

**FINAL**



**PROPOSED  
SECOND PROGRAM YEAR  
ACTION PLAN  
FY 2016**

**Community Development Block Grant  
(Town of Tonawanda)**

**HOME Investment Partnership Grant  
(Amherst-Cheektowaga-Tonawanda Consortium)**

**Emergency Solutions Grant  
(Town of Tonawanda)**

**April 1, 2016 - March 31, 2017**





## Executive Summary

### AP-05 Executive Summary - 91.200(c), 91.220(b)

#### 1. Introduction

During FY 2016, the Town of Tonawanda and Village of Kenmore, NY are expecting to receive \$1,491,423 in Community Development Block Grant (CDBG) Program funds. The Emergency Solutions Grants (ESG) Program will provide \$136,035 for homeless service agency programs. The Town also participates with a consortium of Towns (Amherst-Cheektowaga-Tonawanda) to qualify for the HOME Investment Partnership Act Grant Program funds. The Town is expecting to receive approximately \$193,020 in HOME funds for FY 2016. The Town is budgeting for approximately \$400,000 in program income received through the course of FY2015 that will be used toward additional home repair and economic development programs during FY2016. The Town is also anticipating receiving an additional \$400,000 in program income from the Residential Rehabilitation and Microenterprise Revolving Loan Fund Programs that will be used to finance additional loans during FY2016.

#### 2. Summarize the objectives and outcomes identified in the Plan

This could be a restatement of items or a table listed elsewhere in the plan or a reference to another location. It may also contain any essential items from the housing and homeless needs assessment, the housing market analysis or the strategic plan.

The Town will continue to focus a majority of its CDBG resources toward housing goals identified in the 5-year HUD Consolidated Plan and the local Town Comprehensive Plan. With over 33,000 housing units, over 80% of which were built prior to 1960, the home repair program is in high demand. The Town currently has about 20 families on a waiting list for the program. The Town intends to address 25 low-moderate income households during FY2016 with CDBG assistance and an additional 5 households using HOME funding.

The Town will also continue its Acquisition and Demolition Program in 2 low-moderate income neighborhoods that support locally identified goals in neighborhood revitalization plans. Over the last 20 years, the Town has demolished approximately 350 units of vacant, substandard housing and replaced those units with 107 new affordable single-family homes for first-time homebuyers. These programs are very popular in the impacted neighborhoods where progress is highly visible. During FY 2016, about 4 units of vacant, substandard housing will be identified for acquisition and demolition.

Several streets and sidewalks have been identified as deficient through the Town's Highway Department and CDBG funds will be used to replace sidewalks destroyed by tree growth. Approximately .5 mile of deteriorated sidewalk will be replaced in low to moderate income neighborhoods.

The Town will also be continuing the Microenterprise Loan Fund to assist small business development within the Town. The program will offer low-interest loans for up to \$60,000 with variable repayment terms. These loans can provide working capital for a variety of financial needs of the small business. The Town has established a goal of 4 businesses assisted throughout FY2016.

The Prime Time Program in the Sheridan Youth Center will also continue to operate during FY 2016. This public service program has proven effective at providing opportunities for personal youth development. The number of youth participating in the program is exceeding 450 throughout the year.

The Town will renovate portions of the Sheridan-Parkside Community Center including energy-efficient window replacement, HVAC mechanical equipment, and some interior improvements for several community-based service organizations such as Meals on Wheels, Holy Cross Head Start, Ken-Ton Closet, and the LEAP (Reading Proficiency) program.

Other programs that will continue during FY 2016 include the Code Enforcement Program, Weatherization Program, and the Housing Counseling Program.

### **3. Evaluation of past performance**

This is an evaluation of past performance that helped lead the grantee to choose its goals or projects.

The Town of Tonawanda has focused a majority of its limited CDBG resources on housing mainly because of the great need when compared to other community development issues. Also, there are no other government programs available for homeowners to repair their homes in such a comprehensive manner.

Certainly the critical issue of today is focused on providing good paying jobs for the unemployed and under employed in our community. The Town began collecting data associated with providing housing repair assistance through the CDBG-R Program and will continue to do so on all CDBG assisted projects for federal reporting in IDIS. It can be shown that this funding is creating or retaining several jobs annually in the construction trades through the Town's housing programs.

The Town has also re-started a Microenterprise Loan Program to assist small businesses create and retain jobs in the community. It is intended that this program be continually funded with CDBG as interest rates rise and become more normalized after nearly eight years at near zero percent. The program will offer a discount prime rate loan to eligible microenterprise business owners.

The Town has historically met all of its 5-Year Consolidated Plan goals that have been established through the various housing and community development programs that it offers. The challenge will be maintaining program performance in the face of staggering annual budget cuts including a 27% cut in CDBG and a 46% cut in HOME funding since 2010.

#### **4. Summary of Citizen Participation Process and consultation process**

Summary from citizen participation section of plan.

The Town's citizen participation process for the CD program is an ongoing, continuous process, all year long. We are constantly receiving feedback from program clients, contractors, and interested citizens throughout the course of the year. The formal citizen participation process began with the publication of a legal notice in the Ken-Ton Bee on September 16, 2015 and the Metro Source Community News on September 18, 2015 seeking citizen input on community development and housing needs. The public display advertisement was posted on the Sheridan-Parkside Village Message Board requesting that, over a 30-day period (ending November 16th, 2015), the public submit their comments on the community and housing needs of the town including the Village of Kenmore and to comment on the Town's past year CDBG, ESG, and HOME performance.

A public hearing notice was published in the above mentioned newspapers and was held at the Parkside Village Community Building in Sheridan Parkside on October 15, 2015 to answer citizen questions and receive ideas on the community's needs from town residents. The 5-year Consolidated Plan and the Annual Performance Report (CAPER) were explained at the public hearing and made available for review.

Interested citizens and the Town of Tonawanda Department Heads were requested to submit their comments on the town's community development and housing needs. Ten (10) agencies responded with requests for CDBG or ESG funding.

Draft copies of this fiscal year 2016 Annual Action Plan will be distributed to the libraries in the Town of Tonawanda and Village of Kenmore, the Town's Community Development Office, the Village Clerk's Office, and the Town Clerk's Office, on December 18, 2015. The FY2016 Annual Action Plan is also available through the Town's web site: [www.tonawanda.ny.us](http://www.tonawanda.ny.us).

The public comment period for the draft plan ended on January 18, 2016. A second public hearing was held on January 14, 2016 to hear any comments or suggested changes to the FY 2016 Action Plan. Notice of locations and accessibility of the DRAFT 2016 Annual Action Plan were published in the Ken-Ton Bee and Metro Community News.

As an office policy, all members of the community are encouraged to comment on the housing and community development needs in their neighborhoods at any time throughout the year by stopping in our office located in the Sheridan-Parkside Community Center or via email. The Town also held several community meetings during 2014 to discuss the Town's Comprehensive Plan Update. A new website log called "Community Voice" also provides another avenue for those citizens to leave comments on the Town's policies if they are unable to attend a public meeting.

#### **5. Summary of public comments**

No public comments were received during the public comment period between October 1, 2015 – January 15, 2016.

**6. Summary of comments or views not accepted and the reasons for not accepting them**

N/A

**7. Summary**

**PR-05 Lead & Responsible Agencies - 91.200(b)**

**1. Agency/entity responsible for preparing/administering the Consolidated Plan**

The following are the agencies/entities responsible for preparing the Consolidated Plan and those responsible for administration of each grant program and funding source.

<b>Agency Role</b>	<b>Name</b>	<b>Department/Agency</b>
CDBG Administrator	TONAWANDA	Town of Tonawanda Dept of Planning and Development
HOME Administrator	TONAWANDA	Town of Amherst Planning Department
ESG Administrator	TONAWANDA	Town of Tonawanda Dept of Planning and Development

**Table 1 – Responsible Agencies**

**Consolidated Plan Public Contact Information**

James Hartz, AICP, Director of Community Development, 169 Sheridan-Parkside Drive, Tonawanda, NY 14150

Phone: (716) 871-8847 ext.1

Email: [jhartz@tonawanda.ny.us](mailto:jhartz@tonawanda.ny.us)

Website: [www.tonawanda.ny.us](http://www.tonawanda.ny.us)

## **AP-10 Consultation - 91.100, 91.200(b), 91.215(l)**

### **1. Introduction**

**Provide a concise summary of the jurisdiction's activities to enhance coordination between public and assisted housing providers and private and governmental health, mental health and service agencies (91.215(l)).**

The Town consulted with the following agencies during the Consolidated Plan process:

Erie County Department of Mental Health; Erie County Department of Senior Services; Erie County Office of the Disabled; Erie County Department of Health; Erie County Department of Social Services; Erie County Department of Environment and Planning; NYS Division of Housing and Community Renewal; City of Buffalo; Towns of Amherst, Cheektowaga, Tonawanda; Community Foundation of Greater Buffalo; Homeless Alliance of Western New York; Belmont Shelter Corporation; Matt Urban Center; People, Inc.; Renter Assistance Corporation; Amherst Senior Center; Cheektowaga Senior Center; Tonawanda Senior Center (Town); Community Action Organization; Benedict House; Housing Options Made Easy; Buffalo City Mission; Catholic Charities; Evangelistic E's Pantry; Family Promise of WNY; Franciscan Center; Salvation Army; American Red Cross; Center for Employment Opportunities; Cleveland Hill; Meals on Wheels; Mobile Safety Net Team; Journey's End Refugee Services, Inc., Housing Opportunities Made Equal; Neighborhood Legal Services; WNY Law Center; Buffalo Erie Niagara Land Improvement Corporation; Rural Transit Services; Greater Buffalo Niagara Regional Transportation Council; Niagara Frontier Transportation Authority; NYS Dept. of Transportation; One Region Forward; Buffalo Niagara Assoc. of Realtors; Buffalo Niagara Partnership; Kenmore Housing Authority

The needs of the homeless and special needs populations were viewed on a metropolitan scale, since the agencies that advocate for and provide service delivery to these groups do not operate within the confines of any single municipality. Each of the towns also solicited input from community associations representing eligible block groups, and from the management of low-income housing projects within their jurisdictions.

Throughout the entire planning process the Town maintains open lines of communication via free community newspaper advertisements, established daily office hours, and also offers a web portal for email solicitation.

**Describe coordination with the Continuum of Care and efforts to address the needs of homeless persons (particularly chronically homeless individuals and families, families with children, veterans, and unaccompanied youth) and persons at risk of homelessness.**

The Town of Tonawanda Office of Planning and Development collaborates with the Homeless Alliance of Western New York throughout the federal grant program process. The Town understands the

importance of coordinating the area's limited resources to address the problem of homelessness. We discuss how best to meet the ESG regulatory framework and address the needs of the homeless population especially those that need rapid re-housing assistance.

During the development of the Town's 5-Year Consolidated Plan, HAWNY was a significant data source for defining the homelessness issues in WNY and sharing their views on how the ESG program funding fits into the equation for providing solutions to this ongoing issue.

The Town coordinates its "Request for Proposal" process for homeless service agency funding with HAWNY and will establish a separate contract with HAWNY to provide HMIS licensing and training to all of the ESG subrecipient organizations to ensure data quality measures are achieved.

**Describe consultation with the Continuum(s) of Care that serves the jurisdiction's area in determining how to allocate ESG funds, develop performance standards for and evaluate outcomes of projects and activities assisted by ESG funds, and develop funding, policies and procedures for the operation and administration of HMIS**

The Town's Office of Planning and Development collaborates with HAWNY during the Request for Proposals process to allocate the ESG funds efficiently and effectively. HAWNY maintains the area's HMIS system and has established performance standards for homeless service agencies programs. The Town plans to use a portion of the ESG allocation to assist HAWNY and participating homeless service agencies with HMIS training and evaluation.

**2. Agencies, groups, organizations and others who participated in the process and consultations**

**Table 2 – Agencies, groups, organizations who participated**

1	<p><b>Agency/Group/Organization</b></p>	<p>HOMELESS ALLIANCE OF WESTERN NEW YORK</p>
	<p><b>Agency/Group/Organization Type</b></p>	<p>Housing            Services - Housing            Services-Children            Services-Elderly Persons            Services-Persons with Disabilities            Services-Persons with HIV/AIDS            Services-Victims of Domestic Violence            Services-homeless            Service-Fair Housing            Services - Victims            Regional organization            Planning organization</p>
	<p><b>What section of the Plan was addressed by Consultation?</b></p>	<p>Housing Need Assessment            Public Housing Needs            Homeless Needs - Chronically homeless            Homeless Needs - Families with children            Homelessness Needs - Veterans            Homelessness Needs - Unaccompanied youth            Homelessness Strategy</p>
	<p><b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b></p>	<p>The Town's Consolidated Plan consultant, Mullin &amp; Lonergan, Assoc., solicited the views of HAWNY during the development of the plan. The Town partners with HAWNY throughout the year to comply with the Emergency Solutions Grants Program regulations. The Town expects that the limited resources received from U.S. HUD for homeless services will be allocated more effectively as a result of collaboration.</p>

**Other local/regional/state/federal planning efforts considered when preparing the Plan**

Name of Plan	Lead Organization	How do the goals of your Strategic Plan overlap with the goals of each plan?
Continuum of Care	Homeless Alliance of WNY	HAWNY's Regional Plan to End Homelessness is the Town's long-term strategic plan to end homelessness. We will continue to use any federal allocation of Emergency Solutions Grants in consultation with HAWNY to meet the goals of the plan.

**Table 3 - Other local / regional / federal planning efforts**

**AP-12 Participation - 91.401, 91.105, 91.200(c)**

**1. Summary of citizen participation process/Efforts made to broaden citizen participation  
Summarize citizen participation process and how it impacted goal-setting**

The Town of Tonawanda Office of Planning and Development accepts citizen input throughout the entire year as programs are implemented and we receive feedback on our performance from those impacted from the work. The formal process to develop the annual plan begins with a public meeting to solicit citizen comments on the use of federal funding. The first meeting was held at the Sheridan Parkside Community Center on October 15, 2015. The Town has also recently updated its comprehensive plan and there have been targeted focus group meetings with various agencies and a separate public meeting held throughout the process. To increase citizen participation this year, the Town is also using a website enhancement called "Community Voice". This web log allows any person visiting the site to register their thoughts or ideas about the future development of the Town. A final public meeting on the final FY 2016 Annual Action Plan was held on January 14, 2016 at 7:00 p.m. in the Sheridan-Parkside Community Center.

**Citizen Participation Outreach**

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (If applicable)
1	Public Meeting	Non-targeted/broad community	None.	None.	n/a	
2	Newspaper Ad	Non-targeted/broad community	None.	None.	n/a	
3	Internet Outreach	Non-targeted/broad community	None.	None.	n/a	www.tonawanda.ny.us

**Table 4 – Citizen Participation Outreach**

## Expected Resources

### AP-15 Expected Resources – 91.420(b), 91.220(c) (1, 2)

#### Introduction

The Town of Tonawanda is expecting to receive approximately \$1,491,423 in CDBG funds from the U.S. Department of Housing and Urban Development and \$193,020 in HOME funding through the Amherst-Cheektowaga-Tonawanda HOME Consortium. Also, the Town is expecting to receive an ESG program allocation from HUD of \$136,035. Existing home sales have remained steady over the last year, and the Town is anticipating approximately \$350,000 of program income from the Residential Rehabilitation Program revolving loan fund. The Village of Kenmore is expected to receive approximately \$50,000 of program income from their loan portfolio. Although other grant sources are constantly being sought to supplement the federal programs, the Town has not received any additional grants from any other source for its FY 2016 Community Development Programs.

#### Anticipated Resources

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 1				Expected Amount Available Reminder of ConPlan \$	Narrative Description
			Annual Allocation: \$	Program Income: \$	Prior Year Resources: \$	Total: \$		
CDBG	public - federal	Acquisition Admin and Planning Economic Development Housing Public Improvements Public Services	1,491,423	400,000	3,263,034	5,154,457	4,500,000	

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 1				Expected Amount Available Reminder of ConPlan \$	Narrative Description
			Annual Allocation: \$	Program Income: \$	Prior Year Resources: \$	Total: \$		
ESG	public - federal	Conversion and rehab for transitional housing Financial Assistance Overnight shelter Rapid re-housing (rental assistance) Rental Assistance Services Transitional housing	136,035	0	115,849	251,884	405,000	

Table 5 - Expected Resources – Priority Table

**Explain how federal funds will leverage those additional resources (private, state and local funds), including a description of how matching requirements will be satisfied**

A majority of the federal CDBG resources will be used in the Town's Residential Rehabilitation Program to address the severe demand for home repairs to maintain sustainable neighborhoods. These resources are provided via a 0% interest, deferred payment loan that is paid back when the property transfers in the future through a sale, the death of the homeowner, or the property fails to remain the principal residence of the original homeowner. This revolving loan fund provides approximately \$400,000 annually in revenue to make additional loans to low-moderate income homeowners in need of repair assistance.

A portion of the HOME funding is used to assist homeowners purchase their first home. These closing cost assistance funds make it possible for private banks to lend first mortgages to these first-time homebuyers to purchase their first home.

Lately, it seems that most publicly funded projects contain a mixture of several sources of funding that are needed to make a project successful. For instance, a recent cleanup effort at a River Road facility contained funding from the State of New York Department of Environmental

Conservation, the Erie County Department of Environment & Planning, as well as the Town's CDBG funding that was used for site clearance. If any one of those pieces of funding were not present, the project would never have been completed. It is becoming very important to pool any available resources to make a successful project.

**If appropriate, describe publically owned land or property located within the jurisdiction that may be used to address the needs identified in the plan**

The Town of Tonawanda has several parcels of land temporarily banked for use in the Town's First-Time Homebuyer Program in accordance with local neighborhood plans for Old Town, Sheridan-Parkside, and in Kenilworth. The land is acquired when the Town uses CDBG funds to demolish a substandard, vacant structure. The property is then temporarily stored until a new, high-quality affordable housing unit may be built on the property. The Town may also place modular housing on the sites in the future to meet the demand for more quality affordable housing.

Some of the property may be used for other neighborhood improvements such as road connections, or recreational areas depending on its geographic location in the neighborhood plan.

