weather conditions alternative duties will be assigned to participants working on outdoor worksites
- Address and contact person at the worksite
- Assurance that sufficient work will be available to occupy all participants during work hours
- Assurance that all immediate worksite supervisors will receive orientation as to their duties and responsibilities to the program and participants
- Assurance that substitute supervision will be available in the absence of the regular supervisor
- Assurance that participants will not be paid for unexcused absences, un-worked hours or recreational activities.
- Assurance of a safe and healthy working environment
- Assurance that the host site will adhere to the provisions of child labor laws
- Assurance that sufficient equipment and/or materials will be available to carry out work assignments

Employer Evaluations

All programs that receive funding through this grant must provide at least one Employee Worksite Evaluation completed by the supervisor and one Employee Worksite Evaluation completed by the participant (self-assessment). This form includes a mid-point feedback component.

In addition to the worksite agreement, programs receiving funding must provide the youth with a safe work environment. This means that all contractors and sub contractors must certify that worksites meet all federal, state and local standards appropriate to the conduct of their business.

The Contractor will execute the Summer Youth Employment Program Provider Certification Agreement included in this Agreement and made a part hereof as Attachment B and provide it to the County. The Contractor will ensure that programs receiving funding through the RFP comply with the terms of the Provider Certification Agreement.

The Contractor will require that each youth participating in the program develop a portfolio that includes, at a minimum, self-assessment exercises, Summer Job Accomplishment Report, and program evaluation forms listed below and submission of the required paperwork showing proof of completion.

Youth must complete an assessment, a pre/post survey, a personal budget, an evaluation of their worksite, a list of significant people to serve as a reference or resource and the SYEP 2019 Portfolio Cover Sheet. Signed youth time sheets are required at the end of each pay period.

Payment to Sub-Contractors

The Contractor will be permitted to determine the schedule for reimbursing employers receiving funding through the RFP's.

Final TANF federal regulations have set a 15% spending limitation on administrative costs. These regulations define program and administrative costs as follows:

- Program costs are the direct salaries and fringe benefit costs of the staff providing direct services; providing program information to clients; developing employability plans; providing work activities; providing post-employment services; providing work supports; and performing case management services. Non-salary costs may include but not be limited to travel, postage, utilities, rental costs, maintenance, supplies, and equipment. Contracts, whose main purpose is to provide services defined as program costs, above, should be considered program as well. The Contractor should limit the amount of program costs necessary to operate the SYEP to maximize the amount of funds available to pay participant wages and the number of youth employed through the program.
- Administrative costs are the salaries and fringe benefits of staff performing activities related to eligibility determinations; preparing program plans, budgets, and schedules; monitoring programs and projects; performing procurement activities; providing public relations; performing accounting, legal, payroll and personnel activities; providing management of property; preparing reports and other documents.

Note: Expenditures claimed for 100% Federal reimbursement under this program cannot be funded by other sources of revenue nor used as match for other programs.

Financial Instruction

Financial instruction must be offered to all youth enrolled in SYEP through Cornell Cooperative Extension between the May 1, 2019 and September 30, 2019 program dates.

All program participants and their supervisors will be expected to attend the Youth Summit on August 15, 2019. Program participants are paid for all work activities.

A brief pre and post evaluation of participant knowledge provided by the Dutchess County Workforce Investment Board will be administered to measure understanding of key topics. A final report is also to be submitted to the DCWIB at the conclusion of the summer youth employment program which includes the evaluation results and an overview of the successes and or failures of the youth’s work assignments and financial literacy.

Billing/Program Reporting

Billing Forms

The Contractor must submit payment requests using the Dutchess County Payment Request Form available at <http://dutchessny.gov/CountyGov/Contracted-Services-and-Programs.htm> electronically to the Principal Program Assistant, AnnMarie Thomas at annmarie.thomas@dfa.state.ny.us and copy to Kara Cerilli, Social Welfare Specialist at kara.cerilli@dfa.state.ny.us.

