

FINAL

**City of Schenectady's Consolidated Annual Performance
Evaluation Report (CAPER)**

Federal Fiscal Year 2015

7/1/2015-6/30/2016

CR-05 - Goals and Outcomes

Progress the jurisdiction has made in carrying out its strategic plan and its action plan. 91.520(a)

This could be an overview that includes major initiatives and highlights that were proposed and executed throughout the program year.

The 2015 Consolidated Plan Five-Year Plan was the first five year plan for the new management and most of the staff in the City of Schenectady's Department of Development. Through the 2015 Federal Fiscal Year, several changes were noted for implementation in the 2016 Federal Fiscal Year which will continue to refine the way the City reports and is able to capture the results and outcomes desired through HUD-funded activities.

One major note on the performance outcomes in this year's CAPER, 2015's Consolidated Plan Five-Year Plan was the first time the City inputted the performance indicators into IDIS (the HUD data system responsible for keeping track of outcomes). After a full year of reporting, the City notes an internal deficiency in what it allotted to expected performance measurements versus what was actually achieved under different categorical explanations. This is why there are a number of fields where the percent complete column is 0%. If we inserted 0 as the expected outcome and had an actual outcome of 1,000 units of measurement, the percent complete still shows 0% because we had not allocated the expected indicators properly.

Comparison of the proposed versus actual outcomes for each outcome measure submitted with the consolidated plan and explain, if applicable, why progress was not made toward meeting goals and objectives. 91.520(g)

Categories, priority levels, funding sources and amounts, outcomes/objectives, goal outcome indicators, units of measure, targets, actual outcomes/outputs, and percentage completed for each of the grantee's program year goals.

Goal	Category	Source / Amount	Indicator	Unit of Measure	Expected – Strategic Plan	Actual – Strategic Plan	Percent Complete	Expected – Program Year	Actual – Program Year	Percent Complete
Economic & Employment Opportunities	Non-Housing Community Development	CDBG: \$	Jobs created/retained	Jobs	100	18	18.00%	20	18	90.00%

Economic & Employment Opportunities	Non-Housing Community Development	CDBG: \$	Businesses assisted	Businesses Assisted	15	16	106.67%	3	16	533.33%
Economic & Employment Opportunities	Non-Housing Community Development	CDBG: \$	Other	Other	500	311	62.20%	100	0	0.00%
Essential Needs: Food, Shelter, Safety	Homeless Non-Homeless Special Needs Non-Housing Community Development Food Security	CDBG: \$ / HOME: \$ / ESG: \$	Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit	Persons Assisted	5000	4570	91.40%	1000	250	25.00%
Essential Needs: Food, Shelter, Safety	Homeless Non-Homeless Special Needs Non-Housing Community Development Food Security	CDBG: \$ / HOME: \$ / ESG: \$	Public service activities other than Low/Moderate Income Housing Benefit	Persons Assisted	0	2153		0	2153	

Essential Needs: Food,Shelter,Safety	Homeless Non- Homeless Special Needs Non-Housing Community Development Food Security	CDBG: \$ / HOME: \$ / ESG: \$	Homelessness Prevention	Persons Assisted	500	0	0.00%	100	4570	4,570.00 %
Essential Needs: Food,Shelter,Safety	Homeless Non- Homeless Special Needs Non-Housing Community Development Food Security	CDBG: \$ / HOME: \$ / ESG: \$	Other	Other	525	0	0.00%	105	0	0.00%
Quality Affordable Housing Options	Affordable Housing	CDBG: \$ / HOME: \$	Rental units rehabilitated	Househol d Housing Unit	60	0	0.00%	12	0	0.00%
Quality Affordable Housing Options	Affordable Housing	CDBG: \$ / HOME: \$	Homeowner Housing Added	Househol d Housing Unit	50	17	34.00%	10	17	170.00%

Quality Affordable Housing Options	Affordable Housing	CDBG: \$ / HOME: \$	Homeowner Housing Rehabilitated	Household Housing Unit	10	23	230.00%	2	23	1,150.00%
Quality Affordable Housing Options	Affordable Housing	CDBG: \$ / HOME: \$	Buildings Demolished	Buildings	60	0	0.00%	12	0	0.00%
Quality Affordable Housing Options	Affordable Housing	CDBG: \$ / HOME: \$	Housing Code Enforcement/Foreclosed Property Care	Household Housing Unit	60	5	8.33%	12	5	41.67%
Strengthening Neighborhoods	Affordable Housing Non-Housing Community Development	CDBG: \$	Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit	Persons Assisted	1000	250	25.00%	250	250	100.00%
Strengthening Neighborhoods	Affordable Housing Non-Housing Community Development	CDBG: \$	Public service activities other than Low/Moderate Income Housing Benefit	Persons Assisted	0	1295		0	1295	
Strengthening Neighborhoods	Affordable Housing Non-Housing Community Development	CDBG: \$	Buildings Demolished	Buildings	25	0	0.00%	5	0	0.00%

Strengthening Neighborhoods	Affordable Housing Non-Housing Community Development	CDBG: \$	Housing Code Enforcement/Foreclosed Property Care	Household Housing Unit	25	5	20.00%	5	5	100.00%
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Table 1 - Accomplishments – Program Year & Strategic Plan to Date

Assess how the jurisdiction’s use of funds, particularly CDBG, addresses the priorities and specific objectives identified in the plan, giving special attention to the highest priority activities identified.

The City's use of HUD dollars aligns well with the newly formed goals and objectives in the 2015 Consolidated Plan Five Year Plan. Through the use of monitoring and quarterly reporting, the City is able to assist subrecipients as necessary with achieving reasonable goals and objectives as well as ensure that they are meeting the expectations laid out through the RFP and contract process. The City is hopeful that continuing to use IDIS and reformatting the City's policies, procedures, forms and technical assistance/oversight with subreipients, we will continue to see more "actual" results matching those that are expected.

CR-10 - Racial and Ethnic composition of families assisted

Describe the families assisted (including the racial and ethnic status of families assisted).

91.520(a)

	CDBG	HOME	ESG
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Table 2 – Table of assistance to racial and ethnic populations by source of funds

Narrative

The majority of families assisted through HUD activities, particularly CDBG, identify as non-Hispanic, Black or African American. The population in the City of Schenectady is very diverse, but a high percentage of the population identifies as Black or African American, showing that HUD funding is being used to assist a predominant group of families in our community. Almost half of the homeless population or populations in danger of being homeless identify as White with the other half Black or African American.

The Department of Development will continue to try to expand to Spanish-speaking populations and those who identify as Hispanic, as it is a growing segment of our community but one that is generally untouched by current HUD funding.

CR-15 - Resources and Investments 91.520(a)

Identify the resources made available

Source of Funds	Source	Resources Made Available	Amount Expended During Program Year
CDBG		8,259,856	178,869
HOME		1,262,896	61,233
ESG		746,436	187,100
Other	Public-federal	2,500,000	0

Table 3 - Resources Made Available

Narrative

The City continues to be on target to expend 75% or more of its entitlement grant funding in the fiscal year it is provided. Most of the delay in expending the other monies is due to the quantity of funding being put towards paving, where the cycle of funding is not advantageous to the weather seasons and timeframes in the construction industry.

Identify the geographic distribution and location of investments

Target Area	Planned Percentage of Allocation	Actual Percentage of Allocation	Narrative Description
CITY OF SCHENECTADY	100	100	

Table 4 – Identify the geographic distribution and location of investments

Narrative

All funds were expended in the City of Schenectady.

Leveraging

Explain how federal funds leveraged additional resources (private, state and local funds), including a description of how matching requirements were satisfied, as well as how any publicly owned land or property located within the jurisdiction that were used to address the needs identified in the plan.

The City's HOME partners continue to leverage additional resources to supplement the Federal funds received through the City's entitlement grant program. These funds included cash from non-Federal sources, the value of real property, site preparation, construction materials and donated labor, and foregone taxes, fees and charges.

Fiscal Year Summary – HOME Match	
1. Excess match from prior Federal fiscal year	22,351,007
2. Match contributed during current Federal fiscal year	1,044,267
3. Total match available for current Federal fiscal year (Line 1 plus Line 2)	23,395,274
4. Match liability for current Federal fiscal year	207,862
5. Excess match carried over to next Federal fiscal year (Line 3 minus Line 4)	23,187,412

Table 5 – Fiscal Year Summary - HOME Match Report

Match Contribution for the Federal Fiscal Year								
Project No. or Other ID	Date of Contribution	Cash (non-Federal sources)	Foregone Taxes, Fees, Charges	Appraised Land/Real Property	Required Infrastructure	Site Preparation, Construction Materials, Donated labor	Bond Financing	Total Match
Bethesda House	06/01/2016	0	0	0	0	15,708	0	15,708
Better Neighborhoods, Inc.	06/01/2016	173,989	0	0	0	0	0	173,989
City of Troy	06/01/2016	88,908	0	0	0	22,157	0	111,065
Community Land Trust of Schenectady	06/01/2016	322,748	0	0	0	0	0	322,748
Habitat for Humanity of Schenectady County	06/01/2016	212,460	3,249	69,328	0	62,170	0	347,207
Schenectady Community Action Program	06/01/2016	3,750	0	0	0	0	0	3,750
Schenectady Housing Development Fund Corporation	06/01/2016	34,100	0	0	0	0	0	34,100
Town of Colonie	06/01/2016	35,700	0	0	0	0	0	35,700

Table 6 – Match Contribution for the Federal Fiscal Year

HOME MBE/WBE report

Program Income – Enter the program amounts for the reporting period				
Balance on hand at beginning of reporting period \$	Amount received during reporting period \$	Total amount expended during reporting period \$	Amount expended for TBRA \$	Balance on hand at end of reporting period \$
0	7,184	4,517	0	2,667

Table 7 – Program Income

Minority Business Enterprises and Women Business Enterprises – Indicate the number and dollar value of contracts for HOME projects completed during the reporting period						
	Total	Minority Business Enterprises				White Non-Hispanic
		Alaskan Native or American Indian	Asian or Pacific Islander	Black Non-Hispanic	Hispanic	
Contracts						
Dollar Amount	0	0	0	0	0	0
Number	0	0	0	0	0	0
Sub-Contracts						
Number	0	0	0	0	0	0
Dollar Amount	0	0	0	0	0	0
	Total	Women Business Enterprises	Male			
Contracts						
Dollar Amount	0	0	0			
Number	0	0	0			
Sub-Contracts						
Number	0	0	0			
Dollar Amount	0	0	0			

Table 8 – Minority Business and Women Business Enterprises

Minority Owners of Rental Property – Indicate the number of HOME assisted rental property owners and the total amount of HOME funds in these rental properties assisted						
	Total	Minority Property Owners				White Non-Hispanic
		Alaskan Native or American Indian	Asian or Pacific Islander	Black Non-Hispanic	Hispanic	
Number	0	0	0	0	0	0
Dollar Amount	0	0	0	0	0	0

Table 9 – Minority Owners of Rental Property

Households Displaced	Total	Minority Property Enterprises				White Non-Hispanic
		Alaskan Native or American Indian	Asian or Pacific Islander	Black Non-Hispanic	Hispanic	
Number	0	0	0	0	0	0
Cost	0	0	0	0	0	0

Table 10 – Relocation and Real Property Acquisition

CR-20 - Affordable Housing 91.520(b)

Evaluation of the jurisdiction's progress in providing affordable housing, including the number and types of families served, the number of extremely low-income, low-income, moderate-income, and middle-income persons served.