## Annual Goals and Objectives

### AP-20 Annual Goals and Objectives - 91.420, 91.220(c)(3)&(e)

#### Goals Summary Information

Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
1	Residential Rehabilitation - Owner Occupied	2015	2019	Affordable Housing		Residential Rehabilitation - Owner Occupied	CDBG: \$680,000	Homeowner Housing Rehabilitated: 20 Household Housing Unit
2	Residential Rehabilitation - Rental	2015	2019	Affordable Housing		Residential Rehabilitation - Rental	CDBG: \$70,000	Rental units rehabilitated: 3 Household Housing Unit
3	Public Infrastructure	2015	2019	Non-Housing Community Development		Public Infrastructure	CDBG: \$160,000	Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit: 1655 Persons Assisted
4	Public Facilities	2015	2019	Non-Housing Community Development	Sheridan-Parkside	Public Facilities	CDBG: \$250,000	Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit: 2220 Persons Assisted
5	Neighborhood Revitalization	2015	2019	Affordable Housing Non-Housing Community Development	Sheridan-Parkside Old Town Lincoln Park	Neighborhood Revitalization	CDBG: \$140,000	Buildings Demolished: 2 Buildings

Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
6	Public Services	2015	2019	Non-Housing Community Development	Sheridan-Parkside Village of Kenmore	Public Services	CDBG: \$25,000	Public service activities other than Low/Moderate Income Housing Benefit: 2220 Persons Assisted
7	Housing Counseling	2015	2019	Affordable Housing		Public Services	CDBG: \$8,000	Public service activities for Low/Moderate Income Housing Benefit: 80 Households Assisted
8	Disabled Persons Assistance	2015	2019	Affordable Housing Non-Homeless Special Needs		Provide Assistance to Disabled Persons	CDBG: \$10,000	Homeowner Housing Rehabilitated: 2 Household Housing Unit
9	Secure Affordable Housing	2015	2019	Affordable Housing		Provide Assistance to Secure Affordable Housing	CDBG: \$7,500	Direct Financial Assistance to Homebuyers: 1 Households Assisted
10	Weatherization Assistance	2015	2019	Affordable Housing		Provide Weatherization Assistance	CDBG: \$8,200	Homeowner Housing Rehabilitated: 41 Household Housing Unit
11	Code Enforcement	2015	2019	Non-Housing Community Development		Code Enforcement	CDBG: \$30,000	Housing Code Enforcement/Foreclosed Property Care: 60 Household Housing Unit
12	Homeless Assistance	2015	2019	Homeless		Provide Assistance to the Homeless	ESG: \$140,000	Tenant-based rental assistance / Rapid Rehousing: 25 Households Assisted
13	Economic Development	2015	2019	Non-Housing Community Development		Economic Development	CDBG: \$125,000	Businesses assisted: 2 Businesses Assisted

**Table 6 - Goals Summary**

## Goal Descriptions

1	<b>Goal Name</b>	Residential Rehabilitation - Owner Occupied
	<b>Goal Description</b>	Housing Units
2	<b>Goal Name</b>	Residential Rehabilitation - Rental
	<b>Goal Description</b>	Housing Units
3	<b>Goal Name</b>	Public Infrastructure
	<b>Goal Description</b>	Linear Feet of Streets Resurfaced/Sidewalks
4	<b>Goal Name</b>	Public Facilities
	<b>Goal Description</b>	Number of Public Facilities Rehabilitated
5	<b>Goal Name</b>	Neighborhood Revitalization
	<b>Goal Description</b>	Buildings Acquired/Demolished
6	<b>Goal Name</b>	Public Services
	<b>Goal Description</b>	Persons Served
7	<b>Goal Name</b>	Housing Counseling
	<b>Goal Description</b>	Households Served
8	<b>Goal Name</b>	Disabled Persons Assistance
	<b>Goal Description</b>	Households Served
9	<b>Goal Name</b>	Secure Affordable Housing
	<b>Goal Description</b>	Households Served
10	<b>Goal Name</b>	Weatherization Assistance
	<b>Goal Description</b>	Housing Units

<b>11</b>	<b>Goal Name</b>	Code Enforcement
	<b>Goal Description</b>	Housing Units
<b>12</b>	<b>Goal Name</b>	Homeless Assistance
	<b>Goal Description</b>	Persons Served – Individuals and Families
<b>13</b>	<b>Goal Name</b>	Economic Development
	<b>Goal Description</b>	Businesses Assisted

**Table 7 – Goal Descriptions**

## AP-35 Projects - 91.420, 91.220(d)

### Introduction

The Town has been addressing its community development objectives by operating several programs on a year to year basis. The Town's Home Repair Program that began in 1978 is still addressing low to moderate income homeowner's repair needs today. Other projects such as neighborhood revitalization plans require longer periods of time to address the goals and objectives that have been formulated in the adopted neighborhood plans.

The Town's Acquisition & Demolition Program addresses vacant substandard structures and is a critical element to some neighborhood revitalization plans. Most of these revitalization efforts were started in the mid 1990's and coincide with the Town's First-Time Homebuyer - New Construction Program. Other CDBG funding is reserved for public facility and infrastructure projects that have been programmed in the Town's Capital Improvement Program.

The Town's Crime Awareness Program remains in high demand by local residents living in low to moderate income neighborhoods and within the Village of Kenmore. Also, a neighborhood youth services program operated in the Sheridan-Parkside Community Center is witnessing an all-time high in attendance and provides structured recreational activities for children ages 8-18. Both programs have been identified in local revitalization plans as high priorities.

#	Project Name
1	ACQUISITION - SHERIDAN-PARKSIDE
2	ACQUISITION - OLD TOWN
3	ACQUISITION - APPRAISALS
4	DEMOLITION - SHERIDAN-PARKSIDE
5	DEMOLITION - OLD TOWN
6	DEMOLITION - SPOT BASIS
7	DISPOSITION - SHERIDAN-PARKSIDE
8	DISPOSITION - OLD TOWN
9	DISPOSITION - CONTRACTUAL
10	RESIDENTIAL REHABILITATION PROGRAM - TOWN (SINGLE)
11	RESIDENTIAL REHABILITATION PROGRAM - TOWN (MULTI)
12	FREEDOM PROGRAM - ACCESSIBILITY MODIFICATION PROGRAM
13	LEAD BASED PAINT - IMPLEMENTATION
14	RESIDENTIAL REHABILITATION ADMINISTRATION
15	HOME PROGRAM DELIVERY
16	CODE ENFORCEMENT
17	SIDEWALK RECONSTRUCTION - HIGHWAY
18	SHERIDAN-PARKSIDE COMMUNITY CENTER RENOVATIONS

#	Project Name
19	TBIF-MICROENTERPRISE LOAN PROGRAM
20	CRIME RESISTANCE PROGRAM
21	YOUTH SERVICES - PRIME TIME PROGRAM
22	GENERAL ADMINISTRATION
23	HOUSING COUNSELING
24	WEATHERIZATION PROGRAM
25	RESIDENTIAL REHABILITATION PROGRAM - VILLAGE (SINGLE)
26	RESIDENTIAL REHABILITATION PROGRAM - VILLAGE (MULTI)
27	VILLAGE - REHABILITATION ADMINISTRATION
28	VILLAGE - CODE ENFORCEMENT
29	VILLAGE - LEAD BASED PAINT IMPLEMENTATION
30	VILLAGE - SIDEWALK REPLACEMENT
31	VILLAGE - COMMUNITY POLICING
32	VILLAGE - ELMWOOD AVENUE STREETScape PROJECT (Multi-Year)
33	2016 ESG

**Table 8 – Project Information**

**Describe the reasons for allocation priorities and any obstacles to addressing underserved needs**

The Town has had to focus its limited federal resources on housing and neighborhood revitalization programs due to an 80% reduction in CDBG funding since 1978. The public has identified keeping private residences maintained properly in neighborhoods as a high priority through the comprehensive planning process. There also are no other programs at the state or federal levels that address comprehensive home repair.

The Town will also be continuing to fund its neighborhood revitalization program consisting of acquisition and demolition funding to address any vacant, substandard structures that become eyesores that may affect neighborhood values.

Infrastructure spending is needed to maintain the expected level of service in transportation and other utility service. The Town’s unmet need for infrastructure funding is over \$300M to address all of the issues related to water and sewer alone.

The Town will also continue to use its Emergency Solutions Grant to coordinate with area social service agencies to provide community supports for the Town’s most needy homeless population. The Town’s CDBG allocation will continue to fund a housing counseling program and a weatherization program to help those homeowners who are struggling financially.

## AP-38 Project Summary

### Project Summary Information

1	<b>Project Name</b>	ACQUISITION - SHERIDAN-PARKSIDE
	<b>Target Area</b>	Sheridan-Parkside
	<b>Goals Supported</b>	Neighborhood Revitalization
	<b>Needs Addressed</b>	Neighborhood Revitalization
	<b>Funding</b>	CDBG: \$20,000
	<b>Description</b>	The Town will acquire substandard vacant properties in the Sheridan-Parkside Neighborhood. The properties will then be surveyed for asbestos containing materials and demolished by a local contractor. The land will be remediated and landbanked for use in accordance with the neighborhood plan. Most of the property will be used in the Town's First-time Homebuyer Program, but other property may be used to enhance the neighborhood street connections or recreational opportunities.
	<b>Target Date</b>	3/29/2019
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	2220 Low-Mod Persons
	<b>Location Description</b>	C.T. 83 B.G. 1,2,3
	<b>Planned Activities</b>	
2	<b>Project Name</b>	ACQUISITION - OLD TOWN
	<b>Target Area</b>	Old Town
	<b>Goals Supported</b>	Neighborhood Revitalization

	<b>Needs Addressed</b>	Neighborhood Revitalization
	<b>Funding</b>	:
	<b>Description</b>	The Town will use CDBG funds to acquire substandard vacant structures in the Old Town Neighborhood. The properties selected for demolition will be surveyed for asbestos containing materials and then demolished. The land will be subsequently banked for residential use in the First-Time Homebuyer - New Construction Program. Some of the land may be assembled into adjoining lots in accordance with the Old Town Neighborhood Plan.
	<b>Target Date</b>	3/29/2019
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	735 Low-Mod Persons
	<b>Location Description</b>	C.T. 84 B.G. 3
	<b>Planned Activities</b>	
<b>3</b>	<b>Project Name</b>	ACQUISITION - APPRAISALS
	<b>Target Area</b>	Sheridan-Parkside Old Town Lincoln Park Village of Kenmore
	<b>Goals Supported</b>	Neighborhood Revitalization
	<b>Needs Addressed</b>	Neighborhood Revitalization
	<b>Funding</b>	CDBG: \$2,000
	<b>Description</b>	The Town will contract with an appraisal company to provide market value appraisals of properties that will be acquired through the neighborhood revitalization program.

	<b>Target Date</b>	3/29/2019
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	
	<b>Location Description</b>	
	<b>Planned Activities</b>	
<b>4</b>	<b>Project Name</b>	DEMOLITION - SHERIDAN-PARKSIDE
	<b>Target Area</b>	Sheridan-Parkside
	<b>Goals Supported</b>	Neighborhood Revitalization
	<b>Needs Addressed</b>	Neighborhood Revitalization
	<b>Funding</b>	CDBG: \$60,000
	<b>Description</b>	The Town will demolish substandard, vacant structures in the Sheridan-Parkside Neighborhood.
	<b>Target Date</b>	3/29/2019
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	2220 Low-Moderate Income Persons
	<b>Location Description</b>	C.T. 83 B.G. 1,2,3
	<b>Planned Activities</b>	The Town will plan to demolish vacant, substandard structures that were acquired during FY 2015. Matrix Code: 04
<b>5</b>	<b>Project Name</b>	DEMOLITION - OLD TOWN
	<b>Target Area</b>	Old Town

	<b>Goals Supported</b>	Neighborhood Revitalization
	<b>Needs Addressed</b>	Neighborhood Revitalization
	<b>Funding</b>	:
	<b>Description</b>	The Town will demolish substandard, vacant structures that it has acquired or that have been deemed spot blight by the Town Board in Old Town. The Town intends to demolish 1 unit in Old Town during FY 2015. The land will be subsequently remediated and land banked for use in the Town's First-Time Homebuyer Program in accordance with the Old Town Neighborhood Plan.
	<b>Target Date</b>	3/29/2019
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	735 Low-Mod Income Persons
	<b>Location Description</b>	C.T. 84 B.G. 3
	<b>Planned Activities</b>	
6	<b>Project Name</b>	DEMOLITION - SPOT BASIS
	<b>Target Area</b>	
	<b>Goals Supported</b>	Neighborhood Revitalization
	<b>Needs Addressed</b>	Neighborhood Revitalization
	<b>Funding</b>	:
	<b>Description</b>	The Town intends to demolish a vacant substandard structure in a low-moderate income census tract block group that has been deemed an unsafe structure (spot blight) by the Town Board during FY 2015. The land will be subsequently remediated for use in accordance with the Town's Comprehensive Land Use Plan.
	<b>Target Date</b>	3/29/2019

	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	1,000 low-moderate income persons
	<b>Location Description</b>	n/a
	<b>Planned Activities</b>	The Town estimates that 1 vacant, substandard structure will be demolished during FY 2016. Matrix Code: 04
7	<b>Project Name</b>	DISPOSITION - SHERIDAN-PARKSIDE
	<b>Target Area</b>	Sheridan-Parkside
	<b>Goals Supported</b>	Neighborhood Revitalization
	<b>Needs Addressed</b>	Neighborhood Revitalization
	<b>Funding</b>	CDBG: \$5,000
	<b>Description</b>	The Town is anticipating temporary carrying costs of property acquired and demolished for the First-Time Homebuyer Program and the Sheridan-Parkside Redevelopment Plan. Some of these costs will include taxes and maintenance costs. The Town currently is holding approximately 75 parcels for future use in accordance with the neighborhood plan.
	<b>Target Date</b>	3/29/2019
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	2,220 low-moderate income persons
	<b>Location Description</b>	C.T. 83 B.G. 1,2,3
	<b>Planned Activities</b>	
	<b>Project Name</b>	DISPOSITION - OLD TOWN

<b>8</b>	<b>Target Area</b>	Old Town
	<b>Goals Supported</b>	Neighborhood Revitalization
	<b>Needs Addressed</b>	Neighborhood Revitalization
	<b>Funding</b>	CDBG: \$2,000
	<b>Description</b>	The Town will pay for temporary holding costs associated with 8 parcels in the Old Town Neighborhood that are being held for use in the Town's First-Time Homebuyer Program and in accordance with the Old Town Neighborhood Plan. Some of these costs will include taxes and property maintenance.
	<b>Target Date</b>	3/29/2019
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	735 low-mod income persons
	<b>Location Description</b>	C.T. 84, B.G. 3
	<b>Planned Activities</b>	The Town intends to pay tax bills on property that it is temporarily holding for future affordable housing development in its First-Time Homebuyer Program.
<b>9</b>	<b>Project Name</b>	DISPOSITION - CONTRACTUAL
	<b>Target Area</b>	Sheridan-Parkside Old Town
	<b>Goals Supported</b>	Neighborhood Revitalization
	<b>Needs Addressed</b>	Neighborhood Revitalization
	<b>Funding</b>	CDBG: \$18,000

	<b>Description</b>	The Town will enter into agreements with private contractors to pay for temporary holding costs associated with approximately 80 parcels being held for neighborhood redevelopment. Three separate contracts are anticipated that will cover snow removal services, lawn maintenance, and building enclosure services.
	<b>Target Date</b>	3/29/2019
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	2955 Low-moderate income persons
	<b>Location Description</b>	C.T. 83 B.G. 1,2,3 and C.T. 84 B.G. 3
	<b>Planned Activities</b>	The Town will enter into agreements with private contractors to pay for temporary holding costs associated with approximately 80 parcels being held for neighborhood redevelopment. Three separate contracts are anticipated that will cover snow removal services, lawn maintenance, and building enclosure services.
10	<b>Project Name</b>	RESIDENTIAL REHABILITATION PROGRAM - TOWN (SINGLE)
	<b>Target Area</b>	
	<b>Goals Supported</b>	Residential Rehabilitation - Owner Occupied
	<b>Needs Addressed</b>	Residential Rehabilitation - Owner Occupied
	<b>Funding</b>	CDBG: \$306,428
	<b>Description</b>	The Town of Tonawanda will assist owner-occupied low-moderate income homeowners with rehabilitation assistance using 0% interest, deferred payment loans secured with a mortgage. Repairs may include fixing leaking roofs, foundation walls, heating, plumbing, electrical, windows, doors, insulation, and lead-based paint remediation. Loans are paid back when the property title transfers or the home ceases to be the primary residence of the beneficiary.
	<b>Target Date</b>	3/29/2019

	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	20 Low-moderate income households
	<b>Location Description</b>	Town-wide activity
	<b>Planned Activities</b>	The Town intends to assist 20 low-mod income homeowners with needed housing repairs.
<b>11</b>	<b>Project Name</b>	RESIDENTIAL REHABILITATION PROGRAM - TOWN (MULTI)
	<b>Target Area</b>	
	<b>Goals Supported</b>	Residential Rehabilitation - Rental
	<b>Needs Addressed</b>	Residential Rehabilitation - Rental
	<b>Funding</b>	CDBG: \$50,000
	<b>Description</b>	The Town of Tonawanda will assist owner-occupied multi-family structures with rehabilitation assistance using 0% interest, deferred payment loans secured with a mortgage. Repairs may include replacing leaking roofs, foundation walls, heating, plumbing, electrical, windows, doors, insulation, and lead-based paint remediation. Loans are paid back when the property title transfers or the home ceases to be the primary residence of the beneficiary.
	<b>Target Date</b>	3/29/2019
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	3 Low-mod income households
	<b>Location Description</b>	Town-wide activity
	<b>Planned Activities</b>	The Town intends to assist 3 low-moderate income households
	<b>Project Name</b>	FREEDOM PROGRAM - ACCESSIBILITY MODIFICATION PROGRAM

<b>12</b>	<b>Target Area</b>	
	<b>Goals Supported</b>	Disabled Persons Assistance
	<b>Needs Addressed</b>	Provide Assistance to Disabled Persons
	<b>Funding</b>	CDBG: \$10,000
	<b>Description</b>	Low-moderate income homeowners are eligible for a 0% interest deferred payment loan program up to \$5,000 to make needed modifications to make their home more accessible. Eligible work items include entrance ramps, doorway modifications, bathroom, or kitchen modifications.
	<b>Target Date</b>	3/29/2019
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	The Town intends to assist 1 low-moderate income household
	<b>Location Description</b>	Town-wide activity
	<b>Planned Activities</b>	The Town intends to assist 1 low-moderate income household with accessibility modifications to their home.
<b>13</b>	<b>Project Name</b>	LEAD BASED PAINT - IMPLEMENTATION
	<b>Target Area</b>	
	<b>Goals Supported</b>	Residential Rehabilitation - Owner Occupied Residential Rehabilitation - Rental Disabled Persons Assistance Code Enforcement
	<b>Needs Addressed</b>	Residential Rehabilitation - Owner Occupied Residential Rehabilitation - Rental Provide Assistance to Disabled Persons Code Enforcement

	<b>Funding</b>	CDBG: \$10,000
	<b>Description</b>	The Town will contract with an environmental testing consultant who can perform lead based paint risk assessments and clearance reports for the clients of the Residential Rehabilitation Program. It is anticipated that 80% of the residences that participate in the Town's Residential Rehabilitation Program will have LBP issues identified and corrected.
	<b>Target Date</b>	3/29/2019
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	20 Low-mod income households
	<b>Location Description</b>	Town-wide activity
	<b>Planned Activities</b>	The Town intends to contract with an environmental testing services company to provide LBP risk assessments and clearance reports for properties that apply to the Residential Rehabilitation Program.
<b>14</b>	<b>Project Name</b>	RESIDENTIAL REHABILITATION ADMINISTRATION
	<b>Target Area</b>	Sheridan-Parkside Old Town Lincoln Park Village of Kenmore
	<b>Goals Supported</b>	Residential Rehabilitation - Owner Occupied Residential Rehabilitation - Rental Neighborhood Revitalization Disabled Persons Assistance Secure Affordable Housing Code Enforcement

	<b>Needs Addressed</b>	Residential Rehabilitation - Owner Occupied Neighborhood Revitalization Residential Rehabilitation - Rental Provide Assistance to Disabled Persons Provide Assistance to Secure Affordable Housing Code Enforcement
	<b>Funding</b>	CDBG: \$283,775
	<b>Description</b>	The Town employs 3 full-time NYS certified Code Enforcement Officers and 1 full-time clerk typist in the Planning and Development Office. This project covers the costs of salary, fringe benefits, and training. The staff work full-time on the Residential Rehabilitation Program, Code Enforcement Program, and the Freedom Program for Accessibility Modifications. They also perform structural assessments and provide oversight for the Acquisition and Demolition Program.
	<b>Target Date</b>	3/29/2019
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	20 Low-mod income households and approximately 3,000 low-mod income persons.
	<b>Location Description</b>	
	<b>Planned Activities</b>	The Town intends to assign 3 full-time NYS certified Code Enforcement Officers and 1 full-time office clerk typist to manage activities associated with the Residential Rehabilitation Program and Code Enforcement Program. They will also provide structural assessments for the Neighborhood Revitalization Program and assist disabled homeowners with accessibility modifications work specifications through the Freedom Program.
15	<b>Project Name</b>	HOME PROGRAM DELIVERY
	<b>Target Area</b>	Sheridan-Parkside Old Town