Program Data Reports

The Contractor will compile a 2019 Summer Youth Employment Program – Final Report, included in this Agreement and made a part hereof as Attachment C. The Contractor will submit the Final Report by October 7, 2019. Applicants in receipt of SNAP, Medicaid, SSI, and HEAP are automatically income eligible for SYEP, and, if they meet all other TANF eligibility requirements, they should be reported under the 200% category on the Final Report. If applicants are determined to be TANF 200% eligible, but do not include receipt of FA or Safety Net Family Assistance on the TANF Application, they should be reported as 200% eligible.

Payment Requests and Reports must be submitted together electronically to the Principal Program Assistant, AnnMarie Thomas at annmarie.thomas@dfa.state.ny.us and copy to Kara Cerilli, Social Welfare Specialist at kara.cerilli@dfa.state.ny.us.

Billing and Reporting Schedule

Payment Requests must be submitted on the following schedule:

Period Covered	Report Type	Due Date	Submit To
	Initial Payment Request	Upon execution of Agreement	AnnMarie Thomas
July 1, 2019	Payment Request	June 20, 2019	AnnMarie Thomas, Kara Cerilli
August 1, 2019	Payment Request	July 20, 2019	AnnMarie Thomas, Kara Cerilli
October 1, 2019	Payment Request	October 7, 2019	AnnMarie Thomas, Kara Cerilli
May 1, 2019-September 30, 2019	SYEP Final Report	October 7, 2019	AnnMarie Thomas, Kara

			Cerilli
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If the Contractor fails to submit Program Reports as required the County may withhold payment for claims.

Quality Assurance/Monitoring

The Contractor is responsible for monitoring all services provided by sub-contractors under this Agreement and for ensuring that all terms of the Agreement are met. When asked, the Contractor will permit New York State OTDA program/audit staff to conduct operational reviews that check:

- the Contractor’s sub-contractor\provider monitoring process;
- SYEP program activities and services are allowable under the program guidelines;
- Program eligibility is correctly determined for participants;
- Case files include required applications and supporting documentation;
- provider enrollment and attendance records;
- fiscal reports are accurate, timely and complete;
- claimed TANF amounts are in agreement with the official books of entry and/or LWIA worksheet totals;
- TANF participant, operational and allocated costs are properly supported;
- administrative costs are properly identified and within specified limits; and
- required programmatic and fiscal sub-monitoring is adequate.

The Contractor shall cooperate in the collection and exchange of data to facilitate service planning. Program and fiscal monitoring will occur regularly throughout the length of the contract by local and possibly state staff. Programmatic and financial oversight activities will include announced and unannounced site visits, desk reviews and analyses of program and fiscal activities, administrative activities, records and reports. Further, the Contractor will be subject to random sampling of case file materials (closed and open), phone and written surveys with consumers, and any other practice initiated by DCFS to ensure compliance and the delivery of quality services. Any subcontractors or collaborators of services with the Contractor will also be subject to the same practices.

TANF YOUTH SERVICES APPLICATION

The information requested on this form is necessary to determine whether or not federal Temporary Assistance for Needy Families (TANF) funds may be used to provide services to you. This application form may be used by an applicant for services who is under 21 years of age.

SECTION ONE

A. Information About the Youth Applicant

1. Applicant's Name: _____

Home Address: _____

(street) (apartment number)

(city)

(state)

(zip code)

Social Security Number: _____

Date of Birth: _____

(month, day, year)

Telephone Number: _____

SECTION TWO Citizen / Non-Citizen Status

A. Are you a United States citizen?

Yes. If yes, **go to** Section Three.

No. If no, complete Item B.

B. If you (the youth applicant) are not a United States citizen, look at the "Immigration Status List" on pages 5 and 6 and tell us which status applies to you. Enter the status number from the list and complete the information below.

Immigration status (# 1 through 15) that applies: _____

INS Form Number: _____

Alien Number: _____

Date of Entry into United States: _____

SECTION THREE Income of Family Members

A. Do you (the youth applicant) currently receive benefits under one or more of these programs?

Yes, check which program(s) and then **go to** Section Four.

FAMILY ASSISTANCE/ SAFETY NET	MEDICAID	SUPPLEMENTAL NUTRITION ASSISTANCE PROGRAM (SNAP)	HEAP	SSI

No, complete Item B, on page 2.

B. If you do not currently receive one of the programs listed above, please tell us about any income of your family members.