	One-Year Goal	Actual
Number of Homeless households to be provided affordable housing units	503	263
Number of Non-Homeless households to be provided affordable housing units	58	23
Number of Special-Needs households to be provided affordable housing units	3	0
Total	564	286

Table 11 – Number of Households

	One-Year Goal	Actual
Number of households supported through Rental Assistance	97	51
Number of households supported through The Production of New Units	1	3
Number of households supported through Rehab of Existing Units	22	23
Number of households supported through Acquisition of Existing Units	3	0
Total	123	77

Table 12 – Number of Households Supported

Discuss the difference between goals and outcomes and problems encountered in meeting these goals.

As mentioned in CR-05, there is a discrepancy in goals and outcomes based on 2015 being the first year the City started utilizing the IDIS system for reporting.

Discuss how these outcomes will impact future annual action plans.

We anticipate that reporting for 2016 and onwards, the differences between the goals and outcomes will be minimal because we will be better equipped to identify programmatic problems and to work on finding solutions, rather than having a system-based error with the way we are capturing data.

Include the number of extremely low-income, low-income, and moderate-income persons served by each activity where information on income by family size is required to determine

the eligibility of the activity.

Number of Persons Served	CDBG Actual	HOME Actual
Extremely Low-income	596	817
Low-income	148	182
Moderate-income	88	114
Total	832	1,113

Table 13 – Number of Persons Served

Narrative Information

As indicated in the chart, HOME dollars are primarily being used to assist those of extremely low-income in our community. Similarly, CDBG funds predominantly are spent on persons who are extremely low-income, but approximately 18% of the persons served by CDBG dollars are low-income.

CR-25 - Homeless and Other Special Needs 91.220(d, e); 91.320(d, e); 91.520(c)
Evaluate the jurisdiction's progress in meeting its specific objectives for reducing and ending homelessness through:

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

Schenectady County's Continuum of Care, which includes the City of Schenectady, has made progress in meeting stated objectives for reducing and ending homelessness. The Schenectady CoC has developed several strategies and action steps to reach out to homeless persons and assess individual needs. Current strategies include the continued support of the ESG funded Bethesda House Drop-in Center, the continued support of the CoC and ESG funded youth outreach program Project Safe operated by SAFE, Inc., and the implementation and development of the coordinated entry system. Bethesda House's Day Shelter Drop-in Center for the homeless provides the primary point of contact and entry into the Continuum of Care for the Chronically Homeless in Schenectady. It provides a variety of unique support services for this sub-population including: showers, laundry, phone/fax/copier, mailboxes, daily meal, and clothing. Bethesda House continues to expand the type and scope of services it offers at its Community Center/Day Shelter, which is located at the agency's facility on State Street in Schenectady. SAFE, Inc.'s Project Safe serves 80 youth annually who have a dual diagnosis of homelessness and substance abuse or mental health disorders. The individuals in the program are provided with advocacy to ensure that they find and remain in safe permanent housing. These individuals are also provided with supportive services to ensure that they are able to increase their skills and/or income to help them become more self-sufficient.

Schenectady County CoC's Coordinated Entry (CE), which is currently in the first stages of implementation, includes key stakeholders in developing and operating a No Wrong Door system. The system reaches homeless individuals and families least likely to access the process through street outreach and the drop-in center. The CE process ensures participants are directed to appropriate housing/services: participants fill out a community developed assessment upon presenting at any of the 9 participating programs; The Point of Entry (POE) agency sends assessments to CE Facilitator and 3 different agencies who are appropriate housing options based on eligibility, expressed client-choice, and bed openings. Participants are prioritized on a master community list based on chronicity of homelessness and severity of service needs. Biweekly case conferencing ensures prioritization based on vulnerability and appropriate placement based on service needs. Agencies follow a low-barrier model per the Written Standards.

Addressing the emergency shelter and transitional housing needs of homeless persons

The CoC has made significant progress in and continues to address emergency shelter and transitional housing needs of homeless persons. Currently the CoC provides the following shelter services and transitional housing:

Emergency Housing:

- City Mission of Schenectady – Provides 106 beds: 82 for single men and 24 for women/children
- YWCA – Provides a total of 20 beds for victims of domestic violence.
- Bethesda House – Provides 3 beds for veterans.
- SAFE Inc. – Provides 13 beds for youth.
- Department of Social Services – Provides hotel/motel vouchers for singles and families.

Transitional Housing:

- Schenectady Community Action Program (Sojourn House) – Provides 21 beds for women with children
- City Mission of Schenectady – Provides 20 beds for single men/women

These programs have been extremely successful rapidly rehousing clients/providing transitional services due to the increased collaboration between key stakeholder such as the Schenectady Municipal Housing Authority and The Community Builders (an active affordable housing developer).

Helping low-income individuals and families avoid becoming homeless, especially extremely low-income individuals and families and those who are: likely to become homeless after 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); and, receiving assistance from public or private agencies that address housing, health, social services, employment, education, or youth needs

The CoC continues to make progress helping low-income individuals and families avoid becoming homeless. The CoC focuses on providing services for extremely low-income households who are likely to become homeless after discharge from institutions and systems of care by collaborating with providers to identify risk factors for becoming homeless. Specifically, the CoC fact-finds with: mainstream providers, to identify those being discharged into homelessness and identify why. The CoC also works with general assistance providers to discover situations where people are being criminalized as well as with prevention assistance providers, SCAP and Legal Aid, to determine reasons why households need assistance. Specific steps the CoC has taken to help low-income households from becoming homeless for the first time include working with the City of Schenectady and prevention assistance providers to coordinate shelter intake via CE process, utilizing ESG funds to divert/prevent homelessness, and using a diversion/prevention assessment process for households who present at DSS.

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 Schenectady County Homeless Services Planning Board is helping chronically homeless households, families with children, veterans and unaccompanied youth make the transition to permanent housing and independent living by ensuring shorter periods of homeless through the use of coordinated entry, and by facilitating access to affordable housing units by working with the Schenectady Municipal Housing Authority. In addition, the CoC has implemented strategies to identify and minimize returns to homelessness. Three percent of households who exited homelessness in FY13 experienced additional spells of homelessness by FY15. This number will be reduced by the current collaboration between CoC funded agencies, the City of Schenectady and NYS Office of Temporary and Disability Assistance to utilize ESG funding to identify and minimize the number of households who may return to homelessness. The CoC utilizes programs, such as eviction prevention representation (Legal Aid) and case management. The CoC continues to work on improving client access to mainstream benefits. The CoC runs quarterly reports from HMIS to monitor/record returns to homelessness. All CoC/ESG programs conduct follow up w/clients to reduce additional episodes of homelessness, which are recorded in HMIS. Additionally, HMIS produces an annual systems performance report, allowing the community to track their progress as a system, rather than individually, to better identify gaps to fill.

CR-30 - Public Housing 91.220(h); 91.320(j)

Actions taken to address the needs of public housing

The City of Schenectady's public housing needs are served by the Schenectady Municipal Housing Authority (SMHA), which is a separate entity from the City. SMHA independently administers 1,018 units of public housing and 1,387 Section 8 Housing Choice Vouchers, along with other federally subsidized housing programs.

Although no CDBG or HOME funds were used to support public housing this year, SMHA is a critical component of the City's strategy to provide and preserve affordable housing for low income, very-low income and extremely low-income citizens.

SMHA and the City collaborate on many projects for the benefit of the public and affordable housing community, such as the Mayor's Challenge to End Veteran Homelessness, the ConnectHome program (which dovetails nicely with the Mayor's citywide technology agenda), and the pending redevelopment of SMHA's largest family property as part of a comprehensive plan to address the needs and goals of public housing residents together with the surrounding community. SMHA also benefits from shared service agreements with the City to obtain lower-cost supplies and services, such as fuel for SMHA vehicles and bulk road salt for SMHA properties.

Actions taken to encourage public housing residents to become more involved in management and participate in homeownership

SMHA has two methods to ensure that public housing residents have an effective role in the management of the public housing program. The first is through their Resident Advisory Board, which consists of public housing residents who assist SMHA in developing its annual and five year plans, and in making any significant amendment or modification to the plans. The second method is through the participation of two public housing residents on the SMHA Board of Commissioners, the agency's policy and oversight Board that represents all public housing residents.

The City supports SMHA's efforts to create homeownership opportunities for its public housing families. The City's financial support of the Habitat for Humanity program has allowed families to move out of public housing and into their own home and public housing families have been assisted by the City's First Time Home Buyer's Program.

Actions taken to provide assistance to troubled PHAs

This section is not applicable. SMHA is not designated as a troubled agency.