	<b>Goals Supported</b>	Neighborhood Revitalization Secure Affordable Housing Code Enforcement
	<b>Needs Addressed</b>	Neighborhood Revitalization Provide Assistance to Secure Affordable Housing Code Enforcement
	<b>Funding</b>	CDBG: \$80,665
	<b>Description</b>	The Town will assign code enforcement officers to oversee neighborhood revitalization plans including structural inspections for acquisitions, demolition oversight, and project oversight for the First-time Homebuyer Program. Also, office staff will be involved with income qualification of applicants in the Town's First-Time Homebuyer Program. Funds under this project cover staff salaries and fringe benefits associated with their time spent on HOME related activities.
	<b>Target Date</b>	3/29/2019
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	8 Low-mod income households and approximately 3,000 low-mod income persons.
	<b>Location Description</b>	Town-wide and some concentrated activity within Sheridan-Parkside and Old Town Neighborhoods.
	<b>Planned Activities</b>	The Town intends to assign 3 full-time NYS certified Code Enforcement Officers and 1 full-time office clerk to manage certain activities associated with the Neighborhood Revitalization Program and the Town's First-Time Homebuyer Program.
<b>16</b>	<b>Project Name</b>	CODE ENFORCEMENT
	<b>Target Area</b>	Sheridan-Parkside Old Town Lincoln Park

	<b>Goals Supported</b>	Code Enforcement
	<b>Needs Addressed</b>	Code Enforcement
	<b>Funding</b>	CDBG: \$29,310
	<b>Description</b>	The Town will provide 3 NYS certified Code Enforcement Officers to cite and correct property code violations. The program will alleviate property "eyesores" such as those with peeling and chipping paint, broken windows, and abandoned vehicles.
	<b>Target Date</b>	3/29/2019
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	Approx. 6,200 persons living in low-mod income, CDBG-eligible block groups.
	<b>Location Description</b>	
	<b>Planned Activities</b>	The Town intends to enforce NYS Property Maintenance Code and local land use law in 3 local target areas.
17	<b>Project Name</b>	SIDEWALK RECONSTRUCTION - HIGHWAY
	<b>Target Area</b>	
	<b>Goals Supported</b>	Public Infrastructure
	<b>Needs Addressed</b>	Public Infrastructure
	<b>Funding</b>	CDBG: \$60,000
	<b>Description</b>	The Town will reconstruct substandard sidewalk sections within low-moderate income neighborhoods to create more suitable living environments for the local residents.
	<b>Target Date</b>	3/30/2018

	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	2,500 low-mod income persons
	<b>Location Description</b>	Town-wide in eligible block group areas.
	<b>Planned Activities</b>	The Town intends to enter into a private contract to have substandard sections of sidewalk replaced to maintain a suitable living environment in eligible block group areas.
18	<b>Project Name</b>	SHERIDAN-PARKSIDE COMMUNITY CENTER RENOVATIONS
	<b>Target Area</b>	Sheridan-Parkside
	<b>Goals Supported</b>	Public Infrastructure
	<b>Needs Addressed</b>	Public Infrastructure
	<b>Funding</b>	CDBG: \$225,000
	<b>Description</b>	The Town intends to renovate a community center in the Sheridan-Parkside Neighborhood that provides several community activities including youth services, Meals-On-Wheels, and a Head Start educational program. The building needs a new roof, windows, doors, HVAC, and some interior renovations to meet NYS Code for public assembly. This will be a multi-year project with a target completion date in FY 2016.
	<b>Target Date</b>	3/29/2019
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	2220 Low-mod income persons
	<b>Location Description</b>	Sheridan-Parkside Neighborhood, C.T. 83, B.G. 1,2,3

	<b>Planned Activities</b>	The Town has entered into an architectural services consulting contract during FY 2015 to begin planning for exterior and interior renovations to maintain this public facility into the next generation. The final construction is estimated to conclude during FY 2016.
19	<b>Project Name</b>	TBIF-MICROENTERPRISE LOAN PROGRAM
	<b>Target Area</b>	
	<b>Goals Supported</b>	Economic Development
	<b>Needs Addressed</b>	Economic Development
	<b>Funding</b>	CDBG: \$125,000
	<b>Description</b>	The Town will offer low-interest loans to micro-enterprises for business assistance to create or retain jobs within the Town of Tonawanda.
	<b>Target Date</b>	3/29/2019
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	The Town intends to assist at least two businesses (microenterprises) that qualify as low-mod or that hire or retain low-moderate income workers within the Town.
	<b>Location Description</b>	Town-wide activity
	<b>Planned Activities</b>	Microenterprise and Small Business Assistance Programs
20	<b>Project Name</b>	CRIME RESISTANCE PROGRAM
	<b>Target Area</b>	Sheridan-Parkside Old Town Lincoln Park
	<b>Goals Supported</b>	Public Services
	<b>Needs Addressed</b>	Public Services
	<b>Funding</b>	CDBG: \$2,000

	<b>Description</b>	This project funds the Crime Resistance Executive Board's Informational Campaign in low-moderate income neighborhoods town-wide. The program pays for informational packets, mailings, and material for National Night Out special events.
	<b>Target Date</b>	3/31/2017
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	2500 Low-mod income persons
	<b>Location Description</b>	Town-wide and concentrated in Sheridan-Parkside, Old Town, and Lincoln Park.
	<b>Planned Activities</b>	The Town intends to fund community policing activities and informational campaigns that assist the Town's Police Department with crime awareness amongst the low-moderate income neighborhoods. The CDBG funds will be used to pay for informational mailings and crime awareness activities during the National Night Out event to promote awareness of criminal activity.
<b>21</b>	<b>Project Name</b>	YOUTH SERVICES - PRIME TIME PROGRAM
	<b>Target Area</b>	Sheridan-Parkside
	<b>Goals Supported</b>	Public Services
	<b>Needs Addressed</b>	Public Services
	<b>Funding</b>	CDBG: \$25,000
	<b>Description</b>	The Town will fund an afterschool and summer time youth services program in the Sheridan-Parkside Community Center. This program provides structured recreational and educational programming to neighborhood youth during off school time. The program is staffed by personnel from the Town's Youth, Parks, and Recreation Department.
	<b>Target Date</b>	3/30/2018

	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	2,500 Low-mod income persons
	<b>Location Description</b>	Sheridan-Parkside, C.T. 83, B.G. 1,2,3
	<b>Planned Activities</b>	
22	<b>Project Name</b>	GENERAL ADMINISTRATION
	<b>Target Area</b>	
	<b>Goals Supported</b>	Residential Rehabilitation - Owner Occupied Residential Rehabilitation - Rental Public Infrastructure Public Facilities Neighborhood Revitalization Public Services Housing Counseling Disabled Persons Assistance Secure Affordable Housing Weatherization Assistance Code Enforcement Homeless Assistance Economic Development

<b>Needs Addressed</b>	Residential Rehabilitation - Owner Occupied Public Infrastructure Neighborhood Revitalization Economic Development Housing Counseling Residential Rehabilitation - Rental Provide Assistance to Disabled Persons Provide Assistance to Secure Affordable Housing Public Facilities Provide Weatherization Assistance Code Enforcement Provide Assistance to the Homeless Public Services
<b>Funding</b>	CDBG: \$270,000
<b>Description</b>	General management, oversight and coordination of the Community Development Block Grant Program. Administrative expenses include salaries for staff that oversee the efficient use of federal funds in accordance with HUD regulations, monitor subrecipients of HUD funds, and prepare all of the plans and reports required under HUD regulations. Administration covers salaries, fringe benefits, mileage, rent, postage, printing brochures, public notices, printing newsletters, fair housing activities, drug-free workplace, seminars, office supplies, equipment, amendments, environmentals, etc.
<b>Target Date</b>	3/29/2019
<b>Estimate the number and type of families that will benefit from the proposed activities</b>	Approx. all 73,000 Town and Village residents
<b>Location Description</b>	n/a
<b>Planned Activities</b>	

<b>23</b>	<b>Project Name</b>	HOUSING COUNSELING
	<b>Target Area</b>	
	<b>Goals Supported</b>	Housing Counseling
	<b>Needs Addressed</b>	Housing Counseling
	<b>Funding</b>	CDBG: \$8,000
	<b>Description</b>	The Town will contract with a HUD-certified housing counseling agency to assist low-moderate income persons who are experiencing housing issues. A counselor will be present in the Sheridan-Parkside Community Center to counsel those individuals seeking help. Also, they will be conducting homeownership classes to prospective homebuyers looking to qualify for government assistance to purchase their first home.
	<b>Target Date</b>	3/30/2018
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	Approximately 80 low-moderate income households
	<b>Location Description</b>	Town-wide activity
	<b>Planned Activities</b>	The Town intends to enter into a contract with Belmont Resources for WNY to provide housing counseling services to residents on an as-needed basis and will also be present at monthly mobile office for walk-ins to receive housing counseling services.
<b>24</b>	<b>Project Name</b>	WEATHERIZATION PROGRAM
	<b>Target Area</b>	
	<b>Goals Supported</b>	Weatherization Assistance
	<b>Needs Addressed</b>	Provide Weatherization Assistance
	<b>Funding</b>	CDBG: \$8,200

	<b>Description</b>	The Town will contract with Supportive Services Corporation to conduct free energy assessments on low-moderate income homeowner's structures to see if they would qualify for weatherization services. Qualified homeowners would be eligible for up to \$6,000 in energy efficiency work including insulation, free energy-efficient appliances, or sealing around windows and doors.
	<b>Target Date</b>	3/30/2018
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	Approximately 20 low-moderate income households.
	<b>Location Description</b>	Town-wide activity
	<b>Planned Activities</b>	The Town intends to enter into a subrecipient agreement with Supportive Services Corporation to provide weatherization energy audits for low-moderate income residents.
<b>25</b>	<b>Project Name</b>	RESIDENTIAL REHABILITATION PROGRAM - VILLAGE (SINGLE)
	<b>Target Area</b>	Village of Kenmore
	<b>Goals Supported</b>	Residential Rehabilitation - Owner Occupied
	<b>Needs Addressed</b>	Residential Rehabilitation - Owner Occupied
	<b>Funding</b>	CDBG: \$130,000
	<b>Description</b>	The Village of Kenmore will provide 0% interest deferred payment loans to low-moderate income homeowners to repair their home. Eligible work items include roof replacement, foundation wall work, windows, doors, electrical, plumbing, heating, and lead-based paint remediation.
	<b>Target Date</b>	3/29/2019
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	The Village intends to complete 3 rehabilitation jobs for low-moderate income homeowners.

	<b>Location Description</b>	Village of Kenmore, NY - C.T. 85,86,87,88
	<b>Planned Activities</b>	The Village intends to rehabilitate 3 housing units owned by low-moderate income households.
26	<b>Project Name</b>	RESIDENTIAL REHABILITATION PROGRAM - VILLAGE (MULTI)
	<b>Target Area</b>	Village of Kenmore
	<b>Goals Supported</b>	Residential Rehabilitation - Rental
	<b>Needs Addressed</b>	Residential Rehabilitation - Rental
	<b>Funding</b>	CDBG: \$20,000
	<b>Description</b>	The Village of Kenmore intends to assist 1 low-moderate income multi-family rental units with household repair items using a 0% interest, deferred payment loan. Eligible work items include roof replacement, foundation wall repair, windows, doors, electrical, plumbing, heating, and lead-based paint remediation.
	<b>Target Date</b>	3/29/2019
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	2 Low-moderate income tenants
	<b>Location Description</b>	Village of Kenmore, C.T. 85,86,87,88
	<b>Planned Activities</b>	
27	<b>Project Name</b>	VILLAGE - REHABILITATION ADMINISTRATION
	<b>Target Area</b>	Village of Kenmore
	<b>Goals Supported</b>	Residential Rehabilitation - Owner Occupied Residential Rehabilitation - Rental
	<b>Needs Addressed</b>	Residential Rehabilitation - Owner Occupied Residential Rehabilitation - Rental

	<b>Funding</b>	CDBG: \$10,000
	<b>Description</b>	The Village of Kenmore will employ a part-time NYS certified Code Enforcement Officer to work on the Residential Rehabilitation Program including conducting initial inspections, write-up work specifications, interim inspection reports, and process final inspections and request for payments to contractors performing work under the program. One part-time office staff will assist with client income verification and eligibility processing, loan processing, and ensuring compliance with federal regulations regarding the use of CDBG funds in a rehabilitation case.
	<b>Target Date</b>	3/29/2019
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	3 low-mod homeowners and 1 low-mod renter
	<b>Location Description</b>	Village of Kenmore, C.T. 85,86,87,88
	<b>Planned Activities</b>	
28	<b>Project Name</b>	VILLAGE - CODE ENFORCEMENT
	<b>Target Area</b>	Village of Kenmore
	<b>Goals Supported</b>	Code Enforcement
	<b>Needs Addressed</b>	Code Enforcement
	<b>Funding</b>	CDBG: \$10,000
	<b>Description</b>	The Village of Kenmore will employ one part-time NYS certified Code Enforcement Officer to conduct code inspections of residential properties within the low-moderate income Census Tract Block Groups of the Village of Kenmore. Property owners who have outstanding code violations will be issued a citation and corrective action will be ensured through the appropriate judicial process.
	<b>Target Date</b>	3/29/2019

	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	
	<b>Location Description</b>	2500 low-mod persons
	<b>Planned Activities</b>	
<b>29</b>	<b>Project Name</b>	VILLAGE - LEAD BASED PAINT IMPLEMENTATION
	<b>Target Area</b>	Village of Kenmore
	<b>Goals Supported</b>	Residential Rehabilitation - Owner Occupied Residential Rehabilitation - Rental Code Enforcement
	<b>Needs Addressed</b>	Residential Rehabilitation - Owner Occupied Residential Rehabilitation - Rental Code Enforcement
	<b>Funding</b>	CDBG: \$2,000
	<b>Description</b>	The Village will contract with an environmental services consultant to perform lead-based paint risk assessments and clearance reports for clients under the Residential Rehabilitation Program.
	<b>Target Date</b>	3/29/2019
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	4 Low-mod homeowners
	<b>Location Description</b>	Village of Kenmore, C.T. 85,86,87,88
	<b>Planned Activities</b>	

<b>30</b>	<b>Project Name</b>	VILLAGE - SIDEWALK REPLACEMENT
	<b>Target Area</b>	Village of Kenmore
	<b>Goals Supported</b>	Public Infrastructure
	<b>Needs Addressed</b>	Public Infrastructure
	<b>Funding</b>	CDBG: \$10,000
	<b>Description</b>	The Village of Kenmore Public Works Department will replace approximately .5 mile of sidewalk in low-moderate income neighborhoods to ensure safe pedestrian travel.
	<b>Target Date</b>	3/30/2018
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	2,500 low-mod income persons
	<b>Location Description</b>	Village of Kenmore C.T. 85 B.G. 1; C.T. 87 B.G. 2; C.T. 88 B.G. 3
	<b>Planned Activities</b>	
<b>31</b>	<b>Project Name</b>	VILLAGE - COMMUNITY POLICING
	<b>Target Area</b>	Village of Kenmore
	<b>Goals Supported</b>	Public Services
	<b>Needs Addressed</b>	Public Services
	<b>Funding</b>	CDBG: \$20,000
	<b>Description</b>	The Village of Kenmore will operate a citizen's police academy and use extra patrols in the low-moderate income block groups between Military Road and Elmwood Avenue. They also have an active neighborhood watch program that meets regularly to share information on criminal activity.

	<b>Target Date</b>	3/29/2019
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	2,500 low-moderate income persons
	<b>Location Description</b>	Village of Kenmore C.T. 87 B.G. 2; C.T. 88 B.G. 3
	<b>Planned Activities</b>	
<b>32</b>	<b>Project Name</b>	VILLAGE - ELMWOOD AVENUE STREETScape PROJECT (Multi-Year)
	<b>Target Area</b>	Village of Kenmore
	<b>Goals Supported</b>	Public Infrastructure
	<b>Needs Addressed</b>	Public Infrastructure
	<b>Funding</b>	CDBG: \$89,045
	<b>Description</b>	The Village of Kenmore will renovate the streetscape of Elmwood Avenue from the City of Buffalo line through the northern limits of its eligible area (Westgate Avenue). Improvements will include new sidewalks, street furniture, lighting, landscaping, and pedestrian travel accommodations.
	<b>Target Date</b>	3/29/2019
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	2,500 low-moderate income persons
	<b>Location Description</b>	Village of Kenmore C.T. 87 B.G. 2, C.T. 88 B.G. 3
	<b>Planned Activities</b>	This project is currently under design and will be bid during the FY 2016 construction season.
<b>33</b>	<b>Project Name</b>	2016 ESG
	<b>Target Area</b>	

<b>Goals Supported</b>	Homeless Assistance
<b>Needs Addressed</b>	Provide Assistance to the Homeless
<b>Funding</b>	HESG: \$136,035
<b>Description</b>	The Town will enter into subrecipient agreements with area homeless service agencies to provide assistance to homeless persons or those at-risk of becoming homeless. The Town will also enter into an agreement with the Homeless Alliance of WNY to provide HMIS services for our subrecipient agencies.
<b>Target Date</b>	3/30/2018
<b>Estimate the number and type of families that will benefit from the proposed activities</b>	The Town intends to assist approximately 15 families or individuals during FY2016 who are either homeless or at-risk of becoming homeless.
<b>Location Description</b>	Town-wide or A-C-T HOME Consortium Area Wide.
<b>Planned Activities</b>	The Town has received applications from 2 area homeless services agencies during the RFP process and will enter into agreements with The Restoration Society for a Rapid Re-Housing Program and Compass House for a Homeless Youth Program.

## **AP-50 Geographic Distribution - 91.420, 91.220(f)**

### **Description of the geographic areas of the entitlement (including areas of low-income and minority concentration) where assistance will be directed**

The Town of Tonawanda has historically concentrated its CDBG & HOME funding into three Town neighborhood preservation districts and the Village of Kenmore. The neighborhoods of Sheridan-Parkside, Old Town, Lincoln Park, and the Village of Kenmore all have higher concentrations of low-moderate income households and higher concentrations of minorities.

Sheridan-Parkside is a 160-acre WWII-era 1,200-unit development just West of Military Road and Sheridan Drive. The vacancy rate in this neighborhood trends higher than the Town overall (~7%). The ACS data shows a low-mod percentage of approximately 77%. Since the early 1990's, the Town has demolished approximately 250 vacant substandard housing units and built 37 new affordable single-family homes in Sheridan-Parkside.

The Old Town Neighborhood contains 9 street blocks, has about 65 acres, and 400 living units, of which about 15% are not suitable for rehabilitation and can be considered uninhabitable. There are approximately 170 rental units and 180 owner-occupied units. The ACS data shows a low-mod rate of approximately 88%. The Town will continue to address any structures that become neglected through deferred maintenance.

Lincoln Park Neighborhood is the largest and most populous of the low-moderate income neighborhoods in Tonawanda. It is located about .25 mile north of the Main Street Campus of the University at Buffalo. Some of the main streets in the neighborhood are Parker Boulevard, Highland Avenue, Decatur Avenue, and Kenilworth Avenue. The ACS data shows a low/mod income rate of approximately 47%.

The Village of Kenmore is the 1.5 square mile incorporated limits immediately North of the City of Buffalo following Delaware Avenue, Elmwood

Avenue, and Military Road. Low-mod rates vary in the eligible block groups from 47% to 80%.

### Geographic Distribution

Target Area	Percentage of Funds
Sheridan-Parkside	10
Old Town	5
Lincoln Park	5
Village of Kenmore	20

**Table 9 - Geographic Distribution**

### Rationale for the priorities for allocating investments geographically

The Town has recognized the needs of the people in these neighborhoods because the 2010-2014 ACS data shows that in Sheridan-Parkside 80.5% of its residents have a low to moderate-income. There are 409 minorities, the highest concentration in any town neighborhood outside of the Village of Kenmore. Also, there are 634 female head of households, which also represents the highest concentration in the town. Out of the 950 housing units remaining, approximately 250 units are substandard, not suitable for rehabilitation and cannot be occupied. Of the remaining units, if maintenance continues to be neglected, a substantial number of those units will also become substandard, not suitable for rehabilitation and uninhabitable. According to the September 2015 quarterly data from the USPS and HUD, the vacancy rate was approximately 7%. The vacancy rate has decreased about 5% since September 2010 but is still too high to be considered a stable neighborhood.