Include the gross income (income before taxes and deductions) of each family member who lives with you. Family members include your mother, father, stepmother, stepfather, any brothers or sisters (including half-siblings) who are under 18 years of age (or 18 and in secondary school) and these siblings' parents. If you have a child of your own, you should include that child, any brothers or sisters of the child, and the child's parent. You should not include any of these people if they do not live with you. You should not include other family members such as grandparents, uncles or aunts. If you are married, you should include your spouse, but do not need to include your parents or siblings.

List all sources of gross income, including wages, social security benefits, public assistance benefits, child support, alimony, etc. received and any other recurring income of a family member. You do not need to include any earned income (wages) received by you or any other family member who is under 18 years of age (or 18 and in secondary school) but must include any unearned income.

	NAME	INCOME SOURCE: WAGES, SOCIAL SECURITY, etc.	AMOUNT	RECEIVED (Check One)		
				Yearly	Monthly	Weekly
1.						
2.						
3.						
4.						
5.						
6.						

SECTION FOUR Applicant Notification and Signature

The individual signing this application may be asked to prove any or all of your statements. If we ask you to do this, we will tell you how to prove your statements.

We are asking for Social Security number(s) because any person applying for or receiving federal TANF services must give us his or her Social Security number; Social Security numbers are required under federal law (Section 409(a)(4) of the Social Security Act) and federal regulations (45 CFR 264.10). We may use Social Security number(s) to do computer matches with other programs to prove you are receiving these programs (for example, SNAP), to do a computer match to verify other information on the application, or to verify your alien status.

If you disagree with any decisions we make regarding your eligibility to receive TANF services, you may have your certification reviewed by a person at a level above the person who made the first decision.

By signing this, I am swearing, under penalty of perjury, that all of the above statements are true to the best of my knowledge and that I am willing to cooperate with any efforts to verify the information provided.

Signed: _____ Date: _____

Relationship to Applicant: _____

If the applicant lives with his or her parents, a parent or other adult relative caretaker must sign this form for the application to be complete. The Commissioner of the Department of Social Services or his or her designee must sign for children in foster care.

SECTION FIVE TANF Youth Services Application Review Form

CERTIFICATION ITEM	Yes	No																																								
1. Is the applicant a New York State resident?																																										
2. Is the applicant under 21 years of age?																																										
3. Is the applicant for services either a United States citizen or a qualified non-citizen? Note: Documentation of non-citizen status is required.																																										
4. Is the combined current gross income of the applicant's family members equal to or less than 200% of the federal poverty level? [See additional instruction below regarding options time period of income considered.] <input type="checkbox"/> Income test is met based on applicant receiving Family Assistance, Safety Net Assistance, Medicaid, SNAP, HEAP, or SSI? <p style="text-align: center;">OR</p> <input type="checkbox"/> Income test is met based on a calculation of combined gross income for applicant's family size. <div style="display: flex; justify-content: space-between; font-size: small;"> Worksheet - Calculation of Current Gross Income (convert all income to annual income) </div> <table border="1" style="width: 100%; border-collapse: collapse; background-color: #e0e0e0;"> <thead> <tr> <th style="width: 30%;"></th> <th style="width: 15%; text-align: center;">Yearly</th> <th style="width: 15%; text-align: center;">Monthly (x12=yearly)</th> <th style="width: 15%; text-align: center;">Weekly (x52=yearly) (x4.333=monthly)</th> </tr> </thead> <tbody> <tr><td>1.</td><td></td><td></td><td></td></tr> <tr><td>2.</td><td></td><td></td><td></td></tr> <tr><td>3.</td><td></td><td></td><td></td></tr> <tr><td>4.</td><td></td><td></td><td></td></tr> <tr><td>5.</td><td></td><td></td><td></td></tr> <tr> <td>a. Total gross income is:</td> <td></td> <td style="text-align: right;">\$ _____</td> <td>per year.</td> </tr> <tr> <td>b. Subtract child support payments made -</td> <td></td> <td style="text-align: right;">\$ _____</td> <td>per year.</td> </tr> <tr> <td>c. Net gross income for 200% test is: (Time period must be the same for a, b, and c)</td> <td></td> <td style="text-align: right;">\$ _____</td> <td>per year.</td> </tr> <tr> <td>d. Total family size is _____.</td> <td></td><td></td><td></td> </tr> </tbody> </table> <p>Compare combined gross income (item c) to the 200% of poverty standard for the individual's family size (item d) to determine if income is equal to or less than the 200% standard. Include only countable income.</p>		Yearly	Monthly (x12=yearly)	Weekly (x52=yearly) (x4.333=monthly)	1.				2.				3.				4.				5.				a. Total gross income is:		\$ _____	per year.	b. Subtract child support payments made -		\$ _____	per year.	c. Net gross income for 200% test is: (Time period must be the same for a, b, and c)		\$ _____	per year.	d. Total family size is _____.					
	Yearly	Monthly (x12=yearly)	Weekly (x52=yearly) (x4.333=monthly)																																							
1.																																										
2.																																										
3.																																										
4.																																										
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c. Net gross income for 200% test is: (Time period must be the same for a, b, and c)		\$ _____	per year.																																							
d. Total family size is _____.																																										
5. If the applicant lives with his or her parents, did the parent or caretaker relative sign the certification form? Please note: The DSS Commissioner or his or her designee must sign for a child in foster care.																																										