CR-35 - Other Actions 91.220(j)-(k); 91.320(i)-(j)

Actions taken to remove or ameliorate the negative effects of public policies that serve as barriers to affordable housing such as land use controls, tax policies affecting land, zoning ordinances, building codes, fees and charges, growth limitations, and policies affecting the return on residential investment. 91.220 (j); 91.320 (i)

Not applicable.

Actions taken to address obstacles to meeting underserved needs. 91.220(k); 91.320(j)

The City continues to request RFPs from qualified subrecipients throughout the City to assist in reducing communitywide needs.

Actions taken to reduce lead-based paint hazards. 91.220(k); 91.320(j)

Same as above.

Actions taken to reduce the number of poverty-level families. 91.220(k); 91.320(j)

The City works as a strong, collaborative partner with the County and our vast array of social service providers to ensure that families in poverty are provided with opportunities to have their needs met through various means. Though reducing the number of poverty-level families is not directly attributable to HUD-funded programs, the City does fund many programs which provide services and opportunities to reduce the poverty-level of those families assisted.

Actions taken to develop institutional structure. 91.220(k); 91.320(j)

The City of Schenectady's Department of Development has been working very diligently to refine policies and procedures to make the monitoring and reporting of these programs more productive for future projects.

Actions taken to enhance coordination between public and private housing and social service agencies. 91.220(k); 91.320(j)

The City's Department of Development has recognized the need for coordination between housing providers and continues to meet quarterly with partners to talk about mutually beneficial goals and project delivery. Similarly, the Department of Development has also recognized the close relationship that social service agencies have with housing and maintaining safe, quality, affordable housing for our community's residents.

Identify actions taken to overcome the effects of any impediments identified in the jurisdictions analysis of impediments to fair housing choice. 91.520(a)

The City of Schenectady continues to fund the position of Fair Housing Program Coordinator who acts as a contact person for individuals concerned and in need of information about the Fair Housing Act, or to address Fair Housing concerns and assist with the filing of a complaint, if needed. The Department of Development offers general housing assistance and guidance to landlords and tenants in the City and is equipped to deal with all types of housing issues. The Fair Housing Officer refers all relevant complaints to the appropriate local, state and federal agencies and works to resolve them to the extent of legal capability.

The City continues to monitor its direct and indirect housing programs to make sure that no discrimination exists in the marketing of rental, homeownership, and also, for units which City funds are provided. Advertisements for City funded housing programs are shown in the community newspapers, the "Daily Gazette", and other media sources (Social Media, internet, TV) are also monitored to ensure non-discriminatory marketing and practices.

The Fair Housing Officer of the City of Schenectady, along with HUD and Schenectady Municipal Housing Authority, held a successful Section 3 recruitment training in April 2016. HUD Buffalo FHEO Director, in conjunction with the City of Schenectady's Fair Housing Program Coordinator, Schenectady Community Action Program and Legal Aid Society of Northern New York Inc. offered a training workshop for approximately 20 staff members of the City Building / Code Enforcement office regarding Fair Housing, Tenants, Landlords, Safety, and eviction processes. The Fair Housing Officer will conduct similar training workshops within the City, with the next workshop scheduled for the Schenectady Police Department.

In 2015, the Fair Housing Officer worked in conjunction with Code Enforcement Officers in the distribution of Fair Housing literature while conducting permits and code enforcement inspections. Officers have been instructed in Fair Housing and landlord/tenant laws and regulations and make referrals to the Office of Fair Housing when appropriate. Schenectady Community Action Program also assists in handing out landlord and tenant materials.

CR-40 - Monitoring 91.220 and 91.230

Describe the standards and procedures used to monitor activities carried out in furtherance of the plan and used to ensure long-term compliance with requirements of the programs involved, including minority business outreach and the comprehensive planning requirements

All subrecipients are monitored for compliance with goals and objectives of the Consolidated Plan and the Annual Action Plans. Standard monitoring procedures were set up for consistency between organizations/activities as they are monitored. These procedures start with review of the RFP, Contract, and Quarterly reports of each subrecipient. This desk monitoring ensures that milestones and goals set up in the RFP and Contract Goals have been met. While monitoring on site, data for all clients of the subrecipients must be provided and monitored to ensure that those numbers reported are the same as those that are monitored. This monitoring is to ensure compliance with Consolidated Plan goals and objectives and will become part of the next year's evaluation when organization reapplies for funding. This ensures that organizations are aware of the changing requirements along with their long term compliance relating to the goals and objectives that their programs and organizations are filling.

Meeting these goals and objectives helps the City create long term comprehensive plans for the City and the funding we receive. Monitoring and long term planning helps the City tackle the most prevalent issues we face with in the City. Organizations and programs, including the City/County Affirmative Action Officer, are accountable for our minority business outreach and cultivation. The use of minority businesses are encouraged for our organizations that rehabilitate or construct housing. The development of MBE/WBE is part of the long term comprehensive plan for the City's future.

Citizen Participation Plan 91.105(d); 91.115(d)

Describe the efforts to provide citizens with reasonable notice and an opportunity to comment on performance reports.

As per the City's Citizen Participation Plan, the CAPER and Consolidated Plan/Annual Action Plan availability is announced via the newspaper and the City's website, while additionally advertising the required public hearing. Through these means, citizens are provided multiple formats to comment on the annual report from the previous year's accomplishments. There was a public hearing held on the CAPER on Monday, September 26, 2016 and no one attended. There were also no comments received throughout the review process.

CR-45 - CDBG 91.520(c)

Specify the nature of, and reasons for, any changes in the jurisdiction’s program objectives and indications of how the jurisdiction would change its programs as a result of its experiences.

As mentioned in previous sections, the City is utilizing feedback gained through revising policies and procedures, updating methodologies to meet HUD regulations, and incorporating the use of IDIS reporting into our daily processes so that our program accomplishments are better aligned with the reporting mechanisms used to evaluate the success of our HUD-funded activities.

The City also performed an amendment to the 2014 and 2015 Annual Action Plans in the spring of 2016 which helped to ameliorate areas where funding needed to be reallocated due to changing priorities and program objectives.

Does this Jurisdiction have any open Brownfields Economic Development Initiative (BEDI) grants?	No
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[BEDI grantees] Describe accomplishments and program outcomes during the last year.

CR-50 - HOME 91.520(d)

Include the results of on-site inspections of affordable rental housing assisted under the program to determine compliance with housing codes and other applicable regulations

Please list those projects that should have been inspected on-site this program year based upon the schedule in §92.504(d). Indicate which of these were inspected and a summary of issues that were detected during the inspection. For those that were not inspected, please indicate the reason and how you will remedy the situation.

Not applicable.

Provide an assessment of the jurisdiction's affirmative marketing actions for HOME units. 92.351(b)

Not applicable.

Refer to IDIS reports to describe the amount and use of program income for projects, including the number of projects and owner and tenant characteristics

The amount of program income generated off of HOME projects in Federal Fiscal Year 2015 was minimal, less than \$10,000 and did not impact one particular project enough to be reportable.

Describe other actions taken to foster and maintain affordable housing. 91.220(k) (STATES ONLY: Including the coordination of LIHTC with the development of affordable housing). 91.320(j)

The City continues to work with community partners on the development of safe, quality, affordable housing for our community's residents. The City continues to have a housing stock built for a population twice the amount of current residents so market forces are not making the affordability of housing a large concern at this time. Where the City sees an issue is with the affordability of rent and the number of families in poverty.

CR-60 - ESG 91.520(g) (ESG Recipients only)

ESG Supplement to the CAPER in *e-snaps*

For Paperwork Reduction Act

1. Recipient Information—All Recipients Complete

Basic Grant Information

Recipient Name	SCHENECTADY
Organizational DUNS Number	060529898
EIN/TIN Number	146002430
Identify the Field Office	BUFFALO
Identify CoC(s) in which the recipient or subrecipient(s) will provide ESG assistance	Schenectady City & County CoC

ESG Contact Name

Prefix	0
First Name	Jaclyn
Middle Name	L
Last Name	Mancini
Suffix	0
Title	Director, Department of Development

ESG Contact Address

Street Address 1	City Hall - Room 14 - 105 Jay Street
Street Address 2	0
City	Schenectady
State	NY
ZIP Code	-
Phone Number	5183825147
Extension	0
Fax Number	0
Email Address	jmancini@schenectadyny.gov

ESG Secondary Contact

Prefix	
First Name	
Last Name	
Suffix	
Title	
Phone Number	
Extension	
Email Address	

2. Reporting Period—All Recipients Complete

Program Year Start Date	07/01/2015
Program Year End Date	06/30/2016

3a. Subrecipient Form – Complete one form for each subrecipient

Subrecipient or Contractor Name: SCHENECTADY

City: Schenectady

State: NY

Zip Code: 12305, 1905

DUNS Number: 060529898

Is subrecipient a victim services provider: N

Subrecipient Organization Type: Unit of Government

ESG Subgrant or Contract Award Amount: 186609

CR-65 - Persons Assisted

4. Persons Served

4a. Complete for Homelessness Prevention Activities

Number of Persons in Households	Total
Adults	0
Children	0
Don't Know/Refused/Other	0
Missing Information	0
Total	0

Table 14 – Household Information for Homeless Prevention Activities

4b. Complete for Rapid Re-Housing Activities

Number of Persons in Households	Total
Adults	0
Children	0
Don't Know/Refused/Other	0
Missing Information	0
Total	0

Table 15 – Household Information for Rapid Re-Housing Activities

4c. Complete for Shelter

Number of Persons in Households	Total
Adults	0
Children	0
Don't Know/Refused/Other	0
Missing Information	0
Total	0

Table 16 – Shelter Information

4d. Street Outreach

Number of Persons in Households	Total
Adults	0
Children	0
Don't Know/Refused/Other	0
Missing Information	0
Total	0

Table 18 – Household Information for Street Outreach

4e. Totals for all Persons Served with ESG

Number of Persons in Households	Total
Adults	0
Children	0
Don't Know/Refused/Other	0
Missing Information	0
Total	0