In Old Town, the 2010-2014 ACS data shows that this Neighborhood Revitalization District has 88% of its families at the low to moderate-income level. There are also 51 minorities, a high concentration when compared to other town neighborhoods. There are also 150 female head of households, which is an elevated rate for the Town. According to the September 2015 Quarterly Vacancy Data provided by the USPS, the vacancy rate has been steady over the last several years at approximately 8%.

In Lincoln Park, the ACS data shows that the population’s low-moderate income rate is approximately 50%. The biggest issues in the neighborhood involve deferred maintenance of a large proportion of rental housing structures than the Town overall. Code enforcement, crime

prevention, and neighborhood revitalization including demolition of substandard vacant structures are high priority needs.

Within the Village of Kenmore, the 2006-2010 ACS data shows that the HUD eligible block groups have between 47% - 80% of its families at the low to moderate-income level. Also, the population data shows a composition of 129 minorities and 700 female head of households in the eligible block groups.

## **AP-65 Homeless and Other Special Needs Activities - 91.420, 91.220(i)**

### **Introduction**

The Town of Tonawanda did received an ESG allocation from 1987-1998 and from 2003-2012. For FY2013 and FY2014 the Town did not receive any ESG funding. The Town did begin to receive ESG funding again in FY 2015 and will continue to receive an ESG until further notice. The Town has been following its ESG Procedures for its coordinated planning process with the Homeless Alliance of WNY.

### **Reaching out to homeless persons (especially unsheltered persons) and assessing their individual needs**

The Town of Tonawanda reaches homeless persons through Police Department interaction, through the personnel at Kenmore Mercy Hospital, and through the Ken-Ton School District. Information is provided to those agencies that provide contact information for homeless services agencies in WNY including the Town's ESG subrecipient agencies during FY 2016; Restoration Society and Compass House.

### **Addressing the emergency shelter and transitional housing needs of homeless persons**

Each year the Town receives ESG program funding, we coordinate a Request for Proposals process with area homeless service providers who request ESG funding for a variety of needs. The Town also involves the Homeless Alliance of WNY on the distribution of the ESG awards to make sure that the funds are being used to further the goals of the Region's Plan to End Homelessness.

### **Helping homeless persons (especially chronically homeless individuals and families, families with children, veterans and their families, and unaccompanied youth) make the transition to permanent housing and independent living, including shortening the period of time that individuals and families experience homelessness, facilitating access for homeless individuals and families to affordable housing units, and preventing individuals and families who were recently homeless from becoming homeless again**

The Town has placed an emphasis on awarding funds to rapid re-housing programs and homelessness prevention programs that focus on keeping homeless persons out of shelters for extended periods of time. It's important to safely house the homeless quickly and be able to follow

up with needed stabilization and support services.

**Helping low-income individuals and families avoid becoming homeless, especially extremely low-income individuals and families and those who are: being discharged from publicly funded institutions and systems of care (such as health care facilities, mental health facilities, foster care and other youth facilities, and corrections programs and institutions) or, receiving assistance from public or private agencies that address housing, health, social services, employment, education, or youth needs.**

The Town has placed an emphasis on awarding funds to rapid re-housing programs and homelessness prevention programs that focus on keeping homeless persons out of shelters for extended periods of time. The Town provides contact information of area homeless services agencies to public and private systems of care agencies that may be discharging low-income individuals and families.

## **AP-85 Other Actions - 91.420, 91.220(k)**

### **Introduction**

#### **Actions planned to address obstacles to meeting underserved needs**

The Tonawanda Senior Center has been in operation for approximately 50 years. For the past quarter century, the main center, open five days a week, has been housed in a former school building on Ensminger Road; in addition, there are two branches. The Kenmore-Mang branch is open on Mondays and Thursdays and the Ellwood branch is open one day per week on Tuesdays.

Approximately 2,000 senior citizens age 60 or over pay the nominal charge for annual membership. Daily use of the main center averages between 100 to 150 persons per day. The Center offers some 75 recreation programs. Some activities are free and structured classes such as ceramics, paintings, dance lessons, and wood shop charge a fee. Seniors may also sign up for trips that may be both day trips as well as extended trips for one night or more.

Through the County nutrition program and local kitchen staffing, the Ensminger Road site offer daily lunches for a modest fee. Average participation is 50-60 persons per day. In addition, the County in cooperation with the Village of Kenmore offers a daily lunch program at the Kenmore-Mang branch. Lunch participation at this location averages about 50 persons per day.

Seniors can also take advantage of the Town's van service which is operated by the Town's Recreation Department with some subsidies by the County. Three vans with a capacity of 8 persons in each van operate five days per week. Van services are provided at a fee with the majority of persons using the van service for medical appointments. The vans usually operate at or near capacity each day. One does not have to be a registered member of the Senior Center to utilize the van service.

The Senior Center does not provide an outreach service to seniors. Most seniors in the Town are aware of the scope of services offered by the Senior Center and if they have need for services beyond those offered by the Senior Center, they normally call the County Senior Services Department to meet those needs. In addition, the Senior Center may receive several calls per month from seniors with various service needs. These are usually referred to County Senior Services.

In conjunction with the County, Meals on Wheels in the Town of Tonawanda are provided through the Sheridan-Parkside Community Center. An average of 200 to 250 meals per day are provided through the program.

The Town also operates a Freedom Program that provides loans to income eligible residents to modify their homes for creating more accessible living arrangements. Those with a physical handicap or have family members who are physically disabled can provide bathroom modifications, or entryway

modifications to ease daily living issues.

### **Actions planned to foster and maintain affordable housing**

See affordable housing section

### **Actions planned to reduce lead-based paint hazards**

All prospective homeowners applying for rehabilitation funding are advised in an application cover letter of the new LBP regulations and the possibility of being relocated (as well as tenants if it is a multi-unit) during the removal of any lead hazard found during the process. A “Lead Poisoning And Your Children” pamphlet is included with all residential rehabilitation application forms. During initial inspection of a property, a Code Enforcement Officer will explain how the LBP regulations apply to the Town of Tonawanda Residential Rehabilitation Program.

When determined necessary, the occupants may be temporarily relocated. For example, if it would take more than one day to rehabilitate the bathroom, then the family may rent a hotel room at the Town’s expense.

The Town retains the services of a LBP testing contractor annually at a cost not to exceed \$35,000 to perform testing services for the residential rehabilitation program. If the rehab client’s home was built before 1978, then the Code Enforcement Officer will require that a Risk Assessment be performed by the LBP Testing Contractor. The firm will provide the necessary lead hazard testing for the Town of Tonawanda. All costs associated with the LBP risk assessment will be paid by the Town of Tonawanda.

Risk assessment test results are evaluated by the CD Code Enforcement Officer. If he concurs with the report, Work Write-Ups/Specifications are prepared by the Officer for items identified in the Risk assessment as being in need of hazard control. A copy of the Lead Risk Assessment is provided to the homeowner (and to the tenant if it is a multi-unit) when the specifications are delivered to the homeowner.

After the completion of the lead based paint work items by the building trades contractor, the LBP contractor performs a clearance test, the cost of which is paid by the Town. If the work items pass the clearance test, a voucher for payment for those work items is prepared. If the work items do not pass the clearance test, the building trades contractor is notified by the Building Inspector. The contractor, in turn, re-cleans the work items and notifies the Building Inspector that he is ready for a second clearance test to be ordered. The building trades contractor is responsible for payment of further clearance tests required for the work items to pass.

Once the work items pass the clearance test and the building contractor submits payment for the

additional clearance test(s) to the LBP contractor, the Town prepares a voucher for payment of the work item.

### **Actions planned to reduce the number of poverty-level families**

The Town of Tonawanda recognizes that housing programs by themselves will not eliminate or reduce poverty. Subsidized programs such as those targeted in the Consolidated Plan can free up cash resources for living necessities, but these programs alone cannot raise a household above the poverty level.

Where appropriate and feasible, the town will coordinate their housing programs with services designed to assist low income households to break the cycle of poverty.

The Erie County Public Housing Authority has established an Action Plan for the Family Self-Sufficiency Program. This program provides rent subsidies to eligible households in concert with other social services and programs on terms that encourage personal responsibility leading to financial independence.

Fundamentally, a sound and growing economy is one of the most critical factors in helping to reduce poverty. The town has engaged in various initiatives and programs to promote business, jobs, and training. The Town of Tonawanda Business Incentive Fund Loan Program offers loans to companies which will create jobs, a majority of which will be offered to low-moderate income persons.

The Town of Tonawanda Empire Zone made the creation of jobs more attractive; no property tax, payroll tax, or sales tax on the purchase of equipment is required to be paid. The Empire Zone rules require that residents of Sheridan Parkside Village Courts receive special consideration when a company in the Empire Zone is hiring. The companies that have located in the zone will continue to receive benefits for 1-10 years depending on their initial start date in the zone.

The Town is also proactively planning and investing in infrastructure in two new business parks at the North Youngman Commerce Center and the Riverview Commerce Park that contain a total of 150 acres of “shovel-ready” land for redevelopment. Both projects benefited from the Empire Zone designation and will hopefully remain part of any successor program that New York State develops.

Training and employment opportunities that are available to low and moderate-income persons through the NYS Labor Department and the local Workforce Development Board:

- economically disadvantaged adults who need training and job skills to secure employment;
- dislocated workers who are also economically disadvantaged and have been laid off and are waiting to be recalled to the same or similar occupation (e.g., a steel worker); and
- summer jobs for youth who are from low- and moderate-income families along with on-the-job

education classes for the duration of their job.

Employment opportunities may be available for Community Development projects under the Section 3 requirement. Section 3 provides for preference to be given to a contractor who meets requirements for Section 3 certification by agreeing to hire low-income town residents for that project.

The Town will continue to advise residents of employment opportunities and economic development in the Town of Tonawanda through the official newspaper, the Ken-Ton Bee, and through their official website at <http://www.tonawanda.ny.us>.

### **Actions planned to develop institutional structure**

New York State and Erie County have an excellent network of service agencies that are able to provide an impressive array of much needed supportive services for housing. In its communications with service agencies regarding the existence of gaps in the institutional structure for providing supportive services for housing, the general consensus by the Community Development staff was that there are no apparent gaps and that the existing matrix of agencies is well equipped to deal with the client base either through in-house resources or through referrals and networking with other existing social service agencies. The only potential gap is one of financial resources. The most common need expressed was for direct housing assistance through Section 8 Vouchers and Certificates. Also, the new Emergency Solutions Grant regulations are providing a forum for collaboration efforts on homeless issues in Western New York.

### **Actions planned to enhance coordination between public and private housing and social service agencies**

Currently there is an effort underway through the Mobile-Safety Net Team funded by the Oshei Foundation that is going to initially provide a directory of public and private housing agencies as well as social service agency contact information to increase referrals for service. These collaborations will continue into FY 2016. A copy of the final report may be viewed at [www.oishie.org](http://www.oishie.org).

## Program Specific Requirements

### AP-90 Program Specific Requirements - 91.420, 91.220(I)(1,2,4)

#### Introduction

#### Community Development Block Grant Program (CDBG)

##### Reference 24 CFR 91.220(I)(1)

Projects planned with all CDBG funds expected to be available during the year are identified in the Projects Table. The following identifies program income that is available for use that is included in projects to be carried out.

1. The total amount of program income that will have been received before the start of the next program year and that has not yet been reprogrammed	0
2. The amount of proceeds from section 108 loan guarantees that will be used during the year to address the priority needs and specific objectives identified in the grantee's strategic plan.	0
3. The amount of surplus funds from urban renewal settlements	0
4. The amount of any grant funds returned to the line of credit for which the planned use has not been included in a prior statement or plan	0
5. The amount of income from float-funded activities	0
<b>Total Program Income:</b>	<b>0</b>

#### Other CDBG Requirements

1. The amount of urgent need activities	0
2. The estimated percentage of CDBG funds that will be used for activities that benefit persons of low and moderate income. Overall Benefit - A consecutive period of one, two or three years may be used to determine that a minimum overall benefit of 70% of CDBG funds is used to benefit persons of low and moderate income. Specify the years covered that include this Annual Action Plan.	85.00%

**Emergency Solutions Grant (ESG)  
Reference 91.220(l)(4)**

1. Include written standards for providing ESG assistance (may include as attachment)

See attached.

2. If the Continuum of Care has established centralized or coordinated assessment system that meets HUD requirements, describe that centralized or coordinated assessment system.

In progress.

3. Identify the process for making sub-awards and describe how the ESG allocation available to private nonprofit organizations (including community and faith-based organizations).

See attached.

4. If the jurisdiction is unable to meet the homeless participation requirement in 24 CFR 576.405(a), the jurisdiction must specify its plan for reaching out to and consulting with homeless or formerly homeless individuals in considering policies and funding decisions regarding facilities and services funded under ESG.

The Town of Tonawanda currently does not have anyone that was previously homeless working in the Office of Planning and Development. The Office requires that participating homeless service agencies have their clients actively participate in their case management planning. The Town also uses the Homeless Alliance of WNY's outreach survey results from homeless clients around WNY.

5. Describe performance standards for evaluating ESG.

When reviewing ESG proposals for a funding year cycle, the Town establishes a goal of persons served through a homelessness prevention or rapid re-housing service agency. Progress toward reaching those goals are reviewed quarterly through reimbursement invoices from the service providers and confirmed through the CoC's HMIS data. Several performance criteria are reviewed on an annual basis such as average length of stay for emergency shelters and resources per client for rapid re-housing and homelessness prevention agencies.

Application for Federal Assistance SF-424		
* 1. Type of Submission: <input type="checkbox"/> Preapplication <input checked="" type="checkbox"/> Application <input type="checkbox"/> Changed/Corrected Application	* 2. Type of Application: <input checked="" type="checkbox"/> New <input type="checkbox"/> Continuation <input type="checkbox"/> Revision	* If Revision, select appropriate letter(s): <input type="text"/> * Other (Specify) <input type="text"/>
* 3. Date Received: <input type="text"/>	4. Applicant Identifier: B-15-MC-36-0008	
5a. Federal Entity Identifier: NY366468 TOWN OF TONAWANDA	* 5b. Federal Award Identifier: <input type="text"/>	
<b>State Use Only:</b>		
6. Date Received by State: <input type="text"/>	7. State Application Identifier: <input type="text"/>	
<b>8. APPLICANT INFORMATION:</b>		
* a. Legal Name: Town of Tonawanda, NY		
* b. Employer/Taxpayer Identification Number (EIN/TIN): 16-6002385	* c. Organizational DUNS: 08-841-9106	
<b>d. Address:</b>		
* Street1: 2919 Delaware Avenue	Street2: <input type="text"/>	
* City: Kenmore	County: <input type="text"/>	
* State: New York	Province: <input type="text"/>	
* Country: USA: UNITED STATES	* Zip / Postal Code: 14217	
<b>e. Organizational Unit:</b>		
Department Name: Office of Planning & Development	Division Name: <input type="text"/>	
<b>f. Name and contact information of person to be contacted on matters involving this application:</b>		
Prefix: Mr.	* First Name: James	
Middle Name: <input type="text"/>	* Last Name: Hartz	
Suffix: <input type="text"/>	Title: Director of Community Development	
Organizational Affiliation: <input type="text"/>		
* Telephone Number: (716) 871-8847, Ext. 1	Fax Number: (716) 871-8857	
* Email: jhartz@tonawanda.ny.us		

**Application for Federal Assistance SF-424**

**9. Type of Applicant 1: Select Applicant Type:**

Township

Type of Applicant 2: Select Applicant Type:

Type of Applicant 3: Select Applicant Type:

\* Other (specify):

**\* 10. Name of Federal Agency:**

U.S. Department of Housing & Urban Development

**11. Catalog of Federal Domestic Assistance Number:**

14.218

CFDA Title:

Entitlement Grant

**\* 12. Funding Opportunity Number:**

\* Title:

**13. Competition Identification Number:**

Title:

**14. Areas Affected by Project (Cities, Counties, States, etc.):**

Town of Tonawanda, NY and Village of Kenmore, NY

**\* 15. Descriptive Title of Applicant's Project:**

Housing Rehabilitation; Demolition; Economic Development; Disposition; Public Services; Crime Awareness; Code Enforcement; Program Delivery; General Administration; Public Improvements; and Youth Services

Attach supporting documents as specified in agency instructions.

**Application for Federal Assistance SF-424**

**16. Congressional Districts Of:**

\* a. Applicant 26

\* b. Program/Project 26

Attach an additional list of Program/Project Congressional Districts if needed.

**17. Proposed Project:**

\* a. Start Date: 4/1/2016

\* b. End Date: 3/31/2017

**18. Estimated Funding (\$):**

\* a. Federal \$1,491,423

\* b. Applicant

\* c. State

\* d. Local

\* e. Other

\* f. Program Income

\* g. TOTAL

**\* 19. Is Application Subject to Review By State Under Executive Order 12372 Process?**

a. This application was made available to the State under the Executive Order 12372 Process for review on

b. Program is subject to E.O. 12372 but has not been selected by the State for review.

c. Program is not covered by E.O. 12372.

**\* 20. Is the Applicant Delinquent On Any Federal Debt? (If "Yes", provide explanation.) Applicant Federal Debt Delinquency Explanation**

Yes

No

**21. \*By signing this application, I certify (1) to the statements contained in the list of certifications\*\* and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances\*\* and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 218, Section 1001)**

\*\* I AGREE

\*\* The list of certifications and assurances, or an internet site where you may obtain this list, is contained in the announcement or agency specific instructions.

**Authorized Representative:**

Prefix:

Mr.

\* First Name:

Joseph

Middle Name:

H.

\* Last Name:

Emminger

Suffix:

\* Title:

Town Supervisor

\* Telephone Number:

(716) 877-8804

Fax Number:

(716) 877-1261

\* Email:

jemminger@tonawanda.ny.us

\* Signature of Authorized Representative:



\* Date Signed:

2/22/16

## Application for Federal Assistance SF-424

## \* 1. Type of Submission:

- Preapplication  
 Application  
 Changed/Corrected Application

## \* 2. Type of Application:

- New  
 Continuation  
 Revision

## \* If Revision, select appropriate letter(s):

## \* Other (Specify):

## \* 3. Date Received:

## 4. Applicant Identifier:

B-15-MC-36-0008

## 5a. Federal Entity Identifier:

NY366468 TOWN OF TONAWANDA

## 5b. Federal Award Identifier:

## State Use Only:

## 6. Date Received by State:

## 7. State Application Identifier:

## 8. APPLICANT INFORMATION:

## \* a. Legal Name: Town of Tonawanda, NY

## \* b. Employer/Taxpayer Identification Number (EIN/TIN):

16-6002385

## \* c. Organizational DUNS:

0884191060000

## d. Address:

\* Street1: 2919 Delaware Avenue

Street2:

\* City: Kenmore

County/Parish: Erie

\* State: NY: New York

Province:

\* Country: USA: UNITED STATES

\* Zip / Postal Code: 14217-2395

## e. Organizational Unit:

Department Name:

Planning and Development

Division Name:

## f. Name and contact information of person to be contacted on matters involving this application:

Prefix: Mr.

\* First Name: James

Middle Name: D

\* Last Name: Hartz

Suffix:

Title: Director of Community Development

Organizational Affiliation:

\* Telephone Number: 716-871-8847, Ext. 1

Fax Number: 716-871-8857

\* Email: jhartz@tonawanda.ny.us

**Application for Federal Assistance SF-424**

**\* 9. Type of Applicant 1: Select Applicant Type:**

C: City or Township Government

Type of Applicant 2: Select Applicant Type:

Type of Applicant 3: Select Applicant Type:

\* Other (specify):

**\* 10. Name of Federal Agency:**

U.S. Department of Housing & Urban Development

**11. Catalog of Federal Domestic Assistance Number:**

14.231

CFDA Title:

Emergency Solutions Grant

**\* 12. Funding Opportunity Number:**

\* Title:

**13. Competition Identification Number:**

Title:

**14. Areas Affected by Project (Cities, Counties, States, etc.):**

Add Attachment

Delete Attachment

View Attachment

**\* 15. Descriptive Title of Applicant's Project:**

Shelter; Homeless Prevention; Rapid Re-Housing; Data Collection; Admin

Attach supporting documents as specified in agency instructions.