Current Income – Current income is income that has been or is expected to be received in the calendar month of the application for TANF Services, and is expected to continue beyond this month. If your income in the calendar month of application is higher than your regular monthly income, you may provide information based on your annual income (from the prior 12 months). This annual income must be adjusted for any change in income known or expected to occur.

Gross Income includes: Wages, salary and tips from work; self-employment income (after business expenses); Social Security benefits; public assistance; unemployment compensation; worker's compensation; Supplemental Security Income (SSI); child supports payments received; alimony received; interest payments; other recurring income that is not excluded below.

Excluded Income: Earned income of a minor child; adoption/foster care payments; one-time loans, gifts, lump sum payments or other non-recurring income; child care subsidy payments.

Certification Decision

- The applicant is certified for TANF Services.** All Items on page 3 must be answered Yes.
- The applicant is not certified to receive TANF services for the following reason(s):**
 - The applicant is not a resident of New York State.
 - The applicant is not under 21 years of age.
 - The applicant is not a U.S. citizen or a qualified non-citizen.
 - The income of the family members is above 200% of poverty
 - Other (This can be any number of reasons, for example, the person refused to sign the form, reveal his/her Social Security number.) Specify reason below.

Signature of reviewer: _____ **Date** _____

Agency/Organization: _____

Second Level Review

- ◆ Complete this section only if the person certifying requests the review.
- ◆ The review must be done by someone at a higher level than the person originally doing the review.

The results of the second level review were:

- Agreed with the original decision.
 - Disagreed with the original decision for the following reason(s): _____
- _____
- _____

The result of the second level review is that:

- The applicant for services is certified to receive TANF Services.
- The applicant for services is not certified to receive TANF Services.