Table 17 – Household Information for Persons Served with ESG

5. Gender—Complete for All Activities

	Total
Male	0
Female	0
Transgender	0
Don't Know/Refused/Other	0
Missing Information	0
Total	0

Table 18 – Gender Information

6. Age—Complete for All Activities

	Total
Under 18	0
18-24	0
25 and over	0
Don't Know/Refused/Other	0
Missing Information	0
Total	0

Table 19 – Age Information

7. Special Populations Served—Complete for All Activities

Number of Persons in Households

Subpopulation	Total	Total Persons Served – Prevention	Total Persons Served – RRH	Total Persons Served in Emergency Shelters
Veterans	0	0	0	0
Victims of Domestic Violence	0	0	0	0
Elderly	0	0	0	0
HIV/AIDS	0	0	0	0
Chronically Homeless	0	0	0	0
Persons with Disabilities:				
Severely Mentally Ill	0	0	0	0
Chronic Substance Abuse	0	0	0	0
Other Disability	0	0	0	0
Total (Unduplicated if possible)	0	0	0	0

Table 20 – Special Population Served

CR-70 – ESG 91.520(g) - Assistance Provided and Outcomes

10. Shelter Utilization

Number of New Units - Rehabbed	0
Number of New Units - Conversion	0
Total Number of bed-nights available	142
Total Number of bed-nights provided	130
Capacity Utilization	91.55%

Table 21 – Shelter Capacity

11. Project Outcomes Data measured under the performance standards developed in consultation with the CoC(s)

Attachment 1 to this report details the performance standards developed through the CoC. The Project Outcomes Data pertinent to the City's funded ESG programs are detailed in our received quarterly reports and are strictly monitored to be in compliance with the RFP and contract.

CR-75 – Expenditures

11. Expenditures

11a. ESG Expenditures for Homelessness Prevention

	Dollar Amount of Expenditures in Program Year		
	2013	2014	2015
Expenditures for Rental Assistance	0	0	0
Expenditures for Housing Relocation and Stabilization Services - Financial Assistance	0	0	59,960
Expenditures for Housing Relocation & Stabilization Services - Services	0	0	0
Expenditures for Homeless Prevention under Emergency Shelter Grants Program	0	0	57,000
Subtotal Homelessness Prevention	0	0	116,960

Table 22 – ESG Expenditures for Homelessness Prevention

11b. ESG Expenditures for Rapid Re-Housing

	Dollar Amount of Expenditures in Program Year		
	2013	2014	2015
Expenditures for Rental Assistance	0	0	0
Expenditures for Housing Relocation and Stabilization Services - Financial Assistance	0	0	0
Expenditures for Housing Relocation & Stabilization Services - Services	0	0	0
Expenditures for Homeless Assistance under Emergency Shelter Grants Program	0	0	0
Subtotal Rapid Re-Housing	0	0	0

Table 23 – ESG Expenditures for Rapid Re-Housing

11c. ESG Expenditures for Emergency Shelter

	Dollar Amount of Expenditures in Program Year		
	2013	2014	2015
Essential Services	0	0	0
Operations	0	0	0
Renovation	0	0	0
Major Rehab	0	0	0
Conversion	0	0	0

Subtotal	0	0	0
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Table 24 – ESG Expenditures for Emergency Shelter

11d. Other Grant Expenditures

	Dollar Amount of Expenditures in Program Year		
	2013	2014	2015
HMIS	0	0	10,000
Administration	0	0	22,501
Street Outreach	0	0	35,614

Table 25 - Other Grant Expenditures

11e. Total ESG Grant Funds

Total ESG Funds Expended	2013	2014	2015
149,461	0	0	149,461

Table 26 - Total ESG Funds Expended

11f. Match Source

	2013	2014	2015
Other Non-ESG HUD Funds	0	0	0
Other Federal Funds	0	0	149,382
State Government	0	0	57,753
Local Government	0	0	173,173
Private Funds	0	0	38,437
Other	0	0	35,000
Fees	0	0	0
Program Income	0	0	0
Total Match Amount	0	0	453,745

Table 27 - Other Funds Expended on Eligible ESG Activities

11g. Total

Total Amount of Funds Expended on ESG Activities	2013	2014	2015
603,206	0	0	603,206

Table 28 - Total Amount of Funds Expended on ESG Activities

Attachment

CoC Performance Standards

SCHENECTADY HOMELESS SERVICES PLANNING BOARD: CONTINUUM OF CARE WRITTEN STANDARDS

Preamble

The Continuum of Care (CoC) is responsible for establishing and consistently following written standards for administering assistance. Written standards provide a reference for coordinating and implementing a system to meet the needs of the population and subpopulations experiencing homelessness within the geographic area of the Schenectady Homeless Services Planning Board (HSPB). Both the Emergency Solutions Grant (ESG) and the Homeless Emergency Assistance and Rapid Transition to Housing Act (HEARTH) Continuum of Care Project Interim Rules and Regulations state that CoCs, “in consultation with recipients of ESG project funds within the geographic area, are intended to coordinate service delivery...and assist CoCs and their recipients in evaluating the eligibility of individuals and families consistently and administering assistance fairly and methodically” § 578.7(a)(9).

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

- Establish community-wide expectations and standards
- Clarify local priorities, which will ensure a transparent system
- Document the system for prioritizing assistance per project type
- Outline a strategy for use of limited resources.

The HSPB written standards have been established to ensure that persons at risk of or experiencing homelessness throughout the CoC will be given unvarying information and support to access and maintain permanent housing and enable the CoC to end homelessness.

For each project type, the standards outline:

1. Purpose of the project type
2. Eligibility criteria
3. Prioritization
4. Minimum standards of assistance
5. Client access
6. Performance standards.

As a baseline, the HSPB has adopted current minimum standards set by HUD for all CoC funded projects and has adopted the City of Schenectady ESG standards as noted in the most recent Consolidated Plan. Requirements set by HUD for CoC and ESG projects include:

- Projects must have written policies and procedures and consistently apply them to all participants
- Projects that serve households with children must comply with the following:
 - A staff person must be designated as the educational liaison that will ensure children are enrolled in school, connected to appropriate services in the community,

- including early childhood project 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), however all homeless programs are strongly encouraged to participate in HMIS and meet the minimum HMIS data quality standards.
- Programs must coordinate and collaborate with other service providers within the geographic area (such as housing, social services, employment, education and youth programs, etc).
- Programs are required to participate in the Coordinated Entry System and use the prioritization criteria established in this document.
- Programs must keep documentation of homelessness on file
- Programs must keep documentation of amount, source and use of resources for each match contribution
- Programs must keep documentation of use of HMIS
- Programs must keep documentation for all eligible costs charged to the grant
- Eligibility requirements as defined by CoC and ESG funding are the standard for receiving assistance. Additional project requirements for eligibility are not the standard and cannot be grounds for rejection. Project participants can only be rejected because the eligibility criteria as defined by CoC and ESG funding and noted in the written standards is not met.
- Projects must have a formal procedure for terminating assistance to a participant that abides all project funding, state and federal regulations.

The *Continuum of Care Written Standards* are implemented in coordination with the *Coordinated Entry Policies and Procedures* and the *Schenectady County 10 Year Plan to End Homelessness*. Specifically, the following written standards for administering assistance within the Schenectady CoC geographic area serve as a reference to:

- Assist with the coordination of service delivery across the geographic area and are the foundation of the Coordinated Entry system
- Assist in assessing individuals and families consistently to determine project eligibility
- Set prioritization standards for administering assistance that are in line with strategies outlined by the CoC's vision and guiding principles for local targets that are complimentary to those within HUD's *Opening Doors*
- Assist in administering projects fairly and methodically to meet funding regulations
- Establish common core performance measures for all CoC and ESG component types
- Provide the basis for monitoring CoC and ESG funded projects
- Establish how standards will be reviewed regularly and evaluated for effectiveness

Ongoing Review & Evaluation

As a document that represents the CoC, its available housing and services, populations, as well as local goals and values, these standards serve as a resource for providing assistance across the continuum in order to end homelessness.

These standards are to be reviewed annually to ensure the system of providing assistance is transparent, local priorities are clear to all recipients, and as a CoC that limited resources are being used

strategically. To guarantee the written standards are implemented comprehensively, project performance, HMIS data, Coordinated Entry tracking, as well as project participant and stakeholder input will all be considered when evaluating the written standards for effectiveness. As noted in the bylaws, ongoing review and evaluation of these standards will be completed at least annually.

Prioritization Standards

These written standards establish the community-wide expectation of how resources are to be targeted within the community. This is separate from meeting eligibility requirements, and specific to prioritizing assistance according to population and household types. Project participants must always meet eligibility criteria while all individuals and household types can be prioritized for a type of assistance. As prescribed in the *Coordinated Entry Policies & Procedures*, CoCs are instructed to prioritize assistance based on vulnerability and severity of service needs to ensure that people who need assistance the most can receive it in a timely manner. All CoC program-funded PSH accept referrals only through a single prioritized list that is created through the CoC's Coordinated Entry process, which is also informed by the CoC's street outreach. Populations and households prioritized for assistance include:

- Those prioritized in CoC funded PSH beds **Dedicated** to Persons Experiencing CH or PSH **Prioritized** for Occupancy by CH Persons are, in order of prioritization:
 - First Priority- Chronically Homeless Individuals and Families with the Longest History of Homelessness and with the Most Severe Service Needs are.
 - Second Priority- Chronically Homeless Individuals and Families with the Longest History of Homelessness are prioritized in CoC funded PSH beds **Dedicated** to Persons Experiencing CH and PSH **Prioritized** for Occupancy by CH Persons.
 - Third Priority- Chronically Homeless Individuals and Families with the most severe service needs are prioritized in CoC funded PSH beds **Dedicated** to Persons Experiencing CH and PSH **Prioritized** for Occupancy by CH Persons.
 - Fourth Priority- All other Chronically Homeless Individuals and Families
 - Fifth Priority- Non-chronically homeless households, as long as the recipient of CoC Program-funded PSH documents how it was determined that there were no chronically homeless households identified for assistance within the CoC's geographic area at the point at which a vacancy becomes available.
- Those prioritized in PSH beds that are NOT Dedicated or Prioritized for Persons Experiencing Chronic Homeless, in order of prioritization:
 - First Priority—Homeless Individuals and Families with a Disability with Long Periods of Episodic Homelessness, fewer than four occasions where they have been living or residing in a place not meant for human habitation, a safe haven, or in an emergency shelter but where the cumulative time homeless is at least 12 months, **and** Severe Service Need.
 - Second Priority - Homeless Individuals and Families with a Disability with Severe Service Needs. No minimum length of time required.
 - Third Priority - Homeless Individuals and Families with a Disability Coming from Places Not Meant for Human Habitation, Safe Haven, or Emergency Shelter Without Severe Service Needs. No minimum length of time required.
 - Fourth Priority—Homeless Individuals and Families with a Disability Coming from Transitional Housing where prior to residing in the TH had lived in a place not meant for human habitation, in an emergency shelter, or safe haven. This priority also includes individuals and families residing in TH who were fleeing or attempting to flee

- domestic violence, dating violence, sexual assault, or stalking and prior to residing in that TH project even if they did not live in a place not meant for human habitation, an emergency shelter, or a safe haven prior to entry in the TH.
- o Fifth Priority- All others that meet a lower priority of order, as long as the recipient of CoC Program-funded PSH documents how the determination was made that there were no eligible individuals or families within the CoC's geographic that met a higher priority.