Add Attachments

Delete Attachments

View Attachments

**Application for Federal Assistance SF-424**

**16. Congressional Districts Of:**

\* a. Applicant

\* b. Program/Project

Attach an additional list of Program/Project Congressional Districts if needed.

**17. Proposed Project:**

\* a. Start Date:

\* b. End Date:

**18. Estimated Funding (\$):**

* a. Federal	<input type="text" value="136,035.00"/>
* b. Applicant	<input type="text"/>
* c. State	<input type="text"/>
* d. Local	<input type="text"/>
* e. Other	<input type="text"/>
* f. Program Income	<input type="text"/>
* g. TOTAL	<input type="text" value="136,035.00"/>

**\* 19. Is Application Subject to Review By State Under Executive Order 12372 Process?**

- a. This application was made available to the State under the Executive Order 12372 Process for review on .
- b. Program is subject to E.O. 12372 but has not been selected by the State for review.
- c. Program is not covered by E.O. 12372.

**\* 20. Is the Applicant Delinquent On Any Federal Debt? (If "Yes," provide explanation in attachment.)**

Yes  No

If "Yes", provide explanation and attach

**21. \*By signing this application, I certify (1) to the statements contained in the list of certifications\*\* and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances\*\* and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 218, Section 1001)**

\*\* I AGREE

\*\* The list of certifications and assurances, or an internet site where you may obtain this list, is contained in the announcement or agency specific instructions.

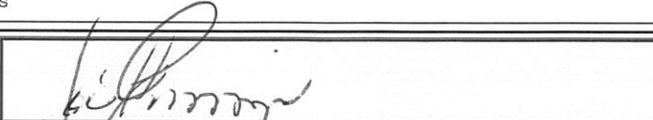
**Authorized Representative:**

Prefix:  \* First Name:   
Middle Name:   
\* Last Name:   
Suffix:

\* Title:

\* Telephone Number:  Fax Number:

\* Email:

\* Signature of Authorized Representative: 

\* Date Signed:

## CERTIFICATIONS

In accordance with the applicable statutes and the regulations governing the consolidated plan regulations, the jurisdiction certifies that:

**Affirmatively Further Fair Housing** -- The jurisdiction will affirmatively further fair housing, which means it will conduct an analysis of impediments to fair housing choice within the jurisdiction, take appropriate actions to overcome the effects of any impediments identified through that analysis, and maintain records reflecting that analysis and actions in this regard.

**Anti-displacement and Relocation Plan** -- It will comply with the acquisition and relocation requirements of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended, and implementing regulations at 49 CFR 24; and it has in effect and is following a residential antidisplacement and relocation assistance plan required under section 104(d) of the Housing and Community Development Act of 1974, as amended, in connection with any activity assisted with funding under the CDBG or HOME programs.

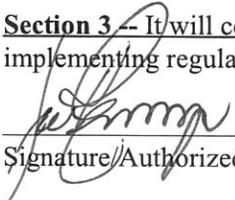
**Anti-Lobbying** -- To the best of the jurisdiction's knowledge and belief:

1. No Federal appropriated funds have been paid or will be paid, by or on behalf of it, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement;
2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, it will complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions; and
3. It will require that the language of paragraph 1 and 2 of this anti-lobbying certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

**Authority of Jurisdiction** -- The consolidated plan is authorized under State and local law (as applicable) and the jurisdiction possesses the legal authority to carry out the programs for which it is seeking funding, in accordance with applicable HUD regulations.

**Consistency with plan** -- The housing activities to be undertaken with CDBG, HOME, ESG, and HOPWA funds are consistent with the strategic plan.

**Section 3** -- It will comply with section 3 of the Housing and Urban Development Act of 1968, and implementing regulations at 24 CFR Part 135.

  
\_\_\_\_\_  
Signature/Authorized Official

2/22/16  
\_\_\_\_\_  
Date

## Specific CDBG Certifications

The Entitlement Community certifies that:

**Citizen Participation** -- It is in full compliance and following a detailed citizen participation plan that satisfies the requirements of 24 CFR 91.105.

**Community Development Plan** -- Its consolidated housing and community development plan identifies community development and housing needs and specifies both short-term and long-term community development objectives that provide decent housing, expand economic opportunities primarily for persons of low and moderate income. (See CFR 24 570.2 and CFR 24 part 570)

**Following a Plan** -- It is following a current consolidated plan (or Comprehensive Housing Affordability Strategy) that has been approved by HUD.

**Use of Funds** -- It has complied with the following criteria:

1. Maximum Feasible Priority. With respect to activities expected to be assisted with CDBG funds, it certifies that it has developed its Action Plan so as to give maximum feasible priority to activities which benefit low and moderate income families or aid in the prevention or elimination of slums or blight. The Action Plan may also include activities which the grantee certifies are designed to meet other community development needs having a particular urgency because existing conditions pose a serious and immediate threat to the health or welfare of the community, and other financial resources are not available);
2. Overall Benefit. The aggregate use of CDBG funds including section 108 guaranteed loans during program year(s) \_\_\_\_\_ , \_\_\_\_\_ (a period specified by the grantee consisting of one, two, or three specific consecutive program years), shall principally benefit persons of low and moderate income in a manner that ensures that at least 70 percent of the amount is expended for activities that benefit such persons during the designated period;
3. Special Assessments. It will not attempt to recover any capital costs of public improvements assisted with CDBG funds including Section 108 loan guaranteed funds by assessing any amount against properties owned and occupied by persons of low and moderate income, including any fee charged or assessment made as a condition of obtaining access to such public improvements.

However, if CDBG funds are used to pay the proportion of a fee or assessment that relates to the capital costs of public improvements (assisted in part with CDBG funds) financed from other revenue sources, an assessment or charge may be made against the property with respect to the public improvements financed by a source other than CDBG funds.

The jurisdiction will not attempt to recover any capital costs of public improvements assisted with CDBG funds, including Section 108, unless CDBG funds are used to pay the proportion of fee or assessment attributable to the capital costs of public improvements financed from other revenue sources. In this case, an assessment or charge may be made against the property with respect to the public improvements financed by a source other than CDBG funds. Also, in the case of properties owned and occupied by moderate-income (not low-income) families, an assessment or charge may be made against the property for public improvements financed by a source other than CDBG funds if the jurisdiction certifies that it lacks CDBG funds to cover the assessment.

**Excessive Force** -- It has adopted and is enforcing:

1. A policy prohibiting the use of excessive force by law enforcement agencies within its

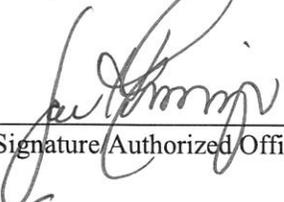
jurisdiction against any individuals engaged in non-violent civil rights demonstrations; and

2. A policy of enforcing applicable State and local laws against physically barring entrance to or exit from a facility or location which is the subject of such non-violent civil rights demonstrations within its jurisdiction;

**Compliance With Anti-discrimination laws** -- The grant will be conducted and administered in conformity with title VI of the Civil Rights Act of 1964 (42 USC 2000d), the Fair Housing Act (42 USC 3601-3619), and implementing regulations.

**Lead-Based Paint** -- Its activities concerning lead-based paint will comply with the requirements of 24 CFR Part 35, subparts A, B, J, K and R;

**Compliance with Laws** -- It will comply with applicable laws.

  
\_\_\_\_\_  
Signature/Authorized Official

2/22/16  
Date

SUPERVISOR  
Title

### Specific HOME Certifications

The HOME participating jurisdiction certifies that:

**Tenant Based Rental Assistance** -- If the participating jurisdiction intends to provide tenant-based rental assistance:

The use of HOME funds for tenant-based rental assistance is an essential element of the participating jurisdiction's consolidated plan for expanding the supply, affordability, and availability of decent, safe, sanitary, and affordable housing.

**Eligible Activities and Costs** -- it is using and will use HOME funds for eligible activities and costs, as described in 24 CFR § 92.205 through 92.209 and that it is not using and will not use HOME funds for prohibited activities, as described in § 92.214.

**Appropriate Financial Assistance** -- before committing any funds to a project, it will evaluate the project in accordance with the guidelines that it adopts for this purpose and will not invest any more HOME funds in combination with other Federal assistance than is necessary to provide affordable housing;

  
\_\_\_\_\_  
Signature/Authorized Official

2/22/16  
\_\_\_\_\_  
Date

Supervisor  
\_\_\_\_\_  
Title

## ESG Certifications

The Emergency Solutions Grants Program Recipient certifies that:

**Major rehabilitation/conversion** – If an emergency shelter’s rehabilitation costs exceed 75 percent of the value of the building before rehabilitation, the jurisdiction will maintain the building as a shelter for homeless individuals and families for a minimum of 10 years after the date the building is first occupied by a homeless individual or family after the completed rehabilitation. If the cost to convert a building into an emergency shelter exceeds 75 percent of the value of the building after conversion, the jurisdiction will maintain the building as a shelter for homeless individuals and families for a minimum of 10 years after the date the building is first occupied by a homeless individual or family after the completed conversion. In all other cases where ESG funds are used for renovation, the jurisdiction will maintain the building as a shelter for homeless individuals and families for a minimum of 3 years after the date the building is first occupied by a homeless individual or family after the completed renovation.

**Essential Services and Operating Costs** – In the case of assistance involving shelter operations or essential services related to street outreach or emergency shelter, the jurisdiction will provide services or shelter to homeless individuals and families for the period during which the ESG assistance is provided, without regard to a particular site or structure, so long the jurisdiction serves the same type of persons (e.g., families with children, unaccompanied youth, disabled individuals, or victims of domestic violence) or persons in the same geographic area.

**Renovation** – Any renovation carried out with ESG assistance shall be sufficient to ensure that the building involved is safe and sanitary.

**Supportive Services** – The jurisdiction will assist homeless individuals in obtaining permanent housing, appropriate supportive services ( including medical and mental health treatment, victim services, counseling, supervision, and other services essential for achieving independent living), and other Federal State, local, and private assistance available for such individuals.

**Matching Funds** – The jurisdiction will obtain matching amounts required under 24 CFR 576.201.

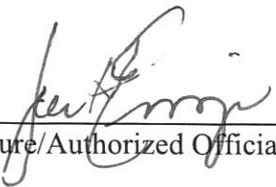
**Confidentiality** – The jurisdiction has established and is implementing procedures to ensure the confidentiality of records pertaining to any individual provided family violence prevention or treatment services under any project assisted under the ESG program, including protection against the release of the address or location of any family violence shelter project, except with the written authorization of the person responsible for the operation of that shelter.

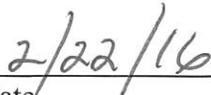
**Homeless Persons Involvement** – To the maximum extent practicable, the jurisdiction will involve, through employment, volunteer services, or otherwise, homeless individuals and families in constructing, renovating, maintaining, and operating facilities assisted under the ESG program, in providing services assisted under the ESG program, and in providing services for occupants of facilities assisted under the program.

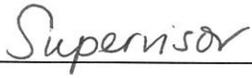
**Consolidated Plan** – All activities the jurisdiction undertakes with assistance under ESG are consistent with the jurisdiction’s consolidated plan.

**Discharge Policy** – The jurisdiction will establish and implement, to the maximum extent practicable and where appropriate policies and protocols for the discharge of persons from

publicly funded institutions or systems of care (such as health care facilities, mental health facilities, foster care or other youth facilities, or correction programs and institutions) in order to prevent this discharge from immediately resulting in homelessness for these persons.

  
\_\_\_\_\_  
Signature/Authorized Official

  
\_\_\_\_\_  
Date

  
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Title

**ATTACHMENT #1**  
**ESG WRITTEN STANDARDS**

# Continuum of Care Written Standard for NY-508 Buffalo, Niagara Falls, Erie and Niagara County

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## Introduction

The Continuum of Care (CoC) is responsible for coordinating and implementing a system to meet the needs of the population and subpopulations experiencing homelessness within the

geographic area of Erie and Niagara Counties. Both the Emergency Solution Grant Rules and Regulations (ESG) and the Homeless Emergency Assistance and Rapid Transition to Housing (HEARTH) Continuum of Care Program Interim Rules state that the Continuum of Care (CoC), in consultation with recipients of Emergency Solutions Grants program funds within the geographic area, (1) establish and consistently follow written standards for providing Continuum of Care assistance, (2) establish performance targets appropriate for population and program type, and (3) monitor recipient and sub-recipient performance.

All programs that receive ESG or CoC funding are required to abide by these written standards. The CoC strongly encourages programs that do not receive either of these sources of funds to accept and utilize these written standards.

The written standards have been established to ensure that persons experiencing homelessness who enter programs throughout the CoC will be given similar information and support to access and maintain permanent housing.

The majority of these standards are based on the ESG and/or the HEARTH Interim Rules. There are some additional standards that have been established by the CoC that will assist programs in meeting and exceeding performance outcomes that will help the CoC reach the goal of ending homelessness.

The Continuum of Care Written Standards will:

- Assist with the coordination of service delivery across the geographic area and will be the foundation of the coordinated entry system
- Assist in assessing individuals and families consistently to determine program eligibility
- Assist in administering programs fairly and methodically
- Establish common performance measurements for all CoC components.
- Provide the basis for the monitoring of all CoC and ESG funded projects

These written standards have been developed in conjunction with ESG recipients (City of Buffalo, City of Niagara Falls, Town of Tonawanda, and Erie County) and with service providers to allow for input on the procedure of Coordinated entry/assessment system, standards, performance measures and the process for full implementation of the standards throughout the CoC from the perspective of those organizations that are directly providing homeless housing and services, Emergency Shelter(ES), Transitional Housing (TH), Permanent Supportive Housing (PSH), Rapid Re-Housing (RRH) and Supportive Service Only (SSO).

The CoC Written Standards have been approved by the CoC, the County and City ESG recipients and providers. The Written Standards will be reviewed and revised as needed at a minimum of once per year. Agreement to abide by the Written Standards will be a condition of being moved forward for CoC or ESG funding.

## **Program Requirement for All Programs**

- Programs must coordinate with other homeless services within the CoC
- Programs must coordinate with mainstream resources in the CoC including housing, social services, employment, education and youth programs for which participants may be eligible
- Programs must have written policies and procedures and must consistently apply them to all participants
- Programs that serve households with children:
  - A staff person must be designated as the educational liaison that will ensure that children are enrolled in school, connected to appropriate services in the community, including early childhood program such as Head Start, Part C of the Individuals with Disabilities Education Act, and the McKinney Vento education services.
  - The age and gender of a child under age 18 must not be used as a basis for denying any family's admission to a project that provides shelter for families with children
- Programs receiving ESG and CoC funding must participate in HMIS (Homeless Management Information System), unless otherwise stated by federal regulations. However all homeless programs are strongly encouraged to participate in HMIS.
- Programs must meet minimum HMIS data quality standards
- Programs providing Domestic Violence or Legal Services may opt out of HMIS participation but must utilize a comparable database to collect HUD required data elements.
- Programs must participate in Coordinated Entry System and use the prioritization criteria established in this documents.
- Programs must conduct an initial evaluation to determine the amount and type of assistance needed to regain stability in permanent housing.
- Program rules and regulations should be designed in the spirit of inclusion rather than as grounds for denial or termination. Programs should exercise judgment and examine all extenuating circumstances in determining when violations are serious enough to warrant termination so that a program participant's assistance is terminated only in the most severe cases.
- Programs must have a formal procedure for terminating assistance to a participant that recognizes the rights of the participant(s) involved.
  - Programs must use judgment and examine all extenuating circumstances in determining that a violation should result in termination
  - Every effort should be made to allow the participant to remain in the program; termination should only be exercised in the most severe cases.
  - Termination does not necessarily preclude assistance at a future date
- Programs must make known that use of the facilities and services are available to all on a nondiscriminatory basis.
- Programs may not engage in inherently religious activities such as worship, religious instruction or proselytization as part of the programs or services funded under the CoC or ESG. These activities can be conducted but must be separate and voluntary for program participants.

## Record Keeping Requirements for All Projects

Participant Recordkeeping Requirements include:

- All records containing personally identifying information must be kept secure and confidential
- Programs must have written confidentiality/privacy notice a copy of which should be made available to participants if requested
- Documentation of homelessness (following HUDs guidelines)
- A record of services and assistance provided to each participant
- Documentation of any applicable requirements for providing services/assistance
- Documentation of use of coordinated assessment system
- Documentation of use of HMIS
- Records must be retained for the appropriate amount of time as prescribed by HUD

Financial Recordkeeping Requirements include:

- Documentation for all costs charged to the grant
- Documentation that funds were spent on allowable costs
- Documentation of the receipt and use of program income
- Documentation of compliance with expenditure limits and deadlines
- Retain copies of all procurement contracts as applicable
- Documentation of amount, source and use of resources for each match contribution

## Occupancy Standards for All Programs

All housing units, including scattered site programs owned and managed by private landlords, must meet applicable state or local government health and safety codes and have current certificate of occupancy for the current use and meet or exceed the following minimum standards: (For more detail refer to ESG regulations 576.403 (b) Minimum Standards)

- Buildings must be structurally sound to protect from the elements and not pose any threat to health and safety of the residents
- Must be accessible in accordance with Section 504 of the Rehabilitation Act, the Fair Housing Act and the Americans with Disabilities Act where applicable
- Must provide an acceptable place to sleep and adequate space and security for themselves and their belongings
- Each room must have a natural or mechanical means of ventilation
- Must provide access to sanitary facilities that are in operating condition, private and clean
- Water supply must be free of contamination
- Heating/cooling equipment must be in working condition
- Must have adequate natural or artificial illumination and adequate electrical resources to permit safe use of electrical appliances
- Food preparation areas must have suitable space and equipment to store, prepare and serve food in safe and sanitary manner

- Building must be maintained in a sanitary condition
- Must be at least one smoke detector in each occupied unit of the program; and where possible near sleeping areas. The fire alarm system must be designed for hearing-impaired participants. There must be a second means of exiting the building in case of fire or other emergency.

The Program, Record Keeping and Occupancy Standards as represented above apply to all programs regardless of the type of services/housing that they provide.

## Coordinated Entry/Assessment System

### Planning Process of the Coordinated Entry

There are some project level efforts have been made throughout the continuum towards coordinated entry/assessment in the past 3 years. It set a path for establishing the system-wide coordinated entry/assessment system.

Matt Urban, the first provider implementing the Housing First Model in this area, has been using a vulnerability index for four years. This tool focuses on evaluating those who are most vulnerable and most likely to die as determined by Community Solutions research. The tool accurately reflects the vulnerability of the clients that they have assessed and served. This tool has been reviewed and revised by a chronically homeless committee in 2014. The Outreach team has been administering the score and the wait-list. The wait-list is available in both HMIS and a shared online tool with a mapping function that allow the outreach team to see where their client was last seen. This tool (Appendix B-Local-CH VI) has been approved by the CoC and will be the coordinated assessment tool for the chronically homeless and will be used by all projects that are dedicated or prioritized for the chronically homeless.