Signature of reviewer: _____ Date _____

Agency/Organization: _____

STATUS	Relevant Date for Eligibility	PROOF
1. Refugees		<p>I-94: stamped "Admitted under Section 207 of the INA," "Refugee," "RE1, RE2, RE3, or RE4" or I-551: stamped "R8-6, RE5, RE6, RE7, RE8 or RE9" or I-571: Refugee Travel Document or I-688B: Employment Authorization Card annotated with "8 C.F.R.§ 274a.12(a) (3)" or I-766: Employment Authorization Card annotated "a3"</p>
2. Cuban/Haitian Entrants		<p>I-94: stamped "Cuban/Haitian Entrant (status pending)," "Section 212(d) (5) of the INA," "Form I-589 filed," or "CU6," or CU7" or I-94 stamp showing parole under Section 212(d)(5) of INA or stamp showing parole in US on or after 10/10/80 and reasonable evidence that parolee has been a National (citizen) of Cuba or Haiti¹ or I-551: stamped "CU6, CU7, or CH6" or Temporary I-551 stamp in foreign passport. or USCIS notice or letters indicating ongoing exclusion or deportation proceedings or A letter from USCIS indicating individual applied for asylum.</p>
3. Asylees		<p>I-94: stamped "Granted asylum under Section 208 of the INA" or I-551: Stamped "AS1, AS2, AS3, AS6, AS7, or AS8" or I-688B: Employment Authorization Card annotated with "8 C.F.R.§ 274a.12(a)(5)" or I-766: Employment Authorization Document annotated "(a.5)" or</p> <p>Grant letter from USCIS Asylum Office or Order of an immigration judge granting asylum.</p>
4. Amerasian Immigrants		<p>I-94: stamped "AM1, AM2 or AM3, AM6, AM7, AM8." Derive date of entry from date of inspection on stamp; if date is missing, obtain from I-551 or from USCIS or I-551: stamped "AM, AM2, AM3, AM6, AM7, or AM8" or Temporary I-551 stamp in foreign passport or I-571: Refugee Travel Document or Vietnamese exit visa or passport stamped "AM1, AM2, or AM3"</p>
5. Deportation or Removal Withheld		<p>I-688B: Employment Authorization Card annotated with "8 C.F.R.§ 274a.12(a)(10)" or I-766: Employment Authorization Document annotated "(a10)" or Order from Immigration Judge showing the date deportation was withheld under Section 243(h) of the INA as in effect prior to April 1, 1997, or removal withheld under Section 241(b)(3) of INA</p>
6. Certain Hmong or Highland Laotian		<p>I-94: stamped "Admitted under Section 207 of the INA," "Refugee," "RE1, RE2, RE3, or RE4" or I-551: Stamped "RE5, RE6, RE7, RE8, or RE9" or Has a signed affidavit sworn under penalty of law that s/he was a member of Hmong or Highland Laotian tribe between 8/5/64 and 5/7/75 or a verified spouse*, widow, widower or unmarried dependent of a tribal member and Documents to show lawfully residing in the US Divorced spouses do not qualify</p>
7. Lawfully Admitted For Permanent Residence (LPR) r <u>without</u> 40 Qualifying Quarter	<p>Entered Before 8/22/96 Entered on/after 8/22/96 and has been in the U.S. for 5 years or more.</p>	<p>I-551: (Permanent Resident Card) or Temporary I-551 stamp in foreign passport or on I-94 or I-327: (Re-entry Permit) or I-181: Memorandum of Creation of Lawful Permanent Residence with approval stamp</p>
8. Veteran, spouse, unmarried surviving spouse and unmarried dependent child of a U.S. veteran who fulfilled minimum active duty requirement (2 years)	<p>Status Granted</p>	<p>A Discharge Certificate (Form DD-214) that states "Honorable." A character of discharge "Under Honorable Conditions" is not an "Honorable Discharge" for these purposes. Narrative Reason for Separation block must not state that discharge was for reason of "alienage" or lack of U.S. citizenship</p>

STATUS	Relevant Date for Eligibility	PROOF
9. Active Military: Active duty or a member of the Armed Forces on full-time duty in the Army, Navy, Air Force, Marine Corps or Coast Guard, spouse and children	Status Granted	Military Identification Card (<u>DD Form 2</u>) (Active) that lists an expiration date of more than one year from the date of determination. If ID card is due to expire within one year from the date of determination use a copy of current military orders
10. Conditional Entrant (status granted to refugees before 1980)	Entry	I-94 with stamp showing admitted under Section 203(a)(7) of INA or I-688B (Employment Authorization Card) annotated "274a12(a) (3)" or I-766 (Employment Authorization Document) annotated "A1," "A3"
11. A US citizen's or LPR's battered spouse or child, or parent or child of such person, who obtains "Notice of Prima Facie Case from USCIS" under the Violence Against Women Act (VAWA)	Entered Before 8/22/96 Entered on/after 8/22/96 and has been in the U.S. for 5 years or more.	I-797 -(Notice of Action) prima facie eligibility of an I-360 self-petition under INA Section 204(a)(1)(A)(iii) or (iv), or Section 204(a)(1)(B)I (i) or (iii)
12. Victim of Human Trafficking	Entry	Certification Document (for adults) or Eligibility Letter (for children) from the Office of Refugee Resettlement (ORR); Must call 1-866-401-5510 for verification or I-94 Coded T1, T2, T3, T4 or T5 stating admission under Section 212(d)(5) of the INA if status granted for at least one year
13. Parolee (for at least one year) (Non-citizens who have been allowed to come into the U.S. for humanitarian or public interest reasons)	Lawfully Residing in U.S. on 8/22/96 Entered on/after 8/22/96 and has been in the U.S. for 5 years or more.	I-94 with annotation "Paroled pursuant to Section 212(d)(5) or "parole" or PIP" with date of entry and date of expiration indicating one year or I-688B annotated "Section 8 C.F.R. § 274a. 12(a)(4), or 274(a) 12(c)(11)" or I-766 annotated "C11" or A4, and I-94 indicating admitted for at least one year
14. North American Indian born in Canada	NA	I-551 : (Permanent Resident Card): stamped "S13;" temporary I-551 stamp in a Canadian passport or I-94 stamped "S1-3" or Tribal document certifying at least 50% American Indian blood, as required by Section 289 of the INA or documented member of a federally recognized tribe and School records, or A birth or baptismal certificate issued on a reservation, or Other satisfactory evidence of birth in Canada
15. Member of federally recognized tribe born outside U.S.	NA	Membership card or other tribal document demonstrating membership in a federally recognized Indian tribe under Section 4(e) of the Indian Self-Determination and Education Assistance Act