Housing First

A Housing First Model is to be prioritized. Housing First is an approach in which housing is offered to people experiencing homelessness without preconditions. Programs ensure that no potential clients are screened out or terminated based on any of the following criteria:

- Having too little or no income
- Active/history of substance abuse
- Criminal record with exceptions for state mandated restrictions
- History of domestic violence
- Failure to participate in supportive services
- Failure to make progress on a service plan
- Loss of income or failure to improve
- Being a victim of domestic violence
- Any other activity not covered in a lease agreement typically found in the CoC's geographic area.

Project Requirements Specific to ESG-funded Projects

Projects funded with ESG funds will be expected to adhere to the following to be considered in good standing and align with the standards:

- o Project will be familiar with and adhere to all project requirements of ESG as stated in Title 24 of the Code of Federal Regulations, Part 576
- o Project will work with City of Schenectady staff in developing and implementing the Schenectady County Continuum of Care Plan
- o Collaborate with other homeless providers in the operation of the project
- o Participate in trainings and coordination meetings
- o Cooperate with related research and evaluation activities
- o Prioritize referrals from homeless service providers with the City's Continuum of Care System as it relates to the Coordinated Entry System
- o Meet high standards of professionalism in implementing the project
- o Conform to all fiscal accountability standards required by the City of Schenectady and by the federal governments (24CFR, Part 84)

Objectives and Outcomes Specific to ESG Funded Projects

- o Suitable living environment
- o Affordable housing and affordability of services
- o Creating economic opportunities
- o Availability and accessibility of services and housing
- o Sustainability of the above stated objectives

Strategic Planning Objectives Specific to CoC Funded Projects

- Increase the number of beds dedicated and prioritized to serve chronically homeless individuals
- Increase housing stability
- Increase project participant income
- Increase the number of participants obtaining mainstream benefits
- Increase the number of individuals and families served by Rapid Rehousing

Written Standards by Project Type

The project types directly providing homeless housing and services included within the written standards and their location within the document are listed below.

- Homelessness Prevention (HP) p.4
- Outreach p.5
- Emergency Shelter (ES) p.5
- Rapid Re-housing (RRH) p.6
- Transitional Housing (TH) p.7
- Permanent Supportive Housing (PSH) p.8
- Support Service Only (SSO) p.8
- Homeless Management Information System (HMIS) p.8

ACCESSING ASSISTANCE

The Schenectady Homeless Services Planning Board’s *Coordinated Entry Policies and Procedures* is to be referenced per assistance type as it relates to *accessing assistance*. The *Policies and Procedures* outline the standardized access, assessment, and referral process for housing and other services across agencies in a community. This process is not intended to determine acceptance into a program; it is meant to prioritize community services based on need. This process is intended to assure household eligibility for waiting list acceptance with programs having the ability and responsibility to ensure that household needs are best served by their program. The goal of Coordinated Entry is to link all Emergency Solutions Grant, CoC funded, and non-CoC funded programs in order to best assess households to effectively and efficiently refer households to services. The primary goal of Coordinated Entry is to serve those most at need and second to ensure effective and efficient services are provided. The *Coordinated Entry Policies and Procedures* can be found on the Schenectady Homeless Services Planning Board website caresny.org/continuum-of-care/schenectady-homeless-services-planning-board/schenectady-county-coordinated-entry/.

HOMELESSNESS PREVENTION

Homeless Prevention activities are available to persons who are at risk of becoming homeless. Homeless prevention assistance can be used to prevent an eligible household from becoming homeless or to help to regain stability in their current housing or other permanent housing. Eligible activities include housing relocation and stabilization services as well as short and medium-term rental assistance. Please note, for further information regarding the administration of Homelessness Prevention, refer to the *City of Schenectady’s* most recent *Annual Action Plan* which can be found on the City of Schenectady’s website, cityofschenectady.com.

Eligibility Criteria (ESG)

- Participants must meet the HUD definition of homelessness or at risk of becoming homeless.
- Participants must have combined household income below 30% Area Median Income (AMI).

- Participant must be a City of Schenectady resident.
- Participant lacks identifiable financial resources and/or support networks.

Accessing Assistance

- The Coordinated Entry System screens potential participants for prevention services or housing assistance needs.

Minimum Standard of Assistance (ESG)

- Up to \$600 in arrear payments
- A set stipend of \$200 for up to three months
- Up to \$600 for security deposits or first month's rent
- Rental stipend of \$200 is provided for a maximum of 3 months

Performance Standard: Expected Outcomes

- Reduce the Number of Homeless Households Seeking Emergency Shelter
 - At least a 20% increase in diversions for homeless households within the City of Schenectady
 - At least 80% of households served will maintain permanent housing for 90 days after discharge
 - At least 65% of households served will maintain permanent housing for 60 days after discharge
 - At least 25% of households will exit the program with higher income and/or more non-cash benefits
 - Reduce the number of households experiencing first time homelessness

OUTREACH

Street Outreach serves unsheltered homeless individuals and families, connecting them with emergency shelter, housing, or critical services, and providing them with urgent, non-facility-based care. Services are provided to eligible participants residing in a place not meant for human habitation. Essential services of street outreach include: engagement, case management, emergency health and mental health services, and transportation, and services for special population. Please note, for further information regarding the administration of Outreach, refer to the *Substantial Amendment to the City of Schenectady's* most recent *Annual Action Plan*.

Eligibility Criteria

- Participants must meet the HUD definition of unsheltered homelessness.

Accessing Assistance

- The Coordinated Entry System screens participants for housing assistance needs.

Minimum Standard of Assistance

- Please note, due to the varying nature of Outreach projects that may function within the CoC, the official minimum standards of assistance are tailored to align with the specific purpose of the particular project.

Performance Standards: Expected Outcomes

- Expand Homeless Outreach Services
 - At least 10% more households will be provided services than the previous year.

EMERGENCY SHELTERS

Essential services of emergency shelter includes: case management, child care, education services, employment assistance and job training, outpatient health services, legal services, life skills training, mental health services, substance abuse treatment services, transportation, and services for special populations.

Eligibility Criteria

- Participants must meet the HUD definition of homelessness

Minimum Standard of Assistance

- Provision of shelter, food, and personal care items
- Assistance in transitioning to permanent housing

Accessing Assistance

- The Coordinated Entry System screens participants for housing assistance needs

Performance Standards: Expected Outcomes

- Reduce Rates of Homelessness
 - At least 30% of households will exit to permanent housing destinations
 - Average length of stay is less than 20 days

RAPID RE-HOUSING PROJECTS (RRH)

Rapid Re-Housing is available to help those who are literally homeless be quickly and permanently housed. Rapid Re-Housing Projects (RRH) provide housing relocation and stabilization services and short or medium term rental assistance as needed to help a homeless household moves as quickly as possible to permanent housing and achieve stability in that housing. Please note, Rapid Rehousing funds are available through both CoC and ESG. For further information regarding the administration of Rapid Rehousing through ESG, refer to the *Substantial Amendment to the City of Schenectady's* most recent *Annual Action Plan*.

Eligibility Criteria (ESG)

- Participants must meet the HUD definition of homelessness
- Participant must be a City of Schenectady resident
- Participant lacks identifiable financial resources and/or support networks

Minimum Standards of Assistance (ESG)

- A set rental stipend of \$200 for three months
- Up to \$600 for arrear payments, security deposits or first month's rent
- Rental assistance is provided for a maximum of 3 months
- Assistance will not be adjusted over time
- Follow-up will occur at minimum monthly while participants are receiving assistance
- Follow-up will occur at six months after discharge

Eligibility Criteria (CoC)

- Participants must meet the HUD definition of homelessness.
- Participants lack identifiable financial resources and/or support networks

Minimum Standards of Assistance (CoC)

- A rental subsidy based on income for six months with the possibility to extend assistance
- The rental subsidy amount will account for participants paying no more than 30% of their adjusted income or 10% of their gross income towards rent
- Assistance may be extended
- Supportive services designed to meet the needs of the project participants must be made available to the project participants throughout the duration of RRH assistance
- Follow-up will occur at minimum monthly while participants are receiving assistance
- Follow-up will occur at six months after discharge

Accessing Assistance

- The Coordinated Entry System screens potential participants for permanent housing assistance eligibility.