Erie County Department of Mental Health has a Single Point of Access and Accountability (SPOA) system in place for years. In June, 2012, SPOA has integrated referral for housing, Care Coordination and Assertive Community Treatment (ACT) services. SPOA is intended for individuals who are at high risk of further system penetration, who are unable to maintain community based linkage and important supports, such as; Psychiatric treatment and medication management, medical provider and treatment, housing and housing crisis management, substance abuse treatment, financial, social support and legal. The goal of SPOA is to have the right person, in the right service, at the right time, for the right length of time, achieving the right outcomes. SPOA system prioritize person who have severe mental illness with the following factors: medical and behavioral health emergency room visits, medical and behavioral health inpatient stays, arrests, homelessness, and episodes of lethality(self-harm or harm to others), occurring in the past 12 months. Having a risk score of 0 is technically eligible for services, though not likely to receive services. Anyone with homelessness is a priority for services. The triage works much like an ER. The more risk factors you have the more priority you have. A person with a risk score of 8 will receive services before a person with a risk score of 2. ECDMH obtains the risk score through the online referral, the referring agent enters the information and the system tallies the responses. The majority of the non-dedicated/prioritized

PSH units are administered by ECDMH, or take referral from ECDMH. The CoC will use the SPOA system as the coordinated entry system for all PSH units that are not dedicated or prioritized for persons experiencing chronic homelessness.

A Common Assessment Committee was formed in early 2012. The common assessment that we developed at that point was more based on clients' income level, barriers of obtaining and retaining housing as per National Alliance of Ending Homelessness recommended for triaging for Rapid Re-Housing. City of Buffalo Emergency Solutions Grant (ESG) funded Rapid Rehousing, as a pilot project, used the common assessment to screen clients through the program. Assessments were uploaded to HMIS and referrals are made through HMIS as well. The process is fairly successful, we have housed 114 households during last year's pilot project. However, while comparing the new tool that nationally adopted, like the VI-F-SPDAT, our tool was more imprecise with barriers. While we accurately identified barriers, we did not clearly operationalize them, failing to include precise definition in the assessment tool. We, as the CoC, decided to adopt the VI-F-SPDAT for families and also to learn from the past and develop other tools based on rigorous scientific research.

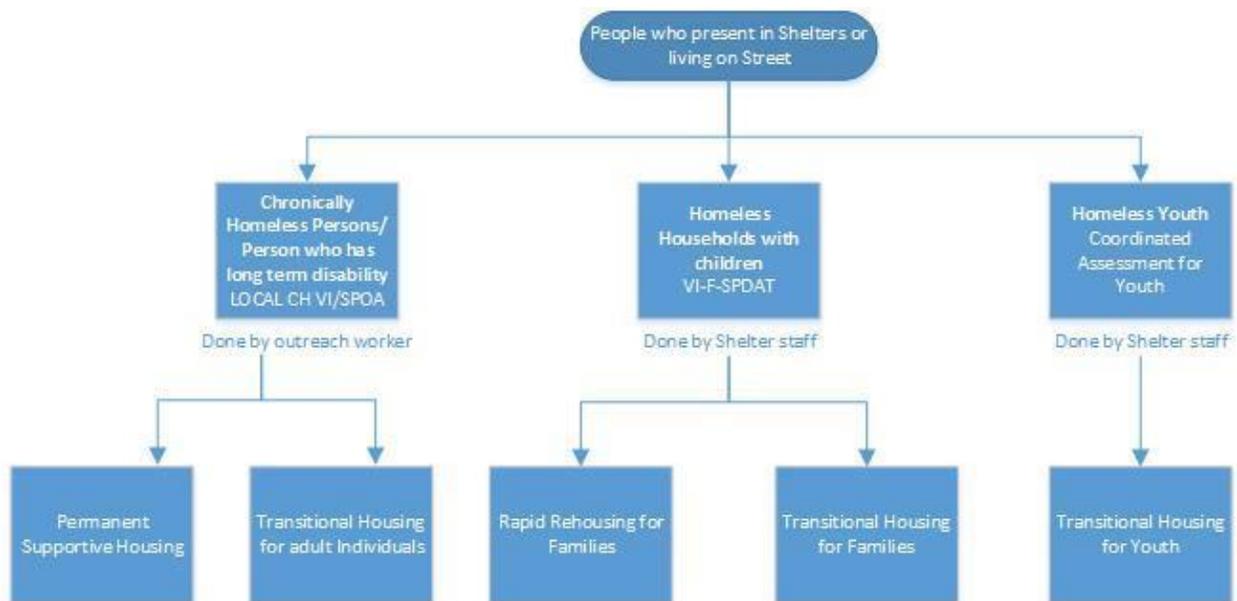
In the spring of 2014, the Homeless Alliance of WNY hosted four (4) focus groups which were lead/facilitated by Diane Bessel, Assistant Professor at the Department of Social Work and Sociology of Daemen College, who has extended experiences working on the homeless issue. The aim of the focus group was to discuss and assess, the need of a Coordinated entry/assessment, initial model recommendation, and key factors on implementing the coordinated entry/assessment system that is viable to our community. The service providers developed The focus groups were facilitated by Diane Bessel, Assistant Professor at the Department of Social Work and Sociology of Daemen College, who has extended experiences working on the homeless issue. There were a total of 74 members from the Continuum who participated in the discussion. After the focus groups, there were two committees formed: Access and Assess. Representatives from different housing programs were presented to discuss the two topics. The Assessment tools that are described below are developed and approved by the Assess Committee and the CoC.

Being located in a right-to-shelter state has meant that the point of entry into our homelessness assistance system is the county department of social services. At the time that they apply for homelessness assistance, they are also screened for eligibility into other welfare and assistance programs, such as the Home Energy and Assistance Program run by the New York State Office of Temporary Disability Assistance, Supplemental Nutrition Assistance Program, and other aid. The department of social services provides many aid programs that assist county residents in staying in their own home and thus serves as the first point of access for homelessness prevention services. Other best practices, such as attempting diversion from the homeless shelters, have been standard practice at the department of social service for many years. Other homelessness prevention programs in Erie County focus on those who are unjustly denied benefits at the department of social services, or are facing legal issues of eviction. Erie County Department of Social Service required to conduct a face-to-face interview before clients are

assigned to shelters and they have been placing homeless people into shelters in a fairly effective manner. For this reason, and given a relative lack of other homelessness prevention programs in the area, it was clear that starting the Coordinated Entry at the point of shelter for services that were on a continuum of acuity, as opposed to being qualitatively different as is the case for prevention, was appropriate. There are discussions about assessing all clients' need for future programming and funding purposes. However, due to lack of funding currently support such function, it is considered as a 2nd phase plan for the Coordinated Entry/Assessment system.

Late 2014 to January of 2015, 4 different housing committees were formed based on the population and housing types to discuss the details of the wait-list criteria, referral process and other implementation procedures. In February of 2015, the procedure for the coordinated entry system were added into the written standards and approved by the CoC. Implementation of the system wide coordinated entry for our region officially starts on February 18th, 2015. The four housing committees were merged into three, based on different service population and will be responsible for reviewing cases within its specific population. They are PSH housing committee, Family housing committee and Youth housing committee. Case conferences will be held regularly. An accountability committee will be formed to monitor the overall process and evaluate the system performance.

### Summary of the Coordinated Entry System



Based on housing projects that are available in this area, we have adopted 3 different tools for 3 different population:

- *Population:* Chronically homeless or homeless person who has a severe mental illness
  - *Tool:* Appendix B--Local Chronically Homeless Vulnerability Index(Local CH VI) /Single Point of Access and Accountability (SPOA)
- *Population:* Homeless Households with Children

- *Tool: Appendix C--Vulnerability Index and Family Service Prioritization Decision Assistance Tool(VI-F-SPDAT, developed by OrgCode. available to download here:<http://wnyhomeless.org/wp-content/uploads/VI-SPDAT-F.pdf>)*
- *Population: Homeless Youth under 25*
- *Tool: Appendix D--Coordinated Assessment for Youth*

All HUD funded shelters/outreach projects are required to use the coordinated assessment tool. All HUD funded housing projects are required to take referrals from the coordinated entry system. All non-ESG or CoC funded projects are encouraged to participate in Coordinated Entry System.

Prevention programs and supportive service only programs funded with homeless-specific funding in Erie County are significantly different in their goals, methods, services and recruitment strategy. In result, the Coordinated Entry system currently does not cover the process of referral homeless clients to prevention or supportive service only programs.

#### Use of HMIS in the Coordinated Entry

ServicePoint is the software for our Homeless Management Information System (HMIS). It allows us to manage referrals, manage measurement score (for example, the VI-SPDAT score) and also allows us to create customized assessments and reports. Exception will be made to accommodate domestic violence shelters and domestic violence transitional programs.

The Local Chronically Homeless Vulnerability Index has been inputted into HMIS by outreach team since Oct. 2013. VI-F-SPDAT is going to be programmed into ServicePoint in a near future, so currently we will be uploading the scanned intake into HMIS as an attachment to the client record and manage the waitlist using HMIS customized assessment and report. The Youth assessment will also be implemented in a similar manner as the family one.

The waitlist will be managed by outreach team and dedicated shelter staff and monitored by the Homeless Alliance, the CoC and HMIS Lead agency. Meeting will be held regularly to review cases and the process of referring and housing clients. Homeless Alliance staff will also manage a list of clients who are successfully housed and publish the total number/count down on our website.

#### **Emergency Shelters**

The Emergency Shelter System in Erie and Niagara County is currently composed of 16 providers; a total of 529 year round beds. In addition to the year round beds, there are 55 Code Blue beds available November 15 through March 15 for unsheltered homeless persons on nights where the temperature is expected to fall below 15 degrees in Erie County. Placements can also be made at area hotels/motels if there is no appropriate shelter available. Emergency shelter programs serve various sub-populations: households with children, individuals male or female, unaccompanied youth, and victims of domestic violence. The level of support services

available to participants varies greatly from program to program. The length of stay is generally expected to be less than 30 days; extensions may be granted at some shelters if participants are following through with their case plans.

Access to Emergency Shelter: Information on how to access Emergency Shelter is available 24 hours a day/7 days a week:

- Going directly to Erie/Niagara County Department of Social Services (DSS) during regular business hours (8AM – 4PM)
- Crisis Services After Hours Number – 716-834-3131
- Niagara Community Mission after hours—716-285-3403
- Calling 2-1-1
- Haven House Domestic Violence Hot Line – 716-884-6000
- Family and Children’s Service of Niagara, Inc. (DV)—716-285-6984
- YWCA of Niagara DV shelter and hotline—716-433-6716
- Compass House Runaway Homeless Youth Hot Line – 716-886-0935
- Casey House runaway hotline youth (Niagara) 716-285-6984

Currently, there are multiple entry points into the emergency shelter system. The largest single point of entry is the Erie County Department of Social Services (DSS) and Niagara County DSS. There are several shelters where homeless persons must be approved for placement by DSS before entering the program. These include: Temple of Christ, Salvation Army Family Shelter, Faith Based Fellowship, and 25 beds at Buffalo City Mission Men’s Center, Matt Urban Hope House.

Note: The Restoration Society, Inc. operates a Drop-in Center, Harbor House that is often used as if it is an emergency shelter by the community. For example, after hour homeless persons will be referred to Harbor House from other shelters or other homeless persons; people who are on “do not house” lists at other shelters, etc. However, Harbor House is not an emergency shelter and DSS cannot place people there in lieu of emergency housing . This needs to be taken into consideration in the development of the Coordinated Entry System.

Erie County DSS Emergency Shelter Access

- Person(s) experiencing homelessness must go to the Rath Building, located at 158 Pearl Street between 8AM and 4PM and be screened for eligibility by the Emergency Housing unit. For additional information you may call the DSS Call Center at 716-858-2714.
- After hours, weekend and Holiday placements can be made by calling Crisis Services, Inc. at 716-834-3131
- If determined to be eligible, a placement will be made at one of the emergency shelters or a hotel/motel placement can be made if an appropriate shelter bed(s) is not available.
- While in shelter the participant must fulfill all DSS requirements provided to them in writing; i.e. – housing search, getting additional documentation for public benefits eligibility determination, job search, etc.
- If denied an emergency shelter placement or placement is terminated before permanent housing is accessed, a fair hearing may be requested by calling 1-800-342-3334. Legal Services may be provided by calling Neighborhood Legal Services at 716-847-0650.

#### Other Erie County Emergency Shelter Access:

The other emergency shelters include: Non-DSS beds at Buffalo City Mission Men's Center and Cornerstone, Family Promise, Little Portion Friary, Haven House, St. Luke's Mission of Mercy, Compass House, and Transitional Services, Inc. Homeless persons access these programs by:

- calling or going directly to the shelters to find out about bed availability
- calling 2-1-1 or Crisis Services After Hours

#### Niagara County Emergency Shelter Access:

In Niagara County, there are two DSS locations: 20 East Ave. , Lockport and 301-10<sup>th</sup> St. Niagara Falls. People who go to DSS and are eligible for emergency shelter will be placed into Shelters. There are shelters in Niagara County that take walk-in individuals and families as well. After hours, weekend and holiday placements can be made by Community Mission of Niagara Frontier, Inc. (716-285-3403).

#### Participant Eligibility

Participants must meet the HUD definition of homelessness and meet the program sub-population criteria, i.e. age (youth), gender, DV etc.

### **Permanent Supportive Housing and Transitional Housing for Individual or CH Family**

Currently there are 721 Permanent Supportive Housing (PSH) Units funded by the CoC, in which 61 are dedicated to chronically homeless. In 2015, 134 additional PSH units dedicated to chronically homeless that are funded through CoC will become available. Of the current 721 units, 623 units are administered by the Erie County Department of Mental Health (ECDMH). ECDMH who has committed to prioritize 85% of their turnover units to serve chronically homeless clients, which is approximately 80 units annually. ECDMH recently required their sub-grantees to have a temporary housing units available for chronically homeless people moving into the permanent units. The City of Buffalo, who administers the Emergency Solutions Grants (ESG) also dedicated a portion of the Rapid Rehousing funding to temporarily house chronically homeless people who are waiting for their permanent supportive housing unit to become available.

There are 42 transitional housing units for individuals who have dual diagnosis or severe mental illness that are funded through CoC fund. However, funding for 24 of such were being reallocated to create more chronically homeless PSH units. Only 18 beds that are administered by ECDMH will be accepting new clients in 2015 and it should follow the same criteria as those beds that are not dedicated or prioritize to chronically homeless.

#### Participant Eligibility

For all dedicated/prioritized chronically homeless units, participants must meet the chronically homeless definition:

(a) An individual who:

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

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

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

(c) A family with an adult head of household (or if there is no adult in the family, a minor head of household) who meets all of the criteria in paragraph (1) of this definition [as described in Section I.D.2.(a) of this Notice, including a family whose composition has fluctuated while the head of household has been homeless.

For all non-dedicated/prioritized CH PSH/TH units, participants must meet the homeless definition and have a long-term disability.

Participants need to meet the project specific requirement, for example, have a severe mental illness for ECDMH beds.

#### [Waitlist Selection Process and Criteria](#)

##### **Units dedicated/prioritized to CH:**

Outreach team will use the Local CH VI to survey chronically homeless who are living on the street or shelters and put the score in Bas-Net. CH dedicated/prioritized PSH providers will inform the outreach team lead of a opening in 2 weeks (exception may occur when client left the program without notice.) with a unit available (pass inspection and under rent reasonableness/FMR). Outreach team lead will follow the criteria below and select the best fit household as candidate. The PSH case manager will perform a final assessment with the clients and determine final enrollment. Rejection has to be reviewed by the PSH housing committee and the PSH housing committee will make the final decision.

1. First priority should be given to chronically homeless individuals and families with the longest history of homelessness **(have been homeless at least 12 months either continuously or on at least four separate occasions in the last 3 years, where the cumulative total length of the four occasions equals at least 12 months)** and have the highest Local CH VI score
2. Second priority should be given to chronically homeless individuals and families with the longest history of homelessness as described above and have lower Local CH VI score

3. Third priority should be given to chronically homeless individuals and families with high local CH VI score but has 4 separate episodes of homeless that cumulatively equal to less than a year
4. All other chronically homeless individuals and families.
5. If there are no chronically homeless individuals or families on the waitlist, priority will be given to client who has the highest Local CH VI score and have been homeless cumulatively the longest.
6. Participants who have already been accepted to the program, regardless of move-in status, a unit will be hold for this participant and will not be disqualified if they are able to secure a temporary housing situation in the interim wait period. However, the case will be discussed in the PSH housing committee monthly meeting when the client has been absent from contact for thirty days.
7. Only clients who are permanently housed with subsidy will be taken off of the list. Clients who have not been seen will remain in the list.
8. With each one opening, a maximum 5 clients who are within 3 points difference on the top of the list will be canvassed for placement. For opening from ECDMH, only the top 5 clients with indication of mental illness will be referred. However, if none of the 5 can be reached with in 72 hours, outreach team will reach out to the next 5 clients on the list.
9. Participants who have already been enrolled in the program and moved into their apartment will retain their apartment unless it has been vacated without notice for more than thirty days. The case will be discussed in the PSH housing committee monthly meeting to determine if opening the slot for a new client is appropriate.

**Units not dedicated/prioritized to CH:**

1. First priority should be given to homeless individuals and families with a disability with the highest SPOA score<sup>1</sup>.
2. Second priority should be given to homeless individuals and families with a disability and with a long period of continuous or episodic homelessness, which cumulative total is more than 6 months.
3. Third priority should be given to homeless individuals and families with disability coming from places not meant for human habitation, safe haven, or emergency shelters.
4. Homeless individuals and families with a disability coming from transitional housing.

**Rapid Rehousing for Families**

Both ESG and CoC funded Rapid Rehousing (RRH) projects. ESG RRH projects are administered by City of Buffalo, City of Niagara Falls, Town of Tonawanda and Erie County. So there are total 8 Rapid Rehousing projects funded in this CoC.

The CoC grant could only use for homeless families, while ESG RRH mostly is used for homeless families. However small portion also goes to housing young adults (under 25) and for

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<sup>1</sup> For units that are not dedicated/prioritized to CH, and administered by ECDMH, will follow the SPOA score. For units that are not dedicated/prioritized to CH, and such agencies have direct contract with HUD, will follow the local CH VI score.

bridging the gap for chronically homeless household. Prioritization for young adults and CH should follow the Youth and CH prioritization criteria in this document.

Payment Requirement

Prior to rental assistance, the apartment must pass the necessary inspections (habitability, and visual lead for families & pregnant individuals) and a one year lease must be provided. The rent for the apartment must also be within Rent Reasonableness Guidelines and not exceed the Fair Market Rent.

Short to Medium Term financial/rental assistance may be provided. Amounts may vary depending on household need. The total amount of financial assistant for one household cannot exceed \$10,000.

The following percentage is based on the client responsible rent, which is the actual rent minus rental allowance that the Department of Social Service provides, if there is any. The length of rental assistance should be determined by the client’s need and should not be longer than 12 months. The percentage of rent will be scaled if client and caseworkers determine that a briefer stay is more appropriate; the below numbers represent the maximum subsidy that will be paid at the months of stay below. For instance, no more than 70% of the rent will be covered by the subsidy at month four, but a client could pay a higher share of rent at month four if they and their caseworker determine that is appropriate.

	<u>Client Pays</u>	<u>Subsidy</u>
0-3 Months	0%	100%
4-6 Months	30%	70%
7-9 Months	70%	30%
10-12 Months	100%	0%

A household can only be eligible for this program 2 times in 3 years and total rental assistance could not exceed 24 months.

Participant Eligibility for Rapid Rehousng for Families:

In order to receive CoC or ESG program assistance, participants have to meet the first 4 eligibility criteria. The rest of the criteria is for providing general guidelines and could vary on a case-by-case basis and/or at the case manager’s discretion/judgment.

1. For CoC FY2014 funded projects, participants must meet homeless definition Category 1. For ESG funded programs, participant must meet either Categories 1 or 4. (see Appendix A)
2. Homeless Families who stayed in shelters and whose VI-F-SPDAT score are 6-11.
3. Household incomes less than 30% of AMI for ESG program and less than 50% of AMI for CoC program
4. Housing history, education level and employment history will also be considered when choice of transitional housing and rapid rehousing are both available
5. The family’s assets must be less than \$2,000. (For the purpose of this program, we will use the term “available assets” which is any ownership of cash or of an item that will be converted to cash immediately. The available asset must not exceed \$2,000. A vehicle is not included as an asset when it is the primary vehicle. )

NOTE: In the event an individual or family is enrolled in the program while residing in the shelter is asked to leave the shelter, the case manager may assist in securing alternative shelter placement. Individual must be homeless at the time of being housed.