Office of Temporary and Disability Assistance (OTDA)
Summer Youth Employment Program
Provider Certification Agreement
2019

A Certified Provider agrees that:

1. The provider has reviewed and agrees to comply with the stated provisions and requirements set forth in 00-LCM-20.
2. Services will be coordinated with the social services district (district), particularly whenever services are provided to public assistance recipients (Family Assistance or Safety Net).
3. Services will be provided to individuals who are not categorically eligible (currently receiving Family Assistance or federally-funded Safety Net Assistance from a district) only if they are:
 - A resident of New York State;
 - A United States citizen or TANF qualified non-citizen;
 - A member of a household (individual or family) that includes a minor child or pregnant woman; and,
 - A member of a household (individual or family) whose gross income does not exceed 200% of the federal poverty level.
4. A completed TANF Youth Services Application (LDSS-4770), or its OTDA approved equivalent, will be retained on file for each participant receiving services. Such applications must be in a locked file maintained in alphabetical order by the month of certification. Determinations regarding applications must be completed within 30 days of receiving a signed application from an applicant. Once certified, an individual remains eligible for TANF services for 12 months. Applications for those not considered eligible must also be kept on file.
5. Each participant will be informed:
 - a. Of their eligibility to participate in SYEP;
 - b. That by signing a TANF Youth Services Application, or its OTDA approved equivalent, that they attest under penalty of perjury to the validity of the information provided;
 - c. Of the opportunity to have their 200% certification reviewed by another qualified certification worker; and
 - d. That information provided, including their social security numbers, can be shared with other entities for purposes of certifying eligibility.
6. All individual specific information will remain confidential and will be maintained, retained and used in accordance with Section 136 of Social Services Law and 18 NYCRR 357.
7. Program and financial reports will be maintained for a period of not less than six years. Records involving matters in litigation shall be kept for a period of six years following the termination of the matter in litigation.

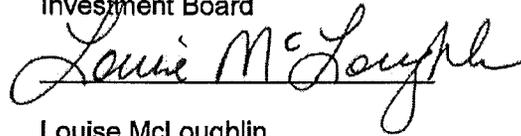
8. Program information will be made available to officials, including auditors employed or retained by OTDA, the State Division of the Budget, or the Office of the State Comptroller or other authorized representatives, for a period of six years after its final use of funds provided under the program.
9. Applicant/participant documentation and related program records will be made available for review or audit by appropriate county, State and/or federal agencies.

I concur with and will implement the provisions of this agreement.

Organization

Dutchess County Workforce
Investment Board

Authorizing Signature



Print Name

Louise McLoughlin

Title

Executive Director

Date

6/10/19

Note: If the TANF Youth Services Application form will not be used to establish SYEP eligibility, please describe process and attach form(s) that will be used.