Performance Standards: Expected Outcomes

- Reduce the Number the Length of Homelessness for Homeless Households
 - At least 80% of households served will be placed in permanent housing within 60 days.
 - At least 80% of households served will maintain permanent housing for 90 days after discharge.
 - At least 65% of households served will maintain permanent housing for 60 days after discharge (ESG).
 - At least 65% of households will exit the program with higher income and/or more non-cash benefits (ESG)

Performance Standards: Strategic Planning Objectives

- 80% or more of all participants remain stable in RRH or exit to other permanent housing destinations
- 56% or more of adult participants will have mainstream (non-cash) benefits
- 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
- 20% or more of adult participants will have income from employment
- 20% or more of adult participants will increase income from employment

TRANSITIONAL HOUSING PROGRAMS

Transitional Housing (TH) is designed to provide homeless individuals and families with interim stability and support to successfully move to and maintain permanent housing.

Eligibility Criteria

- Participants must meet the HUD definition of homelessness

Minimum Standards of Assistance

- Maximum length of stay cannot exceed 24 months
- Assistance in transitioning to permanent housing must be provided
- Support services must be provided throughout the duration of stay in transitional housing
- Project participants in transitional housing must enter into a lease agreement for a term of at least one month. The lease must be automatically renewable upon expiration, except on prior notice by either party, up to a maximum term of 24 months

Accessing Assistance

- The Coordinated Entry System screens potential participants for housing assistance needs.

Performance Standards: Strategic Planning Objectives

- 80% or more of all participants will exit to permanent housing destinations
- 56% or more of adult participants will have mainstream (non-cash) benefits
- 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
- 20% or more of adult participants will have income from employment
- 20% or more of adult participants will increase income from employment

PERMANENT SUPPORTIVE HOUSING

Permanent Supportive Housing (PSH) is permanent housing with indefinite leasing or rental assistance paired with supportive services to assist homeless persons with a disability or families with an adult or child member with a disability achieve housing stability.

Eligibility Criteria

- Participants must meet the HUD definition of homelessness
- PSH can only provide assistance to individuals with disabilities and families in which at least one adult or child has a disability.

Minimum Standards of Assistance

- There can be no predetermined length of stay for a PSH project
- Supportive services designed to meet the needs of the project participants must be made available to the project participants throughout the duration of stay in PSH
- Project participants in PSH must enter into a lease (or sublease) agreement for an initial term of at least one year that is renewable and is terminable only for cause. Leases (or subleases) must be renewable for a minimum term of one month.

Accessing Assistance

- The Coordinated Entry System screens potential participants for permanent supportive housing assistance eligibility.

Performance Standards: Strategic Planning Objectives

- 80% or more of all participants will remain stable in PSH or exit to other permanent housing destinations
- 56% or more of adult participants will have mainstream (non-cash) benefits
- 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

- 20% or more of adult participants will have income from employment
- 20% or more of adult participants will increase income from employment

SUPPORTIVE SERVICES PROJECTS

The supportive services only (SSO) project component allows for the provision of services to homeless households not residing in housing operated by the recipient of SSO funding. SSO projects provide services to persons experiencing homelessness that are not tied to specific housing units. Supportive services can include conducting outreach to sheltered and unsheltered homeless persons and families, link clients with housing or other necessary services, and provide ongoing support.

Eligibility Criteria

- Participants must meet the HUD definition of homelessness

Minimum Standards of Assistance

- Please note, due to the varying nature of SSO projects that may function within the CoC, the official minimum standards of assistance are tailored to align with the specific purpose of the particular project.

Accessing Assistance

- The Coordinated Entry System screens participants for housing assistance needs.

Performance Standards: Strategic Planning Objectives

- Please note, due to the varying nature of SSO projects that may function within the CoC, the official performance standards are tailored to align with the specific purpose of the particular project.

HOMELESS MANAGEMENT INFORMATION SYSTEM

Under the HEARTH Act, HMIS participation is a statutory requirement for all CoC and ESG funded projects. Victims service providers cannot participate in HMIS, these providers must use a comparable database that produces unduplicated and aggregate reports in its place. The HSPB is responsible for designating the HMIS lead who is responsible for the operation and administration of the HMIS.

Minimum Standards

- Produce an unduplicated count of persons experiencing homelessness for the CoC
- Describe the extent and nature of homelessness within the CoC
- Identify patterns of service use
- Measure program effectiveness

Performance Standards: Expected Outcomes

- Increase and Maintain Data Quality within HMIS
 - No more than 5% missing or null data for all required fields.

eCart



ESG-CAPER-Reporting-Tool-and-eCart-Guide.xlsm

PR-26 FINAL



Office of Community Planning and Development
 U.S. Department of Housing and Urban Development
 Integrated Disbursement and Information System
 PR26 - CDBG Financial Summary Report
 Program Year 2015
 SCHENECTADY, NY

DATE: 09-27-16
 TIME: 15:22
 PAGE: 1

PART I: SUMMARY OF CDBG RESOURCES	
01 UNEXPENDED CDBG FUNDS AT END OF PREVIOUS PROGRAM YEAR	4,908,549.11
02 ENTITLEMENT GRANT	2,064,964.00
03 SURPLUS URBAN RENEWAL	0.00
04 SECTION 108 GUARANTEED LOAN FUNDS	0.00
05 CURRENT YEAR PROGRAM INCOME	3,770.87
05a CURRENT YEAR SECTION 108 PROGRAM INCOME (FOR SI TYPE)	0.00
06 FUNDS RETURNED TO THE LINE-OF-CREDIT	0.00
06a FUNDS RETURNED TO THE LOCAL CDBG ACCOUNT	0.00
07 ADJUSTMENT TO COMPUTE TOTAL AVAILABLE	0.00
08 TOTAL AVAILABLE (SUM, LINES 01-07)	6,977,283.98
PART II: SUMMARY OF CDBG EXPENDITURES	
09 DISBURSEMENTS OTHER THAN SECTION 108 REPAYMENTS AND PLANNING/ADMINISTRATION	787,915.40
10 ADJUSTMENT TO COMPUTE TOTAL AMOUNT SUBJECT TO LOW/MOD BENEFIT	0.00
11 AMOUNT SUBJECT TO LOW/MOD BENEFIT (LINE 09 + LINE 10)	787,915.40
12 DISBURSED IN IDIS FOR PLANNING/ADMINISTRATION	311,046.95
13 DISBURSED IN IDIS FOR SECTION 108 REPAYMENTS	0.00
14 ADJUSTMENT TO COMPUTE TOTAL EXPENDITURES	0.00
15 TOTAL EXPENDITURES (SUM, LINES 11-14)	1,098,962.35
16 UNEXPENDED BALANCE (LINE 08 - LINE 15)	5,878,321.63
PART III: LOW/MOD BENEFIT THIS REPORTING PERIOD	
17 EXPENDED FOR LOW/MOD HOUSING IN SPECIAL AREAS	0.00
18 EXPENDED FOR LOW/MOD MULTI-UNIT HOUSING	0.00
19 DISBURSED FOR OTHER LOW/MOD ACTIVITIES	665,615.07
20 ADJUSTMENT TO COMPUTE TOTAL LOW/MOD CREDIT	0.00
21 TOTAL LOW/MOD CREDIT (SUM, LINES 17-20)	665,615.07
22 PERCENT LOW/MOD CREDIT (LINE 21/LINE 11)	84.48%
LOW/MOD BENEFIT FOR MULTI-YEAR CERTIFICATIONS	
23 PROGRAM YEARS(PY) COVERED IN CERTIFICATION	PY: PY: PY:
24 CUMULATIVE NET EXPENDITURES SUBJECT TO LOW/MOD BENEFIT CALCULATION	0.00
25 CUMULATIVE EXPENDITURES BENEFITING LOW/MOD PERSONS	0.00
26 PERCENT BENEFIT TO LOW/MOD PERSONS (LINE 25/LINE 24)	0.00%
PART IV: PUBLIC SERVICE (PS) CAP CALCULATIONS	
27 DISBURSED IN IDIS FOR PUBLIC SERVICES	231,549.22
28 PS UNLIQUIDATED OBLIGATIONS AT END OF CURRENT PROGRAM YEAR	103,797.35
29 PS UNLIQUIDATED OBLIGATIONS AT END OF PREVIOUS PROGRAM YEAR	1,594.34
30 ADJUSTMENT TO COMPUTE TOTAL PS OBLIGATIONS	(96,491.69)
31 TOTAL PS OBLIGATIONS (LINE 27 + LINE 28 - LINE 29 + LINE 30)	237,260.54
32 ENTITLEMENT GRANT	2,064,964.00
33 PRIOR YEAR PROGRAM INCOME	3,971.15
34 ADJUSTMENT TO COMPUTE TOTAL SUBJECT TO PS CAP	0.00
35 TOTAL SUBJECT TO PS CAP (SUM, LINES 32-34)	2,068,935.15
36 PERCENT FUNDS OBLIGATED FOR PS ACTIVITIES (LINE 31/LINE 35)	11.47%
PART V: PLANNING AND ADMINISTRATION (PA) CAP	
37 DISBURSED IN IDIS FOR PLANNING/ADMINISTRATION	311,046.95
38 PA UNLIQUIDATED OBLIGATIONS AT END OF CURRENT PROGRAM YEAR	426,192.85
39 PA UNLIQUIDATED OBLIGATIONS AT END OF PREVIOUS PROGRAM YEAR	333,490.74
40 ADJUSTMENT TO COMPUTE TOTAL PA OBLIGATIONS	0.00
41 TOTAL PA OBLIGATIONS (LINE 37 + LINE 38 - LINE 39 + LINE 40)	403,749.06
42 ENTITLEMENT GRANT	2,064,964.00
43 CURRENT YEAR PROGRAM INCOME	3,770.87
44 ADJUSTMENT TO COMPUTE TOTAL SUBJECT TO PA CAP	0.00
45 TOTAL SUBJECT TO PA CAP (SUM, LINES 42-44)	2,068,734.87
46 PERCENT FUNDS OBLIGATED FOR PA ACTIVITIES (LINE 41/LINE 45)	19.52%



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LINE 17 DETAIL: ACTIVITIES TO CONSIDER IN DETERMINING THE AMOUNT TO ENTER ON LINE 17

Report returned no data.

LINE 18 DETAIL: ACTIVITIES TO CONSIDER IN DETERMINING THE AMOUNT TO ENTER ON LINE 18

Report returned no data.