### Waitlist Selection Process and Criteria

Shelter staff will do an intake of all families using the VI-F-SPDAT and enter their information within a week in Bas-Net. Case manager from Rapid Rehousing projects will perform the eligibility screening and meet with the client after referral to determine final enrollment.

Waitlist selection process:

1. Household has to be staying in shelter at enrollment.
2. Household with higher scores have higher priority than those who have lower scores, and households with higher scores will be considered first regardless date of entry.
3. Household who have already enrolled into a Rapid Rehousing project will not discontinue services because of higher score household enter shelter.
4. Households, who are in the referral/screening process but have not yet enrolled into the Rapid Rehousing project, will be treated like any other households in the waitlist.
5. If two or more households have the same score, whoever has the longest history of homelessness will be prioritized and served first.
6. Household whose score is 9-11, and meet the barriers below will be referred to transitional housing first. Otherwise, Rapid rehousing should be considered the first referral.
  - a. Lack of stable housing history(3 evictions in 2 years)
  - b. Low education level (lower than a high school diploma or do not have GED)
  - c. has little or no employment history
7. A family that left the shelter before enrollment or during housing search period will not qualify for a housing subsidy unless they present as homeless again at a later time.
8. VI-F-SPDAT score for a family will be valid for 3 months from interview. After the 3 month period, Case managers at the shelter will need to conduct another interview to reevaluate eligibility criteria.

### **Transitional Housing for Families**

HUD-funded transitional housing projects in our community includes Gerard Place and the YWCA of Buffalo. Currently there are 27 units (Gerard Place has 14 units, YWCA both Amherst and Buffalo sites totaling 13 units) in total and both only serve homeless families.

### Participant Eligibility

- a. Households must meet the definition of homelessness and are currently staying at an emergency shelter before enrollment to TH project.
- b. Must have a VI-F-SPDAT score between 9-16. Clients who score 9-11 must also have 3 barriers described below. Clients who scored 12-16 and are not considered chronically homeless will be referred to TH projects first before considering assign to permanent supportive housing.
- c. Household with children under 18 years old before enrollment.

### Waitlist Selection Process and Criteria

Shelter staff will do an intake of all families using the VI-F-SPDAT and enter their information in BAS-Net within a week. TH program staff will follow the criteria below and select the best fit household as candidate and notify the shelter staff. The Transitional housing case manager will meet with the clients and determine final enrollment. Rejection has to be reviewed by the Family Housing Committee and the Family Housing Committee will make the final decision.

1. Household has to be staying in shelter at enrollment.
2. Household with higher score have higher priority than those who has lower score, and household with higher score will be considered first regardless date of entry.
3. Household whose score is 12-16 and are not considered chronically homeless will be referred to TH projects first before considering assign to permanent supportive housing.
4. Household whose score is 9-11, would need to meet all the barriers below. Otherwise, Rapid rehousing should be considered the first referral.
  - a. Lack of stable housing history(3 evictions in 2 years)
  - b. Low education level (lower than a high school diploma or do not have GED)
  - c. has little or no employment history
5. Households who have already been enrolled into a TH project will not be displaced if a household with a higher score enters a shelter.
6. Households, who are in the referral/screening process but have not yet been enrolled into a TH project, will be treated like any other households in the waitlist.
7. If two or more households have the same score, whoever has the longest homeless history will be prioritized and served first.
8. If there are openings but there are no families score higher than 9, the Family housing committee could review clients on a case-by-case basis.
9. A family that leaves the shelter before enrollment or during housing search period will not qualify for TH placement unless they present as homeless again at a later date.
10. VI-F-SPDAT score for a family will be valid for 3 months from interview. After the 3 months period, Case Managers will need to conduct another interview to reevaluate eligibility.

### **Transitional Housing for Youth**

#### Program Summary and Eligibility

There are two transitional housing projects for youth in our community. Teaching and Restoring Youth is a 10 unit single site facility that only accepts homeless female youth who are 16-21 years old. United Church Home is a 10 unit single site facility that only accepts homeless male youth who are 16-20 years old. Compass House, a youth shelter who takes clients under 18, is appointed as the point of entry. Currently we do not have dedicated youth shelter for people age between 18-24.

### Waitlist Selection Process and Criteria

Compass House case managers are the point of assessment for all the youth age under 25, which includes not only the one who goes to Compass House shelter/ resource center, but also from any resources. Compass House will screen youth who are homeless and fit the program age requirement and make referrals accordingly. The Youth Housing Committee has developed a Coordinated Assessment Tool for Youth (see appendix D) The Transitional Housing case manager will perform a final assessment with the clients and determine final enrollment. Rejection has to be reviewed by the Youth Housing Committee and the Youth Housing Committee will make the final decision.

1. Participants with higher score have higher priority than those who has lower score, and Participants with higher score will be considered first regardless date of entry.
2. Participants have to be homeless or at imminent risk of being homeless youth. Preference is given to those who are currently living on the street, secondly to those who are staying at shelter.
3. Participants who have already enrolled into a TH project will not not be displaced if a person with a higher score enters a shelter.
4. Participants who are in the referral/screening process but have not yet enrolled into a TH project, will be treated like any other participants in the waitlist.
5. If two or more clients have the same score, whoever has the longest homeless history will be prioritized and served first.
6. With each opening, a maximum 5 clients who are within 3 points difference on the top of the list will be canvassed for placement. However, if none of the 5 can be reached within 72 hours, the Compass House caseworker will reach out to the next 5 clients on the list.
7. Compass House caseworker will keep in contact with the people on the waitlist on a regular basis to determine housing status. If there are some significant changes in status, they may be reassessed by the caseworker.

### **Standard Outcomes**

#### Emergency Shelters

- Average length of stay is less than 35 days
- 50 % of participants exit with a successful housing outcome<sup>2</sup> and/or
- 30 % of participants exit to permanent housing
- Less than 30 % of participants exit to an unknown location
- 60 % of participants exit with/linked to cash income
- 60 % of participants exit with/linked to non-cash resources

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<sup>2</sup> Successful housing outcome for Emergency Shelter participants could be permanent housing or transitional housing for former homeless persons; living with family or friend as permanent tenure; owned or rental by client with or without subsidy; psychiatric facility; substance abuse or detox facility.

### Rapid Rehousing

- 80% or more of all participants remain stable in RRH or exit to a different permanent housing situation
- 54% or more of adult participants will have income from sources other than employment
- 54% or more of adult participants will increase income from sources other than employment
- 56% or more of all participants have mainstream (non-cash) benefits at exit from program
- 20% or more of adult participants have employment income
- 20% or more of adult participants increase employment income

### Transitional Housing

(Apply CoC Benchmarks to ESG funded programs)

- 80% or more of all participants will exit to a permanent housing situation
- 54% or more of adult participants will have income from sources other than employment
- 56% or more of all participants have mainstream (non-cash) benefits at exit from program
- 20% or more of adult participants have employment income
- 20% or more of participants will increase employment income
- 54% or more of adult participants will increase income from all sources

### Permanent Supportive Housing & Safe Haven

- 80% or more of all participants remain stable in PSH or exit to a different permanent housing situation
- 70% or more of participants remain stable in PSH for at least one year or exit to permanent housing (New: Local measurement)
- 54% or more of adult participants will have income from sources other than employment
- 54% or more of adult participants will increase income from sources other than employment
- 56% or more of all participants have mainstream (non-cash) benefits at exit from program
- 20% or more of adult participants have employment income
- 20% or more of adult participants increase employment income

### Supportive Service Only Projects

- 80% or more of all participants will exit to a permanent housing situation
- 54% or more of adult participants will have income from sources other than employment
- 56% or more of all participants have mainstream (non-cash) benefits at exit from program
- 20% or more of adult participants have employment income
- 20% or more of participants will increase employment income
- 54% or more of adult participants will increase income from all sources

## Appendix A--Homeless Definition



# Homeless Definition

<b>CRITERIA FOR DEFINING HOMELESS</b>	<b>Category 1</b>	Literally Homeless	<p>(1) Individual or family who lacks a fixed, regular, and adequate nighttime residence, meaning:</p> <ul style="list-style-type: none"> <li>(i) Has a primary nighttime residence that is a public or private place not meant for human habitation;</li> <li>(ii) Is living in a publicly or privately operated shelter designated to provide temporary living arrangements (including congregate shelters, transitional housing, and hotels and motels paid for by charitable organizations or by federal, state and local government programs); <u>or</u></li> <li>(iii) Is exiting an institution where (s)he has resided for 90 days or less <u>and</u> who resided in an emergency shelter or place not meant for human habitation immediately before entering that institution</li> </ul>
	<b>Category 2</b>	Imminent Risk of Homelessness	<p>(2) Individual or family who will imminently lose their primary nighttime residence, provided that:</p> <ul style="list-style-type: none"> <li>(i) Residence will be lost within 14 days of the date of application for homeless assistance;</li> <li>(ii) No subsequent residence has been identified; <u>and</u></li> <li>(iii) The individual or family lacks the resources or support networks needed to obtain other permanent housing</li> </ul>
	<b>Category 3</b>	Homeless under other Federal statutes	<p>(3) Unaccompanied youth under 25 years of age, or families with children and youth, who do not otherwise qualify as homeless under this definition, but who:</p> <ul style="list-style-type: none"> <li>(i) Are defined as homeless under the other listed federal statutes;</li> <li>(ii) Have not had a lease, ownership interest, or occupancy agreement in permanent housing during the 60 days prior to the homeless assistance application;</li> <li>(iii) Have experienced persistent instability as measured by two moves or more during in the preceding 60 days; <u>and</u></li> <li>(iv) Can be expected to continue in such status for an extended period of time due to special needs or barriers</li> </ul>
	<b>Category 4</b>	Fleeing/ Attempting to Flee DV	<p>(4) Any individual or family who:</p> <ul style="list-style-type: none"> <li>(i) Is fleeing, or is attempting to flee, domestic violence;</li> <li>(ii) Has no other residence; <u>and</u></li> <li>(iii) Lacks the resources or support networks to obtain other permanent housing</li> </ul>

source:[https://www.hudexchange.info/resources/documents/HomelessDefinition\\_RecordkeepingRequirementsandCriteria.pdf](https://www.hudexchange.info/resources/documents/HomelessDefinition_RecordkeepingRequirementsandCriteria.pdf)

## Appendix B--Local Chronically Homeless Vulnerability Index

**Applicant's Name:**

\_\_\_\_\_

**Date of Initial Interview:** \_\_\_\_\_ **Case Manager:** \_\_\_\_\_, **Agency**

\_\_\_\_\_

Has applicant been homeless for one year or more, or had four episodes (totaling one year) of homeless in the past three years? Y N

Does applicant have a long-term disability that impacts their ability to live independently? Y N

Have you ever served in the U.S. Military? Y N

If applicant has a mental illness, can it be documented? Y N

### VULNERABILITY SCALE

Does applicant have a mobility impairment?	Yes/No	
Does applicant have a serious chronic physical illness, i.e. cancer, diabetes, auto-immune disease, kidney failure, cirrhosis of the liver, etc.	Yes/No	
Is applicant, or do you have reason to believe, being taken advantage of by others on the streets due to a mental illness or learning disability?	Yes/No	
Has applicant been terminated from other programs?	Yes/No	
Is applicant living on the streets or an abandoned building as opposed to a shelter or safe haven?	Yes/No	
Has applicant ever been assaulted while living on the streets?	Yes/No	
Has applicant been assaulted within the past six months?	Yes/No	
Has applicant been assaulted within the past month?	Yes/No	
Is client without an income?	Yes/No	
Applicant has untreated severe mental illness.	Yes/No	
Does client have a severe substance abuse disorder?	Yes/No	
Has client lived on the streets for more than 5 years?	Yes/No	

Is client over 60 years old?	Yes/No	
Other, e.g. if living on streets for more than one year, amputee, etc.	Yes/No	
Questions below are counted as <b>1 point if any of them is "Yes"</b> , however please answer all of them based on your best knowledge.		If yes, how many times:
Has applicant had one or more emergency room visits in the past 6 months?	Yes/No	
Has applicant been arrested/detained by the police in the past 6 months?	Yes/No	
Has client been admitted to the hospital within the past 6 months?	Yes/No	
Has client been admitted to a psychiatric facility within the past 6 months?	Yes/No	
<b>TOTAL POINTS</b>		

**Comments**


**Date of Referral to PSH:** \_\_\_\_\_

**Looking for Housing:** Yes   Housed without subsidy   Housed by PSH   Disappeared/temporary  
instituted   Passed away   Not ready for housing

## Appendix C--VI-F-SPDAT

**Vulnerability Index & Family Service Prioritization Decision Assistance Tool (VI-F-SPDAT)**  
Prescreen for Families

### GENERAL INFORMATION/CONSENT

1. Interviewer's First Name	2. Interviewer's Last Name
3. Interviewer's Email	4. Interviewer's Phone Number
5. When was this survey conducted? _____ / _____ / _____ Time: _____	6. Referring Agency: <i>If applicable</i>
7. Location of Survey:	
<b>HEAD OF HOUSEHOLD 1</b>	
1. In what language do you feel best able to express yourself?	
2. Unique Client Identifier	
How old are you?	3. Birth Month/Year: <i>(The 1<sup>st</sup> of the month has been selected as a proxy DOB)</i> _____ / <u>1</u> / _____
<b>HEAD OF HOUSEHOLD 2 (when applicable)</b>	
1. In what language do you feel best able to express yourself?	
2. Unique Client Identifier	
How old are you?	3. Birth Month/Year: <i>(The 1<sup>st</sup> of the month has been selected as a proxy DOB)</i> _____ / <u>1</u> / _____
<b>If either head of household is 60 years or older, then score 1.</b>	
<b>Prescreen Score</b>	

<b>CHILDREN</b>			
Total number of children under the age of 18 that are currently with the head(s) of household	RESPONSE	REFUSED <input type="checkbox"/>	
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?	RESPONSE	REFUSED <input type="checkbox"/>	
<b>Unique Client Identifiers</b>	How old?		
1			
2			
3			
4			
5			
6			
<b>Only ask the following question when there is at least one female head of household, and/or if there is at least one female child 13 years of age or older:</b> Is any member of the family currently pregnant?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	REFUSED <input type="checkbox"/>
Single Parent Family: If there are two or more children, or any child 11 years of age or older, and/or it is a female single parent that is pregnant, score 1.	Prescreen Score		
Two Parent Family: If there are three or more children, or any child 6 years of age or younger, and/or there is a female head of household that is pregnant, score 1.			
<b>PRE-SCREEN GENERAL &amp; FAMILY SIZE INFORMATION SUBTOTAL</b>			

### A. HISTORY OF HOUSING & HOMELESSNESS

<b>QUESTIONS</b>			
If at least one head of household AND at least one child has experienced two or more cumulative years of homelessness, and/or 4+ episodes of homelessness, then score 1.	RESPONSE	REFUSED	Prescreen Score
1. What is the total length of time you (and your family) have lived on the streets or in shelters?		<input type="checkbox"/>	
2. In the past three years, how many times have you (and your family) been housed and then homeless again?		<input type="checkbox"/>	
<b>PRE-SCREEN HOUSING AND HOMELESSNESS SUBTOTAL</b>			

## B. RISKS

**SCRIPT:** I am going to ask some questions about all the times you and other members of your family have had interactions with health and emergency services. If you need any help figuring out when six months ago was, just let me know.

QUESTIONS				
If the total number of interactions across questions 3, 4, 5, 6 and 7 is equal to or greater than 4, then score 1.	RESPONSE		REFUSED	Prescreen Score
3. In the past six months, how many times have you and/or members of your family been to the emergency department/room?			<input type="checkbox"/>	
4. In the past six months, how many times have you and/or members of your family had an interaction with the police?			<input type="checkbox"/>	
5. In the past six months, how many times have you and/or members of your family been taken to the hospital in an ambulance?			<input type="checkbox"/>	
6. In the past six months, how many times have you and/or members of your family used a crisis service, including distress centers or suicide prevention hotlines?			<input type="checkbox"/>	
7. In the past six months, how many times have you and/or members of your family been hospitalized as an in-patient, including hospitalizations in a mental health hospital?			<input type="checkbox"/>	
If YES to questions 8 or 9, then score 1.	YES	NO	REFUSED	Prescreen Score
8. Have you or any family member been attacked or beaten up since becoming homeless?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
9. Have you or any family member threatened to or tried to harm themselves or anyone else in the last year?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
If YES to question 10, then score 1.	YES	NO	REFUSED	Prescreen Score
10. Do you or any member of the family have any legal stuff going on right now that may result in being locked up or having to pay fines?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
If YES to questions 11 or 12; OR if respondent provides any answer <i>OTHER THAN "Shelter"</i> in question 13, then score 1.	YES	NO	REFUSED	Prescreen Score
11. Does anybody force or trick you or any member of the family to do things that they do not want to do?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
12. Do you or any family member 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 really know, share a needle, or anything like that?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
13. I am going to read types of places people sleep. Please tell me which one that you and your family sleep at most often. (Check only one.)	<input type="checkbox"/> Shelter <input type="checkbox"/> Street, Sidewalk or Doorway <input type="checkbox"/> Car, Van or RV <input type="checkbox"/> Bus or Subway <input type="checkbox"/> Beach, Riverbed or Park <input type="checkbox"/> Other (SPECIFY):			
<b>PRE-SCREEN RISKS SUBTOTAL</b>				

### C. SOCIALIZATION & DAILY FUNCTIONS

QUESTIONS				
	YES	NO	REFUSED	Prescreen Score
<b>If YES to question 14 or NO to questions 15 or 16, score 1.</b>				
14. Is there anybody that thinks you or any family member owes them money?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
15. Does the family have any money coming in on a regular basis, through a job or government benefit or even working under the table, binning or bottle collecting, sex work, odd jobs, day labor, or anything like that?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
16. Does your family have enough money to meet all expenses on a monthly basis?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>If NO to question 17, score 1.</b>	<b>YES</b>	<b>NO</b>	<b>REFUSED</b>	<b>Prescreen Score</b>
17. Do you and each member of the family have planned activities each day other than just surviving that bring happiness and fulfillment?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>If YES to questions 18 or 19, score 1.</b>	<b>YES</b>	<b>NO</b>	<b>REFUSED</b>	<b>Prescreen Score</b>
18. Do you or any member of the family have any friends, family or other people in your life out of convenience or necessity, but you do not like their company?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
19. Do any friends, family or other people in you or your family's life ever take your money, borrow cigarettes, use your drugs, drink your alcohol, or get you to do things you really don't want to do?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>OBSERVE ONLY. DO NOT ASK! If YES, score 1.</b>	<b>YES</b>	<b>NO</b>		<b>Prescreen Score</b>
20. Surveyor, do you detect signs of poor hygiene or daily living skills of any family member?	<input type="checkbox"/>	<input type="checkbox"/>		
<b>PRE-SCREEN SOCIALIZATION &amp; DAILY FUNCTIONS SUBTOTAL</b>				

## D. WELLNESS

QUESTIONS					
<b>If Does Not Go For Care, score 1.</b>		<b>RESPONSE</b>		<b>Prescreen Score</b>	
21. Where do you and other family members usually go for healthcare when you're not feeling well?		<input type="checkbox"/> Hospital <input type="checkbox"/> Clinic <input type="checkbox"/> VA <input type="checkbox"/> Other (specify) _____ <input type="checkbox"/> Does not go for care			
<b>For EACH YES response in questions 22 through 25 (Medical Conditions), score 1.</b>					
<b>Do you or any family member have now, ever had, or had a healthcare provider ever told you that you have any of the following medical conditions:</b>		<b>YES</b>	<b>NO</b>	<b>REFUSED</b>	<b>Medical Conditions</b>
22. Kidney disease/End Stage Renal Disease or Dialysis		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
23. History of frostbite, Hypothermia, or Immersion Foot		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
24. Liver disease, Cirrhosis, or End-Stage Liver Disease		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
25. HIV+/AIDS		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>If YES to any of the conditions in questions 26 to 34, then mark "X" in Other Medical Condition column.</b>		<b>YES</b>	<b>NO</b>	<b>REFUSED</b>	<b>Other Medical Conditions</b>
26. History of Heat Stroke/Heat Exhaustion		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
27. Heart disease, Arrhythmia, or Irregular Heartbeat		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
28. Emphysema		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
29. Diabetes		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
30. Asthma		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
31. Cancer		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
32. Hepatitis C		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
33. Tuberculosis		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>OBSERVATION ONLY – DO NOT ASK:</b>		<input type="checkbox"/>	<input type="checkbox"/>		
34. Surveyor, do you observe signs or symptoms of a serious health condition?		<input type="checkbox"/>	<input type="checkbox"/>		