N/A

2019 Summer Youth Employment Program Final Report (Due 10/9/19)

District:	Dutchess County Dept. of Community & Family Services
Contact Person:	Louise McLoughlin
Telephone:	845-463-0517 x 204

Participation Summary	FA or SN-Family	200%	Total
Total Participants in Paid Employment			
Total Participants in Educational Activity			

Youth Served	FA or SN-Family	200%	Total
Youth Served at Age 14			
Youth Served at Age 15			
Youth Served at Age 16			
Youth Served at Age 17			
Youth Served at Age 18			
Youth Served at Age 19			
Youth Served at Age 20			
Total Youth Served			

School Status	FA or SN-Family	200%	Total
In School Youth			
Out of School Youth			
Total			

Participant Characteristics	FA or SN-Family	200%	Total
Male			
Female			
Neither/Other	Neither/Other	Neither/Other	Neither/Other
Total			

Ethnicity	FA or SN-Family	200%	Total
White			
Black			
Hispanic			
Asian			
American Indian			
Pacific Islander			
Other			
Total			

Target Groups	FA or SN-Family	200%	Total
Foster Care			
Homeless/Runaway Youth			
Youth with a Disability			

Participants Served by Zip code – See Attached chart

Zip Code	City/Town/Village	Youth Participants Served
12501	Amenia	
12504	Annandale on Hudson	
12506	Bangall	
12507	Barrytown	
12508	Beacon	
12510	Billings	
12511	Castle Point	
12512	Chelsea	
12514	Clinton Corners	
12522	Dover Plains	
12524	Fishkill	
12527	Glenham	
12531	Holmes	
12533	Hopewell Junction	
12537	Hughsonville	
12538	Hyde Park	
12540	Lagrangeville	
12545	Millbrook	
12546	Millerton	
12564	Pawling	
12564	Pine Plains	
12569	Pleasant Valley	
12570	Poughquag	
12571	Red Hook	
12572	Rhinebeck	
12574	Rhinecliff	
12578	Salt Point	
12580	Staatsburg	
12581	Stanfordville	
12582	Stormville	
12583	Tivoli	
12585	Verbank	
12590	Wappingers Falls	
12592	Wassaic	
12594	Wingdale	
12601	Poughkeepsie	
12602	Poughkeepsie	
12603	Poughkeepsie	
12604	Poughkeepsie	
	Total	

**DC WIB
TANF Summer Youth Employment Program**

**Budget
2019**

Program Administration	\$ 77,263
Sub- Contractors operating Summer Youth Employment Programs	<u>\$437,926</u>
Total	\$515,089

Exhibit "B"

**CERTIFICATIONS REGARDING
DEBARMENT, SUSPENSION, INELIGIBILITY AND
VOLUNTARY EXCLUSION**

As required by Federal Executive Order 12549, and prescribed by federal regulations, including 40 CFR Part 32, contractor certifies that it, and its principals:

1. Are not presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from participation in this or other covered transactions by any Federal department or agency;
2. Have not within a 3-year period been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or contract, including any violations of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property.
3. Are not presently indicted for or otherwise criminally or civilly charged by a Government entity (Federal, State or local) with commission of any of the offenses enumerated in paragraph 2 above; and
4. Have not within a 3-year period had one or more public transactions (Federal, State or local) terminated for cause of default.

NOTE: Where the Contractor is unable to certify to any of the statements in this paragraph, a written explanation shall be submitted to the Department.

Date: 6/10/19

Laura McLaughlin
Signature

Executive Director
Title

DCWIB
Organization

Exhibit "C"

Instructions for Certification

1. By signing and submitting this certification, the prospective contractor is providing the certification set out on the reverse.
2. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective contractor knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.
3. The prospective contractor shall provide immediate written notice to the person to whom this agreement is submitted if at any time the prospective contractor learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
4. The terms “covered transaction,” “debarred,” “suspended,” “ineligible,” “principal,” “proposal,” “lower tier covered transaction,” and “voluntarily excluded,” as used in this clause, have the meanings set out in the Definitions and Coverage sections of rules implementing Executive Order 12549. You may contact the person to which this proposal is submitted for assistance in obtaining a copy of those regulations.
5. The prospective contractor agrees by submitting this agreement that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which this transaction originated.
6. The prospective contractor further agrees by submitting this agreement that it will include this clause titled, “Certification Regarding Debarment, Suspension, Ineligibility, and Voluntary Exclusion -- Lower Tier Covered Transaction,” without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to check the Nonprocurement List.
8. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
9. Except for transactions authorized under paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.