LINE 19 DETAIL: ACTIVITIES INCLUDED IN THE COMPUTATION OF LINE 19

Plan Year	IDIS Project	IDIS Activity	Voucher Number	Activity Name	Matrix Code	National Objective	Drawn Amount
2013	10	3081	5843866	PAVING	03K	LMA	\$305.89
2014	7	3161	5843866	PAVING	03K	LMA	\$327,990.36
2014	7	3161	5887753	PAVING	03K	LMA	\$25,600.00
2013	11	3118	5838497	2013 DEMOLITION	03K	Matrix Code	\$353,896.25
					04	LMA	\$5,300.00
					04	Matrix Code	\$5,300.00
2013	21	3119	5837443	MCTAP	05	LMC	\$1,071.82
2014	12	3196	5837316	MCTAP	05	LMC	\$1,554.66
2014	12	3196	5842011	MCTAP	05	LMC	\$917.50
2014	12	3196	5848045	MCTAP	05	LMC	\$949.95
2014	12	3196	5857051	MCTAP	05	LMC	\$4,120.04
2014	12	3196	5861835	MCTAP	05	LMC	\$1,101.00
2014	12	3196	5863948	MCTAP	05	LMC	\$1,129.53
2014	12	3196	5870640	MCTAP	05	LMC	\$1,129.53
2014	12	3196	5872687	MCTAP	05	LMC	\$1,592.79
2014	12	3196	5874787	MCTAP	05	LMC	\$175.70
2014	12	3196	5878127	MCTAP	05	LMC	\$1,129.53
2014	12	3196	5885312	MCTAP	05	LMC	\$2,359.99
2014	12	3196	5891748	MCTAP	05	LMC	\$100.00
2014	12	3196	5894064	MCTAP	05	LMC	\$2,380.81
2014	12	3196	5905863	MCTAP	05	LMC	\$1,737.09
2014	12	3196	5914623	MCTAP	05	LMC	\$1,863.53
2014	12	3196	5924264	MCTAP	05	LMC	\$2,268.97
					05	Matrix Code	\$25,582.44
2014	8	3153	5878127	CENTER FOR INDEPENDENCE	05B	LMC	\$1,594.34
2015	83	3238	5891748	OFFICE OF DISABILITY SVC	05B	LMC	\$5,907.30
					05B	Matrix Code	\$7,501.64
2014	13	3197	5830954	YWCA FRONT ST POOL	05D	LMC	\$3,029.17
2014	13	3197	5835202	YWCA FRONT ST POOL	05D	LMC	\$6,699.27
2014	13	3197	5842011	YWCA FRONT ST POOL	05D	LMC	\$6,491.59
2014	13	3197	5843866	YWCA FRONT ST POOL	05D	LMC	\$4,029.97
2014	14	3198	5863948	HAMILTON HILL ARTS CENTER	05D	LMC	\$8,893.21
2014	14	3198	5910282	HAMILTON HILL ARTS CENTER	05D	LMC	\$11,968.18
2015	82	3236	5880229	BOYS & GIRLS CLUB/QUACKENBUSH	05D	LMC	\$29,136.00
2015	84	3227	5897201	SICM BASKETBALL PROGRAM	05D	LMC	\$69.80
2015	84	3227	5901578	SICM BASKETBALL PROGRAM	05D	LMC	\$114.90
2015	84	3227	5903725	SICM BASKETBALL PROGRAM	05D	LMC	\$898.75
2015	84	3227	5905863	SICM BASKETBALL PROGRAM	05D	LMC	\$19.90
2015	85	3237	5930970	HILHURST/STEINMETZ PARKS	05D	LMC	\$42,233.00
2015	86	3226	5881961	SICM SUMMER LUNCH	05D	LMC	\$5,000.00
2015	87	3261	5905863	YOUTH BOXING	05D	LMC	\$4,000.00
2015	87	3261	5922347	YOUTH BOXING	05D	LMC	\$610.44
2015	89	3235	5878127	JERRY BURRELL SUMMER PROGRAM	05D	LMC	\$25,224.00
					05D	Matrix Code	\$148,418.18
2014	6	3149	5828221	CLT HOUSING COUNSELING	05U	LMC	\$3,203.61
2014	9	3151	5828221	BNI HOMEBUYER EDUCATION	05U	LMC	\$3,849.29
2014	9	3151	5830980	BNI HOMEBUYER EDUCATION	05U	LMC	\$2,500.40



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2014	9	3151	5837316	BNI HOMEBUYER EDUCATION	05U	LMC	\$1,304.10
2014	9	3151	5842011	BNI HOMEBUYER EDUCATION	05U	LMC	\$3,776.82
2014	9	3151	5843866	BNI HOMEBUYER EDUCATION	05U	LMC	\$1,250.20
2014	9	3151	5857051	BNI HOMEBUYER EDUCATION	05U	LMC	\$401.44
2015	72	3217	5880229	CLT HOUSING COUNSELING	05U	LMC	\$3,613.14
2015	72	3217	5934935	CLT HOUSING COUNSELING	05U	LMC	\$3,386.86
2015	79	3228	5880229	BNI HOMEBUYER EDUCATION	05U	LMC	\$634.31
2015	79	3228	5891748	BNI HOMEBUYER EDUCATION	05U	LMC	\$12,201.69
2015	79	3228	5891759	BNI HOMEBUYER EDUCATION	05U	LMC	\$1,544.62
2015	79	3228	5894064	BNI HOMEBUYER EDUCATION	05U	LMC	\$708.15
2015	79	3228	5897201	BNI HOMEBUYER EDUCATION	05U	LMC	\$1,095.50
2015	79	3228	5901578	BNI HOMEBUYER EDUCATION	05U	LMC	\$547.75
2015	79	3228	5903725	BNI HOMEBUYER EDUCATION	05U	LMC	\$547.75
2015	79	3228	5905863	BNI HOMEBUYER EDUCATION	05U	LMC	\$547.75
2015	79	3228	5910282	BNI HOMEBUYER EDUCATION	05U	LMC	\$1,007.35
2015	79	3228	5914623	BNI HOMEBUYER EDUCATION	05U	LMC	\$3,171.11
2015	79	3228	5919482	BNI HOMEBUYER EDUCATION	05U	LMC	\$459.60
2015	79	3228	5924264	BNI HOMEBUYER EDUCATION	05U	LMC	\$1,378.80
2015	79	3228	5930970	BNI HOMEBUYER EDUCATION	05U	LMC	\$919.20
2015	79	3228	5934935	BNI HOMEBUYER EDUCATION	05U	LMC	\$1,533.48
2015	79	3228	5937220	BNI HOMEBUYER EDUCATION	05U	LMC	\$464.04
					05U	Matrix Code	\$50,046.96
2015	73	3221	5937220	CLT ADMIN	13	LMH	\$5,102.00
					13	Matrix Code	\$5,102.00
2014	7	3158	5885312	CODE ENFORCEMENT	15	LMA	\$3,736.25
2014	7	3158	5897192	CODE ENFORCEMENT	15	LMA	\$428.75
					15	Matrix Code	\$4,165.00
2014	10	3167	5833406	COMMUNITY LOAN FUND	18B	LMJ	\$11,106.02
2014	10	3167	5861835	COMMUNITY LOAN FUND	18B	LMJ	\$152.54
2015	68	3223	5897192	Community Loan Fund of Cap. Region	18B	LMJ	\$17,408.73
2015	68	3223	5926845	Community Loan Fund of Cap. Region	18B	LMJ	\$10,591.27
					18B	Matrix Code	\$39,258.56
2014	7	3159	5880229	SNAP	19E	LMA	\$26,344.04
					19E	Matrix Code	\$26,344.04
Total							\$665,615.07

LINE 27 DETAIL: ACTIVITIES INCLUDED IN THE COMPUTATION OF LINE 27

Plan Year	IDIS Project	IDIS Activity	Voucher Number	Activity Name	Matrix Code	National Objective	Drawn Amount
2013	21	3119	5837443	MCTAP	05	LMC	\$1,071.82
2014	12	3196	5837316	MCTAP	05	LMC	\$1,554.66
2014	12	3196	5842011	MCTAP	05	LMC	\$917.50
2014	12	3196	5848045	MCTAP	05	LMC	\$949.95
2014	12	3196	5857051	MCTAP	05	LMC	\$4,120.04
2014	12	3196	5861835	MCTAP	05	LMC	\$1,101.00
2014	12	3196	5863948	MCTAP	05	LMC	\$1,129.53
2014	12	3196	5870640	MCTAP	05	LMC	\$1,129.53
2014	12	3196	5872687	MCTAP	05	LMC	\$1,592.79
2014	12	3196	5874787	MCTAP	05	LMC	\$175.70
2014	12	3196	5878127	MCTAP	05	LMC	\$1,129.53
2014	12	3196	5885312	MCTAP	05	LMC	\$2,359.99
2014	12	3196	5891748	MCTAP	05	LMC	\$100.00
2014	12	3196	5894064	MCTAP	05	LMC	\$2,380.81
2014	12	3196	5905863	MCTAP	05	LMC	\$1,737.09
2014	12	3196	5914623	MCTAP	05	LMC	\$1,863.53