If any response is YES in questions 35 through 42, score 1 in the Substance Use column.	YES	NO	REFUSED	Substance Use
35. Have you or any member of the family ever had problematic drug or alcohol use, abused drugs or alcohol, or told you do?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
36. Have you or any family member consumed alcohol and/or drugs almost every day or every day for the past month?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
37. Have you or any family member ever used injection drugs or shots in the last six months?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
38. Have you or any family member ever been treated for drug or alcohol problems and returned to drinking or using drugs?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
39. Have you or any family member used non-beverage alcohol like cough syrup, mouthwash, rubbing alcohol, cooking wine, or anything like that in the past six months?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
40. Have you or any family member blacked out because of alcohol or drug use in the past month?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
41. (WHEN APPLICABLE) Has any family member under the legal drinking age consumed alcohol four or more times in the last month or used drugs at any point in time during the last month – including marijuana or prescription pills to get high?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>OBSERVATION ONLY – DO NOT ASK:</b> 42. Surveyor, do you observe signs or symptoms or problematic alcohol or drug use?	<input type="checkbox"/>	<input type="checkbox"/>		
If any response is YES in questions 43 through 49, score 1 in the Mental Health Column.	YES	NO	REFUSED	Mental Health
43. Have you or any family member ever been taken to a hospital against their will for a mental health reason?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
44. Have you or any family member ever gone to the emergency room because they weren't feeling 100% well emotionally or because of their nerves?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
45. Have your or any member of your family spoken with a psychiatrist, psychologist or other mental health professional in the last six months because of mental health – whether that was voluntary or because someone insisted that it be done?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
46. Have you or any member of your family had a serious brain injury or head trauma?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
47. Have you or any member of your family ever been told they have a learning disability or developmental disability?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
48. Do you or any member of your family have any problems concentrating and/or remembering things?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>OBSERVATION ONLY – DO NOT ASK:</b> 49. Surveyor, do you detect signs or symptoms of severe, persistent mental illness or severely compromised cognitive functioning?	<input type="checkbox"/>	<input type="checkbox"/>		
<i>If the Substance Use score is 1 AND the Mental Health score is 1 AND the Medical Condition score is at least a 1 OR an X – AND IT IS ALL RELATED TO THE SAME FAMILY MEMBER, then score 1 additional point for tri-morbidity.</i>				
<b>ASK THIS QUESTION ONLY WHEN THERE WAS 1 in Substance Use AND 1 in Mental Health, and at least 1 in the Medical Conditions OR an X.</b> 50. You indicated in your responses that there is a medical condition, experience with mental health services and experience with substance use. Is that the same member of the family in all of those instances?				

If YES to question 51, score 1.	YES	NO	REFUSED	Prescreen Score
51. Have you or any member of the family had any medicines prescribed by a doctor that were not take, sold, stolen, misplaced, or where the prescriptions were never filled?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
If YES to question 52, score 1.	YES	NO	REFUSED	Prescreen Score
52. Yes or No – Have you or any member of your family experienced any emotional, physical, psychological, sexual or other type of abuse or trauma which help was not sought for, and/or which has caused your homelessness?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>PRE-SCREEN WELLNESS SUBTOTAL</b>				

## E. FAMILY UNIT

QUESTIONS				
If YES to question 53 or 54, score 1.	YES	NO	REFUSED	Prescreen Score
53. Do any of your children spend two or more hours per day when you don't know where they are?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
54. On most days, do any children do tasks that adults would normally do like preparing meals, getting other children ready for bedtime, shopping, cleaning the apartment, or anything like that?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
If either 55 or 56 are 3 or more, score 1.	RESPONSE		REFUSED	Prescreen Score
55. What is the total number of times adults in the family have changed in the family over the past year because of things like new relationships or a breakdown in the relationship, prison, military deployment, or anything like that?			<input type="checkbox"/>	
56. What is the total number of times that children have been separated from the family or returned to the family over the past year?			<input type="checkbox"/>	
If YES to either 57 or 58, score 1.	YES	NO	REFUSED	Prescreen Score
57. Are there any school-aged children that are not enrolled in school or missing more days of school than they are attending?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
58. Right now or at any point in the last six months have any of your children been separated from you to live with a family member or friend?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
If YES to either question 59 or 60, score 1.	YES	NO	REFUSED	Prescreen Score
59. Has there been any involvement with any member of your family and child protective services in the last six months – even if it was resolved?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
60. Have you had anything in family court over the past six months or anything currently being considered in family court?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>PRE-SCREEN FAMILY UNIT SUBTOTAL</b>				

## FAMILY SCORING SUMMARY

DOMAIN	SUBTOTAL	
GENERAL INFORMATION		<p><b>If the Pre-Screen Total is equal to or greater than 12, the family is recommended for a Permanent Supportive Housing/Housing First Assessment.</b></p> <p><b>If the Pre-Screen Total is 6, 7, 8, 9, 10, or 11 the family is recommended for a Rapid Re-Housing Assessment.</b></p> <p><b>If the Pre-Screen Total is 0, 1, 2, 3, 4 or 5, the family is not recommended for a Housing and Support Assessment at this time.</b></p>
A. HISTORY OF HOUSING AND HOMELESSNESS		
B. RISKS		
C. SOCIALIZATION AND DAILY FUNCTIONS		
D. WELLNESS		
E. FAMILY UNIT		
<b>PRE-SCREEN TOTAL</b>		

## F. DEMOGRAPHIC INFORMATION

Finally I'd like to ask you some questions to help us better understand homelessness and improve housing and support services.

1. Have you or any family member ever served in the US Military?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Refused <input type="checkbox"/> Korean War (June 1950-January 1955) <input type="checkbox"/> Vietnam Era (August 1964-April 1975) <input type="checkbox"/> Post Vietnam (May 1975-July 1991) <input type="checkbox"/> Persian Gulf Era (August 1991-Present) <input type="checkbox"/> Afghanistan (2001-Present) <input type="checkbox"/> Iraq (2003-Present) <input type="checkbox"/> Other (Specify) <input type="checkbox"/> Refused
<i>If yes, which war/war era?</i>	
<i>If yes, was your active duty status before 1980?</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Refused
<i>If yes, how many consecutive months were you on active duty?</i>	
<i>If yes, what was the character of the discharge?</i>	<input type="checkbox"/> Honorable <input type="checkbox"/> Other than Honorable <input type="checkbox"/> General <input type="checkbox"/> Medical <input type="checkbox"/> Dishonorable <input type="checkbox"/> Bad Conduct <input type="checkbox"/> Still on Active Duty <input type="checkbox"/> Refused <input type="checkbox"/> Other (specify)
2. Where did you live prior to becoming homeless?	<input type="checkbox"/> This city <input type="checkbox"/> This region <input type="checkbox"/> Other part of the State <input type="checkbox"/> Somewhere else (specify) _____
3. Do you or any member of the family have a permanent physical disability that limits mobility? [i.e., wheelchair, amputation, unable to climb stairs?]	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Refused
4. What kind of health insurance do you have, if any? (check all that apply)	<input type="checkbox"/> Medicaid <input type="checkbox"/> Medicare <input type="checkbox"/> VA <input type="checkbox"/> Private Insurance <input type="checkbox"/> None <input type="checkbox"/> Other (specify): _____

## Appendix D--Local Youth Assessment

Date of Intake: \_\_\_\_/\_\_\_\_/\_\_\_\_

Name: \_\_\_\_\_

Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_ (current age: \_\_\_\_\_) What is the best way to contact you? \_\_\_\_\_

Cell phone number \_\_\_\_\_ Email Address \_\_\_\_\_

Name on Facebook \_\_\_\_\_ Twitter or Instagram Handle \_\_\_\_\_

Any other ways to contact you that you wish to share? \_\_\_\_\_

### Where are you currently staying?

- In a shelter
- On the street
- Couch Surfing (moving from place to place - friends, relatives, or others)
- At home, and domestic violence is present
- At home, no domestic violence is present

### PART A: Score 1 for every "no":

Is it likely that you can return to home to your parent or guardian?	Yes	No	
Do you have any family or relatives that you can stay with?	Yes	No	
Are you currently attending school or a GED program? (Skip if client graduated)	Yes	No	
<b>TOTAL SCORE</b>			

### PART B: Score 1 for every "yes":

Are you involved in the justice system?	Yes	No	
Are you a refugee?	Yes	No	
Are you a parent?	Yes	No	
Is someone taking advantage of you, or making you do things you wouldn't do? (A yes counts even if the client is receiving something)	Yes	No	
<b>TOTAL SCORE</b>			

### PART C: Score 2 for every "yes":

Is there violence in your home?	Yes	No	
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Are you using drugs or alcohol on a regular basis?	Yes No	
Does anyone in your home abuse substances?	Yes No	
Do you have any physical impairments?	Yes No	
Do you have a mental health diagnosis?	Yes No	
<b>TOTAL SCORE</b>		

Are you involved in the justice system?	Yes No	
Are you a refugee?	Yes No	
Are you a parent?	Yes No	

**Total Score from Part A, B and C** \_\_\_\_\_

**PROGRAMMATIC FIT QUESTIONS**

Are you willing to go to a housing program?	Yes No
<i>(If female)</i> Are you pregnant?	Yes No (NA)

**ATTACHMENT #2**  
**ESG POLICY AND PROCEDURES**

TOWN OF TONAWANDA, NY  
VILLAGE OF KENMORE, NY  
EMERGENCY SOLUTIONS GRANTS  
Administrative Plan and Program Procedures

Planning for the needs of the local homeless population is coordinated through the area's Continuum of Care Agency, the Homeless Alliance of WNY (HAWNY), and several agencies located within the Town of Tonawanda including the Town's Police Department, Kenmore-Tonawanda UFSD, and the Youth, Parks, and Recreation Department. Data from existing homeless service providers in the region help form the profile of the community's homeless population.

GENERAL

1. A Request for Proposal (RFP) will be sent annually to all area homeless service providers that were identified during the homelessness planning process.
2. Each proposal will be evaluated as to meeting the requirements of the Emergency Solutions Grants Program and also which programs serve persons from the Town of Tonawanda and Village of Kenmore.
3. Once the agency has been selected for funding, a review under the National Environmental Policy Act (NEPA) will be prepared for each of the agency's activities, as necessary.
4. The Town of Tonawanda Town Board will approve funding the service provider by adopting a subrecipient agreement between the Town of Tonawanda and the agency for the activities and budget for a period of a year. The grant will be amended, if necessary, by the town board approving the amended activity and its budget.
5. The ESG rule for percentage limits for administrative costs (no more than 7.5%) and Shelter Operations (60%) will be adhered to.
6. All ESG funds will be spent within a 12-month period. After review of each agency with the Account Clerk-Typist, if the shelter is not submitting invoices regularly (quarterly), the Account Clerk Typist will call the agency to facilitate the processing of expenditures and data collection.

SELECTION

1. After the receipt of the proposals from various homeless service agencies, the Office of Planning and Development will:

- a. Prepare the *Evaluation and Selection* form to establish that the shelter meets the basic ESG requirements for funding.
- b. Prepare the *Analysis of Agency Request for Funding* form to outline the shelter's request for funding. This form will establish the "cap" percentages, including the 60% cap for Shelter Operations. Also, it will provide information needed to assess all of the funding requests.
- c. If funding requests exceed the town's ESG entitlement for that year, the agencies will be called by the Office Manager to assess the specific program requests, as to fundamental need, so as to arrive at a distribution of funds that will best meet the agency's needs.
- d. A copy of all of the proposals will be sent to the Homeless Alliance of WNY to coordinate in the selection process. After a reasonable review period, the Director will collaborate with HAWNY on the various proposals.

## PROJECTS

1. *Shelter Operations* will be awarded to homeless service agencies for expenses such as temporary housing, supportive services, utilities, supplies, rehabilitation expenses, and travel expenses. No more than 60% of the annual ESG funding will be spent on Shelter type activities.
2. *Homeless Prevention* will assist low income and families at imminent risk of losing their housing for reasons of eviction, foreclosure, or utility termination.
3. *Rapid Re-Housing* projects will support expenses such as security deposits, temporary rental assistance, and case management for those persons that are homeless and need to be rapidly re-housed.
4. *HMIS* expenses such as training, software licensing, and data collection will be paid for with ESG funding to meet federal regulations.
5. *Administrative* costs such as contract administration, subrecipient monitoring, financial management, and reporting will be covered by no more than 7.5% of the annual ESG funding.

## BENEFICIARIES

The Town of Tonawanda by way of a site visit will ensure that the beneficiary was homeless before receiving assistance and their confidentiality is protected. When beneficiaries are no longer homeless, they will no longer be eligible to receive ESG funded activities and services.

## MATCH

All homeless service providers will provide a dollar-for-dollar match of their ESG awards. They may use cash contributions/donations, other government grants, in-

kind contribution through salaries, or volunteer time at a cost of similar paid work (in most cases, minimum wage rates).

## MANAGEMENT

1. The Town of Tonawanda will use the attached evaluation and selection form to assist in the selection of homeless service provider for funding. The Town will collaborate on an annual basis with the Homeless Alliance of WNY on the primary selection criteria that will be used in the evaluation process. Homeless service providers that cannot meet federal reporting requirements or that are not aligned with the goals and standards of the Region's Plan to End Homelessness will not be considered for funding through the Town's ESG award.
2. When the number of homeless service providers request for funding exceeds the amount of the ESG, then the town will prioritize all the requests by the a) funding that the shelter will or will not receive through other ESG recipients in the region and b) by the ability of the shelter to spend the ESG funds.
3. The ESG recipients will submit its 501(c) (3) status.
4. Agreements to carry out the proposed activities will be entered into by the Town of Tonawanda and the ESG subrecipient. A monitoring and review of back-up documentation sent with the request for payment voucher and invoice will establish that the grant recipient retains sufficient records and meets deadlines for accomplishing the funded project and expenditures of funds.
5. The subrecipient will submit the required reports to the CD office and HAWNY. An annual status report will be submitted with the Town's CAPER. A quarterly report showing the Town of Tonawanda and Village of Kenmore homeless residents assisted will be submitted by the subrecipients to ensure proper reporting in IDIS.
6. The Town of Tonawanda has a conflict of interest policy that every employee and contractor must comply with relative to approved subrecipient agreements. The subrecipient also provides the Town of Tonawanda with their conflict of interest policy. During the monitoring process, conflict of interest policies are reviewed to ensure that no inappropriateness occurred throughout the year in administering the ESG funding.
7. The subrecipient will provide source documentation to ensure that payments are for eligible, actual and incurred expenses. Also, invoices will be checked to ensure that payments made by the Town of Tonawanda do not exceed the immediate need of the subrecipient or their homeless clients.
8. Indirect costs will not be charged to the Town's ESG program by the subrecipients.

9. Each subrecipient of the Town's ESG will submit an annual audit if required under federal IRS regulations.
10. If the subrecipient decides to purchase or subcontract an item, they will be required to get two to three bids and will have to submit with its invoice a copy of the bids they received for review by the Planning and Development Office.
11. During the monitoring process, the subrecipient will be asked to see the record of assets and other property purchased through the ESG program. The property and assets will be reviewed as to their accountability and security.
12. A subrecipient will be viewed as high risk if they fail to follow the requirements of the ESG regulations. They will be apparent if they do not submit required documents such as matching fund reports, beneficiary reports, or proper back up with their invoice (i.e. expenditures made during the contract period, etc.). In that event, phone call and/or site visits will be undertaken.
13. The subrecipient will agree to implement a client discharge policy that conforms to the requirements of the McKinney-Vento Act. Data on the clients served will be submitted periodically to assess the program's effectiveness on treating the needs of the Town's homeless population. Client tracking information will be submitted quarterly with billing invoices from the subrecipient.

#### OVERALL MANAGEMENT SYSTEMS

1. In order to ensure that the ESG funds are used in accordance with all program requirements, the Office of Planning and Development will operate the ESG program with the following CD staff have specific responsibilities:
  - a. Director of Community Development – will review each aspect or phase of the process of the ESG program by using the “Emergency Solutions Grants (ESG) Program Desk Guide and the ESG regulation. As each phase, e.g., RFP, review of the RFP, invoice/voucher request, CAPER information, etc. is unfolding the staff assigned to manage specific aspects of the ESG program will meet with the Director to ensure that the ESG requirements are followed.
  - b. Senior Clerk Typist/Office Manager – will control/administrate/manage the ESG requirements step by step. Consultation with the Director will occur at the beginning of each stage/process/aspect of the program. Prior to payment of the invoice all documentation will be reviewed prior to giving the requested payment to the Account/Clerk Typist. The match, programs, activities, services and accomplishments will be reviewed for eligibility, accuracy, and judged against the recipient's agreement with the town. If needed, additional information will be requested to clear up any apparent discrepancies, etc. The tracking of progress of ESG funded activity will take place at least quarterly through a call to the subrecipient

requesting information necessary to determine the progress of each activity. At least once a year, a more thorough review and monitoring including a site visit to the subrecipient to meet with administrative officials will be made to ensure that activities are progressing in accordance with the requirements of the ESG program.

- c. Account Clerk Typist – will control the payment of invoices. A review of the invoice, copy of the original back-up, and review of accounting sub costs and totals will be done at a minimum. The purpose of this review is to determine if additional information is required to establish that the payment of the invoice and processing of the voucher from ESG funds is appropriate.

## FINANCIAL MANAGEMENT

1. The Account/Clerk Typist will maintain a chart of accounts and record transactions. The Town Board sets forward the policy for approving financial transactions. The policy establishes that the Town Comptroller has the authority to approve and make financial transactions. The Town Board sets forth by resolution the purchasing requirements, travel authorizations, etc. and the maintenance of accounting records. All Town records are secured within the Office of Planning and Development. Legal documents are secured in the safe at the Town Hall.
2. The Town has an interest bearing account which is used for the funds that are drawn down to pay for ESG projects. The three-day turn-around rule limits the amount of interest that is earned. Interest earned is returned to the federal government once a year.
3. Activities are recorded in the accounting records as according to eligible activities identified in the Action Plan and the IDIS activity information.
4. Payment of project costs is made on a cost reimbursement basis. The Senior Clerk-Typist/Office Manager controls all ESG matters on a daily basis. After review by the Office Manager, the payment authorization is made and then the Account Clerk-Typist reviews the source documentation and all documents submitted for compliance and then paid. No ESG cash payments are made to beneficiaries.

## REQUIREMENTS

1. Drug Free Work Place – statement for each subrecipient is required at the time of submitting their proposal to the Office of Planning and Development. It is on file. The Town of Tonawanda also has a Drug Free Work Place policy on file.
2. Lobbying – The ESG recipient and Town employees do not conduct lobbying. At the time of the RFP and the monitoring this is asked to assure that, if lobbying is conducted the proper forms are on file.

3. Relocation – ESG funds are not used for relocation by any ESG recipient.
4. National Environmental Policy Act – There is a review for each activity on record at the CD office, as necessary.
5. McKinney-Vento Act – A homeless discharge policy and implementation plan is required for all subrecipients of the Town’s ESG allocation. The plan is made a part of the subrecipients proposal and agreement with the Town. Data on client discharge is submitted with quarterly billings and is subject to monitoring by the Office of Planning and Development.

File: Program Policy – ESG Adm. & Procedures