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Plan Year	IDIS Project	IDIS Activity	Voucher Number	Activity Name	Matrix Code	National Objective	Drawn Amount
2014	12	3196	5924264	MCTAP	05	LMC	\$2,268.97
					05	Matrix Code	\$25,582.44
2014	8	3153	5878127	CENTER FOR INDEPENDENCE	05B	LMC	\$1,594.34
2015	83	3238	5891748	OFFICE OF DISABILITY SVC	05B	LMC	\$5,907.30
					05B	Matrix Code	\$7,501.64
2014	13	3197	5830954	YWCA FRONT ST POOL	05D	LMC	\$3,029.17
2014	13	3197	5835202	YWCA FRONT ST POOL	05D	LMC	\$6,699.27
2014	13	3197	5842011	YWCA FRONT ST POOL	05D	LMC	\$6,491.59
2014	13	3197	5843866	YWCA FRONT ST POOL	05D	LMC	\$4,029.97
2014	14	3198	5863948	HAMILTON HILL ARTS CENTER	05D	LMC	\$8,893.21
2014	14	3198	5910282	HAMILTON HILL ARTS CENTER	05D	LMC	\$11,968.18
2015	82	3236	5880229	BOYS & GIRLS CLUB/QUACKENBUSH	05D	LMC	\$29,136.00
2015	84	3227	5897201	SICM BASKETBALL PROGRAM	05D	LMC	\$69.80
2015	84	3227	5901578	SICM BASKETBALL PROGRAM	05D	LMC	\$114.90
2015	84	3227	5903725	SICM BASKETBALL PROGRAM	05D	LMC	\$898.75
2015	84	3227	5905863	SICM BASKETBALL PROGRAM	05D	LMC	\$19.90
2015	85	3237	5930970	HILLHURST/STEINMETZ PARKS	05D	LMC	\$42,233.00
2015	86	3226	5881961	SICM SUMMER LUNCH	05D	LMC	\$5,000.00
2015	87	3261	5905863	YOUTH BOXING	05D	LMC	\$4,000.00
2015	87	3261	5922347	YOUTH BOXING	05D	LMC	\$610.44
2015	89	3235	5878127	JERRY BURRELL SUMMER PROGRAM	05D	LMC	\$25,224.00
					05D	Matrix Code	\$148,418.18
2014	6	3149	5828221	CLT HOUSING COUNSELING	05U	LMC	\$3,203.61
2014	9	3151	5828221	BNI HOMEBUYER EDUCATION	05U	LMC	\$3,849.29
2014	9	3151	5830980	BNI HOMEBUYER EDUCATION	05U	LMC	\$2,500.40
2014	9	3151	5837316	BNI HOMEBUYER EDUCATION	05U	LMC	\$1,304.10
2014	9	3151	5842011	BNI HOMEBUYER EDUCATION	05U	LMC	\$3,776.82
2014	9	3151	5843866	BNI HOMEBUYER EDUCATION	05U	LMC	\$1,250.20
2014	9	3151	5857051	BNI HOMEBUYER EDUCATION	05U	LMC	\$401.44
2015	72	3217	5880229	CLT HOUSING COUNSELING	05U	LMC	\$3,613.14
2015	72	3217	5934935	CLT HOUSING COUNSELING	05U	LMC	\$3,386.86
2015	79	3228	5880229	BNI HOMEBUYER EDUCATION	05U	LMC	\$634.31
2015	79	3228	5891748	BNI HOMEBUYER EDUCATION	05U	LMC	\$12,201.69
2015	79	3228	5891759	BNI HOMEBUYER EDUCATION	05U	LMC	\$1,544.62
2015	79	3228	5894064	BNI HOMEBUYER EDUCATION	05U	LMC	\$708.15
2015	79	3228	5897201	BNI HOMEBUYER EDUCATION	05U	LMC	\$1,095.50
2015	79	3228	5901578	BNI HOMEBUYER EDUCATION	05U	LMC	\$547.75
2015	79	3228	5903725	BNI HOMEBUYER EDUCATION	05U	LMC	\$547.75
2015	79	3228	5905863	BNI HOMEBUYER EDUCATION	05U	LMC	\$547.75
2015	79	3228	5910282	BNI HOMEBUYER EDUCATION	05U	LMC	\$1,007.35
2015	79	3228	5914623	BNI HOMEBUYER EDUCATION	05U	LMC	\$3,171.11
2015	79	3228	5919482	BNI HOMEBUYER EDUCATION	05U	LMC	\$459.60
2015	79	3228	5924264	BNI HOMEBUYER EDUCATION	05U	LMC	\$1,378.80
2015	79	3228	5930970	BNI HOMEBUYER EDUCATION	05U	LMC	\$919.20
2015	79	3228	5934935	BNI HOMEBUYER EDUCATION	05U	LMC	\$1,533.48
2015	79	3228	5937220	BNI HOMEBUYER EDUCATION	05U	LMC	\$464.04
					05U	Matrix Code	\$50,046.96
Total							\$231,549.22

LINE 37 DETAIL: ACTIVITIES INCLUDED IN THE COMPUTATION OF LINE 37

Plan Year	IDIS Project	IDIS Activity	Voucher Number	Activity Name	Matrix Code	National Objective	Drawn Amount
2014	7	3160	5887753	COMPREHENSIVE PLANN STAFF	20		\$3,903.12
					20	Matrix Code	\$3,903.12
2014	5	3142	5835202	AFFIRMATIVE ACTION	21A		\$12,750.00



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Plan Year	IDIS Project	IDIS Activity	Voucher Number	Activity Name	Matrix Code	National Objective	Drawn Amount
2014	5	3143	5828221	FINANCE DEPT	21A		\$12,540.00
2014	5	3144	5828221	DEVELOPMENT SALARIES	21A		\$19,176.55
2014	5	3144	5830935	DEVELOPMENT SALARIES	21A		\$46,667.39
2014	5	3144	5863954	DEVELOPMENT SALARIES	21A		\$53,976.22
2014	5	3144	5868562	DEVELOPMENT SALARIES	21A		\$13,072.85
2014	5	3144	5887753	DEVELOPMENT SALARIES	21A		\$13,163.95
2014	5	3144	5887754	DEVELOPMENT SALARIES	21A		\$50,756.92
2014	5	3146	5828221	ADMIN POSTAGE	21A		\$24.92
2014	5	3146	5830980	ADMIN POSTAGE	21A		\$30.62
2014	5	3146	5835202	ADMIN POSTAGE	21A		\$24.70
2014	5	3146	5837316	ADMIN POSTAGE	21A		\$24.70
2014	5	3146	5842011	ADMIN POSTAGE	21A		\$71.23
2014	5	3146	5848045	ADMIN POSTAGE	21A		\$55.90
2014	5	3146	5857051	ADMIN POSTAGE	21A		\$49.93
2014	5	3146	5861835	ADMIN POSTAGE	21A		\$36.82
2014	5	3146	5874787	ADMIN POSTAGE	21A		\$24.40
2014	5	3146	5875020	ADMIN POSTAGE	21A		\$44.20
2014	5	3146	5878127	ADMIN POSTAGE	21A		\$68.02
2014	5	3146	5885312	ADMIN POSTAGE	21A		\$34.62
2014	5	3147	5828221	ADMIN OFFICE EXPENSES	21A		\$226.45
2014	5	3147	5830980	ADMIN OFFICE EXPENSES	21A		\$307.81
2014	5	3147	5842011	ADMIN OFFICE EXPENSES	21A		\$185.97
2014	5	3147	5843866	ADMIN OFFICE EXPENSES	21A		\$447.93
2014	5	3147	5848045	ADMIN OFFICE EXPENSES	21A		\$74.65
2014	5	3147	5861835	ADMIN OFFICE EXPENSES	21A		\$220.00
2014	5	3147	5863948	ADMIN OFFICE EXPENSES	21A		\$83.16
2014	5	3147	5868562	ADMIN OFFICE EXPENSES	21A		\$102.14
2014	5	3147	5870640	ADMIN OFFICE EXPENSES	21A		\$32.50
2014	5	3147	5872554	ADMIN OFFICE EXPENSES	21A		\$240.80
2014	5	3147	5874787	ADMIN OFFICE EXPENSES	21A		\$177.98
2014	5	3147	5883058	ADMIN OFFICE EXPENSES	21A		\$11.59
2014	5	3147	5887753	ADMIN OFFICE EXPENSES	21A		\$2,152.00
2014	6	3148	5842014	BNI CDBG ADMIN	21A		\$1,021.54
2015	70	3229	5897192	BNI CDBG ADMIN	21A		\$8,124.99
2015	96	3250	5887753	DEVELOPMENT TRAVEL	21A		\$10.00
2015	96	3250	5914623	DEVELOPMENT TRAVEL	21A		\$18.90
2015	96	3250	5922347	DEVELOPMENT TRAVEL	21A		\$28.04
2015	96	3250	5930970	DEVELOPMENT TRAVEL	21A		\$36.72
2015	96	3251	5897201	DEV POSTAGE	21A		\$56.60
2015	96	3251	5905863	DEV POSTAGE	21A		\$39.93
2015	96	3251	5914623	DEV POSTAGE	21A		\$25.38
2015	96	3251	5919482	DEV POSTAGE	21A		\$32.93
2015	96	3251	5924264	DEV POSTAGE	21A		\$24.88
2015	96	3251	5934935	DEV POSTAGE	21A		\$96.18
2015	96	3252	5891759	ADMIN OFFICE EXPENSES	21A		\$18.47
2015	96	3252	5894064	ADMIN OFFICE EXPENSES	21A		\$57.04
2015	96	3252	5897201	ADMIN OFFICE EXPENSES	21A		\$264.11
2015	96	3252	5901578	ADMIN OFFICE EXPENSES	21A		\$991.16
2015	96	3252	5903725	ADMIN OFFICE EXPENSES	21A		\$18.50
2015	96	3252	5908637	ADMIN OFFICE EXPENSES	21A		\$1,785.08
2015	96	3252	5914623	ADMIN OFFICE EXPENSES	21A		\$44.22
2015	96	3252	5919482	ADMIN OFFICE EXPENSES	21A		\$41.75
2015	96	3252	5922347	ADMIN OFFICE EXPENSES	21A		\$690.00
2015	96	3252	5926845	ADMIN OFFICE EXPENSES	21A		\$570.00
2015	96	3252	5930970	ADMIN OFFICE EXPENSES	21A		\$15,503.99
2015	96	3252	5937220	ADMIN OFFICE EXPENSES	21A		\$36.50
2015	97	3248	5885312	2015 FINANCE ADMIN	21A		\$12,500.00



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2015	98	3239	5905863	AFFIRMATIVE ACTION	21A		\$25,500.00	
2015	98	3239	5924264	AFFIRMATIVE ACTION	21A		\$12,750.00	
						21A	Matrix Code	\$307,143.83
Total							\$311,046.95	